

## NOTICE TO THE BAR

### **LANDLORD TENANT - NEW LANDLORD CASE INFORMATION STATEMENT AVAILABLE FOR IMMEDIATE USE IN PENDING CASES**

In its [July 14, 2021](#) Order, the Supreme Court authorized a package of reforms to the residential landlord tenant (LT) court process, including a new requirement that landlords submit a Landlord Case Information Statement (LCIS). The Court in its July 14, 2021 [Administrative Determinations](#) on the Report and Recommendations of the Judiciary Special Committee on Landlord Tenant provided a template copy of that new LCIS. This notice is to advise that (1) the LCIS is now available in Judiciary electronic systems for pending cases; and (2) the LCIS must be filed for all cases (residential and commercial) effective as of September 1, 2021.

The Judiciary's electronic filing systems have been updated to accept immediate filing of the LCIS for all pending LT cases for landlords and landlord attorneys who wish to file before the mandatory date of September 1, 2021.

Effective immediately:

- Landlord attorneys may file the LCIS in eCourts in all pending cases. Upon the completion of data fields in eCourts, the system will auto-generate the completed LCIS form.
- Unrepresented landlords may file the LCIS through the Judiciary Electronic Document System (JEDS) in all pending cases.

Landlords and landlord attorneys are encouraged to file the LCIS in pending cases before the mandatory date because the filing of the LCIS will assist in case prioritization and processing.

The LCIS form is located on the Judiciary website on the Forms page ([https://www.njcourts.gov/forms/12770\\_lcis.pdf](https://www.njcourts.gov/forms/12770_lcis.pdf)).

Any questions regarding this notice or the LCIS form may be directed to Taironda E. Phoenix, Assistant Director for Civil Practice at (609) 815-2900 ext. 54900 or [taironda.phoenix@njcourts.gov](mailto:taironda.phoenix@njcourts.gov).

A handwritten signature in black ink, appearing to read "Glenn A. Grant", is written over a horizontal line.

Glenn A. Grant, J.A.D.  
Acting Administrative Director of the Courts

Dated: July 30, 2021