

## NOTICE TO THE BAR

### SPECIAL CIVIL PART – TECHNICAL UPDATES TO APPENDIX FORMS

This notice publishes updates to certain Special Civil Part forms that are included as Appendices to the Court Rules. The updated forms were effective July 1. The amendments to the forms include updates related to the Special Civil Part Officer flat fee for service and execution (to align with N.J.S.A. 22A:2-37.1(a)(6) and 37.2(b)), current information on interpreter and ADA accommodation requests, addition of an email address field in the caption of pleadings, and other minor formatting changes.

The updated Appendices are attached to this Notice and are as follows:

- (1) Appendix XI-A(1) DC Summons and Return of Service
- (2) Appendix XI-A(2) Small Claims Summons and Return of Service
- (3) Appendix XI-C Small Claims Complaint (Contract, Security Deposit, Rent or Tort)
- (4) Appendix XI-D Small Claims Complaint – Motor Vehicle
- (5) Appendix XI-E Answer – Auto Accident
- (6) Appendix XI-F Answer – Civil Action
- (7) Appendix XI-G(2) Warrant of Removal – Commercial
- (8) Appendix XI-G(4) Execution of Warrant of Removal – Residential
- (9) Appendix XI-I Notice of Application for Wage Execution
- (10) Appendix XI-J Wage Execution
- (11) Appendix XI-M Notice of Motion for Order Enforcing Litigant’s Rights
- (12) Appendix XI-N Certification in Support of Motion for Order Enforcing Litigants Rights
- (13) Appendix XI-O Order to Enforce Litigant’s Rights
- (14) Appendix XI-P Certification in Support of Application for Arrest Warrant
- (15) Appendix XI-Q Warrant for Arrest

(16) Appendix XI-Y Writ of Possession

(17) Appendix XI-Z Answer with a Counterclaim, Cross-Claim and/or Third Party Complaint

Questions regarding this notice 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).



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Glenn A. Grant  
Administrative Director of the Courts

Dated: August 1, 2022

Attachment 1  
Appendix XI-A(1)  
DC Summons and Return of Service  
CN 11808



Court's Address and Phone Number:  
 \_\_\_\_\_ Special Civil Part  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone No. \_\_\_\_\_

**Superior Court of New Jersey**  
**Law Division, Special Civil Part**  
 \_\_\_\_\_ County

Docket No: DC \_\_\_\_\_

**Civil Action  
 Summons**

Check one     Contract  
                    Tort

**YOU ARE BEING SUED!**

**Person or Business Suing You (Plaintiff)**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(See the following page(s) for additional plaintiffs)

**Plaintiff's Attorney Information**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Person or Business Being Sued (Defendant)**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(See the following page(s) for additional defendants)

**The Person or Business Suing You Claims You Owe the Following:**

Demand Amount	\$	_____
Filing Fee	\$	_____
Service Fee	\$	_____
Attorney's Fees	\$	_____
<b>TOTAL</b>	<b>\$</b>	_____

**FOR JUDICIARY USE ONLY**

In the attached complaint, the person or business suing you briefly tells the court their version of the facts of the case and how much money he or she claims you owe. **If you do not answer the complaint, you may lose the case automatically and the court may give the plaintiff what the plaintiff is asking for, plus interest and court costs. You have 35 days from the date of service to file your answer or a signed agreement.** If a judgment is entered against you, a Special Civil Part Officer may seize your money, wages or personal property to pay all or part of the judgment. The judgment is valid for 20 years.

**IF YOU DISAGREE WITH THE PLAINTIFF'S CLAIMS, A WRITTEN ANSWER OR SIGNED AGREEMENT MUST BE RECEIVED BY THE COURT ABOVE, ON OR BEFORE \_\_\_\_\_, OR THE COURT MAY RULE AGAINST YOU.**

**IF YOU DISAGREE WITH THE PLAINTIFF, YOU MUST DO ONE OR BOTH OF THE FOLLOWING:**

1. ***Answer the complaint.*** An answer form that will explain how to respond to the complaint is available at any of the New Jersey Special Civil Part Offices or on the Judiciary's Internet site njcourts.gov. If you decide to file an answer to the complaint made against you:
  - Fill out the Answer form AND pay the applicable filing fee by check or money order payable to: **Treasurer, State of New Jersey**. Include **DC** \_\_\_\_\_ (your Docket Number) on the check.
  - Mail or hand deliver the completed Answer form and the check or money order to the court's address listed above.
  - Hand deliver or send by regular mail a copy of the completed Answer form to the plaintiff's attorney. If the plaintiff does not have an attorney, send your completed answer form to the plaintiff by regular and certified mail. This **MUST** be done at the same time you file your Answer with the court on or before \_\_\_\_\_.
  
2. ***Resolve the dispute.*** Contact the plaintiff's attorney, or contact the plaintiff if the plaintiff does not have an attorney, to resolve this dispute. The plaintiff may agree to accept payment arrangements. If you reach an agreement, mail or hand deliver the **SIGNED** agreement to the court's address listed above on or before \_\_\_\_\_.

**Please Note - You may wish to get an attorney to represent you.** If you cannot afford to pay for an attorney, free legal advice may be available by contacting Legal Services at \_\_\_\_\_. If you can afford to pay an attorney but do not know one, you may call the Lawyer Referral Services of your local County Bar Association at \_\_\_\_\_. Notify the court now if you need an interpreter or an accommodation for a disability for any future court appearance.

/s/ Name \_\_\_\_\_

Clerk of the Superior Court



Dirección y teléfono del tribunal:  
 Parte Civil Especial de \_\_\_\_\_

Número de teléfono: \_\_\_\_\_

**El Tribunal Superior de Nueva Jersey  
 División de Derecho, Parte Civil Especial**

Condado de \_\_\_\_\_

Número del expediente: DC \_\_\_\_\_

**Demanda de Acción Civil  
 Notificación de Demanda**

Marque si es  Contrato  
 Ilícito Civil

**¡LE ESTÁN DEMANDANDO!**

**Persona o entidad comercial que le está demandando (el demandante)**

El Demandante: Consigne la información al dorso.  
 (Vea en la(s) página(s) siguiente(s) los demandantes adicionales)

**Información sobre el abogado del demandante**

El Demandante: Consigne al dorso la información sobre el abogado del demandante.

**Persona o entidad comercial que está siendo demandada (el demandado)**

El Demandante: Consigne la información al dorso.  
 (Vea en la(s) página(s) siguiente(s) los demandados adicionales)

**La persona o entidad comercial que le está demandando afirma que usted le debe lo siguiente:**

Cantidad a la vista	\$XXXXXXXX
Tasa judicial	\$XXXXXXXX
Cargo del emplazamiento	\$XXXXXXXX
Honorarios del abogado	\$XXXXXXXX
<b>TOTAL</b>	<b>\$XXXXXXXX</b>

**PARA USO EXCLUSIVO DEL PODER JUDICIAL**

En la demanda adjunta la persona o entidad comercial que le está demandando le informa brevemente al juez su versión de los hechos de la causa y la suma de dinero que afirma que usted le debe. **Si usted no responde a la demanda, puede perder la causa automáticamente y el juez puede dar al demandante lo que está pidiendo más intereses y los costos legales. Usted tiene 35 días a partir de la fecha del emplazamiento para presentar su respuesta o un acuerdo firmado.** Si se dicta un fallo en su contra, un Oficial de la Parte Civil Especial puede embargar su dinero, sueldo o sus bienes muebles (personales) para pagar todo el fallo o una parte del mismo. El fallo es válido por 20 años.

**SI USTED NO ESTÁ DE ACUERDO CON LAS ALEGACIONES DEL DEMANDANTE, EL TRIBUNAL TIENE QUE RECIBIR UNA RESPUESTA POR ESCRITO O UN ACUERDO FIRMADO PARA EL \_\_\_\_\_, O ANTES DE ESA**

**FECHA, O EL JUEZ PUEDE EMITIR UN FALLO EN SU CONTRA. SI USTED NO ESTÁ DE ACUERDO CON EL DEMANDANTE, DEBE HACER UNA DE LAS SIGUIENTES COSAS O LAS DOS:**

1. **Responder a la demanda.** Un formulario de respuesta que le explicará cómo responder a la demanda está disponible en cualquiera de las Oficinas de la Parte Civil Especial de Nueva Jersey o en el sitio Internet del Poder Judicial njcourts.gov. Si usted decide presentar una respuesta a la demanda que se hizo en su contra:
  - Llene el formulario de Respuesta Y pague la tasa judicial de presentación que corresponda mediante un cheque o giro bancario o postal acreditable al: "**Treasurer, State of New Jersey**" (Tesorero del Estado de Nueva Jersey). Incluya el número **DC** \_\_\_\_\_ (el número de su expediente) en el cheque.
  - Envíe por correo el formulario de Respuesta llenado y el cheque o giro bancario o postal a la dirección del tribunal que figura más arriba, o entréguelos personalmente en dicha dirección.
  - Entregue personalmente o envíe por correo común una copia del formulario de Respuesta llenado al abogado del demandante. Si el demandante no tiene abogado, envíe su formulario de respuesta llenado al demandante por correo común y por correo certificado. Esto SE TIENE que hacer al mismo tiempo que presente su Respuesta al tribunal a más tardar el \_\_\_\_\_.
2. **Resolver la disputa.** Comuníquese con el abogado del demandante, o con el demandante si éste no tiene abogado, para resolver esta disputa. El demandante puede estar de acuerdo con aceptar arreglos de pago. **Si llegara a un acuerdo, envíe por correo el acuerdo FIRMADO** a la dirección del tribunal que figura más arriba, **o entréguelo personalmente** en dicha dirección a más tardar el \_\_\_\_\_.

**Nota - Puede que usted quiera conseguir que un abogado para que lo represente.** Si usted no puede pagar un abogado, podría obtener consejos legales gratuitos si se comunica con Legal Services (Servicios Legales) llamando al \_\_\_\_\_. Si usted puede pagar un abogado, pero no conoce a ninguno, puede llamar al Lawyer Referral Services (Servicios de Recomendación de Abogados) del Colegio de Abogados (Bar Association) de su condado local al \_\_\_\_\_. Notifique al tribunal ahora si usted necesita un intérprete o un arreglo por una discapacidad para cualquier comparecencia futura en el tribunal.

/s/ Nombre y apellido \_\_\_\_\_  
Secretario del Tribunal Superior





Attachment 2

Appendix XI-A(2)

Small Claims Summons and Return of Service

CN 10534

## Small Claims Summons and Return of Service



### The Superior Court of New Jersey Law Division, Special Civil Part Small Claims Summons

#### **YOU ARE BEING SUED!**

**IF YOU WANT THE COURT TO HEAR YOUR SIDE OF THIS CASE, YOU MUST APPEAR IN COURT. IF YOU DO NOT, THE COURT MAY RULE AGAINST YOU. READ ALL OF THIS PAGE AND THE NEXT PAGE FOR DETAILS.**

In the attached complaint, the person suing you (who is called *the plaintiff*) briefly tells the court his or her version of the facts of the case and how much money he or she claims you owe. **You are cautioned that if you do not come to court on the trial date to answer the complaint, you may lose the case automatically**, and the court may give the plaintiff what the plaintiff is asking for, plus interest and court costs. If a judgment is entered against you, a Special Civil Part Officer may seize your money, wages or personal property to pay all or part of the judgment and the judgment is valid for 20 years.

#### **You can do one or more of the following things:**

1. *Come to court to answer the complaint.* You do not have to file a written answer, but if you dispute the complaint and want the court to hear your side of the case, you must appear in court on the date and at the time noted on the next page.

#### **AND/OR**

2. *Resolve the dispute.* You may wish to contact the plaintiff's lawyer, or the plaintiff if the plaintiff does not have a lawyer, to resolve this dispute. **You do not have to do this unless you want to.** This may avoid the entry of a judgment and the plaintiff may agree to accept payment arrangements, which is something that cannot be forced by the court. You will have to appear in court on the trial date unless a written agreement is reached and filed with the court.

#### **AND/OR**

3. *Get a lawyer.* If you cannot afford to pay for a lawyer, free legal advice may be available by contacting Legal Services at \_\_\_\_\_. If you can afford to pay a lawyer but do not know one, you may call the Lawyer Referral Services of your local county Bar Association at \_\_\_\_\_.

If you need an interpreter or an accommodation for a disability, you must notify the court immediately.

**La traducción al español se encuentra al dorso de esta página.**

\_\_\_\_\_  
Clerk of the Superior Court

## Notificación de Demanda en Reclamación de Menor Cuantía y Constancia de Emplazamiento



### El Tribunal Superior de Nueva Jersey División de Derecho, Parte Civil Especial

#### Notificación de Demanda Reclamación de Menor Cuantía

**¡LE ESTÁN DEMANDANDO!**

**SI USTED QUIERE QUE EL TRIBUNAL VEA SU VERSIÓN DE ESTA CAUSA TIENE QUE COMPARECER EN EL TRIBUNAL. SI NO COMPARECE, EL TRIBUNAL PODRÍA DECIDIR EN SU CONTRA. PARA LOS DETALLES, LEA TODA ESTA PÁGINA Y LA QUE SIGUE.**

En la demanda adjunta, la persona que le está haciendo juicio (que se llama *el demandante*) da al juez su versión breve de los hechos del caso y la suma de dinero que alega que usted le debe. **Se le advierte que si usted no viene al tribunal en la fecha del juicio para contestar la demanda, es posible que pierda la causa automáticamente** y el tribunal puede dar al demandante lo que pide más intereses y costas judiciales. Si se asienta una decisión en contra de usted, un Oficial de la Parte Civil Especial (Special Civil Part Officer) puede embargar su dinero, salario o bienes muebles para pagar toda la adjudicación o parte de ella, y la adjudicación permanece vigente durante 20 años.

**Usted puede escoger entre las siguientes cosas y optar por una o más de una:**

1. *Venir al tribunal para contestar la demanda.* No hace falta que presente una contestación por escrito, pero si usted disputa la demanda y quiere que el juez vea su versión de la causa, tiene que comparecer en el tribunal en la fecha y a la hora indicadas en la página que sigue.

#### **ADEMÁS, O EN VEZ DE ELLO, USTED PUEDE**

2. *Resolver la disputa.* Usted posiblemente quiera comunicarse con el abogado del demandante, o con el demandante mismo, si el demandante no tiene abogado, para resolver esta disputa. **No está obligado a hacerlo si no quiere.** Una resolución puede evitar que se asiente una adjudicación en su contra y el demandante podría estar de acuerdo con aceptar un convenio para que se le hagan los pagos -- lo cual es algo que el juez no puede imponer. Tendrá que comparecer en el tribunal en la fecha del juicio a menos que se llegue a un acuerdo por escrito que se registra en el tribunal.

#### **ADEMÁS, O EN VEZ DE ELLO, USTED PUEDE**

3. *Conseguir un abogado.* Si usted no tiene dinero para pagar a un abogado, es posible que pueda recibir consejos legales gratuitos si se comunica con la oficina de Servicios Legales (Legal Services) al \_\_\_\_\_. Si tiene dinero para pagar un abogado, pero no conoce ninguno, puede llamar a Servicios de Recomendación de Abogados (Lawyer Referral

Services) del Colegio de Abogados (Bar Association) de su condado local  
al \_\_\_\_\_.

Si necesita un intérprete o algún arreglo por una discapacidad, tiene que notificárselo  
**inmediatamente** al tribunal.

\_\_\_\_\_  
**Secretario del Tribunal Superior**

Small Claims Summons and Return of Service – Page 2

Plaintiff or Plaintiff’s Attorney Information:

Name: \_\_\_\_\_
NJ Attorney ID Number \_\_\_\_\_
Address \_\_\_\_\_
Email Address \_\_\_\_\_
Telephone Number \_\_\_\_\_

Superior Court of New Jersey
Law Division, Special Civil Part
\_\_\_\_\_ County

\_\_\_\_\_ Plaintiff(s)

v.

Docket Number: \_\_\_\_\_
(to be provided by the court)

\_\_\_\_\_ Defendant(s)

Defendant Information:

Name: \_\_\_\_\_
Address: \_\_\_\_\_
Email Address \_\_\_\_\_
Telephone Number \_\_\_\_\_

Civil Action
Summons

Check One: [ ] Contract
[ ] Tort

Demand Amount \$ \_\_\_\_\_
Filing Fee \$ \_\_\_\_\_
Service Fee \$ \_\_\_\_\_
Attorney’s Fees \$ \_\_\_\_\_
TOTAL \$ \_\_\_\_\_

You must attend the trial on this date \_\_\_\_\_ and time \_\_\_\_\_ [ ] a.m./[ ] p.m. or the
court may rule against you.

Report to: \_\_\_\_\_

Return of Service (For Court Use Only)

Date Served: \_\_\_\_\_

Return of Service if Served by Court Officer

Docket Number
Date: \_\_\_\_\_ Time: \_\_\_\_\_ WM [ ] WF [ ] BM [ ] BF [ ] Other \_\_\_\_\_
Ht \_\_\_\_\_ Wt \_\_\_\_\_ Age \_\_\_\_\_ Hair \_\_\_\_\_ Mustache [ ] Beard [ ] Glasses [ ]
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_
Description of Premises

I hereby certify the above to be true and accurate:

\_\_\_\_\_  
Special Civil Part Officer

Attachment 3  
Appendix XI-C  
Small Claims Complaint  
(Contract, Security Deposit, Rent, Tort)

CN 10532

**NOTICE:** This is a public document, which means the document as submitted will be available to the public upon request. Therefore, do not enter personal identifiers on it, such as Social Security number, driver's license number, vehicle plate number, insurance policy number, active financial account number, active credit card number or military status.

**Plaintiff or Filing Attorney Information**

Name \_\_\_\_\_  
 NJ Attorney ID Number \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Telephone Number \_\_\_\_\_

**Superior Court of New Jersey  
 Law Division, Special Civil Part  
 Small Claims Section**

\_\_\_\_\_ County  
 Docket Number \_\_\_\_\_  
 (to be provided by the court)

**From Plaintiff**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Telephone Number \_\_\_\_\_

Civil Action  
**Complaint**

**To Defendant**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Telephone Number \_\_\_\_\_

Check One:

- Contract**
- Security Deposit**
- Rent**
- Personal Injury or Property Damage**  
 (other than motor vehicle)

Demand: \$ \_\_\_\_\_ plus costs. Type or print the reasons you, the Plaintiff(s), are suing the Defendant(s): Attach additional sheets if necessary.

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**IMPORTANT:** Plaintiffs and defendants must bring all witnesses, photos, and documents, and other evidence to the hearing. Subpoena forms are available at the Clerk's office to require the attendance of witnesses.

The Judiciary will provide reasonable accommodations to enable individuals with disabilities to access and participate in court events. Please contact the local ADA coordinator to request an accommodation. Contact information is available at [https://www.njcourts.gov/forms/12134\\_adatitleIIcontacts.pdf](https://www.njcourts.gov/forms/12134_adatitleIIcontacts.pdf).

The New Jersey Judiciary provides court-interpreting services. If you need an interpreter, notify the court as soon as possible: <https://www.njcourts.gov/public/interpretingsrvcs.html>

I certify that the matter in controversy is not the subject of any other court action or arbitration proceeding, now pending or contemplated, and that no other parties should be joined in this action.

I certify that confidential personal identifiers have been redacted from documents now submitted to the court and will be redacted from all documents submitted in the future in accordance with *Rule 1:38-7(b)*.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Plaintiff's Signature

\_\_\_\_\_  
Plaintiff's Name Typed, or Printed



Attachment 4

Appendix XI-D

Small Claims Complaint – Motor Vehicle

CN 10532

## Small Claims Complaint (Motor Vehicle)

**NOTICE:** This is a public document, which means the document as submitted will be available to the public upon request. Therefore, do not enter personal identifiers on it, such as Social Security number, driver's license number, vehicle plate number, insurance policy number, active financial account number, active credit card number or military status.

### Plaintiff or Filing Attorney Information

Name \_\_\_\_\_

NJ Attorney ID Number \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

### From Plaintiff

Name \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

**Superior Court of New Jersey  
Law Division, Special Civil Part  
Small Claims Section**

\_\_\_\_\_ County

Docket Number \_\_\_\_\_

(to be provided by the court)

### To Defendant

Name \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Civil Action  
**Complaint  
Motor Vehicle**

Plaintiff says the negligence of the defendant operator and/or defendant owner caused a motor vehicle accident resulting in property damage to plaintiff's vehicle, in the following accident:

1. Date of Accident \_\_\_\_\_
2. Name of Defendant(s):
  - a) Owner \_\_\_\_\_
  - b) Operator \_\_\_\_\_
3. Place of Accident:
  - a) Street \_\_\_\_\_
  - b) Municipality \_\_\_\_\_
  - c) County \_\_\_\_\_

Demand: \$ \_\_\_\_\_.

## Small Claims Complaint (Motor Vehicle)

**IMPORTANT:** Plaintiffs and defendants must bring all witnesses, photos, and documents, and other evidence to the hearing. Subpoena forms are available at the Clerk's office to require the attendance of witnesses.

The Judiciary will provide reasonable accommodations to enable individuals with disabilities to access and participate in court events. Please contact the local ADA coordinator to request an accommodation. Contact information is available at [https://www.njcourts.gov/forms/12134\\_adatitleIIcontacts.pdf](https://www.njcourts.gov/forms/12134_adatitleIIcontacts.pdf).

The New Jersey Judiciary provides court-interpreting services. If you need an interpreter, notify the court as soon as possible: <https://www.njcourts.gov/public/interpretingsrvcs.html>

I certify that the matter in controversy is not the subject of any other court action or arbitration proceeding, now pending or contemplated, and that no other parties should be joined in this action.

I certify that confidential personal identifiers have been redacted from documents now submitted to the court and will be redacted from all documents submitted in the future in accordance with *Rule 1:38-7(b)*.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Plaintiff's Signature

\_\_\_\_\_  
Plaintiff's Name Typed or Printed

Attachment 5  
Appendix XI-E  
Answer – Auto Accident  
CN 11636

**NOTICE:** This is a public document, which means the document as submitted will be available to the public upon request. Therefore, do not enter personal identifiers on it, such as Social Security number, driver's license number, vehicle plate number, insurance policy number, active financial account number, active credit card number or military status.

**Filing Attorney Information or Pro Se Litigant**

Name \_\_\_\_\_  
NJ Attorney ID Number \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Email Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

**Plaintiff**  Check if new address/phone number

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Email Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Superior Court of New Jersey  
Law Division, Special Civil Part  
\_\_\_\_\_ County  
Docket Number: DC- \_\_\_\_\_

vs.

**Civil Action**

**Answer  
(Auto Accident)**

**Defendant**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Email Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Defendant(s), by way of answer to the complaint, say(s) (select all that apply):

I/We  admit /  deny that the accident took place on the date stated in the complaint.

I/We  admit /  deny that I was the owner of the vehicle on the date of the accident.

I/We  admit /  deny that I was the operator of the vehicle on the date of the accident.

I/We  admit /  deny that the accident took place at the location stated in the complaint.

The accident alleged in the complaint was not my/our fault because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Trial by jury requested; an extra \$100 cash, check or money order is submitted.
- Trial by jury requested; and I have submitted an application for a waiver of the \$100.00 fee.

The Judiciary will provide reasonable accommodations to enable individuals with disabilities to access and participate in court events. Please contact the local ADA coordinator to request an accommodation. Contact information is available at [https://www.njcourts.gov/forms/12134\\_adatitleIcontacts.pdf](https://www.njcourts.gov/forms/12134_adatitleIcontacts.pdf).

The New Jersey Judiciary provides court-interpreting services. If you need an interpreter, notify the court as soon as possible: <https://www.njcourts.gov/public/interpretingsrvcs.html>

### **Certification**

I certify, to the best of my knowledge: (*Must check one*)

- that the above matter is not the subject of any other court action or arbitration proceeding now pending or contemplated, or
- that the following actions or arbitration proceedings are pending or contemplated

**AND** (*Must check one*)

- that no other parties should be joined in this action; or
- that the following persons or entities should be joined in this action

I certify that confidential personal identifiers have been redacted from documents now submitted to the court and will be redacted from all documents submitted in the future in accordance with *Rule 1:38-7(b)*.

I further certify that this answer was served by me upon all existing parties.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Defendant's Signature

\_\_\_\_\_  
Defendant's Name - Typed or Printed

- Demand for Production of Documents Pursuant to R. 4:18-2.** By checking this box, demand is made for production of all documents or papers referred to in the pleading for which this answer is provided, within 5 days of this demand.

Attachment 6  
Appendix XI-F  
Answer – Civil Action  
CN 11637

**NOTICE:** This is a public document, which means the document as submitted will be available to the public upon request. Therefore, do not enter personal identifiers on it, such as Social Security number, driver's license number, vehicle plate number, insurance policy number, active financial account number, active credit card number or military status.

**Filing Attorney Information or Pro Se Litigant**

Name \_\_\_\_\_

NJ Attorney ID Number \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

**Plaintiff**  Check if new address/phone number

Name \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

vs.

Superior Court of New Jersey  
Law Division, Special Civil Part

\_\_\_\_\_ County  
Docket Number: DC- \_\_\_\_\_

**Defendant**

Name \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

**Civil Action**

**Answer**

Defendant denies owing the debt to the Plaintiff. Check the appropriate statement(s) below which set forth why you claim you do not owe money to the plaintiff or owe less than the Plaintiff is claiming.

- The bill has been paid.
- The dollar amount claimed by the plaintiff(s) is incorrect.
- The claim or the amount of the claim is unfair. (*Must explain below*)
- The goods or services were not received.
- The goods or services received were defective.
- I/We did not order the goods or services.
- I am a victim of identity theft or mistaken identity.
- The time has passed for plaintiff to sue on this debt.
- This debt has been discharged in bankruptcy.



- A lawsuit was previously filed and the claim has been resolved. (*Must explain below*)
- Defendant is in the military on active duty.
- Plaintiff did not file this lawsuit in the proper place. (*Must explain below*)
- Other – Set forth any other reasons why you believe money is not owed to the plaintiff(s). (You may attach more sheets if you need to.)

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- Trial by jury requested; an extra \$100 cash, check or money order is submitted.
- Trial by jury requested; and I have submitted an application for a waiver of the \$100.00 fee.

The Judiciary will provide reasonable accommodations to enable individuals with disabilities to access and participate in court events. Please contact the local ADA coordinator to request an accommodation. Contact information is available at [https://www.njcourts.gov/forms/12134\\_adatitleIIcontacts.pdf](https://www.njcourts.gov/forms/12134_adatitleIIcontacts.pdf).

The New Jersey Judiciary provides court-interpreting services. If you need an interpreter, notify the court as soon as possible: <https://www.njcourts.gov/public/interpretingsrvcs.html>

**Certification**

I certify, to the best of my knowledge: (*Must check one*)

- that the above matter is not the subject of any other court action or arbitration proceeding now pending or contemplated, or
- that the following actions or arbitration proceedings are pending or contemplated

---

**AND** (*Must check one*)

- that no other parties should be joined in this action; or
  - that the following persons or entities should be joined in this action
- 

I certify that confidential personal identifiers have been redacted from documents now submitted to the court and will be redacted from all documents submitted in the future in accordance with *Rule* 1:38-7(b).

I further certify that this answer was served by me upon all existing parties.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Defendant's Signature

\_\_\_\_\_  
Defendant's Name - Typed or Printed

- Demand for Production of Documents Pursuant to R. 4:18-2.** By checking this box, demand is made for production of all documents or papers referred to in the pleading for which this answer is provided, within 5 days of this demand.

Attachment 7

Appendix XI-G(2)

Warrant of Removal - Commercial

CN 12817

**Appendix XI-G (2)**  
**Commercial Warrant of Removal**

(Una traducción al español comienza en la página 2)

Docket No.: \_\_\_\_\_

Superior Court of New Jersey  
Law Division - Special Civil Part  
Landlord/Tenant Section Any County  
(Court Address -- 1st Line)  
(Court Address -- 2nd Line)  
City, NJ 00ZIP  
Phone No. (XXX) XXX-XXXX

Plaintiff's Name  
Plaintiff(s) - Landlord(s)  
- vs -

Defendant's Name  
Defendant(s) - Tenant(s)  
(Address -- 1st Line)  
(Address -- 2nd Line)  
City, NJ 00ZIP

**COMMERCIAL WARRANT OF REMOVAL**

To: Name of Defendant  
(Tenant(s))

You are to immediately remove all persons and property from the above premises.

You may be able to stop this warrant and remain in the property if you apply to the court for relief. You may apply for relief by delivering a written request to the Office of the Special Civil Part and to the landlord or landlord's attorney. Before stopping this warrant, the court may include certain conditions, such as the payment of rent.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Judge)

\_\_\_\_\_  
Clerk of the Superior Court

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**(BELOW THIS LINE FOR SPECIAL CIVIL PART OFFICER USE ONLY)**

I hereby certify that I simultaneously served and executed this warrant of removal as follows:

Date and Time Warrant

Served and Executed on Tenant: \_\_\_\_\_ Method of Service: \_\_\_\_\_

If Unserved, Why: \_\_\_\_\_ Must Vacate By: \_\_\_\_\_

Date and Time Executed: \_\_\_\_\_ Date Executed Warrant Posted: \_\_\_\_\_

Date Executed Warrant Served on Tenant: \_\_\_\_\_ Date Executed Warrant Served on Landlord: \_\_\_\_\_

Service Charge for Execution: \$ \_\_\_\_\_ Additional Services Charge: \$ \_\_\_\_\_

Additional Services Performed: \_\_\_\_\_

\_\_\_\_\_  
Signature of Special Civil Part Officer

\_\_\_\_\_  
Printed or Typed Name of Special Civil Part Officer

## Apéndice XI-G(2)

### Orden de desalojo de una propiedad comercial

Para la información específica en esta causa, vea la versión en inglés.

Número del expediente \_\_\_\_\_

Tribunal Superior de Nueva Jersey  
División de Derecho - Parte Civil Especial  
Sección de Propietarios/Inquilinos del  
Condado de \_\_\_\_\_

Nombre del Demandante

Demandante(s) – Propietario(s)

- contra -

Nombre del Demandado

Demandado(s) – Inquilino(s)

(Dirección -- 1a. Línea)

(Dirección -- 2a. Línea)

Ciudad, NJ 00ZIP (Código postal)

(Dirección del Tribunal -- 1a. Línea)

(Dirección del Tribunal -- 2a. Línea)

Ciudad, NJ 00ZIP (Código, postal)

Teléfono (XXX) XXX-XXXX

### ORDEN DE DESALOJO DE UNA PROPIEDAD COMERCIAL

A: Nombre del Demandado  
(Inquilino (s))

Usted tiene que desocupar de inmediato a todas las personas y las pertenencias suyas de la propiedad arriba mencionada.

Es posible que usted pueda detener esta orden de desalojo y permanecer en la propiedad si le solicita al tribunal una protección. Puede solicitar una protección entregando una solicitud por escrito a la Oficina de la Parte Civil Especial y al propietario o al abogado del propietario. Antes de detener la ejecución de esta orden, el tribunal puede incluir ciertas condiciones, tales como el pago del alquiler.

Fecha: \_\_\_\_\_

\_\_\_\_\_  
(Juez)

\_\_\_\_\_  
Secretario del Tribunal Superior

#### (EL ESPACIO DEBAJO DE ESTA LÍNEA ES SOLAMENTE PARA EL USO DE UN FUNCIONARIO DE LA PARTE CIVIL ESPECIAL)

Por este medio certifico que notifiqué y ejecuté simultáneamente esta orden de desalojo como sigue:

Fecha y hora de la orden notificada y  
ejecutada al inquilino: \_\_\_\_\_

Si no fue notificada, ¿por qué? \_\_\_\_\_

Fecha y hora ejecutada: \_\_\_\_\_

Fecha de la orden ejecutada notificada al inquilino: \_\_\_\_\_

Cargo por el servicio para la ejecución: \$ \_\_\_\_\_

Servicios adicionales prestados: \_\_\_\_\_

Método de notificación: \_\_\_\_\_

Debe desocupar para el: \_\_\_\_\_

Fecha de publicada la orden ejecutada: \_\_\_\_\_

Fecha de la orden ejecutada notificada al Propietario: \_\_\_\_\_

Cargo por servicios adicionales: \$ \_\_\_\_\_

\_\_\_\_\_  
Firma de la Funcionario de la Parte Civil Especial

Nombre del funcionario de la Parte Civil Especial a máquina o en letra de imprenta

Attachment 8

Appendix XI-G(4)

Execution of Warrant of Removal - Residential

CN 12819

**Appendix XI-G(4)**  
**Execution of Residential Warrant of Removal**  
(Una traducción al español comienza en la página 3)

Docket No.:	_____	Superior Court of New Jersey Law Division - Special Civil Part Landlord/Tenant Section Any County (Court Address -- 1st Line) (Court Address -- 2nd Line) City, NJ 00ZIP Phone No. (XXX) XXX-XXXX
Plaintiff's Name		
Plaintiff(s) - Landlord(s)		
- vs -		
Defendant's Name		
Defendant(s) - Tenant(s)		
(Address -- 1st Line)		
(Address -- 2nd Line)		
City, NJ 00ZIP		

EXECUTION OF RESIDENTIAL  
WARRANT OF REMOVAL

To: Name of Special Civil Part Officer

Per the attached warrant of removal, you are hereby commanded to dispossess the residential tenant(s) and place the landlord in full possession of the premises listed above. **Local police departments are authorized and requested to provide assistance, if needed, to the Special Civil Part Officer executing this warrant.**

To: Law Enforcement Officers

Residential tenants evicted without a warrant of removal are entitled to reenter and reoccupy the premises and shall not be considered trespassers or chargeable with any offense provided that a law enforcement officer is present at the time of reentry. It is the duty of the law enforcement officer to prevent the landlord or anyone else from obstructing or hindering the reentry and re-occupancy of the dwelling by a tenant who was evicted without a warrant of possession executed by a Special Civil Part Officer.

---

I hereby certify that I served and executed this Residential Warrant of Removal and Notice Regarding Illegal Eviction, as follows:

Date First Served: _____	Method of Service: _____
If Unserved, Why: _____	Must Vacate By: _____
Date and Time Executed: _____	Date Executed Warrant Posted: _____
Date Executed Warrant Served on Tenant: _____	Date Executed Warrant Served on Landlord: _____

Service Charge for Execution: \$ \_\_\_\_\_ Additional Services Charge: \$ \_\_\_\_\_

Additional Services Performed: \_\_\_\_\_

\_\_\_\_\_  
Signature of Special Civil Part Officer

\_\_\_\_\_  
Printed or Typed Name of Special Civil Part Officer



## Apéndice XI-G(4)

### Ejecución de una Orden de Desalojo de una Residencia

Para la información específica en esta causa, vea la versión en inglés.

Número del expediente \_\_\_\_\_

Tribunal Superior de Nueva Jersey  
División de Derecho - Parte Civil Especial  
Sección de Propietarios/Inquilinos del  
Condado de \_\_\_\_\_  
(Dirección del Tribunal -- 1a. Línea)  
(Dirección del Tribunal -- 2a. Línea)  
Ciudad, NJ 00ZIP (Código Postal)  
Teléfono (XXX) XXX-XXXX

Nombre del Demandante

Demandante(s) – Propietario(s)

- contra -

Nombre del Demandado

Demandado(s) – Inquilino(s)

(Dirección -- 1a. Línea)

(Dirección -- 2a. Línea)

Ciudad, NJ 00ZIP (Código Postal)

### EJECUCIÓN DE UNA ORDEN DE DESALOJO DE UNA RESIDENCIA

A: Nombre del Funcionario de la Parte Civil Especial

De acuerdo con la orden de desalojo adjunta, a usted se le ordena que desposea al (a los) inquilino(s) residenciales y coloque al propietario en plena posesión del sitio detallado arriba. **Los departamentos locales de policía están autorizados y se les pide que le proporcionen ayuda, si fuera necesaria, al Funcionario de la Parte Civil Especial para la ejecución de esta orden.**

A: Oficiales del Orden Público

Los inquilinos residenciales desalojados sin una orden de desalojo tienen derecho a volver a entrar y ocupar el sitio de nuevo y no se considerarán intrusos ni imputables de ningún delito con tal que esté presente un agente del orden público en el momento del reingreso. Los agentes del orden público tienen el deber de impedir que el dueño o cualquier otra persona obstruya o dificulte que un inquilino que fue desalojado sin una orden de posesión ejecutada por un Funcionario de la Parte Civil Especial vuelva a entrar y ocupe de nuevo la vivienda.

---

Por este medio certifico que notifiqué y ejecuté esta Orden de Desalojo de una Residencia y el Aviso sobre un Desalojo Ilegal del siguiente modo:

Fecha de la primera notificación: \_\_\_\_\_ Método de notificación: \_\_\_\_\_

Si no se notificó, ¿por qué? \_\_\_\_\_ Debe desocupar el local para el: \_\_\_\_\_

Fecha y hora de ejecución: \_\_\_\_\_ Fecha en que fue publicada la orden ejecutada: \_\_\_\_\_

Fecha en que la orden ejecutada se le notificó al Inquilino: \_\_\_\_\_ Fecha en que la orden ejecutada se le notificó al Propietario: \_\_\_\_\_

Cargo por el servicio para la ejecución: \$ \_\_\_\_\_ Cargo por servicios adicionales: \$ \_\_\_\_\_

Servicios adicionales prestados: \_\_\_\_\_

\_\_\_\_\_  
Firma de la Funcionario de la Parte Civil Especial

\_\_\_\_\_  
Nombre del Funcionario de la Parte Civil Especial a máquina o en letra de imprenta

Attachment 9

Appendix XI-I

Notice of Application for Wage Execution

CN 11236

**NOTICE:** This is a public document, which means the document as submitted will be available to the public upon request. Therefore, do not enter personal identifiers on it, such as Social Security number, driver's license number, vehicle plate number, insurance policy number, active financial account number, active credit card number or military status.

**Plaintiff or Filing Attorney Information:**

Check if new address/phone number

Name \_\_\_\_\_

NJ Attorney ID Number \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Superior Court of New Jersey  
Law Division, Special Civil Part  
\_\_\_\_\_ County

Docket No: \_\_\_\_\_

\_\_\_\_\_,  
Plaintiff,

v.

Civil Action

\_\_\_\_\_,  
Defendant(s).

**Notice of Application for  
Wage Execution**

To: \_\_\_\_\_  
Name of Judgment-Debtor

Address \_\_\_\_\_

**TAKE NOTICE** that an application is being made by the judgment-creditor to the above-named court, located at \_\_\_\_\_, New Jersey for a Wage Execution Order to issue against your salary, to be served on your employer, \_\_\_\_\_, (name and address of employer), for: (a) 10% of your gross salary when the same shall equal or exceed the amount of \$217.50 per week; or (b) 25% of your disposable earnings for that week; or (c) the amount, if any, by which your disposable weekly earnings exceed \$217.50, whichever shall be the least. Disposable earnings are defined as that portion of the earnings remaining after the deduction from the gross earnings of any amounts required by law to be withheld. In the event the disposable earnings so defined are \$217.50 or less, if paid weekly, or \$435.00 or less, if paid every two weeks, or \$471.25 or less, if paid twice per month, or \$942.50, or less, if paid monthly then no amount shall be withheld under this execution. In no event shall more than 10% of gross salary be withheld and only one execution against your wages shall be satisfied at a time. Your employer may not discharge, discipline or discriminate against you because your earnings have been subjected to garnishment.

You may notify the Clerk of the Court and the attorneys for the judgment- creditor, whose address appears above, in writing, within ten days after service of this notice upon you, why such an Order should not be issued, and thereafter the application for the Order will be set down for a hearing of which you will receive notice of the date, time and place.

If you do not notify the Clerk of the Court and the judgment-creditor's attorney, or the judgment-creditor if there is no attorney, in writing of your objection, you will receive no further notice and the Order will be signed by the Judge as a matter of course.

You also have a continuing right to object to the wage execution or apply for a reduction in the amount withheld even *after* it has been issued by the Court. To object or apply for a reduction, file a written statement of your objection or reasons for a reduction with the Clerk of the Court and send a copy to the creditor's attorney or directly to the creditor if there is no attorney. You will be entitled to a hearing within 7 days after you file your objection or application for a reduction.

### **Certification of Service**

I served the within Notice upon the judgment-debtor, \_\_\_\_\_, on this date by sending it simultaneously by regular and certified mail, return receipt requested, to the judgment-debtor's last known address, set forth above. I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to the punishment.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney for Judgment-Creditor or Judgment-Creditor Pro Se

Attachment 10  
Appendix XI-J  
Wage Execution  
CN 11471

## Wage Execution

Superior Court of New Jersey  
Law Division, Special Civil Part

Order and Execution Against Earnings  
Pursuant to 15 U.S.C. 1673 and  
N.J.S.A. 2A:17-56

\_\_\_\_\_ County

Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Docket Number \_\_\_\_\_

Judgment Number \_\_\_\_\_

Writ Number \_\_\_\_\_ Issued \_\_\_\_\_

\_\_\_\_\_  
Plaintiff  
vs

\_\_\_\_\_  
Name and Address of Employer Ordered to  
Make Deductions

\_\_\_\_\_  
Designated Defendant  
(Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Unless the designated defendant is currently subject to withholding under another wage execution, the employer is ordered to deduct from the earnings which the designated defendant receives and to pay over to the court officer named below, the lesser of the following: (a) 10% of the gross weekly pay; or (b) 25% of disposable earnings for that week; or (c) the amount, if any, by which the designated defendant's disposable weekly earnings exceed \$217.50 per week, until the total amount due has been deducted or the complete termination of employment. Upon either of these events, an immediate accounting is to be made to the court officer. Disposable earnings are defined as that portion of the earnings remaining after the deduction from gross earnings of any amounts required by law to be withheld. In the event the disposable earnings so defined are \$217.50 or less, if paid weekly, or \$435.00 or less, if paid every two weeks, or \$471.25 or less, if paid twice per month, or \$942.50, or less, if paid monthly then no amount shall be withheld under this execution. In no event shall more than 10% of gross salary be withheld and only one execution against the wages of the designated defendant shall be satisfied at a time. Please refer to the section of this form titled "How to Calculate Proper Garnishment Amount".

The employer shall immediately give the designated defendant a copy of this order. The designated defendant may object to the wage execution or apply for a reduction in the amount withheld at any time. To object or apply for a reduction, a written statement of the objection or reasons for a reduction must be filed with the Clerk of the Court and a copy must be sent to the creditor's attorney or directly to the creditor if there is no attorney. A hearing will be held within 7 days after filing the objection or application for a reduction. According to law, no employer may terminate an employee because of a garnishment.

Judgment Date \_\_\_\_\_

Judgment Award \$ \_\_\_\_\_

Court Costs & Stat Atty. Fees \$ \_\_\_\_\_

Total Judgment Amount \$ \_\_\_\_\_

Interest from Prior Writs \$ \_\_\_\_\_

Costs from Prior Writs \$ \_\_\_\_\_

Subtotal A \$ \_\_\_\_\_

Credits from Prior Writs \$ \_\_\_\_\_

Subtotal B \$ \_\_\_\_\_

New Miscellaneous Costs \$ \_\_\_\_\_

New Interest on this Writ \$ \_\_\_\_\_

New Credits on this Writ \$ \_\_\_\_\_

Execution and Service Fees \$ \_\_\_\_\_

Subtotal C \$ \_\_\_\_\_

Court Officer Fee \$ \_\_\_\_\_

Total due this date \$ \_\_\_\_\_

Plaintiff's Attorney and Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
 Judge

\_\_\_\_\_  
 Michelle M. Smith  
 Clerk of the Superior Court

Make payments at least monthly to Court Officer as set forth:

\_\_\_\_\_  
 Court Officer

I RETURN this execution to the Court

Unsatisfied

Satisfied

Partly Satisfied

Amount Collected \$ \_\_\_\_\_

Fee Deducted \$ \_\_\_\_\_

Amount Due to Attorney \$ \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
 Court Officer



## How to Calculate Proper Garnishment Amount

1. Gross pay per pay period	\$
2. Less amounts legally required to be deducted:	
a. Federal Income Tax	\$ _____
b. Social Security (FICA or OASDI)	\$ _____
c. Medicare	\$ _____
d. State Income Tax	\$ _____
e. Unemployment Insurance (SUI)	\$ _____
f. Temporary Disability Insurance (TDI)	\$ _____
g. Family Leave Insurance (FLI)	\$ _____
h. Workforce Development Fund/Supplement Workforce (WFD/SWF)	\$ _____
i. Other	\$ _____
3. Total allowable deductions (add lines a - i)	\$
4. Net pay (Subtract line 3 from line 1)	\$
5. <b>Exemption Amount</b>	
<b>If salary is paid:</b>	<b>Subtract</b>
Weekly	\$217.50
Every two weeks	\$435.00
Twice per month	\$471.25
Monthly	\$942.50
(Federal law prohibits any garnishment when net pay is smaller than the exemption amount on line 5)	
6. Equals the amount potentially subject to garnishment (subtract line 5 from line 4 and if less than zero, enter zero)	- _____ = _____
7. Take net pay (line 4) and multiply by .25	\$ _____ x .25 = _____
8. Take "gross pay" (line 1) and multiply by .10	\$ _____ x .10 = _____
9. Compare lines 6, 7 and 8 - the amount which may lawfully be deducted is the smallest amount on line 6, line 7, or line 8.	\$

Source: 15 U.S.C. 1671 *et seq.*; 29 C.F.R. 870; N.J.S.A. 2A:17- 50 *et seq.*

Note: Former Appendix XI-I adopted effective January 2, 1989; amended June 29, 1990, effective September 4, 1990; amended July 14, 1992, effective September 1, 1992; redesignated as Appendix XI-J and amended July 13, 1994, effective September 1, 1994; amended September 27, 1996, effective October 1, 1996; amended July 30, 1997, effective September 1, 1997; amended July 28, 2004 to be effective September 1, 2004; amended July 3, 2007, to be effective July 24, 2007; amended July 2, 2008, to be effective July 24, 2008; amended July 9, 2009 to be effective July 24, 2009; amended November 6, 2013 to be effective November 25, 2013; amended July 22, 2014 to be effective September 1, 2014; amended August 1, 2016 to be effective September 1, 2016; amended March 7, 2017 to be effective immediately, amended July 31, 2020 effective September 1, 2020; amended September 30, 2020 effective retroactive to September 1, 2020; amended July 1, 2022 effective retroactive August 4, 2021.

Attachment 11

Appendix XI-M

Notice of Motion for Order Enforcing Litigant's Rights

CN 11946

**NOTICE:** This is a public document, which means the document as submitted will be available to the public upon request. Therefore, do not enter personal identifiers on it, such as Social Security number, driver's license number, vehicle plate number, insurance policy number, active financial account number, active credit card number or military status.

**Plaintiff or Filing Attorney Information:**

Name \_\_\_\_\_  
NJ Attorney ID Number \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Email Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Superior Court of New Jersey  
Law Division, Special Civil Part  
\_\_\_\_\_ County

Docket Number: \_\_\_\_\_

\_\_\_\_\_,  
Plaintiff

v.

\_\_\_\_\_,  
Defendant

**Civil Action  
Notice of Motion for Order  
Enforcing Litigant's Rights**

**TO:** \_\_\_\_\_, Defendant

**PLEASE TAKE NOTICE** that on \_\_\_\_\_, 20\_\_\_, at \_\_\_\_\_  am/ pm  
I will apply to the above-named court located at \_\_\_\_\_, New  
Jersey, for an Order:

1. Adjudicating that you have violated the litigant's rights of the plaintiff by failure to comply with the (check one)  order for discovery /  information subpoena served upon you;
2. Compelling you to immediately furnish answers as required by the (check one)  order for discovery /  information subpoena;
3. Directing that, if you fail to appear in court on the date written above, you may be arrested by an Officer of the Special Civil Part or the Sheriff and confined in the county jail until you comply with the (check one)  order for discovery /  information subpoena;
4. Directing that, if you fail to appear in court on the date written above, you shall pay the plaintiff's attorney fees in connection with this motion;

5. Granting such other relief as may be appropriate.

If you have been served with an information subpoena, you may avoid having to appear in court by sending written answers to the questions attached to the information subpoena to me no later than three (3) days before the court date.

I will rely on the certification attached hereto.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

(check one)  Attorney for Plaintiff /  Plaintiff Pro Se

Attachment 12

Appendix XI-N

Certification in Support of Motion for Order  
Enforcing Litigant's Rights

CN 12046

**NOTICE:** This is a public document, which means the document as submitted will be available to the public upon request. Therefore, do not enter personal identifiers on it, such as Social Security number, driver's license number, vehicle plate number, insurance policy number, active financial account number, active credit card number or military status.

**Plaintiff or Filing Attorney Information:**

Name \_\_\_\_\_  
NJ Attorney ID Number \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Email Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

\_\_\_\_\_  
Plaintiff  
v.  
\_\_\_\_\_  
Defendant

Superior Court of New Jersey  
Law Division, Special Civil Part  
\_\_\_\_\_ County  
Docket Number: \_\_\_\_\_

**Civil Action  
Certification in Support of Motion  
for Order Enforcing Litigant's  
Rights**

The following certification is made in support of plaintiff's Motion for an Order Enforcing Litigant's Rights:

1. I am the (check one)  plaintiff /  plaintiff's attorney in this matter.
2. On \_\_\_\_\_, 20\_\_\_, plaintiff obtained a judgment against the defendant, \_\_\_\_\_, for \$\_\_\_\_\_ damages, plus costs.

**Check all applicable information below:**

3.a  On \_\_\_\_\_, 20\_\_\_, an Order was entered by this Court ordering defendant, \_\_\_\_\_ to appear at \_\_\_\_\_, on \_\_\_\_\_, 20\_\_\_, at \_\_\_\_\_  am/ pm and make discovery on oath as to the defendant's property and on \_\_\_\_\_, 20\_\_\_, a copy of the Order was served upon defendant (check one)  personally /  by sending it simultaneously by regular and certified mail, return receipt requested to defendant's last known address, as shown on the Discovery Order referenced above.

- b.  On \_\_\_\_\_, 20\_\_\_, I served an Information Subpoena and attached questions as permitted by Court Rules on the defendant, \_\_\_\_\_, (check one)  personally /  by sending it simultaneously by regular and certified mail, return receipt requested to defendant's last known address as shown on the accompanying notice of motion.
- c.  The regular mail has not been returned by the U.S. Postal Service.
- d.  The regular mail has been returned by the U.S. Postal Service with the following notation:  
\_\_\_\_\_
- e.  The certified mail return receipt card has been signed for and returned to me.
- f.  Though the certified mailing has been returned by the U.S. Postal Service, it was not returned in a manner that would indicate that the defendant's address is not valid. It was not returned with any of the following markings by the U.S. Postal Service: "Moved, unable to forward," "Addressee not known," "No such number/street," "Insufficient address," "Forwarding time expired," or in any other manner to indicate that service was not effected.
4. Defendant has failed to comply with the (check one)  Order /  Information Subpoena.
5. I request that the Court enter an Order Enforcing Litigant's Rights.
6. On \_\_\_\_\_, 20\_\_\_, I served copies of this motion and certification on \_\_\_\_\_, (check one)  personally /  by sending them simultaneously by regular and certified mail, return receipt requested to:

Name and Address     Check if new address/phone number

\_\_\_\_\_  
\_\_\_\_\_

I certify that the forgoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Attachment 13  
Appendix XI-O  
Order to Enforce Litigant's Rights  
CN 11007



**NOTICE:** This is a public document, which means the document as submitted will be available to the public upon request. Therefore, do not enter personal identifiers on it, such as Social Security number, driver's license number, vehicle plate number, insurance policy number, active financial account number, active credit card number or military status.

## Failure to Comply with This Order May Result in Your Arrest

### Plaintiff or Filing Attorney Information:

Name \_\_\_\_\_

NJ Attorney ID Number \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

v.

\_\_\_\_\_  
Defendant

Superior Court of New Jersey  
Law Division, Special Civil Part

\_\_\_\_\_ County

Docket Number: \_\_\_\_\_

### Civil Action Order to Enforce Litigant's Rights

This matter being presented to the court by \_\_\_\_\_, on plaintiff's Motion for an Order Enforcing Litigant's Rights, and the defendant having failed to appear on the return date and having failed to comply with the (check one)  Order for Discovery previously entered in this case /  Information Subpoena.

#### (Do Not Write Below this line – for Court Use Only)

It is on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, **ORDERED** and adjudged:

1. Defendant, \_\_\_\_\_, has violated plaintiff's rights as a litigant:
2. Defendant, \_\_\_\_\_, shall immediately furnish answers as required by the  Order for Discovery /  Information Subpoena;
3. If Defendant, \_\_\_\_\_, fails to comply with the  Order for Discovery /  Information Subpoena within ten (10) days of the certified date of personal service or mailing of this order, a warrant for the defendant's arrest may issue out of this Court without further notice.
4. Defendant shall pay plaintiff's attorney fees in connection with this motion in the amount of \$ \_\_\_\_\_.

\_\_\_\_\_  
J.S.C.

## Proof of Service

On \_\_\_\_\_, 20\_\_\_, I served a true copy of this Order on Defendant,  
\_\_\_\_\_, (check one)  personally /  by sending it  
simultaneously by regular and certified mail, return receipt requested to  
\_\_\_\_\_,  
**(set forth address)**

\_\_\_\_\_,  
I certify that the foregoing statements made by me are true. I am aware that if any of the  
foregoing statements made by me are willfully false, I am subject to punishment.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Attachment 14

Appendix XI-P

Certification in Support of Application for Arrest Warrant

CN 11945

**Plaintiff or Filing Attorney Information:**

Name \_\_\_\_\_

NJ Attorney ID Number \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Superior Court of New Jersey  
Law Division, Special Civil Part

\_\_\_\_\_ County

Docket Number: \_\_\_\_\_

\_\_\_\_\_,  
Plaintiff

v.

\_\_\_\_\_,  
Defendant

**Civil Action  
Certification in Support of  
Application for Arrest Warrant**

The following certification is made in support of plaintiff's application for an arrest warrant:

1. I am the (check one)  plaintiff /  plaintiff's attorney in this matter.
2. On \_\_\_\_\_, 20\_\_, plaintiff obtained a judgment against the defendant, \_\_\_\_\_, for \$\_\_\_\_\_ damages, plus costs.

**Check all applicable information below:**

- 3.a  On \_\_\_\_\_, 20\_\_, an Order was entered by this Court ordering defendant, \_\_\_\_\_ to appear at \_\_\_\_\_, on \_\_\_\_\_, 20\_\_, at \_\_\_\_\_  am/ pm and make discovery on oath as to the defendant's property and on \_\_\_\_\_, 20\_\_, a copy of the Order was served upon \_\_\_\_\_, (check one)  personally /  by sending it simultaneously by regular and certified mail, return receipt requested to \_\_\_\_\_ last known address, as shown on the Discovery Order referenced above.
- b.  On \_\_\_\_\_, 20\_\_, I served an Information Subpoena and attached questions as permitted by Court Rules on the defendant, \_\_\_\_\_, (check one)  personally /  by sending it simultaneously by regular and certified mail, return receipt requested to defendant's last known address as shown on the accompanying notice of motion.

- c.  The regular mail has not been returned by the U.S. Postal Service.
- d.  The regular mail has been returned by the U.S. Postal Service with the following notation:  
\_\_\_\_\_
- e.  The certified mail return receipt card has been signed for and returned to me.
- f.  Though the certified mailing has been returned by the U.S. Postal Service, it was not returned in a manner that would indicate that the defendant's address is not valid. It was not returned with any of the following markings by the U.S. Postal Service: "Moved, unable to forward," "Addressee not known," "No such number/street," "Insufficient address," "Forwarding time expired," or in any other manner to indicate that service was not effected.
4. The defendant, \_\_\_\_\_, has failed to comply with the (check one)  Order /  Information Subpoena.
5. On \_\_\_\_\_, 20\_\_\_, I served a true copy of my Notice of Motion for an Order to Enforce Litigant's Rights on defendant (check one)  personally /  by sending it simultaneously by regular and certified mail, return receipt requested, at the address shown on the Proof of Service at the conclusion of the Order to Enforce Litigant's Rights.
6. Neither the regular mail nor the certified mail containing the Notice of Motion has been returned by the U.S. Postal Service in a manner that would indicate that the defendant's address is not valid. Neither the regular nor certified mail was returned marked "Moved, unable to forward," "Addressee not known," "No such number/street," "Insufficient address," "Forwarding time expired," or in any other manner that would indicate that service was not effected.
7. On \_\_\_\_\_, 20\_\_\_, the Court entered an Order to Enforce Litigant's Rights when defendant failed to appear on the return day of my motion for an order enforcing litigant's rights.
8. On \_\_\_\_\_, 20\_\_\_, I served a true copy of the Order to Enforce Litigant's Rights on defendant (check one)  personally /  by sending it simultaneously by regular and certified mail, return receipt requested, at the address shown on the Proof of Service at the conclusion of the Order to Enforce Litigant's Rights.
9. Neither the regular mail nor the certified mail has been returned by the U.S. Postal Service in a manner that would indicate that the defendant's address is not valid. Neither the regular nor certified mail was returned marked "Moved, unable to forward," "Addressee not

known,” “No such number/street,” “Insufficient address,” “Forwarding time expired,” or in any other manner that would indicate that service was not effected.

10. Ten days have passed since I served a copy of the Order to Enforce Litigant’s Rights on defendant, and defendant has not complied with the (check one)  Information Subpoena /  Order for Discovery.

11. I request that the Court issue a Warrant for the arrest of the defendant.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

Attachment 15  
Appendix XI-Q  
Warrant for Arrest  
CN 12047

**NOTICE:** This is a public document, which means the document as submitted will be available to the public upon request. Therefore, do not enter personal identifiers on it, such as Social Security number, driver's license number, vehicle plate number, insurance policy number, active financial account number, active credit card number or military status.

**Plaintiff or Filing Attorney Information:**

Name \_\_\_\_\_

NJ Attorney ID Number \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Superior Court of New Jersey  
Law Division, Special Civil Part

\_\_\_\_\_ County

Docket Number: \_\_\_\_\_

\_\_\_\_\_,  
Plaintiff

v.

\_\_\_\_\_,  
Defendant

**Civil Action  
Warrant for Arrest**

**(Do Not Write Below this line – for Court Use Only)**

**To:** A Court Officer of the Special Civil Part or the Sheriff of \_\_\_\_\_ County,

You are hereby commanded to arrest \_\_\_\_\_, at (check one)  
 any location /  the address set forth in the annexed Order to Enforce Litigant's Rights  
between the hours of 7:30 a.m. and 3:00 p.m. on a day when the court is in session and bring  
him or her forthwith before a Judge of the Superior Court to await the further order of the Court  
in this matter.

Local police departments are authorized and directed to provide assistance to the officer  
executing this warrant.

Date: \_\_\_\_\_

Witness: \_\_\_\_\_  
Judge of the Superior Court

\_\_\_\_\_  
Clerk of the Superior Court



Attachment 16  
Appendix XI-Y  
Writ of Possession  
CN 11638

Plaintiff Name \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Superior Court of New Jersey  
Law Division, Special Civil Part

\_\_\_\_\_ County

Docket Number \_\_\_\_\_

\_\_\_\_\_,  
Plaintiff(s),

v.

\_\_\_\_\_,  
Defendant(s).

**Civil Action**

**Writ of Possession**

**Do Not Write Below This Line – For Court Use Only**

THE STATE OF NEW JERSEY TO THE SHERIFF OF \_\_\_\_\_ COUNTY:

WHEREAS, on \_\_\_\_\_, 20\_\_, by a certain judgment of the Superior Court of New Jersey, Law Division, Special Civil Part, \_\_\_\_\_ County, in a cause therein pending, wherein \_\_\_\_\_ is (are) the Plaintiff(s) and

\_\_\_\_\_ is (are) the Defendant(s), it was ordered and adjudged that the Plaintiff(s) recover the possession of the lands and premises, with appurtenances, described in the Complaint from the Defendant(s) which premises are located at:

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

the possession of which the Defendant(s) have unlawfully deprived the Plaintiff(s), as appears to us of record.

Therefore, you are hereby COMMANDED without delay, to restore Plaintiff(s) to possession of their property; and return this writ to the Office of the Special Civil Part within 14 days of its issuance.

WITNESS, the Honorable \_\_\_\_\_, Judge of the Superior Court at \_\_\_\_\_, this \_\_\_ day of \_\_\_\_\_, 20\_\_.

**Certification of Execution of Writ for Possession**

Date and Time Executed: \_\_\_\_\_

\_\_\_\_\_  
Signature of Sheriff's Officer

\_\_\_\_\_  
Printed or Typed Name of Officer

Attachment 17

Appendix XI-Z

Answer with a Counterclaim, Cross-Claim,  
Third-Party Complaint

CN 12302

**NOTICE:** This is a public document, which means the document as submitted will be available to the public upon request. Therefore, do not enter personal identifiers on it, such as Social Security number, driver's license number, vehicle plate number, insurance policy number, active financial account number, active credit card number or military status.

**Filing Attorney Information or Pro Se Litigant**

Name \_\_\_\_\_  
NJ Attorney ID Number \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Email Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Plaintiff's Information  Check if new address/phone number

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Email Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Superior Court of New Jersey  
Law Division, Special Civil Part  
\_\_\_\_\_ County  
Docket Number: DC \_\_\_\_\_

**Civil Action  
Answer and**

- Counterclaim**
- Cross-claim**
- Third Party Complaint**

vs.

**Defendant's Information**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Email Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Defendant denies owing the debt to the Plaintiff. Check the appropriate statement(s) below which set forth why you claim you do not owe money to the plaintiff or owe less than the Plaintiff is claiming.

- The bill has been paid.
- The dollar amount claimed by the plaintiff(s) is incorrect.
- The claim or the amount of the claim is unfair. *(Must explain below)*
- The goods or services were not received.
- The goods or services received were defective.
- I/We did not order the goods or services.
- I am a victim of identity theft or mistaken identity.
- The time has passed for plaintiff to sue on this debt.
- This debt has been discharged in bankruptcy.

- A lawsuit was previously filed, and the claim has been resolved. (*Must explain below*)
- Defendant is in the military on active duty.
- Plaintiff did not file this lawsuit in the proper place. (*Must explain below*)
- Other – Set forth any other reasons why you believe money is not owed to the plaintiff(s). (You may attach more sheets if you need to.)

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- I have a claim against the plaintiff(s). (Counterclaim)
- I have a claim against another defendant(s). (Cross-claim) \_\_\_\_\_
- I have a claim against the following 3rd party (new party) (Third-Party Complaint):

You **must** provide a statement of facts below as to why the plaintiff(s) and/or named defendant(s) and/or third party defendant(s) are at fault: (You may attach additional sheets if necessary)

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**Defendant's Demand:**

I have a claim and demand judgment for \$\_\_\_\_\_, plus interest, costs, attorney fees, if any, and such other relief as the court deems proper.

Third-Party Defendant(s)  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Telephone Number \_\_\_\_\_

- Trial by jury requested; an extra \$100 cash, check or money order is submitted.
- Trial by jury requested; and I have submitted an application for a waiver of the \$100.00 fee.

The Judiciary will provide reasonable accommodations to enable individuals with disabilities to access and participate in court events. Please contact the local ADA coordinator to request an accommodation. Contact information is available at [https://www.njcourts.gov/forms/12134\\_adatitleIIcontacts.pdf](https://www.njcourts.gov/forms/12134_adatitleIIcontacts.pdf).

The New Jersey Judiciary provides court-interpreting services. If you need an interpreter, notify the court as soon as possible: <https://www.njcourts.gov/public/interpretingsrvcs.html>

## Certification

I certify, to the best of my knowledge:

*Must check one*

- that the above matter is not the subject of any other court action or arbitration proceeding now pending or contemplated, or
  - that the following actions or arbitration proceedings are pending or contemplated
- 

**AND**

*Must check one*

- that no other parties should be joined in this action; or
  - that the following persons or entities should be joined in this action
- 

I certify that confidential personal identifiers have been redacted from documents now submitted to the court and will be redacted from all documents submitted in the future in accordance with *Rule* 1:38-7(b). I further certify that this answer was served by me upon all existing parties.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Defendant's Signature

\_\_\_\_\_  
Defendant's Name - Typed or Printed

- Demand for Production of Documents Pursuant to *R. 4:18-2*.** By checking this box, demand is made for production of all documents or papers referred to in the pleading for which this answer is provided, within 5 days of this demand.