

# **NOTICE TO THE BAR**

## **PROPOSED AMENDMENTS TO LANDLORD TENANT FORMS AND PROCESSES – PUBLICATION FOR COMMENT**

The Supreme Court seeks comment on the following proposal to revise aspects of the current process for residential landlord tenant matters, including (1) to revise the existing residential landlord tenant complaint form and (2) to require that the form be filed by attorneys and by self-represented landlords. This further proposes (3) to revise the tenancy summons to reincorporate the trial date (consistent with pre-Covid-19 practices) and (4) to remove from the Landlord Case Information Statement a reference to the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The attached proposed amendments to two Court Rules would implement these changes.

### **Landlord Tenant Complaint**

To further reduce the possibility of an improper residential eviction, the Judiciary has worked closely with stakeholders to develop a proposal that would support the filing of correct and complete complaints, with all required attachments, in a standard format that could more easily be reviewed by court staff. The Court appreciates the preliminary input of tenant advocates and attorneys for property owners on the attached proposed amendments to the Verified Complaint (which is Appendix XI-X in the Rules of Court) and welcomes further comments on this revised approach, which is recommended as a requirement rather than a model form.

### **Other Proposed Amendments to Rules and Forms**

During the suspension of trials necessitated by the Covid-19 pandemic, the trial date was removed from the tenancy summons (Rules Appendix XI-B). Also during the pandemic, the Judiciary included a reference to the CARES Act in the new LCIS. This proposes to conclude those two time-specific revisions, i.e., to add back the trial date to the summons and to delete the reference to the CARES Act from the LCIS.

## Proposed Rule Amendments

The attached proposed amendments to Rules 6:2-1 (“Form of Summons”) and 6:3-4 (“Summary Actions for Possession of Premises”) would implement the above steps.

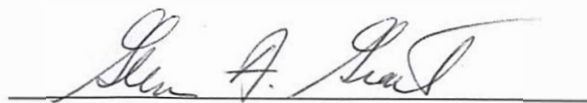
## Comments

Please send any comments on these proposed amendments to residential landlord tenant forms and processes in writing by **Monday, April 28, 2025** to:

Acting Administrative Director of the Courts  
Administrative Office of the Courts  
Attn: Residential Landlord Tenant Forms & Processes  
Hughes Justice Complex  
P.O. Box 037  
Trenton, New Jersey 08625-0037

Comments may also be submitted by email to the following address: [Comments.Mailbox@njcourts.gov](mailto:Comments.Mailbox@njcourts.gov). The Supreme Court will not consider comments submitted anonymously. Thus, those submitting comments by mail should include their name and address (and those submitting comments by email should include their name and email address). Comments are subject to public disclosure upon receipt.

The Supreme Court invites oral comment on these proposed landlord tenant reforms at the scheduled public hearing (primarily on the reports of certain rules committees) on May 28, 2025. A separate notice to the bar regarding that hearing will issue at a later date.



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

Dated: March 27, 2025

## Attachment 1

Proposed Revised Residential Landlord Tenant  
Verified Complaint (Rules Appendix XI-X)

**Appendix XI-X Verified Complaint – Residential Landlord Tenant**

**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 \_\_\_\_\_

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

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

Docket Number: LT \_\_\_\_\_  
Civil Action

\_\_\_\_\_,  
Name of Plaintiff(s) Landlord(s),  
referred to as “Plaintiff,”

v.

\_\_\_\_\_,  
Name of Defendant(s) Tenant(s),  
Referred to as “Tenant.”

**Verified Complaint  
Residential Landlord Tenant**

- Non-payment of Rent
- Other Reasons (“Holdover”)

Address of the Rental Unit:

Tenant’s Phone Number: \_\_\_\_\_.

Tenant’s Email: \_\_\_\_\_.

1. The owner of record is (name of owner) \_\_\_\_\_.

2. Plaintiff is the  owner  owner’s agent  owner’s assignee  owner’s grantee  
 sublessor.

## Appendix XI-X Verified Complaint – Residential Landlord Tenant

3. The owner is: an  individual(s);  sole proprietorship;  general partnership;  a professional corporation;  limited liability company, or  limited liability partnership.
4. The landlord  did  did not acquire ownership of the property from the tenant(s).
5. The landlord  has  has not given the tenant(s) an option to purchase the property.
6. The rental property  is  is not registered as required by the Landlord Identity Law, N.J.S.A. 46:8-27.
7. The tenant  was  was not given a copy of the registration.
8. The property  is  is not exempt as an owner-occupied residential property with only one rental unit and it meets at least one of the following exemption requirements:
- The property has been certified to be free of lead-based paint;
  - The property was constructed during or after 1978;
  - The property is a seasonal rental unit which is rented for less than six months' duration each year; or
  - The property has been certified as having a lead-free interior by a certified inspector.
9. The tenant  is  is not currently in possession of the rental unit.
10. There is an  oral lease or a  written lease.
11. The written lease  has  has not been attached.
- a. The written lease exceeds 10 pages. The relevant portions of the lease include:
- any provisions specifying fees and charges as “additional rent”
  - any provisions outlining landlord’s notice obligations under any rental assistance program
  - any provisions outlining grounds for eviction under any rental assistance program.
12. The base rent for the rental unit is \$ \_\_\_\_\_, payable on the \_\_\_\_\_ day of each  month or  week.

**Appendix XI-X Verified Complaint – Residential Landlord Tenant**

13. Select all housing programs that apply or have applied to this tenancy.

- Housing Choice [including Section 8] Voucher (“HCV”)
- Project Based Voucher (“PBV”)
- State Rental Assistance Program (“SRAP”) Public Housing
- Section 8 Project Based Rental Assistance
- Section 202/162 Project Assistance Contract (“PAC”)
- Section 202 Project Rental Assistance Contract (“PRAC”)
- Section 811 PRAC
- Section 811 Project Rental Assistance Program (811 PRA)
- HUD’s Rental Assistance Demonstration Program (RAD)
- Other (specify) \_\_\_\_\_

14. Required notices  have been  have not been served on tenant and  are  are not attached to the complaint as follows.

Notice (describe): \_\_\_\_\_ Date served on tenant: \_\_\_\_\_

Notice (describe): \_\_\_\_\_ Date served on tenant: \_\_\_\_\_

Notice (describe): \_\_\_\_\_ Date served on tenant: \_\_\_\_\_

**NON-PAYMENT OF RENT**

15. There  is  is not a written rental ledger for this tenant.

16. The written rental ledger  is  is not attached to the complaint.

17. There is due, unpaid and owing from tenant base rent as follows:

- \$ \_\_\_\_\_ base rent for \_\_\_\_\_ (specify the month or week)
- \$ \_\_\_\_\_ base rent for \_\_\_\_\_ (specify the month or week)
- \$ \_\_\_\_\_ base rent for \_\_\_\_\_ (specify the month or week)
- \$ \_\_\_\_\_ base rent for \_\_\_\_\_ (specify the month or week)

**Appendix XI-X Verified Complaint – Residential Landlord Tenant**

\$ \_\_\_\_\_ base rent for \_\_\_\_\_ (specify the month or week)

TOTAL BASE RENT DUE: \$ \_\_\_\_\_

18. The rental unit is located in the municipality of \_\_\_\_\_. The rental unit  
 is  is not subject to a rent control or rent leveling ordinance.

19. Late fees, attorneys’ fees, or other charges  are  are not specified in the written lease as “additional rent.”

20. There is due from tenant “additional rent.”

**NOTE: Only late fees, attorneys’ fees and other charges that are specified as “additional rent” in the written lease, and are permitted by applicable federal, state, and local laws may be included below.**

\$ \_\_\_\_\_ late charges for \_\_\_\_\_ (specify the month or week)

\$ \_\_\_\_\_ late charges for \_\_\_\_\_ (specify the month or week)

\$ \_\_\_\_\_ late charges for \_\_\_\_\_ (specify the month or week)

\$ \_\_\_\_\_ late charges for \_\_\_\_\_ (specify the month or week)

\$ \_\_\_\_\_ late charges for \_\_\_\_\_ (specify the month or week)

\$ \_\_\_\_\_ Other (specify charge and month) \_\_\_\_\_

\$ \_\_\_\_\_ Other (specify charge and month) \_\_\_\_\_

\$ \_\_\_\_\_ Other (specify charge and month) \_\_\_\_\_

\$ \_\_\_\_\_ Other (specify charge and month) \_\_\_\_\_

\$ \_\_\_\_\_ Other (specify charge and month) \_\_\_\_\_

Total Additional Rent Due: \$ \_\_\_\_\_

21. The filing fees paid by the plaintiff for this case are \$ \_\_\_\_\_ .

22. TOTAL AMOUNT DUE: \$ \_\_\_\_\_  
(Base Rent, Permissible Additional Rent And  
Filing Fees)

23. The date that the next rent is due is \_\_\_\_\_.

The TOTAL AMOUNT DUE to have the complaint dismissed may change based on base rent and permissible additional rent that become due after the filing of the complaint.

**Appendix XI-X Verified Complaint – Residential Landlord Tenant**

That amount may be made to the landlord or the clerk of the court at any time before 4:30 p.m. on the trial date.

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**REASONS OTHER THAN NON-PAYMENT OF RENT(HOLDOVER)**

- 24. The property  is  is not owner-occupied with two or less rental units.
- 25. The property  is  is not a rental unit held in trust on behalf of immediate family member who permanently occupies the unit and is developmentally disabled.
- 26. Plaintiff seeks eviction for the following reason:

\_\_\_\_\_ (select from the List of Holdover Causes of Action on the back of the Landlord Case Information Statement).

Explanation (optional): \_\_\_\_\_

- 27. Required notice(s)  have been  have not been served on the tenant and  are  are not attached to the complaint as follows:

Notice (describe): \_\_\_\_\_ Date served on tenant: \_\_\_\_\_

Notice (describe): \_\_\_\_\_ Date served on tenant: \_\_\_\_\_

Notice (describe): \_\_\_\_\_ Date served on tenant: \_\_\_\_\_

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**WHEREFORE**, plaintiff demands judgment for possession against the tenant.

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

\_\_\_\_\_  
(Signature of Filing Attorney or Plaintiff Pro Se)

\_\_\_\_\_  
(Name of Attorney or Plaintiff Pro Se)



**Appendix XI-X Verified Complaint – Residential Landlord Tenant**

**Landlord Verification**

1. I certify that I am the  landlord,  general partner of the partnership, or  authorized officer of a corporation or limited liability company that owns the premises in which tenant(s) reside(s).
2. I have read the verified complaint and the information contained in it is true and based on my personal knowledge.
3. The matter in controversy is not the subject of any other court action or arbitration proceeding now pending or contemplated and no other parties should be joined in this action except (list exceptions or indicate none):\_\_\_\_\_.
4. 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).
5. The foregoing statements made by me are true and I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

At the trial plaintiff will require:

An interpreter  Yes  No Indicate language \_\_\_\_\_

An accommodation  Yes  No Required accommodation \_\_\_\_\_  
for a disability

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

\_\_\_\_\_  
(Signature of Landlord, Partner or Officer)

\_\_\_\_\_  
(Printed Name of Landlord, Partner or Officer)

## Attachment 2

Proposed Revised Landlord Tenant Summons (CN 10822)  
(Rules Appendix IX-B)

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

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

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

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

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

**versus**

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

**Civil Action  
SUMMONS  
LANDLORD/TENANT**

**Defendant Information:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Email \_\_\_\_\_  
Phone: \_\_\_\_\_

\_\_\_\_\_ Nonpayment  
\_\_\_\_\_ Other  
\_\_\_\_\_ Commercial  
\_\_\_\_\_ Residential

**NOTICE TO TENANT: The purpose of the attached complaint is to permanently remove you and your belongings from the premises. [You will be notified when a court proceeding is scheduled.] If you want the court to hear your side of the case, you must appear in court on this date and time:**

**\_\_\_\_\_ at \_\_\_\_\_ a.m. / p.m., or the court may rule against you. REPORT TO: \_\_\_\_\_ . Please contact the Office of the Special Civil Part at ext. \_\_\_\_\_ regarding your case. Please go to njcourts.gov for general information on landlord/tenant actions.**  
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 \_\_\_\_\_.

You may be eligible for housing assistance. To determine your eligibility, you must immediately contact the welfare agency in your county at \_\_\_\_\_, telephone number \_\_\_\_\_.

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

Si ud. no tiene dinero para pagar a un abogado, es posible que pueda recibir consejos legales gratuitos si se comunica con Servicios Legales (Legal Services) al \_\_\_\_\_. Si tiene dinero para pagar a 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 \_\_\_\_\_.

Es posible que pueda recibir asistencia con la vivienda si se comunica con la agencia de asistencia publica (welfare agency) de su condado al \_\_\_\_\_, telefono \_\_\_\_\_.

Si necesita un interprete o alguna acomodación para un impedimento fisico, tiene que notificárselo inmediatamente al tribunal.

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

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

**COURT OFFICER'S RETURN OF SERVICE (FOR COURT USE ONLY)**

Docket Number: _____	Date: _____	Time: _____
WM ___ WF ___ BM ___ BF ___ OTHER _____	HT _____	WT _____ AGE ___ MUSTACHE ___ BEARD ___ GLASSES ___
NAME: _____	RELATIONSHIP: _____	
Efforts Made to Personally Serve _____		
_____		
Description of Premises if Posted _____		
_____		
I hereby certify the above to be true and accurate: _____		
Special Civil Part Officer		

## Attachment 3

Proposed Revised Landlord Case Information Statement (LCIS)  
(CN 12770)



**New Jersey Judiciary  
Civil Practice Division**

**Landlord Case Information Statement (LCIS)**

Caption		County of Venue	Docket Number
Name of Plaintiff/Landlord			
Email Address	Home/Office Phone	Cell Phone	
Attorney Name (if applicable)	Firm Name (if applicable)		
Email Address	Office Phone	Cell Phone	
Attorney/Plaintiff Mailing Address			
Name of Defendant(s)/Tenant(s)			
Email Address (if known)	Daytime Phone	Cell Phone	
Rental Property Address	Municipal Code (*)	Rental Property Is Owner Occupied <input type="checkbox"/> Yes <input type="checkbox"/> No	

**The information provided on this form cannot be introduced into evidence**

Type of Tenancy (select only one) <input type="checkbox"/> Residential <input type="checkbox"/> Commercial	Cause of Action (select all that apply) <input type="checkbox"/> Non-Payment <input type="checkbox"/> Other (Holdover/For Cause)	Holdover Cause of Action (select from list on side 2)
<p>Select all that apply to the rental property:</p> <p><input type="checkbox"/> Subsidized Housing. Type: <input type="checkbox"/> Public Housing    <input type="checkbox"/> Section 8 Voucher    <input type="checkbox"/> Section 8 HAP Contract    <input type="checkbox"/> Other Subsidy Program _____</p> <p><input type="checkbox"/> Notice(s) that are required for Holdover, Public Housing and/or Subsidized Housing are attached to the complaint.</p> <p><input checked="" type="checkbox"/> Rental property is not a covered property under the Federal CARES Act, 15 U.S.C. § 9057(f) or 9058(a).</p> <p><input type="checkbox"/> The tenancy is subject to a municipal rent control ordinance.</p> <p>The total number of months of unpaid rent is: _____</p> <p>The first month of unpaid rent was (please provide month and year): _____</p> <p>The amount due and owing by the tenant in this case is:                    \$ _____</p>		
<p>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).</p> <p>I certify that the foregoing statements made by me are true to the best of my knowledge. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.</p>		
Attorney/Plaintiff Signature s/	Print Attorney/Plaintiff Name	Date

Municipality Codes can be found at [njcourts.gov](http://njcourts.gov)



# Landlord Case Information Statement (LCIS)

**Holdover Causes of Action** (Enter number(s) in appropriate space on side 1.)

## Residential Tenancy

1	Disorderly Tenant	N.J.S.A. 2A:18-61.1(b)
2	Willful or Gross Negligent Damage to Premises	N.J.S.A. 2A:18-61.1(c)
3	Violation of Rules and Regulations	N.J.S.A. 2A:18-61.1(d)
4	Violation of the Lease Covenants	N.J.S.A. 2A:18-61.1(e)
5	Violation of the Lease Covenants Under the Control of a Public Housing Authority or Redevelopment Agency	N.J.S.A. 2A:18-61.1(e)
6	Failure to Pay Rent After Increase	N.J.S.A. 2A:18-61.1(f)
7	Demolish/Board Up Premises	N.J.S.A. 2A:18-61.1(g)
8	Permanently Retiring Residential Building/Mobile Home Park from Residential Use	N.J.S.A. 2A:18-61.1(h)
9	Reasonable Changes to Lease at End of Lease Term that Tenant Refuses to Accept	N.J.S.A. 2A:18-61.1(i)
10	Habitual Late Payment of Rent	N.J.S.A. 2A:18-61.1(j)
11	Converting Property to Condominium or Cooperative Ownership	N.J.S.A. 2A:18-61.1(k)
12	Personal Occupancy by Owner or Purchaser of Unit (property converted to condo/cooperative or fee simple ownership)	N.J.S.A. 2A:18-61.1(l)(1)
13	Personal Occupancy by Owner or Purchaser of Unit (owner of a building with 3 or fewer condo/cooperative units.	N.J.S.A. 2A:18-61.1(l)(2)
14	Personal Occupancy by Owner or Purchaser of Unit (building with 3 or fewer residential units)	N.J.S.A. 2A:18-61.1(l)(3)
15	Rental is Conditioned on Tenant's Employment by Landlord	N.J.S.A. 2A:18-61.1(m)
16	Convicted or Pleaded Guilty to Offenses under the 1987 Comprehensive Drug Reform Act, or Harbors such Person	N.J.S.A. 2A:18-61.1(n)
17	Convicted or Pleaded Guilty to Assault/Threats against Landlord, Landlord's Family or Employee, or Harbors such Person	N.J.S.A. 2A:18-61.1(o)
18	Tenant or Tenant Harbors such Person previously found Liable in a Civil Action for Certain Criminal Acts on the Rental Premises	N.J.S.A. 2A:18-61.1(p)
19	Tenant or Tenant Harbors Such Person who pleaded or was convicted of theft of property from the Landlord, the Rental Premises, or Other Tenants	N.J.S.A. 2A:18-61.1(q)
20	Tenant or Tenant Harbors such Person previously found Liable in a Civil Action for Human Trafficking on the Rental Premises	N.J.S.A. 2A:18-61.1(r)
21	Residents at Residential Health Care Facilities (non-payment or holdover)	N.J.S.A. 30:11A-1 <i>et. seq.</i>

## Commercial Tenancy; Owner-Occupied Premises with Two or Less Residential Units; Rental Unit Held in Trust on behalf of Immediate Family Member Who Permanently Occupies the Unit not Developmentally Disabled

22	Tenant Stays after Expiration of Lease Term	N.J.S.A. 2A:18-53
23	Tenant Disorderly as to Destroy Peace and Quiet	N.J.S.A. 2A:18-53
24	Tenant Willfully Destroys, Damages or Injures the Premises	N.J.S.A. 2A:18-53
25	Tenant Constantly Violates Landlord's Written Rules and Regulations	N.J.S.A. 2A:18-53
26	Tenant Breaches/Violates any Agreement in Lease that Provides for Right of Reentry	N.J.S.A. 2A:18-53
27	Violation of Alcoholic Beverages Laws by Commercial Tenant	N.J.S.A. 33:1-54

## Attachment 4

Proposed Amendments to Court Rule 6:2  
("Form of Summons")



6:2-1            Form of Summons

The form of the summons shall conform with the requirements of R. 4:4-2 and shall be in the form set forth in Appendix XI-A(1) to these Rules or, for small claims, in the form set forth in Appendix XI-A(2) or, for tenancy actions, in the form set forth in Appendix XI-B. However in landlord and tenant actions for the recovery of premises, summary ejectment and unlawful entry and detainer actions, and actions in the Small Claims Section, in lieu of directing the defendant to file an answer, the summons or signed order to show cause used as original process, shall require the defendant to appear and state a defense at a certain time and place, to be therein specified, which time shall be not less than **[10 days] 5 weeks** in summary dispossession actions and not less than 5 business days **[in small claims]**, nor more than 30 days from the date of service of the summons **in small claims actions**, and shall notify the defendant that upon failure to do so, judgment by default may be rendered for the relief demanded in the complaint.

Note: Source -- R.R. 7:4-1(a) (b), 7:17B2. Amended July 16, 1979 to be effective September 10, 1979; amended July 15, 1982 to be effective September 13, 1982; amended November 7, 1988 to be effective January 2, 1989; amended July 10, 1998 to be effective September 1, 1998; amended July 5, 2000 to be effective September 5, 2000; amended July 12, 2002 to be effective September 3, 2002; amended August 1, 2016, to be effective September 1, 2016; amended xxxxxxxx, 2025 to be effective xxxxxxxx, 2025.

## Attachment 5

Proposed Amendments to Court Rule 6:3-4  
("Summary Actions for Possession of Premises")

6:3-4. Summary Actions For Possession of Premises

(a) ...no change.

(b) ...no change.

(c) Form of Complaint in [Non-Payment] Residential Cases.

Complaints in summary actions for possession of residential premises **[must be verified in accordance with R. 1:4-7, must expressly state the owner's identity, the relationship of the plaintiff to the owner, the amount of rent owed as of the date of the complaint and that if this amount and any other rent that comes due is paid to the landlord or the clerk at any time before the trial date, or before 4:30 p.m. on the day of trial, the case will be dismissed] must be in the form set forth in Appendix XI-X to these Rules.** The amount of rent owed for purposes of the dispossess action can include only the amount that the tenant is required to pay by federal, state or local law and the lease executed by the parties. **[The complaint shall be substantially in the form set forth in the model verified complaint contained in Appendix XI-X to these Rules.]**

(d) ...no change.

Note: Source — R.R. 7:5-12. Caption and text amended July 14, 1992 to be effective September 1, 1992; amended July 27, 2006 to be effective September 1, 2006; caption amended, former text allocated into paragraphs (a) and (b), captions to paragraphs (a) and (b) adopted, and new paragraphs (c) and (d) added July 9, 2008 to be effective September 1, 2008; paragraph (a) amended July 19, 2012 to be effective September 4, 2012; paragraph (c) amended xxxxxx, 2025 to be effective xxxxxx, 2025.