

GLENN A. GRANT, J.A.D.
Acting Administrative Director of the Courts

Richard J. Hughes Justice Complex • P.O. Box 037 • Trenton, NJ 08625-0037

njcourts.gov • Tel: 609-376-3000 • Fax: 609-376-3002

**To: Assignment Judges
Trial Court Administrators**

From: Glenn A. Grant, J.A.D.

**Re: Family - Entry of Default and Uncontested Divorce/Dissolution (FM)
Judgments Without Personal Appearances (Divorce on the Papers) –
Revised Instructions and Certification Form (CN 12620)**

Date: March 19, 2025

Directive #01-25
[Supersedes Directive #12-22]
Questions or comments may be directed
to (609) 815-2900, ext. 55350.

This supersedes Directive #12-22 and promulgates revised instructions and certification form (CN 12620), which details standardized procedures for the entry of default and uncontested judgments without personal appearances in certain divorce/dissolution (FM) proceedings (“divorce on the papers”).

The instructions to request a divorce without appearing in court have been amended as follows:

1. Simplified the title and headings;
2. Separated the requirements and instructions for plaintiff and for defendant;
3. Separated the requirements and instructions for a default divorce and an uncontested divorce;
4. Amended the description of reliefs, requirements, and procedures; and
5. Added the new requirement that a party requesting a name change must file the Dissolution (FM) Judgment for Name Change and FM Judgment for Name Change Addendum form (CN 13146).

The Certification in Support of Judgment of Divorce Without a Court Appearance has been amended as follows:

1. Revised the title for clarity;
2. Separated the sections for plaintiff’s information and defendant’s information;
3. Modified the sequence of paragraphs so as to align with the model for the standard judge’s colloquy;

4. Modified section headings for simplicity; and
5. Added the new requirement that a party requesting a name change must file the Dissolution (FM) Judgment for Name Change and FM Judgment for Name Change Addendum form (CN 13146).

The purpose of these revisions was to provide clear guidance and to simplify the process to request a default or uncontested divorce without having to appear in court, as well as to reduce the instances of deficient filings and situations in which litigants must re-file documents. The form with instructions is available online at [Forms | NJ Courts](#).

cc: Chief Justice Stuart Rabner
Hon. Michael J. Blee, Administrative Director Designate
Family Presiding Judges
Family Judges
Steven D. Bonville, Chief of Staff
AOC Directors and Assistant Directors
Clerks of Court
Special Assistants to the Administrative Director
Family Practice Chiefs
Family Division Managers and Assistant Managers