



New Jersey Judiciary Records Request Form

Request Date

Request Needed By

Preferred Delivery

- ☐ Pick Up
☐ US Mail
☐ On Site Inspection
☐ Fax
☐ Email

Part A: Requestor Identification

Last Name		Middle Initial	First Name
Address			Daytime Telephone (Include area code) ext.
City	State	Zip Code	Fax/Email (optional)

Part B: Records Request Processing Location

Please select one of the locations below to process your records request.

- | | | |
|--|--|--|
| County _____ | ☐ Appellate Division Clerk's Office | ☐ Office of the Administrative Director |
| Division _____ | ☐ Supreme Court Clerk's Office | ☐ Municipal Court _____ |
| ☐ Superior Court Clerk's Office | ☐ Tax Court Clerk's Office | ☐ Other _____ |

Part C: Case Identification

Case Name			Docket/Complaint/Ticket Number*	
*In Criminal and Municipal Cases, if you do not know the docket number, please provide Defendant's information: Defendant Name and alias(es), if any			Defendant Birth Date	Last 4 digits of Defendant's Social Security Number
Indictment/Arrest Date	Indictment/Accusation/ Complaint/Municipal Number	Appeal Number	Sentencing Date	Name of Sentencing Judge

Part D: Records Requested by Division

Please describe records requested as completely as possible. Include any case numbers, dates and names of individuals involved. Attach additional pages if necessary.

Part E: Copy Fees

Copy Fees: 5¢ per page letter size 7¢ per page legal size	Special Copy Requests - Additional fees will be charged ☐ Seal only ☐ Certified with Seal ☐ Certified without Seal ☐ Exemplified (includes Seal)	Are you a named party or attorney in this case? ☐ Yes ☐ No
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For Judiciary Use Only

Disposition ☐ Delivered ☐ Denied ☐ Unavailable	Disposition Date
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If request is denied or records are unavailable, explain here. Attach additional pages if necessary.

Instructions For Obtaining New Jersey Judiciary Records

NOTE: This form should not be used to request transcripts of court proceedings.
Ask court staff for information about obtaining transcripts.

1. Complete Parts A (optional), B, and C of this form, and deliver it during regular business hours to the appropriate case management office or municipal court. For mail or fax requests, first contact the appropriate case management office or municipal court. A directory of case management offices and municipal courts is available at: www.njcourtsonline.com
2. If your request is for physical inspection of a court file or document rather than a photocopy, you will be asked to provide a government issued identification (for example, a driver's license). If you do not provide such identification your access to the records may be delayed until court staff is available to monitor your inspection of the records.
3. The fees for duplication of a court record in printed/paper form are listed on the front of this form. For superior court records, payment may be made by check, cash, or money order payable to Treasurer, State of New Jersey. For municipal courts, payment may be made by check, cash, or money order payable to that particular municipal court.
4. You may be charged a 50% deposit when a request for copies is estimated to exceed \$50. The record custodian will advise you of any deposit requirements.
5. The record custodian will notify you that he or she grants or denies a request for access to a Judiciary record. In most cases, we can provide access to a record stored on-site the same day. If the record is not readily available, or is stored off-site, the custodian will advise you within 3 business days when the record will be made available, and the estimated cost for providing the record to you.
6. You may be denied immediate access to court records if your request will substantially disrupt court operations.
7. If the Judiciary is unable to comply with your request for access to a court record, the custodian will state the reasons on the request form and send you a signed and dated copy.
8. Information provided on this form may be subject to disclosure under Rules Governing the Courts of the State of New Jersey, *Rule 1:38*.