

ATTACHMENT 4

Records Request Form – Municipal Division



NEW JERSEY JUDICIARY Records Request Form MUNICIPAL COURT

See instructions on the reverse side.

PART A: Requestor Information

LAST NAME		MIDDLE INITIAL	FIRST NAME
COMPANY			
ADDRESS			
CITY	STATE	ZIP	EMAIL
DAYTIME TELEPHONE (INCLUDE AREA CODE) EXT.		PREFERRED DELIVERY <input type="checkbox"/> PICK UP <input type="checkbox"/> US MAIL <input type="checkbox"/> ON SITE INSPECT	
SIGNATURE			DATE

PART B: Payment Information

SELECT PAYMENT METHOD

CASH CHECK MONEY ORDER

COPY FEES

Pages 1 - 10 @ \$0.75 each
 Pages 11 - 20 @ \$0.50 each
 Page 21 - + @ \$0.25 each

PART C: Information Requested

INDIVIDUAL CASE REQUEST

CASE NUMBER _____

DEFENDANT NAME _____

RECORDS REQUESTED

DISPOSITION COPY OTHER _____

Certified or Exemplified Copies (extra charge) YES NO

MULTIPLE CASES REQUEST

WHAT RECORDS ARE YOU SEEKING _____

WHEN DO YOU NEED THE INFORMATION _____

Certified or Exemplified Copies (extra charge) YES NO

JUDICIARY USE ONLY

FOR RECORD REQUESTS OVER \$50

TOTAL EST. COST	DEPOSIT AMOUNT	ESTIMATED BALANCE	DEPOSIT DATE	RECEIVED BY

DISPOSITION INFORMATION

DELIVERED DATE	DENIED DATE	UNAVAILABLE DATE

If request is denied or records are unavailable, explain here:

Identification provided for physical custody of file: _____

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*.