



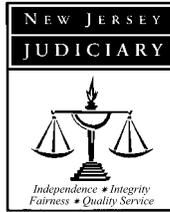
## HOW TO USE THIS ONLINE FORM

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This form can be filled out on screen, saved to your local drive, and printed out on your local printer or it can be printed out on your local printer for completion by hand or typewriter.

**The information you enter is NOT submitted electronically.**

**Special Civil 9/1/04  
Motion Enforce Litigant's Rights**



## **HOW TO GET FINANCIAL INFORMATION ABOUT SOMEONE WHO OWES YOU MONEY (MOTION TO ENFORCE LITIGANT'S RIGHTS)**

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### **Who Should Use This Packet?**

If you win a court judgment against someone, you are entitled to get information about their finances so you can collect the money they owe you. First you must send them an Information Subpoena requesting the information. If the person doesn't give you the information, you can use these forms to make them do so. A Motion to Enforce Litigant's Rights is an application to the court for the purpose of obtaining an Order directing a party to either comply with a previous discovery order or to complete an Information Subpoena.

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### **GENERAL REQUIREMENTS:**

1. You must have obtained a judgment against the other party.
  2. You must have sent an Information Subpoena to the other party, which was not answered in 14 days; or the other party failed to comply with a previous court Order for discovery.
  3. There is no fee for filing this motion in the Special Civil Part.
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NOTE: These materials have been prepared by the New Jersey Administrative Office of the Courts for use by self-represented litigants. The guides, instructions and forms will be periodically updated as necessary to reflect current New Jersey statutes and court rules. The most recent version of the forms will be available at the county courthouse or on the Judiciary's Internet site ([www.judiciary.state.nj.us](http://www.judiciary.state.nj.us)). However, you are ultimately responsible for the content of your court papers.

**Send your Completed Forms to:**

## THINGS TO THINK ABOUT BEFORE YOU REPRESENT YOURSELF IN COURT

### TRY TO GET A LAWYER

The court system can be confusing and it is a good idea to get a lawyer if you can. If you cannot afford a lawyer, you may contact the legal services program in your county to see if you qualify for free legal services. Their telephone number can be found in your local yellow pages under "Legal Aid" or "Legal Services."

If you do not qualify for free legal services and need help in locating an attorney, you can contact the bar association in your county. Their telephone number can also be found in your local yellow pages. Most county bar associations have a Lawyer Referral Service. The County Bar Lawyer Referral Service can supply you with the names of attorneys in your area willing to handle your particular type of case and sometimes consult with you at a reduced fee.

There are also a variety of organizations of minority lawyers throughout New Jersey, as well as organizations of lawyers who handle specialized types of cases. Ask your county court staff for a list of lawyer referral services that include these organizations.

### WHAT YOU SHOULD EXPECT IF YOU REPRESENT YOURSELF

While you have the right to represent yourself in court, you should not expect any special treatment, help, or attention from the court. You must still comply with the Rules of the Court, even if you are not familiar with them. The following is a list of some things the court staff can and cannot do for you. Please read it carefully before asking the court staff for help.

- We can explain and answer questions about how the court works.
- We can tell you what the requirements are to have your case considered by the court.
- We can give you some information from your case file.
- We can provide you with samples of court forms that are available.
- We can provide you with guidance on how to fill out forms.
- We can usually answer questions about court deadlines.

- We cannot give you legal advice. Only your lawyer can give you legal advice.
- We cannot tell you whether or not you should bring your case to court.
- We cannot give you an opinion about what will happen if you bring your case to court.
- We cannot recommend a lawyer, but we can provide you with the telephone number of a local lawyer referral service.
- We cannot talk to the judge for you about what will happen in your case.
- We cannot let you talk to the judge outside of court.
- We cannot change an order issued by a judge.

### KEEP COPIES OF ALL PAPERS

Make and keep for yourself copies of all completed forms and any canceled checks, money orders, sales receipts, bills, contract estimates, letters, leases, photographs, and other important documents that relate to your case.

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## DEFINITIONS OF WORDS USED IN THIS PACKET

**Certification:** A *certification* is a written statement made to the court when you file papers with the court, swearing that the information contained in the papers is true to the best of your knowledge.

**Defendant:** The *defendant* is the person (party) against whom the court action (complaint) was filed.

**Discovery:** *Discovery* is the required exchange of information between the parties concerning the case.

**Docket Number:** The number the court assigned to this case when the complaint was filed. The docket number is listed on the complaint and answer.

**Information Subpoena:** An *information subpoena* is a questionnaire the judgment creditor sends to the judgment debtor to get information on assets held by the judgment debtor.

**Judgment:** A *judgment* is the official decision of a court in a case.

**Judgment Creditor:** A *judgment creditor* is a person who is owed money and who has obtained a judgment against another party.

**Judgment Debtor:** A *judgment debtor* is a person who owes money and against whom a judgment has been obtained.

**Litigant:** A *litigant* is a party actively involved in the case.

**Motion:** A *motion* is a written request in which you ask the court to issue an order, or to change an order it has already issued.

**Oral Argument:** Personally appearing in court to explain what you want the court to do.

**Order:** An *order* is a signed paper from the judge telling someone they must do something.

**Party:** A person, company, or government agency that is involved in a court action.

**Plaintiff:** The *plaintiff* is the person (party) who started the court action by filing the complaint.

**Return Date:** The date the parties are ordered to appear in court.

**Service:** Mailing or delivering copies of your papers to the lawyer for the other party or to the other party if there is no lawyer.

**Warrant:** A *warrant* is a written order signed by the judge directing a certain act. A *warrant for arrest* is a court order directing the sheriff or court officer to arrest someone.

## HOW TO FILE A MOTION TO ENFORCE LITIGANT'S RIGHTS:

The numbered steps listed below tell you what forms you will need to fill out, and what to do with them. Each form should be typed or clearly printed on 8 ½" x 11" white paper only. Forms may not be filed on a different size paper or color paper.

### **STEP 1: Fill out the *NOTICE OF MOTION* (FORM A)**

The *Notice of Motion* tells the court what you want the court to do. Make sure to include the docket number of your case and sign your name where requested. Call your local court to obtain the date you will appear in court. (See Instructions for form A).

### **STEP 2: Fill out the *CERTIFICATION IN SUPPORT OF A MOTION* (FORM B)**

The *Certification in Support of a Motion* tells the court why you think you are entitled to what you are asking for in your Notice of Motion. Attach any additional copies of documents that you have that may help support your motion to Enforce Litigant's Rights.

### **STEP 3: Fill out the top of the *ORDER to Enforce Litigant's Rights* (FORM C)**

Fill out the top portion of the Order to Enforce Litigant's Rights. Do not fill out the bottom portion at this time.

### **STEP 4: Make copies of your completed forms.**

Make 3 copies of the completed Notice of Motion (Form A) and Certification in Support of Motion for Order Enforcing Litigant's Rights (Form B). Mail one copy of each to the judgment debtor by regular mail and one copy by certified mail/return receipt requested. Keep one copy for your records. **DO NOT mail the Order to Enforce Litigant's Rights to the Judgment Debtor; only FORM A and FORM B should be mailed.**

### **STEP 5: Check your completed forms**

Check your forms and make sure they are complete. Remove all instruction sheets. Make sure you have signed the forms where you are asked to sign them.

**To begin, you must mail the originals of the following documents to the court:**

- \_\_\_ Notice of Motion (Form A)
- \_\_\_ Certification in Support of the Motion (Form B)
- \_\_\_ Order to Enforce Litigant's Rights (Form C)

### **STEP 6: Date and time of motion**

You will receive a postcard in the mail from the court stating the date and time your motion will be considered. If the judgment debtor appears for the motion he/she will be instructed by the court to complete the Information Subpoena or comply with the Order for Discovery. Once the judgment debtor has either completed the Information Subpoena or complied with the Order for Discovery, you will be given the documents. If the judgment debtor fails to appear for the Motion, the judge will consider your Motion and if the judge grants your motion you will be sent a copy of the Order to Enforce Litigant's Rights.

### **STEP 7: Receiving the Order To Enforce Litigant's Rights.**

Once you receive the Order to Enforce Litigant's Rights signed by the judge, make 3 copies of the signed Order. You are required by law to mail a copy of the Order to the judgment debtor by regular mail and one copy by certified mail, return receipt requested. Before mailing the Order, complete the Proof of Service section located at the bottom of the Order. Keep one copy for your records.

### **STEP 8: Wait 10 days**

Wait 10 days after the date you mailed copies of the Order to Enforce Litigant's Rights to the judgment debtor. **(Continued on next page)**

**STEP 9: Obtaining a Warrant for Arrest**

If the judgment debtor provides you with the completed Information Subpoena or obeys the Order for Discovery within 10 days, there is no longer a need to proceed with this motion. If 10 days have passed and you still have not received the Discovery or Information Subpoena from the judgment debtor, you must then proceed with obtaining a Warrant for Arrest. (See Step 10).

**STEP 10: Complete the *CERTIFICATION IN SUPPORT OF APPLICATION FOR ARREST WARRANT (FORM D)***

Complete the Certification in Support of Application for Arrest Warrant. Make a copy of the completed form and retain it with your records. Mail the original completed Certification in Support of Application for Arrest Warrant, and the signed copy of the Order to Enforce Litigant's Rights with proof of service information (see Step 7 for information on this) and **BLANK FORM E** to the court.

**You should contact your local court to obtain filing and service fees for the Warrant for Arrest. Mail a check or money order for this fee with your completed forms to the court. Do not send cash. If you pay in person, you can pay by check, money order or in cash and obtain a receipt.**

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**INSTRUCTIONS FOR COMPLETING FORM A  
(NOTICE OF MOTION TO ENFORCE LITIGANT'S RIGHTS)**

- A.** Type or print your name, current address and telephone number at the top of the form.
- B.** Type or print the county, docket number, plaintiff and defendant where Form A asks you to do so.
- C.** On the first line after "TO:" type or print the name of the judgment debtor who has failed to provide the required information.
- D.** Call your local court to obtain the date to be typed or printed in the space where the form asks for the date you will appear in court.
- E.** Type or print the address of the court.
- F.** Read the body of the Notice of Motion and check the blanks where appropriate. If you are seeking discovery, check the discovery blank space; if you are seeking the return of the information subpoena check that blank space.
- G.** Sign and date the form.

**Review all steps to make sure the forms are properly filled out and complete before mailing (certified mail, return receipt requested and regular mail - see step 4 on page 5). (Keep copies of the completed forms for your records.)**

**INSTRUCTIONS FOR COMPLETING FORM B  
(CERTIFICATION IN SUPPORT OF MOTION TO ENFORCE LITIGANT'S RIGHTS)**

- A.** Type or print your name, current address and telephone number at the top of the form.
- B.** Type or print the county, docket number, plaintiff and defendant where Form B asks you to do so.
- C.** In section 2, fill in (type or print) the date of the judgment, the name of the defendant and the dollar amount of the judgment.
- D.** In section 3, put a checkmark in front of \_\_a or \_\_b, but not both. Type or print the information requested in the spaces provided.  
  
Also in section 3, \_\_c, \_\_d, \_\_e, and \_\_f, put a checkmark in front of those that apply to the service of the Information Subpoena or Order for Discovery, and type or print the requested information on the blank line for "d" if you select it.
- E.** In section 4, type or print the name of the person against whom you are filing this motion, and put a checkmark in front of the appropriate item as noted.
- F.** In section 6, type or print the date you served copies of the completed Notice of Motion and Certification on the person against whom you are filing this motion. Put a checkmark in front of the appropriate information for the type of service used.
- G.** Date and sign the form.

**Review all steps to make sure the forms are properly filled out and complete before mailing (certified mail, return receipt requested and regular mail - see step 4 on page 5). (Keep copies of the completed forms for your records.)**

**INSTRUCTIONS FOR COMPLETING TOP OF FORM C  
(ORDER TO ENFORCE LITIGANT'S RIGHTS)**

- A.** Type or print your name, current address and telephone number at the top of the form.
- B.** Type or print the county, docket number, plaintiff and defendant where Form C asks you to do so.
- C.** Type or print your name on the first blank line and check either the order for discovery or information subpoena, whichever applies to your case.

**DO NOT FILL IN ANY OTHER INFORMATION ON FORM C UNTIL THIS FORM IS RETURNED TO YOU WITH THE JUDGE'S SIGNATURE. YOU MUST THEN PROCEED TO FOLLOW THE INSTRUCTIONS LISTED BELOW.**

**INSTRUCTIONS FOR COMPLETING BOTTOM OF FORM C  
(PROOF OF SERVICE)**

***WHEN FORM C IS RETURNED TO YOU SIGNED BY A JUDGE, FOLLOW THE INSTRUCTIONS LISTED BELOW:***

- A.** Type or print the date you are sending a copy of the signed Order to Enforce Litigant's Rights to the person against whom you are filing this motion.
- B.** Type or print the name of the person against whom you are filing this motion, and check the method of service you are using to serve the Order to Enforce Litigant's Rights.
- C.** Type or print the current address of the person who will be served with the Order.
- D.** Date and sign the form.

**Review all steps to make sure the forms are properly filled out and complete before mailing (certified mail, return receipt requested and regular mail - see step 4 on page 5). (Keep copies of the completed forms for your records.)**

**INSTRUCTIONS FOR COMPLETING FORM D  
(CERTIFICATION IN SUPPORT OF APPLICATION FOR ARREST WARRANT)**

- A. Type or print your name, current address and telephone number at the top of the form.
- B. Type or print the county, docket number, plaintiff and defendant where Form D asks you to do so.
- C. In section 3, place a checkmark in front of \_\_a or \_\_b, but not both.
- D. In section 3, \_\_c, \_\_d, \_\_e and \_\_f, place a checkmark in front of those that apply to the service of the Information Subpoena or Order for Discovery.
- E. In section 4, type or print the defendant's name and place a checkmark in front of the appropriate information.
- F. In section 5, type or print the date you served copies of the completed Notice of Motion and the supporting Certification on the person against whom you filed the motion (Form A). Place a checkmark in front of the service used.
- G. In section 7, type or print the date the court entered an **Order to Enforce Litigant's Rights** in your case.
- H. In section 8, type or print the date you served copies of the Order to Enforce Litigant's Rights on the person against whom you filed the motion (Form A). Place a checkmark in front of the service used.
- I. Read the remaining sentences and place a checkmark in front of the appropriate information that applies to your case. Then date and sign the form.

**Review all steps to make sure the forms are properly filled out and complete before mailing (certified mail, return receipt requested and regular mail - see step 4 on page 5). (Keep copies of the completed forms for your records.)**

**INSTRUCTIONS FOR COMPLETING FORM E  
(WARRANT FOR ARREST)**

- A. Type or print your name, address and telephone number at the top of the form.
- B. Type or print the county, docket number, plaintiff and defendant where Form E asks you to do so.
- C. **DO NOT FILL IN ANY OTHER INFORMATION; THAT INFORMATION WILL BE COMPLETED BY THE JUDGE.**

**Review all steps to make sure the forms are properly filled out and complete before mailing (certified mail, return receipt requested and regular mail - see step 4 on page 5). (Keep copies of the completed forms for your records.)**

**FORM A**  
**NOTICE OF MOTION TO ENFORCE LITIGANT'S RIGHTS**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
SUPERIOR COURT OF NEW JERSEY  
LAW DIVISION, SPECIAL CIVIL PART  
\_\_\_\_\_ COUNTY  
DOCKET NO. \_\_\_\_\_

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

**CIVIL ACTION**

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

**NOTICE OF MOTION  
FOR ORDER ENFORCING  
LITIGANT'S RIGHTS**

vs.

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

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

**PLEASE TAKE NOTICE** that on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ am\_\_ pm (check one), 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 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.

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

**Signature:** \_\_\_\_\_  
Attorney for Plaintiff or Plaintiff, Pro Se

**FORM B**

**CERTIFICATION IN SUPPORT OF MOTION FOR ORDER ENFORCING LITIGANT’S RIGHTS**

\_\_\_\_\_  
Plaintiff’s Name  
Address

SUPERIOR COURT OF NEW JERSEY  
LAW DIVISION, SPECIAL CIVIL PART  
\_\_\_\_\_ COUNTY  
DOCKET NO. \_\_\_\_\_

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

**CIVIL ACTION**

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

**CERTIFICATION IN SUPPORT  
OF MOTION FOR ORDER  
ENFORCING LITIGANT’S RIGHTS**

vs.

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

The following certification is made in support of plaintiff’s motion for an order enforcing litigant’s rights:

1. I am the plaintiff or plaintiff’s attorney in this matter.

2. On \_\_\_\_\_, 20\_\_\_\_, plaintiff obtained a judgment against the defendant, (insert name) \_\_\_\_\_, for \$ \_\_\_\_\_ damages, plus costs.

3. (Check all applicable information below):

\_\_\_ a. On \_\_\_\_\_, 20\_\_\_\_, an Order was entered by this Court ordering defendant (insert name) \_\_\_\_\_ to appear at \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ am \_\_\_ pm ( check one) 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 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, (insert name) \_\_\_\_\_ (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 that service was not effected.

4. \_\_\_\_\_ has failed to comply with (check one) \_\_\_ the Order, \_\_\_ the 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 (insert name) \_\_\_\_\_ (check one) \_\_\_ personally, \_\_\_ by sending them simultaneously by regular and certified mail, return receipt requested to:

(Name & 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.

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

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

**FORM C**

**FAILURE TO COMPLY WITH THIS ORDER MAY RESULT IN YOUR ARREST**

\_\_\_\_\_  
Plaintiff's Name  
Address

SUPERIOR COURT OF NEW JERSEY  
LAW DIVISION, SPECIAL CIVIL PART  
\_\_\_\_\_ COUNTY

DOCKET NO. \_\_\_\_\_

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

**CIVIL ACTION**

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

**ORDER TO ENFORCE LITIGANT'S RIGHTS**

vs.

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

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)**

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It is on the \_\_\_\_\_ 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 shall 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.

**(DO NOT COMPLETE THIS SECTION UNTIL YOU GET THIS FORM SIGNED BY A JUDGE.)**

**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.

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

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

**FORM D**

**CERTIFICATION IN SUPPORT OF APPLICATION FOR ARREST WARRANT**

\_\_\_\_\_  
Plaintiff's Name  
Address

SUPERIOR COURT OF NEW JERSEY  
LAW DIVISION, SPECIAL CIVIL PART  
\_\_\_\_\_ COUNTY

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

DOCKET NO. \_\_\_\_\_

**CIVIL ACTION**

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

**CERTIFICATION IN SUPPORT OF  
APPLICATION FOR ARREST WARRANT**

vs.

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

The following certification is made in support of my application for an arrest warrant:

1. I am the plaintiff or plaintiff's attorney in this matter.

2. On \_\_\_\_\_, 20\_\_\_\_, I obtained a judgment against the defendant, \_\_\_\_\_, for \$ \_\_\_\_\_ damages, plus costs.

3. (Check all applicable information below):

\_\_\_ a. On \_\_\_\_\_, 20\_\_\_\_, an Order was entered by this Court ordering defendant, \_\_\_\_\_, to appear on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ am \_\_\_ pm (check one) 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 ordinary 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 that would indicate that service was not effected.

4. The Defendant, \_\_\_\_\_, has failed to comply with (check one) \_\_\_\_\_ the order, \_\_\_\_\_ the 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,” “Forwardng 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 containing the Order to Enforce Litigant’s Rights 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 mail 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.

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

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

**FORM E**

**WARRANT FOR ARREST**

\_\_\_\_\_  
Plaintiff's Name  
Address

SUPERIOR COURT OF NEW JERSEY  
LAW DIVISION, SPECIAL CIVIL PART  
\_\_\_\_\_  
COUNTY  
DOCKET NO. \_\_\_\_\_

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

**CIVIL ACTION**

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

**WARRANT FOR ARREST**

vs.

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

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 Special Civil Part

## DIRECTORY OF SUPERIOR COURT SPECIAL CIVIL PART CLERK'S OFFICES

### **Atlantic County**

Special Civil Part  
Atlantic County Civil  
Courthouse  
1201 Bacharach Blvd.  
Atlantic City, NJ 08401  
(609)-345-6700; Ext. 3370

### **Bergen County**

Special Civil Part  
Bergen County Justice Center  
Room 427, 10 Main Street  
Hackensack, NJ 07601  
(201)-527-2730

### **Burlington County**

Burlington County Central  
Processing Office  
Attention: Special Civil Intake,  
Courts Facility  
49 Rancocas Rd.  
Mount Holly, NJ 08060  
(609)-518-2623

### **Camden County**

Hall of Justice  
101 S. 5th Street, Suite 150  
Camden, NJ 08103-4001  
(856)-379-2202

### **Cape May County**

Special Civil Part  
9 N. Main Street  
Cape May Courthouse, NJ 08210  
(609)-463-6502

### **Cumberland County**

Special Civil Part  
60 West Broad Street  
Bridgeton, NJ 08302  
(856)-453-4350

### **Essex County**

Civil Customer Service  
Hall of Records  
Room 201  
465 Dr. Martin Luther King Jr.  
Blvd.  
Newark, NJ 07102  
(973)-693-5529

### **Gloucester County**

Gloucester County Courthouse  
Attn: Civil Case Management  
Office  
1 N. Broad St.  
Woodbury NJ 08096  
(856)-853-3392

### **Hudson County**

Special Civil Case Management  
Office  
711 Administration Bldg.  
595 Newark Avenue  
Jersey City, NJ 07306  
(201)-795-6680

### **Hunterdon County**

Hunterdon County Justice Center  
65 Park Avenue  
P.O. Box 1069  
Flemington, NJ 08822  
(908)-237-5820

### **Mercer County**

Mercer County Central Finance  
Office  
175 S. Broad St. 1<sup>st</sup> Floor  
P.O. Box 8068  
Trenton, NJ 08650  
(609)-571-4490

### **Middlesex County**

Middlesex Vicinage  
Special Civil Part  
3rd Floor - Tower  
P.O. Box 1146  
New Brunswick, NJ 08903-1146  
(732)-519-3679

### **Monmouth County**

Central Fee Office  
P.O. Box 1260  
Freehold, NJ 07728-1260  
(732)-677-4223

### **Morris County**

Morris County Courthouse  
Special Civil Part  
Washington and Court Sts.  
P.O. Box 910  
Morristown, NJ 07963-0910  
(973)-656-4125

### **Ocean County**

Ocean County Superior Court  
Civil Intake  
118 Washington St., Room 121  
P.O.Box 2191  
Toms River NJ 08754-2191  
(732)-929-2016

### **Passaic County**

New Courthouse  
77 Hamilton Street, First Floor  
Paterson, NJ 07505  
(973)-247-8268

### **Salem County**

Salem County Courthouse  
Attn: Civil Case Management  
Office  
92 Market St.  
Salem, NJ 08079  
(856)-935-7510 x8213

### **Somerset County**

Somerset County Civil Division  
40 North Bridge Street, 1st. Fl.  
P.O. Box 3000  
Somerville, NJ 08876  
(908)-231-7014

### **Sussex County**

Special Civil Part  
Sussex County Judicial Center  
43-47 High St.  
Newton, NJ 07860  
(973)-579-0918

### **Union County**

Special Civil Part  
Old Annex, 3rd Floor  
2 Broad Street  
Elizabeth, NJ 07207  
(908)-659-4900

### **Warren County**

Warren County Civil Division  
Courthouse  
413 Second St.  
P.O. Box 900  
Belvidere, NJ 07823-1500  
(908)-475-6144