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**DIRECTIVE #07-17**  
**[Supersedes Directive #14-83 and #16-83]**  
[Questions or comments may be directed to  
(609) 815-2900, ext. 55350]

**TO: Assignment Judges  
Family Presiding Judges**

**FROM: Glenn A. Grant, J.A.D.** 

**SUBJECT: Uniform Docket Numbers & Statistics for Family Division**

**DATE: June 23, 2017**

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**How a Case Gets Its Docket Number**

The family court docket numbers have the following configuration:

F*	-	-	-	-	-
Docket Type Code		County Code	Sequential Case Number	Court Year	Regional Code (Optional)

Attached are the lists of the Docket Type Codes and County Codes. The Sequential Case Number is the unique six digit number assigned to the case. The Court Year is a two digit designation of the court year in which the matter is filed (e.g., a matter filed from July 1, 2014 through June 30, 2015, has a Court Year designation of "15").

The following are some examples:

FJ-01-000001-15-A The first juvenile delinquency matter in Atlantic County on July 1, 2014  
(assigned regional code A)

FJ-01-000002-15-B The second juvenile delinquency matter in Atlantic County on July 1, 2014  
(assigned regional code B)

FA-01-000001-15 The first adoption matter in Atlantic County on July 1, 2014

You will note that the docket number may include as its last digit a letter to indicate the regional code. A letter of the alphabet may be assigned by the case manager to each regional team

within the vicinage and this letter should be used in the docket number of every case assigned to that regional team. The sequential numbers within the docket numbers should start with "000001" for each docket type (FA, FC, FD, FG, FF, FJ, FL, FM, FN, FO or FV) and continue sequentially despite the fact that two consecutive numbers in the sequence may be assigned to different regional teams.

All new complaints should be assigned a new docket number, if appropriately filed.

### **Transferred Matters**

When a case is received from another state, county, or court within the county, it should be assigned a new docket number by the receiving county. Statistically, the transferring county or court should close the case out and indicate the fact that the case was disposed of in its statistics. The receiving county or court should add the case to its statistics and when the case is disposed of, indicate same in its own statistics.

### **Criminal and Quasi-Criminal Actions**

Those actions which are criminal or quasi-criminal [R. 5:1-2(c)] should be given a Docket Type Code of "FO".

**Example:** The first "Interference with custody" action in Camden County on or after July 1, 2014 will be designated as FO-04-000001-15-B (assigned regional code B).

**Note:** The Family Part has original jurisdiction over some criminal matters (*i.e.*, Interference with Custody, Willful Non-Support, Domestic Violence Contempt, Weapons Seizure and Adult Transfers from Criminal and Municipal Court) and obtains jurisdiction by transfer over these matters. Those criminal actions over which the Family Division has original jurisdiction should be docketed in the Family Division and given the Docket Type Code of "FO." They should also be counted statistically in the Family Division. Those criminal matters over which the Criminal Division has original jurisdiction should be docketed in the Criminal Division and counted statistically in the Criminal Division. Upon transfer of Criminal Division cases to the Family Division, these cases should be closed out statistically by the Criminal Division and given a new (Family Division) docket number with a case code of "FO." Statistically, these cases would then be counted in the Family Division.

### **Cases Prior to July 1, 1984**

When those cases which were docketed prior to July 1, 1984 come before the court for modification after July 1, 1984, the old docket number should be converted using the format of the new docketing system. For example, when D-003-83 (the third Middlesex County support complaint) comes up for modification, it would be converted into FD-12-00003-83-[regional code letter]. You will note that the docket number should reflect the year which is indicated in the old docket number, not the court year in which the case has come up for modification. These modifications should not be counted statistically on the monthly clerk's reports. The sole purpose

of converting these docket numbers at the time of modification is to convert the old docket numbers to the new system's format of the docket number as they come back into the system for review.

### **Child Placement Review**

Child Placement Review matters use a docket number to identify the case. Each FC docket number relates to one child. The first child placement review matter docketed in each county on July 1, 2014 should be given the sequential number "1" and court year "15," as is the procedure for all other types of cases docketed on July 1.

FC-03-000001-15-A The first Child Placement Review matter in Burlington County on July 1, 2014 (assigned regional code A).

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### **EDITOR'S NOTE**

\*2017 Update - This Superseding Directive includes technical revisions such as updated docket number examples, the deletion of historical references to obsolete terms (e.g., "Child Placement Review Profile") and the deletion of obsolete AOC reference numbers.

12/5/1986 - The directive was amended by memorandum from the Administrative Director. The portion of the directive dealing with a separate paternity case code was deleted because that case code had been abolished in 1986 on the recommendation of a subcommittee of Family Division Managers. The portion dealing with criminal and quasi-criminal actions was modified to delete the reference to the "Family Part Supplemental Report" in the last sentence. The "Family Part Supplemental Report" was eliminated with the revision of the Family Division statistical reports on October 1, 1986. Only two paragraphs of #14-83 were retained, the paragraph explaining the designation of a regional team and the paragraph dealing with the assignment of docket numbers for dissolution (formerly matrimonial) cases by the Superior Court Clerk's Office in Trenton. The central filing for dissolution cases was only operative until all counties accepted complaints for filing directly. Direct filing for each county was implemented gradually. All non-dissolution cases are filed directly with the counties.

06/29/1984 - Directive # 16-83 was issued, revising Directive #14-83. The Automated system replaced the docket book. The first, third and final paragraphs, which referenced the prior directive and the proposed development of a standard docket book, were deleted.

04/10/1984 - Directive #14-83 was originally issued by Robert D. Lipscher, Administrative Director.

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Attachments: (1) Docket Type Codes and (2) County Codes

cc: County Surrogates  
Steven D. Bonville, Chief of Staff  
AOC Directors and Assistant Directors  
Ann Marie Fleury, Special Assistant  
Melaney S. Payne, Special Assistant  
Trial Court Administrators  
Nancy G. Manuele, Chief

David Tang, Chief  
Amelia Wachter-Smith, Chief  
Family Division Managers

## **Attachment 1**

### **Docket Type Codes**

FA	Adoption
FC	Child Placement Review
FD	Domestic Relations (Non-Dissolution)
FF	Family Crisis
FG	Guardianship (Termination of Parental Rights)
FJ	Juvenile Delinquency
FL	Kinship Legal Guardianship (2003)
FM	Matrimonial (Dissolution)
FN	Child Protection
FO	Family - Other (includes Quasi-Criminal)
FV	Domestic Violence (includes Sexual Assault Survivor Protection Act (SASPA) matters)

## Attachment 2

### COUNTY CODES

<u>Code</u>	<u>New Jersey Counties</u>	
01	ATL	Atlantic
02	BER	Bergen
03	BUR	Burlington
04	CAM	Camden
05	CPM	Cape May
06	CUM	Cumberland
07	ESX	Essex
08	GLO	Gloucester
09	HUD	Hudson
10	HNT	Hunterdon
11	MER	Mercer
12	MID	Middlesex
13	MON	Monmouth
14	MRS	Morris
15	OCN	Ocean
16	PAS	Passaic
17	SLM	Salem
18	SOM	Somerset
19	SSX	Sussex
20	UNN	Union
21	WRN	Warren