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

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**DIRECTIVE # 28-17**  
**[Supersedes Directive #21-75]**  
**[Questions or comments may be directed to  
609-815-2900 ext. 54900]**

**TO: Assignment Judges  
Civil Presiding Judges  
Supervising Special Civil Part Judges  
Civil Division Managers**

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

**RE: Docketing Special Civil Part Judgments (Revised Statement for Docketing Form)**

**DATE: September 27, 2017**

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This promulgates for immediate use the attached revised Statement for Docketing form for Special Civil Part judgments. The form, which is an electronic form generated by eCourts DC (Special Civil), is to be produced locally by the Special Civil Part Office when requested by a judgment creditor, issued in the name of the Clerk of the Superior Court. It eliminates the requirement of the Clerk's certification. The revision allows the judgment creditor to enter additional costs onto the Statement for Docketing form. The judgment creditor may also amend the Statement for Docketing form so that it mirrors the complaint's caption. The judgment creditor continues to be required to certify to the total judgment due pursuant to N.J.S.A. 2A:18-34, including all interest, costs and credits, when filing the Statement for Docketing and its applicable fee with the Superior Court Clerk's Office.

Attached are the electronically generated template of the form as well as a sample form with the fields completed for illustrative purposes.

In furtherance of the New Jersey Judiciary's implementation of electronic filing, Statement for Docketing requests will not be accepted in eCourts DC (Special Civil Part) until any and all active executions issued to a Special Civil Part Court Officer have been returned, as required by N.J.S.A. 2A:18-35. Judgment creditors filing in eCourts will receive a notification that they must first contact the applicable Special Civil Part Officer(s) and request the return of all active executions.

For Small Claims matters and for Special Civil Part (DC) actions where hard copy paper filings are still required to be filed by self-represented litigants who are not attorneys, the procedure will continue to be that the judgment creditor must request the Special Civil Part Office to issue a Statement for Docketing and otherwise comport with the filing requirements of Rule 6:1-1(f).

**Attachments**

cc: Chief Justice Stuart Rabner  
Steven D. Bonville, Chief of Staff  
AOC Directors and Assistant Directors  
Clerks of Court  
Trial Court Administrators  
Ann Marie Fleury, Special Assistant  
Melaney S. Payne, Special Assistant  
Lloyd Garner, Chief, Special Civil Part  
Civil Division Managers  
Assistant Civil Division Managers

[LAST NAME], [FIRST NAME] PLAINTIFF

-- VS --

[LAST NAME], [FIRST NAME] DEFENDANT

SUPERIOR COURT OF NEW JERSEY  
LAW DIVISION-SPECIAL CIVIL PART

ON (CONTRACT)

DOCKET NO. [DOCKET NUMBER]  
JUDGMENT NO. [JUDGMENT NUMBER]

\*\*\*\*\* STATEMENT FOR DOCKETING\*\*\*\*\*

CREDITORS ATTORNEY:

[ATTORNEY'S NAME]

[ATTORNEY'S ADDRESS 1]

[ATTORNEY'S ADDRESS 2]

[TOWN, STATE, ZIP]

JUDGMENT IN THE ABOVE ENTITLED CAUSE WAS ENTERED IN THE COUNTY SPECIAL CIVIL PART  
IN FAVOR OF:

[FIRST NAME LAST NAME]

AGAINST:

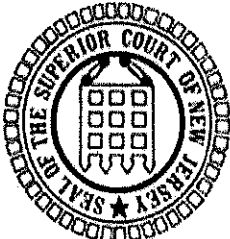
[FIRST NAME LAST NAME]

AN EXECUTION WAS ISSUED ON  
AND WAS RETURNED ON  
MONIES RECEIVED BY SCP OFFICER  
TOTAL CREDITS

[ACMS DATE]  
[ACMS DATE]  
\$ .00  
\$ .00

JUDGMENT DATE	[JUDGMENT DATE]
JUDGMENT AMOUNT (*)	[JUDGMENT AMOUNT]
POSTJUDGMENT COSTS	[AMOUNT]
POSTJUDGMENT INTEREST	[AMOUNT]
POSTJUDGMENT CREDITS	[AMOUNT]
TOTAL AMOUNT DUE	[TOTAL AMOUNT]

(\*) INCL COURT COSTS & STATUTORY ATTY FEES)



DATE: [DATE]  
SEAL

[/S/ MICHELLE SMITH'S SIGNATURE]  
MICHELLE M. SMITH, CLERK OF THE SUPERIOR COURT

I, THE UNDERSIGNED, AM (ATTORNEY FOR) THE ABOVE  
NAMED PLAINTIFF, CERTIFY THAT AT THE PRESENT TIME  
THERE IS DUE UPON THE ABOVE MENTIONED JUDGMENT,  
WHICH IS ABOUT TO BE DOCKETED IN THE SUPERIOR

TOTAL JUDGMENT DUE	\$	[AMOUNT]
DOCKETING FEE	\$	35.00
ADDITIONAL COSTS	\$	[AMOUNT]
**NEW CREDITS	\$	[AMOUNT]

COURT OF NEW JERSEY, AS HEREIN SET FORTH. THE TOTAL  
JUDGMENT DUE INCLUDES THE 35.00 DOCKETING FEE.

NEW INTEREST	[NEW INTEREST AMOUNT]
TOTAL JUDGMENT DUE (BEING A SUM NOT LESS THAN \$35.00)	[TOTAL AMOUNT DUE]

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: [DATE]

[/S/ ATTORNEY'S SIGNATURE]

\*\*SUBSEQUENT TO LAST EXECUTION. OR JUDGMENT IF NO EXECUTIONS WERE ISSUED

SALEM PARK CONDO, PLAINTIFF  
--VS--  
JACK ADAMS, DEFENDANT

SUPERIOR COURT OF NEW JERSEY  
LAW DIVISION-SPECIAL CIVIL PART  
ON (CONTRACT)

DOCKET NO. : SLM DC-000002-12  
JUDGMENT NO. : SLM VJ- 000005-12

\*\*\*\*\* STATEMENT FOR DOCKETING\*\*\*\*\*

CREDITORS ATTORNEY:

PERRY KESLER  
KESLER LLP  
123 MAIN ST.  
PRINCETON NJ 08540

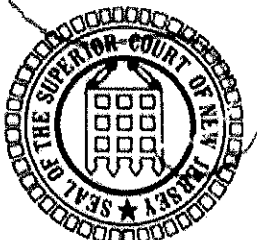
JUDGMENT IN THE ABOVE ENTITLED CAUSE WAS ENTERED IN THE COUNTY SPECIAL CIVIL PART  
IN FAVOR OF: SALEM PARK CONDOMINIUM ASSOCIATION AGAINST: JACK ADAMS

AN EXECUTION WAS ISSUED ON  
AND WAS RETURNED ON  
MONIES RECEIVED BY SOP OFFICER  
TOTAL CREDITS

06/12/2012  
08/01/2013  
\$611.63  
\$550.47

JUDGMENT DATE 04/01/2012  
JUDGMENT AMOUNT(\*) \$8,813.92  
POSTJUDGMENT COSTS \$88.00  
POSTJUDGMENT INTEREST \$ 0.00  
POSTJUDGMENT CREDITS \$550.47  
TOTAL AMOUNT DUE \$8,351.45

(\*) INCL COURT COSTS & STATUTORY ATTY FEES)



DATE: 09/13/2017  
SEAL

/S/ MICHELLE M. SMITH  
MICHELLE M. SMITH, CLERK OF THE SUPERIOR COURT

I, THE UNDERSIGNED, AM (ATTORNEY FOR) THE ABOVE NAMED PLAINTIFF, CERTIFY THAT AT THE PRESENT TIME THERE IS DUE UPON THE ABOVE MENTIONED JUDGMENT, WHICH IS ABOUT TO BE DOCKETED IN THE SUPERIOR COURT OF NEW JERSEY, AS HEREIN SET FORTH. THE TOTAL JUDGMENT DUE INCLUDES THE 35.00 DOCKETING FEE.

TOTAL JUDGMENT DUE \$ 8,351.45  
DOCKETING FEE \$ 35.00  
ADDITIONAL COSTS \$ \_\_\_\_\_  
\*\*NEW CREDITS \$ \_\_\_\_\_  
NEW INTEREST \$ 22.58  
TOTAL JUDGMENT DUE \$ 8,374.03  
(BEING A SUM NOT LESS THAN \$35.00)

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: 09/15/2017 /S/ PERRY KESLER

\*\*SUBSEQUENT TO LAST EXECUTION, OR JUDGMENT IF NO EXECUTIONS WERE ISSUED