

---

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

www.njcourts.com • Phone: 609-984-0275 • Fax: 609-984-6968

**TO:** **Hon. Carmen Messano**  
**Assignment Judges**  
**Hon. Patrick DeAlmeida**  
**Civil, Criminal, Family, General Equity and**  
**Municipal Presiding Judges**  
**AOC Directors and Assistant Directors**  
**Clerks of Court**  
**Trial Court Administrators**  
**Division Managers, All Divisions**

**Supplement to Directive #03-11**

**FROM:**

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

**SUBJ:**

**Supplement to Directive #03-11 - Waiver of Copying Fees for**  
**Requests of Fewer Than 20 Pages**

**DATE:**

**March 7, 2017**

---

This promulgates an amendment to Directive #03-11, "Procedures for Providing Access to Court Records and Administrative Records Pursuant to Rule 1:38," as approved by the Supreme Court. The amendment, attached hereto, is effective immediately.

The revision amends Paragraph 4, attached, of the Procedures for Providing Access to Court Records and Administrative Records Pursuant to Rule 1:38 so as to provide that copy fees are to be waived for requests of fewer than 20 pages where the fee is not set by statute.

Questions or concerns regarding this Directive or about Rule 1:38 may be directed to Michelle M. Smith, Clerk of the Superior Court, at 609-984-4200.

**Attachment**

**cc:** Chief Justice Stuart Rabner  
Steven D. Bonville, Chief of Staff  
Melaney S. Payne, Special Assistant  
Ann Marie Fleury, Special Assistant  
Mary B. Patterson, Asst Chief, SCCO  
ATCAs/Operations Managers  
Finance Division Managers

**Paragraph 4 of the Procedures for Providing Access to  
Court Records and Administrative Records Pursuant to Rule 1:38**

4. **Copy Fees.** The fees for copying a paper court record, which are listed on the records request form, are 5 ¢ per page letter size and 7 ¢ per page legal size. Attachment B describes additional fees charged for certified records, exemplified records and copies of records with a court seal. Personal check, money order, cash or attorney collateral account is acceptable for payment. Copy fees are to be waived when federal, state, or local government entities, including military recruiters, request a small number of copies of records, or for any copy request of fewer than 20 total pages where the fee is not set by statute. Individuals making such requests on behalf of a government agency should furnish official identification. Government agencies requesting a large number of copies may still be assessed a charge to defray at least a portion of the Judiciary's costs.