

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: CIVIL PRACTICE	
DIRECTIVE #3-01		DATE: March 16, 2001	
This retention schedule has been adopted in accordance with Rule 1:32-2 of the Rules Governing the Courts of the State of New Jersey and N.J.S.A. 2B of the New Jersey Statutes Annotated.			
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
05-01-00	Audits of Constables Accounts Under a Court Rule, Constables or sergeant of arms are required to be audited twice a year. A copy of each audit is required to be filed with the AOC.	10 years	Destroy
05-02-00	Medical Malpractice Files In 1975 the Supreme Court issued a Court Rule requiring that for any case involving medical malpractice a pre-hearing panel hearing be held. Such a panel would include a judge, an attorney and a doctor not involved in the case in question. The Civil Practice Division was responsible for administering the panel and the records. These files do not include any of the litigation records. In 1983 the Supreme Court abolished the Court Rule, so no new records have been created.	10 years from date of panel hearing	Destroy
05-03-00	Contingency Fee Agreements Applications For Fees Above the Contingent Fee Schedule - Applications for fees above the contingent fee schedule and papers filed in support or opposition thereto, order fixing the fee per R. 1:21-7(f).	Ten (10) years after filing with the AOC	Destroy

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: CIVIL PRACTICE	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION

05-04-00	Surrogates Intermingled Trust Fund Annual investment proposal, bid solicitations responses and Assignment Judges' investment orders.	Twenty (20) years	Destroy
----------	--	-------------------	---------

HISTORICAL NOTE:

This schedule is a compilation of items from the following schedules:
 ? A.O.C. - Civil Practice (Rev. 1/18/84)