



HOW TO USE THIS ONLINE FORM

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.

**CIVIL – LAW
COMPLAINT
9/1/05**



HOW TO FILE A COMPLAINT IN THE SUPERIOR COURT OF NEW JERSEY - LAW DIVISION – CIVIL PART

WHO SHOULD USE THIS PACKET?

You may use this packet if you wish to sue another person or corporation in New Jersey for money damages for any harm or injury caused by someone to your body, property, reputation or rights. Examples of civil complaints include but are not limited to auto negligence, contract disputes, products liability, age, race, or gender discrimination and medical malpractice. If your case is valued at \$15,000 or less, you may wish to use the complaint packet for the Special Civil Part where there are lower filing fees and shorter time periods.

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.njcourtsonline.com). However, you are ultimately responsible for the content of your court papers.

Send your completed forms to:

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

A LAWYER

The court system can be confusing and it is a good idea to get a lawyer if you can. The law, the proofs necessary to present your case, and the procedural rules governing cases in the Law Division, Civil Part are complex. Since valuable claims or potentially heavy judgments may be at stake, most litigants appearing in the Law Division, Civil Part have a lawyer. If you are being sued, please contact your insurance company to see if they might provide a lawyer for you. Most likely your opponent will be represented by a lawyer. It is recommended that you make every effort to obtain the assistance of a lawyer. 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. That 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 will 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.

If you decide to proceed without an attorney, these materials explain the procedures that must be followed to have your papers properly filed and considered by the court. These materials do not provide information on the law governing your claims or defenses; information on how to conduct pretrial discovery; information on alternative dispute resolution procedures, such as arbitration or mediation, that may be available or required in your case; information on the kinds of evidence you

need to prove your claims or defenses at trial; or information on other procedural and evidentiary rules governing civil law suits.

WHAT YOU SHOULD EXPECT IF YOU REPRESENT YOURSELF

While you have the right to represent yourself in court, you should not expect special treatment, help, or attention from the court. 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. Bring

all documents to court if you are notified that an appearance is necessary.

DEFINITIONS OF WORDS USED IN THIS PACKET

Affidavit of Merit - The Court Rules require that a plaintiff in a medical or professional malpractice case file an Affidavit of Merit by a neutral expert asserting that the defendant's performance was below the standards of the profession.

Caption - A caption is the name of the case; it lists the name of the plaintiff(s) and the defendant(s). For example, John Jones, Plaintiff v. Mary Smith, Defendant.

Certification - A certification is statement that certain facts are true to the best of the knowledge of the person making the statement. It is like an affidavit, but is not sworn before a notary or other authorized person.

Certification of No Other Actions - A certification of no other actions is a sworn written statement at the end of the complaint in which you state that, to the best of your knowledge, the action about which you are complaining is not the subject of any other court matter or arbitration, that there are no other parties that need to be added to this action and that you recognize the obligation to notify all parties and the court if there are any changes.

Civil Action - A Civil Action is a non-criminal case in which one individual or business sues another individual or business to protect or enforce a right.

Civil Case Information Statement (CIS) The CIS is a form that summarizes your case for the court. Court rules require that a CIS be filed with a complaint.

Complaint - A complaint is a document in which the plaintiff tells the court his or her version or perspective the facts of a case and states what relief is sought.

Defendant - The defendant is the person or entity being sued.

Discovery – The pretrial process by which one party learns of the evidence that will be presented and relied upon in the trial by the opposing party.

Docket Number - The docket number is the number the court assigns to your case so that it may be identified and located easily. Once you have a docket number, you must include it on all your communications with the court.

File - To file means to give the appropriate forms and fee to the court to begin the court's handling of your case.

Jury - A jury in a civil matter is usually a group of six people selected according to law and sworn to inquire into and decide the facts at issue in a trial.

Motion – A motion is an application to the court for a specific order or ruling to be made in favor of the party filing the motion

Party - A party is any plaintiff or defendant in a case. You must send a copy of everything you send to the court to every party.

Plaintiff - The plaintiff is the person who files the first complaint with the court.

Proof of Mailing - Proof of mailing is the form in which you provide the dates and method you used to give the other parties copies of the papers that you filed in court.

Pro se - *Pro se* is a Latin term that means "on one's own behalf." A plaintiff or defendant who does not have an attorney in a lawsuit is said to be appearing *pro se*.

Service - Service refers to the delivery of the complaint or any other paper in a suit to the defendant and other parties. Formal legal service requires that the service be made by an officially authorized person or by mail.

Summons - A summons is a notice which must be served with the complaint, the CIS, and the Track Assignment Notice on the party or parties that you are suing. It notifies the defendant that he or she has been sued and is required to file a written answer or motion and proof of service with the court if he or she disputes the allegations in the complaint.

Team - A team is made up of courthouse staff who are responsible for the processing of your case. Each team is headed by a team leader who reports to the Civil Division Manager.

Track - Lawsuits in the Civil Division are assigned to one of four tracks. Which track a case is assigned to usually depends on the type of case and how much time it should take to complete discovery. On the back of the CIS is a listing of the tracks and the various case types that are included in each one.

Track Assignment Notice (TAN) - The Track Assignment Notice (TAN) is a document prepared by the court that tells you what judge and team will be handling your case. It also gives the telephone number you should call whenever you need to reach the court about your case. The plaintiff is required to send a copy of the TAN to everyone being sued.

Venue - Venue refers to the county where the court that has jurisdiction to hear your case is located.

OVERVIEW

A civil suit begins with the filing of a complaint and civil case information statement with the appropriate filing fee. Within 10 days of the filing of the complaint, the plaintiff will receive a Track Assignment Notice. A case is assigned to one of four tracks depending on the type of case and the length of time it should take to complete discovery. The complaint, CIS and TAN must be served with the summons on all parties. Defendant(s) must file an answer to the complaint along with the appropriate filing fee within 35 days after service of the complaint. After the complaint is served and an answer is filed, the discovery period begins. The time for discovery depends on what track the case is assigned to. During the discovery period, the parties exchange information about the case. At any time during the case, a party may make a motion to the court for some specific relief. Prior to a trial, cases may be sent to mediation (a meeting in which a neutral third party facilitates discussion between the parties to reach a resolution of their differences) and/or arbitration (a hearing in which parties present their positions to a neutral third party who makes a recommendation for resolving the case which may be accepted or rejected by the parties). If mediation and/or arbitration is unsuccessful, a case will be scheduled for trial. The trial may take place before the judge alone or before a judge and a jury. At the trial, both sides present evidence supporting their positions. The decision of the judge and/or jury is contained in the final judgment. If a party wishes to appeal the final decision, a notice of

appeal must be filed in the Appellate Division within 45 days after the entry of the final judgment.

The numbered steps listed below tell you what forms you will need to fill out and what to do with them.

Each form must be typed or printed clearly on 8 ½ x 11" white paper only. Forms may not be filed on a different size or color paper.

Keep copies of all papers you provide to the court or any other party. Make and keep for yourself copies of all completed forms and any canceled checks, money orders, receipts, bills, contract estimates, letters, leases, photographs and other important papers that relate to your case.

STEP 1: FILL OUT THE COMPLAINT

The ***Complaint (Form A)*** tells the court the facts of your case and what relief you want the court to give you. A judge will decide your case unless you request to have a jury hear it. Sign and date all sections ***except*** the demand for a jury. Complete that section ***only*** if you would like a jury to decide your case.

STEP 2: FILL OUT THE CIVIL CASE INFORMATION STATEMENT (CIS).

The civil CIS form with instructions can be found at the end of this online packet. The completed CIS must be filed with the complaint. Failure to file this required document may result in the return of your complaint.

STEP 3: MAKE A CHECK OR MONEY ORDER PAYABLE TO TREASURER, STATE OF NEW JERSEY IN THE AMOUNT OF \$200.00.

This is the fee for filing your papers with the court.

STEP 4: CHECK YOUR COMPLETED FORMS.

Check your forms to make sure they are complete and that you have signed them in the appropriate places. Make at least four copies of the completed forms.

Checklist: In Step 5, you will be directed to mail your documents to the court. The following checklist will help insure that your package is complete:

The original and two copies of the ***Complaint*** and ***CIS***).

A money order or check made out to the *Treasurer, State of New Jersey* in the amount of \$200.00 to cover the filing fee.

A stamped envelope addressed to yourself.

STEP 5: MAIL OR DELIVER THE FORMS TO THE COURT.

You may deliver your papers to the court clerk in person or you may mail them. The court address is stamped on the front of this guide. If you mail the

papers, we recommend that you use certified mail, return receipt requested.

Mail or deliver to the court the original and 2 copies of the ***Complaint*** and ***CIS***.

Note: The court will return copies to you along with a ***Track Assignment Notice (TAN)***. If you have any questions, you should contact the team leader at the number on the ***TAN***.

Copies of the ***Complaint, CIS, and TAN*** along with a ***summons*** must be served immediately on every person you are suing in this case. The court rules permit a pro se plaintiff to issue the summons and sign it in the name of the Clerk of the Superior Court. The ***summons*** alerts the defendant that you have filed a complaint and provides information on what the defendant may do to reply to your complaint. The summons form is included in this packet as Form B. You will have to enter your name and address as the

pro se plaintiff, the caption for the case, the name of the county where the case is filed and the case docket number. You may also sign Donald Phelan's name in the space provided and supply the name and address of the defendant to be served. To serve the defendant(s) properly, you should contact the sheriff in the county in which your suit is filed or a process server. The sheriff's telephone number can be obtained from Directory Assistance. If you do not have your complaint, CIS, TAN, and summons served immediately, your complaint may be dismissed. You may serve a defendant by registered, certified, or ordinary mail, but this service is effective only if the defendant answers the complaint or otherwise appears in response to the complaint.

Form A

Your Name _____

Your Address _____

Your Telephone Number _____

(your name) Plaintiff

Superior Court of New Jersey
Law Division, Civil Part
_____ County

Docket No. _____
(to be filled in by the court)

v.

Civil Action
Complaint

Defendant.

Plaintiff _____ residing at _____
(your name) (your address)

City of _____ County of _____
(your city or town) (your county)

State of New Jersey, complaining of defendant, states as follows:

1. On _____, 20____, _____ Defendant
(name of person being sued)

[Summarize what happened that resulted in your claim against the defendant. Use additional pages if necessary.]

The defendant in this action resides at _____
(defendant's address)

in the County of _____ State of New Jersey.
(name of county where defendant lives)

2. Plaintiff is entitled to relief from defendant under the above facts.

3. The harm that occurred as a result of defendant's acts include:

(list each item of damage and injury),

Wherefore, plaintiff requests judgment against defendant for damages, together with attorney's fees, if applicable, costs of suit, and any other relief as the court may deem proper.

Dated: _____ Signature: _____

CERTIFICATION OF NO OTHER ACTIONS

I certify that the dispute about which I am suing is not the subject of any other action pending in any other court or a pending arbitration proceeding to the best of my knowledge and belief. Also, to the best of my knowledge and belief no other action or arbitration proceeding is contemplated. Further, other than the parties set

forth in this complaint, I know of no other parties that should be made a part of this lawsuit. In addition, I recognize my continuing obligation to file and serve on all parties and the court an amended certification if there is a change in the facts stated in this original certification.

Dated: _____ Signature: _____

OPTIONAL: If you would like a judge decide your case, do not include the following paragraph in your complaint. If you would prefer to have a jury to decide your case, please date and sign your name after the following paragraph.

JURY DEMAND

The plaintiff demands trial by a jury on all of the triable issues of this complaint, pursuant to New Jersey Court *Rules* 1:8-2(b) and 4:35-1(a).

Dated: _____

Signature: _____

Form B

Attorney (s) _____
Office Address & Tel. No.: _____
Attorney(s) for Plaintiff(s) _____

SUPERIOR COURT OF NEW JERSEY
_____ COUNTY
LAW DIVISION

Plaintiff(s)

Docket No. _____

vs.

CIVIL ACTION

Defendant(s)

SUMMONS

From The State of New Jersey
To The Defendant(s) Named Above:

The plaintiff, named above, has filed a lawsuit against you in the Superior Court of New Jersey. The complaint attached to this summons states the basis for this lawsuit. If you dispute this complaint, you or your attorney must file a written answer or motion and proof of service with the deputy clerk of the Superior Court in the county listed above within 35 days from the date you received this summons, not counting the date you received it. (The address of each deputy clerk of the Superior Court is provided.) If the complaint is one in foreclosure, then you must file your written answer or motion and proof of service with the Clerk of the Superior Court, Hughes Justice Complex, P.O. Box 971, Trenton, NJ 08625-0971. A filing fee payable to the Clerk of the Superior Court and a completed Case Information Statement (available from the deputy clerk of the Superior Court) must accompany your answer or motion when it is filed. You must also send a copy of your answer or motion to plaintiff's attorney whose name and address appear above, or to plaintiff, if no attorney is named above. A telephone call will not protect your rights; you must file and serve a written answer or motion (with fee of \$135.00 and completed Case Information Statement) if you want the court to hear your defense.

If you do not file and serve a written answer or motion within 35 days, the court may enter a judgment against you for the relief plaintiff demands, plus interest and costs of suit. If judgment is entered against you, the Sheriff may seize your money, wages or property to pay all or part of the judgment.

If you cannot afford an attorney, you may call the Legal Services office in the county where you live. A list of these offices is provided. If you do not have an attorney and are not eligible for free legal assistance, you may obtain a referral to an attorney by calling one of the Lawyer Referral Services. A list of these numbers is also provided.

DONALD F. PHELAN
Clerk of the Superior Court

DATED: _____

Name of Defendant to Be Served: _____

Address of Defendant to Be Served:

ATLANTIC COUNTY:

Deputy Clerk of the Superior Court
Civil Division, Direct Filing
1201 Bacharach Blvd., First Fl.
Atlantic City, NJ 08401

LAWYER REFERRAL
(609) 345-3444
LEGAL SERVICES
(609) 348-4200

BERGEN COUNTY:

Deputy Clerk of the Superior Court
Case Processing Section, Room 119
Justice Center, 10 Main St.
Hackensack, NJ 07601-0769

LAWYER REFERRAL
(201) 488-0044
LEGAL SERVICES
(201) 487-2166

BURLINGTON COUNTY:

Deputy Clerk of the Superior Court
Central Processing Office
Attn: Judicial Intake
First Fl., Courts Facility
49 Rancocas Rd.
Mt. Holly, NJ 08060

LAWYER REFERRAL
(609) 261-4862
LEGAL SERVICES
(609) 261-1088

CAMDEN COUNTY:

Deputy Clerk of the Superior Court
Civil Processing Office
1st Fl., Hall of Records
101 S. Fifth St.
Camden, NJ 08103

LAWYER REFERRAL
(856) 964-4520
LEGAL SERVICES
(856) 964-2010

CAPE MAY COUNTY:

Deputy Clerk of the Superior Court
9 N. Main Street
Box DN-209
Cape May Court House, NJ 08210

LAWYER REFERRAL
(609) 463-0313
LEGAL SERVICES
(609) 465-3001

CUMBERLAND COUNTY:

Deputy Clerk of the Superior Court
Civil Case Management Office
Broad & Fayette Sts., P.O. Box 10
Bridgeton, NJ 08302

LAWYER REFERRAL
(856) 692-6207
LEGAL SERVICES
(856) 451-0003

ESSEX COUNTY:

Deputy Clerk of the Superior Court
50 West Market Street
Room 131
Newark, NJ 07102

LAWYER REFERRAL
(973) 622-6207
LEGAL SERVICES
(973) 624-4500

GLOUCESTER COUNTY:

Superior Court of New Jersey
Gloucester County – Finance Unit
55 Delaware St.
Woodbury, NJ 08096

LAWYER REFERRAL
(856) 848-4589
LEGAL SERVICES P.O. Box 881
(856) 848-5360

HUDSON COUNTY:

Deputy Clerk of the Superior Court
Superior Court, Civil Records Dept.
Brennan Court House-- 1st Floor
583 Newark Ave.
Jersey City, NJ 07306

LAWYER REFERRAL
(201) 798-2727
LEGAL SERVICES
(201) 792-6363

HUNTERDON COUNTY:

Deputy Clerk of the Superior Court
Civil Division
65 Park Avenue
Flemington, NJ 08822

LAWYER REFERRAL
(908) 735-2611
LEGAL SERVICES
(908) 782-7979

MERCER COUNTY:

Deputy Clerk of the Superior Court
Local Filing Office, Courthouse
175 S. Broad Street, P.O. Box 8068
Trenton, NJ 08650

LAWYER REFERRAL
(609) 585-6200
LEGAL SERVICES
(609) 695-6249

MIDDLESEX COUNTY:

Deputy Clerk of the Superior Court
Administration Building
Third Floor
1 Kennedy Sq., P.O. Box 2633
New Brunswick, NJ 08903-2633

LAWYER REFERRAL
(732) 828-0053
LEGAL SERVICES
(732) 249-7600

MONMOUTH COUNTY:

Deputy Clerk of the Superior Court
71 Monument Park
P.O. Box 1269
Freehold, NJ 07728-1269

LAWYER REFERRAL
(732) 431-5544
LEGAL SERVICES
(732) 866-0020

MORRIS COUNTY:

Deputy Clerk of the Superior Court
Civil Division
30 Schuyler Pl., P.O. Box 910
Morristown, NJ 07960-0910

LAWYER REFERRAL
(973) 267-5882
LEGAL SERVICES
(973) 285-6911

OCEAN COUNTY:

Deputy Clerk of the Superior Court
Court House, Room 119
118 Washington Street
Toms River, NJ 08754

LAWYER REFERRAL
(732) 240-3666
LEGAL SERVICES
(732) 341-2727

PASSAIC COUNTY:

Deputy Clerk of the Superior Court
Civil Division
Court House
77 Hamilton St.
Paterson, NJ 07505

LAWYER REFERRAL
(973) 278-9223
LEGAL SERVICES
(973) 345-7171

SALEM COUNTY:

Deputy Clerk of the Superior Court
92 Market St., P.O. Box 18
Salem, NJ 08079

LAWYER REFERRAL
(856) 935-5628
LEGAL SERVICES
(856) 451-0003

SOMERSET COUNTY:

Deputy Clerk of the Superior Court
SomersetCountyCivil Division
40 North Bridge St.
P.O. Box 3000
Somerville, NJ 08876

LAWYER REFERRAL
(908) 685-2323
LEGAL SERVICES
(908) 231-0840

SUSSEX COUNTY:

Deputy Clerk of the Superior Court
Sussex County Judicial Center
43-47 High Street
Newton, NJ 07860

LAWYER REFERRAL
(973) 267-5882
LEGAL SERVICES
(973) 383-7400

UNION COUNTY:

Deputy Clerk of the Superior Court
1st Fl., Court House
2 Broad Street
Elizabeth, NJ 07207-6073

LAWYER REFERRAL
(908) 353-4715
LEGAL SERVICES
(908) 354-4340

WARREN COUNTY:

Deputy Clerk of the Superior Court
Civil Division Office
Court House
413 Second Street
Belvidere, NJ 07823-1500

LAWYER REFERRAL
(908) 267-5882
LEGAL SERVICES
(908) 475-2010

CIVIL –LAW
CASE INFORMATION STATEMENT
7/27/2004



HOW TO COMPLETE THE CIVIL CASE INFORMATION STATEMENT (CIS)

These instructions are intended to guide individuals who are either plaintiffs or defendants in civil cases and who are not represented by an attorney in completing the Civil Case Information Statement (Civil CIS) required by court rules. The Civil CIS must be included with each party's first pleading in the Civil part of the Law Division. That is, the plaintiff must file it with the complaint and the defendant must file it with the answer. If it is not included, the papers will be returned.

The *CIS* summarizes your case and alerts the court to any special needs you may have such as the need for an interpreter or the need for a quick trial date because one of your witnesses is expected to be unavailable. The numbers for the various case types are located on the back of the form. Enter the number which best describes your complaint. For example, if you are suing the defendant for a breach of contract, your case number would be 599.

After you have completed the CIS, keep it with the other papers you are planning to file.

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CIVIL –LAW
CASE INFORMATION STATEMENT
7/27/2004

**INSTRUCTIONS FOR PARTIES NOT REPRESENTED BY AN ATTORNEY FOR
COMPLETING THE
CIVIL CASE INFORMATION STATEMENT (CIS)**

BOX#	INSTRUCTION
1.	Print your name.
2.	List a telephone number, including area code, where you can be reached during the day.
3.	Insert the name of the county where the complaint or answer is being filed.
4.	Leave the box blank.
5.	If you know the docket number of your case, insert it in the docket number box. If the CIS is being filed with a complaint, the court will assign the docket number before it returns the filed complaint.
6.	Enter an address where you wish to receive mail concerning this matter.
7.	Document type means the type of paper you are filing. If you are filing the complaint, print complaint; if you are filing an answer, print answer.
8.	Check the box marked “yes” if you have requested that the matter be heard by a jury. Otherwise, check “no.”
9.	Enter your name and indicate whether you are the plaintiff or defendant.
10.	The caption is the name of the case - the name of the plaintiff(s) v. the name of the defendant(s). For example: John Doe, Plaintiff v. Mary Smith, Defendant. Print the name of your case.
11.	The Case Type Number identifies the type of case. On the back of the CIS form is a list of case types. Sometimes it is difficult to pick the number of your case, but you must fill in this section in order for your case to proceed. Choose the one that best describes what your case is about and enter that number. For example, if you are the plaintiff or defendant in a dispute over fulfilling the terms of a contract, the case type is 599; if your case concerns a personal injury, the case type number is 605.

CIVIL –LAW
CASE INFORMATION STATEMENT
7/27/2004

12.	If you believe that your case is a professional malpractice case, check the box marked “yes” and see <i>N.J.S.A. 2A:53A-27</i> and applicable case law regarding your obligation to file an affidavit of merit.
13.	If you believe that you have any other cases involving the same adversary or arising from the same set of circumstances, check the box marked “yes.” Otherwise, check “no.”
14.	If you checked “yes” to the previous question, enter the docket number(s) of any related cases.
15.	If you believe you will be adding more parties to the case, check “yes.” Otherwise, check “no.”
16.	If you are the plaintiff and know the name of the defendant’s primary insurance company enter it in the box. Otherwise check “unknown.” If you are the defendant and you have insurance that might cover or partially cover the damages complained of, enter the name of your insurance company.
17.	If you and your adversary knew each other before the event giving rise to the law suit occurred, check “yes.” Otherwise, check “no.” If the answer was “yes”, check the box next to the word(s) that best describe the relationship between the parties.
18.	If you believe that the statute governing your case provides for payment of fees by the losing party, (for example, the Law Against Discrimination), check “yes.” Otherwise, check “no.”
19.	If you believe that your case has some unusual circumstance which would require special attention, indicate the problem in the space provided. For example, if there is a witness who is ill or who may be unavailable, you should let the court staff know.
20.	If you are requesting any accommodation for a disability, check “yes” and indicate what is needed. Otherwise, check “no.”
21.	If you are requesting an interpreter, check “yes” and indicate the language for which it is needed. Otherwise, check “no.”
22.	The person whose name appears in Box 1 must sign the CIS in the space marked “Attorney Signature.”



CIVIL CASE INFORMATION STATEMENT (CIS)

Use for initial pleadings (not motions) under *Rule 4:5-1*

CASE TYPES (Choose one and enter number of case type in appropriate space on the reverse side.)

Track I — 150 days' discovery

- 151 NAME CHANGE
- 175 FORFEITURE
- 302 TENANCY
- 399 REAL PROPERTY (other than Tenancy, Contract, Condemnation, Complex Commercial or Construction)
- 502 BOOK ACCOUNT
- 505 OTHER INSURANCE CLAIM (INCLUDING DECLARATORY JUDGMENT ACTIONS)
- 506 PIP COVERAGE
- 510 UM or UIM CLAIM
- 511 ACTION ON NEGOTIABLE INSTRUMENT
- 512 LEMON LAW
- 599 CONTRACT/COMMERCIAL TRANSACTION
- 801 SUMMARY ACTION
- 802 OPEN PUBLIC RECORDS ACT (SUMMARY ACTION)

Track II — 300 days' discovery

- 305 CONSTRUCTION
- 509 EMPLOYMENT (other than CEPA or LAD)
- 602 ASSAULT AND BATTERY
- 603 AUTO NEGLIGENCE – PERSONAL INJURY
- 605 PERSONAL INJURY
- 610 AUTO NEGLIGENCE – PROPERTY DAMAGE
- 699 TORT – OTHER

Track III — 450 days' discovery

- 005 CIVIL RIGHTS
- 301 CONDEMNATION
- 604 MEDICAL MALPRACTICE
- 606 PRODUCT LIABILITY
- 607 PROFESSIONAL MALPRACTICE
- 608 TOXIC TORT
- 609 DEFAMATION
- 616 WHISTLEBLOWER / CONSCIENTIOUS EMPLOYEE PROTECTION ACT (CEPA) CASES
- 617 INVERSE CONDEMNATION
- 618 LAW AGAINST DISCRIMINATION (LAD) CASES

Track IV — Active Case Management by Individual Judge / 450 days' discovery

- 156 ENVIRONMENTAL/ENVIRONMENTAL COVERAGE LITIGATION
- 303 MT. LAUREL
- 508 COMPLEX COMMERCIAL
- 701 ACTIONS IN LIEU OF PREROGATIVE WRITS

Mass Tort (Track IV)

- | | |
|---|--------------|
| 240 REDUX/PHEN-FEN (formerly "DIET DRUG") | 601 ASBESTOS |
| 248 CIBA GEIGY | 619 VIOXX |
| 264 PPA | |

999 OTHER (Briefly describe nature of action) _____

If you believe this case requires a track other than that provided above, please indicate the reason on Side 1, in the space under "Case Characteristics."

Please check off each applicable category:

- Verbal Threshold
 Putative Class Action
 Title 59