



# New Jersey Judiciary Records Request Form

Request Date

Preferred Delivery

- Pick Up  
 US Mail  
 On Site Inspection  
 Fax  
 Email

Request Needed By

## Part A: Requestor Identification

Last Name		First Name		Middle Initial
Address			Daytime Telephone (Include area code) ext.	
City	State	Zip Code	Fax/Email (optional)	

## Part B: Records Request Processing Location

Please select one of the locations below to process your records request.

- County \_\_\_\_\_  Appellate Division Clerk's Office  Office of the Administrative Director  
Division \_\_\_\_\_  Supreme Court Clerk's Office  Municipal Court \_\_\_\_\_  
 Superior Court Clerk's Office  Tax Court Clerk's Office  Other \_\_\_\_\_

## Part C: Case Identification

Case Name			Docket/Complaint/Ticket Number*		
*In Criminal and Municipal Cases, if you do not know the docket number, please provide Defendant's information: Defendant Name and alias(es), if any			Defendant Birth Date	Last 4 digits of Defendant's Social Security Number	
Indictment/Arrest Date	Indictment/Accusation/ Complaint/Municipal Number	Appeal Number	Sentencing Date	Name of Sentencing Judge	

## Part D: Records Requested by Division

Please describe records requested as completely as possible. Include any case numbers, dates and names of individuals involved. Attach additional pages if necessary.

## Part E: Copy Fees

Copy Fees: 5¢ per page letter size 7¢ per page legal size	Special Copy Requests - <b>Additional fees will be charged</b> <input type="checkbox"/> Seal only <input type="checkbox"/> Certified without Seal <input type="checkbox"/> Certified with Seal <input type="checkbox"/> Exemplified (includes Seal)	Are you a named party or attorney in this case? <input type="checkbox"/> Yes <input type="checkbox"/> No
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### For Judiciary Use Only

Disposition <input type="checkbox"/> Delivered <input type="checkbox"/> Denied <input type="checkbox"/> Unavailable	Disposition Date
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If request is denied or records are unavailable, explain here. Attach additional pages if necessary.

**For Tax Court Records** return this form to: [txctrecords.mailbox@njcourts.gov](mailto:txctrecords.mailbox@njcourts.gov)  
**For all other requests** return this form to: [Judiciary Electronic Documents Submission system \(JEDS\)](#)