



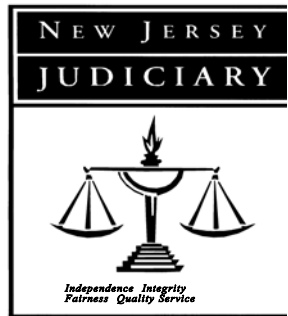
## HOW TO USE THIS ONLINE FORM

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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  
ANSWER  
May 1, 2005



## HOW TO FILE AN ANSWER TO 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 have received a summons, complaint, civil case information statement (CIS), and track assignment notice (TAN) notifying you that you are being sued in the Law Division of the Superior Court of New Jersey. In order to avoid having the other party win the case against you automatically, you must file an answer to the complaint along with a CIS within 35 days from the date that you receive the summons. Your answer should contain any defenses you have to the claims made in the complaint and any dispute you have with the facts as stated in the complaint. If you do not file your answer and CIS within the 35 days, a default judgment can be entered against you and the County Sheriff may seize your money, wages or property to pay all or part of the judgment.

Note: If you believe you have a claim against the plaintiff and wish to counter sue, you must file a counterclaim with your answer and CIS. If you believe you have a claim against another defendant, you must file a cross-claim with your answer and CIS. For information on the procedure for filing a cross-claim or counterclaim, you may consult staff in the civil division clerk's office.

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](http://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**

### **TRY TO GET 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

**Affirmative Defense** - An affirmative defense is what a defendant offers as a reason why there should be no judgment against him/her. Examples of affirmative defenses include fraud, contributory negligence and expiration of the statute of limitations.

**Answer** - An Answer is the document filed by the defendant which contains the response to each of the statements made by the plaintiff and the reasons or circumstances why the defendant is or is not responsible for any harm claimed by the plaintiff.

**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.

**Cause of Action** - A cause of action refers to the facts that give rise to the lawsuit or claim.

**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 Answer 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 Case Information Statement (CIS)** The CIS is a form that summarizes your case for the court. Court rules require that each party file a CIS.

**Co-defendant** - A co-defendant is another defendant who has been sued by the plaintiff in the complaint.

**Complaint** - A complaint is a document in which the plaintiff tells the court the facts of a case and states what relief is sought.

**Counterclaim** - A counterclaim is a complaint the defendant has against the plaintiff.

**Cross-claim** - A cross-claim is a complaint that one defendant has against a co-defendant.

**Defendant** - The defendant is the person 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 making 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 in a lawsuit.

**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 in a law suit who does not have an attorney 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.

**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.

## STEPS FOR FILING AN ANSWER

### STEP 1: FILL IN ANSWER (FORM A).

The *Answer* tells the court in short and simple terms whether you admit or deny the statements made by the plaintiff in the complaint and sets forth every defense you may have to the plaintiff's claims.

You must respond to each numbered paragraph in the complaint and either admit the allegation, deny the allegation, or state that you do not have enough information to know whether the statement is true.

In the area for Affirmative Defenses, you can list the facts which defend your action or inaction. You may state as many separate defenses as you have and provide any reasons you have why the plaintiff should not get the relief requested.

For example:

- the plaintiff was negligent (explain how)
- you, the defendant, fulfilled your obligation(explain)

Sign and date the remaining statements on the continuation of *Form A*. **Do not** sign the demand for a trial by jury unless you want to have a jury hear your case.

### STEP 2: COMPLETE 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 answer. Failure to file this required document may result in your answer being returned to you.

### STEP 3: MAKE A CHECK OR MONEY ORDER PAYABLE TO CLERK OF THE SUPERIOR COURT.

The fee for filing an answer is \$135.00. Make a check payable to *Clerk of the Superior Court*.

### STEP 4: CHECK YOUR COMPLETED FORMS AND MAKE COPIES.

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

**Checklist:** In Steps 5 and 6 you will be directed to mail your documents to the court and other parties. The following checklist will help insure that your package is complete:

\_\_\_ The original and two copies of the *Answer* and Civil *CIS*.

\_\_\_ The filing fee in the amount of \$135.00. It must be a money order or check made out to *Clerk of the Superior Court*.

\_\_\_ A stamped self-addressed envelope.

\_\_\_ One copy of the Civil *CIS and Answer* to serve on each party or, if the party has an attorney, on the attorney for that party.

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

You may deliver your papers to the court 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 answer and CIS.

**STEP 6: MAIL CIS AND ANSWER TO ALL PARTIES.**

Within 35 days of the date that you received the summons and complaint, you must send a copy of your answer and CIS to each party or, if the party has an attorney, to the attorney for that party. You should use certified mail, return receipt requested and keep the green card when it is returned to you as proof of service.

**FORM A**

Your name \_\_\_\_\_  
Your address \_\_\_\_\_  
\_\_\_\_\_  
Your telephone \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

v.

\_\_\_\_\_  
Defendant

Superior Court of New Jersey  
Law Division, Civil Part  
\_\_\_\_\_ County

Docket No.

Civil Action  
Answer



Defendant, \_\_\_\_\_, answers the plaintiff's claim  
(your name)  
as follows:

(State whether you agree or disagree with each paragraph of the plaintiff's complaint.  
If additional room is needed, attach a separate sheet.)

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



4.

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5.

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WHEREFORE, the defendant demands judgment dismissing the complaint with costs.

**AFFIRMATIVE DEFENSE(S)**

(State the reasons why you disagree with plaintiff's complaint or why what you did or did not do is not a matter for court. If additional room is needed, attach a separate sheet.)

1.

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2.

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3.

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### **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: \_\_\_\_\_

### **CERTIFICATION REGARDING FILING AND SERVICE**

The undersigned hereby certifies that a copy of this pleading was served and filed within the time permitted by the court rules.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

**OPTIONAL**: If you would like to have 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.

### **DEMAND FOR TRIAL BY JURY**

TAKE NOTICE that the defendant demands a trial by jury on all issues.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

**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  
Civil Division Office  
New Court House, 3rd Fl.  
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.

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.judiciary.state.nj.us](http://www.judiciary.state.nj.us)). However, you are ultimately responsible for the content of your court papers.

**CIVIL –LAW**  
**CASE INFORMATION STATEMENT**  
7/27/2004

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

<b>BOX#</b>	<b>INSTRUCTION</b>
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."

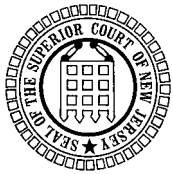


# CIVIL CASE INFORMATION STATEMENT

(CIS)

Use for initial Law Division – Civil Part pleadings (not motions) under Rule 4:5-1.

**Pleading will be rejected for filing, under Rule 1:5-6(c), if information above the black bar is not completed or if attorney's signature is not affixed.**



FOR USE BY CLERK'S OFFICE ONLY

PAYMENT TYPE: CK CG CA

CHG/CK NO.

AMOUNT:

OVERPAYMENT:

BATCH NUMBER:

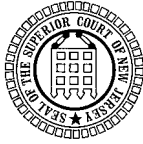
1. ATTORNEY/PRO SE NAME		2. TELEPHONE NUMBER (    )		3. COUNTY OF VENUE	
4. FIRM NAME (If applicable)			5. DOCKET NUMBER (When available)		
6. OFFICE ADDRESS			7. DOCUMENT TYPE		
			8. JURY DEMAND YES                  NO		
9. NAME OF PARTY (e.g., John Doe, Plaintiff)		10. CAPTION			
11. CASE TYPE NUMBER (See reverse side for listing)		12. IS THIS A PROFESSIONAL MALPRACTICE CASE?                  YES                  NO IF YOU HAVE CHECKED "YES," SEE N.J.S.A. 2A:53A-27 AND APPLICABLE CASE LAW REGARDING YOUR OBLIGATION TO FILE AN AFFIDAVIT OF MERIT.			
13. RELATED CASES PENDING? YES    NO		14. IF YES, LIST DOCKET NUMBERS			
15. DO YOU ANTICIPATE ADDING ANY PARTIES (arising out of same transaction or occurrence)? YES                  NO		16. NAME OF DEFENDANT'S PRIMARY INSURANCE COMPANY, IF KNOWN NONE                  UNKNOWN			

**THE INFORMATION PROVIDED ON THIS FORM CANNOT BE INTRODUCED INTO EVIDENCE.**

CASE CHARACTERISTICS FOR PURPOSES OF DETERMINING IF CASE IS APPROPRIATE FOR MEDIATION

17. A. DO PARTIES HAVE A CURRENT, PAST OR RECURRENT RELATIONSHIP? YES    NO	IF YES, IS THAT RELATIONSHIP EMPLOYER-EMPLOYEE FAMILIAL	FRIEND/NEIGHBOR BUSINESS	OTHER (explain) _____ _____
18. B. DOES THE STATUTE GOVERNING THIS CASE PROVIDE FOR PAYMENT OF FEES BY THE LOSING PARTY? YES                  NO			
19. USE THIS SPACE TO ALERT THE COURT TO ANY SPECIAL CASE CHARACTERISTICS THAT MAY WARRANT INDIVIDUAL MANAGEMENT OR ACCELERATED DISPOSITION:			

	20. DO YOU OR YOUR CLIENT NEED ANY DISABILITY ACCOMMODATIONS? YES    NO	IF YES, PLEASE IDENTIFY THE REQUESTED ACCOMMODATION: _____
	21. WILL AN INTERPRETER BE NEEDED? YES    NO	IF YES, FOR WHAT LANGUAGE: _____
22. 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")
- 248 CIBA GEIGY
- 264 PPA
- 601 ASBESTOS
- 619 VIOXX

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