



New Jersey Judiciary
Records Request Form

Request Date Preferred Delivery
 Pick Up
 US Mail
 Email

Part A: Requestor Identification

Last Name		First Name		Middle Initial	
Address			Telephone (Include area code) ext.		
City		State	Zip Code	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

Division: Supreme Court Clerk’s Office

Municipal Court: _____ Office of the Administrative Director

Other: _____ Superior Court Clerk’s Office

Tax Court Clerk’s Office

Part C: Case Identification

Case Name	Docket/Complaint/Ticket Number

*Provide **Defendant’s** information below, if docket number is unknown, for Criminal / Municipal cases:

Name and alias(es), if any	Birth Date	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. Include case numbers, dates and names of individuals involved. Attach additional pages if necessary. Divorce and Name Change records are only available to parties and the attorneys of record at the time of filing. Attach a (redacted) copy of your photo identification when requesting these records. If you are not the party or attorney of record, a court order releasing the documents is required.

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

For Judiciary Use Only

Disposition	Disposition Date
<input type="checkbox"/> Delivered <input type="checkbox"/> Denied <input type="checkbox"/> Unavailable	

If request is denied or records are unavailable, explain here. Attach additional pages if necessary.

For Appellate Court Records contact the Appellate Clerk's Office: 609-815-2950
 For Supreme Court Records contact the Supreme Court Clerk's Office: 609-815-2955
 For Wills and Probate Records contact your county Surrogate's Office.
 For Tax Court Records return this form to: txtreports@mailbox.njcourts.gov
 For all other requests submit this form: [Judiciary Electronic Documents Submission system \(JEDS\)](#)
 For questions related to Municipal Court Records, contact the Municipal Court where the matter was heard.
 For questions please email: SCCOrecordreq.Mbx@njcourts.gov