



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	☐ Seal only ☐ Certified without Seal	
7¢ per page legal size	☐ Certified with Seal ☐ Exemplified (includes Seal)	☐ Yes ☐ No

For Judiciary Use Only

Disposition Disposition Date

☐ Delivered ☐ Denied ☐ 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: txctrecords.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