



Getting Back on the Road: **A Manual for Addressing Driver's License** **Suspension in New Jersey**

Prepared by
Nancy L. Fishman, Esq., and Laurel H. Dumont, MSW, Esq.,
New Jersey Institute for Social Justice
and John W. Bartlett, Esq., Lowenstein Sandler, P.C.

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For more information about the New Jersey Institute for Social Justice, contact us at (973) 624-9400,
visit our website at www.njisj.org or write to us at:

New Jersey Institute for Social Justice
60 Park Place, Suite 511
Newark, NJ 07102-5504

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Introduction

In New Jersey, as elsewhere around the country, having a valid driver's license can be the key to getting and keeping a job, especially for people just entering or returning to the workforce. Many of the entry-level jobs with career possibilities in growing fields – including the building and construction trades, automobile mechanics, and commercial driving – require a driver's license. Other jobs in this suburban state are simply unreachable by public transportation. For urban residents hoping to take advantage of the job growth occurring in suburban areas, the ability to drive is a necessity. The demands of child care and other family responsibilities increase the need for transportation independence among new and returning workers.

As a consequence, driver's license suspension has become a major barrier to employment in New Jersey for urban residents and others seeking work in the state. There are over 400 grounds for suspension in New Jersey – many of which have nothing to do with unsafe driving. In fact, a recent review of New Jersey license suspensions during one year found that over half of all suspensions were imposed for financial reasons including failure to pay fines, surcharges and other penalties. An individual's license can be suspended for multiple reasons, or on multiple charges, at the same time. Some suspensions are imposed by the courts, and some by the New Jersey Motor Vehicle Commission. The procedures to address each of these kinds of suspension vary greatly, and navigating more than one at a time can be confusing and logistically challenging. Restoring a license that has been suspended can be costly as well.

Public and private agencies and advocates around the state who are providing job training and job search assistance have also found their work frustrated by the prevalence of license suspension among the individuals they are trying to help.

The purpose of this manual is to help individuals with suspended licenses and their advocates – anyone who, formally or informally, is providing help and guidance – understand the complex web of laws and regulations affecting driver's license suspension in New Jersey and to provide a road map of how to go about getting a license restored. It is our hope that this manual can help more New Jersey residents reach employment and greater economic stability.

Overview: How to Use This Manual

This manual should be used as a basic guide to license suspension and restoration in New Jersey. It describes the different types of suspension and what needs to be done in each case to resolve the problem. It also explains where to get information about individual situations. This manual will not be able to answer every question you may have, or describe in detail all of the laws and regulations that affect each case. It should help you know what questions to ask, and who can provide the answers. The sections that follow take you through the three major steps of solving a license suspension problem:

Step One

First, you must find out the cause or causes of suspension. This requires obtaining and interpreting a driver's abstract, which provides a detailed list of each violation and suspension on a driver's license.

Step Two

Next, you'll need to identify what must be done to address each type of suspension. This manual provides a description of eight categories of suspension and answers for each the following questions:

Who Suspends?

Mandatory or Discretionary?

How long does the suspension last?

Where do I go to get information about the suspension?

What is the procedure for lifting the suspension?

Other things I need to know?

These descriptions are designed to give you the basic information you'll need to contact the appropriate authorities and take steps to get the suspension lifted. If there is more than one suspension, you will have to address each one before proceeding to Step Three.

Throughout the manual, we have included in the margins some helpful tips and references to the specific New Jersey laws and regulations pertaining to the suspensions discussed in the text. In Appendices A and B, we also provide two worksheets designed to help you collect the specific information you'll need to address each suspension. (Depending on the number of suspensions you're dealing with, you may need to make extra copies of the worksheets.) The manual's other appendices provide you with other helpful information; you'll see references to the appendices in the margins.

Step Three

Finally, you must get the license restored by paying the restoration fee.

While we have tried to be as complete and as accurate as possible in presenting this material, users of this manual should be aware that laws and regulations change, as do the policies and practices of agencies and courts. It is important to call and ask questions and confirm what you must do with the appropriate court or agency. We have provided phone numbers and web sites to help you with this process. In particular, you should become familiar with the website for the Motor Vehicle Commission or "MVC" (formerly the Division of Motor Vehicle Services or "DMV"), www.state.nj.us/mvc, which contains useful information, phone numbers, forms, and provides some online services.

TIP FOR ADVOCATES: At times in this manual, we will refer to the person you're trying to help as "your client." This term is used merely as a convenience for the reader. If you are not licensed to practice law in the State of New Jersey, you cannot provide legal advice or "represent" someone other than yourself in court. Doing so would constitute the unauthorized practice of law and could subject you to civil and criminal penalties. That said, municipal courts and the MVC are generally friendly to the idea of people "assisting" or "speaking for" those who need help getting their licenses back. Don't be shy about doing so, but always be up front about the fact that you are not an attorney. By advocate, we include those who don't have any formal advocacy relationship with a "client." You could be, for example, a friend or relative, pastor or imam, job counselor or parole officer.

ADDITIONAL RESOURCES FOR ESSEX COUNTY: Appendix I provides information on additional resources available to deal with license suspension issues specifically in Essex County.

Step One: Finding Out the Cause of Suspension

A. Getting an Abstract

As the next section describes, there are a variety of reasons why a New Jersey driver's license may be suspended. Very often a single driver will have multiple suspensions. For example, a driver could have suspension orders from two different municipal courts for unpaid traffic tickets, a suspension for excessive points, a Family Court-ordered suspension for failure to pay child support, and suspensions for two separate violations arising out of a single traffic stop (such as driving while suspended and failure to carry insurance). Each and every one of a driver's suspensions must be resolved and cleared from the record before he or she is entitled to seek restoration of a driver's license.

A driver's **abstract** lists every suspension and violation on a New Jersey driver's record. An abstract is a document maintained by the MVC to track and record violations and other orders relating to a driver's conduct and driving privileges. A **full abstract** will include every suspension and is the best place to figure out what suspensions exist.



See page 7 for a sample abstract.

There are five ways to find out the contents of a driver's abstract.

1) Call the MVC: The most efficient way to learn what suspensions a driver has is to contact the MVC's license suspension office at **(609) 292-7500**. To avoid a long wait before you reach an operator, avoid calling during peak hours like Monday mornings and lunchtime. Once you get someone on the line, that operator can call up the entire abstract and tell you what is in it. He or she can identify each suspension and the court or administrative agency that ordered it; with this information, you can contact the courts or agencies directly for the details. The office will also be able to give you information on any outstanding bench warrants, and provide you with the phone numbers to call.



See Appendix A for more guidance on gathering the necessary information from MVC.

2) Go to a MVC Regional Service Center and request an official, certified paper abstract: This request for an official printout can be processed on the spot (once you get to the front of the line). You will have to pay a **\$10.00 fee**, which can be paid in cash, or by check or money order.



See Appendix E for some useful phone numbers. To reach MVC's license suspension office, dial (609) 292-7500. To reach MVC's general information line, dial toll-free (888) 486-3339.

3) Fill out an abstract request form on-line: You can also complete an abstract request form online at the MVC's website, www.state.nj.us/mvc. You need a credit card to pay the **\$10.00 fee**.

4) Fill out and mail in an abstract request form: An official paper abstract can also be requested by mail. Use the Abstract Request form in Appendix C or call the MVC's general information line and select option 6 to have a copy of the form sent to you. Complete the form and return it to MVC with a \$10.00 check or money order.



A copy of this form can be found in Appendix C.

You should receive your abstract within five business days of when MVC receives your request form and payment.

5) Go to an auto insurance company for an unofficial abstract: Most insurance companies offering auto insurance can print out an unofficial abstract at their office. They may charge a fee for this service. When requesting an abstract from an insurance company, make sure that the company provides a full abstract and not just a “five-year abstract.” Insurance companies often access only a potential insured driver’s driving record for the past five years. Because many individuals with suspended licenses have suspensions dating back more than five years, this is inadequate for your purposes.

TIP FOR ADVOCATES: If your client has authorized you to be his or her advocate, the MVC license suspension office should be willing to disclose the client’s driving record information. To identify yourself as an authorized advocate for a client when calling the MVC, you will need to know your client’s **full name and date of birth**. A driver’s license number is also very helpful, but not necessary. If possible, ask your client what home address he or she lived at when he or she first got a license, and if there are any other names that he or she may have used. It is important to make sure that you are accessing the correct individual’s driving record, which can be more difficult over the phone.

B. Reading the Abstract

Look at the sample abstract on page 7. The information at the top of the page -- name, address, driver’s license number, class, and “endorsements and restrictions” identifies the driver. The chart that follows includes every incident tracked by the MVC with respect to this driver. These may include traffic stops and summonses, court orders regarding the payment of fines and the failure to pay fines, and MVC administrative actions such as the automatic suspension of a driver’s license upon notice that the driver’s auto insurance has been canceled.

Each entry has two dates. In the left column the “Event Date” is the actual date of the incident; the “Posting Date” in the right column is the date when this information was entered into the MVC’s computers. Be aware that *very* recent violations -- within a month or so before you requested the abstract -- may not be included. (If a recent incident does not appear on a driver’s abstract, it will also not appear on the computer screen of the license suspension office operator if you call.) Events are listed in reverse chronological order with the most recent events are on the top. Thus, on the sample abstract on page 7, the driver had her license and registration suspended because of an insurance cancellation on March 5, 2001, she paid the restoration fee on March 8, 2001, and then her license was suspended again because of another cancellation on April 4, 2001.

The second, third and fourth columns on the left side -- “Event Responsibility,” “Event Type,” “Event Identifier” -- contain letter and numerical codes the MVC uses to identify the source and nature of the violation or suspension. A chart of the most common codes and what they mean, as translated by the MVC, is included in Appendix D. The “Event Responsibility” column indicates what division of the MVC or what court imposed the suspension. For example, on the sample abstract, “UMS” refers to the



*See page 7
for sample abstract.*



*See Appendix
D for the division and
court codes used by the
MVC.*

“Uninsured Motorist System” and “G21” refers to Newark City municipal court. “Event Type” is the kind of action that was taken; for example, on the sample, “O” refers to a suspension order and “F” refers to a fee payment. The “Event Description” field contains a short summary of the incident or infraction. Where the item is a traffic violation causing the driver to accrue points on her record, the number of points involved is shown in the “PTS” Column (there are none in the sample). At the bottom of the last page of the abstract, the Event Description column will list the suspensions, current and past, to which the driver is subject. (The latter appear under the heading of “History of Suspensions.”)

STATE OF NEW JERSEY
DIVISION OF MOTOR VEHICLES
ABSTRACT OF DRIVER HISTORY RECORD

CERTIFIED - COMPLETE

DRIVER LICENSE NUMBER

FIRST NAME

ML LAST NAME

STREET

CITY
NEWARK

STATE
NJ

ZIP CODE
07108-1301

EAST ORANGE MUN CT
221 FREEWAY DR EAST
EAST ORANGE

NJ 07018

CLASS: D

ENDORSEMENTS:
RESTRICTIONS:
EXPIRATION:

07 31 2001

REQ. REF. NO.

UNIT NUMBER

ABSTRACT DATE

TYPE

6183

04 04 2002

H

EVENT DATE MO. DAY YR.	EVENT RESPONSIBILITY	EVENT TYPE	EVENT IDENTIFIER	EVENT DESCRIPTION	C M V	H Z M	F T L	PTS.	POSTING DATE MMDDYY
04 04 01	UMS	O	ICLC	UNINSURED MOTOR-INSUR CANCEL-LICEN					041901
03 08 01	RES	R	RSTR	RESTORATION OF INDICATED PRIVILEGE					031301
03 08 01	RES	F	REST	RESTORATION FEE PAID					031301
03 05 01	UMS	S	ICLC	UNINSURED MOTOR-INSUR CANCEL-LICEN					030501
03 05 01	UMS	O	ICRG	UNINSURED MOTOR-INSUR CANCEL-REG					030501
02 26 01	RES	D	REST	RESTORATION FEE PAID					022601
02 03 01	UMS	S	ICRG	UNINSURED MOTOR-INSUR CANCEL-REG					020301
08 04 00	G21	O	FSFA	FAILURE TO APPEAR					081900
06 05 00	G21	S	FSFA	FAILURE TO APPEAR					060500
01 08 00	G21	V	0333	IMPROPER REPLACEMENT OF PLATES					022701
				CURRENT STATUS					
				SUSPENDED					
				BASIC DRIVING					
				COMMERCIAL					
				REGISTRATION					
				***** HISTORY OF SUSPENSIONS *****					
				SUSPENSIONS					
				SUSPENDED BETWEEN					
				BASIC DRIVING					
				2000-08-04 2001-03-08					

I CERTIFY THAT ACCORDING TO THE RECORDS OF THIS DIVISION THIS LISTING IS A TRUE ABSTRACT OF THE DRIVER HISTORY RECORD OF THE INDIVIDUAL WHOSE DRIVER LICENSE NUMBER IS PRINTED OR TYPED ABOVE. THE RECORD INCLUDES ACCIDENTS, SUSPENSIONS AND CONVICTIONS FOR MOVING VIOLATIONS.

MAY 02 2002

DATE

Lino F. Pereira
LINO F. PEREIRA, ACTING DIRECTOR

Step Two: Types of Suspension and How to Address Them

The Basics

How long does the suspension last? There are, in general, two kinds of driver's license suspensions: suspensions which last for a specific, set period of time, and those which last until you have paid a fine or complied with some other requirement. For example, in addition to imposing fines, municipal courts may suspend a driver's license for six months to a year for driving while suspended. You must wait that period of time before seeking reinstatement. If you have more than one suspension of this kind, they will run one after the other. The second kind of suspension is most often imposed for failure to pay a fine or fee, such as a parking ticket or an insurance surcharge. The driver will have to pay all or part of that amount to regain driving privileges, and the suspension will last until the driver has paid the fine in full or arranged a payment plan approved by the court.

Who Suspends? As discussed earlier, all suspensions do not come from the same place. It is important to know which of the various courts or agencies is responsible for the suspension you are trying to address, because that will determine where you go and what you must do to lift the suspension. Some suspensions are imposed by **municipal courts**, which are the courts of the cities, townships and boroughs of New Jersey. In order to address those suspensions, you will need to contact the specific municipal court that ordered the suspension. In other cases, such as violations of New Jersey's drug laws, suspensions may be imposed by the **Superior Court** of New Jersey. (The Superior Court is the State-level trial court. There is one courthouse in every county in New Jersey.) **Family Division** judges impose suspensions for failure to pay child support. These are all **judicial suspensions**, which means they were imposed by the courts.

In addition, some suspensions are imposed directly by the Motor Vehicle Commission for violation of certain regulations, such as failure to carry insurance on a registered motor vehicle or accumulating too many points. These are **administrative suspensions**.

Mandatory or discretionary? Suspensions can either be **mandatory**, which means that the law requires that a suspension be imposed, or **discretionary**, meaning that a judge or the MVC can suspend a license, but the law does not require them to do so. If a suspension is discretionary, then a driver may have the ability to avoid suspension, or present good reasons to lift a suspension. If the suspension is mandatory, the law usually forbids a judge from reducing the statutory suspension period, even if he or she would like to do so. Below we have indicated which categories of suspensions are mandatory and which are discretionary, but if you are not sure about a particular suspension, the best guide is the statute itself. Words like "shall," "must," and "not less than" indicate mandatory suspensions. Words like "may," "not more than," and "discretion" indicate that suspension is discretionary.

The following pages describe eight categories of suspension, with details on how to address each one. We have indicated the statutes that correspond to the suspensions in the margins.



REMEMBER!

Regardless of how long a suspension lasts or what it was for, you must pay the license restoration fee before you can drive legally. See Step Three.



A TIP ON

READING THE ABSTRACT: *If the "Event Responsibility Code" is three letters, such as "CIS," this usually means an action taken by or with the MVC. If it has a letter with a number, such as "B13," this indicates a judicial suspension and tells you where you'll need to go to address it. See Appendix D for the codes.*



HOW DO I FIND OUT WHAT A N.J. STATUTE SAYS?

The statute number will usually be written on the summons and on any court papers dealing with the offense; the MVC's Suspension Office may also be able to provide the statute number. The New Jersey Statutes can be searched on the Internet at www.njleg.state.nj.us. Click on "statutes" in the left column.

A. VIOLATION OF MOTOR VEHICLE AND TRAFFIC LAWS: DRIVING-RELATED SUSPENSIONS



Motor Vehicle and Traffic Regulation laws are found in Title 39 of the New Jersey Statutes ("N.J.S.A. ").

Description: New Jersey and motor vehicle and traffic laws contain a range of provisions that permit or require driver's license suspension for driving-related violations. The categories are:

General Traffic Violations: The MVC and the courts have the discretion to suspend a license for any violation of state or local traffic regulations for a "reasonable" period of time. This is usually invoked only in situations where the driver's actions resulted in someone's death or constituted a serious crime (e.g., driving a getaway car in a robbery). Also used is the "habitual offender" suspension provision. Whenever a driver has had three suspensions during a three-year period, the MVC can suspend his or her license for up to three years. The driver will be sent a notice beforehand, and is entitled to a hearing before an Administrative Law Judge. If you request a hearing, you will have to appear for a pre-hearing conference beforehand.

N.J.S.A. § 39:5-30

N.J.S.A. § 39:5-30a & b

Points: Each of the more serious traffic violations under state law has a "points" value associated with it. The law permits the MVC to suspend the license of anyone who accumulates twelve or more points in a two-year period, or fifteen or more points in a longer period. MVC will send a pre-suspension notice automatically when the driver's penalties reach the twelve point mark; there is an opportunity for a hearing before an Administrative Law Judge.

*N.J.S.A. § 39:5-30.8
Points & length of
suspension per violation
are in the N.J.
Administrative Code
("N.J.A.C. "). See
N.J.A.C. § 13:19,
subchapter 10.*

Driving While Intoxicated (DWI): New Jersey law provides for a sliding scale of suspension for DWI based on the existence of prior DWI offenses. A first offender typically faces a mandatory suspension of seven months that the court can extend, in its discretion, to as long as one year. (For a first offender whose blood alcohol level was less than 0.10 percent, the term of suspension is only three months.) Second offenders face a mandatory two-year suspension, and third and subsequent offenses earn a mandatory ten-year suspension.

*N.J.S.A. § 39:4-50 (see
Article 9 of Chapter 4,
generally)*

Driving While Suspended or Without a License: Driving while suspended will lead to further suspension, with the length of time varying depending on the reason for the underlying suspension. Driving without a license will also lead to a suspension, which functions as a delay of several months to several years before a license can be obtained, or in the case of those under the legal driving age a delay beginning from the point of license eligibility. For suspensions for driving without a license MVC will assign a license number with the suspension in order to complete the suspension.

N.J.S.A. § 39:3-40

Who Suspends? For general traffic violations, habitual offenders, excessive points, and driving while suspended, suspensions are imposed by the MVC, though courts can impose suspensions for traffic violations as well, or as part of the penalty for conviction in DWI cases.

Mandatory or Discretionary? Suspension for general motor vehicle and traffic law violations are discretionary. Suspension for being a "persistent violator" is also discretionary, and the MVC is directed to consider the number and seriousness of the driver's offenses and the extent to which the driver shows disregard for the safety and welfare of others. While suspension for excessive points is automatic, the length of the suspension is discretionary, from thirty to 180 days (or potentially longer), and both the number of points and the length of

the suspension can be reduced if the driver is offered and successfully completes a driver improvement course. Similarly, suspension for driving while suspended is mandatory, but there is some flexibility in the length of the suspension. Suspensions for DWI are mandatory, but the court has discretion as to the length of suspension (as described on the preceding page) for a first offense. After a second or subsequent DWI offense, even after the elapsed suspension period has elapsed, restoration is discretionary on the part of the MVC, and will depend on a favorable recommendation from the Intoxicated Driver Unit of the Department of Health and Senior Services.



See Appendix F for locations of driver improvement courses. Courses are offered in the evenings, year round. Permission to attend depends mainly on the driver's record.

How long does the suspension last? Suspensions for traffic violations have no set time limit, but must be “reasonable.” Suspensions for excessive points can range from thirty to 180 days, or higher depending on the number of accumulated points. Suspensions for DWI last as follows: seven months to one year for most first offenses, two years for the second, and ten years for the third and subsequent offenses. The mandatory suspensions are doubled when the offense takes place within 1,000 feet of a school. For driving under suspension, the length will vary depending on the underlying suspension. Generally, the prior suspension will be extended by six months. If the prior suspension was for driving without insurance (see below) or DWI, it will be extended by one to two years. When the violation takes place in a school zone, the extension will also be one to two years, but because this violation also carries a jail term, the suspension will run from the date of release from jail.

Where do I go to get information about the suspension? For suspensions imposed by the MVC, call the MVC license suspension office. If the suspension was imposed by a court, call the municipal court administrator for that municipality; the MVC will also be able to provide you with basic information about the case, including the length of suspension.



See Appendix E for phone numbers.

What is the procedure for lifting the suspension? The suspensions described in this section last for a particular period of time, so the only option for most drivers with a mandatory suspension is simply to wait until the time has expired and then seek reinstatement. If the court or the MVC has some discretion in the length of the suspension, and the mandatory minimum time has passed, you can seek a hearing to reopen the case and reduce the time, although depending on the length of the suspension, this may not be worthwhile, as the process is time consuming. The procedure to re-open a case to get a court to modify or amend a suspension order is described in Appendix G. To request a hearing at the MVC, call the MVC suspension office.



Remember: there will also be fines associated with these violations, which must be paid prior to reinstatement. See Section F, on suspension for failure to pay penalties.

With regard to DWI, reinstatement of driving privileges is discretionary, and the driver will have to apply to the MVC (see above). The driver may be required to show completion of drug and alcohol and highway safety programs (which may have been ordered as part of the sentence). Further suspensions may be ordered as punishment for driving while on DWI suspension, or for failing to install or use an interlock (breathalyzer) device when ordered to do so.



Drivers convicted of DWI offenses must comply with the requirements of the Intoxicated Driver Program and the local Intoxicated Driver Resource Center, where specific programs are held.

Other things I need to know? Before being suspended as a “persistent violator” or for excessive points, the MVC will send a notice to the driver which specifies that he or she may ask for a hearing before the suspension

is imposed, by submitting a hearing request in writing. If you or your client receives such a notice, it is advisable to talk to a lawyer or get representation for this hearing. If a driver is facing an extended, court-ordered suspension, he or she should also seek legal representation; if you are in municipal court and face a suspension of six months or greater, or jail time, you are entitled to representation by a public defender.

B. FAILURE TO CARRY INSURANCE

Description: New Jersey vehicle owners are obliged by law to carry a minimum level of liability insurance to cover the costs of a possible accident. Failing to maintain adequate insurance can lead to two kinds of mandatory suspension: a **judicial (court-ordered)** suspension for the violation if the driver receives a summons (ticket) and is convicted of failure to carry insurance, or an **administrative** suspension, when an insurance company notifies the MVC that a driver has been dropped from coverage.

*N.J.S.A. § 39:6B-1, and
following sections*

N.J.S.A. § 17:33B-41

Who suspends? Judicial suspension for violating the statute requiring insurance coverage will occur when the driver is pulled over and cited for failure to carry insurance because he or she cannot show the police an insurance identification card. (See “Other things I need to know.”) This type of suspension is ordered by the municipal court when the driver is convicted. The administrative suspension is done by the MVC. Insurance companies are required to report to the MVC when a driver has stopped paying premiums and allowed insurance coverage to lapse. When it receives this information, the MVC will automatically send a suspension to the driver. If a driver fails to either (a) surrender the license plates and registration to the MVC within ninety days of the notice, or (b) get new insurance and have the vehicle registration restored by bringing proof of insurance to the MVC, then the MVC will suspend the vehicle’s registration after 30 days. This in turn triggers a 30-day notice for suspension of the owner’s driver’s license. When the MVC puts this type of suspension into effect, it sends a notice to the driver that typically gives about a week’s notice (but is not required to do so) prior to the date the suspension will go into effect.

Mandatory or discretionary? Both types of suspensions for failure to carry insurance are mandatory. Judicial suspensions for a violation are mandatory for a set term of one to two years. Administrative suspensions are mandatory until the driver addresses the suspension of his registration, by showing proof of new insurance coverage or surrendering the plates.

How long does the suspension last? A judicial suspension for driving an uninsured vehicle lasts one year for a first offender. Mandatory suspension for the second offense is two years, and the MVC can refuse to reinstate the driver if it thinks there is a “likelihood” that the individual will again operate a vehicle without insurance. The administrative MVC suspension lasts until the driver surrenders the license plates or gets the vehicle’s registration reinstated by showing proof of new auto insurance.

Where do I go to get information about the suspension? If you cannot tell from the driver's abstract – or from notices received in the mail from MVC or a court – whether your suspension is a MVC or judicial suspension, call the MVC license suspension hotline and ask an operator if she can answer that question. If it is a court-ordered suspension, call the particular court for information on when the charge was decided and how long the suspension will last. If administrative, call or go to the MVC.

Failure to Carry Insurance, con'd.

What is the procedure for lifting the suspension? A court-ordered suspension carries a mandatory term, so the only procedure is to wait until the term expires and then apply for license restoration using the process in Step Three. An administrative suspension lasts until the driver either (a) surrenders the license plates and registration card for the vehicle whose insurance has lapsed or (b) gets insurance for that vehicle, presents the proof of insurance to the MVC, and gets the registration restored. Registration restoration involves a \$100 fee which is in addition to the \$100 fee for license restoration. After either surrendering the plates or restoring registration, the driver can apply for license restoration as described in Step Three.

Other things I need to know? Be aware that:

****You don't have to be the vehicle's owner to get a court-ordered suspension for failure to carry insurance.** If you are driving someone else's vehicle that you know or ought to know is not adequately insured – for example, a spouse's vehicle – you can be subject to a suspension under the law.

****Failure to "carry" insurance is different from failure to carry your insurance card.** If your case involves an open charge for failure to carry insurance but you did in fact have insurance on the day you were pulled over – you just didn't have your insurance card with you – then all you need to do is show the prosecutor and the court proof that you did (*i.e.*, show them your insurance card or policy with a start date prior to the date of the violation). The prosecutor should then agree to plead your violation down to failure to carry or display an insurance card; the maximum penalty for this violation of this law is \$100 plus court costs, and the court may even dismiss the charge altogether.

N.J.S.A. § 39:3-29

****WARNING!** If you are cited for driving without insurance, the law permits the police to impound your vehicle unless you can prove – within 24 hours of receiving the citation – that you have insurance. (It is not clear how often vehicles are actually impounded under this statute.)



N.J.S.A. § 39:3-29.1a

C. FAILURE TO PAY INSURANCE SURCHARGES

Description: Despite the name, insurance surcharges are not charges added to a driver's insurance (the name comes from how the state spends the money drivers pay). Insurance surcharges are fines imposed on a driver by the MVC for earning six or more points in a three-year period or for particular violations. Surcharges are in addition to the fines or penalties that may have been imposed by a court because of the violations. The surcharges, which are imposed annually for three years, are:

N.J.S.A. § 17:29A-35

*See also N.J.A.C.
§ 13:19 subchapters
12 & 13.*

Reason	Amt. Per Year	Total surcharges
Points in 3 year period (see also Section A)	\$150 for 6 points \$25 for each additional point	\$450+ (depends on number of points)
Driving under the Influence (see also Section A)	\$1000 each for first 2 violations \$1500 for 3 rd in 3 year period	\$3000 each for 1 st & 2 nd \$4500 for 3 rd
Driving without a license	\$100 each for each violation \$1500 for 3 rd in 3 year period	\$300 \$4500 for 3 rd
Driving on a suspended license (judicial or admin.) (see also Section A)	\$250 for each violation	\$750
Failure to maintain liability insurance (judicial or admin.) (see also Section B)	\$250 for each violation (\$100 for motorcycles)	\$750 (\$300)

Failure to make even one of the insurance surcharge payments will lead to suspension. A warning notice is sent to the driver's last known address, and the driver has thirty days from the date of notification to pay before a suspension is imposed. At that time, the entire remaining surcharge amount becomes due. For example, if a driver with surcharges for driving under suspension fails to pay the first \$250 installment, the license will be suspended and the entire \$750 will become due immediately.

Failure to pay also means the MVC can (and, in most cases, will) seek a "certificate of debt" from the Superior Court for the full amount, plus court costs of 20% of the sum owed. Interest on that total sum – the "judgment amount" – then begins to accrue.

Who Suspends? Suspensions are imposed by the MVC.

Mandatory or Discretionary? Mandatory, except that the MVC may permit payment on an installment basis. As long as the driver is making the installment payments, the license will not be suspended. MVC can also restore driving privileges after a suspension has occurred, based on an agreement to pay outstanding debt on an installment basis, or upon partial payment according to the installment plan. The MVC has interpreted the law to require these installment agreements to be limited to twelve months at most, and will offer only six months at first if the amount is under \$1,000. However, if there is a judgment for a large amount of money, the MVC can offer a longer payout period; you just have to ask. Failure to make an installment payment will lead to another suspension. MVC also has discretion to waive the interest that accrues on surcharges during any period of incarceration. Contact MVC Surcharges ((609)292-7500) for more information.

How long does the suspension last? In theory, the suspension lasts until the surcharges are paid, but the MVC will usually agree to permit an installment agreement (see above). With an installment plan, driving privileges can be restored once some portion of the debt has been paid. Officially, the regulations permit restoration after twenty percent has been paid. In practice the MVC often restores after ten percent or less is paid.

Failure to Pay
Insurance Surcharges,
con'd.

Where do I go to get information about the suspension? The MVC is the authority here. You can call the special phone number for insurance surcharges and suspensions, which is **(609) 292-7500**. However, the responsibility for collecting unpaid insurance surcharges that have been sent to the court for a judgment will eventually be transferred to a collection agency. If a driver has received communication from a collection agency or a law firm representing the agency, contact should be made with them directly. It should be able to provide information and negotiate any payment agreement.



What is the procedure for lifting the suspension? As explained above, the driver with insurance surcharges is going to have to pay what is owed, either in one sum or through an installment agreement worked out with the MVC or its collection agency. Payment to the MVC of the total amount owed, once you have called to find out what that is, can be done in person, by mail, or with a credit card over the Internet. If payment is through a collection agency, a representative of that agency should be able to tell you where to send the money. If a driver has requested an installment agreement, which can be done by phone or by mail, he or she should receive in the mail a notice detailing the terms of that agreement. It is thus very important to be sure that MVC (or collection agency, if any) has the driver's correct address, especially if prior notices were not received.

*N.J.S.A. § 2A:17-56.41
and following sections*

N.J.S.A. § 2A:17-56.43

Other things I need to know?

****WARNING!** A person suspended for failure to pay insurance surcharges who is caught driving while under suspension is subject to an additional judgment of \$3,000.

****WARNING!** Be sure to negotiate a payment plan that is within the driver's means. Falling behind on a payment plan can result in new fees, additional interest and even re-suspension of the driver's license. It's better to push for a more generous plan than to run the risk of higher costs and new suspensions down the road.

****REMEMBER:** Once all of the insurance surcharges, or the percentage of the charges necessary to lift the suspension, have been paid, the driver will still need to pay the reinstatement fee in order to be able to drive legally.



*See Appendix
B for help calculating
how much you can
reasonably pay.*

TIP FOR ADVOCATES: Negotiating an installment agreement is an illustration of that old saying, "If you don't ask for it, you won't get it." The same goes for negotiating the point in the repayment process when your client will get the license back. Start by asking for more than you think you can get (including getting some of the tickets dismissed). Chances are you'll get what you ask for or something close to it, because it's in everyone's interest to get the surcharge paid (however slowly).

D. FAILURE TO PAY CHILD SUPPORT

Description: The courts and the Probation Division – the state entity that oversees compliance with child support orders – can suspend a driver’s license in the event that the driver (a) falls six months’ or more behind in child support payments, (b) fails to provide health insurance coverage for the child for six months if such coverage has been ordered by the court, or (c) refuses to submit himself for a paternity test or otherwise comply with court requirements. However, if the suspension will result in significant hardship to the driver, to legal dependents under eighteen living in the driver’s household, employees, or those to whom the driver is providing goods and services, the court can set up a twelve-month payment arrangement, as long as twenty five percent of the arrears are paid up-front (see below). The driver can then avoid suspension.

Who suspends? The suspension takes place by court order, except that suspension is automatic if the court issues a warrant for the driver’s arrest due to failure to pay child support as ordered.

Mandatory or discretionary? Suspension under this law is mandatory, but a court may only order the suspension if it is satisfied that the notice that was sent to the driver was adequate, *i.e.*, that it was delivered to the driver’s last-known home or business address, and there is no reason, such as involuntary unemployment or disability, for non-compliance, and that Probation has exhausted all other means of collection. The MVC will then put the suspension into effect by mailing a notice to the driver that the suspension will begin twenty days after the notice is mailed. The court will not suspend if the driver has entered into a payment plan to pay arrears (see below) and is in compliance, or if there is a pending motion to modify the support order.

How long does the suspension last? The suspension lasts until the child support arrears are paid in full, health insurance coverage is provided as ordered, or the driver complies with the subpoena for paternity information. However, with respect to arrears, the court in its discretion may lift (or not impose in the first place) the suspension if the driver (a) pays twenty-five percent of the existing arrears at or within three days after the hearing (see below), (b) agrees to a plan for payment of the remaining seventy-five percent within one year of the hearing, and (c) the driver continues to comply with all child support obligations. In other words, during the year following the hearing the driver will have to both keep up with his current monthly payments and pay a portion of his arrears each month under the payment plan. The driver can apply for an extension, for good cause, but if he simply does not pay, suspension will be automatic.

Where do I go to get information about the suspension?

For any suspension ordered by the Family Division, contact the court directly. If the automatic suspension has occurred because the court has issued a warrant for the driver’s arrest, you still need to contact the court; the court may have conditions that must be met before it will recall (withdraw) the warrant. You can also contact the Probation Division for the county where the order was issued.



*See Appendix
E for phone numbers.*

What is the procedure for lifting the suspension? If the driver has received a notice of pending suspension from the Probation Division but the date set for the suspension to begin is still in the future, he or she can write to the Probation Division and request a hearing. This must happen within thirty days of the postmark date on the notice. This will buy the driver some time to pull together the money required to avoid suspension; the hearing will be scheduled within forty-five days of the request. If that money is paid any time before or during the hearing, the process stops and the suspension won't be put into effect.

Failure to Pay Child Support, con'd.

The suspension can only be lifted by court order. The easiest way to achieve this is to make the payment owed. If the driver cannot do so, s/he can still request a hearing to modify his child support order and argue there that a license suspension will cause significant hardship to himself, to his legal dependants, or to his employees. Because this is a legal proceeding in the Family Division that may affect his financial obligations, visitation rights, and other matters, the driver should consult an attorney. At this hearing, the court may lift the suspension if a new payment plan is developed by which the driver both pays his arrears and continues to comply with all child support obligations. Be advised, however, that making a motion to modify child support requires a showing of changed circumstances. If you cannot show this, you may not succeed.

Other things I need to know?

**** WARNING!** If the court has issued a **warrant** for the driver's arrest, merely appearing in court could result in Sheriff's officers arresting the driver. Contact the court by telephone to determine how to get the warrant recalled (or a guarantee the driver won't be arrested when he appears) before attending any hearing or even stopping by to make a payment.

****Remember** that whether instituted either after the Probation Division notice is received or after the MVC notice, the hearing process forestalls the suspension for a period of up to six weeks or so. A person receiving a notice that the suspension is about to go into effect should, before the effective date of the suspension, follow the steps outlined above.

****Once** a notice of suspension is received, a driver cannot avoid the suspension by filing a motion to modify the child support order. A motion to modify a child support order that was filed before the suspension notice is received stops the suspension process until the motion has been dealt with, but a motion to modify a child support order filed after the suspension notice has no effect on the suspension process. The driver must follow-through with the suspension process as outlined above, and can attempt to modify the child support order later on.



E. FAILURE TO APPEAR IN MUNICIPAL COURT

Description: The municipal courts of the State of New Jersey have the power to suspend a driver's license as punishment for the driver's failure to appear in court to defend against a traffic summons or a local ordinance violation (also known as a Special Complaint or "SC" Summons) or for failure to appear in any other municipal court proceeding. The suspension in these scenarios are discretionary, but often automatic in practice. When the court records a driver's failure to appear in the statewide computer system, the MVC issues a scheduled suspension giving the driver 60 days to satisfy the summons.

N.J.S.A. § 2B:12-31

Who suspends? The suspension is ordered by the municipal court in the municipality where the summons was issued.

Mandatory or discretionary? Suspension for failure to appear is discretionary. Although it is used very frequently, a new law requires the judge and the MVC to consider "the area in which the [driver] resides and whether or not the person has access to off-street parking."

N.J.S.A. § 39:4-139.10

How long does the suspension last? In general, the suspension will last until the driver appears in court to answer the summons. However, the newly-amended law seems to indicate that a suspended driver could argue for the MVC to reinstate the license on hardship grounds (based on his "area" of residence) even before appearing in court to answer the underlying charge. Thus, the driver should ask the court to lift the suspension when he or she appears in court. (The court must do so unless the underlying charge carries a mandatory license suspension -- e.g., if the driver failed to appear to answer a DWI summons.)



*See Appendix G
for tips on re-opening a
court case.*



*See Appendix I
for tips on avoiding
suspensions in the pleading
process.*

Where do I go to get information about the suspension? The MVC can provide information on the suspension, and the municipal court should be able to explain the underlying summons and what the driver needs to do to resolve it.



*See Appendix A
for a guide to collecting the
relevant information from
MVC and Appendix E for
phone numbers.*

What is the procedure for lifting the suspension? The driver will have to appear in court to answer the summons in order to request that the suspension be lifted, even if he or she believes the summons was wrongly issued or if he or she did not receive notice. Depending on the charge, the driver can either put forth a defense or plead guilty and request leniency. If a guilty plea carries a fine which the driver can't pay, or needs to pay in installments, the judge will have the discretion to continue the suspension until the full amount, or some portion of it, is paid. (For more on this, see the Section F below on "Failure to Pay a Court-Ordered Penalty.")



*Come to court
prepared to make your best
case. Dress appropriately.
Bring support letters from
programs, community or
religious leaders or others.
See Appendix H for a
sample support letter.*

Other things I need to know?

****WARNING!** The court may also have issued a **bench warrant** ordering the driver's arrest, in addition to the suspension. In fact, when a defendant fails to appear in municipal court, the court usually issues a warrant. The warrant entitles the county sheriff (or any law enforcement officer) to arrest



the individual wherever he or she is found. A dollar value -- or “bond” -- is associated with the bench warrant, often \$500 or \$1000. Unless the warrant is **recalled** (withdrawn by the judge), you must “post bond” by giving that amount of money to the court, just to appear and be heard on the charge. If a person for whom a warrant has issued appears in court without posting bond, the sheriff may arrest him or her. Obviously, it is very important to find out whether a warrant has issued -- and be prepared to pay it if it is not recalled -- before scheduling a court appearance.

Failure to Appear,
con'd.

******It is possible to get the court administrator to recall a warrant so that the person can appear without posting bond. The legal grounds for such a recall often involve the individual's not having had **notice** of the court appearance missed. For example, maybe the summons or “notice to appear” was sent to an old address and was never received; or the notice and hearing took place while the individual was incarcerated, in the hospital or in a drug treatment program. Situations like these constitute legal grounds on which you are entitled to recall of the warrant. Even without these clear legal grounds you can often convince the court administrator to exercise her discretion and recall the warrant if you can provide compelling reasons behind the missed appearance. However, if the driver has in the past exhibited a pattern of failing to appear, to pay fines, or to comply with court-ordered installment plans, the chances of getting the warrant recalled will be substantially reduced.

F. FAILURE TO PAY A COURT-ORDERED PENALTY

Description: When a county or municipal court has ordered a New Jersey driver to pay any sort of penalty -- typically, a fine for a traffic violation, but also including court costs and fees, and other judgments -- the court can suspend the driver's license for failing to pay, if there was no good reason for the driver's failure. Likewise, if the court has established a payment plan to allow a defendant to pay a large fine in installments, a late or missing payment -- particularly if not explained -- can also lead to suspension.

*For example, see
N.J.S.A. § 39:4-203.2*

In addition, the New Jersey Superior Court can suspend the license of an individual convicted of a crime if he or she has failed to pay any fines or restitution -- or any installments in a payment agreement -- that the court has ordered. This includes, for example, the “drug enforcement and demand reduction” or “DEDR” penalties that are imposed on individuals convicted of various drug-related crimes in New Jersey.

N.J.S.A. § 2C:46-2

Who suspends? The suspension is ordered by the court where the money is owed -- the municipal court of a particular municipality or the Superior Court.

Mandatory or discretionary? Suspension for failure to pay is discretionary, but very common. As with suspensions for failure to appear, there is a new law that seems to compel the court to consider the hardship that would result from suspension based upon where the driver lives.

How long does the suspension last? The suspension will usually last until the fine or installment payment is paid. However, a recent amendment to N.J.S.A. 39:4-139.10(9)(b) requires the court to consider whether, in light of

N.J.S.A. § 39:4-139.10

where the driver lives, suspension could result in hardship. A driver without access to public transit, for example, can and should argue for the suspension order to be lifted even before s/he pays the underlying fine or fee.

Where do I go to get information about the suspension?

The administrator at the municipal court where the suspension was issued should be able to provide information about municipal court suspensions, and the Criminal Division Manager for the county where the criminal fine was issued can provide information about failure to pay in Superior Court. Individuals on probation or parole can also check with their assigned officers.

What is the procedure for lifting the suspension? Resolving the problem is not complicated, but it can be burdensome: when the driver pays what is owed, the suspension will be lifted. In many cases, this type of dispute with the court can be resolved by telephone with the court clerk's office. The court may, however, insist on the driver's appearing to explain the failure to pay. In the case of an installment plan, the court may in its discretion permit a new installment plan but also may require the driver to pay the entire penalty before it will lift the suspension. In municipal court, a driver should be able to work out a payment plan, but should be prepared to provide an explanation both for the missed payments and for how the new agreement will be kept. **REMEMBER:** The driver will still need to pay the restoration fee to the MVC to drive legally, as described in Step Three.



*See Appendix
B for more on creating
an installment plan.*

Other things I need to know? WARNING! As described in the previous section, a **warrant** for the driver's arrest may have issued because of the failure to pay. Paying the fine gets rid of both the warrant and the suspension. If you need to request a payment plan instead of paying the whole fine at once, you will need to try to get the warrant recalled before appearing. See the discussion in Section E, above, for details on how to do this. Again, those on probation or parole should check with their officers.



TIP FOR ADVOCATES: The amount of the bond associated with the warrant in this case will be the balance owed on the fine. When you're dealing with a warrant, the dollar value of the warrant is a clue to whether there are open charges from failure to appear -- as discussed in the Section E -- or merely an unpaid fine. Failure to appear leads to a bench warrant with a "round number" dollar amount like \$500 or \$2000, but an amount like \$117.00 usually indicates that the warrant is for failure to pay a specific fine already imposed by the court.

6. FAILURE TO PAY PARKING TICKETS

Description: State law allows municipalities to use license suspension as punishment for failure to pay the parking fines imposed by the municipality, or even just for failing to show up at a parking offense-related hearing. The law requires that people who are indigent or receiving public benefits (*e.g.*, TANF, SSI, GA) must be permitted to pay fines on an installment basis, but licenses can

*N.J.S.A. § 39:4-139.6
and following sections*

still be suspended for failure to pay any installment. Because this becomes a municipal court matter, much of Section F - "Failure to Pay a Court-ordered Penalty"- applies here. You should read that section as well.

Failure to Pay Parking Tickets, con'd.

Who suspends? The municipal court for the municipality where the parking ticket was issued orders the suspension. The MVC also theoretically has the power under the law to suspend for failure to pay a parking ticket, but it generally will not do so unless there is a court order.

Mandatory or discretionary? This suspension is discretionary, but it is almost automatic in most places.

How long does the suspension last? The suspension usually lasts until the parking ticket is paid or an installment agreement is agreed between the court and the driver. The municipal judge has discretion to lift the suspension if partial payment is made.

Where do I go to get information about the suspension? The MVC will be able to tell you where a suspension for failure to pay a parking ticket was imposed, and that information will also be on the abstract. The administrator at the municipal court where the suspension was issued should be able to provide information about outstanding fines and how to get into court.

What is the procedure for lifting the suspension? As described above under Section F "Failure to Pay a Court-Ordered Penalty," when the fine (plus interest and costs, if any) is paid, the suspension will be lifted. Follow municipal court procedures described above.

Other things I need to know? See Section F above, under "Failure to Pay a Court-Ordered Penalty."

H. CRIMINAL AND JUVENILE JUSTICE CODE SUSPENSIONS

Description: New Jersey's Code of Criminal Justice and the Code of Juvenile Justice permit or require judges to suspend licenses on conviction for certain crimes, in addition to other punishments like incarceration or probation. Almost all of these are suspensions for a set period of time.

The most common criminal code suspensions result from violations of the Comprehensive Drug Reform Act. Adults convicted and juveniles adjudicated delinquent for crimes related to possession or sale of controlled dangerous substances (CDS) will receive a suspension of six to twenty-four months, depending on the severity of the crime.

In addition, some statutes related to crimes involving or committed using cars, such as auto theft and using a motor vehicle to elude law enforcement or promote prostitution, specify license suspension for a period of time as a penalty. A sentencing court also has the power, generally, to add a suspension for two years or more to a sentence for any crime or disorderly persons offense if a motor

Criminal Code Sanctions

N.J.S.A. § 2C:20-2.1

N.J.S.A. § 2C:29-2

N.J.S.A. § 2C:34-1

N.J.S.A. § 2C:43-2

N.J.S.A. § 2A:4A-43.3

N.J.S.A. § 2C:33-3.1

vehicle was used to commit the offense. A similar provision applies to juveniles. In addition, juveniles' licenses can also be suspended for graffiti and circulating a "false public alarm" (such as by calling school and instigating a bomb scare). Juveniles not yet old enough to drive can have their eligibility to drive postponed by the length of suspension.

Who suspends? The suspension will be ordered by the judge in a criminal or delinquency proceeding. This is done in the Superior Court.

Mandatory or discretionary? This will depend on the particular offense. As noted above, for drug-related and certain other kinds of offenses, the suspension is mandatory. For others, such as when a motor vehicle was used in the commission of an offense, suspension will be at the discretion of the judge.

How long does the suspension last? The suspension will last for the period of time specified by the judge.

Where do I go to get information about the suspension? Generally, for information about a criminal proceeding, you should go to the Criminal Division Manager for the county in which the sentencing took place. (Except for juvenile delinquencies, which are handled by the Family Division.) Those on parole or probation should ask their assigned officers.



*See Appendix G
for tips on re-opening a
court case.*

What is the procedure for lifting the suspension? Unless it is discretionary (in which case, see Appendix G), the suspension cannot be lifted until the period of time specified by the judge at sentencing has expired. You will need to know the exact date when the suspension started, which you can find out from the court (see above) but should also be part of the MVC records: on the abstract, look at the "Event Date" column. The suspensions usually run from the date of sentencing (a/k/a "**disposition**"), whether this occurs after a trial or a guilty plea. If the individual is also sentenced to jail or prison the suspension will not begin until the day the driver is released. Once the suspension period has expired, provided that there are no other grounds for suspension, the license can be reinstated or renewed by following the procedures in Step Three. No further court contact should be required.

Other things I need to know? In addition to license suspension for offenses committed using a motor vehicle, the vehicle's registration may have also been suspended. Check with the MVC to find out.

TIP FOR ADVOCATES: Individuals returning from prison or jail may have a host of needs in addition to license suspension help – like dealing with housing, employment, and family issues. To access resources in these areas, visit the Second Chance Campaign of New Jersey at www.secondchancenj.org, the Institute for Social Justice at www.njisj.org, or talk to your probation or parole officer about local resources.

Step Three: Restoring the License

Once all of a driver's suspensions have been addressed as discussed in the previous sections, the driver is entitled to request that the MVC restore driving privileges. Be aware that it may take up to a week or more for a court or agency, having resolved the driver's dispute, to notify the MVC that a suspension order has been lifted. Wait a few days after resolution of the last dispute, then call the MVC license suspension office and confirm that each suspension has been lifted. Always make sure to keep copies of all receipts of payment, orders regarding license suspension, summonses, etc. In the event that a court fails to communicate with the MVC or a dispute otherwise arises as to the status of fines and obligations, these documents and receipts are proof of payment.

Once the MVC staff has confirmed that a driver is entitled to get the license back, he or she may go to any MVC Regional Service Center or visit the MVC's web site (www.state.nj.us/mvc) and pay the necessary fees. The fee for restoration of a driver's license is currently \$100.00. In addition, if the driver's automobile registration has been suspended (usually because insurance cancellation was the reason for suspension), restoring the registration requires an additional \$100.00 fee. These fees are paid directly to the MVC when you go to get your license. You can also pay this fee online at the MVC's website or mail a check or money order to the MVC. If the driver's license expired during the period of suspension, and more than three years have passed since the expiration, the MVC will require the driver to take the written and/or road test again.

If a driver no longer has a copy of the license, even if it has not expired, a new one, with a new photo, will have to be issued. The fee for a new photo license is \$5.00. Note: If the driver needs a new license, he or she will have to meet MVC's "6 point ID verification" requirements. Visit the MVC's web site for details on what types of identification the driver should bring.



Keeping copies of receipts and all documents relating to the driver's license and registration, a particular suspension, and all related correspondence is very important, and will make handling any problems that come up much easier.

TIP FOR ADVOCATES: Remind your client that failure to keep up with any outstanding obligations - such as monthly insurance surcharge installment payments, monthly child support payments, or other obligations set by the court - may result in the license being promptly suspended again. A new suspension, however brief, will require the client to pay these restoration fees again.

DO'S AND DON'TS FOR ADVOCATES

DO make sure you have identified all the suspensions to which the driver is subject. Many drivers have multiple suspensions.

DO ask as many questions as it takes to understand the facts of each suspension. It's better to keep someone on the phone an extra few minutes than to have to call back.

DO be up-front about what you're trying to do. Most of the people you'll encounter on the phone, at the MVC, and in New Jersey's municipal courts are willing to help and are sympathetic to the difficulty of getting a suspended license restored.

DO follow up and make sure the driver is keeping up with the payment schedule ordered by the court or agreed to by the MVC. Falling behind in payments can lead to new suspensions, additional fines, and other penalties.

DO encourage the driver to seek financial assistance to pay fines. Some job training and social welfare programs have funds to help participants get out from under the burdens of debts and license suspensions.

DO assist your clients by being a voice for them. Municipal courts and the MVC are generally friendly to the idea of people like you “assisting” or “speaking for” people who need help getting their licenses back. Don't be shy about helping in this way, but always make sure people know you are not an attorney.

DON'T take out your frustration on court clerks or MVC staff. Their help is invaluable and you need them to be your allies.

DON'T do everything for your clients in this process. Handling the process themselves can help drivers gain confidence, understand the law, and develop skills and habits that will be helpful in other areas.

DON'T pretend that you are the driver's lawyer if you're not an attorney. This manual sometimes refers to the suspended driver as “your client.” This term is used merely as a convenience for the reader. If you are not an attorney who is a member of New Jersey's bar, you cannot render legal advice or “represent” someone other than yourself in court. Doing so would constitute the unauthorized practice of law and could subject you to civil and criminal penalties.

Appendix A

Instructions for Gathering Necessary Information

The following guide will help you gather all the information necessary to restore your license. Be sure to follow the instructions carefully and give yourself enough time to obtain all the information.

Restoring Your License - Instructions & Worksheets for calling MVC to get Driver's Abstract & Municipal Court to gather necessary information

Instructions – Calling Motor Vehicles

- 1) Before you call MVC:
 - Go over what you think you know about your license issues.
 - Write down any dates of incarceration. (This will help when dates come up that coincide with dates of incarceration. This may indicate a case of identity theft.)
 - Give yourself enough time to be on hold. If you are calling from your cell phone with limited minutes, you may want to find a land line to make the call because MVC tends to put you on hold for 15 minutes average.
- 2) Have your MVC ID ready. If you don't have one, but have a ticket or summons, skip down to calling the courts.
- 3) MVC Suspension office number (609) 292-7500
- 4) Suggested script: ***"I believe my license is suspended I'd like to learn how to restore it."***
- 5) If they come up with a few tickets, tell them that you have a pen and paper handy. Write down the following for each, using separate worksheets per ticket (attached) :

TICKET NO.
TYPE OF VIOLATION
DATE
MUNICIPALITY
PHONE NUMBER OF COURT

- 6) Warrants:
 - If MVC tells you have a warrant on a ticket you will have to call the municipal court to deal with them directly to learn how to recall it.
- 7) **BEFORE YOU HANG UP**, ask about **SURCHARGES**.

Suggested script: ***"Do I have any state surcharges that I need to pay before I can get my license restored?"***

- If you have a surcharge on any of your tickets, they will transfer you to the surcharge department or give you a number for a collection agency. Get that information and call after you deal with the municipal courts.

Instructions (cont'd) – Calling the Courts

- 8) Once you get all the above information from MVC, begin calling each of the municipal courts where you have issues.
- 9) Suggested script for courts: ***“I just called Motor Vehicles and learned that I have an outstanding issue with your court that I must resolve before I can restore my license.”***

Use attached worksheet to keep track of :

- **what you owe**
- **if you need a court date**
- **if there is a warrant, how do you recall a warrant?**
- **what form of payment do they accept?**
- **can you get on a payment plan (probably done in court or through a letter)**
- **if the issue was taken care of and you just need a receipt ask them how to get a copy**
 - *can they send by mail, do you have to pick it up? Can they fax it?*

- 10) Collect your receipts and bring 6 pts of ID and a \$100 restoration fee to a regional center.

Ticket/offense # (circle one): 1 2 3 4 5 6 7 8 9 10 11 12

Information from MVC

MUNICIPALITY _____

TICKET NO. _____

TYPE OF VIOLATION _____

DATE _____

PHONE NUMBER OF COURT _____

Do not hang up.

- Repeat these questions on a copy of this worksheet for every ticket/offense that MVC tells you that you have to deal with to restore your license.
- Then ask about whether you have any surcharges: ***"I believe my license is suspended I'd like to learn how to restore it."*** If so, go to Surcharges Information from MVC Worksheet
- After calling MVC call each municipal court:

Information from Municipal Court:

Name of clerk _____

If they do not tell you their name at the beginning, you can say now or at the end of the call, *"Thank you for your assistance. Who am I speaking with?"*)

Do I need to set a court date to address this outstanding matter?

Is there is a warrant? If so, how do I recall the warrant?

How much is the fine? _____

Can I get on a payment plan? _____

What form of payment does the Court accept? _____

(If the issue was taken care of and you just need a receipt ask them how to get a copy - *Can they send by mail, do you have to pick it up? Can they fax it?*)

End call.

Surcharges Information from MVC

What are the surcharges for? _____

When did they begin? _____

If I was incarcerated for part of that time, can I request a deduction on the interest?

What percentage do I need to pay to restore my license? How much money is that?

How much do I have to pay monthly to avoid getting suspended?

Can I appeal for a lower monthly payment that I can sustain for the long term (if I can't pay the amount they said above)? If so, how?

Other notes: _____

Your plan: _____

Follow up: _____

Appendix B

Suspension Worksheet

Once you have gathered all of the required information using the previous worksheet use this suspension worksheet to keep the information organized throughout the process, and to determine how much you can pay in a payment plan.



Remember: Your help and support as an advocate can be invaluable to a person trying to restore his or her driver's license. Be sure to read the "Do's and Don'ts for Advocates" section of the manual on page 23 for guidance on what you can and cannot do.

Remember: Payments must be made on time and in agreed-upon amounts or the license will be suspended again. Make sure any payment plan you work out is realistic. See page 14 of the manual for tips on negotiating a payment plan/installment agreement.

Suspension Worksheet

Basic Information about the Driver:

Name: _____ Date of Birth: _____

Driver's License Number: _____

Current Address: _____

Address at time of licensing: _____

Other Names: _____

Step One: Causes of Suspension

Get an abstract from MVC (form is in Appendix C), or call using instructions in Appendix A.

#	Type of Suspension	Who Suspends?	Duration and/or Fine Owed	
ex	DWI / Failure to pay insurance surcharges	Municipal court & MVC	6 months	\$3000
1				
2				
3				
4				
5				
	License Restoration Fee	MVC		\$100
	Total Fees:			

Budget Chart

Use this information to determine how much you can afford to pay up front and in installments to have the license restored so you are prepared to ask the court or the MVC for a payment plan

Income

Salary/Wages (take home) \$_____ per (check one) ___ week ___ 2 weeks ___ month

How regular is this payment? Can you count on it?

___ Very regular (For example, you have one employer, definite salary, set hours)

___ Somewhat regular (For example, you have one employer, but your hours vary week to week)

___ Not regular (For example, you pick up work when you can, and your wages and hours vary)

Other Income:

Source (e.g., TANF, GA,

Food Stamps, Soc. Security, etc.)

Amount of Income

_____ \$_____ per (check one) ___ week ___ 2 weeks ___ month

_____ \$_____ per (check one) ___ week ___ 2 weeks ___ month

_____ \$_____ per (check one) ___ week ___ 2 weeks ___ month

Do you expect you will continue to receive this income for the next 6 months? ___ Yes ___ No

If no, explain: _____

Total estimated income per month: \$_____

Expenses

Housing costs per month:

Rent: (___ Mortgage) \$_____

Phone: \$_____

Utilities (heat, hot water, electricity, gas): \$_____

Other: \$_____

Other monthly living expenses:

Food/household: \$_____

Clothing: \$_____

Transportation: \$_____

Other \$_____

Child care: \$_____

(e.g., health expenses, school fees):

Other bills and obligations:

Child support/alimony: Monthly \$_____

Total arrears \$_____

Outstanding loans Monthly \$_____

Balance owed \$_____

Other court fines and penalties: Monthly \$_____

Balance owed \$_____

Outstanding debts Monthly \$_____

Balance owed \$_____

(e.g., unpaid utility or medical bills, credit card debt, defaulted loans)

Insurance surcharges: Monthly \$_____

Balance owed \$_____

Total monthly expenses: \$_____ Total remaining sum owed: \$_____

Monthly income \$_____ — Monthly expenses \$_____ = \$_____ Monthly payment

Appendix C

Abstract Request Form

Attached is the MVC's abstract request form. You can photo copy this document and use it to request an abstract, but you **must** photo copy it as a two-sided document. You can also go to the MVC website to fill out the abstract request form. The fee for this service is \$10.00. The form can be found at the web address below.

http://www.state.nj.us/mvc/Licenses/driver_history_page.htm.

DRIVER HISTORY ABSTRACT REQUEST

All requests for Driver History abstracts must be submitted on ISM/DO-21 (R3/98). One abstract per form. This form may be photocopied for your convenience, but photocopy must be two-sided. No other form of request will be accepted. Proper fee must accompany request form. Make check or money order payable to New Jersey Division of Motor Vehicles.

PLEASE PRINT**ALL SECTIONS OF THIS APPLICATION MUST BE COMPLETED TO OBTAIN INFORMATION**

Requester Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Requester Driver License Number: _____
(PHOTOCOPY OF LICENSE MUST BE INCLUDED)

In order to obtain a Motor Vehicle Record of another person, you must either have the notarized written consent of that person or certify that you will use the information contained in the record only as permitted by the "Driver Privacy Protection Act," N.J.S.A. 39:2-3.4(c). These permitted uses are listed on the back of this form.

CHECK ONE:

- ☐ I am requesting my own record.
- ☐ I am requesting this record with the notarized written consent of the person to whom it pertains. (Notarized written consent must be attached.)
- ☐ I have reviewed the uses permitted by N.J.S.A. 39:2-3.4(c) as listed on the back of this form, and certify that my intended use of the personal information contained in the record requested is set forth in:

CHECK ONE:

- ☐ Certified Abstract
\$10 per search
- ☐ Uncertified Abstract
\$10 per search

RELATED DOCUMENTS:

(Check documents required.)

Fee per document

- ☐ \$5 certified
- ☐ \$4 uncertified
- ☐ Order of Suspension
- ☐ Schedule of Suspension
- ☐ Restoration Notice
- ☐ Mailing List
- ☐ Summons
- ☐ Accident Report

PLEASE SUBMIT SEPARATE CHECKS
(One for the abstract and one for related documents.)

(INDICATE NUMBER OF APPROPRIATE USE FROM REVERSE SIDE)

I am requesting information on:

Driver License Number: _____ Date of Birth: _____

Name: _____

Street Address: _____ City: _____ State: _____ Zip: _____

I certify that I will use any personal information contained in the records I have requested only as permitted by the "Driver Privacy Protection Act," N.J.S.A. 39:2-3.4(c).

The disclosure and use of the personal information contained in the record you have requested is governed by the "Driver Privacy Protection Act," N.J.S.A. 39:2-3.3 et seq. The "Driver Privacy Protection Act" provides that a person who knowingly obtains or discloses personal information from a motor vehicle record for any use not permitted by the act is guilty of a crime of the fourth degree, and can be held liable in a civil action in the Superior Court to the individual to whom the information pertains, including an award of actual damages, punitive damages, and reasonable attorney's fees and litigation costs.

I hereby certify that all the foregoing statements are true to the best of my knowledge. I understand that if any of the statements are willfully false, I am subject to punishment.

Date: _____

SIGNATURE OF REQUESTER

(Original Signature Only - Signature Stamp Unacceptable)

USES PERMITTED BY N.J.S.A 39:2-3.4(c)

1. For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls, or advisories; performance monitoring of motor vehicles, motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and the removal of non-owner records from the original owner records of motor vehicle manufacturers.
2. For use in the normal course of business by a legitimate business or its agents, employees or contractors, but only:
 - a. to verify the accuracy of personal information submitted by the individual to the business or its agents, employees, or contractors; and
 - b. if such information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against the individual.
3. For use in connection with any civil, criminal, administrative or arbitral proceeding in any federal, state or local court or agency or before any self-regulatory body, including service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a federal, state or local court.
4. For use in research activities, and for use in producing statistical reports, so long as the personal information is not published, redisclosed, or used to contact individuals.
5. For use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, antifraud activities, rating or underwriting.
6. For use in providing notice to the owners of towed or impounded vehicles.
7. For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under the "Commercial Motor Vehicle Safety Act," 49 U.S.C. App. §2710 et seq.
8. For use in connection with the operation of private toll transportation facilities.

Appendix D

Codes Used in Driver Abstracts

This appendix contains a key to the codes that you will find in driver abstracts. The first page includes the codes you will see on a driver's license (also found on the abstract), such as those that indicate whether a driver wears glasses or can drive a truck. It also lists the codes used in the Event Type and Event Responsibility sections of the abstract, which are discussed on pages 5 and 6 of this manual.

The subsequent pages list the codes for all of the courts in New Jersey: for example, "B24" is Hackensack City Municipal Court, in Bergen County, and "D95" through "D97" are the state-level Superior Courts for Camden County.

EXPLANATION FOR ABSTRACT OF DRIVER HISTORY RECORD

DRIVER LICENSE INFORMATION

CLASS CODE

A - Commercial Vehicle
B - Commercial Vehicle
C - Commercial Vehicle
D - Auto
E - Motorcycle
F - Moped
G - Agricultural
I - Identification

ENDORSEMENT CODES

T - Double & Triple Trailer
P - Passenger
N - Tank Vehicle
H - Hazardous Materials
M - Motorcycle
F - Moped

RESTRICTION CODES

1 - Corrective Lenses Required
2 - Prosthetic Device
3 - Mechanical Device
4 - Hearing Device
5 - Attached Restrictions
L - Except Vehicles with Air Brakes
M - Except Class A Passenger Vehicles
N - Except Class A & B Passenger Vehicles
O - Except Tractor-Trailer (Tow Trucks)
P - Pass End: School Bus Capacity 15 only
Q - Except Passenger Vehicles Capacity 16+
R - Bus Mechanics - No Passengers
S - Except School Age Passengers
U - Class I Owner Only (was ID3)
V - Class I Violator Only (was ID5)
W - Class I Misc (was ID2, ID4, IDx)

DRIVER HISTORY INFORMATION

EVENT TYPE CODES

A - Accident
B - Billing
C - Conference
D - Fee Due
E - Reexamination Activity
F - Fee Payment
I - Initial Medical Request
J - Referral
K - Referral with Interval Reporting
L - Limitation
M - Memo Entry
N - Advisory Notice
O - Suspension Order
P - Program Activity
R - Restoration
S - Scheduled Suspension
V - Violation
W - Warning Notice
Z - Point Credit

EVENT RESPONSIBILITY CODES DIVISION

ACP - Alcohol Countermeasures (Health Dept.)
CIS - Compulsory Insurance/Accident Reporting
COO - Certificate of Ownership
CON - Conference Unit
DIP - Driver Improvement Program
DMV - Chief Administrator
DRT - Driver Testing
DVR - Driver
FAR - Fatal Accident Review
FRJ - Financial Responsibility/Judgement
ISS - Insurance Surcharge
MFR - Medical Fitness Review
OAL - Office of Administrative Law Liaison
PDP - Probationary Driver Program
RES - Restoration Authorization
RSU - Reexamination Scheduling
SEC - Security Responsibility
SUS - Suspension Authorization
UCJ - Unsatisfied Claims and Judgements
UMS - Uninsured Motorist System

EVENT DATE Date violation, accident or event occurred.

EVENT RESPONSIBILITY CODES Identify the Court or Motor Vehicles Commission Unit responsible for the event and/or action taken.

EVENT TYPE CODES Identify the major kinds of events and/or actions taken.

EVENT DESCRIPTION A complete description of the event and/or action.

CMV "X" Violation committed in a commercial vehicle.

HZM "X" Violation committed while carrying hazardous materials.

FTL "X" Violation resulted in a fatality.

PTS Points assessed or credited if applicable.

POSTING DATE Date MVC recorded the violation, accident or event.

ATLANTIC COUNTY—CODE A

Code/Locations	ATS Code
A02 Absecon City	0101
A03 Atlantic City	0102
A04 Brigantine City	0103
A05 Buena Boro	0104
A06 Buena Vista Twp.	0105
A08 Egg Harbor City	0107
A09 Egg Harbor Twp.	0108
A11 Folsom Boro	0110
A12 Galloway Twp.	0111
A13 Hamilton Twp.	0112
A14 Hammonton Town	0113
A15 Linwood City	0114
A18 Longport Boro	0115
A17 Margate City	0116
A19 Mullica Twp.	0117
A20 Northfield City	0118
A21 Pleasantville City	0119
A22 Port Republic	0120
A23 Somers Point City	0121
A24 Ventnor City	0122
A61 J. Ct. of Corbin City, Estate Manor, Weymouth Twp. (Interboro)	0123
A95 Atlantic Co. Dist. Ct.	
A96 Atlantic Co. Ct.	
A97 Atlantic Co. Juv. Ct.	

BERGEN COUNTY—CODE B

Code/Locations	ATS Code
B02 Allendale Boro	0201
B03 Alpine Boro	0202
B04 Bergenfield Boro	0203
B05 Bogota Boro	0204
B06 Carlstadt Boro	0205
B07 Cliffside Pk. Boro	0206
B08 Closter Boro	0207
B09 Crestkill Boro	0208
B10 Demarest Boro	0209
B11 Dumont Boro	0210
B12 Elmwood Pk.	0211
B13 E. Rutherford Boro	0212
B14 Edgewater Boro	0213
B15 Emerson Boro	0214
B16 Englewood City	0215
B17 Englewood Cliffs Boro	0216
B18 Fair Lawn Boro	0217
B19 Fairview Boro	0218
B20 Fort Lee Boro	0219
B21 Franklin Lakes Boro	0220
B22 Garfield City	0221
B23 Glen Rock Boro	0222
B24 Hackensack City	0223
B25 Harrington Pk. Boro	0224
B26 Hightstown Hgts. Boro	0225
B27 Hawthorth Boro	0226
B28 Hillsdale Boro	0227
B29 Ho-Ho-Kus Boro	0228
B30 Leonia Boro	0229

CODE B

(continued)

B31 Little Ferry Boro	0230
B32 Lodi Boro	0231
B33 Lyndhurst Twp.	0232
B34 Mahwah Twp.	0233
B35 Maywood Boro	0234
B36 Midland Pk. Boro	0235
B37 Montvale Boro	0236
B38 Moonachie Boro	0237
B39 New Milford Boro	0238
B40 N. Arlington Boro	0239
B41 Northvale Boro	0240
B42 Norwood Boro	0241
B43 Oakland Boro	0242
B44 Old Tappan Boro	0243
B45 Oradell Boro	0244
B46 Palisades Interstate Pk.	0245
B47 Palisades Pk. Boro	0246
B48 Paramus Boro	0247
B49 Park Ridge Boro	0248
B50 Ramsey Boro	0249
B51 Ridgefield Boro	0250
B52 Ridgefield Park Boro	0251
B53 Ridgewood Village	0252
B54 River Edge Boro	0253
B55 River Vale Twp.	0254
B56 Rochelle Pk. Twp.	0255
B57 Rockleigh Boro	0256
B58 Rutherford Boro	0257
B59 Saddle Brook Twp.	0258
B60 Saddle River Boro	0259
B61 S. Hackensack Twp.	0260
B62 Teaneck Twp.	0261
B63 Tenafly Boro	0262
B64 Teterboro Boro	0263
B65 Upper Saddle River Boro	0264
B66 Waldwick Boro	0265
B67 Wallington Boro	0266
B68 Washington Twp.	0267
B69 Westwood Boro	0268
B70 Woodcliff Lake Boro	0269
B71 Wood-Ridge Boro	0270
B72 Wyckoff Twp.	0271
B95 Bergen Co. Dist. Ct.	0290
B96 Bergen Co. Ct.	
B97 Bergen Co. Juv. Ct.	

BURLINGTON COUNTY—CODE C

Code/Locations	ATS Code
C03 Beverly City	0302
C04 Bordentown City	0303
C05 Bordentown Twp.	0304
C06 Burlington City	0305
C07 Burlington Twp.	0306
C08 Chesterfield Twp.	0307
C09 Cinnaminson Twp.	0308
C10 Delanco Twp.	0309
C11 Delran Twp.	0310

CODE C

(continued)

C12 Eastampton Twp.	0311
C13 Edgewater Park Twp.	0312
C14 Evesham Twp.	0313
C15 Fieldsboro Boro	0314
C16 Florence Twp.	0315
C17 Hainesport Twp.	0316
C18 Willingboro Twp.	0317
C19 Lumberton Twp.	0318
C20 Mansfield Twp.	0319
C21 Maple Shade Twp.	0320
C22 Medford Twp.	0321
C23 Medford Lakes Boro	0322
C24 Moorestown Twp.	0323
C25 Mount Holly Twp.	0324
C26 Mount Laurel Twp.	0325
C28 N. Hanover Twp.	0327
C29 Palmyra Boro	0328
C30 Pemberton Boro	0329
C31 Pemberton Twp.	0330
C32 Riverside Twp.	0331
C33 Riverdale Boro	0332
C34 Shamong Twp.	0333
C35 Southampton Twp.	0334
C36 Springfield Twp.	0335
C37 Tabernacle Twp.	0336
C38 Westampton Twp.	0338
C40 Woodland Twp.	0339
C42 Washington Twp.	0337
C62 Bass River Twp.	0301
Ct. sits in New Gretna Jt. Ct. of New Hanover Twp. Wrightstown Boro	0326
C95 Burlington Co. Dist. Ct.	
C96 Burlington Co. Ct.	
C97 Burlington Co. Juv. Ct.	

CAMDEN COUNTY—CODE D

Code/Locations	ATS Code
D02 Audubon Boro	0401
D03 Audubon Pk. Boro	0402
D04 Barrington Boro	0403
D05 Bellmawr Boro	0404
D06 Berlin Boro	0405
D07 Berlin Twp.	0406
D08 Brooklawn Boro	0407
D09 Camden City	0408
D10 Cherry Hill Twp.	0412
D11 Chesilhurst Boro	0409
D12 Clementon Boro	0410
D13 Collingswood Boro	0411
D15 Gibbsboro Boro	0413
D16 Gloucester City	0414
D17 Gloucester Twp.	0415
D18 Haddon Twp.	0416
D19 Haddonfield Boro	0417
D20 Haddon Hgts. Boro	0418
D21 Hi-Nella Boro	0419
D22 Laurel Springs Boro	0420
D23 Lawnside Boro	0421

CODE D

(continued)

D24 Lindenwood Boro	0422
D25 Magnolia Boro	0423
D26 Merchantville Boro	0424
D27 Mt. Ephraim Boro	0425
D28 Oaklyn Boro	0426
D29 Pennsauken Twp.	0427
D30 Pine Hill Boro	0428
D31 Pine Valley Boro	0429
D32 Runnemede Boro	0430
D33 Somerdale Boro	0431
D34 Stratford Boro	0432
D36 Voorhees Twp.	0434
D37 Waterford Twp.	0435
D38 Winslow Twp.	0436
D39 Woodlynne Boro	0437
D95 Camden Co. Dist. Ct.	
D96 Camden Co. Ct.	
D97 Camden Co. Juv. Ct.	

CAPE MAY COUNTY—CODE E

Code/Locations	ATS Code
E02 Avalon Boro	0501
E03 Cape May City	0502
E05 Cape May Point Boro	0503
E06 Dennis Twp.	0504
E07 Lower Twp.	0505
E08 Middle Twp.	0506
E09 N. Wildwood City	0507
E10 Ocean City	0508
E11 Sea Isle City	0509
E12 Stone Harbor Boro	0510
E13 Upper Twp.	0511
E15 W. Cape May Boro	0512
E16 W. Wildwood Boro	0513
E17 Wildwood City	0514
E18 Wildwood Crest Boro	0515
E19 Woodbine Boro	0516
E95 Cape May Co. Dist. Ct.	
E96 Cape May Co. Ct.	
E97 Cape May Co. Juv. Ct.	

CUMBERLAND COUNTY—
CODE F

Code/Locations	ATS Code
F02 Bridgeton City	0601
F04 Commercial Twp.	0602
F05 Deerfield Twp.	0603
F06 Downs Twp.	0604
F07 Fairfield Twp.	0605
F08 Greenwich Twp.	0606
F09 Hopewell Twp.	0607
F10 Lawrence Twp.	0608
F11 Maurice River Twp.	0609
F12 Millville City	0610
F16 Stow Creek/Shiloh	0612
F17 Upper Deerfield Twp.	0613
F18 Vineland City	0614
F95 Cumberland Co. Dist. Ct.	
F96 Cumberland Co. Ct.	
F97 Cumberland Co. Juv. Ct.	

ESSEX COUNTY—CODE G

Code Locations	ATS Code
G02 Belleville Twp.	0701
G03 Bloomfield Town	0702
G04 Caldwell Boro	0703
G05 Fairfield Twp.	0704
G06 Cedar Grove Twp.	0705
G07 E. Orange City	0706
G08 Essex Falls Boro	0707
G09 Glen Ridge Boro	0708
G10 Irvington Town	0709
G11 Livingston Twp.	0710
G12 Maplewood Twp.	0711
G13 Millburn Twp.	0712
G14 Montclair Town	0713
G21 Newark City	0714
G23 N. Caldwell Twp.	0715
G24 Nutley Town	0716
G25 Orange City	0717
G26 Roseland Boro	0718
G27 S. Orange Village	0719
G28 Verona Boro	0720
G29 W. Caldwell Boro	0721
G30 W. Orange Town	0722
G95 Essex Co. Dist. Ct.	
G96 Essex Co. Ct.	
G97 Essex Co. Juv. Ct.	

GLOUCESTER COUNTY—CODE H

Code Locations	ATS Code
H02 Clayton Boro	0801
H03 Deptford Twp.	0802
H04 E. Greenwich Twp.	0803
H05 Elk Twp.	0804
H06 Franklin Boro	0805
H08 Glassboro Twp.	0806
H09 Greenwich Twp.	0807
H10 Harrison Twp.	0808
H11 Logan Twp.	0809
H12 Mantua Twp.	0810
H13 Monroe Twp.	0811
H14 National Pk. Boro	0812
H15 Newfield Boro	0813
H16 Paulsboro Boro	0814
H17 Pitman Boro	0815
H18 S. Harrison Twp.	0816
H20 Washington Twp.	0818
H21 Wanona Boro	0819
H22 W. Deptford Twp.	0820
H23 Westville Boro	0821
H25 Woodbury City	0822
H26 Woodbury Hgts. Boro	0823
H27 Swedesboro Boro	0817
H28 Woolwich Twp.	0824
H95 Gloucester Co. Dist. Ct.	
H96 Gloucester Co. Ct.	
H97 Gloucester Co. Juv. Ct.	

HUDSON COUNTY—CODE J

Code Locations	ATS Code
J02 Bayonne City	0901
J03 E. Newark Boro	0902
J04 Guttenberg Town	0903
J05 Harrison Town	0904
J06 Hoboken City	0905
J09 Jersey City	0906
J12 Kearny Town	0907
J13 N. Bergen Twp.	0908
J14 Secaucus Town	0909
J15 Union City	0910
J16 Weehawken Twp.	0911
J17 W. New York Town	0912
J95 Hudson Co. Dist. Ct.	0990
J96 Hudson Co. Ct.	
J97 Hudson Co. Juv. Ct.	
J98 Hudson Co. Probation Dept.	

HUNTERDON COUNTY—CODE K

Code Locations	ATS Code
K03 Bethlehem/	1002
Bloomsbury/Hampton	
K10 Flemington Boro Mun.	1008
K15 High Bridge Boro	1014
K17 Kingwood Twp.	1016
K18 Lambertville City	1017
K19 Lebanon Boro	1018
K22 Raritan Twp.	1021
K23 Readington Twp.	1022
K24 Stockton Boro	1023
K25 W. Amwell Twp.	1026
K26 Union Twp.	1025
K28 Jt. Ct. of Alexandria	1020
Twp., Frenchtown Boro,	
Holland Twp., Millford	
Boro Ct. sits in Millford	
Boro	
K32 Jt. Ct. of Delaware	1008
Twp., E. Amwell Twp.	
Ct. sits in Ringoes	
K34 N. Hunterdon Ct. for	1008
Callon Boro, Clinton	
Town, Clinton Twp.,	
Franklin Twp., Glen	
Gardner Boro, Lebanon	
Twp., Tewksbury Twp.	
Ct. sits in Annandale	
K95 Hunterdon Co. Dist. Ct.	
K96 Hunterdon Co. Ct.	
K97 Hunterdon Co. Juv. Ct.	

MERCER COUNTY—CODE L

Code Locations	ATS Code
L02 E. Windsor Twp.	1101
L03 Ewing Twp.	1102
L04 Hamilton Twp.	1103
L05 Hightstown Boro	1104
L06 Hopewell Boro	1105
L07 Hopewell Twp.	1106

CODE L

(continued)

Code Locations	ATS Code
L08 Lawrence Twp.	1107
L10 Pennington Boro	1108
L11 Princeton Boro	1109
L12 Princeton Twp.	1110
L13 Trenton City	1111
L14 Washington Twp.	1112
L15 W. Windsor Twp.	1113
L95 Mercer Co. Dist. Ct.	
L96 Mercer Co. Ct.	
L97 Mercer Co. Juv. Ct.	

MIDDLESEX COUNTY—CODE M

Code Locations	ATS Code
M02 Carteret Boro	1201
M04 Cranbury Twp.	1202
M05 Dunellen Boro	1203
M06 E. Brunswick Twp.	1204
M07 Edison Twp.	1205
M08 Helmetta Boro	1206
M09 Highland Pk. Boro	1207
M10 Jamesburg Boro	1208
M11 Old Bridge Twp.	1209
M12 Metuchen Boro	1210
M13 Middlesex Boro	1211
M14 Milltown Boro	1212
M15 Monroe Twp.	1213
M16 New Brunswick City	1214
M17 N. Brunswick Twp.	1215
M18 Perth Amboy City	1216
M19 Piscataway Twp.	1217
M20 Plainsboro Twp.	1218
M21 Sayreville Boro	1219
M22 S. Amboy City	1220
M23 S. Brunswick Twp.	1221
M24 S. Plainfield Boro	1222
M25 South River Boro	1223
M26 Spotswood Boro	1224
M27 Woodbridge Twp.	1225
M95 Middlesex Co. Dist. Ct.	
M96 Middlesex Co. Ct.	
M97 Middlesex Co. Juv. Ct.	

MONMOUTH COUNTY—CODE N

Code Locations	ATS Code
N02 Allentown Boro	1301
N03 Allentown Boro	1302
N04 Asbury Pk. City	1303
N05 Colts Neck Twp.	1304
N06 Atlantic Highlands	1305
Boro	
N07 Avon-By-The-Sea Boro	1306
N08 Belmar Boro	1307
N10 Bradley Beach Boro	1308
N11 Brielle Boro	1309
N12 Deal Boro	1310
N13 Eatontown Boro	1311
N14 Englishtown Boro	1312
N15 Fair Haven Boro	1313
N16 Farmingdale Boro	1314

CODE N

(continued)

Code Locations	ATS Code
N17 Freehold Boro	1315
N18 Freehold Twp.	1316
N19 Highlands Boro	1317
N20 Holmdel Twp.	1318
N21 Howell Twp.	1319
N22 Interlaken Boro	1320
N23 Keansburg Boro	1321
N24 Keyport Boro	1322
N25 Little Silver Boro	1323
N26 Loch Arbour Village	1324
N27 Long Branch City	1325
N28 Manalapan Twp.	1326
N29 Manasquan Boro	1327
N30 Marlboro Twp.	1328
N31 Matawan Boro	1329
N32 Aberdeen Twp.	1330
N33 Middletown Twp.	1331
N34 Millstone Twp.	1332
N35 Monmouth Beach	1333
Boro	
N36 Neptune City Boro	1335
N37 Neptune Twp./Ocean	1334
Grove	
N38 Tinton Falls Boro	1336
N40 Ocean Twp.	1337
N42 Oceanport Boro	1338
N43 Hazlet Twp.	1339
N44 Red Bank Boro	1340
N45 Roosevelt Boro	1341
N46 Rumson Boro	1342
N47 Sea Bright Boro	1343
N48 Sea Girt Boro	1344
N49 Shrewsbury Boro	1345
N50 Shrewsbury Twp.	1346
N51 S. Belmar Boro	1347
N52 Spring Lake Boro	1348
N53 Spring Lake Hgts.	1349
Boro	
N54 Union Beach Boro	1350
N55 Upper Freehold Twp.	1351
N56 Wall Twp.	1352
N59 W. Long Branch Boro	1353
N95 Monmouth Co. Dist. Ct.	
N96 Monmouth Co. Ct.	
N97 Monmouth Co. Juv. Ct.	

MORRIS COUNTY—CODE P

Code Locations	ATS Code
P02 Boonton Town	1401
P03 Boonton Twp.	1402
P05 Butler Boro	1403
P06 Chatham Boro	1404
P07 Chatham Twp.	1405
P08 Chester Boro	1406
P09 Chester Twp.	1407
P10 Denville Twp.	1408
P11 Dover Town	1409
P12 E. Hanover Twp.	1410
P14 Florham Pk. Boro	1411
P15 Hanover Twp.	1412

CODE P
(continued)

P16	Harding Twp.	1413
P17	Jefferson Twp.	1414
P18	Kinnelon Boro	1415
P19	Lincoln Pk. Boro	1416
P21	Madison Boro	1417
P22	Mendham Boro	1418
P23	Mendham Twp.	1419
P25	Mine Hill Twp.	1420
P26	Montville Twp.	1421
P27	Monts Twp.	1422
P28	Monts Plains Boro	1423
P29	Montstown Town	1424
P30	Mountain Lakes Boro	1425
P31	Mt. Arlington Boro	1426
P33	Mt. Olive Twp.	1427
P35	Nelcong Boro	1428
P36	Parippany-Troy Hills Twp.	1429
P37	Long Hill Twp.	1430
P38	Pequanock Twp.	1431
P39	Randolph Twp.	1432
P40	Riverdale Boro	1433
P41	Rockaway Boro	1434
P42	Rockaway Twp.	1435
P43	Rocky Twp.	1436
P46	Victory Gardens Boro	1437
P47	Washington Twp.	1438
P48	Wharton Boro	1439
P95	Monts Co. Dist. Ct.	
P96	Monts Co. Ct.	
P97	Monts Co. Juv. Ct.	

OCEAN COUNTY—CODE Q

Code/Locations	ATS Code
Q01 Barnegat Twp.	1533
Q02 Barnegat Light Boro	1501
Q03 Bay Head Boro	1502
Q04 Beech Haven Boro	1503
Q05 Beachwood Boro	1504
Q06 Berkeley Twp.	1505
Q08 Brick Twp.	1506
Q10 Dover Twp.	1507
Q11 Eagleswood Twp.	1508
Q13 Harvey Cedars Boro	1509
Q14 Island Hgts. Boro	1510
Q15 Jackson Twp.	1511
Q16 Lacey Twp.	1512
Q17 Lakeland Boro	1513
Q19 Lakewood Twp.	1514
Q20 Lavelle Boro	1515

CODE Q
(continued)

Q33 Seaside Pk. Boro	1527
Q34 Ship Bottom Boro	1528
Q35 S. Toms River Boro	1529
Q36 Stafford Twp.	1530
Q37 Surf City Boro	1531
Q39 Tuckerton Boro	1532
Q40 Little Egg Harbor Twp.	1516
Q41 Ocean Twp.	1520
Q95 Ocean Co. Dist. Ct.	
Q96 Ocean Co. Ct.	
Q97 Ocean Co. Juv. Ct.	

PASSAIC COUNTY—CODE R

Code/Locations	ATS Code
R02 Bloomingdale Boro	1601
R03 Clifton City	1602
R04 Haledon Boro	1603
R05 Hawthorne Boro	1604
R06 Little Falls Twp.	1605
R07 N. Haledon Boro	1606
R08 Passaic City	1607
R09 Paterson City	1608
R10 Pompton Lakes Boro	1609
R11 Prospect Pk. Boro	1610
R12 Ringwood Boro	1611
R13 Totowa Boro	1612
R14 Wanaque Boro	1613
R15 Wayne Twp.	1614
R16 W. Milford Twp.	1615
R17 W. Paterson Boro	1616
R95 Passaic Co. Dist. Ct.	
R96 Passaic Co. Ct.	
R97 Passaic Co. Juv. Ct.	

SALEM COUNTY—CODE S

Code/Locations	ATS Code
S02 Alloway Twp.	1701
S03 Elmer Boro	1702
S04 Elsinboro Twp.	1703
S05 Lwr. Alloways Crk. Twp.	1704
S06 Pennsville Twp.	1705
S07 Mannington Twp.	1706
S08 Oldmans Twp.	1707
S09 Parris Grove Boro	1708
S10 Pilesgrove Twp.	1709
S11 Pittsgrove Twp.	1710
S12 Quinton Twp.	1711
S13 Salem City	1712

SOMERSET COUNTY—CODE T

Code/Locations	ATS Code
T03 Bedminster Twp.	1801
T04 Bernards Twp.	1802
T05 Bernardsville Boro	1803
T06 Bound Brook Boro	1804
T08 Branchburg Twp.	1805
T09 Bridgewater Twp.	1806
T10 Far Hills Boro	1807
T11 Franklin Twp.	1808
T12 Green Brook Twp.	1809
T13 Hillsborough Twp.	1810
T14 Manville Boro	1811
T15 Millstone Boro	1812
T16 Montgomery Twp.	1813
T17 N. Plainfield Boro	1814
T18 Peapack-Gladstone Boro	1815
T19 Raritan Boro	1816
T20 Rocky Hill Boro	1817
T21 Somerville Boro	1818
T22 S. Bound Brook Boro	1819
T23 Warren Twp.	1820
T24 Watchung Boro	1821
T95 Somerset Co. Dist. Ct.	
T96 Somerset Co. Ct.	
T97 Somerset Co. Juv. Ct.	

SUSSEX COUNTY—CODE V

Code/Locations	ATS Code
V02 Andover Twp.	1902
V04 Branchville Boro	1903
V05 Bynum Twp.	1904
V13 Hopatcong Boro	1912
V15 Montague Twp.	1914
V17 Newton Town	1915
V18 Ogdensburg Boro	1916
V19 Sandyston Twp.	1917
V20 Sparta Twp.	1918
V21 Stanhope Boro	1919
V23 Sussex Boro	1921
V24 Vernon Twp.	1922
V26 Wantage Twp.	1924
V28 Hamburg Boro	1909
V29 Hardyston Twp.	1911
V30 Franklin Boro	1906
V81 Jt. Ct. of Franklin Boro, Hamburg Boro, Hardyston Twp., Ct. sits in Franklin Boro	
V82 Jt. Ct. of Andover	1908

CODE V
(continued)

V95 Sussex Co. Dist. Ct.	
Walpack Twp.	
V96 Sussex Co. Ct.	
V97 Sussex Co. Juv. Ct.	

UNION COUNTY—CODE W

Code/Locations	ATS Code
W02 Berkely Hgts. Boro	2001
W03 Clark Twp.	2002
W04 Cranford Twp.	2003
W05 Elizabeth City	2004
W06 Fairwood Boro	2005
W07 Garwood Boro	2006
W08 Hillside Twp.	2007
W09 Kenilworth Boro	2008
W10 Linden City	2009
W11 Mountainside Boro	2010
W12 New Providence Boro	2011
W14 Plainfield City	2012
W15 Rahway City	2013
W16 Roselle Boro	2014
W17 Roselle Pk. Boro	2015
W18 Scotch Plains Twp.	2016
W19 Springfield Twp.	2017
W20 Summit City	2018
W21 Union Twp.	2019
W22 Westfield Town	2020
W23 Winfield Twp.	2021
W95 Union Co. Dist. Ct.	
W96 Union Co. Ct.	
W97 Union Co. Juv. Ct.	

WARREN COUNTY—CODE Y

Code/Locations	ATS Code
Y02 Allamuchy Twp.	2101
Y03 Alpha Boro	2102
Y04 Belvidere Town	2103
Y05 Blairstown Twp.	2104
Y06 Greenwich Twp.	2107
Y09 Hackensack Town	2108
Y10 N. Warren	2109
Y10 Frelinghuysen	2106
Y10 Hardwick	2109
Y10 Hope	2111
Y10 Liberty	2114
Y10 Pahaquarry	2118
Y11 Harmony Twp.	2119
Y15 Independence Twp.	2112
Y17 Knowlton Twp.	2113

CODE Y
(continued)
Y95 Warren Co. Dist. Ct.
Y96 Warren Co. Ct.
Y97 Warren Co. Juv. Ct.

OTHER COURT LOCATIONS
Code Location
X01 N.J. Supreme Ct.-Trenton
X02 N.J. Superior Ct.-Trenton
X03 U.S. Magistrate Ct.-
Browns Mills
X04 U.S. Magistrate Ct.-Oakhurst
X05 U.S. Magistrate Ct.-Newark
X06 U.S. Magistrate Ct.-Trenton
X07 U.S. Magistrate Ct.-
Atlantic City
X08 U.S. Magistrate Ct.-Camden

OTHER STATES	CODE
Alabama-AL	Z01
Alaska-AK	Z02
Arizona-AZ	Z03
Arkansas-AR	Z04
California-CA	Z05
Colorado-CO	Z06
Connecticut-CT	Z07
Delaware-DE	Z08
Dist. of Columbia-DC	Z09
Florida-FL	Z10
Georgia-GA	Z11
Hawaii-HI	Z12
Idaho-ID	Z13
Illinois-IL	Z14
Indiana-IN	Z15
Iowa-IA	Z16
Kansas-KS	Z17
Kentucky-KY	Z18
Louisiana-LA	Z19
Maine-ME	Z20
Maryland-MD	Z21
Maryland District Courts	
Annapolis	Z51
Hyattsville	Z52
Marlboro	Z53
Andrews Air Base	Z54
Baltimore	Z55
Hagerstown	Z56
Salisbury	Z57
Massachusetts-MA	Z22
Michigan-MI	Z23
Minnesota-MN	Z24
Mississippi-MS	Z25
Missouri-MO	Z26
Montana-MT	Z27
Nebraska-NE	Z28
Nevada-NV	Z29
New Hampshire-NH	Z30
New Mexico-NM	Z31
New York-NY	Z32
Bronx	Z91
Brooklyn	Z92

OTHER STATES (continued)	
Harlem	Z97
Manhattan	Z93
Queens	Z94
Richmond	Z95
Rochester	Z98
Suffolk County	Z96
N. Carolina-NC	Z33
N. Dakota-ND	Z34
Ohio-OH	Z35
Oklahoma-OK	Z36
Oregon-OR	Z37
Pennsylvania-PA	Z38
Philadelphia	Z58
Rhode Island-RI	Z39
S. Carolina-SC	Z40
S. Dakota-SD	Z41
Tennessee-TN	Z42
Texas-TX	Z43
Utah-UT	Z44
Vermont-VT	Z45
Virginia-VA	Z46
Washington-WA	Z47
W. Virginia-WV	Z48
Wisconsin-WI	Z49
Wyoming-WY	Z50

CANADIAN PROVINCES	CODE
Alberta	Z60
British Columbia	Z61
Manitoba	Z62
New Brunswick	Z63
Newfoundland	Z64
Northwest Territories	Z65
Nova Scotia	Z66
Ontario	Z67
Quebec	Z68
Prince Edward	Z69
Saskatchewan	Z70
Yukon Territory	Z71
Other Foreign Codes	Z80

Appendix E

Helpful Phone Numbers and Websites

State of New Jersey Motor Vehicle Commission (formerly the Division of Motor Vehicle Services; the name change reflects recent and on-going reorganization)

Website: www.state.nj.us/mvc

Suspension questions: (609) 292-7500

Traffic Ticket On-line Payment (must have a credit card)

Website: www.judiciary.state.nj.us/atswep/njmcdirectmain/

State of New Jersey Legislature

Website (for finding the text of New Jersey laws): www.njleg.state.nj.us

License Reinstatement Program (only for Essex County)

Phone: (973) 693-5765

The License Reinstatement Program is a demonstration project designed to help people who have suspended driver's licenses for non-payment of traffic violation fines and penalties in multiple Essex County municipal courts. The program allows individuals to consolidate and resolve all Essex County municipal court fines in a single court proceeding and obtain one affordable payment plan based on their ability to pay and income.

Numbers for Municipal and Superior Courts are on the pages that follow.

**CHILD SUPPORT ENFORCEMENT OFFICES
FOR COUNTY PROBATION DIVISIONS**

Atlantic
609 345-6700

Gloucester
856 853-3612

Ocean
1-888-670-3216

Bergen
201 646-3510

Hudson
201 217-5437

Passaic
973 247-8833

Burlington
609 518-2750

Hunterdon
908 237-5900

Salem
856 935-7510

Camden
856 379-2055

Mercer
877-655-4371, #5

Somerset
877-655-4371, #5

Cape May
609 456-1090

Middlesex
877-655-4371, #5

Sussex
973 579-0600

Cumberland
856 453-4600

Monmouth
732 677-4800

Union
908 659-3555

Essex
973 693-6400

Morris
973 656-3500

Warren
908 475-6935/6942

CRIMINAL DIVISION MANAGERS BY COUNTY

See Section H

<u>County</u>	<u>Phone No.</u>
Atlantic	609-645-5857
Bergen	201-646-3000
Burlington	609-518-2565
Camden	856-225-7138
Cape May	609-463-6554
Cumberland	856-453-4301
Essex County	973-693-5938
Gloucester	856-453-4301
Hudson	201-795-6704
Hunterdon	908-231-7600
Mercer	609-989-6790
Middlesex	732-981-3209
Monmouth	732-431-7728
Morris	973-656-4159
Ocean	732-929-2042
Passaic	973-247-8344
Salem	856-453-4301
Somerset	908-231-7600
Sussex	973-656-4177
Union	908-659-3372
Warren	908-231-7600

FAMILY DIVISION MANAGERS BY COUNTYSee Section D (Child Support) and
Section H (Juvenile Court Matters)

<u>County</u>	<u>Phone No.</u>
Atlantic	609-343-2266
Bergen	201-646-2750
Burlington	609-518-2645
Camden	856-225-7371
Cape May	609-463-6611
Cumberland	856-453-4580
Essex County	973-693-6667
Gloucester	856-453-4580
Hudson	201-795-6779
Hunterdon	908-231-7600
Mercer	609-989-6741
Middlesex	732-981-3295
Monmouth	732-431-7498
Morris	973-656-4307
Ocean	732-929-2042
Passaic	973-247-8459
Salem	856-453-4580
Somerset	908-231-7600
Sussex	973-656-4307
Union	908-659-3331
Warren	908-231-7600

NEW JERSEY MUNICIPAL COURTS

Municipal court contact information provided by the New Jersey Lawyers' Diary and Manual and used by permission.

Aberdeen	(732) 583-4200 x141, 142
Absecon	(609) 641-0663 x775
Alexandria	(908) 995-9100
Allamuchy	(908) 852-6667
Allendale	(201) 652-0699
Allenhurst	(732) 531-3217
Allentown	(609) 259-9206
Alpha	(908) 454-0088 x111
Alpine	(201) 768-6866
Andover	(973) 383-4280 x227
Andover	(908) 850-0991
Asbury Park	(732) 775-1765
Atlantic City	(609) 347-5560, 5470
Atlantic Highlands	(732) 291-3225
Audubon & Audobon Park	(856) 547-0712
Avalon	(609) 967-4457, 5916
Avon By The Sea	(732) 502-4515
Barnegat	(609) 698-0080
Barnegat Light	(609) 494-9196
Barrington	(856) 547-1550
Bass River	(609) 296-1410
Bay Head	(732) 892-4737
Bayonne	(201) 858-6918, 19, 20, 22
Beach Haven	(609) 492-4548
Beachwood	(732) 286-6000 x121
Bedminster	(908) 212-7020
Belleville	(973) 450-3319, 20
Bellmawr	(856) 931-1081
Belmar	(732) 681-3700
Belvidere	(908) 475-5331 x108
Bergen County	(201) 336-6222
Bergenfield	(201) 387-4055
Berkeley	(732) 240-6661
Berlin (Boro.)	(856) 767-1721
Berlin (Twp.)	(856) 767-2533 x2
Bernards	(908) 204-3035
Bernardsville	(908) 766-3000
Bethlehem	(908) 735-4559
Beverly	(609) 387-0061 x110, 111
Bloomfield	(973) 680-4078
Bloomsbury	(908) 735-4560
Bogota	(201) 342-1728
Boonton	(973) 402-4006
Boonton Town	(973) 402-9410 x620
Bordentown (City)	(609) 298-2448

Bordentown (Twp.)	(609) 298-2802
Bound Brook	(732) 356-0833 x640
Bradley Beach	(732) 776-2999 x22
Branchburg	(908) 526-1300 x127
Branchville	(973) 948-4047
Brick	(732) 262-1226
Bridgeton	(856) 451-7565
Bridgewater	(908) 725-6375
Brielle	(732) 223-0600
Brigantine	(609) 266-0440
Brooklawn	(856) 456-2427
Buena	(856) 697-1781
Buena Vista	(856) 697-3859
Burlington Twp.	(609) 239-5825
Burlington City	(609) 386-0200 x176, 177, 178
Butler	(973) 838-0559
Byram	(973) 347-3612
Caldwell	(973) 403-4630
Camden	(856) 757-7000
Cape May	(609) 884-9552
Cape May Point	(609) 884-1005 x4
Carlstadt	(201) 438-4306
Carneys Point Joint	(856) 299-1013
Carteret	(732) 541-3900
Cedar Grove	(973) 857-7948
Chatham	(973) 635-3205
Chatham Borough	(973) 635-5063
Cherry Hill	(856) 488-7850
Chesilhurst	(856) 767-1548
Chester Township	(908) 879-5100 x3
Chesterfield	(609) 298-5271
Cinnaminson	(856) 829-4027
Clark	(732) 381-5395
Clayton	(856) 881-8964
Clementon	(856) 783-6464
Cliffside Park	(201) 313-2018
Closter	(201) 784-0600
Collingswood	(856) 854-7535
Colts Neck	(732) 431-1799
Commercial	(856) 785-3100 x116
Corbin City	(609) 476-4340
Cranbury	(609) 799-0863
Cranford	(908) 709-7242
Cresskill	(201) 569-7636
Deal	(732) 531-1343

Deerfield	(856) 455-6142
Delanco	(856) 461-0181
Delaware	(908) 782-6856
Delran	(856) 461-3888
Demarest	(201) 768-1160
Dennis	(609) 861-9707
Denville	(973) 625-8300
Deptford	(856) 686-2230
Dover	(973) 366-2200 x137
Downe	(856) 447-3401
Dumont	(201) 387-5032, 33
Dunellen	(732) 968-3400
Eagleswood	(609) 296-1420
East Amwell	(908) 782-6855
East Brunswick	(732) 390-6915
East Greenwich	(856) 423-3010
East Hanover	(973) 887-1860
East Newark	(973) 483-7606
East Orange	(973) 266-5300
East Rutherford	(201) 438-0169
East Windsor	(609) 448-3228
Eastampton	(609) 267-5621
Eatontown	(732) 389-7612
Edgewater	(201) 943-1700 x3123
Edgewater Park	(609) 877-7645
Edison	(732) 248-7328
Egg Harbor City	(609) 965-0700
Egg Harbor Township	(609) 926-4196
Elizabeth	(908) 558-6800 x2
Elk	(856) 881-6631
Elmwood Park	(201) 797-6100
Elsinboro	(856) 935-1958
Emerson	(201) 262-6058
Englewood	(201) 569-0255
Englewood Cliffs	(201) 568-5047
Englishtown	(732) 446-4457
Essex Fells	(973) 228-6420
Estell Manor	(609) 476-4339
Evesham	(856) 983-2929
Ewing	(609) 883-2900
Fair Haven	(732) 747-0241 x214
Fair Lawn	(201) 794-5348
Fairfield (Cumberland)	(856) 453-3157
Fairfield (Essex)	(973) 882-2713, 15
Fairview	(201) 943-4368
Fanwood	(908) 322-6750
Far Hills	(908) 781-1911
Farmingdale	(732) 938-4078
Fieldsboro	(609) 298-1616
Flemington	(908) 782-5770

Florence	(609) 499-2222
Florham Park	(973) 410-324
Folsom	(609) 561-0711
Fort Lee	(201) 592-3500 x1509
Frankford	(973) 948-4045
Franklin (Gloucester)	(856) 694-1661, 2992
Franklin (Somerset)	(732) 873-2500
Franklin (Sussex)	(973) 827-9280 x107, 108
Franklin (Warren)	(908) 859-3355
Franklin Lakes	(201) 891-5480
Fredon	(908) 850-0992
Freehold (Boro.)	(732) 462-2444
Freehold (Twp.)	(732) 294-2150
Frenchtown	(908) 995-9102
Galloway	(609) 652-3700 x270
Garfield	(973) 478-6288, 340-2177
Garwood	(908) 789-0780
Gibbsboro	(856) 783-6655 x104
Gladstone	(908) 234-2256
Glassboro	(856) 881-0383
Glen Ridge	(973) 748-8116
Glen Rock	(201) 670-3950
Gloucester City	(856) 456-3958
Green	(908) 850-0990
Green Brook	(732) 968-1110
Greenwich (Cumberland)	(856) 453-1523
Greenwich (Gloucester)	(856) 423-0113
Greenwich (Warren)	(908) 859-0922
Guttenberg	(201) 868-3300, 3360
Hackensack	(201) 646-3971
Hackettstown	(908) 852-0688
Haddon	(856) 854-1176 x4140
Haddon Heights	(856) 547-2920
Haddonfield	(856) 429-4700 x214
Hainesport	(609) 267-6444 x3
Haledon	(973) 790-0500
Hamburg	(973) 209-4545
Hamilton (Atlantic)	(609) 625-6621 x504
Hamilton (Mercer)	(609) 581-4071
Hammonton	(609) 567-4322 x3
Hampton	(908) 850-0993
Hanover	(973) 428-2519
Harding	(973) 455-7104
Hardyston	(973) 823-7038
Harmony	(908) 859-3355
Harrington Park	(201) 768-0500
Harrison (Hudson)	(973) 268-2453
Harrison Twp. (Gloucester)	(856) 478-4049
Harvey Cedars	(609) 494-9026, 7213

Hasbrouck Heights	(201) 288-4004
Haworth	(201) 384-4883
Hawthorne	(973) 427-4767
Hazlet	(732) 264-2231
Helmetta	(732) 521-4946
Highland Park	(732) 777-6010
Highlands	(732) 872-1224 x217
Hightstown	(609) 490-5100
Hillsborough	(908) 369-3532
Hillsdale	(201) 666-4800
Hillside	(973) 926-1881
Hi-Nella	(856) 782-0860
Hoboken	(201) 420-2120
Ho-Ho-Kus	(201) 652-0699
Holland	(908) 995-9101
Holmdel	(732) 946-2820
Hopatcong	(973) 398-7553
Hopewell Twp.	(856) 453-1523
Howell	(732) 938-4848
Independence	(908) 637-6684
Island Heights	(732) 270-6161
Jackson	(732) 928-1205
Jamesburg	(732) 521-0614
Jamesburg	(732) 521-2222 x103
Jamesburg	(732) 521-2222 x104
Jefferson	(973) 208-6129
Jersey City	(201) 209-6700
Keansburg	(732) 787-0215
Kearny	(201) 955-7411
Kenilworth	(908) 276-1104
Keyport	(732) 739-5155
Kingwood	(908) 996-0799
Kinnelon	(973) 838-7644
Knowlton	(908) 496-4816 x12
Lacey	(609) 693-1100 x262
Lafayette	(973) 948-4046
Lake Como	(732) 681-8864
Lakehurst	(732) 657-4151
Lakewood	(732) 905-5988
Lambertville	(609) 397-1335
Laurel Springs	(856) 784-6688
Lavallette	(732) 830-1911
Lawnside	(856) 573-6209
Lawrence	(856) 447-3035
Lawrence	(609) 844-7159
Leonia	(201) 592-5780
Lincoln Park	(973) 694-6100
Linden	(908) 474-8429
Lindenwold	(856) 783-2121
Linwood	(609) 927-3110

Little Egg Harbor	(609) 296-7241 x300
Little Falls	(973) 256-2400
Little Ferry	(201) 440-2111
Little Silver	(732) 842-3881
Livingston	(973) 535-7970
Loch Arbour	(732) 531-5006
Lodi	(973) 365-4005 x450
Logan	(856) 467-3425
Long Beach	(609) 361-1000 x239
Long Branch	(732) 571-6500
Long Hill	(908) 647-8369
Longport	(609) 822-2147 x112
Lopatcong	(908) 859-3355
Lower	(609) 886-6040
Lower Alloways Creek	(856) 935-1957
Lumberton	(609) 267-3389
Lyndhurst	(201) 804-2457 x5
Madison	(973) 593-3026
Magnolia	(856) 784-7134
Mahwah	(201) 529-2862
Manalapan	(732) 446-6656
Manasquan	(732) 223-0600
Manchester	(732) 657-8121
Mansfield (Burlington)	(609) 298-0649
Mansfield (Warren)	(908) 689-7066 x118, 119
Mantoloking	(732) 899-6604
Mantua	(856) 468-3078
Manville	(908) 725-9478 x104
Maple Shade	(856) 779-9610
Maplewood	(973) 762-2839
Margate City	(609) 822-1998
Marlboro	(732) 536-0300
Matawan	(732) 290-2021
Maurice River	(856) 785-1120
Maywood	(201) 845-2900
Medford	(609) 654-8813
Medford Lakes	(609) 654-7589
Mendham Boro.	(973) 543-7526
Mendham Twp.	(973) 543-7527
Merchantville	(856) 662-7560
Metuchen	(732) 632-8505
Mid Salem County	(856) 769-2424
Middle	(609) 465-8729
Middlesex	(732) 356-4644
Middletown	(732) 615-2036
Midland Park	(201) 445-3838
Milford	(908) 995-9103
Millburn	(973) 564-7065
Millstone	(732) 873-2500
Millstone Twp.	(732) 446-6219

Milltown	(732) 247-3936
Millville	(856) 825-7000
Mine Hill	(973) 366-9031 x1
Monmouth Beach	(732) 229-2357
Monroe (Gloucester)	(856) 728-9800 x260, 261, 262
Monroe (Middlesex)	(732) 521-4020, 21
Montague	(973) 948-4045
Montclair	(973) 509-4774
Montgomery	(908) 359-8211
Montvale	(201) 391-5701
Montville	(973) 335-1022
Moonachie	(201) 641-5589
Moorestown	(856) 235-0922
Morris	(973) 326-7407
Morris Plains	(973) 538-4019
Morristown	(973) 292-6680
Mountain Lakes	(973) 386-5677
Mountainside	(908) 232-5335
Mt. Arlington	(973) 398-6832 x22
Mt. Ephraim	(856) 858-0075
Mt. Holly	(609) 845-1121
Mt. Laurel	(856) 234-0001, 2003, 2004
Mt. Olive	(973) 691-0900
Mullica	(609) 561-6696
National Park	(856) 845-1197
Neptune (Twp.)	(732) 988-5200 x287
Neptune City	(732) 775-1690
Netcong	(973) 347-0288
New Brunswick	(732) 745-5089
New Hanover	(609) 758-7172
New Milford	(201) 967-5646
New Providence	(908) 665-1454
Newfield	(856) 881-6631
Newton	(973) 383-3521 x236, 242
North Arlington	(201) 955-5656
North Bergen	(201) 392-2088
North Brunswick	(732) 247-0922 x425
North Caldwell	(973) 228-6421
North Haledon	(973) 4230232
North Hanover	(609) 758-2522
North Hunterdon	(908) 735-7775
North Plainfield	(908) 769-2265
North Warren	(908) 459-5800
North Wildwood	(609) 729-3818
Northfield	(609) 641-2832
Northvale	(201) 767-3330 x1011
Rockleigh	(201) 767-3330 x1012
Norwood	(201) 767-7207

Nutley	(973) 284-4945
Oakland	(201) 337-8140
Oaklyn	(856) 858-0074
Ocean	(732) 531-5005
Ocean City	(609) 525-9387
Ocean Gate	(732) 269-3166 x22
Oceanport	(732) 222-8222
Ogdensburg	(973) 827-3895
Old Bridge	(732) 721-5600
Old Tappan	(201) 664-1849 x234
Oradell	(201) 261-8601
Orange	(973) 266-4161
Oxford	(908) 475-4827
Palisades Interstate Park Police	(201) 768-8702, 03
Palisades Park	(201) 585-4115, 16
Palmyra	(856) 829-1763
Paramus	(201) 265-2100
Park Ridge	(201) 391-3717
Parsippany	(973) 263-4290, 91
Passaic	(973) 365-3975
Paterson	(973) 321-1515
Paulsboro	(856) 423-3888
Peapack	(908) 234-2255
Pemberton (Boro.)	(609) 894-9363
Pemberton (Twp.)	(609) 894-3337, 36, 38
Pennington	(609) 737-1016
Penns Grove	(856) 299-0098
Pennsauken	(856) 663-1403
Pennsville	(856) 678-8036
Pequannock	(973) 835-5700 x114, 134
Perth Amboy	(732) 442-6011
Phillipsburg	(908) 454-5500 x328
Pilesgrove Joint	(856) 769-1275
Pine Beach	(732) 349-6453
Pine Hill	(856) 783-2566
Pine Valley	(856) 783-7078
Piscataway	(732) 562-2330
Pitman	(856) 589-3144
Pittsgrove	(856) 358-2417 x5
Plainfield	(908) 753-3064
Plainsboro	(609) 799-0863
Pleasantville	(609) 484-3661
Plumsted	(609) 758-2241
Pohatcong	(908) 454-6425
Point Pleasant	(732) 899-1636
Point Pleasant Beach	(732) 892-1118
Pompton Lakes	(973) 835-0143 x236, 237
Port Republic	(609) 652-9321
Princeton (Twp.)	(609) 924-5042

Princeton Borough	(609) 497-7600
Prospect Park	(973) 790-7902 x527, 528
Rahway	(732) 827-2039
Ramsey	(201) 825-0988
Randolph	(973) 989-7054
Raritan (Hunterdon)	(908) 782-8818
Raritan (Somerset)	(908) 231-1303
Readington	(908) 534-2414
Red Bank	(732) 530-2716
Ridgefield	(201) 943-7155
Ridgefield Park	(201) 641-6403 x3
Ridgewood	(201) 670-5500 x501
Ringwood	(973) 962-6146
River Edge	(201) 599-6310
River Vale	(201) 664-2346
Riverdale	(973) 835-1013
Riverside	(856) 461-0466
Riverton	(856) 829-4027
Robbinsville	(609) 259-3522
Rochelle Park	(201) 556-1053
Rockaway (Boro.)	(973) 627-8718
Rockaway (Twp.)	(973) 627-9000
Rocky Hill	(609) 924-7943
Roosevelt Boro.	(732) 446-6220
Roseland	(973) 226-0641
Roselle	(908) 245-5588
Roselle Park	(908) 241-4631
Roxbury	(973) 448-2033, 34
Rumson	(732) 530-7131
Runnemede	(856) 939-5252
Rutherford	(201) 460-3030
Saddle Brook	(201) 843-7642
Saddle River	(201) 327-2132
Salem	(856) 935-1734
Sandyston	(973) 948-4045
Sayreville	(732) 525-5477 x222
Scotch Plains	(908) 322-6700 x216
Sea Bright	(973) 842-0043
Sea Girt	(732) 449-7913
Sea Isle	(609) 263-6101
Seaside Heights	(732) 830-2202
Seaside Park	(732) 793-5116
Secaucus	(201) 330-2065, 66
Shamong	(609) 268-2377 x6
Shiloh	(856) 453-1525
Ship Bottom	(609) 494-7213
Shrewsbury (Boro.)	(732) 842-2868
Shrewsbury (Twp.)	(732) 389-7612
Somerdale	(856) 783-0958
Somers Point	(609) 927-2951

Somerville	(908) 704-6991
South Amboy	(732) 525-5929
South Bound Brook	(732) 356-0258 x15
South Brunswick	(732) 329-4000 x7429
South Hackensack	(201) 440-1844
South Harrison	(856) 478-4049
South Orange	(973) 378-7805, 7790
South Plainfield	(908) 226-7651
South River	(732) 257-1233
South Toms River	(732) 349-1141
Southampton	(609) 859-2747
Sparta	(973) 729-3501
Spotswood	(732) 251-0700 x844
Spring Lake	(732) 449-6566
Spring Lake Heights	(732) 449-6566
Springfield (Burlington)	(609) 723-2465
Springfield (Union)	(973) 912-2278
Stafford	(609) 597-1000 x8540
Stanhope	(973) 347-4181
Stillwater	(973) 383-9393
Stockton	(908) 782-6857
Stone Harbor	(609) 368-2411, 0253
Stow Creek	(856) 453-1524
Stratford	(856) 783-1093
Summit	(908) 273-6166
Surf City	(609) 494-3984
Sussex	(973) 702-1638
Swedesboro	(856) 467-2424
Teaneck	(201) 837-4850
Tenaflly	(201) 568-6100 x5540
Teterboro	(201) 288-6215
Tinton Falls	(732) 542-3400
Toms River	(732) 797-3914 x7450
Totowa	(973) 956-1006, 05
Trenton	(609) 989-3700
Troy Hills	(973) 263-4290, 91
Tuckerton	(609) 296-2036
Union (Hunterdon)	(908) 735-7855 x15
Union (Union)	(908) 851-5400
Union Beach	(732) 264-9098
Union City	(201) 348-5763, 64, 65, 66
Upper	(609) 628-2015
Upper Deerfield	(856) 455-8722
Upper Freehold	(609) 758-0262, 91
Upper Saddle River	(201) 934-3972
Ventnor	(609) 823-7906
Vernon	(973) 764-4737
Verona	(973) 857-4774
Victory Gardens	(973) 366-5312

Vineland	(856) 794-4214
Voorhees	(856) 429-0770
Waldwick	(201) 652-5300 x222
Wall	(732) 449-4666, 50
Wallington	(973) 777-0318
Wanaque	(973) 839-3000
Wantage	(973) 875-7310
Warren	(908) 753-1225
Washington Twp. (Bergen County)	(201) 664-2488
Washington Twp. (Burlington County)	(609) 296-1411
Washington Twp. (Gloucester County)	(856) 589-0546
Washington Twp. (Morris County)	(908) 876-3852
Washington Twp. (Warren County)	(908) 689-7066
Washington Borough (Warren County)	(908) 689-3600 x127, 136
Watchung	(908) 757-1407
Waterford	(856) 768-2300 x4
Wayne	(973) 694-1800 x3212
Weehawken	(201) 319-6027, 28
Wenonah	(856) 468-0242
West Amwell	(609) 397-2027
West Caldwell	(973) 226-3373
West Cape May	(609) 884-1006 x5
West Deptford	(856) 845-4004 x116
West Long Branch	(732) 571-5990
West Milford	(973) 728-2750
West New York	(201) 295-5185
West Orange	(973) 325-4082
West Paterson	(973) 345-8100 x102
West Wildwood	(609) 522-4924
West Windsor	(609) 799-0915
Westampton	(609) 267-1895
Westfield	(908) 789-4060
Westville	(856) 456-0066
Westwood	(201) 666-8510
Weymouth Twp.	(609) 476-4338
Wharton	(973) 366-9031 x1
White	(908) 475-4827
Wildwood	(609) 522-4924
Wildwood Crest	(609) 522-1352
Willingboro	(609) 877-2200
Winfield	(908) 925-3937
Winslow	(609) 567-0700
Woodbine	(609) 861-2266
Woodbridge	(732) 636-6430

Woodbury	(856) 845-0691
Woodbury Heights	(856) 848-3256
Woodcliff Lake	(201) 391-8964
Woodland	(609) 726-9049
Wood-Ridge	(201) 933-1414
Woolwich	(856) 467-1555
Wrightstown	(609) 758-2523
Wyckoff	(201) 891-7000 x110, 111

Appendix F

Driver Improvement Course Locations

The attached list from the MVC indicates the locations of driver improvement courses and provides directions to each.



DIRECTIONS TO PROBATIONARY DRIVER AND DRIVER IMPROVEMENT SCHOOL SITES

Follow directions for the site listed on your Notice to Attend. **DO NOT** go to any other site.

Atlantic Cape Community College

From the North:

Garden State Parkway to Exit 38A (Atlantic City Expressway). At Exit 12, turn left. Turn right onto Rte. 322 West. College is 2 miles on the left. Make the U-turn.

From the East:

Rte 322 West (Black Horse Pike), or the Atlantic City Expressway to Exit 12. Turn left. Turn right on Rte. 322 West. College is 2 miles on the left. Make the U-turn.

From the West:

Rtes. 42 and 322 East, or the Atlantic City Expressway to Exit 12. Turn right on Rte. 322 West. College is 2 miles on the left. Make the U-turn.

Bergenfield High School

Rt. 4 to Hackensack Ave. (Riverside Square Mall) which becomes New Bridge Road. Follow to S. Prospect Ave. Left on Prospect Ave. to W. Clinton Ave. (Church of Good Shepherd), turn left on W. Clinton Ave. Parking is on Clinton Ave. side - entrance across from the Prospect Fire House.

Rutherford High School

Rt. 17 to Union Ave. Turn left on Hackensack St. Go under the bridge and turn right. Turn left on Orient Way. Turn right on East Passaic St., right on Homes Ave. Turn left on Elliot St. Park on street. Entrance is on Elliot St. side.

Camden County Vocational Technical School

PLEASE NOTE: School is located half-way between the White Horse and the Black Horse Pikes. No parking in circular area. You must park in the parking lot.

From Philadelphia

Take the Walt Whitman Bridge or the Ben Franklin Bridge to Route 42 South and follow signs for the Atlantic City Expressway. Take the Atlantic City Expressway and get off at the first exit (Exit #41-Route 689) for Gloucester Twp./ Winslow Twp. At the end of the ramp, turn left onto Berlin Cross Keys Road and proceed North. The school is 2 ½ miles on the left.

From North Jersey

Take 295 South to Route 42 South and follow the directions above.

From Atlantic City

Take the Atlantic City Expressway West to Exit 41, Route 689 which is Berlin Cross Keys Road. The sign will read "Gloucester Twp./Winslow Twp." At the end of the ramp, turn right onto Berlin-Cross Keys Road and proceed North. The school is 2 ½ miles on the left.

From Delaware

Take the NJ Turnpike to Exit 3, Bellmawr. Follow the Black Horse Pike South (Route 168) for approximately four miles to Blackwood. At the traffic light turn left onto Church Street. Proceed to the next traffic light and turn right onto Erial-New Brooklyn Road. Continue to Berlin Cross Keys Road and turn left. The school is ½ mile on the left.

Hunterdon Central High School

From the North:

Rte 31 South. Continue one-fourth mile after it intersects Rte. 523 to the school on the left.

From the South:

Rte. 31-202 North. Drive one mile north of the traffic circle on Rte. 31 to the school on the right.

MIDDLESEX COUNTY VOCATIONAL TECHNICAL SCHOOL

(East Brunswick Campus)

From Rte. 1:

Exit onto Rte. 18 South. Proceed 5 miles and turn right at traffic light onto Rues Lane (East Brunswick Square Mall & Macy's at intersection). School is less than 1/2 mile on right. (SEE NOTE BELOW)

From Interstate 287:

Exit 9 (Piscataway). Proceed onto Rte. 18 South. Continue about 5 miles and turn right onto John Lynch Bridge which is Rte. 18 South. You will cross Rte. 1. Follow directions from Rte. 1 Above.

From the New Jersey Turnpike:

Exit 9 (New Brunswick). From tollbooth, get onto Rte. 18 South and proceed about 4 miles. Turn right at traffic light onto Rues Lane. (East Brunswick Square Mall & Macy's is at intersection). School is less than 1/2 mile on right.

NOTE: Use nearest parking lot and enter building by Auditorium at the end of the school.

Morris Knolls High School

From Route 287 North:

Exit 41B(formerly Exit 37B). Stay in right lane on Rte.80 West and take Exit 42 (Cherry Hill Rd.). Make first right at Parsippany sign. Proceed to second traffic light and turn left onto Rte. 46 West (toward Dover). Stay on Rte 46 West for about 5 miles through Mountain Lakes and Denville. Proceed to Franklin Ave. and turn left. Go up hill, proceed for about 1/4 mile and turn left onto Knoll Drive to Morris Knolls High School. Park in first lot.

From Route 80 West:

Stay in right lane past Parsippany and take Exit 42 (Cherry Hill Rd.). Follow above directions.

From Route 280 West:

Go to end of Rte 280 West and merge into Rte. 80 West. Stay in right lane and take Exit 42 (Cherry Hill Rd.) Follow above directions.

From Route 10 West:

Pass Rte. 202, Rte. 53 and the Greystone Hospital exit. Turn right at the Exxon Station in Denville onto Franklin Rd. Follow Franklin Rd. to stop sign. Turn left and proceed about 1/2 mile, bear right to entrance of Morris Knolls High School. If you reach Rte. 46, you went too far. Turn right onto Knoll Drive. Park in first lot.

From the West:

Rte. 46 East to Denville and turn right onto Franklin Ave. Go up hill, proceed for about 1/4 mile and turn left onto Knoll Dr. to Morris Knolls High School. Park in first lot.

Neptune Academy of Allied Health & Science

From the West:

Rte. I-195 becomes Hwy 138 East. Follow 138 East to Rte. 18 North. Take 18 North to Exit 8 and follow signs to Neptune. Bear left on Exit to traffic light. Turn left onto Rte. 33 East (Corlies Ave.). Go 1 traffic light past the Jersey Shore Medical Center (on your left) and turn left onto Neptune Blvd. Continue past Neptune High School and turn left onto Heck Ave. Academy is the first building on the right.

From the North:

Rte. 18 South to Exit 8A - Rte. 33 East or Garden State Parkway to Exit 100B - Rte. 33 East. Follow previous directions from Rte. 33 East or take Highway 35 South to Corlies Ave. Turn right and proceed to Neptune Blvd and turn right.

From the South:

Rte. 18 North to Exit 8 - Rte. 33 East or Garden State Parkway to Exit 100 - Rte. 33 East. Follow above directions from Rte. 33 East or take Highway 35 North to Corlies Ave. and turn left and proceed to Neptune Blvd. and turn right.

North Plainfield High School

From the North:

Rte. 22 West to Wilson Ave. Exit (Carousel Diner on right and Acme market on left near exit). Take exit and cross over Rte. 22. Continue on Wilson Ave. for about 1 block, the High School is on the left.

From the South:

Garden State Parkway or New Jersey Turnpike to Rte. 287 North. Take Rte 287 North to Rte 22 East. Continue on Rte. 22 East for about 7 miles, take Exit for Wilson Ave/Harrison Ave., make a right onto Harrison Ave., then make first left onto Walnut St. Proceed on Walnut St. and make first right onto Wilson Ave. Continue on Wilson Ave. The High School is on the left.

Rancocas Valley Regional High School

From the North:

N.J. Turnpike to Exit 5, to Rte. 541 South. Follow Rte. 541 to Woodlane Rd. Take the jughandle to make a left onto Woodlane Rd. Proceed and then make a right onto Jacksonville Rd. The school is on the right.

From the South:

Rte. 38 to the Mt. Holly bypass and take the bypass to the end. Make a left onto Rte. 541. Proceed and make a right onto Woodlane Rd. and then make another right onto Jacksonville Rd. The school is on the right.

From Route 206:

Rte. 630 West (Turn at Slumberland Motel). Proceed for about 2 1/2 miles to Jacksonville Rd. (Shell Station) and turn left. School is on the right.

Sussex County Vocational Technical School

From Route 206:

Rte. 206 North through Newton and make a right onto Rte. 94 North. Proceed for about 5 miles to Rte. 15 and turn right at the traffic light. Proceed for about 1/2 mile and turn left at the Amoco Station onto Rte. 94 North. Continue on Rte. 94 for 1 1/2 miles, school is on right.

From Route 80:

Rte 80 to Exit 34B (Rte. 15 North). After the road becomes a one-lane highway, proceed for about 1 1/2 miles and make a right onto White Lake Road (at the Printing Center). Continue on White Lake Road for about 1 mile and turn left into school parking lot.

Toms River North High School

From the North:

Rte. 9 South to Rte. 571. Turn left onto Rte. 571 (Indian Head Rd.) and proceed to traffic light at Old Freehold Rd. Turn right onto Old Freehold Rd. Toms River North High School is immediately on the left.

From the South:

Garden State Parkway North to Exit 83. Proceed North on Rte. 9 for 1/4 mile to traffic light at Rte. 571. Turn right onto Rte 571 (Indian Head Rd.) and proceed to traffic light at Old Freehold Rd. Turn right onto Old Freehold Rd. The school is on the left.

From the East:

Rte. 549 South (Hooper Ave.) to Rte. 571 at Ocean County Mall. Turn right onto Rte. 571 and proceed to third traffic light at Old Freehold Rd. Turn left onto Old Freehold Rd. The school is immediately on the left.

From the West:

Rte. 37 to Toms River. Go to first traffic light East of the Parkway and take the jughandle for Rte. 166 North. Cross over Rte. 37 and proceed to traffic light. Bear right at the light onto Old Freehold Rd. Proceed about 1 mile. The school is on the right.

Trenton Vehicle Inspection Station

From the North:

Rte. 1 South, and pass Quakerbridge Rd Exit. Take exit for Quakerbridge Mall and pass over Rte. 1. Bear right and continue 1/4 mile. Turn right and continue 100 yards and turn right again. Continue another 100 yards and turn left. Follow signs to parking lot.

From the South:

I-295 North to Exit 67A. Take Rte. 1 North and go 1/4 mile and turn right at Grover's Mill Rd. Follow signs to parking lot.

From the West:

I-95 North to I-295 South. Take Exit 67 to Rte. 1 North. Continue 1/4 mile and turn right at Grover's Mill Rd. Follow signs to parking lot.

Vineland Developmental Center (East Campus)

From the North (Hammonton Area):

Rte. 54 to Buena where it becomes Wheat Rd. (Rte. 619). Continue on Wheat Rd. to Main Rd. (Rte. 555) and turn left. Proceed to intersection of Landis Ave. and turn left. Enter main entrance - first driveway on left. Follow signs to North Building and park in designated lot.

From the Rte. 55 (North or South):

Exit 32 (Vineland/Rosehayn). Take Vineland Exit and proceed on Landis Ave. (Rte. 56) through Business District. Go through intersection of Main Rd. (Rte. 555) and look for main entrance on left. Enter main entrance - first driveway on left. Follow signs to North Building and park in designated lot.

Wayne Driver Testing Center

PLEASE NOTE: Do not go to Wayne Regional Service Center on Rte. 23.

From the North:

Rte. 46 East to the sign for the inspection station. Take the U-turn and cross Rte. 46 to get on Rte. 46 West. Turn right between the Fountains of Wayne store and Ethan Allen furniture store (Galesi Drive).

From the South:

Garden State Parkway to Exit 153B (Rtes. 3 and 46) Rte. 3 West to Rte. 46 West for about 5 miles to the Fountains of Wayne (outdoor furniture store). Turn right between the Fountains of Wayne and Ethan Allen furniture store (Galesi Drive).

Note: The testing center is located 200 yards off the highway and is not visible from Rte. 46.

Morris Knolls High School

From Route 287 North:

Exit 41B(formerly Exit 37B). Stay in right lane on Rte.80 West and take Exit 42 (Cherry Hill Rd.). Make first right at Parsippany sign. Proceed to second traffic light and turn left onto Rte. 46 West (toward Dover). Stay on Rte 46 West for about 5 miles through Mountain Lakes and Denville. Proceed to Franklin Ave. and turn left. Go up hill, proceed for about 1/4 mile and turn left onto Knoll Drive to Morris Knolls High School. Park in first lot.

Neptune Academy of Allied Health & Science

From the West:

Rte. I-195 becomes Hwy 138 East. Follow 138 East to Rte. 18 North. Take 18 North to Exit 8 and follow signs to Neptune. Bear left on Exit to traffic light. Turn left onto Rte. 33 East (Corlies Ave.). Go 1 traffic light past the Jersey Shore Medical Center (on your left) and turn left onto Neptune Blvd. Continue past Neptune High School and turn left onto Heck Ave. Academy is the first building on the right.

From the North:

Rte. 18 South to Exit 8A - Rte. 33 East or Garden State Parkway to Exit 100B - Rte. 33 East. Follow previous directions from Rte. 33 East or take Highway 35 South to Corlies Ave. Turn right and proceed to Neptune Blvd and turn right.

From the South:

Rte. 18 North to Exit 8 - Rte. 33 East or Garden State Parkway to Exit 100 - Rte. 33 East. Follow above directions from Rte. 33 East or take Highway 35 North to Corlies Ave. and turn left and proceed to Neptune Blvd. and turn right.

Rancocas Valley Regional High School

From the North:

N.J. Turnpike to Exit 5, to Rte. 541 South. Follow Rte. 541 to Woodlane Rd. Take the jughandle to make a left onto Woodlane Rd. Proceed and then make a right onto Jacksonville Rd. The school is on the right.

From the South:

Rte. 38 to the Mt. Holly bypass and take the bypass to the end. Make a left onto Rte. 541. Proceed and make a right onto Woodlane Rd. and then make another right onto Jacksonville Rd. The school is on the right.

From Route 206:

Rte. 630 West (Turn at Slumberland Motel). Proceed for about 2 1/2 miles to Jacksonville Rd. (Shell Station) and turn left. School is on the right.

Appendix G

Tips on Re-Opening a Court Case

A driver can ask the court to re-open his case to modify or amend a suspension order for both discretionary and mandatory suspensions. However, the process is long and complicated; (typically taking at least a month to schedule the court date), and requires lots of preparation, so it's important to consider the costs and benefits before deciding to re-open the case.

Situations where re-opening a case would be recommended:

- **Mandatory Suspensions:**
 - Without benefit of counsel, driver pled guilty to charge(s) resulting in suspension
 - If the underlying facts do not support the suspension
 - e.g., suspension for failure to carry insurance, but driver did have insurance at the time.
- **Discretionary Suspensions:**
 - Suspension has created hardship (e.g., employment issues)

Situations where re-opening the case would NOT be recommended:

- A few weeks/months are remaining until the discretionary suspension runs its course.
- There are other suspensions that will prevent the re-opening to reinstate the license.
- The driver's life situation permits a suspended license.

Steps to Modify or Amend the Suspension Order:

1. Call the clerk

- Ask for the process for getting a closed matter re-opened.
- Get the name and phone number of the municipal court judge, and the prosecutor.
 - Note: If the clerk's instructions differ ours follow the clerk's instructions

2. Call the prosecutor (*prosecutor's consent will make your job much easier*)

- Explain the situation and your interest in re-opening the case.
- Focus on the sympathetic aspects of the story – particularly those that make it important that the driver get the license back *now* instead of several months from now. Be candid about the nature of the offense, and remember that you're essentially asking the prosecutor to do you a favor.
- If you think it will help, suggest that the driver would be willing to attend a state driver improvement program as a condition of his/her privileges being restored.
- Ask if you can inform the court that you have the prosecutor's consent in your motion.

3. Get the matter on the court's calendar

- Call the clerk again and request to be put on the court's calendar as soon as possible.
- Explain that you will be asking the court to amend a previous suspension order, and that you will submit a written request before the date of the hearing.

4. Write a letter to the judge (*a sample is provided on the following page*)

- The driver must send the letter, not the advocate, though the advocate may assist without engaging in the unauthorized practice of law, and may also send a letter of support.
- Body of letter:
 - State: (1) the offense, (2) the date of the adjudication, and (3) the amount of time remaining in the discretionary suspension.
 - Explain that matter has been put on the court schedule for the judge's consideration on such-and-such a date.

- Explain why an earlier end to the suspension is needed. The driver should provide all available sympathetic facts, including the driver's situation and lack of a criminal or traffic-violation history during suspension period (if this is true).
- Say if the prosecutor has consented to a reduction of the suspension period.
- State if the driver would attend a Driver Improvement Program (DIP) as a condition of privileges being restored (and pay the DIP's \$100 attendance fee).
- Explain that under the statute, the penalty you are requesting is permissible.
- Conclude by asking the Judge to re-open the case and amend the sentencing order to end the suspension on a specific earlier date.
- Send a "cc" copy of this letter to the Prosecutor.

5. Follow-up call

- A couple of days after the letter has been received
- Ask the clerk or administrative assistant whether the judge has read the letter.
- Ask if the judge actually wants the driver to appear, or if he or she would decide the matter based on the letter and issue an amended order without an appearance.
 - You may ask to talk to the judge directly, if that seems appropriate.
 - The judge may be willing to issue an order without your having to appear; after all, this saves the court time and saves the driver and advocate the trouble of traveling to and appearing before the judge.
 - If the judge issues an order "on the papers" (that is, based solely on a written submission), request that a copy of the order be sent to you. You will need this order to prove to the MVC that the suspension is ending early, in the event there is a delay or miscommunication between the court and the MVC.

6. Attend the court date

- If a court date is necessary, an advocate can (and should, if possible) accompany the driver to court on the assigned date.
- Bring a copy of the letter to the judge, and of any other information (e.g., a letter of good standing from a job training program, etc.) that will be helpful in making your case.
- The advocate should introduce him or herself and the client to the prosecutor before the appearance.
- The driver (rather than the advocate) should do as much of the talking as possible.
 - The goal is to convince for the court to be *more* lenient than it already was. (Remember that most judges will already think they have been very generous to the defendant.)
 - Once you're done speaking, the prosecutor will be given a chance to speak his/her piece. These "oral arguments" will take about five minutes – altogether. Then the judge will decide whether or not to grant the request for a shortened suspension.
- **NOTE: CHECK FOR OUTSTANDING WARRANTS BEFORE APPEARING IN COURT.** An appearance could result in arrest. Contact the court by phone to determine if there is an outstanding warrant and if so, how to get a warrant recalled. (Use Appendix A to learn how you can recall any warrants).

7. Be prepared to pay any fines

- Be prepared to pay any applicable fines on the day of the court appearance.
- The court is particularly unfriendly to individuals who come asking for special treatment but have not paid what they owe. If you can't pay the entire fine, you should at least have a substantial portion of it and agree to an installment plan for the rest.

May 28, 2008

The Honorable [Judge's name]
[Name of Municipality] Municipal Court
XXXX Street
[Municipality], New Jersey

Re: Summons # - 2006; Request to Re-Open and Modify Suspension Order

Dear Judge [Last Name]:

On July 13, 2006, I pleaded guilty to Driving While Intoxicated on the night of April 30, 2006, when I was arrested for that crime by the [Name of Municipality] Police. Pursuant to my guilty plea, you ordered that my driver's license be suspended for 12 months. You also ordered \$480 in fines, fees and costs, which I paid in full under a 6-month installment plan, and a 12-hour IDRC sentence, which I served on August 17, 2006. I write to ask Your Honor to re-open this case and amend your suspension order to end the suspension on or before February 21, 2007. At my request to your clerk, this matter has been scheduled for a hearing at 7:00 p.m. on Monday, January 27, 2007. The prosecutor, Mr. , has authorized me to inform you that he consents to this request.

I am currently a student in the Essex County Construction Careers Program; I will graduate on February 21. I have received positive feedback from my instructors and several tentative offers of employment once I get my union card. (A letter of reference from the director of the Program is enclosed.) However, as Your Honor may be aware, I cannot sit for the union exam without a valid driver's license. Waiting until my suspension ends on July 18 of this year will mean delaying the start of my new career and continuing to struggle to make ends meet and support my family, including my two daughters for whom I pay child support. I am currently on public assistance, and will continue to need that assistance until I can get a construction job.

I make no excuses for what I did. I drove while intoxicated and risked my own life and the lives of others by doing so. However, I note that this was my first such offense and, with the exception of a 1997 summons for reckless driving, my only traffic violation. Under N.J.S. 39:4-50, the court is obliged to suspend the license of a first-offender for "not less than seven months nor more than one year." Your Honor, in your discretion, sentenced me to the maximum suspension term. I now ask Your Honor to revisit and amend that ruling, reducing the suspension to a period that will permit me to restore my driving privileges on or before February 21, 2007.

Thank you very much for your consideration. Please contact me or , the director of the construction careers program, if you have any questions.

Sincerely,

cc: , Municipal Prosecutor

Appendix H

Sample Letter of Support

Attached is a sample letter of support from the staff of a training program to a municipal court judge. It is provided to give you an idea of what can be included in a support letter, and should not be copied word-for-word. Support letters should be on organizational letterhead where possible, and should be in proper business letter format. In general, when writing a letter of support, you should include the following:

1. Why you are writing: This can be a general statement (“I am writing to provide a character reference for Mr. John Smith”) and/or phrased as specific request (“I write to request that the Court consider Mr. John Smith’s request to reopen his court case” or “I am writing in support of John Smith’s application to this Court for a new installment agreement to pay off his outstanding court fines” or “I am writing to provide a character reference for John Smith, and to support his request for the Court’s assistance in regaining his driving privileges.”).
2. Who you are and how you know the person you are supporting: You should indicate the extent of your knowledge of the person (*e.g.*, you have known her for two years, since first serving as her job counselor, or she has been a student in the program you direct for the past three months, you have been her family’s pastor for ten years). If you know this person from a particular program, you may want to say something about the program, what students learn there, the kinds of jobs they get.
3. What you know about the person: The point of the letter is to say something to convince the judge that this person deserves the court’s assistance or leniency, that the person has shown evidence of good character, or rehabilitation, or responsibility. So, try to be specific in your comments. Don’t simply say, “I think Bill Simpson is good guy” but rather provide some description of why you think Bill Simpson is a good guy, *e.g.*, he has had exceptional attendance in our program, has considerably improved his skills, has done X to show his willingness to take on responsibility, has graduated from this program and achieved this certificate and has already received two job offers, has had trouble in the past but has shown in these ways how he is moving forward, etc.
4. Why the person needs his or her driver’s license: If you can, be specific about why regaining the driver’s license matters, for example, if there is a particular job opportunity available that requires a license. Do acknowledge, if you feel comfortable doing so, that this person understands and accepts his or her obligations to the court and is seeking to behave responsibly.
5. Remember to include your contact information.

May 28, 2008

The Honorable Judge Albert Jones
Bennigan Township Municipal Court
555 Main Street
Bennigan Township, NJ 00000

Dear Judge Jones:

I am writing to provide a character reference for Janice Wilson, and to support her request for the Court's assistance in regaining her driving privileges. This month, Ms. Wilson successfully completed our eight-week pre-apprenticeship program in excellent standing. The _____ program is geared to Newark residents who have not been in the workforce and seek to qualify for skilled union construction jobs. The course work and requirements are rigorous, including courses in Applied Math, Construction Basics, and Life Skills Development. Ms. Wilson's attendance and overall classroom demeanor during the program served as a model for other students to follow. In addition, she organized a tutoring class for students needing additional help, showing her initiative, her commitment to succeed and her concern for her fellow students. In my conversations with her, she has clearly indicated her desire to move forward with her life in a positive way, and, based on her behavior, and her leadership abilities, I believe that she can and will, if given the opportunity.

The construction apprenticeship positions for which Ms. Wilson has successfully trained, which will enable her to become financially self-sufficient, require not only a high school diploma or GED, which she has earned, but also a valid New Jersey driver's license. I am aware, as is Ms. Wilson, that she has obligations to this court that she must meet, and feel it is important that she address them. Because I believe that she is making her best effort to do so, I hope that this Court will use its discretion to assist her to become a productive and participatory member of our community.

If I can provide any additional information regarding Ms. Wilson or our program, please do not hesitate to contact me at XXXXXXXX.

Sincerely,

Bill Brown
Program Director

Appendix I

Tips for Avoiding Suspensions when Pleading Guilty

When the driver faces charges that carry a penalty of license suspension, it may be possible to plead guilty to lesser charges that do not carry suspension as a penalty. When pleading guilty to an offense, drivers should use the following table as a guide to avoid license suspension.

Offense Carrying License Suspension as Penalty	Possible Plea to Avoid Suspension
Driving while suspended <i>39:3-40</i>	A guilty plea to driving while suspended, but for a parking ticket (39:3-40(i)); or having an expired license (39:3-10a); or failure to exhibit a valid driver's license (39:3-29).
Unlicensed driver <i>39:3-10</i>	A guilty plea to having an expired license or failure to exhibit a driver's license.
Speeding (over 80-100mph) <i>39:4-98</i>	A guilty plea to a speeding offense, but with a reduction of the actual speed. Example: having the prosecutor amend an 86 mph in a 55 mph zone ticket to a 69/55.
Reckless driving (5 points) <i>39:4-96</i>	A guilty plea to either unsafe driving (39:4-97.2 = 0 points) -or- Careless driving (39:4-97 = 2 points).
Driving without insurance (mandatory 1 yr suspension) <i>39:6B-2</i>	A guilty plea to failure to exhibit a valid insurance card (39:3-29).
Driving while intoxicated <i>39:4-50</i>	For a first offense, if the driver's blood alcohol level is 0.08% but not more than 0.09%, the term of suspension may be reduced from 7 months to 3 months. If there are no blood alcohol readings available, but the driver is still found guilty of a first offense, your advocate may negotiate a 3 month suspension.
A moving violation that brings the driver's overall point total to 12 or above	A guilty plea to any statute that carries fewer points than the original ticket did and which bring the overall total to less than 12 points. See above for examples.

Appendix J

Essex County-Specific License Suspension Resources

There are two additional resources available for Essex County residents to aid in the license restoration process.

Essex County License Reinstatement Program (LRP)

The Program: The License Reinstatement Program is a project of the Essex Vicinage Superior Court which helps people with suspended licenses for non-payment of traffic violation fines and penalties in multiple Essex County municipal courts. The program allows individuals to consolidate and resolve all Essex County municipal court fines in a single court proceeding and obtain one affordable payment plan based on their ability to pay and income.

Eligibility: in order to qualify for LRP assistance you must have (1) a suspended license, due to (2) multiple fines and penalties in (3) Essex County municipal courts, and (4) some ability to comply with an agreed-upon payment plan.

To Apply: You can call the court program directly at (973) 693-5765; or complete the intake process by meeting with a license suspension representative at the Newark One Stop Career Center (990 Broad Street, Newark, NJ). Organizations interested in becoming Official Referral Partners for LRP should contact the NJ Institute for Social Justice for more information: (973) 624-9400, www.njisj.org.

ReLeSe: Newark Reentry Legal Services

The Program: ReLeSe, a legal services program of the Volunteer Lawyers for Justice, is designed to help individuals with criminal records address civil legal matters that are barriers to successful community reintegration. ReLeSe matches clients with volunteer attorneys to handle issues most commonly encountered by recently incarcerated individuals but not handled by existing legal services programs, including representation in license suspension matters. All assistance is provided free of charge.

Eligibility: Any low-income Newark (or Essex County) resident who has been incarcerated in jail or prison, or otherwise has a criminal record, is eligible for ReLeSe assistance, even if they require assistance with matters outside of Essex County.

To Apply: ReLeSe does not accept self-referrals. If you are in need of assistance, call (973) 645-0022 or email relese@vljnj.org to be referred to a partner organization which will screen you for eligibility. Organizations interested in becoming Official Referral Partners for ReLeSe should contact the office for more information.

