

INSTRUCTIONS FOR FILING NOTICE OF MOTION

Attached please find sample forms of a Notice of Motion, Certification, Proof of Service, and a blank form of Order (to be completed and signed by the Judge), to be used in connection with your matter.

Kindly return the completed Notice of Motion and Certification, together with the blank form of Order, with the required filing fee of \$15.00, to this Court for processing. Please make your check or money order payable to the SURROGATE OF HUDSON COUNTY. Upon our receipt of same, your documents will be stamped "Filed" and the matter will be scheduled for a hearing.

A copy of the completed Notice of Motion and Certification must be served upon all interested parties, if any, by regular mail and Certified Mail, Return Receipt Requested, at least sixteen (16) days before the date of the hearing. You must then attach copies of the Certified Mail receipts (the green cards) to the Proof of Mailing form, and return same to this Office.

***TILO E. RIVAS, SURROGATE
HUDSON COUNTY
ADMINISTRATIVE BUILDING
595 NEWARK AVENUE, ROOM 407
JERSEY CITY, NEW JERSEY 07306
(201) 795-6378***

NAME: _____
ADDRESS: _____
PHONE NO.: _____
EMAIL: _____

In the Matter of _____ : SUPERIOR COURT OF NEW JERSEY
: CHANCERY DIVISION: PROBATE PART
: HUDSON COUNTY
:
(Name of Case) _____ : Docket No.:
:
_____ : Civil Action

NOTICE OF MOTION

TO: (List Name(s) and Address(es) of interested parties to be served Notice)

PLEASE TAKE NOTICE that I shall move before the Honorable Mary K. Costello, P.J.Ch., at the Brennan Courthouse, 583 Newark Avenue, 2nd Floor, Jersey City, New Jersey, on _____, 20__, at ____ o'clock in the ____ noon, or as soon thereafter as counsel can be heard, for an Order granting the following *(insert relief sought in space below)*:

_____.

Should you have any objections to my application to the Court, you must appear before the Court on the above date and time.

Pursuant to 1:6-2, the undersigned hereby requests oral argument only in the event opposition is filed.

(Your Signature)

Date: _____

Via Regular Mail & Certified Mail, RRR

NAME: _____
ADDRESS: _____
PHONE NO.: _____

In the Matter of _____ : SUPERIOR COURT OF NEW JERSEY
: CHANCERY DIVISION: PROBATE PART
: HUDSON COUNTY

: (Name of Case) : Docket No.:
: _____ :
: Civil Action

CERTIFICATION

I, _____, the Pro Se Plaintiff in the above captioned matter, do hereby certify as follows (*Provide a BRIEF explanation as to the reason(s) you are bringing forth this court action and attach any supporting documents*):

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Date: _____

(Your Signature)

NAME: _____
ADDRESS: _____
PHONE NO.: _____

In the Matter of _____ : SUPERIOR COURT OF NEW JERSEY
: CHANCERY DIVISION: PROBATE PART
: HUDSON COUNTY

(Name of Case) : Docket No.:

: Civil Action

PROOF OF MAILING

I, _____, the Pro Se Plaintiff in the above captioned matter, do hereby certify as follows:

On _____ I mailed a copy of the Notice of Motion, Certification and all supporting documents, by certified mail, return receipt requested (copies of receipts are attached hereto), and by regular mail to the following parties (*List Name(s) and Address(es) of interested parties to be served Notice*):

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Date: _____

(Your Signature)

NAME: _____
ADDRESS: _____
PHONE NO.: _____

In the Matter of _____ : SUPERIOR COURT OF NEW JERSEY
: CHANCERY DIVISION: PROBATE PART
: HUDSON COUNTY

(Name of Case) : Docket No.:

: Civil Action

ORDER

THIS matter being brought before the Court by Pro Se Plaintiff, and the Court having reviewed this paperwork filed in this matter, and for good cause having been shown;

It is on this _____ day of _____, 20__;

ORDERED that

_____;

and

It is further ORDERED that a copy of the within Order shall be served upon all interested parties within _____ days of the receipt of the same by plaintiff.

P.J.Ch.