

**SUPERIOR COURT OF NEW JERSEY
CIVIL DIVISION
1201 BACHARACH BLVD.
ATLANTIC CITY, NJ 08401**

{HYPERLINK "http://www.judiciray.state.nj.us" }

TO: LEVAQUIN COUNSEL
FROM: JILL SOLIMANI, TEAM LEADER
SUBJECT: ADMINISTRATIVE GUIDELINES
DATE: JULY 15, 2009

I would like to take this opportunity to provide some administrative guidelines to facilitate efficient processing of documents and inquiries through this court. Following these guidelines will assist the case management team to allow the most effective case management possible.

- 1. Always follow all docket numbers with the "MT" designation.** Failure to do so can cause ambiguity in the filing and/or routing of documents. Complaints and answers must include a case information statement. All documents must include original signatures. The master docket number, ATL-L-2358-09MT, shall be indicated on all filings that apply to all cases.
- 2. Per order dated June 25, 2009, Venue rules(R 4:3-2) have been supplemented and relaxed requiring the filing of all future complaints in Atlantic County.**
- 3. Please set up charge accounts with Superior Court of New Jersey.** If your firm does not currently have an account, please contact: *Sonya Pagan, Division of Finance (609)633-8643 to set up a Collateral Account.*

Until a collateral account is set up, if a check is submitted, please use one check for up to ten documents indicating all applicable docket numbers. Individual checks delay processing of documents through the court.

- 4. When sending multiple filings only one envelope or box is needed.**
- 5. Please provide a copy of the complaint, a signed CIS (Case Information Statement) and an adequate size return envelope to allow for the return of a filed, stamped copy of your document.**
- 6. MOTIONS:**
 - a.** If a motion is filed applying to all cases, an individual listing of docket numbers is not necessary. Only the indication of the Case type number 286 is required. The master docket number, ATL-L-2358-09MT, shall be indicated on all filings that apply to all cases.
 - b.** If identical motions are being filed on only a portion of cases, only one motion package indicating all applicable docket numbers is required. There must be an order attached for each of the applicable cases. The orders must include the individual case captions, docket numbers and fees.
 - c.** This includes pro hac vice motions.
 - d.** If an identical motion is being filed on **all** cases, the fee is \$30.00; if the motion applies to only a portion of cases \$30.00 will be charged for each case.
 - e.** Only one copy of motions is required.
 - f.** All orders and supporting decisions will be posted on our website.

If thru the course of case management of these cases you have any additional suggestions, please do not hesitate to contact us at (609) 343-2304. Any inquiries may be addressed to myself or any of my team members.