



THE SUPERIOR COURT OF NEW JERSEY

Law Division, Special Civil Part

SMALL CLAIMS SUMMONS

YOU ARE BEING SUED!

IF YOU WANT THE COURT TO HEAR YOUR SIDE OF THIS CASE, YOU MUST APPEAR IN COURT. IF YOU DO NOT, THE COURT MAY RULE AGAINST YOU. READ ALL OF THIS PAGE AND THE NEXT PAGE FOR DETAILS.

In the attached complaint, the person suing you (who is called *the plaintiff*) briefly tells the court his or her version of the facts of the case and how much money he or she claims you owe. **You are cautioned that if you do not come to court on the trial date to answer the complaint, you may lose the case automatically**, and the court may give the plaintiff what the plaintiff is asking for, plus interest and court costs. If a judgment is entered against you, a Special Civil Part Officer may seize your money, wages or personal property to pay all or part of the judgment and the judgment is valid for 20 years.

You can do one or more of the following things:

1. *Come to court to answer the complaint.* You do not have to file a written answer, but if you dispute the complaint and want the court to hear your side of the case, you must appear in court on the date and at the time noted on the next page.

AND/OR

2. *Resolve the dispute.* You may wish to contact the plaintiff's lawyer, or the plaintiff if the plaintiff does not have a lawyer, to resolve this dispute. **You do not have to do this unless you want to.** This may avoid the entry of a judgment and the plaintiff may agree to accept payment arrangements, which is something that cannot be forced by the court. You will have to appear in court on the trial date unless a written agreement is reached and filed with the court.

AND/OR

3. *Get a lawyer.* If you cannot afford to pay for a lawyer, free legal advice may be available by contacting Legal Services at _____. If you can afford to pay a lawyer but do not know one, you may call the Lawyer Referral Services of your local county Bar Association at _____.

If you need an interpreter or an accommodation for a disability, you must notify the court immediately.

La traducción al español se encuentra al dorso de esta página.

Clerk of the Special Civil Part

SMALL CLAIMS SUMMONS AND RETURN OF SERVICE -PAGE 2

Plaintiff or Plaintiff's Attorney Information:

Name: _____

Address: _____

Telephone No.: _____

_____, **Plaintiff(s)**

versus

_____, **Defendant(s)**

Superior Court of New Jersey
Law Division, Special Civil Part

_____ County

Address: _____

Telephone No.: _____

Docket Number: _____

(to be provided by the court)

Civil Action

SUMMONS

Defendant Information:

(Check one): Contract or Tort

Name: _____

Address: _____

Telephone No.: _____

Demand Amount: \$ _____

Filing Fee: \$ _____

Service Fee: \$ _____

Attorney's Fees \$ _____

Total: \$ _____

YOU MUST APPEAR IN COURT ON THIS DATE AND TIME: _____
at _____ **a.m./p.m., OR THE COURT MAY RULE AGAINST YOU. REPORT TO:**

RETURN OF SERVICE (FOR COURT USE ONLY)

Court Officer's Return of Service

If served by Court Officer:

Docket Number: _____

Date: _____ Time: _____ WM ___ WF ___ BM ___ BF ___ OTHER ___

HT. ___ WT. ___ AGE ___ HAIR ___ MUSTACHE ___ BEARD ___ GLASSES ___

NAME: _____ RELATIONSHIP: _____

Description of Premises _____

I hereby certify the above return to be true and accurate:

_____ Court Officer

If served by mail:

Certification of Mailing

I, _____ hereby certify that on

_____ I mailed a copy of the
within summons and complaint by regular and
certified mail-return receipt requested

_____ Employee Signature