



## Incarcerated Defendant Request for Relief Form

This form is for use by unrepresented defendants incarcerated in a New Jersey State or County correctional facility who are asking that a Municipal Court grant relief or in some way modify the status of the defendant's case. **Send this form *only* to the particular Municipal Court that has jurisdiction over the matter(s) in question.** When submitting this completed form to that Municipal Court, you must enclose the original, for the court's use, and one copy, for the Municipal Prosecutor. Please also retain a copy for your records.

The Rules of Court (Rule 7:7-2(d)) require that the Municipal Court respond to a request for relief submitted by an unrepresented incarcerated defendant using this form within 45 days of receipt of the completed form. If at the end of 45 days after submitting the form you have not received a response from the Municipal Court (taking into account mail delivery times), you may seek further relief from the Municipal Presiding Judge of the county within which the particular Municipal Court is located. The addresses for the Municipal Presiding Judges are included on page 3 of this form. When seeking such further relief from the Municipal Presiding Judge, please include a copy of the completed form that you earlier submitted to the particular Municipal Court requesting relief.

<b>Requestor Information</b>			
Name			
AKA (Also Known As)	Date of Birth	U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No	
Correctional Institution: Name and Address	Inmate Number		
	Projected Release Date		
Home Address (or expected address after release)			
<b>Complaint(s) Information</b>			
Provide as much information as possible to enable the court to identify the complaint(s)			
<input type="checkbox"/> I am not represented by an attorney on any of the following charges.			
Complaint Number(s)	Date of Offense	Charges	Date of Conviction (if appropriate)

Additional page(s) attached if needed.

**Municipal Incarcerated Defendant Request for Relief Form**

**Relief Sought** (check all that apply)

- I wish to apply for a municipal public defender.
- I request that my warrant be recalled.  
(cite reason) \_\_\_\_\_  
\_\_\_\_\_
- I request that my bail amount/conditions of release be modified.  
(cite reason) \_\_\_\_\_  
\_\_\_\_\_
- I request that the fines/penalties I owe be converted to jail time.  
(cite reason) \_\_\_\_\_  
\_\_\_\_\_
- I request that the court grant me credit for time served.  
(cite reason) \_\_\_\_\_  
\_\_\_\_\_
- I request that all or a portion of the monies I owe be vacated.  
(cite reason) \_\_\_\_\_  
\_\_\_\_\_
- Other relief sought (describe)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- I would like my matter(s) scheduled for a court hearing.  
\_\_\_\_\_
- Additional page(s) attached if needed.

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

\_\_\_\_\_  
Requestor's Signature

**For Court Use Only**

Date Received: \_\_\_\_\_ Explanation: \_\_\_\_\_  
Granted:  \_\_\_\_\_  
Partially Granted:  \_\_\_\_\_  
Denied:  \_\_\_\_\_

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Judge's Signature



## Vicinage Municipal Presiding Judges

(for Further Relief if No Response to the Completed Form Received within 45 Days)

As indicated on page 1 of this form, if the Municipal Court to which you submit this completed form does not respond within 45 days, under the Court Rules you may seek further relief from the Municipal Presiding Judge who oversees that and the other Municipal Courts in the county. The addresses of the Municipal Presiding Judges by county/counties are as follows. (Reminder: Initial submission of the completed forms does not go to the Municipal Presiding Judge, but rather to the particular Municipal Court having jurisdiction over the matter(s).)

### Atlantic/Cape May Vicinage

Municipal Presiding Judge  
Mays Landing Criminal Courts Complex  
4997 Unami Boulevard  
Mays Landing, NJ 08330

### Bergen Vicinage

Municipal Presiding Judge  
Bergen County Justice Center  
10 Main Street, Suite 309  
Hackensack, NJ 07601

### Burlington Vicinage

Municipal Presiding Judge  
Burlington County Courts Facility  
49 Rancocas Road  
Mount Holly, New Jersey 08060

### Camden Vicinage

Municipal Presiding Judge  
6 Executive Campus  
Suite 300  
Cherry Hill, NJ 08002

### Essex Vicinage

Municipal Presiding Judge  
Essex County Veterans Courthouse  
50 West Market Street  
Newark, New Jersey 07102

### Hudson Vicinage

Municipal Presiding Judge  
Administration Building  
595 Newark Ave. – Rm. 406  
Jersey City, NJ 07306

### Mercer Vicinage

Municipal Presiding Judge  
Mercer County Courthouse  
209 South Broad Street  
Trenton, NJ 08650

### Middlesex Vicinage

Municipal Presiding Judge  
Middlesex County Courthouse  
56 Paterson Street  
New Brunswick, NJ 08903

### Monmouth Vicinage

Municipal Presiding Judge  
Monmouth County Courthouse  
71 Monument Park – Rm. 322 S  
Freehold, NJ 07728

### Morris/Sussex Vicinage

Municipal Presiding Judge  
Morris County Courthouse  
Washington & Court Streets  
Morristown, NJ 07963

### Ocean Vicinage

Municipal Presiding Judge  
Ocean County Justice Complex  
120 Hooper Ave  
Toms River, NJ 08754

### Passaic Vicinage

Municipal Presiding Judge  
Passaic County Courthouse  
77 Hamilton Street – Room 648  
Paterson, NJ 07505

### Union Vicinage

Municipal Presiding Judge  
Union County Courthouse  
2 Broad Street  
Elizabeth, NJ 07207

### Somerset/Hunterdon/Warren Vicinage

Municipal Presiding Judge  
Somerset County Courthouse  
20 North Bridge Street  
Somerville, NJ 08876

### Gloucester/Cumberland/Salem Vicinage

Municipal Presiding Judge  
Municipal Division Office  
19 North Broad Street  
Woodbury, NJ 08096