



# INSTRUCTIONS FOR OBTAINING SURROGATES' JUDICIARY RECORDS

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**NOTE:** This form should not be used to request transcripts of court proceedings. Ask court staff for information about obtaining transcripts.

- 1.** Complete Parts A (optional), B, and C of this form, and deliver it during regular business hours to the Surrogate's office. For mail or fax requests, first contact the Surrogate's office. A directory of Surrogates' offices statewide is available at [www.njcourts.com](http://www.njcourts.com).
- 2.** If your request is for physical inspection of a court file or document rather than a photocopy, you will be asked to provide a government issued identification (for example, a driver's license). If you do not provide such identification, your access to the records may be delayed until court staff is available to monitor your inspection of the records.
- 3.** The fees for duplication of Judiciary records in printed/paper form are listed on the front of this form. Payment may be in the form prescribed by and to the payee identified by the Surrogate's office in the county where the records are located. The \$3 per page copy fee will be charged when Surrogate's office staff make the copy. There is no charge imposed for copies made by members of the public using their own equipment. When members of the public make copies at self-service equipment (*e.g.*, photocopier, microfiche) available for such purpose, the actual cost of using the equipment will be charged.
- 4.** You may be charged a 50% deposit when a request for copies is estimated to exceed \$50. The record custodian will advise you of any deposit requirements.
- 5.** The record custodian will notify you that he or she grants or denies a request for access to a Judiciary record. In most cases, access to a record stored on-site can be provided the same day. If the record is not readily available, or is stored off-site, the custodian will advise you within three business days when the record will be made available, and the estimated cost for providing the record to you.
- 6.** You may be denied immediate access to court records if your request will substantially disrupt court operations.
- 7.** If the Surrogate's office is unable to comply with your request for access to a Judiciary record, the custodian will state the reasons on the request form and send you a signed and dated copy.
- 8.** Information provided on this form may be subject to disclosure under Rules Governing the Courts of the State of New Jersey, *Rule 1:38*.