

**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***

**YOU MUST CONTACT THE COURT AT (201) 748-4400 EXT. 60424 AT LEAST  
72 HOURS PRIOR TO THE HEARING DATE TO CONFIRM THE TIME YOU  
ARE REQUIRED TO APPEAR**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE NO.: \_\_\_\_\_

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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 Marybeth Rogers, J.S.C., at the Brennan Courthouse, 583 Newark Avenue, Fourth Floor, Jersey City, New Jersey, on \_\_\_\_\_, 20\_\_, **at a time to be determined by the Court**, 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

**YOU MUST CONTACT THE COURT AT (201) 795-6677 AT LEAST 72 HOURS PRIOR TO THE HEARING DATE TO CONFIRM THE TIME YOU ARE REQUIRED TO APPEAR**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE NO.: \_\_\_\_\_

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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.: \_\_\_\_\_

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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.: \_\_\_\_\_

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

\_\_\_\_\_  
J.S.C.