

# Docketing C Uniform Docket Numbers & Statistics for Family Division

Directive #16-83

June 29, 1984

Directive #14-83

Issued by:

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Administrative Director

At the Family Division Case Managers meeting held on June 20, 1984, there was a consensus among the Case Managers that it would be easier to implement the docket numbering system if docket numbers would reflect the court year, rather than the calendar year. In that manner the number of cases docketed in a given year would be the same as the number of cases counted statistically in that year. Therefore the number "85" should appear in all docket numbers for complaints filed from July 1, 1984 through June 30, 1985. Thus, the Family Division docket numbers will have the following configuration beginning on July 1, 1984:

F

-	-	-	-	-
Type of Case Code	County Code	Sequential Number of Case	Court Year	Regional Team Leader

Following are some examples:

FJ-01-1-85-A (First juvenile delinquency matter in Atlantic County on July 1, 1984. It is assigned to Team A.)

FJ-01-2-85-B (Second juvenile delinquency matter in Atlantic County on July 1, 1984. It is assigned to Team B.)

FA-01-1-85-A (First adoption matter in Atlantic County on July 1, 1984. It is assigned to Team A.)

You will note that the docket number includes as its last digit a letter to indicate the regional team to which the case has been referred. A letter of the alphabet should be assigned by the case manager to each regional team within the vicinage and this letter should be used in the docket number of every case assigned to that regional team. The sequential numbers within the docket numbers should start with "1" for each case type (J, D, M, etc.) and continue sequentially despite the fact that two consecutive numbers in the sequence may be assigned to different regional teams.

### Transferred Matters

When a case is received from another state, county, or court within the county, it should be assigned a new docket number by the receiving county. Statistically, the transferring county or court should close the case out and indicate the fact that the case was disposed of in its statistics. The receiving county or court should add the case to its statistics and when the case is disposed of, indicate same in its own statistics.

### Criminal and Quasi-Criminal Actions

Those actions which are criminal or quasi-criminal [R. 5:1-29c] should be given a case code of "O.@"

Example: (First interference with custody action in Camden County FO-04-1-85-B on or after July 1, 1984. It is assigned to Team B.)

Note that the Family Division has original jurisdiction over some criminal matters (*i.e.*, interference with custody and willful non-support) and obtains jurisdiction by transfer over other of these matters. Those criminal actions over which the Family Division has original jurisdiction should be docketed in the Family Division and given a case code of "O." They should also be counted statistically in the Family Division. Those criminal matters over which the Criminal Division has original jurisdiction should be docketed in the Criminal Division and counted statistically in the Criminal Division. Upon transfer of Criminal Division cases to the Family Division, these cases should be closed out statistically by the Criminal Division and given a new (Family Division) docket number with a case code of "O.@ Statistically, these cases would then be counted in the Family Division.

#### Cases Prior to July 1, 1984

When those cases which were docketed prior to July 1, 1984 come before the court for modification after July 1, 1984, the old docket number should be converted using the format of the new docketing system.

For example, when D-003-83 (the third Middlesex County support complaint) comes up for modification, it would be converted into: FD-12-3-83-[regional team letter].

You will note that the docket number should reflect the year which is indicated in the old docket number, not the court year in which the case has come up for modification. These modifications should not be counted statistically on the monthly clerk's reports. The sole purpose of converting these docket numbers at the time of modification is to conform old docket numbers to the new system as they come back into the system.

For those counties which do not have direct filing for dissolution cases the docket numbers for dissolution (formerly matrimonial cases) will be assigned by the Superior Court Clerk's Office in Trenton and will have the following configuration:

FM \_\_\_\_\_ -  
Sequential Number of Case Regional Team Leader

#### Child Placement Review

The "Child Placement Review Profile" now incorporates the docket number to identify the case rather than an AOC number. The first child placement review matter docketed in each county on July 1, 1984 should be given the sequential number "1" and court year "85," as is the procedure for all other types of cases docketed on July 1.

Example:

FC-03-1-85-A (First child placement review matter in Burlington County on July 1, 1985. It is assigned to Team A.)

There is one final reminder: All new complaints should be assigned a new docket number, without regard to whether the case is ultimately diverted or heard by the court.

## EDITOR-S NOTE

The retained portions of these two directives have been combined.

In #16-83, the first, third and final paragraphs, referring to the prior directive and the proposed development of a standard docket book, have been deleted. The Automated system has replaced the docket book. The portion of the directive dealing with a separate paternity case code has been deleted because that case code had been abolished in 1986 on the recommendation of a subcommittee of Family Division Managers. Memorandum of the Administrative Director, December 5, 1986. The portion dealing with criminal and *quasi*-criminal actions has been modified to delete the reference to the AFamily Part Supplemental Report@in the last sentence. The AFamily Part Supplemental Report@was eliminated with the revision of the Family Division statistical reports on October 1, 1986.

Only two paragraphs of #14-83 have been retained, the paragraph explaining the designation of a regional team and the paragraph dealing with the assignment of docket numbers for dissolution (formerly matrimonial) cases by the Superior Court Clerk-s Office in Trenton. The central filing for dissolution cases is only operative until all counties accept complaints for filing directly. Direct filing for each county is being implemented gradually. All counties file non-dissolution cases directly.

## **TYPE OF CASE CODE**

FA	Adoption
FC	Child Placement Review
FD	Domestic Relations (Non-Dissolution)
FG	Guardianship (Termination of Parental Rights)
FF	Juvenile/Family Crisis
FJ	Juvenile Delinquency
FM	Matrimonial (Dissolution)
FN	Abuse and Neglect
FO	Other
FV	Prevention of Domestic Violence

## COUNTY CODES

<u>Code</u>	<u>New Jersey Counties</u>
01	Atlantic
02	Bergen
03	Burlington
04	Camden
05	Cape May
06	Cumberland
07	Essex
08	Gloucester
09	Hudson
10	Hunterdon
11	Mercer
12	Middlesex
13	Monmouth
14	Morris
15	Ocean
16	Passaic
17	Salem
18	Somerset
19	Sussex
20	Union
21	Warren