

**APPENDIX XI-L. INFORMATION SUBPOENA AND WRITTEN QUESTIONS**

IMPORTANT NOTICE--PLEASE READ CAREFULLY

FAILURE TO COMPLY WITH THIS INFORMATION SUBPOENA  
MAY RESULT IN YOUR ARREST AND INCARCERATION

NAME: SUPERIOR COURT OF NEW JERSEY  
ADDRESS: LAW DIVISION: SPECIAL CIVIL PART  
\_\_\_\_\_ COUNTY  
TELEPHONE NO.: DOCKET NO.  
Attorneys for:

Plaintiff

CIVIL ACTION  
INFORMATION SUBPOENA

-vs-

Defendant

THE STATE OF NEW JERSEY, to: \_\_\_\_\_

Judgment has been entered against you in the Superior Court of New Jersey, Law Division, Special Civil Part, \_\_\_\_\_ County, on \_\_\_\_\_, 20\_\_, in the amount of \$\_\_\_\_\_ plus costs, of which \$\_\_\_\_\_ together with interest from \_\_\_\_\_, 20\_\_, remains due and unpaid.

Attached to this Information Subpoena is a list of questions that court rules require you to answer within 14 days from the date you receive this subpoena. If you do not answer the attached questions within the time required, the opposing party may ask the court to conduct a hearing in order to determine if you should be held in contempt. You will be compelled to appear at the hearing and explain your reasons for your failure to answer.

If this judgment has resulted from a default, you may have the right to have this default judgment vacated by making an appropriate motion to the court. Contact an attorney or the clerk of the court for information on making such a motion. Even if you dispute the judgment you must answer all of the attached questions.

You must answer each question giving complete answers, attaching additional pages if necessary. False or misleading answers may subject you to punishment by the court. However, you need not provide information concerning the income and assets of others living in your household unless you have a financial interest in the assets or income. Be sure to sign and date your answers and return them to the address in the upper left hand corner within 14 days.

Dated: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Attorney for

\_\_\_\_\_  
Clerk

## QUESTIONS FOR INDIVIDUALS

1. Full name \_\_\_\_\_
2. Address \_\_\_\_\_
3. Birthdate \_\_\_\_\_
4. Social Security # \_\_\_\_\_
5. Driver's license # and expiration date \_\_\_\_\_  
\_\_\_\_\_
6. Telephone # \_\_\_\_\_
7. Full name and address of your employer \_\_\_\_\_  
\_\_\_\_\_
  - (a) Your weekly salary: Gross \_\_\_\_\_ Net \_\_\_\_\_
  - (b) If not presently employed, name and address of last employer. \_\_\_\_\_  
\_\_\_\_\_
8. Is there currently a wage execution on your salary?  
Yes \_\_\_ No \_\_\_
9. List the names, addresses and account numbers of all bank accounts on which your name appears.
10. If you receive money from any of the following sources, list the amount, how often, and the name and address of the source:

<u>Type</u>	<u>Amount &amp; Frequency</u>	<u>Name &amp; Address of Sources</u>
Alimony		
Loan Payments		
Rental Income		
Pensions		
Bank Interest		
Stock Dividends		
<u>Other</u>		

11. Do you receive any of the following, which are exempt from levy? Any levy on disclosed exempt funds may result in monetary penalties including reimbursement of the debtor's out-of-pocket expenses.

Social Security benefits	Yes ___	Amount per month _____	No ___
S.S.I. benefits	Yes ___	Amount per month _____	No ___
Welfare benefits	Yes ___	Amount per month _____	No ___
V.A. benefits	Yes ___	Amount per month _____	No ___
Unemployment benefits	Yes ___	Amount per month _____	No ___
Workers' compensation benefits	Yes ___	Amount per month _____	No ___
Child support payments	Yes ___	Amount per month _____	No ___

Attach copies of the three most recent bank statements for each account listed in Question 9 that contains funds from these sources.

12. Do you own the property where you reside?

Yes \_\_\_ No \_\_\_ If yes, state the following:

- (a) Name of the owner or owners \_\_\_\_\_
- (b) Date property was purchased \_\_\_\_\_
- (c) Purchase price \_\_\_\_\_
- (d) Name and address of mortgage holder \_\_\_\_\_  
\_\_\_\_\_
- (e) Balance due on mortgage \_\_\_\_\_

13. Do you own any other real estate?

Yes \_\_\_ No \_\_\_ If yes, state the following for each property:

- (a) Address of property \_\_\_\_\_
- (b) Date property was purchased \_\_\_\_\_
- (c) Purchase price \_\_\_\_\_
- (d) Name and address of all owners \_\_\_\_\_  
\_\_\_\_\_
- (e) Name and address of mortgage holder \_\_\_\_\_  
\_\_\_\_\_
- (f) Balance due on mortgage \_\_\_\_\_  
\_\_\_\_\_
- (g) Names and address of all tenants and monthly rental paid by each tenant \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Does the present value of your personal property, which includes automobiles, furniture, appliances, stocks, bonds, and cash on hand, exceed \$1,000?

Yes \_\_\_ No \_\_\_ If the answer is "yes," you must itemize all personal property owned by you.

Cash on hand: \$\_\_\_\_\_

Other personal property: (Set forth make, model and serial number. If financed, give name and address of party to whom payments are made).

<u>Item</u>	<u>Date Purchased</u>	<u>Purchase Price</u>	<u>If Financed Balance Still Due</u>	<u>Present Value</u>
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15. Do you own a motor vehicle?

Yes \_\_\_ No \_\_\_ If yes, state the following for each vehicle owned:

- (a) Make, model and year of motor vehicle \_\_\_\_\_  
\_\_\_\_\_
- (b) If there is a lien on the vehicle, state the name and address of the lienholder and the amount due to the lienholder \_\_\_\_\_  
\_\_\_\_\_
- (c) License plate # \_\_\_\_\_  
\_\_\_\_\_
- (d) Vehicle identification # \_\_\_\_\_  
\_\_\_\_\_

16. Do you [own] have an ownership interest in a business [Yes \_\_\_ No \_\_\_ ]

If yes, state the following with respect to each business:

- (a) Name and address of the business \_\_\_\_\_  
\_\_\_\_\_
- (b) Is the business a corporation \_\_\_\_\_, sole proprietorship \_\_\_\_\_, partnership \_\_\_\_\_ or limited liability company \_\_\_\_\_?
- (c) The name and address of all stockholders, officers, partners or members \_\_\_\_\_  
\_\_\_\_\_
- (d) The amount of income received by you from the business during the last twelve months \_\_\_\_\_  
\_\_\_\_\_

17. Set forth all other judgments that you are aware of that have been entered against you and include:

<u>Creditor's Name</u>	<u>Creditor's Attorney</u>	<u>Amount Due</u>	<u>Name of Court</u>	<u>Docket #</u>
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I hereby 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: \_\_\_\_\_

### QUESTIONS FOR BUSINESS ENTITY

1. Name of business including all trade names. \_\_\_\_\_  
\_\_\_\_\_

2. Addresses of all business locations. \_\_\_\_\_  
\_\_\_\_\_

3. If the judgment-debtor is a corporation, the names and addresses of all stockholders, officers and directors.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. If a partnership, list the names and addresses of all partners.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. If a limited partnership, list the names and addresses of all general partners.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. If the judgment-debtor is a limited liability company, the names and addresses of all members.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[6.]7. Set forth in detail the name, address and telephone number of all businesses in which the principals of the judgment-debtor now have an

interest and set forth the nature of the interest.

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[7.]8. For all bank accounts of the judgment-debtor business entity, list the name of the bank, the bank's address, the account number and the name in which the account is held.

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[8.]9. Specifically state the present location of all books and records of the business, including checkbooks. \_\_\_\_\_

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[9.]10. State the name and address of the person, persons, or entities who prepare, maintain and/or control the business records and checkbooks.

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[10.]11. List all physical assets of the business and their location. If any asset is subject to a lien, state the name and address of the lienholder and the amount due on the lien.

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[11.]12. Does the business own any real estate? Yes \_\_\_ No \_\_\_

If yes, state the following for each property:

(a) Name(s) in which property is owned \_\_\_\_\_

(b) Address of property \_\_\_\_\_

(c) Date property was purchased \_\_\_\_\_

(d) Purchase price \_\_\_\_\_

(e) Name and address of mortgage holder \_\_\_\_\_

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(f) Balance due on mortgage \_\_\_\_\_

(g) The names and addresses of all tenants and monthly rentals paid by each tenant.

NAME AND ADDRESS OF TENANT

MONTHLY RENTAL

[12.]13. List all motor vehicles owned by the business, stating the following for each vehicle:

(a) Make, model and year \_\_\_\_\_

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(b) License plate number \_\_\_\_\_

(c) Vehicle identification number \_\_\_\_\_

(d) If there is a lien on the vehicle, the name and address of the lienholder and the amount due on the lien

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[13.]14. List all accounts receivable due to the business, stating the name, address and amount due on each receivable.

NAME AND ADDRESS

AMOUNT DUE

[14.]15. For any transfer of business assets that has occurred within six months from the date of this subpoena, specifically identify:

(a) The nature of the asset \_\_\_\_\_

\_\_\_\_\_

(b) The date of transfer \_\_\_\_\_

(c) Name and address of the person to whom the asset was transferred \_\_\_\_\_

\_\_\_\_\_

(d) The consideration paid for the asset and the form in which it was paid (check, cash, etc.) \_\_\_\_\_

\_\_\_\_\_

(e) Explain in detail what happened to the consideration paid for the asset \_\_\_\_\_

\_\_\_\_\_

[15.]16. If the business is alleged to be no longer active, set forth:

(a) The date of cessation \_\_\_\_\_

(b) All assets as of the date of cessation \_\_\_\_\_

\_\_\_\_\_

(c) The present location of those assets \_\_\_\_\_

\_\_\_\_\_

(d) If the assets were sold or transferred, set forth:

(1) The nature of the assets \_\_\_\_\_

\_\_\_\_\_

(2) Date of transfer \_\_\_\_\_

(3) Name and address of the person to whom the assets were transferred \_\_\_\_\_

\_\_\_\_\_

(4) The consideration paid for the assets and the form in which it was paid \_\_\_\_\_

\_\_\_\_\_

(5) Explain in detail what happened to the consideration paid for the assets \_\_\_\_\_

\_\_\_\_\_

[16.]17. Set forth all other judgments that you are aware of that have been entered against the business and include the following:

Creditor's Name	Creditor's Attorney	Amount Due	Name of Court	Docket Number
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[17.]18. For all litigation in which the business is presently involved, state:

- (a) Date litigation commenced \_\_\_\_\_
- (b) Name of party who started the litigation \_\_\_\_\_
- (c) Nature of the action \_\_\_\_\_
- (d) Names of all parties and the names, addresses and telephone numbers of their attorneys \_\_\_\_\_
- (e) Trial date \_\_\_\_\_
- (f) Status of case \_\_\_\_\_
- (g) Name of the court and docket number \_\_\_\_\_

[18.]19. State the name, address and position of the person answering these questions. \_\_\_\_\_

I hereby 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: \_\_\_\_\_

[Former Appendix XI-K adopted June 29, 1990, effective September 4, 1990; amended July 14, 1992, effective September 1, 1992; redesignated as Appendix XI-L and amended July 13, 1994, effective September 1, 1994; amended July 28, 2004 to be effective September 1, 2004; amended July 22, 2014 to be effective September 1, 2014.]