

**SUPERIOR COURT OF NEW JERSEY**

Middlesex County Courthouse

P.O. Box 964

New Brunswick, New Jersey 08903-964

**GREGORY EDWARDS**  
Trial Court Administrator

**JOSEPH J. LYNCH, ESQ.**  
Civil Division Manager



**JOSEPHINE MARCHETTA, CSS2**  
Supervisor, Civil Assignment Office

To save some of the extraordinary amount of time the Case Assignment Office staff spends on making phone calls to attorneys to inform them of pending trial assignment, beginning the week of July 15, 2009, we will begin informing attorneys of pending assignments via E-mail. As much as possible, this will replace the time consuming process of calling the hundreds of attorneys on our weekly trial list.

**To ensure that your firm receives the timeliest notice of your trial assignment, please provide E-mail address information for our records.** Please provide us with the address that is best to ensure that you will receive our notice timely. For example, you may know from experience that your firm’s calendar coordinator, or secretary, may be a better point of primary contact source than yourself. Providing more than one address will be helpful, especially with large law firms.

REMEMBER, AN E-MAIL ADDRESS IS NOT A WEBSITE ADDRESS. E-mail addresses begin with a name; website addresses start with “www”.

If you do not know what address serves your firm best, leave us your phone number and contact information. We will call your office and get it.

Please contact us whenever the address changes. **PRINT CLEARLY.**

FIRM NAME: \_\_\_\_\_

ATTORNEY NAME: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_