

## **Instructions For In-Person Court Appearances**

- You MUST enter through the front door of the Municipal Building located at 1621 Long Beach Boulevard in Ship Bottom NJ.
- Please note that entering the building constitutes valid consent to a security screening of persons and belongings.
- All entrants must proceed through a security check and all persons and property are subject to search.
- Prior to entering the courtroom, please turn off or silence your cellphone and any other electronic devices.
- When you get to court, check in with court staff.
- Masks are required and social distancing of 3 feet is to be maintained within the courtroom.
- Listen to instructions from court staff and from the judge. The proceedings are sound recorded, so please remain quiet until it is your time to speak.
- The judge will give an opening statement explaining court procedures, defendants' rights, and penalties.
- Cases are usually called in the following order:
  - Requests for postponements
  - Uncontested motions
  - First arraignments
  - Guilty pleas
  - Contested motions
  - Pleas of not guilty with an attorney
  - Pleas of not guilty without an attorney
- A case may be postponed to give you time to obtain representation by a private attorney or by a public defender if you qualify and prepare your defense. If you need a postponement, ask the court staff for assistance.
- Any person seeking to photograph, electronically record, or broadcast a court proceeding must complete the required form and submit it to the Trial Court Administrator or designee to obtain approval prior to the court session.  
[https://www.njcourts.gov/forms/11862\\_perm\\_photo\\_rec\\_brdcst\\_sc.pdf?c=yNA](https://www.njcourts.gov/forms/11862_perm_photo_rec_brdcst_sc.pdf?c=yNA)
- If your case involves a dispute between you and another person, you may be required to participate in a discussion with a mediator to attempt to settle the dispute without going in front of the judge.