

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

- Please enter Ship Bottom Borough Hall through the East or West entrance and proceed to the second floor and enter the court from the East side
- Parking is available in the back parking lot on Central Ave between 16<sup>th</sup> and 17<sup>th</sup> Streets
- Once you have entered the building you are consenting to a security screening of all persons and belongings
- Ensure that all electronic devices are turned off or silenced prior to entering the courtroom
- Court cases most typically in 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
- Court proceedings will begin with instructions from our court administrator and will follow with opening remarks from the judge
- Please remain quiet during court as all proceedings are sound recorded
- If you wish to postpone your court date, please contact our court staff for assistance
- If you wish to photograph, electronically record, or broadcast a court proceeding, you ***MUST*** complete the proper form prior to your scheduled court date (linked below) and enter Catalog Number **11862** to access the fillable form.
  - [Forms | NJ Courts](#)
- If your case involves a dispute with another individual, you may be required to participate in a mediated discussion prior to a court hearing.