



**U.S. DISTRICT COURT
DISTRICT OF NEW JERSEY
OFFICE OF THE CLERK**

*Martin Luther King Jr. Federal Bldg & U.S. Courthouse
50 Walnut Street, Room 4015
Newark, New Jersey 07101*

CAMDEN OFFICE
Mitchell H. Cohen U.S. Courthouse
One John F. Gerry Plaza
Fourth & Cooper Streets, Room 1050
Camden, New Jersey 08101

TRENTON OFFICE
Clarkson S. Fisher U.S. Courthouse
402 East State Street, Room 2020
Trenton, New Jersey 08608

**NOTICE TO THE BAR
SEPTEMBER 30, 2025**

NEW PROCEDURES RELEVANT TO CRIMINAL INFORMATIONS

Notice is hereby given to the Bar and all interested parties that, effective October 1, 2025, new procedures regarding Criminal Informations shall be implemented.

Upon receipt of a letter requesting an Information be assigned, the Clerk's Office will assign a criminal case number and open the "shell" of the case, adding only the names of the parties and counsel. The request will be docketed as: "Letter Requesting Information Case Assignment." Neither the Information nor plea-related documents will be docketed in the matter until after the initial appearance and plea hearing have been held.

Initial appearance and plea hearing dates and times will be set only via the docket, and all parties and counsel should consult the docket for this information. Moreover, all parties and counsel must communicate with the Court through the docket; no email communications are permitted.

All questions or concerns regarding docketing a defendant's name or personal information should be addressed to the respective vicinage's Deputy-in-Charge: Marcy Plye (Camden); Antigone Owens-Krefski (Newark); or Gina Hernandez-Buckley (Trenton).