



General Municipal Court Information

- **Community Dispute Resolution Committee (CDRC)**
 - Lincoln Park Municipal Court has a Community Dispute Resolution Committee (CDRC). This committee handles complaints referred to them in an attempt to resolve matters without the need to appear before the Judge for a formal trial.

The judge, court administrator and/or deputy court administrators are on call 24 hours a day, seven days a week, 365 days a year to accommodate after hour situations of emergent nature.
- **Court Dates:** The court date on the summons is not a trial date, but the date by which the complaint must be answered, either by payment or a personal appearance in court.
- **Failing to appear** or answer your complaint or summons will result in further action by the court. On Mandatory Court appearances a warrant would issue and a bail amount assessed. On payable violations a Failure to Appear Notice will be sent to the defendant with an additional \$10.00 penalty assessed to the amount due. If you do not respond to the Failure to Appear notice a warrant will be issued and a bail amount assessed and your driving privileges will be suspended in the State of New Jersey and 44 other states.
- **Posting of bail** on a complaint or summons does not mean the complaint is satisfied. The bail is to assure your appearance in court. On some matters you may be able to sign a bail waiver. Please contact the court if you have any questions. Failing to appear in court after posting bail will result in the bail being forfeited and a new warrant issuing.
- **Languages:** The Court will provide an interpreter if one is needed.
- **Filing Complaints:**

Please have the following information when filing a private citizen complaint:

 - **Traffic Complaint:**
 - Police report/Accident report.
 - Name, address, city, state, and zip code of the person you are signing against.
 - Vehicle information, registration, year, make and model of vehicle.

Filing Complaints – (cont'd):

- **Traffic Complaint – (cont'd):**
 - Driver's License number of person you are signing against.
 - Affidavit, which you will be sworn to when complaint is taken.
 - Statute of offense you are signing.
 - The Court is not allowed to advise.

- **Criminal Complaint:**
 - Police Report.
 - Name, address, city, state and zip code of the person you are signing against.
 - Affidavit, which you will be sworn to when complaint is taken.
Statute of offense you are signing.
 - The Court is not allowed to advise.

- **Payments:**
 - **Paying Your Traffic Summons online:**

Have the following information available:

 - Your parking or traffic ticket number;
 - Your license plate number;
 - VISA or MasterCard or any card that contains the VISA or MasterCard logo may be used on this site;
 - Court I.D. – 1416
 - At this time NJMC Direct can only accept payable tickets, which do not require a court appearance.

 - **Other Payment Options and Information:**
 - In-Person - fines may be paid by cash, money order, or personal check.
 - By Mail: fines may be made by money order or check, but not by cash.
 - On the front of the money order or check in the memo portion, enter the number of the ticket.
 - Fines and penalties assessed in court are payable that evening.
 - If you are unable to pay fines assessed by the court, please ask for an application (5A Form) to make installment payments (time-payments) which the Judge will review. All fines must be paid within a six month period.
 - Summons issued in a 65 mile per hour zone, construction zone, over 20 miles an hour on any roadway, the fines are doubled. Look below in links under New Jersey State Statutes for the exact amount.

- **Pleading Guilty by Mail:**
 - If you wish to plead guilty and give up your rights to have a lawyer and a trial you may do so provided "Court Appearance Required" has not been checked on your Summons and Complaint and provided the charge is listed on the Violation Bureau Schedule.
 - If payment is made by mail, DO NOT send cash, send check or money order payable to Lincoln Park Municipal Court.
 - If payment is received by the Violations Bureau after the appearance date, you may be assessed additional penalties.
 - A receipt will be sent to you if your payment is accompanied by a self-addressed, stamped envelope.

- **Pleading Not Guilty by Phone on Non-Mandatory Summons:**
 - Non-mandatory not guilty pleas are accepted by phone, please call the Violation Bureau.
 - Please be sure to confirm your address with the clerk.
 - If you do not receive your court appearance trial date within 10 days after entering your not guilty plea, please call the Violation Bureau.
 - It is imperative that the person directly involved with the case, not a friend or relative, contact the court. This will help speed inquiries.
 - Failing to appear on your trial date will result in further action by the court.

- **Pleading Not Guilty on Mandatory Court Appearances:**
 - All criminal complaints are mandatory and you must appear in the court to go before the Judge to enter your plea.
 - If "Court Appearance Required" is checked on your Summons and Complaint, you must appear in court at the time and date indicated on the bottom of the summons, even if you wish to plead guilty. If "Court Appearance Required" is not checked on your Summons and Complaint, you may still have to appear in court if the charge is not listed on the State or Local Violations Bureau Schedule.
 - Any 39:4-97 summons issued with personal injury box checked is not payable and you must appear.

- **Adjournments or Postponements:**
 - Requests for adjournments for scheduled trials must be made by telephone to the Court Administrator at least 7 days before the scheduled trial date.
 - On certain violations you must appear before the Judge to request an adjournment.
 - There are no adjournments on Driving while Intoxicated matters.
 - Adjournments cannot be made through e-mail or website.
 - A postponement will not be granted the day of your court appearance.
 - In certain situations proof will be required when an adjournment is granted.