

Instructions for Warrants for Arrest

Warrants for arrest are entered into the NJ Court collector software mainly just for tracking purposes. Use of the system allows you to document that you received the Warrant and when and how you acted upon it.

For example:

When you receive a Warrant for Arrest, first check the system to see if there is already a docket in the system, if so skip to step 2, otherwise start as step 1.

- 1) Enter a new docket into the system. Set the type as 'Other' and the judgment amount dollarage to zero (0.00). Setting the amounts to zero will keep these dockets off of overdue reports. Only the type of 'Other' will allow you to set the amounts to zero.
- 2) Use the Warrant for Arrest Letter (from the 'Forms' Menu) form to print a cover letter for the Warrant for Arrest. Deliver this letter to the defendant along with a copy of the Warrant for Arrest issued from the Court. Printing this letter will add a line to the history file noting that the letter was printed for the Warrant of Arrest.
- 3) You can then print the History Report with comments as your status report for the court or plaintiff's lawyer.
- 4) You should mark the Docket as returned/ satisfied just as you would a normal docket and return it to the court when you are done with the Warrant.
- 5) You can repeat printing the cover letter (step 2) as many times as necessary.