



State of New Jersey

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
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Director & Chief Judge

MEMORANDUM

February 23, 2016

To: All Judges and Attorneys

From: Hon. Russell Wojtenko, Jr. 
Director and Chief Judge of Compensation

Subject: **Court Closing Policy and Attorney Adjournment Process**

In 1998 a Committee of judges and attorneys chaired by Judge Peter Womack reviewed the then court closing schedule and attorney adjournment process. The Committee's recommendations were adopted by Chief Judge Paul Kapalko and reaffirmed by Chief Judge Peter Calderone. The purpose of this memorandum is to reaffirm and adjust those policies and procedures for the current needs of the bench and bar.

The only consistent statewide cancellation of Court lists shall occur on the following days: the day of the Spring Judicial College (held on the first 3-3 Day in May), the day of the New Jersey State Bar Association's Annual Meeting and Convention – Workers' Compensation Section Meeting, the day of the Fall Judicial College (held on the first 3-3 Day in October), the day after Thanksgiving, the day of the Workers' Compensation Bench Bar Conference, and the days between Christmas Day and New Year's Day.

Petitioner attorneys may request adjournments with a six week (two cycle) notice to the Court. Respondent attorneys may have one adjournment or list cancellation per calendar year with a six week (two cycle) notice to the Court. Respondent list cancellations require submission of the list cancellation form, available at the district offices, for approval by the list assigned judge and the supervising judge of the vicinage.

The Division recognizes that there may be emergent situations or illness that preclude such advance notice. However, vacations, religious observances and other planned events shall follow the above required attorney court notice

Please note that the court rules require that adjournments for medical evaluations shall be approved by a judge only if the requesting party provides the name(s) of the evaluating physician(s) and date(s) of the scheduled examination(s).

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