



State of New Jersey

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
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HAROLD J WIRTHS
Commissioner

MEMORANDUM

January 8, 2015

To: Judges and Attorneys

From: Peter J. Calderone, Director and Chief Judge 

Subject: Adjournment and Ready Hold Forms

I mentioned at the December Bench Bar that the Division of Workers' Compensation would be implementing the ability to file adjournment and ready hold requests by e-mail. The process has been accomplished.

The interactive Adjournment and Ready Hold form now on our website has been updated with a drop down box that lists the e-mail address by vicinage for filing the form. Simply e-mail the completed form to the local vicinage with the information as instructed. This process if utilized should save you and your staff the time and expense of faxing or mailing adjournment and ready hold requests to the court.

Utilizing the mandatory Adjournment and Ready Hold form has been beneficial to our court staff in list preparation. Judges and attorneys have expressed that the use of the standard form has facilitated notice of adjournment and ready hold requests and significantly resolved late notice or failure to notice problems.

We greatly appreciate your assistance in the use of the Adjournment and Ready Hold form process.

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