

Name \_\_\_\_\_  
(Plaintiff's name, address, and telephone number)

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Plaintiff, *Pro Se*

SUPERIOR COURT OF NEW JERSEY  
CHANCERY DIVISION—FAMILY PART

\_\_\_\_\_ COUNTY  
(County where complaint is filed)

DOCKET NO. FM \_\_\_\_\_  
(Docket number of complaint)

Name: \_\_\_\_\_  
Plaintiff  
vs.  
Name: \_\_\_\_\_  
Defendant

CIVIL ACTION  
**ORDER FOR  
SUBSTITUTED  
SERVICE ON A  
SPECIAL AGENT**

THIS MATTER having come to the attention of the Court by way of plaintiff's application, and it appearing upon a review of the certification of the plaintiff that service of process cannot be effected within the State of New Jersey; and it further appearing that after diligent inquiry and effort, defendant's whereabouts are unknown; and it further appearing that \_\_\_\_\_,  
(Name of person to be served)

located at \_\_\_\_\_  
(Address of person to be served)

\_\_\_\_\_ is the only person who may be served in place of the defendant, and the Court having considered same and for good cause shown;

It is on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
(DO NOT WRITE HERE)

ORDERED as follows:

That the defendant shall file with the Court and serve upon plaintiff, whose name and address appear above, either

- (1) A written appearance in accordance with Rule 5:4-3(a), or
- (2) An answer to the complaint, on or before the \_\_\_\_\_  
(DO NOT WRITE HERE)  
day of \_\_\_\_\_, 20\_\_\_\_\_; and that if the defendant  
(DO NOT WRITE HERE)  
fails to file an answer or a written appearance in accordance with R. 5:4-3(a), judgment by default may be rendered against the defendant for the relief demanded in the complaint, and it is

FURTHER ORDERED:

- (1) That if the defendant is unable to obtain an attorney, the defendant may contact the lawyer referral service of the county of \_\_\_\_\_ by calling \_\_\_\_\_,  
(County where complaint is filed) (Telephone number of lawyer referral service—see Appendix C)  
and further that if the defendant cannot afford an attorney, the defendant may contact \_\_\_\_\_  
(Regional Legal Services office serving county where complaint is filed)  
by calling \_\_\_\_\_;  
(Telephone number of Legal Services office—see Appendix D)

- (2) That the defendant shall promptly file the answer or written appearance and proof of service thereof in duplicate with the clerk of the Superior Court, \_\_\_\_\_ County,  
(County where complaint is filed)  
at \_\_\_\_\_  
(Address of Superior Court, Family Part, in county where complaint is filed—see Appendix A)

\_\_\_\_\_

in accordance with the rules of civil practice and procedure; and it is  
FURTHER ORDERED:

(1) That substituted service upon a special agent shall replace personal  
service upon the defendant of the complaint and notice of the within  
order, and that this substituted service shall be made no later than

\_\_\_\_\_ upon  
(DO NOT WRITE HERE)  
\_\_\_\_\_ at \_\_\_\_\_ residence  
(Name of person to be served) (His/her)  
at \_\_\_\_\_  
(Address of person to be served)

personally or by leaving a copy thereof at \_\_\_\_\_ dwelling, house, or  
(His/her)  
usual place of abode with a competent member of \_\_\_\_\_ household of  
(His/her)  
the age of 14 years or older then residing therein, or by registered or  
certified mail, return receipt requested, but if the addressee refuses to  
claim or accept delivery of said registered or certified mail, then by  
ordinary mail, and proof of service shall be filed.

\_\_\_\_\_  
(DO NOT WRITE HERE)

J.S.C.