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Administrative Director of the Courts

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TO: Assignment Judges
Municipal Court Presiding Judges
Municipal Court Judges

FROM: Glenn A. Grant, Administrative Director 

SUBJECT: Model Opening Statements for Municipal Court Sessions:
Updated Versions and Advisement in Spanish of Availability of
Interpreting Services

DATE: April 28, 2023

This memorandum provides guidance for the use of the updated Model Opening Statements for Municipal Court Sessions. The updated versions are attached and replace all prior versions (including those promulgated on February 15, 2023). As indicated previously, these model opening statements include new language on the availability of services for interpreting and for addressing accommodations under the Americans with Disabilities Act. They also include revised time-payment language and a new section designed to prevent unintentional conflicts.

Guidance for use:

1. Videos of the updated Model Opening Statements (in English and Spanish) are available on the Judiciary's public website – njcourts.gov – and should be added to local court websites by linking back to the Judiciary's site. Videos in additional languages are currently being developed and should be available soon.

2. Judges in courts that serve a **substantial** Spanish-speaking population must convey to participants in Spanish at the (in-person or virtual) court session the portion of the Spanish Model Opening Statement that relates to the availability of an interpreter and ADA services. As one option, the judge can play, including by cell phone, the audio of the first minute of the Spanish-language portion of the prerecorded video of the opening statement: <https://www.youtube.com/watch?v=edxI4gJnqa4>. This can happen before or directly following the judge delivering the opening statement in English.

The Assignment Judge and vicinage management, working with their courts, shall determine which courts in the vicinage fall within the above standard. Vicinage management should work with those courts and municipalities to ensure that the needed technology is procured to implement this requirement. A snippet of the Spanish opening statement video providing information on the availability of interpreting/ADA services is provided on the Judiciary's public Municipal Court [self-help page](#) to assist Municipal Courts with implementing this requirement. A direct link to that video on YouTube can be found [here](#).

Bench cards with the updated Model Opening Statements in English, Spanish, and other non-English languages most frequently requested by Municipal Court users are forthcoming and will be promulgated under separate cover.

Questions regarding the Model Opening Statements should be directed to the Municipal Court Services Division at 609-815-2900 ext. 54850 or MunicipalCtSvs.Mbx@njcourts.gov.

Attachments

cc: Chief Justice Stuart Rabner
Steven D. Bonville, Chief of Staff
AOC Directors and Assistant Directors
Trial Court Administrators
Special Assistants to the Administrative Director
Municipal Division Managers and Assistants
Municipal Court Directors, Administrators, Deputy Administrators
Julie A. Higgs, Chief
Rhonda Crimi, Chief

**MODEL OPENING STATEMENT
LISTING OF BASIC RIGHTS AND ADVISEMENTS
(In-Person Criminal and Traffic Sessions)**

1. Welcome.
2. Availability of Court Interpreter/Americans with Disabilities Act Accommodation.
3. Order of Court Calendar.
4. Proceedings are Recorded.
5. Charges & Penalties.
6. Defendant's Right to a Postponement.
7. Defendant's Right to Representation by an Attorney.
8. Defendant's Right to Public Defender.
9. Defendant's Rights.
 - a. Right to remain silent.
 - b. Defendant presumed innocent.
10. Guilty or Not Guilty Plea.
11. Rights Given up by Entry of a Guilty Plea.
12. Not Guilty Plea.
13. Jurisdiction of Court.
14. Commercial Driver's License.
15. Plea Bargaining.
16. In-Court Fines, Costs, and Penalties may differ from Statewide Schedule.
17. Additional Penalties May be Imposed by MVC.
18. Parking Tickets.
19. Time Payments and Sentencing Alternatives.
20. Right and Time to Appeal.
21. Immigration and Deportation Consequences.
22. New Jersey Veterans' Assistance Project.

23. Conflict.

24. Defendant's Questions.

**OUTLINE FOR MODEL OPENING STATEMENT FOR
MUNICIPAL COURTS IN NEW JERSEY
(In-Person Criminal and Traffic Sessions)**

Here are the basic rights and advisements that should be included in every municipal court opening statement (R. 7:14-1):

1. WELCOME.

SAMPLE: Good morning (afternoon) and welcome to the _____ Municipal Court. I am Judge _____. For the record today's date is _____ at _____ a.m. (p.m.).

2. AVAILABILITY OF COURT INTERPRETER/AMERICANS WITH DISABILITIES ACT ACCOMMODATION.

Sample: If you or a witness has limited ability to understand or communicate with me proficiently in English or needs an accommodation under the Americans with Disabilities Act, let me or any member of the court staff know, and we will arrange for a court interpreter or an Americans with Disabilities Act accommodation for you at no cost. If necessary, we will reschedule your matter so you can have the interpreter or accommodation that you need.

3. ORDER OF COURT CALENDAR.

State the general order in which cases will be heard during the court session pursuant to R. 7:14-3. You may want to give a brief explanation regarding terms of art such as "arraignment" in language that a lay person will understand. The following is an example of the general order of business:

Sample: Pursuant to Court Rule, attorney matters are given priority since many attorneys are required to be in other courts meeting at the same time. The Court will then call first appearances, guilty pleas and other summary matters. The last order of business will be trials and other contested matters.

4. PROCEEDINGS ARE RECORDED.

Sample: All proceedings in this Court are recorded. No one should be talking in the courtroom other than court personnel and those people addressing the court. Cell phones and any other devices which have the potential to interrupt the court session should be turned off.

5. CHARGES & PENALTIES.

Sample: You have the right to be informed of your charges and the penalties you face for those charges.

6. DEFENDANT'S RIGHT TO A POSTPONEMENT.

Sample: You have the right to a reasonable postponement for good cause, such as consulting with an attorney and preparing a proper defense.

7. DEFENDANT'S RIGHT TO REPRESENTATION BY AN ATTORNEY.

Sample: You have the right to be represented by an attorney. If you elect not to be represented by an attorney for charges which may result in a jail term, loss of your driving privileges or penalties in excess of \$800.00, I will ask you questions to satisfy myself that you are giving up the right to be represented by an attorney knowingly and intelligently.

8. DEFENDANT'S RIGHT TO PUBLIC DEFENDER.

Sample: You have the right to a court-appointed attorney if you cannot afford to hire your own attorney and if (a) you face a jail term; (b) a loss of driving privileges; or (c) penalties in excess of \$800.00; and you qualify financially. You must complete a form which asks questions about your income and your assets and you may be asked to supply proof of your income, assets, and expenses. If you apply for a court-appointed attorney, there is an application fee of up to \$200, which the court can reduce or eliminate for good cause. (If there is a public defender assigned to the session, that public defender may enter an appearance in the case.)

9. DEFENDANT'S RIGHTS.

a. Right To Remain Silent

Sample: You have a constitutional right to remain silent; no one can force you to testify or make a statement on your own behalf or to call any witnesses or to offer any defense. If you choose not to testify, it will not in any way factor into my decision as to whether you are guilty or not guilty of the offense charged.

b. Defendant Presumed Innocent

Sample: You are presumed innocent unless and until you are proven guilty. The prosecutor is the attorney who represents the State and presents the cases to the court. In most cases the prosecutor must prove the case against you beyond a reasonable doubt. It is never your burden or obligation to prove your innocence. (The prosecutor may enter an appearance at this time.)

10. GUILTY OR NOT GUILTY PLEA.

Sample: You may enter a plea of guilty or not guilty to your charges.

11. RIGHTS GIVEN UP BY ENTRY OF A GUILTY PLEA.

Sample: If you enter a plea of guilty, you will be giving up your right to a trial and your right to remain silent. I will ask you questions about what happened to establish what is called a "factual basis" and other questions to satisfy myself that you are knowingly and voluntarily giving up your right to a trial, that you are guilty of the charges, and that you have knowingly and intelligently decided to proceed without an attorney, if you are not represented by an attorney. You may offer any explanation that you think is important to your case and which may affect the sentence that is imposed.

12. NOT GUILTY PLEA.

Sample: If you plead not guilty, you then have the right to have a trial, where you or your attorney may call or subpoena witnesses on your behalf and you may testify or make a statement if you choose to do so. If you have a trial, I will explain the trial procedure to you before the trial begins.

13. JURISDICTION OF COURT.

Sample: The court has jurisdiction over traffic offenses that occur in this municipality, along with offenses called disorderly persons' offenses, punishable by up to six months in jail and up to a \$1000 fine, and also over petty disorderly persons' offenses, punishable by up to 30 days in jail and up to a \$500 fine. Certain drug related offenses carry additional mandatory penalties and a possible loss of your driving privileges for up to two years. Domestic violence related offenses also carry additional mandatory penalties and a weapons prohibition. I can also impose a probationary term with conditions such as counseling, community service, restitution, drug screening, etc. The court also hears local ordinance violations (violations of local laws), and fish and game violations, and weights and measures violations.

14. COMMERCIAL DRIVER'S LICENSE.

Sample: If you possess a commercial driver's license, the Motor Vehicle Commission may suspend your commercial driver's license if you plead guilty to or are convicted after a trial of certain serious traffic offenses committed in your commercial or your personal vehicle.

15. PLEA BARGAINING.

Sample: Plea bargaining is permitted by the N.J. Supreme Court in most cases except certain drunk driving and drug related offenses. This means that, except in those cases, you or your attorney may speak to the prosecutor about how your case may be resolved. A plea agreement may result in an amendment of your charge to a less serious offense or possibly one that carries no motor vehicle points, or fewer motor vehicle points, a dismissal or merger of some charges, or a specific fine, jail term, or other sentence recommendation by the prosecutor. The prosecutor will generally consult with the officer who has issued the summons or complaint, any victims, and may review your motor vehicle record or criminal history, in connection with any plea agreement. As the judge, I will not be involved in any plea negotiations.

16. IN-COURT FINES, COSTS AND PENALTIES MAY DIFFER FROM STATEWIDE VIOLATION'S BUREAU SCHEDULE.

Sample: You should know that if you plead guilty or are found guilty of a charge that could have been paid through the mail or online, the court is not bound to impose the same fine and costs as you would have originally paid. Instead, the Court may impose the maximum fine and cost allowed by statute. If I find that you have acted in a willful manner, I have the authority under the law to suspend your driver's license, in addition to imposing fees and costs.

17. *ADDITIONAL PENALTIES MAY BE IMPOSED BY MVC.*

Sample: In addition to any penalties that I may impose for motor vehicle convictions, additional penalties may be assessed by the Motor Vehicle Commission, such as points for moving violations (like speeding or careless driving), surcharges for certain types of convictions or the MVC may suspend your driver's license. The court is linked to the MVC via computer so any convictions from this court are reported to the MVC upon data entry. If you are an out-of-state driver, the New Jersey MVC will report any conviction to your home-state MVC, which may impact your driving privileges in that state.

18. *PARKING TICKETS.*

Sample: If you are in court to protest a parking offense, be advised that you do not have the right to remain silent and neither a prosecutor nor the officer issuing the ticket has to personally appear, unless I order otherwise. The proceeding regarding parking offenses is considered civil in nature and you do not have the right to a Public Defender, and the proof of your guilt need not be established beyond a reasonable doubt. I may merely rely on three facts:

- a. An appropriate parking offense is detailed on your summons; and
- b. It sufficiently identifies the vehicle involved; and
- c. That the vehicle, according to the Motor Vehicle Commission, was owned by or registered to you on the date and the time of the offense.

Therefore, it is your obligation to tell me under oath why you should not be found guilty. It is not a defense that you never received the parking ticket or that someone else actually parked the vehicle illegally. You, as the registered owner of the vehicle, are primarily responsible. You are not restricted in your right to allow family or friends to use your vehicle but if they do and they receive a summons which they do not advise you of, that will not be a defense. You may have a claim against the actual offending driver for reimbursement in the Superior Court. In parking violations your statement denying your guilt alone may not be sufficient to prove your innocence and your best proofs may be photographs or videos of the location and signs in question. If you need time to obtain photographs or videos you can request a short adjournment for that purpose.

19. *TIME PAYMENTS AND SENTENCING ALTERNATIVES.*

Sample: At the time of a guilty plea or verdict, financial obligations are expected to be paid in full. However, if you cannot pay in full today you may pay in installments or seek other relief from the court.

20. *RIGHT AND TIME TO APPEAL.*

Sample: You have 20 days in which to file an appeal if you are not satisfied with any decision or sentence of this court. Neither the parties nor the court may extend the time for filing an appeal. Your appeal will be heard in the Superior Court and, in most cases, the Superior Court Judge decides the case based upon the record that we are making (called a transcript). An appeal packet is available in the court office.

21. *IMMIGRATION AND DEPORTATION CONSEQUENCES.*
[To be read verbatim, as required by Directive #09-11]

If you are not a United States citizen and if you plead guilty to or are convicted of certain offenses heard in the municipal court, including some motor vehicle offenses, it may result in your being deported from the United States or it may prevent you from being re-admitted to the United States if you leave voluntarily, or it may prevent you from ever becoming a naturalized United States citizen. You have a right to seek advice from an attorney about the effect a guilty plea will have on your immigration status.

22. *NEW JERSEY VETERANS' ASSISTANCE PROJECT.*

A special note for military veterans. A program called the Veterans' Assistance Project exists to provide veterans with referrals to community-based resources for services related to housing, mental health counseling, substance abuse treatment, financial aid, legal services, education, and veterans' benefits, including possibly mentoring by another veteran. Our court staff can provide you with a brochure describing the program and an application. Staff also can help you with completing the application.

23. *CONFLICT.*

Sample: If anyone is aware that I may have had a professional or personal connection with any individual involved in the case, please let me know when the case is called. I will make a determination as to whether a conflict exists and if it does, I will reschedule the case for another day before another judge.

24. *DEFENDANT'S QUESTIONS.*

Sample: You will be treated with dignity and respect in this forum and the same is expected of you. If you have any questions that I have not answered, please do not hesitate to ask when your case is called.

**MODEL OPENING STATEMENT
LISTING OF BASIC RIGHTS AND ADVISEMENTS
(In-Person Traffic Sessions Only)**

1. Welcome.
2. Availability of Court Interpreter/Americans with Disabilities Act Accommodation.
3. Order of Court Calendar.
4. Proceedings are Recorded.
5. Charges & Penalties.
6. Defendant's Right to a Postponement.
7. Defendant's Right to Representation by an Attorney.
8. Defendant's Right to Public Defender.
9. Defendant's Rights.
 - a. Right to remain silent.
 - b. Defendant presumed innocent.
10. Guilty or Not Guilty Plea.
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1. WELCOME.

Sample: Good morning (afternoon) and welcome to the _____ Municipal Court. I am Judge _____. For the record today's date is _____ at _____ a.m. (p.m.).

2. AVAILABILITY OF COURT INTERPRETER/AMERICANS WITH DISABILITIES ACT ACCOMMODATION.

Sample: If you or a witness has limited ability to understand or communicate with me proficiently in English or needs an accommodation under the Americans with Disabilities Act, let me or any member of the court staff know, and we will arrange for a court interpreter or an Americans with Disabilities Act accommodation for you at no cost. If necessary, we will reschedule your matter so you can have the interpreter or accommodation that you need.

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State the general order in which cases will be heard during the court session pursuant to R. 7:14-3. You may want to give a brief explanation regarding terms of art such as "arraignment" in language that a lay person will understand. The following is an example of the general order of business:

Sample: Pursuant to Court Rule, attorney matters are given priority since many attorneys are required to be in other courts meeting at the same time. The Court will then call first appearances, guilty pleas and other summary matters. The last order of business will be trials and other contested matters.

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Sample: All proceedings in this Court are recorded. No one should be talking in the courtroom other than court personnel and those people addressing the court. Cell phones and any other devices which have the potential to interrupt the court session should be turned off.

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Sample: You have the right to be informed of your charges and the penalties you face for those charges.

6. DEFENDANT'S RIGHT TO A POSTPONEMENT.

Sample: You have the right to a reasonable postponement for good cause, such as consulting with an attorney and preparing a proper defense.

7. DEFENDANT'S RIGHT TO REPRESENTATION BY AN ATTORNEY.

Sample: You have the right to be represented by an attorney. If you elect not to be represented by an attorney for charges which may result in a jail term, loss of your driving privileges or penalties in excess of \$800.00, I will ask you questions to satisfy myself that you are giving up the right to be represented by an attorney knowingly and intelligently.

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Sample: If you possess a commercial driving license, the Motor Vehicle Commission may suspend your commercial driver's license if you plead guilty to or are convicted after a trial of certain serious traffic offenses committed in your commercial or your personal vehicle.

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Sample: You should know that if you plead guilty or are found guilty of a charge that could have been paid through the mail or online, the court is not bound to impose the same fine and costs as you would have originally paid. Instead, the Court may impose the maximum fine and cost allowed by statute. If I find that you have acted in a willful manner, I have the authority under the law to suspend your driver's license, in addition to imposing fees and costs.

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Sample: In addition to any penalties that I may impose for motor vehicle convictions, additional penalties may be assessed by the Motor Vehicle Commission such as points for moving violations (like speeding or careless driving), surcharges for certain types of convictions or the MVC may suspend your driver's license. The court is linked to the MVC via computer so any convictions from this court are reported to the MVC upon data entry. If you are an out-of-state driver, the New Jersey MVC will report any conviction to your home-state MVC, which may impact your driving privileges in that state.

18. *PARKING TICKETS.*

Sample: If you are in court to protest a parking offense, be advised that you do not have the right to remain silent and neither a prosecutor nor the officer issuing the ticket has to personally appear, unless I order otherwise. The proceeding regarding parking offenses is considered civil in nature and you do not have the right to a public defender, and the proof of your guilt need not be established beyond a reasonable doubt. I may merely rely on three facts:

- a. An appropriate parking offense is detailed on your summons; and
- b. It sufficiently identifies the vehicle involved; and
- c. That the vehicle, according to the Motor Vehicle Commission, was owned by or registered to you on the date and the time of the offense.

Therefore, it is your obligation to tell me under oath why you should not be found guilty. It is not a defense that you never received the parking ticket or that someone else actually parked the vehicle illegally. You, as the registered owner of the vehicle, are primarily responsible. You are not restricted in your right to allow family or friends to use your vehicle but if they do and they receive a summons which they do not advise you of, that will not be a defense. You may have a claim against the actual offending driver for reimbursement in the Superior Court. In parking violations your statement denying your guilt alone may not be sufficient to prove your innocence and your best proofs may be photographs or videos of the location and signs in question. If you need time to obtain photographs or videos you can request a short adjournment for that purpose.

19. *TIME PAYMENTS AND SENTENCING ALTERNATIVES.*

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Sample: You have 20 days in which to file an appeal if you are not satisfied with any decision or sentence of this court. Neither the parties nor the court may extend the time for filing an appeal. Your appeal will be heard in the Superior Court and, in most cases, the Superior Court Judge decides the case based upon the record that we are making (called a transcript). An appeal packet is available in the court office.

21. *IMMIGRATION AND DEPORTATION CONSEQUENCES.*
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22. *NEW JERSEY VETERANS' ASSISTANCE PROJECT.*

A special note for military veterans. A program called the Veterans' Assistance Project exists to provide veterans with referrals to community-based resources for services related to housing, mental health counseling, substance abuse treatment, financial aid, legal services, education, and veterans' benefits, including possibly mentoring by another veteran. Our court staff can provide you with a brochure describing the program and an application. Staff also can help you with completing the application.

23. *CONFLICT.*

Sample: If anyone is aware that I may have had a professional or personal connection with any individual involved in the case, please let me know when the case is called. I will make a determination as to whether a conflict exists and if it does, I will reschedule the case for another day before another judge.

24. *DEFENDANT'S QUESTIONS.*

Sample: You will be treated with dignity and respect in this forum and the same is expected of you. If you have any questions that I have not answered, please do not hesitate to ask when your case is called.

**MODEL OPENING STATEMENT
LISTING OF BASIC RIGHTS AND ADVISEMENTS
(Virtual Criminal and Traffic Sessions)**

1. Welcome.
2. Availability of Court Interpreter/Americans with Disabilities Act Accommodation.
3. Virtual Participation and Consent.
4. Order of Court Calendar.
5. Recorded Proceedings and Instructions.
6. Charges and Penalties.
7. Defendant's Right to a Postponement.
8. Defendant's Right to Representation by an Attorney.
9. Defendant's Right to Public Defender.
10. Defendant's Rights.
 - a. Right to remain silent.
 - b. Defendant presumed innocent.
11. Guilty or Not Guilty Plea.
12. Rights Given up by Entry of a Guilty Plea.
13. Not Guilty Plea.
14. Jurisdiction of Court.
15. Commercial Driver's License.
16. Plea Bargaining.
17. In-Court Fines, Costs and Penalties may differ from Statewide Schedule.
18. Additional Penalties May be Imposed by MVC.
19. Parking Tickets.
20. Time Payments and Sentencing Alternatives.
21. Right and Time to Appeal.
22. Immigration and Deportation Consequences.

23. New Jersey Veterans' Assistance Project.

24. Conflict.

25. Defendant's Questions.

**OUTLINE FOR MODEL OPENING STATEMENT FOR
MUNICIPAL COURTS IN NEW JERSEY
(Virtual Criminal and Traffic Sessions Only)**

Here are the basic rights and advisements that should be included in every municipal court opening statement (R. 7:14-1):

1. WELCOME.

Sample: Good morning (afternoon) and welcome to the _____ Municipal Court. I am Judge _____. For the record today's date is _____ and this is the _____ a.m. (p.m.) session being conducted via Zoom (or other) videoconferencing platform.

2. AVAILABILITY OF COURT INTERPRETER/AMERICANS WITH DISABILITIES ACT ACCOMMODATION.

Sample: If you or a witness has limited ability to understand or communicate with me proficiently in English or needs an accommodation under the Americans with Disabilities Act, let me or any member of the court staff know, and we will arrange for a court interpreter or an Americans with Disabilities Act accommodation for you at no cost. If necessary, we will reschedule your matter so you can have the interpreter or accommodation that you need.

3. VIRTUAL PARTICIPATION AND CONSENT.

Sample: Although these proceedings are being conducted virtually, they are actual court proceedings; therefore, you should conduct yourself as though you are in my courtroom. There is to be no eating, no drinking, no driving, no sleeping, and no smoking. Everyone should be in an upright position free of background noise and in proper attire. No one else should be speaking in the room with you unless it is your attorney. You should be sitting in an area with adequate lighting and your camera should be placed at face level so that you can clearly be seen by the Court. During these proceedings you should not be distracted and should be able to meaningfully participate in your hearing.

As I mentioned, these proceedings are being conducted virtually; therefore, I am assuming that because you are on the virtual platform here, that you are consenting to having your matter heard virtually. If you do not consent to having your matter heard virtually, please let me know once your case is called.

4. ORDER OF COURT CALENDAR.

State the general order in which cases will be heard during the court session pursuant to R. 7:14-3. You may want to give a brief explanation regarding terms of art such as "arraignment" in language that a lay person will understand. The following is an example of the general order of business:

Sample: Pursuant to Court Rule, attorney matters are given priority since many attorneys are required to be in other courts meeting at the same time. The Court will then call first appearances, guilty pleas and other summary matters. The last order of business will be trials and other contested matters.

5. RECORDED PROCEEDINGS AND INSTRUCTIONS.

Sample: All proceedings in this Court are recorded; therefore, you should be very careful of what you say on the record because it may be held against you. The parties, counsel, and all participants on the videoconferencing platform shall not record or permit any other person to record any portion of the proceedings by any means, including but not limited to audio, video, and screenshots, without the prior written approval of the Court. The parties shall communicate this direction to all additional or interested persons or entities to the case.

Under no circumstances should anyone unmute your microphone unless your case is called by the judge or a court staff member. Once your case is called you may then unmute your microphone. At this time, if your device has the capability, start your video. Cell phones and any other devices which have the potential to interrupt the court session should be turned off unless you are using the device to participate in the hearing.

(The judge will give general instructions on how to utilize the microphone/video features of the video platform)

6. CHARGES & PENALTIES.

Sample: You have the right to be informed of your charges and the penalties you face for those charges.

7. DEFENDANT'S RIGHT TO A POSTPONEMENT.

Sample: You have the right to a reasonable postponement for good cause, such as consulting with an attorney and preparing a proper defense.

8. DEFENDANT'S RIGHT TO REPRESENTATION BY AN ATTORNEY.

Sample: You have the right to be represented by an attorney. If you elect not to be represented by an attorney for charges which may result in a jail term, loss of your driving privileges or penalties in excess of \$800.00, I will ask you questions to satisfy myself that you are giving up the right to be represented by an attorney knowingly and intelligently.

9. DEFENDANT'S RIGHT TO PUBLIC DEFENDER.

Sample: You have the right to a court-appointed attorney if you cannot afford to hire your own attorney and if you (a) face a jail term; (b) a loss of driving privileges; or (c) penalties in excess of \$800.00; and you qualify financially. You must complete a form which asks questions about your income and your assets and you may be asked to supply proof of your income, assets and expenses. If you apply for a court-appointed attorney, there is an application fee of up to \$200, which the court can reduce or eliminate for good cause. (If there is a public defender assigned to the session, that public defender may enter an appearance in the case.)

10. DEFENDANT'S RIGHTS.

a. Right To Remain Silent

Sample: You have a constitutional right to remain silent; no one can force you to testify or make a statement on your own behalf or to call any witnesses or to offer any defense. If you choose not to testify, it will not in any way factor into my decision as to whether you are guilty or not guilty of the offense charged.

b. Defendant Presumed Innocent

Sample: You are presumed innocent unless and until you are proven guilty. The prosecutor is the attorney who represents the State and presents the cases to the court. In most cases the prosecutor must prove the case against you beyond a reasonable doubt. It is never your burden or obligation to prove your innocence. (The prosecutor may enter an appearance at this time.)

11. GUILTY OR NOT GUILTY PLEA.

Sample: You may enter a plea of guilty or not guilty to your charges.

12. RIGHTS GIVEN UP BY ENTRY OF A GUILTY PLEA.

Sample: If you enter a plea of guilty, you will be giving up your right to a trial and your right to remain silent. I will ask you questions about what happened to establish what is called a “factual basis” and other questions to satisfy myself that you are knowingly and voluntarily giving up your right to a trial, that you are guilty of the charges, and that you have knowingly and intelligently decided to proceed without an attorney, if you are not represented by an attorney. You may offer any explanation that you think is important to your case and which may affect the sentence that is imposed.

13. NOT GUILTY PLEA.

Sample: If you plead not guilty, you then have the right to have a trial, where you or your attorney may call or subpoena witnesses on your behalf and you may testify or make a statement if you choose to do so. If you have a trial, I will explain the trial procedure to you before the trial begins.

14. JURISDICTION OF COURT.

Sample: The court has jurisdiction over traffic offenses that occur in this municipality, along with offenses called disorderly persons' offenses, punishable by up to six months in jail and up to a \$1000 fine, and petty disorderly persons' offenses, punishable by up to 30 days in jail and up to a \$500 fine. Certain drug related offenses carry additional mandatory penalties and a possible loss of your driving privileges for up to two years. Domestic violence related offenses also carry additional mandatory penalties and a weapons prohibition. I can also impose a probationary term with conditions such as counseling, community service, restitution, drug screening, etc. The court also hears local ordinance violations (violations of local laws), and fish and game violations, and weights and measures violations.

15. COMMERCIAL DRIVER'S LICENSE.

Sample: If you possess a commercial driving license, the Motor Vehicle Commission may suspend your commercial driver's license if you plead guilty to or are convicted after a trial of certain serious traffic offenses committed in your commercial or your personal vehicle.

16. PLEA BARGAINING.

Sample: Plea bargaining is permitted by the N.J. Supreme Court in most cases except in certain drunk driving and drug related offenses. This means that, except in those cases, you or your attorney may speak to the prosecutor about how your case may be resolved. A plea agreement may result in an amendment of your charge to a less serious offense or possibly one that carries no motor vehicle points, or fewer motor vehicle points, a dismissal or merger of some charges, or a specific fine, jail term, or other sentence recommendation by the prosecutor. The prosecutor will generally consult with the officer who has issued the summons or complaint, any victims, and may review your motor vehicle record or criminal history, in connection with any plea agreement. As the judge, I will not be involved in any plea negotiations.

17. IN-COURT FINES, COSTS AND PENALTIES MAY DIFFER FROM STATEWIDE VIOLATION'S BUREAU SCHEDULE.

Sample: You should know that if you plead guilty or are found guilty of a charge that could have been paid through the mail or online, the court is not bound to impose the same fine and costs as you would have originally paid. Instead, the Court may impose the maximum fine and cost allowed by statute. If I find that you have acted in a willful manner, I have the authority under the law to suspend your driver's license, in addition to imposing fees and costs.

18. *ADDITIONAL PENALTIES MAY BE IMPOSED BY MVC.*

Sample: In addition to any penalties that I may impose for motor vehicle convictions, additional penalties may be assessed by the Motor Vehicle Commission such as points for moving violations (like speeding or careless driving), surcharges for certain types of convictions or the MVC may suspend your driver's license. The court is linked to the MVC via computer so any convictions from this court are reported to the MVC upon data entry. If you are an out-of-state driver, the New Jersey MVC will report any conviction to your home-state MVC, which may impact on your driving privileges in that state.

19. *PARKING TICKETS.*

Sample: If you are in court to protest a parking offense, be advised that you do not have the right to remain silent and neither a prosecutor nor the officer issuing the ticket has to personally appear, unless I order otherwise. The proceeding regarding parking offenses is considered civil in nature and you do not have the right to a Public Defender, and the proof of your guilt need not be established beyond a reasonable doubt. I may merely rely on three facts:

- a. An appropriate parking offense is detailed on your summons; and
- b. It sufficiently identifies the vehicle involved; and
- c. That the vehicle, according to the Motor Vehicle Commission, was owned by or registered to you on the date and the time of the offense.

Therefore, it is your obligation to tell me under oath why you should not be found guilty. It is not a defense that you never received the parking ticket or that someone else actually parked the vehicle illegally. You, as the registered owner of the vehicle, are primarily responsible. You are not restricted in your right to allow family or friends to use your vehicle but if they do and they receive a summons which they do not advise you of, that will not be a defense. You may have a claim against the actual offending driver for reimbursement in the Superior Court. In parking violations your statement denying your guilt alone may not be sufficient to prove your innocence and your best proofs may be photographs or videos of the location and signs in question. If you need time to obtain photographs or videos you can request a short adjournment for that purpose.

20. *TIME PAYMENTS AND SENTENCING ALTERNATIVES.*

Sample: At the time of a guilty plea or verdict, financial obligations are expected to be paid in full. However, if you cannot pay in full today you may pay in installments or seek other relief from the court.

21. *RIGHT AND TIME TO APPEAL.*

Sample: You have 20 days in which to file an appeal if you are not satisfied with any decision or sentence of this court. Neither the parties nor the court may extend the time for filing an appeal. Your appeal will be heard in the Superior Court and, in most cases, the Superior Court Judge decides the case based upon the record that we are making (called a transcript). An appeal packet is available in the court office.

22. IMMIGRATION AND DEPORTATION CONSEQUENCES.
[To be read verbatim, as required by Directive #09-11]

If you are not a United States citizen and if you plead guilty to or are convicted of certain offenses heard in the municipal court, including some motor vehicle offenses, it may result in your being deported from the United States or it may prevent you from being re-admitted to the United States if you leave voluntarily, or it may prevent you from ever becoming a naturalized United States citizen. You have a right to seek advice from an attorney about the effect a guilty plea will have on your immigration status.

23. NEW JERSEY VETERANS' ASSISTANCE PROJECT.

A special note for military veterans. A program called the Veterans' Assistance Project exists to provide veterans with referrals to community-based resources for services related to housing, mental health counseling, substance abuse treatment, financial aid, legal services, education, and veterans' benefits, including possibly mentoring by another veteran. Our court staff can provide you with a brochure describing the program and an application. Staff also can help you with completing the application.

24. CONFLICT.

Sample: If anyone is aware that I may have had a professional or personal connection with any individual involved in the case, please let me know when the case is called. I will make a determination as to whether a conflict exists and if it does, I will reschedule the case for another day before another judge.

25. DEFENDANT'S QUESTIONS.

Sample: You will be treated with dignity and respect in this forum and the same is expected of you. If you have any questions that I have not answered, please do not hesitate to ask when your case is called.

**MODEL OPENING STATEMENT
LISTING OF BASIC RIGHTS AND ADVISEMENTS
(In-Person Criminal Sessions Only)**

1. Welcome.
2. Availability of Court Interpreter/Americans with Disabilities Act Accommodation.
3. Order of Court Calendar.
4. Proceedings are Recorded.
5. Charges & Penalties.
6. Defendant's Right to a Postponement.
7. Defendant's Right to Representation by an Attorney.
8. Defendant's Right to Public Defender.
9. Defendant's Rights.
 - a. Right to remain silent.
 - b. Defendant presumed innocent.
10. Guilty or Not Guilty Plea.
11. Rights Given up by Entry of a Guilty Plea.
12. Not Guilty Plea.
13. Jurisdiction of Court.
14. Plea Bargaining.
15. In-Court Fines, Costs and Penalties may differ from Statewide Schedule.
16. Time Payments and Sentencing Alternatives.
17. Right and Time to Appeal.
18. Immigration and Deportation Consequences.
19. Veterans' Assistance Project.
20. Conflict.
21. Defendant's Questions.

**OUTLINE FOR MODEL OPENING STATEMENT FOR
MUNICIPAL COURTS IN NEW JERSEY
(In-Person Criminal Sessions Only)**

Here are the basic rights and advisements that should be included in every municipal court opening statement (R. 7:14-1):

1. WELCOME.

Sample: Good morning (afternoon) and welcome to the _____ Municipal Court. I am Judge _____. For the record today's date is _____ at _____ a.m. (p.m.).

2. AVAILABILITY OF COURT INTERPRETER/AMERICANS WITH DISABILITIES ACT ACCOMMODATION.

Sample: If you or a witness has limited ability to understand or communicate with me proficiently in English or needs an accommodation under the Americans with Disabilities Act, let me or any member of the court staff know, and we will arrange for a court interpreter or an Americans with Disabilities Act accommodation for you at no cost. If necessary, we will reschedule your matter so you can have the interpreter or accommodation that you need.

3. ORDER OF COURT CALENDAR.

State the general order in which cases will be heard during the court session pursuant to R. 7:14-3. You may want to give a brief explanation regarding terms of art such as "arraignment" in language that a lay person will understand. The following is an example of the general order of business:

Sample: Pursuant to Court Rule, attorney matters are given priority since many attorneys are required to be in other courts meeting at the same time. The Court will then call first appearances, guilty pleas and other summary matters. The last order of business will be trials and other contested matters.

4. PROCEEDINGS ARE RECORDED.

Sample: All proceedings in this Court are recorded. No one should be talking in the courtroom other than court personnel and those people addressing the court. Cell phones and any other devices which have the potential to interrupt the court session should be turned off.

5. CHARGES & PENALTIES.

Sample: You have the right to be informed of your charges and the penalties you face for those charges.

6. DEFENDANT'S RIGHT TO A POSTPONEMENT.

Sample: You have the right to a reasonable postponement for good cause, such as consulting with an attorney and preparing a proper defense.

7. DEFENDANT'S RIGHT TO REPRESENTATION BY AN ATTORNEY.

Sample: You have the right to be represented by an attorney. If you elect not to be represented by an attorney for charges which may result in a jail term, loss of your driving privileges or penalties in excess of \$800.00, I will ask you questions to satisfy myself that you are giving up the right to be represented by an attorney knowingly and intelligently.

8. DEFENDANT'S RIGHT TO PUBLIC DEFENDER.

Sample: You have the right to a court-appointed attorney if you cannot afford to hire your own attorney and if you (a) face a jail term; (b) a loss of driving privileges; or (c) penalties in excess of \$800.00; and you qualify financially. You must complete a form which asks questions about your income and your assets and you may be asked to supply proof of your income, assets and expenses. If you apply for a court-appointed attorney, there is an application fee of up to \$200, which the court can reduce or eliminate for good cause. (If there is a public defender assigned to the session, that public defender may enter an appearance in the case.)

9. DEFENDANT'S RIGHTS.

a. Right To Remain Silent

Sample: You have a constitutional right to remain silent; no one can force you to testify or make a statement on your own behalf or to call any witnesses or to offer any defense. If you choose not to testify, it will not in any way factor into my decision as to whether you are guilty or not guilty of the offense charged.

b. Defendant Presumed Innocent

Sample: You are presumed innocent unless and until you are proven guilty. The prosecutor is the attorney who represents the State and presents the cases to the court. In most cases the prosecutor must prove the case against you beyond a reasonable doubt. It is never your burden or obligation to prove your innocence. (The prosecutor may enter an appearance at this time.)

10. GUILTY OR NOT GUILTY PLEA.

Sample: You may enter a plea of guilty or not guilty to your charges.

11. *RIGHTS GIVEN UP BY ENTRY OF A GUILTY PLEA.*

Sample: If you enter a plea of guilty, you will be giving up your right to a trial and your right to remain silent. I will ask you questions about what happened to establish what is called a “factual basis” and other questions to satisfy myself that you are knowingly and voluntarily giving up your right to a trial, that you are guilty of the charges, and that you have knowingly and intelligently decided to proceed without an attorney, if you are not represented by an attorney. You may offer any explanation that you think is important to your case and which may affect the sentence that is imposed.

12. *NOT GUILTY PLEA.*

Sample: If you plead not guilty, you then have the right to have a trial, where you or your attorney may call or subpoena witnesses on your behalf and you may testify or make a statement if you choose to do so. If you have a trial, I will explain the trial procedure to you before the trial begins.

13. *JURISDICTION OF COURT.*

Sample: The court has jurisdiction over offenses that occur in this municipality which are called disorderly persons’ offenses, punishable by up to six months in jail and up to \$1000 fine, and also over offenses called petty disorderly persons’ offenses, punishable by up to 30 days in jail and up to a \$500 fine. Certain drug related offenses carry additional mandatory penalties and a possible loss of your driving privileges for up to two years. Domestic violence related offenses also carry additional mandatory penalties and a weapons prohibition. I can also impose a probationary term with conditions such as counseling, community service, restitution, drug screening, etc. The court also hears local ordinance violations (violations of local laws), and fish and game violations, and weights and measures violations.

14. *PLEA BARGAINING.*

Sample: Plea bargaining is permitted by the N.J. Supreme Court in most cases except in certain drug related offenses. This means that, except in those cases, you or your attorney may speak to the prosecutor about how your case may be resolved. A plea agreement may result in an amendment of your charge to a less serious offense, a dismissal or merger of some charges, or a specific fine, jail term, or other sentence recommendation by the prosecutor. The prosecutor will generally consult with the officer who has issued the summons or complaint, any victims, and may review criminal history, in connection with any plea agreement. As the judge, I will not be involved in any plea negotiations.

15. *IN-COURT FINES, COSTS AND PENALTIES MAY DIFFER FROM STATEWIDE VIOLATION'S BUREAU SCHEDULE.*

Sample: You should know that if you plead guilty or are found guilty of a charge that could have been paid through the mail or online, the court is not bound to impose the same fine and costs as you would have originally paid. Instead, the Court may impose the maximum fine and cost allowed by statute. If I find that you have acted in a willful manner, I have the authority under the law to suspend your driver's license, in addition to imposing fees and costs.

16. *TIME PAYMENTS AND SENTENCING ALTERNATIVES.*

Sample: At the time of a guilty plea or verdict, financial obligations are expected to be paid in full. However, if you cannot pay in full today you may pay in installments or seek other relief from the court.

17. *RIGHT AND TIME TO APPEAL.*

Sample: You have 20 days in which to file an appeal if you are not satisfied with any decision or sentence of this court. Neither the parties nor the court, may, however enlarge the time for filing an appeal. Your appeal will be heard in the Superior Court and, in most cases, the Superior Court Judge decides the case based upon the record that we are making (called a transcript). An appeal packet is available in the court office.

18. *IMMIGRATION AND DEPORTATION CONSEQUENCES.*
[To be read verbatim, as required by Directive #09-11]

If you are not a United States citizen and if you plead guilty to or are convicted of certain offenses heard in the municipal court, including some motor vehicle offenses, it may result in your being deported from the United States or it may prevent you from being re-admitted to the United States if you leave voluntarily, or it may prevent you from ever becoming a naturalized United States citizen. You have a right to seek advice from an attorney about the effect a guilty plea will have on your immigration status.

19. *NEW JERSEY VETERANS' ASSISTANCE PROJECT.*

A special note for military veterans. A program called the Veterans' Assistance Project exists to provide veterans with referrals to community-based resources for services related to housing, mental health counseling, substance abuse treatment, financial aid, legal services, education, and veterans' benefits, including possibly mentoring by another veteran. Our court staff can provide you with a brochure describing the program and an application. Staff also can help you with completing the application.

20. CONFLICT.

Sample: If anyone is aware that I may have had a professional or personal connection with any individual involved in the case, please let me know when the case is called. I will make a determination as to whether a conflict exists and if it does, I will reschedule the case for another day before another judge.

21. DEFENDANT'S QUESTIONS.

Sample: You will be treated with dignity and respect in this forum and the same is expected of you. If you have any questions that I have not answered, please do not hesitate to ask when your case is called.

**MODEL OPENING STATEMENT
LISTING OF BASIC RIGHTS AND ADVISEMENTS
(Virtual Criminal Sessions Only)**

1. Welcome.
2. Availability of Court Interpreter/Americans with Disabilities Act Accommodation.
3. Virtual Participation and Consent.
4. Order of Court Calendar.
5. Recorded Proceedings and Instructions.
6. Charges and Penalties.
7. Defendant's Right to a Postponement.
8. Defendant's Right to Representation by an Attorney.
9. Defendant's Right to Public Defender.
10. Defendant's Rights.
 - a. Right to remain silent.
 - b. Defendant presumed innocent.
11. Guilty or Not Guilty Plea.
12. Rights Given up by Entry of a Guilty Plea.
13. Not Guilty Plea.
14. Jurisdiction of Court.
15. Plea Bargaining.
16. In-Court Fines, Costs and Penalties may differ from Statewide Schedule.
17. Time Payments and Sentencing Alternatives.
18. Right and Time to Appeal.
19. Immigration and Deportation Consequences.
20. New Jersey Veterans' Assistance Project.
21. Conflict.
22. Defendant's Questions.

**MODEL OPENING STATEMENT FOR
MUNICIPAL COURTS IN NEW JERSEY
(Virtual Criminal Sessions Only)**

Here are the basic rights and advisements that should be included in every municipal court opening statement (R. 7:14-1):

1. WELCOME.

Sample: Good morning (afternoon) and welcome to the _____ Municipal Court. I am Judge _____. For the record today's date is _____ and this is the _____ a.m. (p.m.) session being conducted via Zoom (or other) videoconferencing platform.

2. AVAILABILITY OF COURT INTERPRETER/AMERICANS WITH DISABILITIES ACT ACCOMMODATION.

Sample: If you or a witness has limited ability to understand or communicate with me proficiently in English or needs an accommodation under the Americans with Disabilities Act, let me or any member of the court staff know, and we will arrange for a court interpreter or an Americans with Disabilities Act accommodation for you at no cost. If necessary, we will reschedule your matter so you can have the interpreter or accommodation that you need.

3. VIRTUAL PARTICIPATION AND CONSENT.

Sample: Although these proceedings are being conducted virtually, they are actual court proceedings; therefore, you should conduct yourself as though you are in my courtroom. There is to be no eating, no drinking, no driving, no sleeping, and no smoking. Everyone should be in an upright position free of background noise and in proper attire. No one else should be speaking in the room with you unless it is your attorney. You should be sitting in an area with adequate lighting and your camera should be placed at face level so that you can clearly be seen by the Court. During these proceedings you should not be distracted and able to meaningfully participate in your hearing.

As I mentioned, these proceedings are being conducted virtually; therefore, I am assuming that because you are on the virtual platform here, that you are consenting to having your matter heard virtually. If you do not consent to having your matter heard virtually, please let me know once your case is called.

4. ORDER OF COURT CALENDAR.

State the general order in which cases will be heard during the court session pursuant to R. 7:14-3. You may want to give a brief explanation regarding terms of art such as "arraignment" in language that a lay person will understand. The following is an example of the general order of business:

Sample: Pursuant to Court Rule, attorney matters are given priority since many attorneys are required to be in other courts meeting at the same time. The Court will then call first appearances, guilty pleas and other summary matters. The last order of business will be trials and other contested matters.

5. RECORDED PROCEEDINGS AND INSTRUCTIONS.

Sample: All proceedings in this Court are recorded; therefore, you should be very careful of what you say on the record because it may be held against you. The parties, counsel and all participants on the videoconferencing platform shall not record or permit any other person to record any portion of the proceedings by any means, including but not limited to audio, video, and screenshots, without the prior written approval of the Court. The parties shall communicate this direction to all additional or interested persons or entities to the case.

Under no circumstances should anyone unmute your microphone unless your case is called by the Judge or a court staff member. Once your case is called you may then unmute your microphone. At this time, if your device has the capability, start your video. Cell phones and any other devices which have the potential to interrupt the court session should be turned off unless you are using the device to participate in the hearing.

(The judge will give general instructions on how to utilize the microphone/video features of the video platform.)

6. CHARGES & PENALTIES.

Sample: You have the right to be informed of your charges and the penalties you face for those charges.

7. DEFENDANT'S RIGHT TO A POSTPONEMENT.

Sample: You have the right to a reasonable postponement for good cause, such as consulting with an attorney and preparing a proper defense.

8. DEFENDANT'S RIGHT TO REPRESENTATION BY AN ATTORNEY.

Sample: You have the right to be represented by an attorney. If you elect not to be represented by an attorney for charges which may result in a jail term, loss of your driving privileges or penalties in excess of \$800.00, I will ask you questions to satisfy myself that you are giving up the right to be represented by an attorney knowingly and intelligently.

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Sample: You have the right to a court-appointed attorney if you cannot afford to hire your own attorney and if you (a) face a jail term; (b) a loss of driving privileges; or (c) penalties in excess of \$800.00; and you qualify financially. You must complete a form which asks questions about your income and your assets and you may be asked to supply proof of your income, assets and expenses. If you apply for a court-appointed attorney, there is an application fee of up to \$200, which the court can reduce or eliminate for good cause. (If there is a Public Defender assigned to the session, that public defender may enter an appearance in the case.)

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b. Defendant Presumed Innocent

Sample: You are presumed innocent unless and until you are proven guilty. The prosecutor is the attorney who represents the State and presents the cases to the court. In most cases the prosecutor must prove the case against you beyond a reasonable doubt. It is never your burden or obligation to prove your innocence. (The prosecutor may enter an appearance at this time.)

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[To be read verbatim, as required by Directive #09-11]

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Sample: If anyone is aware that I may have had a professional or personal connection with any individual involved in the case, please let me know when the case is called. I will make a determination as to whether a conflict exists and if it does, I will reschedule the case for another day before another judge.

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Sample: You will be treated with dignity and respect in this forum and the same is expected of you. If you have any questions that I have not answered, please do not hesitate to ask when your case is called.

**MODEL OPENING STATEMENT
LISTING OF BASIC RIGHTS AND ADVISEMENTS
(Virtual Traffic Sessions Only)**

1. Welcome.
2. Availability of Court Interpreter/Americans with Disabilities Act Accommodation.
3. Virtual Participation and Consent.
4. Order of Court Calendar.
5. Recorded Proceedings and Instructions.
6. Charges and Penalties.
7. Defendant's Right to a Postponement.
8. Defendant's Right to Representation by an Attorney.
9. Defendant's Right to Public Defender.
10. Defendant's Rights.
 - a. Right to remain silent.
 - b. Defendant presumed innocent.
11. Guilty or Not Guilty Plea.
12. Rights Given up by Entry of a Guilty Plea.
13. Not Guilty Plea.
14. Jurisdiction of Court.
15. Commercial Driver's License.
16. Plea Bargaining.
17. In-Court Fines, Costs and Penalties may differ from Statewide Schedule.
18. Additional Penalties May be Imposed by MVC.
19. Parking Tickets.
20. Time Payments and Sentencing Alternatives.
21. Right and Time to Appeal.
22. Immigration and Deportation Consequences.

23. New Jersey Veterans' Assistance Project.

24. Conflict.

25. Defendant's Questions.

**OUTLINE FOR MODEL OPENING STATEMENT FOR
MUNICIPAL COURTS IN NEW JERSEY
(Virtual Traffic Sessions Only)**

Here are the basic rights and advisements that should be included in every municipal court opening statement (R. 7:14-1):

1. WELCOME.

Sample: Good morning (afternoon) and welcome to the _____ Municipal Court. I am Judge _____. For the record, today's date is _____ and this is the _____ a.m. (p.m.) session being conducted via Zoom (or other) videoconferencing platform.

2. AVAILABILITY OF COURT INTERPRETER/AMERICANS WITH DISABILITIES ACT ACCOMMODATION.

Sample: If you or a witness has limited ability to understand or communicate with me proficiently in English or needs an accommodation under the Americans with Disabilities Act, let me or any member of the court staff know, and we will arrange for a court interpreter or an Americans with Disabilities Act accommodation for you at no cost. If necessary, we will reschedule your matter so you can have the interpreter or accommodation that you need.

3. VIRTUAL PARTICIPATION AND CONSENT.

Sample: Although these proceedings are being conducted virtually, they are actual court proceedings; therefore, you should conduct yourself as though you are in my courtroom. There is to be no eating, no drinking, no driving, no sleeping, and no smoking. Everyone should be in an upright position free of background noise and in proper attire. No one else should be speaking in the room with you unless it is your attorney. You should be sitting in an area with adequate lighting and your camera should be placed at face level so that you can clearly be seen by the Court. During these proceedings you should not be distracted and able to meaningfully participate in your hearing.

As I mentioned, these proceedings are being conducted virtually; therefore, I am assuming that because you are on the virtual platform here, that you are consenting to having your matter heard virtually. If you do not consent to having your matter heard virtually, please let me know once your case is called.

4. ORDER OF COURT CALENDAR.

State the general order in which cases will be heard during the court session pursuant to R. 7:14-3. You may want to give a brief explanation regarding terms of art such as "arraignment" in language that a lay person will understand. The following is an example of the general order of business:

Sample: Pursuant to Court Rule, attorney matters are given priority since many attorneys are required to be in other courts meeting at the same time. The Court will then call first appearances, guilty pleas and other summary matters. The last order of business will be trials and other contested matters.

5. *RECORDED PROCEEDINGS AND INSTRUCTIONS.*

Sample: All proceedings in this Court are recorded; therefore, you should be very careful of what you say on the record because it may be held against you. The parties, counsel, and all participants on the videoconferencing platform shall not record or permit any other person to record any portion of the proceedings by any means, including but not limited to audio, video, and screenshots, without the prior written approval of the Court. The parties shall communicate this direction to all additional or interested persons or entities to the case.

Under no circumstances should anyone unmute your microphone unless your case is called by the Judge or a court staff member. Once your case is called you may then unmute your microphone. At this time, if your device has the capability, start your video. Cell phones and any other devices which have the potential to interrupt the court session should be turned off unless you are using the device to participate in the hearing.

(The judge will give general instructions on how to utilize the microphone/video features of the video platform.)

6. *CHARGES & PENALTIES.*

Sample: You have the right to be informed of your charges and the penalties you face for those charges.

7. *DEFENDANT'S RIGHT TO A POSTPONEMENT.*

Sample: You have the right to a reasonable postponement for good cause, such as consulting with an attorney and preparing a proper defense.

8. *DEFENDANT'S RIGHT TO REPRESENTATION BY AN ATTORNEY.*

Sample: You have the right to be represented by an attorney. If you elect not to be represented by an attorney for charges which may result in a jail term, loss of your driving privileges or penalties in excess of \$800.00, I will ask you questions to satisfy myself that you are giving up the right to be represented by an attorney knowingly and intelligently.

9. *DEFENDANT'S RIGHT TO PUBLIC DEFENDER.*

Sample: You have the right to a court-appointed attorney if you cannot afford to hire your own attorney and if you (a) face a jail term; (b) a loss of driving privileges; or (c) penalties in excess of \$800.00; and you qualify financially. You must complete a form which asks questions about your income and your assets and you may be asked to supply proof of your income, assets and expenses. If you apply for a court-appointed attorney, there is an application fee of up to \$200, which the court can reduce or eliminate for good cause. (If there is a public defender assigned to the session, that public defender may enter an appearance in the case.)

10. DEFENDANT'S RIGHTS.

a. Right To Remain Silent

Sample: You have a constitutional right to remain silent; no one can force you to testify or make a statement on your own behalf or to call any witnesses or to offer any defense. If you choose not to testify, it will not in any way factor into my decision as to whether you are guilty or not guilty of the offense charged.

b. Defendant Presumed Innocent

Sample: You are presumed innocent unless and until you are proven guilty. The prosecutor is the attorney who represents the State and presents the cases to the court. In most cases the prosecutor must prove the case against you beyond a reasonable doubt. It is never your burden or obligation to prove your innocence. (The prosecutor may enter an appearance at this time.)

11. GUILTY OR NOT GUILTY PLEA.

Sample: You may enter a plea of guilty or not guilty to your charges.

12. RIGHTS GIVEN UP BY ENTRY OF A GUILTY PLEA.

Sample: If you enter a plea of guilty, you will be giving up your right to a trial and your right to remain silent. I will ask you questions about what happened to establish what is called a “factual basis” and other questions to satisfy myself that you are knowingly and voluntarily giving up your right to a trial, that you are guilty of the charges, and that you have knowingly and intelligently decided to proceed without an attorney, if you are not represented by an attorney. You may offer any explanation that you think is important to your case and which may affect the sentence that is imposed.

13. NOT GUILTY PLEA.

Sample: If you plead not guilty, you then have the right to have a trial, where you or your attorney may call or subpoena witnesses on your behalf and you may testify or make a statement if you choose to do so. If you have a trial, I will explain the trial procedure to you before the trial begins.

14. JURISDICTION OF COURT.

Sample: The court has jurisdiction over traffic offenses that occur in this municipality.

15. COMMERCIAL DRIVER'S LICENSE.

Sample: If you possess a commercial driving license, the Motor Vehicle Commission may suspend your commercial driver's license if you plead guilty to or are convicted after a trial of certain serious traffic offenses committed in your commercial or your personal vehicle.

16. PLEA BARGAINING.

Sample: Plea bargaining is permitted by the N.J. Supreme Court in most cases except in certain drunk driving and drug related offenses. This means that, except in those cases, you or your attorney may speak to the prosecutor about how your case may be resolved. A plea agreement may result in an amendment of your charge to a less serious offense or possibly one that carries no motor vehicle points, or fewer motor vehicle points, a dismissal or merger of some charges, or a specific fine, jail term, or other sentence recommendation by the prosecutor. The prosecutor will generally consult with the officer who has issued the summons or complaint, any victims, and may review your motor vehicle record or criminal history, in connection with any plea agreement. As the judge, I will not be involved in any plea negotiations.

17. IN-COURT FINES, COSTS AND PENALTIES MAY DIFFER FROM STATEWIDE VIOLATION'S BUREAU SCHEDULE.

Sample: You should know that if you plead guilty or are found guilty of a charge that could have been paid through the mail or online, the court is not bound to impose the same fine and costs as you would have originally paid. Instead, the Court may impose the maximum fine and cost allowed by statute. If I find that you have acted in a willful manner, I have the authority under the law to suspend your driver's license, in addition to imposing fees and costs.

18. ADDITIONAL PENALTIES MAY BE IMPOSED BY MVC.

Sample: In addition to any penalties that I may impose for motor vehicle convictions, additional penalties may be assessed by the Motor Vehicle Commission such as points for moving violations (like speeding or careless driving), surcharges for certain types of convictions or the MVC may suspend your driver's license. The court is linked to the MVC via computer so any convictions from this court are reported to the MVC upon data entry. If you are an out-of-state driver, the New Jersey MVC will report any conviction to your home-state MVC, which may impact on your driving privileges in that state.

19. PARKING TICKETS.

Sample: If you are in court to protest a parking offense, be advised that you do not have the right to remain silent and neither a prosecutor nor the officer issuing the ticket has to personally appear, unless I order otherwise. The proceeding regarding parking offenses is considered civil in nature and you do not have the right to a public defender, and the proof of your guilt need not be established beyond a reasonable doubt. I may merely rely on three facts:

- a. An appropriate parking offense is detailed on your summons; and
- b. It sufficiently identifies the vehicle involved; and
- c. That the vehicle, according to the Motor Vehicle Commission, was owned by or registered to you on the date and the time of the offense.

Therefore, it is your obligation to tell me under oath why you should not be found guilty. It is not a defense that you never received the parking ticket or that someone else actually parked the vehicle illegally. You, as the registered owner of the vehicle, are primarily responsible. You are not restricted in your right to allow family or friends to use your vehicle but if they do and they receive a summons

which they do not advise you of, that will not be a defense. You may have a claim against the actual offending driver for reimbursement in the Superior Court. In parking violations your statement denying your guilt alone may not be sufficient to prove your innocence and your best proofs may be photographs or videos of the location and signs in question. If you need time to obtain photographs or videos you can request a short adjournment for that purpose.

20. *TIME PAYMENTS AND SENTENCING ALTERNATIVES.*

Sample: At the time of a guilty plea or verdict, financial obligations are expected to be paid in full. However, if you cannot pay in full today you may pay in installments or seek other relief from the court.

21. *RIGHT AND TIME TO APPEAL.*

Sample: You have 20 days in which to file an appeal if you are not satisfied with any decision or sentence of this court. Neither the parties nor the court, may extend the time for filing an appeal. Your appeal will be heard in the Superior Court and, in most cases, the Superior Court Judge decides the case based upon the record that we are making (called a transcript). An appeal packet is available in the court office.

22. *IMMIGRATION AND DEPORTATION CONSEQUENCES.*
[To be read verbatim, as required by Directive #09-11]

If you are not a United States citizen and if you plead guilty to or are convicted of certain offenses heard in the municipal court, including some motor vehicle offenses, it may result in your being deported from the United States or it may prevent you from being re-admitted to the United States if you leave voluntarily, or it may prevent you from ever becoming a naturalized United States citizen. You have a right to seek advice from an attorney about the effect a guilty plea will have on your immigration status.

23. *NEW JERSEY VETERANS' ASSISTANCE PROJECT.*

A special note for military veterans. A program called the Veterans' Assistance Project exists to provide veterans with referrals to community-based resources for services related to housing, mental health counseling, substance abuse treatment, financial aid, legal services, education, and veterans' benefits, including possibly mentoring by another veteran. Our court staff can provide you with a brochure describing the program and an application. Staff also can help you with completing the application.

24. *CONFLICT.*

Sample: If anyone is aware that I may have had a professional or personal connection with any individual involved in the case, please let me know when the case is called. I will make a determination as to whether a conflict exists and if it does, I will reschedule the case for another day before another judge.

25. DEFENDANT'S QUESTIONS.

Sample: You will be treated with dignity and respect in this forum and the same is expected of you. If you have any questions that I have not answered, please do not hesitate to ask when your case is called.