

STEVEN M. FULOP  
Mayor



JACOB V. HUDNUT  
Chief Prosecutor

**CITY OF JERSEY CITY**  
**OFFICE OF THE MUNICIPAL PROSECUTOR**

365 Summit Avenue, Suite 219 • Jersey City, New Jersey 07306  
t. (201) 209-6755 • f. 201-459-9173 • [jcnj.org/prosecutor](http://jcnj.org/prosecutor) • [prosecutor@jcnj.org](mailto:prosecutor@jcnj.org)

To plea guilty or not guilty in traffic or parking cases by mail, first ***completely*** fill out the form on the second page. Please note that you ***must*** explain why you feel you have a hardship that prevents you from attending court.

Secondly, mail the form to:

**Jersey City Municipal Court**  
**Attn.: Plea by mail**  
**365 Summit Ave., Room 208**  
**Jersey City, NJ 07306**

Please mail a courtesy copy (marked “courtesy copy” across the top of the page) to:

**Jersey City Office of the Municipal Prosecutor**  
**365 Summit Ave., Suite 219**  
**Jersey City, NJ 07306**

You may also email the completed form to [disputeticket@jcnj.org](mailto:disputeticket@jcnj.org) with a “CC” to [prosecutor@jcnj.org](mailto:prosecutor@jcnj.org)

Please note this form ***cannot*** be used for criminal charges (i.e., state statutes beginning with 2C).

If you are charged with a local ordinance violation (not a state statute) that you wish to dispute, you may email [disputeticket@jcnj.org](mailto:disputeticket@jcnj.org) with a “CC” to [prosecutor@jcnj.org](mailto:prosecutor@jcnj.org). Please include (1) why you have a hardship and cannot come to court and (2) why you are disputing the violation. The municipal prosecutor will have the discretion on how your inquiry is answered.

COURT I.D. <input style="width: 90%;" type="text"/>	PREFIX <input style="width: 90%;" type="text"/>	TICKET / COMPLAINT NO. <input style="width: 90%;" type="text"/>	_____ Municipal Court
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**PLEA BY MAIL** (R. 7:12-3 and R. 7:6-3)

Charge: \_\_\_\_\_ NOTE: This form may only be used to enter a plea for one charge, i.e., one charge per form. Please complete all sections of this form and return it to the court by \_\_\_\_\_. If you fail to return the enclosed form by the date listed, you may be required to personally appear in court to resolve your case.

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**State of New Jersey**

vs.

**Defendant's Name:** \_\_\_\_\_  
FIRST M.I. LAST

**Defendant's Address:** \_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_ CITY STATE ZIP

**Defendant's Phone #:** \_\_\_\_\_

**Section 1. Reason for Hardship****Section 2. Advisement and Plea Instructions****Section 3. Plea****Section 4. Certification**