



State of New Jersey

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
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CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

HAROLD J WIRTHS
Commissioner

MEMORANDUM

June 16, 2014

To: All Judges and Attorneys

From: Peter J. Calderone, Director and Chief Judge 

Subject: Adjournment and Ready Hold Form

We have received requests for a Division Adjournment and Ready Hold form. In consultation with the Administrative Supervisory Judges and others, we have developed the attached form which is now available on the Division's website (under Petitioner and Respondent Forms) for copying or for use as an interactive form on your computer.

You may be aware the Elizabeth vicinage currently has a mandatory Adjournment form which will be replaced with this new form that covers both Adjournments and Ready Holds. While this form or the current Elizabeth form can be utilized at this time in Elizabeth, effective July 1, 2014 only the attached form will be accepted in Elizabeth. Elizabeth is also serving as pilot program to determine the benefits and concerns with a mandatory Adjournment and Ready Hold form.

Party attorneys are encouraged to immediately utilize the new form in every vicinage. This form provides the necessary information and notice to all parties for adjournment and ready hold requests and allows judges and support staff to effectively prepare daily lists and enter markings.

Your assistance is greatly appreciated.

Attachment

New Jersey Is An Equal Opportunity Employer



**DIVISION OF WORKERS' COMPENSATION
REQUEST FOR ADJOURNMENT or READY HOLD
FAX or Mail to Court Vicinage and All Other Parties***

Check One: Adjourment Request Ready Hold for _____ (Time)

Today's Date: _____ Judge's Name: _____

Hearing Date: _____ CP #: _____ Number on Hearing List: _____

Request by (Name of Attorney or Law Firm): _____

Telephone Number: _____ FAX Number: _____

Counsel for (Check One): Petitioner or Medical Provider Respondent

Reason for Request (Required):

Petitioner Expert to examine petitioner on _____ by _____

Respondent Expert to examine petitioner on _____ by _____

Attorney conflict due to: _____

Investigation of: _____

Other (Be Specific):

***In requesting an Adjourment or Ready Hold you are certifying that all parties including when involved the Second Injury Fund and the Uninsured Employer's Fund have also received the request.**

Requests are to be made as soon as adjourment or ready hold basis is known. Requests are to be received (if mailed ensure timely receipt) not less than 24 hours of the scheduled case listing date and time (for Monday lists or Tuesday lists after Monday holiday by 9 am of preceding Friday). Emergent requests (less than 24 hours) require telephone request to judge and parties.

If request is denied, this form will be faxed to your office as indicated below. If denied, you are to notify all parties of the denial.

If Checked, Request Denied: _____

Denial Reason: _____