



PLAINFIELD MUNICIPAL COURT

325 WATCHUNG AVENUE
PLAINFIELD, NJ 07060
(908) 753-3062, FAX (908) 753-3030



CARL L. MARSHALL
CHIEF JUDGE

PATRICIA WESTON - RIVERA
JUDGE

CASSANDRA CORBETT
JUDGE

RAYMONA IWER
COURT ADMINISTRATOR

JASMINE BRADLEY
DEPUTY COURT ADMINISTRATOR

UPDATE ON COVID-19 VIRTUAL COURT HEARINGS EFFECTIVE MAY 11, 2020

PRO-SE MATTERS: NO CONSEQUENCE OF MAGNITUDE VIA ZOOM

1. Pro-Se traffic and criminal matters are being scheduled for Zoom video conferences.
2. Defendants will be emailed an invite to attend the virtual court hearing by way of Zoom video conferencing.
3. The first virtual court session is scheduled for 05/28/2020. We will handle multiple cases via Zoom video conferencing with the Municipal Court Judge in attendance.
4. Pro-Se matters will be assigned virtual breakout rooms to speak with the prosecutor via Zoom video and then join the meeting with the Judge who will make the final determination on the cases.
5. Defendants will be instructed to call the Court or check online to obtain payment information.
6. Ongoing public requests (via phone) for virtual court hearings is discretionary. Such requests are being evaluated by the Court Administrator upon receipt.

LITIGANTS REFUSING VIRTUAL HEARINGS

1. Virtual court hearings are not mandatory. Litigants must give consent to virtual court hearings.
2. Litigants refusing virtual court hearings will be rescheduled for dates starting in July and August 2020 for in person court appearances.
3. No more than 20 litigants will be scheduled at a time.
4. Courtroom will be disinfected 1 day prior to every Court session by the Department of Public Works.
5. Courtroom seating will be rearranged to be at least 6 feet apart from each other to conform with social distancing.

PUBLIC DEFENDER MATTERS

1. Public defender matters will commence in June 2020 via Zoom.

INTERPRETER MATTERS

1. Cases requiring an interpreter will commence in June 2020 via Zoom.

ATTORNEY MATTERS

1. Traffic and criminal matters involving attorney representation are being scheduled for virtual court hearings and phone conferences with the Municipal Prosecutors.
2. The calendar and copies of the cases are being emailed to the Chief Prosecutor:
3. Upon resolution of the cases, Attorneys will submit signed plea affidavits.
4. Time Payment forms along with dispositions to the attorneys and defendants will be sent upon request.

PRO-SE MATTERS: NO CONSEQUENCE OF MAGNITUDE (COURT STAFF ONLY)

1. Pro-Se matters meeting the Plea by Mail criteria are routinely pulled to verify no victim is involved.
2. Plea by Mail forms are being sent to those defendants along with a redacted screen print of their ticket and the Plea by Mail instructions form.
3. Any Plea by Mail form returned, will be scanned and emailed to the Municipal Prosecutor so that he / she may reach out to defendants and come to a resolution on the matters.
4. Upon resolution of the matters, the Municipal Prosecutor will return the plea by mail to the court and the Judge will place resolved matters on the record, beginning on 05/21/2020.
5. Time Payment forms along with dispositions will be sent to the defendants upon request.

REMOTE CUSTOMER SERVICE (NO PERSONAL CONTACT)

All payments can be processed online, by regular mail or delivered to the drop box in the Police Department's entrance. (NO CASH) Staff is reporting to the court office daily on an alternating schedule. The staff members are required to handle the phone calls coming in throughout the day from home, with the assistance of the onsite staff. Court staff continues to process data entry, payments, schedule cases, file new cases, process citizen complaints and all day to day functions required to maintain the Municipal Court operations. These procedures shall continue until further notice from the New Jersey Judiciary, Office of the Mayor and State of New Jersey.