



VINELAND
MUNICIPALCOURT
736 East Landis Avenue
Vineland, New Jersey
856-794-4214
Chief Judge Guy Killen
Demetrica Todd-Ruiz, JMC

Court Director
Rachele D'Ippolito

Court Administrator
Damaris Cortes

Deputy Court Administrator
Richard P. Tonetta, Jr.

VINELAND MUNICIPAL COURT ADJOURNMENT POLICY

Please be advised that all matters will proceed on their scheduled court date unless an adjournment request is submitted to and approved by the municipal court. If an adjournment request is received, it should not be assumed that it will be granted. Adjournments are not entitlements or a matter of course and are not to be considered granted unless confirmed by a municipal court staff member.

1. All attorney requests for adjournment must be made in writing at least 4 days prior to the scheduled court date with the date of the incident included in the request for the adjournment. The written request must include the reason why the adjournment is needed. A request without a valid reason for an adjournment may be denied.
2. If there is a Municipal Court schedule conflict, the older Municipal Court matter will take precedence. If there is a Superior Court schedule conflict, a copy of the Superior Court notice must be attached to the adjournment request. When necessary, the municipal court may contact Superior Court with regard to the conflict and depending upon the circumstances, the request for adjournment may be denied.
3. **Special attention shall be paid to DWI matters in an effort to ensure these cases are disposed of in a timely manner and in accordance with the suggested guideline of 60 days. Adjournments that cause delays in the ability to dispose of a case within a reasonable amount of time and adjournments that will potentially cause a backlog in the municipal court, will not be granted unless the requests are valid and supported by appropriate documentation**
4. Pro se, self-represented, defendants whose case is greater than 45 days old, must request an adjournment in writing at least 4 days prior to the scheduled court date.



Special arrangements for persons with disabilities may be made if requested in advance by contacting the Business Administrator's office at 856-794-4144.

The written request must set-forth the reason and must include any supporting documentation.

5. Adjournment requests due to an emergency such as illness, accident, death or other unanticipated event must be substantiated. At the discretion of the court, an attorney's certification or representation, as an officer of the court, may be sufficient.

The court reserves the right to request any proofs relative to the adjournment request. Such proofs are including but not limited to: court notices from conflict courts, notes from an authorized medical doctor, hospital or other medical facility and travel reservations

