

## NOTICE TO THE BAR

### **Amendments to Family Case Information Statement (Rules Appendix V) Regarding Anticipated College/Post-Secondary Education Expenses**

The Supreme Court, in its July 28, 2017 Omnibus Rule Amendment Order, adopted two amendments to Rules Appendix V, "Family Part Case Information Statement," to be effective September 1, 2017. Those amendments to Appendix V are as follows: (1) in Part A on page 2, under "Issues in Dispute," added a line to permit identifying "Anticipated College/Post-Secondary Education Expenses" as an issue in dispute, and (2) in Part G on page 10, in item 12 under "Required Attachments," added a statement that the list of relevant documents to be filed in support of a request for college or post-secondary education expenses is to be posted on the Judiciary website as promulgated by the Administrative Director.


This notice promulgates that list of relevant documents to be filed to substantiate a request for college or post-secondary education expenses, as attached and as posted at:

[http://www.njcourts.gov/forms/12151\\_cis\\_attach\\_college\\_info.pdf](http://www.njcourts.gov/forms/12151_cis_attach_college_info.pdf)

The amended Family Case Information Statement (Family CIS) (Rule Appendix V), as adopted by the Omnibus Rule Amendment Order, also is posted as a form on the Judiciary website at:

[http://www.njcourts.gov/forms/10482\\_fam\\_cis.pdf](http://www.njcourts.gov/forms/10482_fam_cis.pdf)

Questions concerning this notice may be directed to the Family Practice Division, Administrative Office of the Courts, Hughes Justice Complex, P.O. Box 983, Trenton, New Jersey 08625-0983; telephone: 609-815-2900, extension 55350.

  
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Glenn A. Grant, J.A.D.  
Acting Administrative Director of the Courts

Dated: September 1, 2017

**Family Part Case Information Statement**  
**Part G (#12) – Required Attachments**

**Documents Substantiating Request for College or Post-Secondary Education Expenses**

**College Preparatory Documentation:**

- a) A statement and proof of payment for any preparatory or tutorial course (e.g., SAT preparation);

**Application Related Documentation:**

- b) Costs of transcripts from high school or prior college or university if transferring;
- c) A statement from each college or university to which the child has applied regarding the application fee, along with a copy of the canceled check, credit card statement or other proof of payment of application fee(s);

**Tuition Related Documentation:**

- d) Documentation of costs as prepared or published by the college or university (room, board, tuition registration fees, books, computer costs and laboratory materials);
- e) Proof of all financial aid, scholarships, grants and student loans and copies of all applications for financial aid, scholarships, grants and student loans;
- f) Proof of existence of any accounts or other resources which may be used to satisfy college expenses;
- g) If the child has worked in the past, proof of past earnings in the form of W-2, tax return;

**Enrollment Related Documentation:**

- h) Proof of enrollment including, but not limited to, course schedule;
- i) The degree contemplated, including a description of degree-specific and general education requirements for degree completion and graduation;
- j) Number of credits (taken and achieved);

**Housing and Campus Living Documentation:**

- k) If off-campus housing, a comparison of on and off-campus costs (including a statement from the college or university of on-campus housing costs; a copy of proposed lease or other probative documentation of rentals in the area; cost of renter's insurance, if applicable; and anticipated utility costs if not included in the lease);
- l) Cost of non-reoccurring initial setup of on or off-campus housing (such as furniture, linens, small appliances, television);

**Family Part Case Information Statement - Part G (#12) – Required Attachments**

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- m) Transportation and/or storage costs, including but not limited to those costs associated with travel to and from school for holidays, school recesses, while on campus (e.g., possible automobile maintenance or payments, gasoline, parking, or alternate travel expenses);
- n) Proof of cell phone costs, landline telephone (if applicable), and/or internet access;
- o) Cost of supplies (including, but not limited to, computer, printer, paper, pens, markers, calculators);
- p) Cost of sundries (e.g., cleaning and laundry supplies);
- q) Cost of toiletries;
- r) Cost of entertainment for college events and organizations;
- s) The amount of reasonable spending money;
- t) Marginal cost of insurance coverage for the child (e.g., automobile, health and personal property);
- u) Expenses related to equipment, travel, lodging, fees and other expenses related to the child's participation in sports or other extracurricular activities not covered by the university.