

NOTICE TO THE BAR

PARKING BY ATTORNEYS AND THE GENERAL PUBLIC VISITING THE ESSEX COUNTY HISTORIC COURTHOUSE, HALL OF RECORDS AND VETERAN'S COURTHOUSE BETWEEN APRIL 2019 AND APPROXIMATELY SPRING 2020

Essex County recently announced the construction of a new 900-car parking deck that will be located in the current employee lot off of West Market Street. The additional spaces will enhance the accessibility of the Court Complex and allow for other improvements, including the future construction of new office and courtroom space.

Construction of the new parking deck will **begin on Monday, April 1st** and is expected to take between nine months and one year. Opening of the deck is planned for Spring 2020.

During construction, many county and court employees will be relocated to other areas to park. This will provide ample parking for jurors, attorneys and the public in the existing parking deck and surface lot located off of South Orange Avenue (the "Juror Parking Lot"). The Court and Bar have created a list of local parking facilities that may be used should additional space be needed on any given day. That list will be available at www.essexbar.com by April 1.

Traffic around the two entrances to the Juror parking lot is expected to increase during the morning and afternoon rush hours. The County and Court are working together to provide additional officers to assist in directing traffic during these busy times. **It is important that you plan accordingly; please allow additional time to arrive, park and pass through security when visiting the court and county offices during this time.**

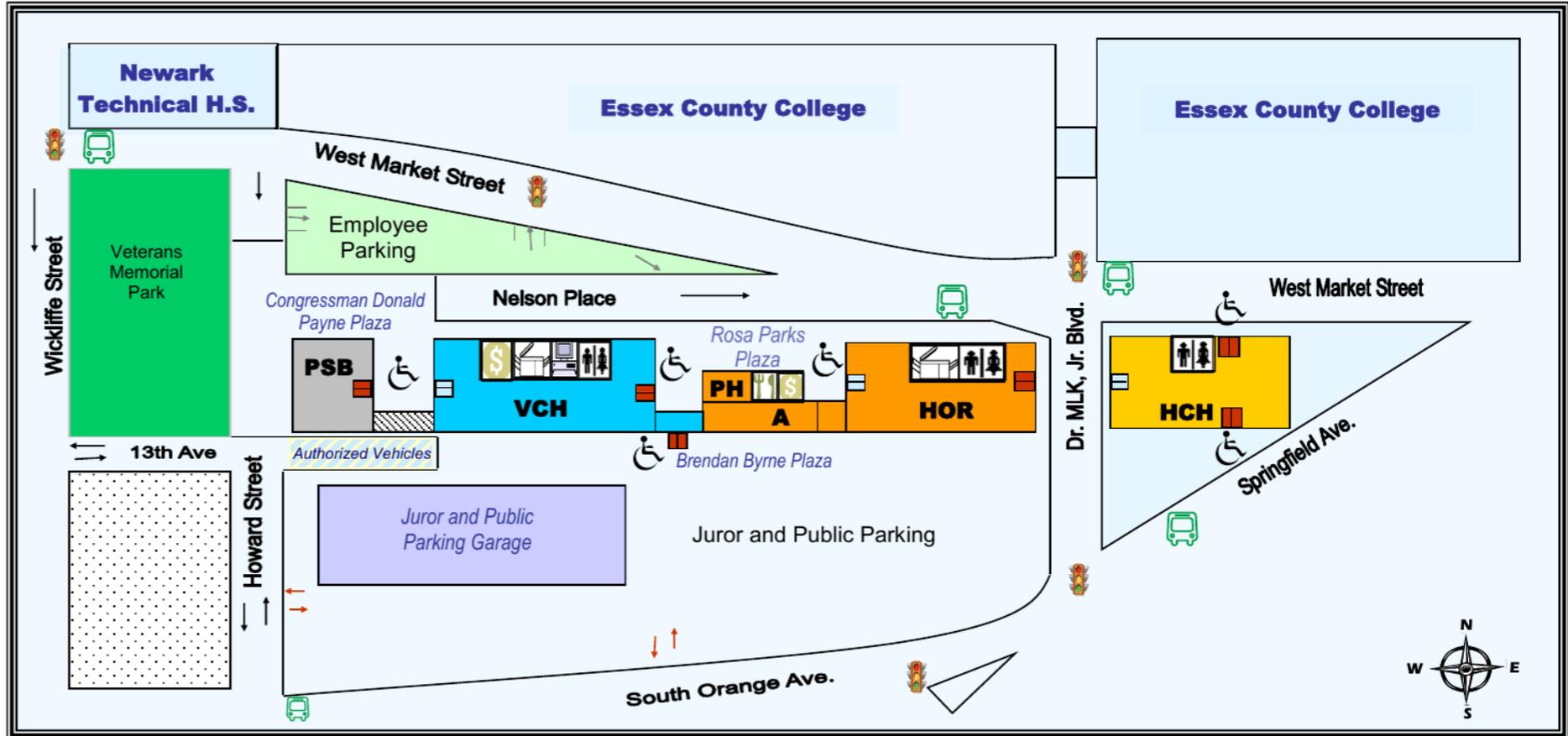
NOTE: New access cards for the existing Juror parking lot will be deactivated effective April 1. Parking access cards will only be issued to designated employees per the new parking plan.

The County is working diligently to provide the necessary accommodations and parking so as to minimize any impact on court business. Although there may still be some temporary inconvenience, please understand that these improvements will make the complex more user-friendly for all court and county stakeholders. Thank you for your cooperation.

Dated: March 20, 2019

MAP KEY

-  **Handicap Accessible Entrance**
-  **Public Entrance**  **Employee Entrance**
- PSB** Leroy F. Smith, Jr. Public Safety Bldg.
60 Nelson Place
- HOR** Hall of Records - 465 Dr. MLK, Jr. Blvd.
- PH** Power House (Accessible from the Hall of Records)
- A** Hall of Records Annex
- VCH** Veterans Courthouse - 50 West Market St.
- HCH** Historic Courthouse - 470 Dr. MLK, Jr. Blvd.



PUBLIC AMENITIES

- ATMs**  1st floor **VCH** lobby and 3rd floor **HOR** by the cafeteria.
- Cafeteria**  3rd floor **HOR**.
- Public Copy Machines**  Information Center room 132 **VCH**, Civil Customer Service room 201 **HOR** and in the Civil Records Vault room 240 **HOR**.
- Public Access Terminals**  Information Center room 132 **VCH**.
- Rest Rooms**  Located in designated areas on each floor of **VCH**, **HOR** & **HCH**.
- Bus Stops**  On West Market St., Springfield Ave. & So. Orange Ave.

OMBUDSMAN / INFORMATION & COMMUNITY RELATIONS CENTER

- Information Desk.....1st floor Lobby **VCH**
- Information & Community Relations Centerroom 132 **VCH**
- Ombudsman.....room 101 **VCH**

ADMINISTRATION

- Trial Court Administrator's Office (TCA).....room 514 **VCH**

APPELLATE

- Appellate Courtroom.....room 1114 **VCH**

CIVIL

- Civil Intake Unit.....room 131 **VCH**
Civil Part document processing

CIVIL

- Civil Arbitration.....room 103 **HCH**

CIVIL

- Civil Customer Service.....room 201 **HOR**
- Civil Records Vault.....room 240 **HOR**
- Landlord/Tenant Office.....room 237 **HOR**
- Landlord/Tenant Courtroom 155 **A**
(Accessible through the Hall of Records)
- Special Civil Part
Calendar Call.....courtroom 301 **HOR**

CRIMINAL

- Case Management.....room 912 **VCH**
- CJP Court.....room 502 **VCH**
- Criminal Records Office.....room 1012 **VCH**
- Expungements (Adult).....room 1012 **VCH**
- Remand Court.....room 504 **VCH**
- Public Defender Applications...room 912 **VCH**
- Pre-Trial Intervention (PTI).....room 912 **VCH**

FINANCE

- Bail Unit.....room 118 **VCH**
- Cashier.....room 118 **VCH**
- CPU.....room 131 **VCH**
(Central Processing Unit)
Civil Division Filings
Civil Division Drop Box (1st floor Lobby)

HUMAN RESOURCES

- Human Resources...room 612 **VCH**

JURY

- Petit Jury.....room 150 **VCH**
- Grand Jury4th floor **VCH**

PROBATION

- Probation Intake.....room 710 **VCH**

TRANSCRIPTS

- Transcripts.....room 512 **VCH**

ESSEX COUNTY OFFICES

- Child Support Office.....room 107 **HOR**
- County Counsel Offices.....5th floor **HOR**
- County Clerk.....room 247 **HOR**
Passports, County ID, Voter Registration and other Registration Services
- County Executive Offices.....4th floor **HOR**
Office of the County Executive...room 405
- County Freeholders Offices.....5th floor **HOR**
- Inspector General.....5th floor **HOR**
- Legal Aid Association.....room 118 **HOR**
- Public Information Office.....room 408 **HOR**
- Register of Deeds & Mortgages
.....room 130 **HOR**
- Surrogate.....room 206 **HOR**
- Welfare Office.....room 107 **HOR**

OTHER COUNTY OFFICES

- Prosecutor's Office.....3rd & 4th floors **VCH**
- Sheriff's Office.....2nd floor **VCH**
- Essex County Bar Association room B01 **HCH**

Paid Parking Near the Essex Vicinage Court Complex

1. 48 Academy Street
2. 83 Academy Street
3. 261 University Avenue
4. 230 Washington Street
5. 165 Halsey Street
6. 29 Bank Street
7. 197 Halsey Street
8. 218 Halsey Street

