

STEVEN M. FULOP  
Mayor



JACOB V. HUDNUT  
Chief Prosecutor

**CITY OF JERSEY CITY**  
**OFFICE OF THE MUNICIPAL PROSECUTOR**

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To: Prosecutors and Support Staff

cc: Judges

From: Jake Hudnut, Chief Prosecutor

A handwritten signature in blue ink, appearing to read "J. Hudnut".

Date: October 5, 2018

**RE: DISCOVERY FEES**

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Effective immediately our office will charge the following discovery fees:

Item	Fee
Paper – letter size	\$0.05
Paper – legal size	\$0.07
Color photo/copy	\$0.15
CD	\$0.66
DVD	\$0.68

These calculations and rates are required by R. 7:7-7(i)(1). Municipalities have no discretion in setting fees. Any other discovery items not listed above (e.g. flash drive, Blue Ray DVD) will be charged at cost. Id. Please also refer to R. 7:7-7(i)(2) & (3) for special service charges for printed copies or electronic records requests that are outside the ordinary scope of discovery demands. Finally, there is no charge for discovery fulfilled by email or fax.

Normal postage rates apply for mailing discovery.

No check from defense counsel or pro se litigants will be required before discovery is fulfilled. Our office currently includes a cover letter when fulfilling discovery. These cover letters will now include an invoice section noting the price of the attached discovery and requesting payment. Outstanding balances may affect the fulfillment of future discovery demands.

While this new policy goes into effect, there may be instances where flat-fee checks are received with discovery demands from defense counsel or pro se litigants accustomed to the prior policy. Going forward, this office will return those checks (marked “void”) with discovery, as well as the aforementioned cover sheet invoicing the correct discovery fee.