

ORDINANCE 2004-39

AN ORDINANCE ESTABLISHING THE FEES TO BE CHARGED FOR COPIES OF DOCUMENTS REQUESTED THROUGH THE MUNICIPAL PROSECUTOR FOR MUNICIPAL COURT DISCOVERY.

WHEREAS, discovery requests in matters pending in the Municipal Court are submitted through the Municipal Prosecutor; and

WHEREAS, it is necessary to establish the fees that may be charged for the copies provided, consistent with the provisions of the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1, et seq;

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey as follows:

1. All requests for discovery in matters pending in Hillsborough Township Court shall be submitted through the Municipal Prosecutor.
2. The following fees shall be payable by the requestor to the Township of Hillsborough for the discovery provided:
 - a. \$.75 per page for each of the first 10 pages photocopied
 - b. \$.50 per page for each of the next 10 pages photocopied
 - c. \$.25 per page for each of the pages copied thereafter
 - d. Actual postage for any discovery sent by mail
 - e. \$.25 for the envelope for any discovery sent by mail
 - f. Photographs will be photocopied at the rates established herein. If requests are made for duplicate photographs, the actual cost of making the photographs shall be charged.
 - g. Duplication of videotapes constitutes an extraordinary duplication process and will be charged at the rate of \$5.00 per videotape.
 - h. On any item that cannot be photocopied on the Township copy machine or not otherwise provided for in this schedule, the actual cost incurred in making the copy shall be charged.
3. Where the discovery must be obtained from an entity other than the Township of Hillsborough, e.g. another police department, the actual costs paid to the other entity shall be paid by the requestor.

This ordinance shall take effect upon its adoption, passage and publication according to law.

ATTEST:

TOWNSHIP OF HILLSBOROUGH

Kevin P. Davis, Acting Township Clerk

Steven N. Sireci, Mayor