



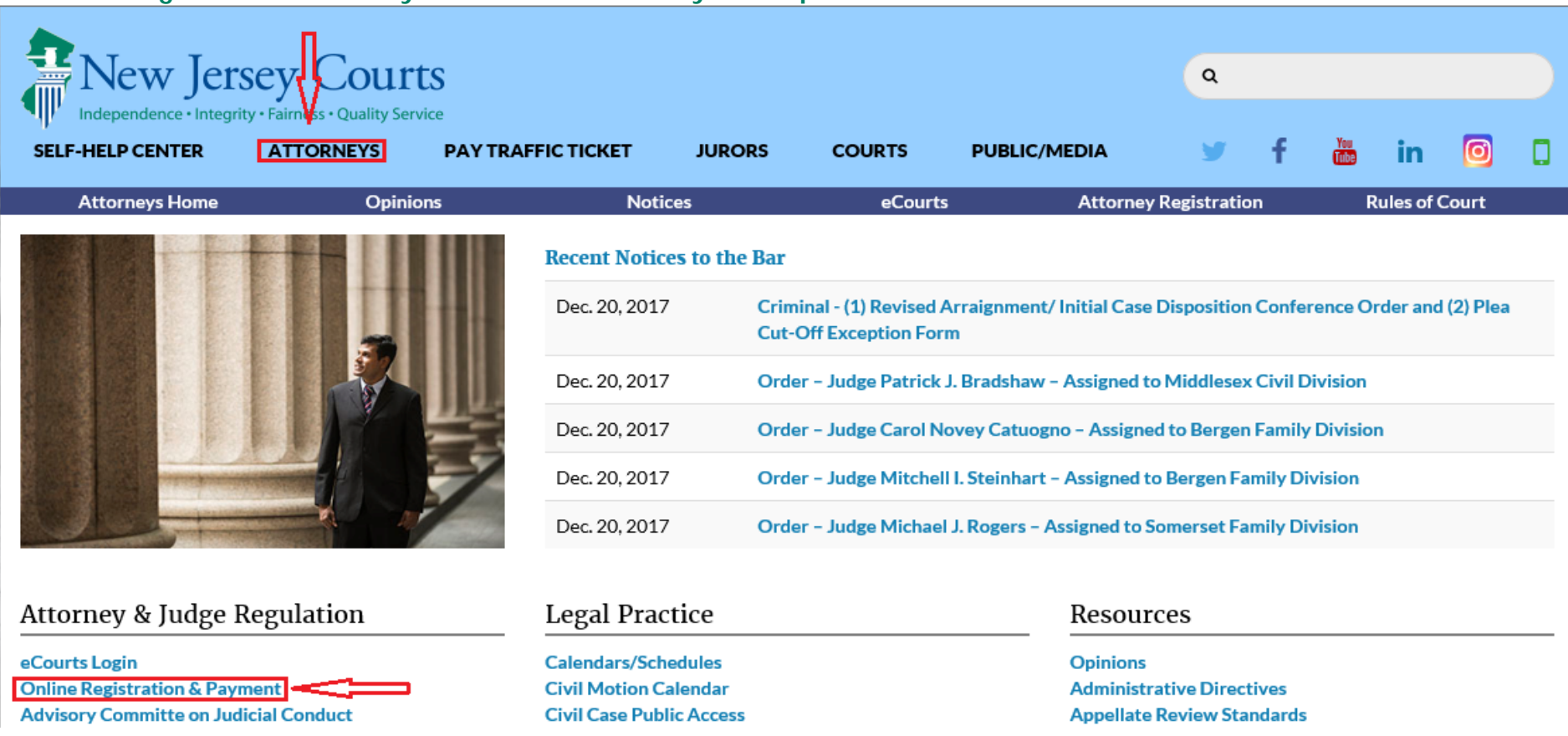
eCourts Tips and Tricks
NJ Judiciary Automated Trial Court Services Unit
February 1st, 2018



Tip #1 – Keep Attorney Account up to date

Ensure all attorney information is up to date in the Attorney Registration database (CAMS). The email addresses in CAMS are used for eCourts notifications.

* From the www.njcourts.gov website, click on the “Attorneys” link, then Click on “Online Registration and Payment” link to verify and update account



The screenshot shows the New Jersey Courts website. The header features the logo with the text "New Jersey Courts" and the tagline "Independence • Integrity • Fairness • Quality Service". A search bar is located in the top right. The navigation menu includes "SELF-HELP CENTER", "ATTORNEYS" (highlighted with a red box and a red arrow), "PAY TRAFFIC TICKET", "JURORS", "COURTS", and "PUBLIC/MEDIA". Below the navigation menu, there are links for "Attorneys Home", "Opinions", "Notices", "eCourts", "Attorney Registration", and "Rules of Court".

Recent Notices to the Bar

Dec. 20, 2017	Criminal - (1) Revised Arraignment/ Initial Case Disposition Conference Order and (2) Plea Cut-Off Exception Form
Dec. 20, 2017	Order - Judge Patrick J. Bradshaw - Assigned to Middlesex Civil Division
Dec. 20, 2017	Order - Judge Carol Novey Catuogno - Assigned to Bergen Family Division
Dec. 20, 2017	Order - Judge Mitchell I. Steinhart - Assigned to Bergen Family Division
Dec. 20, 2017	Order - Judge Michael J. Rogers - Assigned to Somerset Family Division

Attorney & Judge Regulation

- eCourts Login
- [Online Registration & Payment](#) (highlighted with a red box and a red arrow)
- Advisory Committee on Judicial Conduct

Legal Practice

- Calendars/Schedules
- Civil Motion Calendar
- Civil Case Public Access

Resources

- Opinions
- Administrative Directives
- Appellate Review Standards

Tip # 2 – Fix error message when using eCourts shortcut

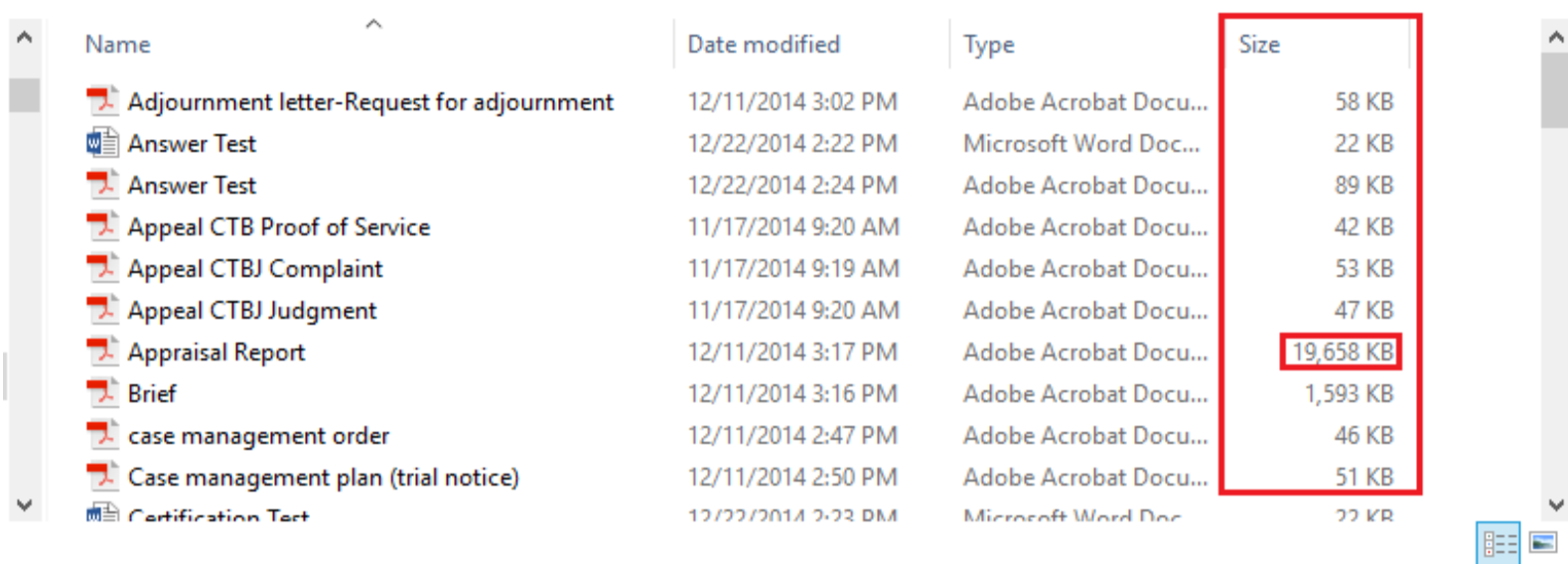
If an error message is displayed when attempting to access eCourts from a shortcut you created, the eCourts URL may have changed. The following steps will help resolve the issue:

- Delete the old shortcut from your computer desktop or Internet Browser
- Go to www.njcourts.gov
- Click on the “Attorneys” link
- Click on the “eCourts Login” link
- Create a new shortcut once the eCourts log-in page loads

Tip # 3 – How to resolve document upload errors

The current file size limit for a document in eCourts is 7MB (7000 KB). If the system displays an error message that the document size limit has been exceeded, follow the below steps to resolve this issue:

- Open the folder where documents are saved and identify which one has exceeded the limit



Name	Date modified	Type	Size
Adjournment letter-Request for adjournment	12/11/2014 3:02 PM	Adobe Acrobat Docu...	58 KB
Answer Test	12/22/2014 2:22 PM	Microsoft Word Doc...	22 KB
Answer Test	12/22/2014 2:24 PM	Adobe Acrobat Docu...	89 KB
Appeal CTB Proof of Service	11/17/2014 9:20 AM	Adobe Acrobat Docu...	42 KB
Appeal CTBJ Complaint	11/17/2014 9:19 AM	Adobe Acrobat Docu...	53 KB
Appeal CTBJ Judgment	11/17/2014 9:20 AM	Adobe Acrobat Docu...	47 KB
Appraisal Report	12/11/2014 3:17 PM	Adobe Acrobat Docu...	19,658 KB
Brief	12/11/2014 3:16 PM	Adobe Acrobat Docu...	1,593 KB
case management order	12/11/2014 2:47 PM	Adobe Acrobat Docu...	46 KB
Case management plan (trial notice)	12/11/2014 2:50 PM	Adobe Acrobat Docu...	51 KB
Certification Test	12/22/2014 2:22 PM	Microsoft Word Doc...	22 KB

- Once the document is identified, rescan using a lower DPI setting on scanner. Continue until the size is below 7000 KB or break the document into smaller parts. Retry submitting the filing

Tip # 3 – How to resolve document upload errors *cont'd.*

If the system displays an error message about being unable to upload a document for non file size issues, refer to the below steps to try and resolve the issue:

- Delete the document then Rescan/Recreate. Document may have been corrupted during the conversion process
- Ensure the path to the document is not too long and/or contains excessive special characters (\$,%,# etc.). If path is too long, move the document to a different location (desktop, etc.)
- Ensure the document does not have any special formatting (password protected, etc.)

Additional Tips

Below are general Tips, Tricks and filing information for the eCourts application.

- Documents in the electronic Case Jacket are public and can be viewed by others who are not parties in the case
- DO NOT upload Discovery or Answers to Interrogatories to eCourts
- DO NOT upload Appraisal Reports to eCourts
- When filing a complaint, DO NOT upload a separate CIS. eCourts generates the Case Information Statement (CIS).

Additional Tips

- IF you are not receiving email notifications, check your Spam/Junk Mail folders. After a period of high traffic, some email clients will quarantine emails sent from the eCourts email address and whitelist the address. Contact local IT for assistance
- CHECK the Case Details to confirm you are filing in the correct case
- IF you are unsure uploading a filing was successful, CHECK the Case Jacket before attempting to resubmit. If you resubmit a document associated with a fee, YOU WILL BE charged AGAIN if the document successfully uploaded the first time

Additional Tips *cont'd.*

- IF you accidentally upload a document to the wrong docket number, create a letter and indicate the name of the document, the date uploaded and that it should be disregarded as misfiled. Upload that letter to eCourts using MISCELLANEOUS/DISREGARD UPLOADED DOCUMENT
- IF you accidentally upload a document with personal identifiers or information that should not be viewable by the public, immediately upload a proposed redaction order for the judge's signature. List the document description, the Transaction ID and date of upload in the order
- IF you receive a deficiency requesting you file amended documents, use the Filing Description entitled AMENDMENTS. If the document is associated with a fee, you will NOT BE charged again if you use the documents listed under AMENDMENTS

Additional Tips *cont'd.*

- **AVOID** using Miscellaneous and Communication. Frequently filed documents, such as Request for Adjournment, have document descriptions listed in eCourts
- **IF** cases have been consolidated by Court Order and you need to upload a fee associated motion to those cases, upload the motion to the oldest docket number and be charged the fee. Use CONSOLIDATED CASES MOTION for the remaining cases to avoid paying additional motion fees for the remaining cases.
- **IF** the system appears slow and pages are not loading correctly, clear the browser cache and browsing history

Additional Tips

- IF fields in eCourts “disappear” and/or are no longer visible, the application may have timed out. Click Refresh or the eCourts link again to restart the session