
New Jersey Judiciary
Administrative Office of the Courts
Automated Trial Court Systems Unit

JUDICIARY ELECTRONIC FILING IMAGING SYSTEM

JEFIS

ATTORNEY MANUAL

**E-FILING DC DOCUMENTS USING THE JEFIS
ATTORNEY FILING MANAGER**

November 2014

CONTENTS

INTRODUCTION.....	1
<u>JEFIS Features</u>	1
<u>JEFIS System Requirements</u>	1
<u>JEFIS Support</u>	1
INSTALLING THE JEFIS ATTORNEY FILING MANAGER.....	2
<u>Step 1 – Setting Internet Explorer Options</u>	3
<u>Step 2 – Running the JEFIS Attorney Filing Manager</u>	7
JEFIS FILE FORMATS.....	18
1. <u>Portable Document Format (PDF) Files</u>	18
2. <u>Rich Text Format (RTF) Files</u>	20
3. <u>Tagged Image Format (TIF) Files</u>	21
CREATING EXTENSIBLE MARKUP LANGUAGE (XML) FILES USING THE JEFIS ATTORNEY FILING MANAGER.....	22
<u>Creating XML Files for Complaints</u>	32
<u>Creating XML Files for Judgments</u>	36
<u>Creating XML Files for Non-Complaints and Non-Judgments</u>	44
<u>Adding Additional Parties</u>	45
<u>Adding Additional Alternate Names</u>	49
<u>Saving an XML File to Batch</u>	55
<u>Correcting Invalid XML Field Entries</u>	57
<u>Editing Batch Filings</u>	59
E-FILING DOCUMENTS USING THE JEFIS ATTORNEY FILING MANAGER.....	62
<u>Transmitting a Single XML File</u>	62
<u>Transmitting XML Files in Batch</u>	69
<u>Reconciliation Error</u>	77
<u>Confirmation of E-filed Documents</u>	78
ACCESSING THE JEFIS SERVICES APPLICATION.....	81

APPENDIX..... 83

Complaint Data Fields..... 83

Judgment Data Fields..... 87

Additional Parties Data Fields..... 89

Party Association Data Fields..... 91

Additional Party Document Types..... 92

Document Types and Definitions..... 93

Schedule of Fees..... 94

How to Change an Attorney Email Address..... 95

INTRODUCTION

JEFIS is the New Jersey Judiciary's electronic filing and imaging system. It allows participating attorneys to file documents with the New Jersey Courts electronically through the Internet. It also provides a mechanism for the New Jersey Courts to send correspondence to JEFIS e-filing attorneys electronically through e-mail.

Attorneys who participate in the JEFIS program gain from the benefit of reduced postage fees and paper expenditures along with a quicker response time in the processing of their electronic documents by court staff.

As an additional benefit, JEFIS e-filing attorneys are provided free access to the JEFIS Services application and the public access version of the Automated Case Management System (ACMS-PA). The JEFIS Services application provides inquiry access to JEFIS electronic case jacket and collateral accounts. Information on the JEFIS Services application and ACMS-PA are available at the following links.

JEFIS Services

http://www.judiciary.state.nj.us/jefis/JEFIS_Services_manual.pdf

ACMS-PA

<http://www.judiciary.state.nj.us/jefis/acmspa.pdf>

JEFIS Features

- E-filing through JEFIS is free. There is no application fee and no charge to use JEFIS. *NOTE: Standard filing fees still apply and are paid through a collateral account.*
- E-filing is available 24 hours a day, 7 days a week.
- All e-filed documents are saved to a Judiciary mainframe backed-up regularly.

JEFIS System Requirements

- Microsoft .NET Framework 2.0 or higher.
- MS-Windows operating system (Windows 2000, ME, XP or Vista) using a minimum screen resolution of 1024 by 768 pixels.
- Internet access through Internet Explorer version 6.0 sp2 or higher (sp1 with Windows 2000).
- A scanner capable of 300 dots per inch (dpi) with a document feeder to create Tagged Image Format (TIF) files for exhibits. The TIF file must be TIF group 4 [2d-fax] and together with its e-filed document, cannot exceed 4MB.

JEFIS Support

Support is available Monday through Friday from 8:00AM to 5:00PM for questions related to the installation and use of the JEFIS application through the Judiciary Problem Reporting Desk at (800) 343-7002 or (609) 633-2275.

Installation

Accessing JEFIS

JEFIS application can be accessed by entering the following web address:

<https://njcourts.judiciary.state.nj.us/web14/sso>

New users can access JEFIS applications by going to NJ Courts Online page and clicking on 'Attorney Registration and Contact Information'.

New Jersey Courts
Independence • Integrity • Fairness • Quality Service

Home Courts Forms General Information Legal News & Publications Online Resources Opinions Programs & Services Self-Help Center Search

Search

Essential Links

- NJ Courts en Español
- State of New Jersey
- NJ State Bar Assoc.
- About NJ Courts
- ADA Accommodations
- Administrative Offices
- Calendars & Schedules
- Concerned about Fair Treatment?
- Driving Directions
- Guardianship Monitoring Program

Sussex County Courthouse, Newton, NJ

The Salem County Courthouse at 92 Market St., Salem will be closed to the public on Friday, Oct. 24 from 12:30 p.m. until 4:30 p.m. for a security drill. The Fenwick Building at 85 Market St., Salem also will be closed beginning at 12:30 p.m. The finance window at the Fenwick Building will reopen at 3:30 p.m. Domestic violence restraining order applications will be handled through local police departments and the state police barracks. For emergent matters during the above hours, contact the Superior Court Operations Division at 856-935-7510, ext. 8226 for further instructions.

fact
Top 10 Court Websites
www.courtfact.org
2014 WINNER

NJMC DIRECT Pay Your Traffic Ticket Online

Questions about using NJMCDirect? Contact us.

Check Jury Reporting Message

Attorney Registration and Contact Information

Civil Mediation Resources

Click on 'Attorney Online Registration and Payment Center' button.

New Jersey Courts
Independence • Integrity • Fairness • Quality Service

Home Courts Forms General Information Legal News & Publications Online Resources Opinions Programs & Services Self-Help Center Search

Information about Attorney Annual Registration and Payment

Welcome. Please use this page to access compliance information about your annual attorney registration and payment. Attorneys who are current and in good standing are encouraged to complete their annual registration form and submit their payment online using the **Online Registration and Payment Center** below.

For additional information or for assistance please call 855-533-fund (3863) or e-mail CPF.Mailbox@judiciary.state.nj.us.

To Register and Pay your Annual Assessment:

Attorney Online Registration and Payment Center

To Update or Change Your Contact Information:

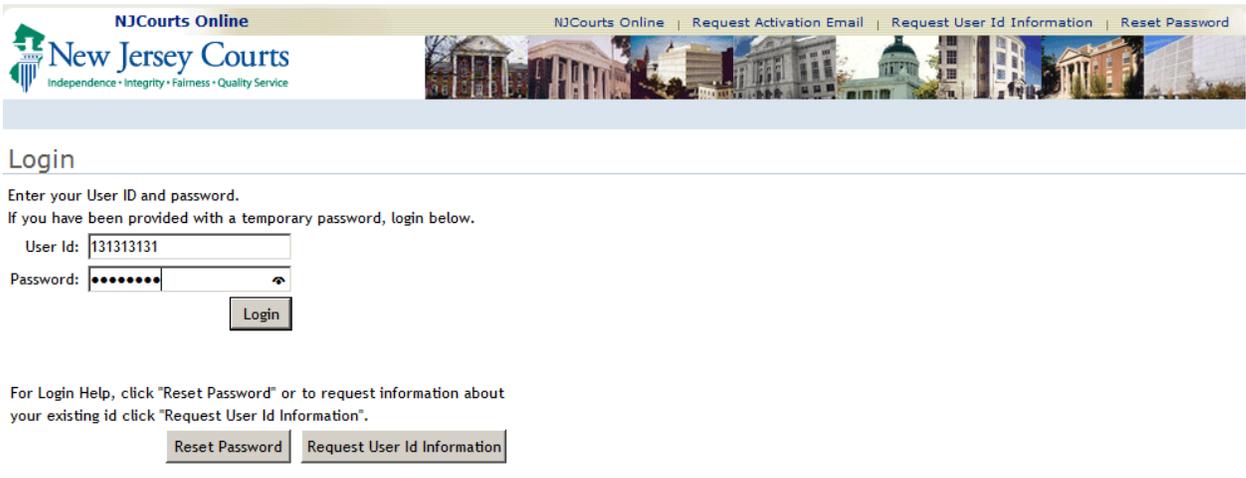
Change Your Contact Information

Click on 'Login' button.



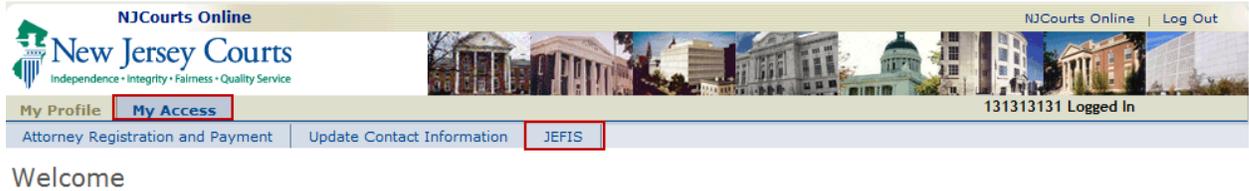
The screenshot shows the top navigation bar of the New Jersey Courts website. The logo features a green silhouette of the state of New Jersey with a white outline of the state's outline, and the text "New Jersey Courts" in blue, with the tagline "Independence • Integrity • Fairness • Quality Service" below it. To the right is a photograph of a classical building. Below the logo is a horizontal menu with items: Home, Courts, Forms, General Information, Legal, News & Publications, and On. Below the menu is a "SHARE" button with social media icons. The main heading is "Attorney Registration and Payment" in blue. Below that is "Returning Users" in blue. The text says "Login with the User ID and Password you previously created." Below this text is a "Login" button with a red border. Below the button are two links: "Forgot your User ID? Click here." and "Forgot your password? Click here."

Enter the User ID and Password provided on the JEFIS Participation form received after JEFIS registration from the Office of the Lawyers fund for Client Protection, and then click the Login button. Please note that passwords are case sensitive.



The screenshot shows the "NJCourts Online" login page. The header includes the "NJCourts Online" logo and navigation links: "NJCourts Online", "Request Activation Email", "Request User Id Information", and "Reset Password". Below the header is a photograph of several court buildings. The main heading is "Login". Below the heading is the text "Enter your User ID and password." and "If you have been provided with a temporary password, login below." Below this text are two input fields: "User Id:" with the value "131313131" and "Password:" with a masked password "••••••••". Below the password field is a "Login" button. Below the "Login" button are two links: "Reset Password" and "Request User Id Information".

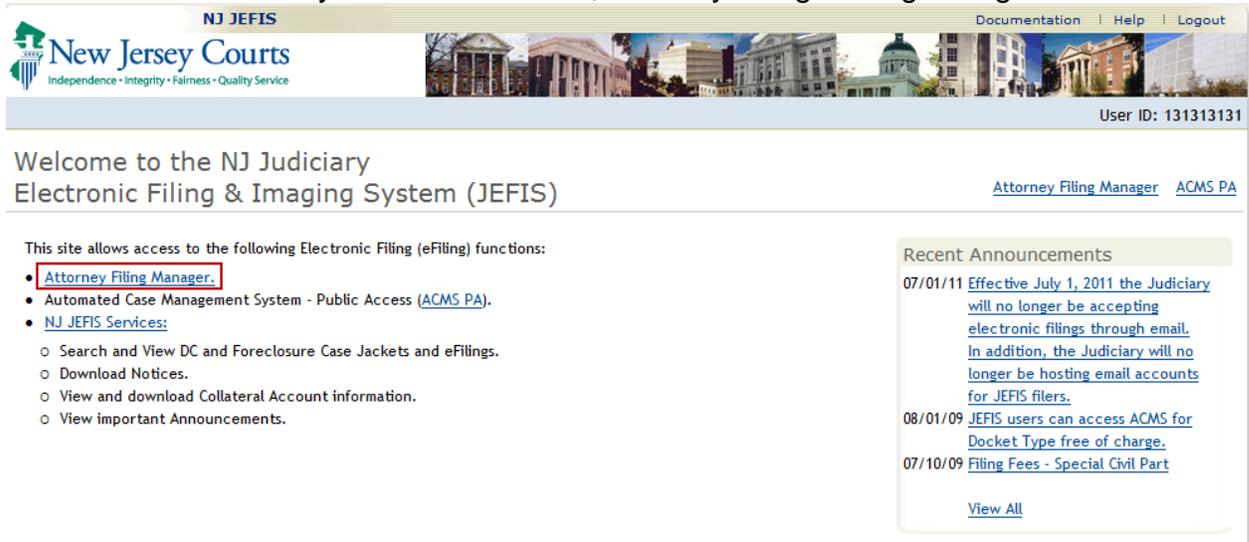
New Jersey Courts Welcome page is displayed, defaulting to the 'My Access' Tab. Click on the JEFIS tab.



Installing and Running JEFIS Attorney Filing Manager

This process needs to be completed once on each computer that will be used to access the JEFIS Attorney Filing Manager.

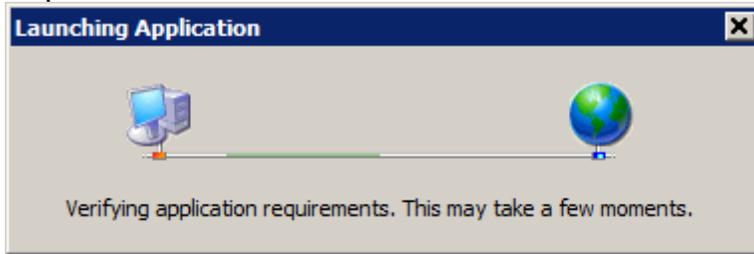
JEFIS welcome page is displayed. Click on 'Attorney Filing Manager' Link to access the New Jersey Courts- NJ JEFIS, Attorney Filing Manager Page.



Click the Run button to launch the application.



The **Launching Application** message will display while verifying application requirements.



After completing the verification of application requirements, the **Application Run** window will display.



Click the **Run** button to download the JEFIS Attorney Filing Manager. The progress of the download is indicated by the **Downloading Attorney Filing Manager** window below.



Once the download process is completed, the **Attorney Filer** message below will display, indicating that the Settings need to be completed.



Click **OK** to proceed to the Account Information window.

Account Information Set-up

The Account Information window will display, requiring information to be entered in order to complete the Settings.

NOTE: Avoid entering any special characters such as commas, periods, slashes, etc., in the Account Information Window, Folder name, File name and Filing Data unless specified in the help.

The screenshot shows a window titled "Account Information" with a "File" menu. It contains several input fields and tables:

- Firm Id:** A text box containing "1234567890".
- Environment:** A dropdown menu with "PROD" selected.
- Collateral Accounts:** A table with columns "Account Description" and "Collateral Id". The first row has "fees" and "123456". A second row is marked with an asterisk (*).
- Attorney Ids:** A table with columns "Attorney Name", "Attorney Id", and "Web User Id (Optional)". The first row has "Attorney 1" and "123456789". A second row is marked with an asterisk (*).
- Default Work Directory:** A text box containing "\\courts\aac\users\maryann.jose\My Documents\Desktop" and a browse button (...).
- Save Settings:** A button at the bottom left.

The following steps will outline Account Information set-up. Please refer to the JEFIS Participation Form that was received from the Office of the Lawyers fund for Client Protection for the information needed to complete the account information.

Step 1. Enter the **Firm ID** in the **Firm Id** box.

Step 2. Select **PROD** from the **Environment** drop-down box.

Step 3. Chose a name for the Collateral account then enter that name in the **Account Description** field. Enter the collateral account number in the **Collateral Id** field.

NOTE: Fee exempt filers can enter Fee Exempt in the Account Description field and 99999 in the Collateral ID field.

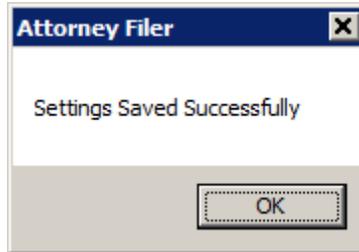
NOTE: If more than one Collateral Account is being entered, click the next field below the first account entered and repeat this step.

Step 4. Enter an Attorney Name in the required field in the **Attorney Ids** Section, and then enter the 9 digit **Attorney ID**, **Web User Id** is optional.

NOTE: If more than one Attorney is being entered, click the next field below the first attorney entered and repeat this step.

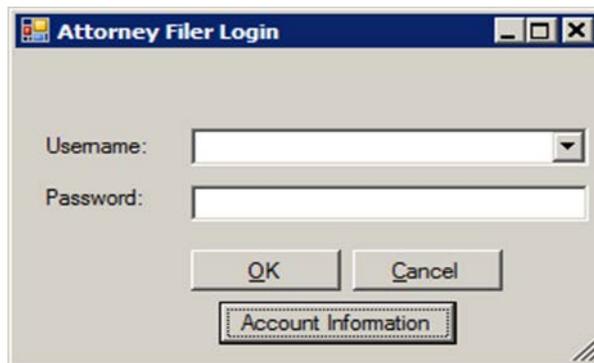
NOTE: If entering an Attorney's middle initial, please do not add a period after it.

Step 5. Enter a **Default Work Directory** by typing the directory path in the **Default Work Directory** field or by clicking the browse button to the right of the **Default Work Directory** field and selecting a directory. This directory should contain the files to be transmitted during the JEFIS e-filing process. Click the **Save Settings** button on the **Account Information** window to retain the data and then click the **OK** button when the message 'Settings Saved Successfully' displays.



JEFIS Login

Clicking the **OK** button on the "Setting Saved Successfully" window will launch the **Attorney Filer Login**. After initial set-up of account information, every time the Attorney Filing Manager is ran, it will take you to this login window.

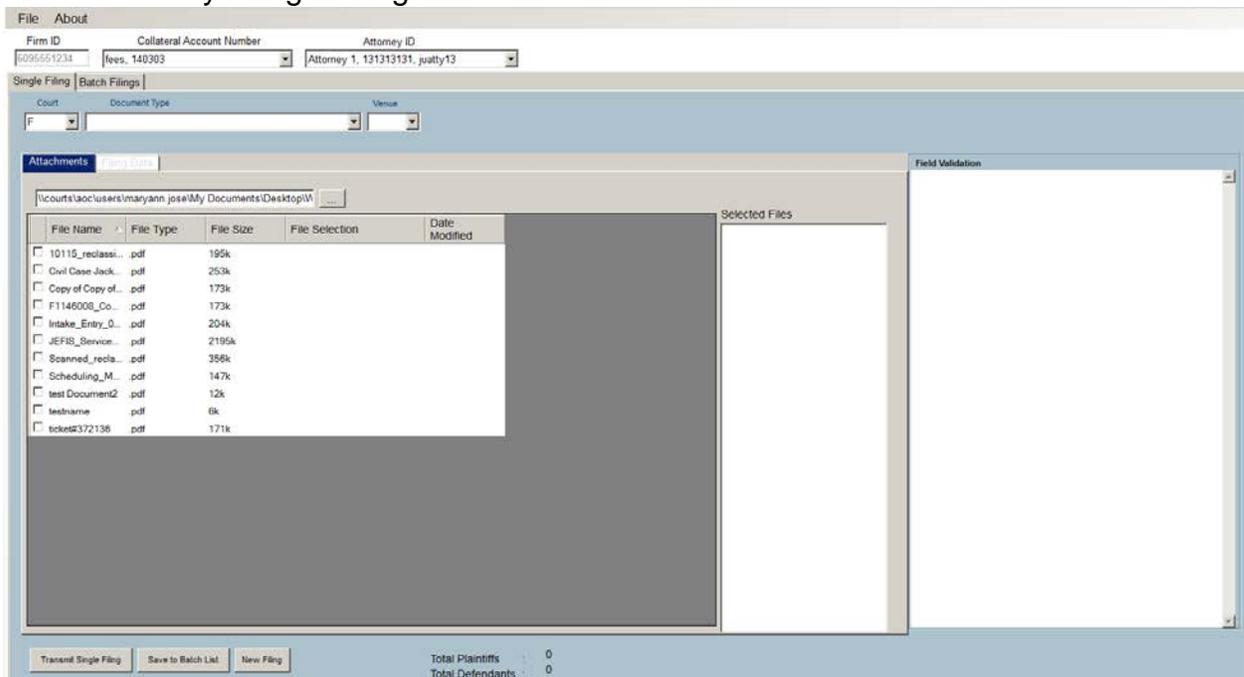


If only one Attorney Name was entered in the **Account Information** window, that Attorney Name will display in the **Username** field on the **Attorney Filer Login**. If more than one Attorney Name was entered in the **Account Information** window, click the drop-down arrow and select the correct attorney from the Username list. Enter the attorney's **Password** and click the **OK** button to access the JEFIS Attorney Filing Manager.

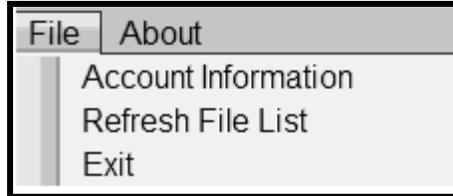
After completion of installation, a **Security Warning** window will appear, stating that a certificate is about to be installed from the Judiciary. Click **Yes** to install the certificate.



The JEFIS Attorney Filing Manager displays after clicking the **YES** button on the **Security Warning** window. The JEFIS Attorney Filing Manager is used to create filings and transmit them to the New Jersey Courts. Click **File, Exit** to close the JEFIS Attorney Filing Manager.



NOTE: The **Account Information** window remains accessible from the **Attorney Filer Login** through the **Account Information** button (see above) and from the JEFIS Attorney Filing Manager through the **File, Account Information** menu commands (see below).



JEFIS FILE FORMATS

JEFIS uses the JEFIS Attorney Filing Manager to transmit Extensible Markup Language (XML) files electronically to the New Jersey Courts. Each XML file consists of a lead file that may contain one or more optional exhibit files.

The following three file formats can be used in creating the lead and optional exhibit files for an XML file.

1. Portable Document Format (PDF)
2. Rich Text Format (RTF)
3. Tagged Image Format (TIF)

Each XML file must contain one lead PDF, RTF or TIF file and can be accompanied by one or more PDF, RTF and/or TIF exhibit files.

NOTE: The JEFIS Attorney Filing Manager defaults RTF files to lead files and TIF files to exhibit files however, these defaults can be changed prior to transmitting or saving an XML file. Also, the lead and exhibit files contained in an XML file cannot exceed the limit of 4MB.

Below is a sample XML file for an answer document:

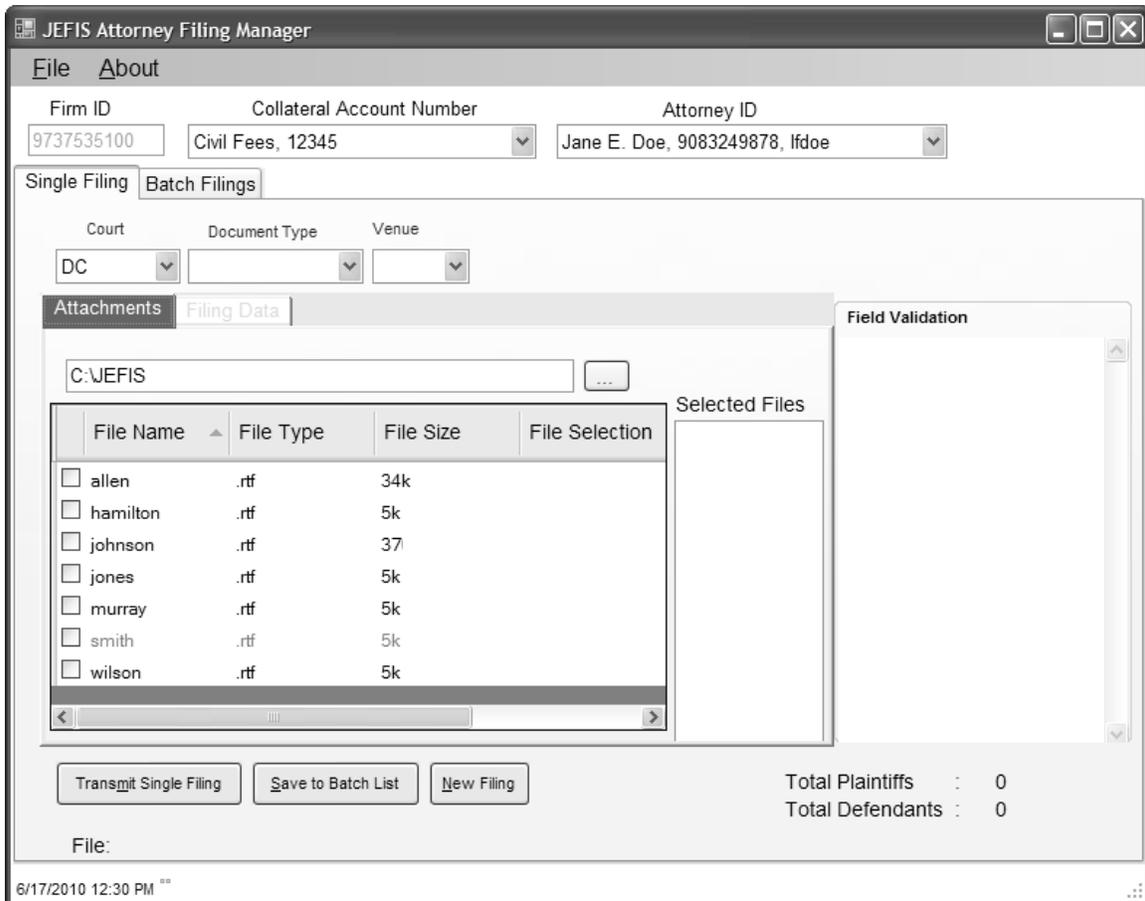
- Answer.PDF (lead file - required)
- Exhibit1.TIF (exhibit file - optional)

CREATING EXTENSIBLE MARKUP LANGUAGE (XML) FILES USING THE JEFIS ATTORNEY FILING MANAGER

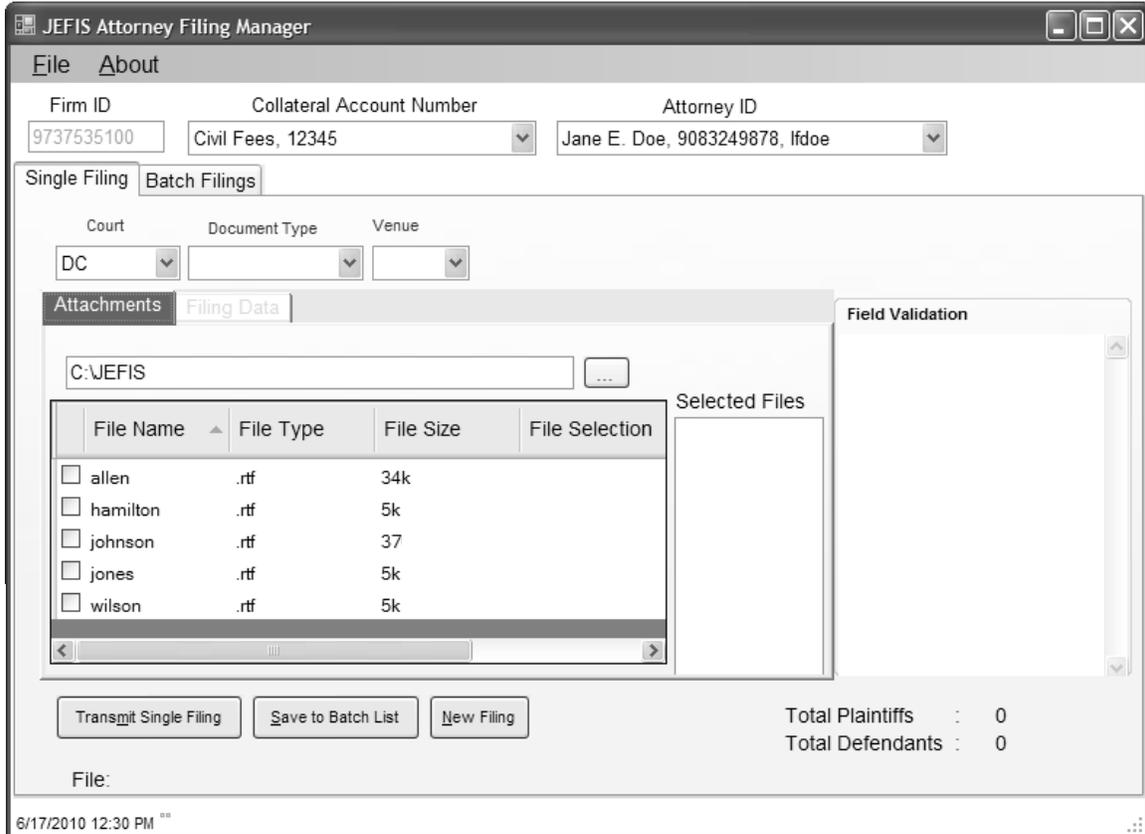
The JEFIS Attorney Filing Manager creates Extensible Markup Language (XML) files containing lead files and exhibits. XML files allow the mechanized entry of case data into the court's Automated Case Management System (ACMS).

To create an XML file, access the Attorney Filing Manager application and click the **Run** button. Clicking the **Run** button each time the Attorney Filing Manager application is accessed will allow the latest version of the application to be downloaded and provide access to the JEFIS Attorney Filing Manager via the **Attorney Filer Login**.

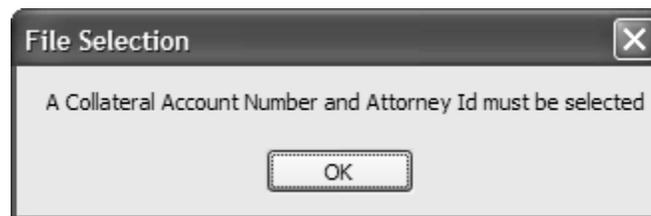
See the topic titled *Running the JEFIS Attorney Filing Manager* in this manual for instructions on accessing the Attorney Filing Manager application.



JEFIS Attorney Filing Manager

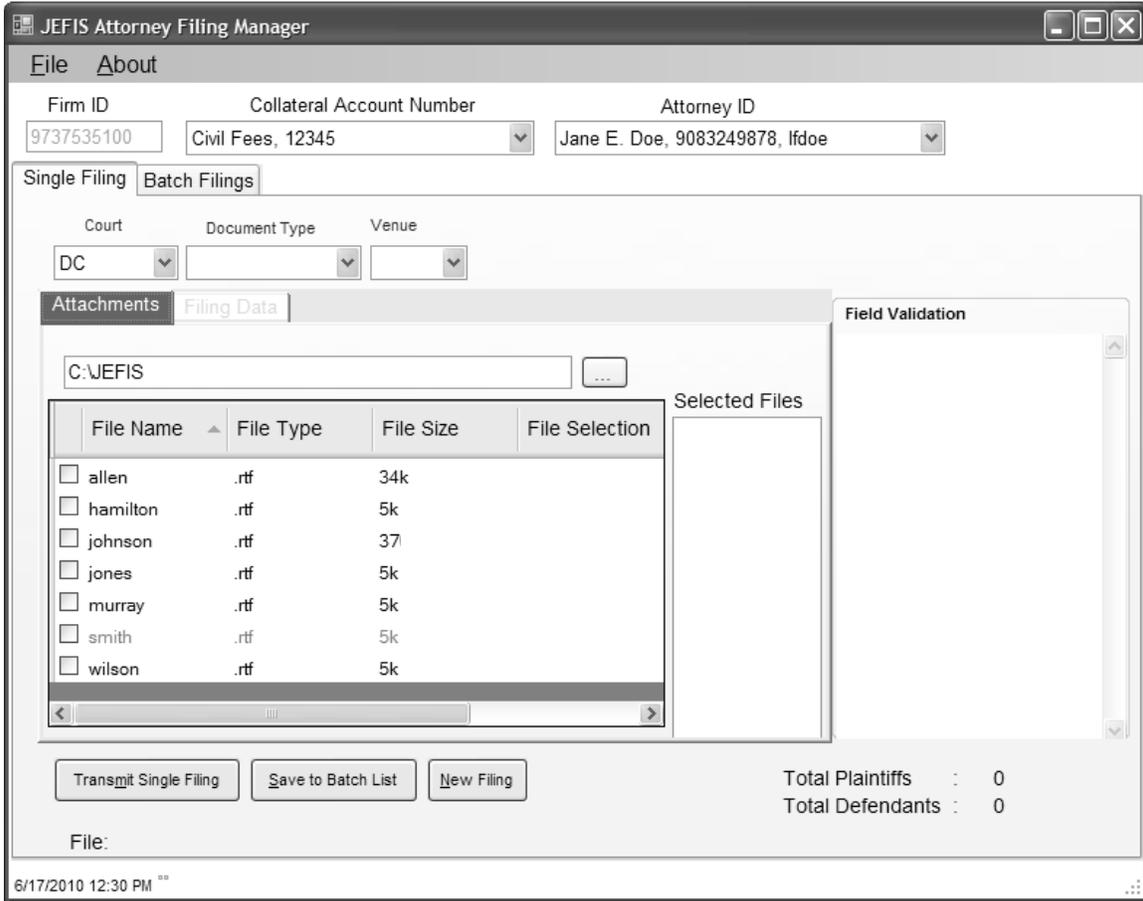


The JEFIS Attorney Filing Manager displays the **Single Filing**, **Attachments** tab screen with the **Firm ID**, **Collateral Account Number** and **Attorney ID** recorded on the **Account Information** window and the files contained in the default work directory. If more than one collateral account or attorney ID is recorded on the **Account Information** window, the **Collateral Account Number** and/or **Attorney ID** field will be blank. If this occurs, click the down arrow next to the **Collateral Account Number** or **Attorney ID** fields to select an account number and/or ID. Failure to provide a collateral account number or attorney ID will result in the following error message when an attempt is made to add case data, transmit or save an XML file to batch.

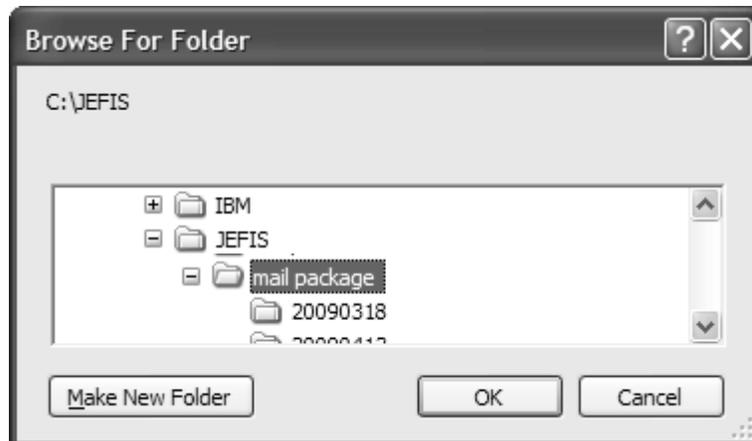


If this error displays, click the **OK** button and select a **Collateral Account Number** and/or **Attorney ID** prior to adding case data, transmitting or saving an XML file to batch.

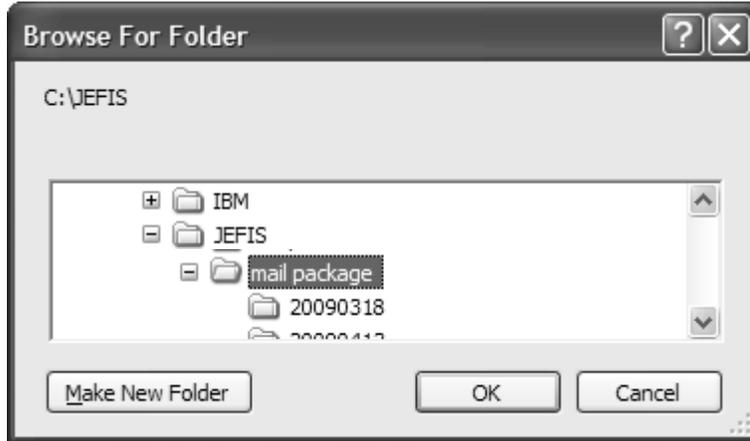
JEFIS Attorney Filing Manager



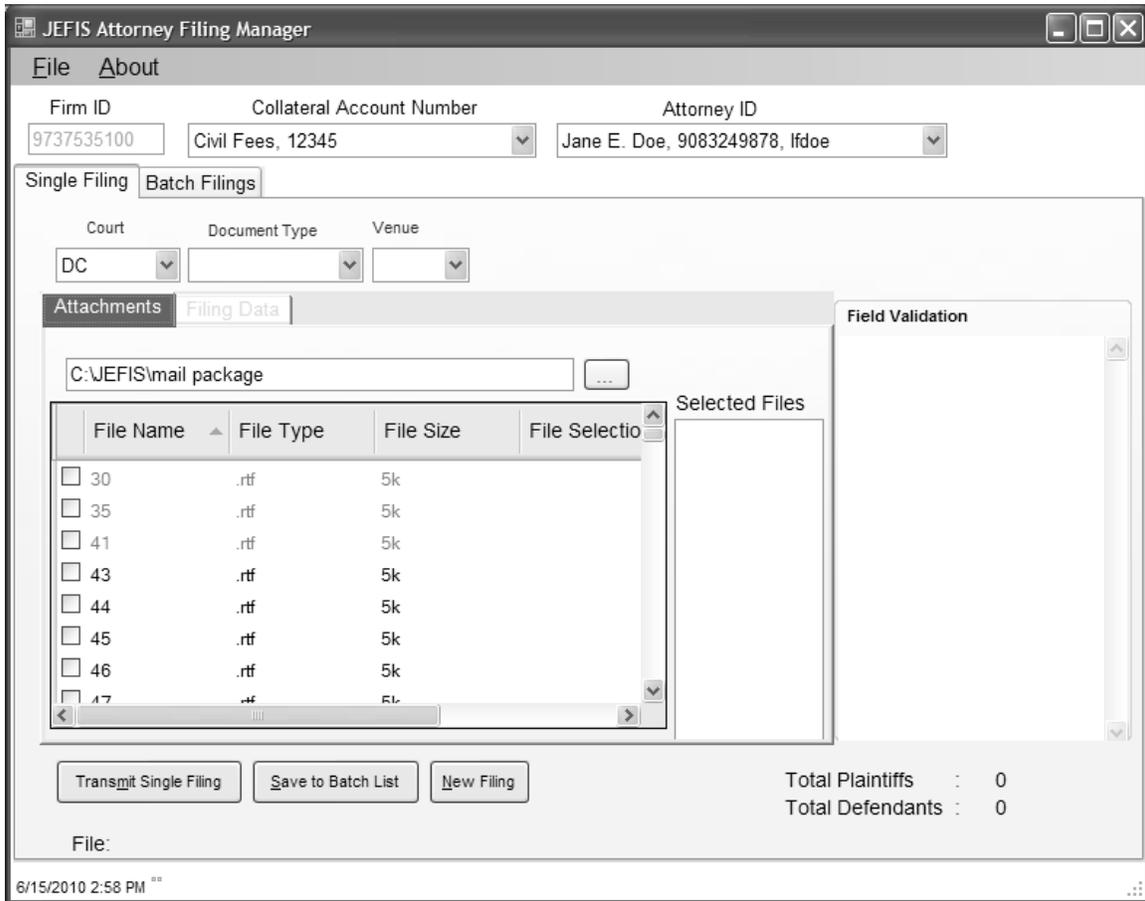
To sort the files that display on the **Single Filing, Attachments** tab screen by name, type, size, selection or modification date, click once on the corresponding column title (e.g. File Name, File Type). To view the files of a different directory, click the button to the right of the default directory name to access the **Browse for Folder** window.



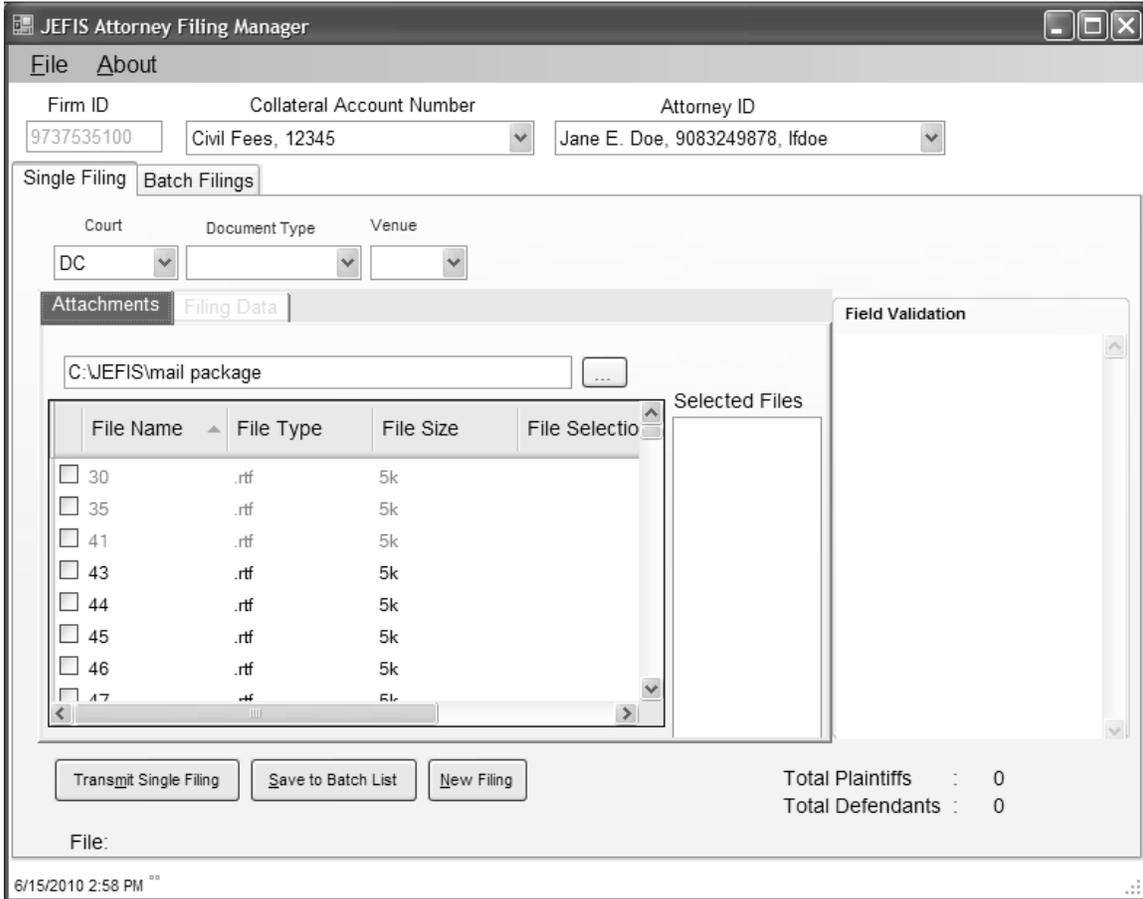
Browse For Folder



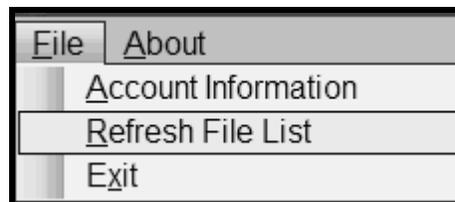
Select the desired directory from the **Browse for Folder** window and then click the **OK** button to return to the JEFIS Attorney Filing Manager and view the files.



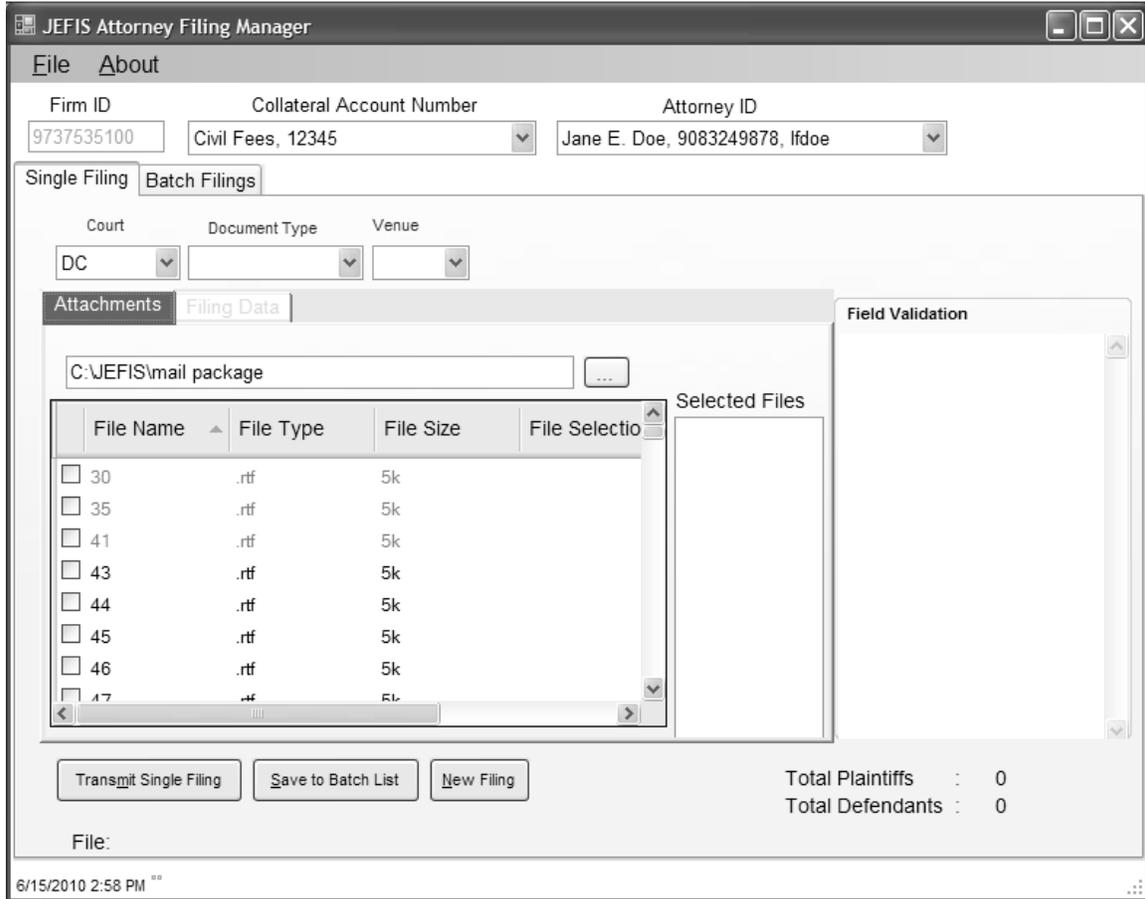
JEFIS Attorney Filing Manager



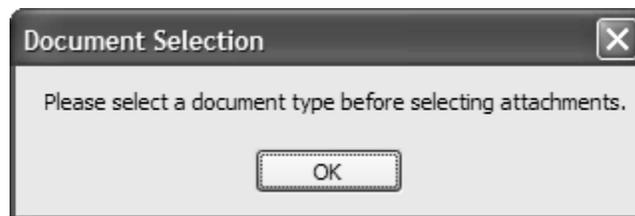
To refresh the file list, click the **Refresh File List** command on the **File** menu. This will allow files added to the default work directory after the JEFIS Attorney Filing Manager was accessed to display on the current application session. The **Refresh File List** command will also allow files to display after changing the **Court** type on the **Single Filing** tab screen.



JEFIS Attorney Filing Manager

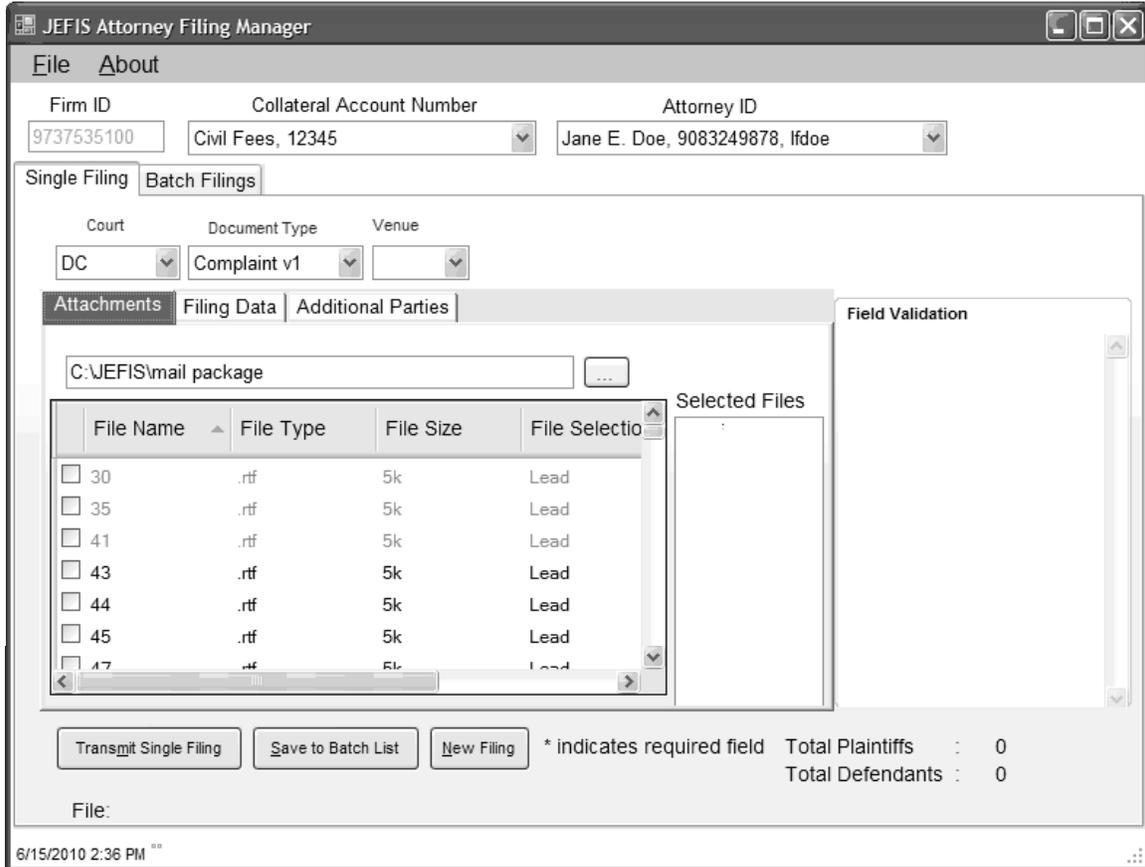


To create an XML file click the **New Filing** button on the **Single Filing, Attachments** tab screen and then click the down arrow on the **Document Type** field and select a document type. Attempts to select a File Name without first selecting a **Document Type** will result in the following error.



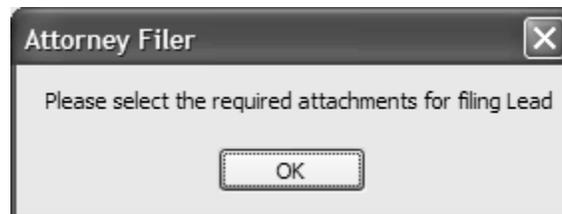
If this error displays, click the **OK** button and select a **Document Type** before attempting to select a File Name.

JEFIS Attorney Filing Manager



Once a document type is selected, the application will respond by showing the File Selection status (either Lead or Exhibit) for each File Name. The JEFIS Attorney Filing Manager defaults RTF files to Lead files and TIF files to Exhibit files however, these defaults can be changed prior to transmitting or saving an XML file to batch.

Next, select a lead File Name by clicking in the box to the left of the file. Be sure the lead file is recorded as Lead in the File Selection column. If an attempt is made to add case data, transmit or save an XML file to batch without a lead file, the following error will display.



If this error displays, click the **OK** button and select a lead file before adding case data, transmitting or saving an XML file to batch.

JEFIS Attorney Filing Manager

File About

Firm ID: 9737535100 Collateral Account Number: Civil Fees, 12345 Attorney ID: Jane E. Doe, 9083249878, lfdoe

Single Filing Batch Filings

Court: DC Document Type: Complaint v1 Venue: []

Attachments Filing Data Additional Parties

C:\JEFIS\mail package

File Name	File Type	File Size	File Selection
<input type="checkbox"/> 30	.rtf	5k	Lead
<input type="checkbox"/> 35	.rtf	5k	Lead
<input type="checkbox"/> 41	.rtf	5k	Lead
<input type="checkbox"/> 43	.rtf	5k	Lead
<input type="checkbox"/> 44	.rtf	5k	Lead
<input type="checkbox"/> 45	.rtf	5k	Lead
<input type="checkbox"/> 46	.rtf	5k	Lead
<input type="checkbox"/> 47	.rtf	5k	Lead

Selected Files

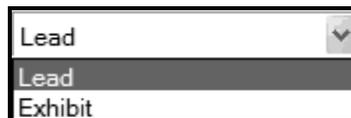
Transmit Single Filing Save to Batch List New Filing * indicates required field Total Plaintiffs : 0
Total Defendants : 0

File:

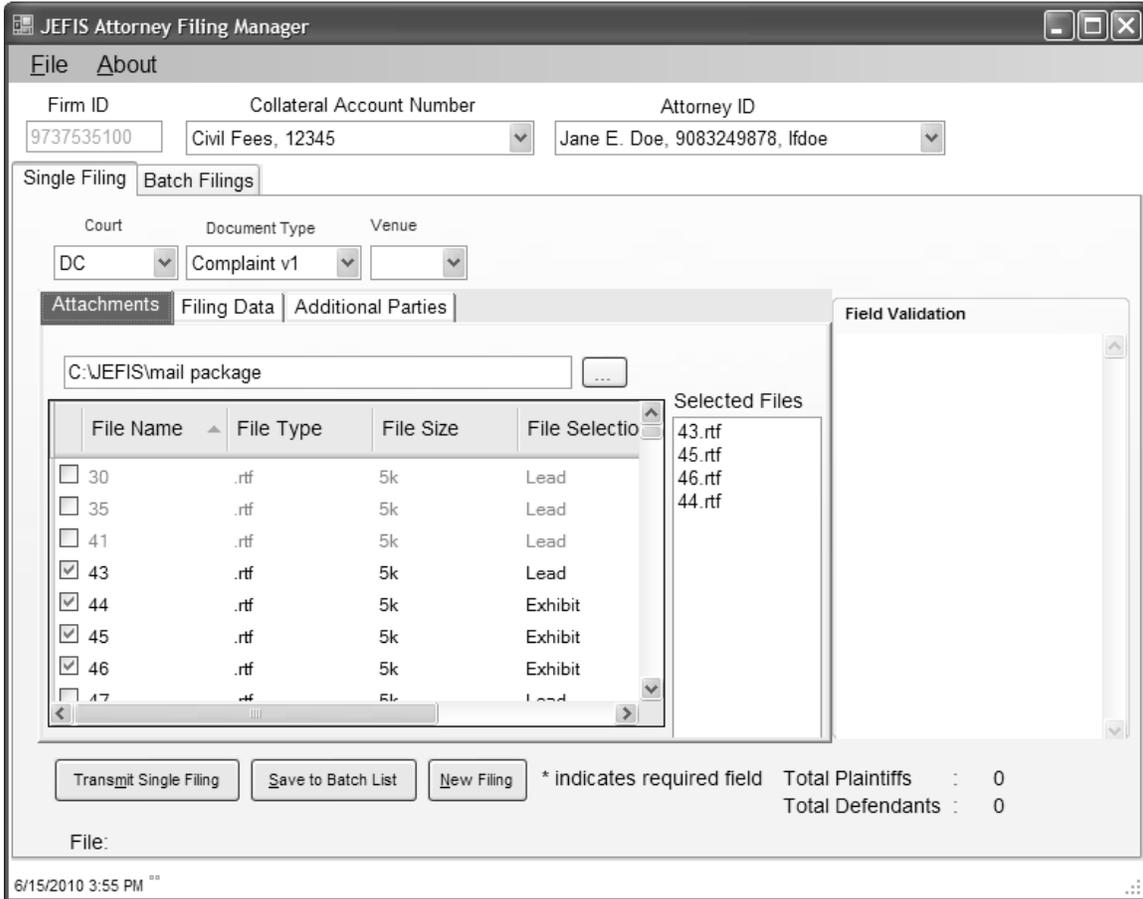
6/15/2010 2:36 PM

If an exhibit or exhibits accompany the lead file, click in the box to the left of each exhibit file and be sure the exhibit files display as Exhibit in the File Selection column.

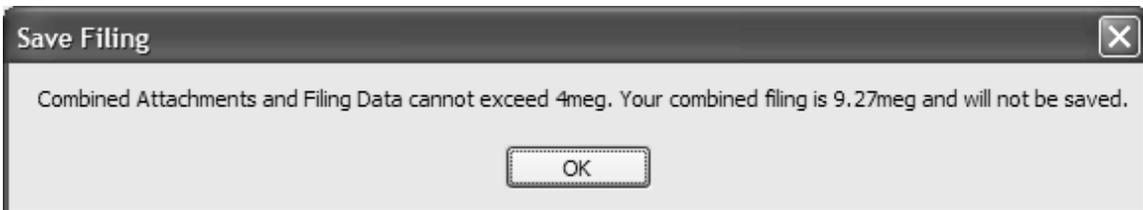
To change a file's status, click the down arrow next to either Lead or Exhibit in the File Selection column and select the file's role in the XML file. Every selected file must be recorded as either Lead or Exhibit as files with a blank status cannot be transmitted or saved to batch.



JEFIS Attorney Filing Manager



Only one lead file can be selected for each XML file but that lead file may contain multiple exhibit files (as depicted above) provided the combined file size of the lead and exhibits do not exceed the limit of 4MB. If the selected files exceed the 4MB limit, the following error message will display when attempting to transmit the file or save it to batch.



JEFIS Attorney Filing Manager

File About

Firm ID: 9737535100 Collateral Account Number: Civil Fees, 12345 Attorney ID: Jane E. Doe, 9083249878, lfdoe

Single Filing Batch Filings

Court: DC Document Type: Answer v1 Venue: MON Docket Number: DC 267 Year: 09

Attachments Filing Data Additional Parties

C:\JEFIS

File Name	File Type	File Size	File Selection
<input type="checkbox"/> allen	.rtf	34k	Lead
<input checked="" type="checkbox"/> hamilton	.rtf	5k	Lead
<input type="checkbox"/> johnson	.rtf	37	Lead
<input type="checkbox"/> jones	.rtf	5k	Lead
<input type="checkbox"/> murray	.rtf	5k	Lead
<input type="checkbox"/> smith	.rtf	5k	Lead
<input type="checkbox"/> wilson	.rtf	5k	Lead

Selected Files: hamilton.rtf

Transmit Single Filing Save to Batch List New Filing

Total Plaintiffs : 0
Total Defendants : 0

File:

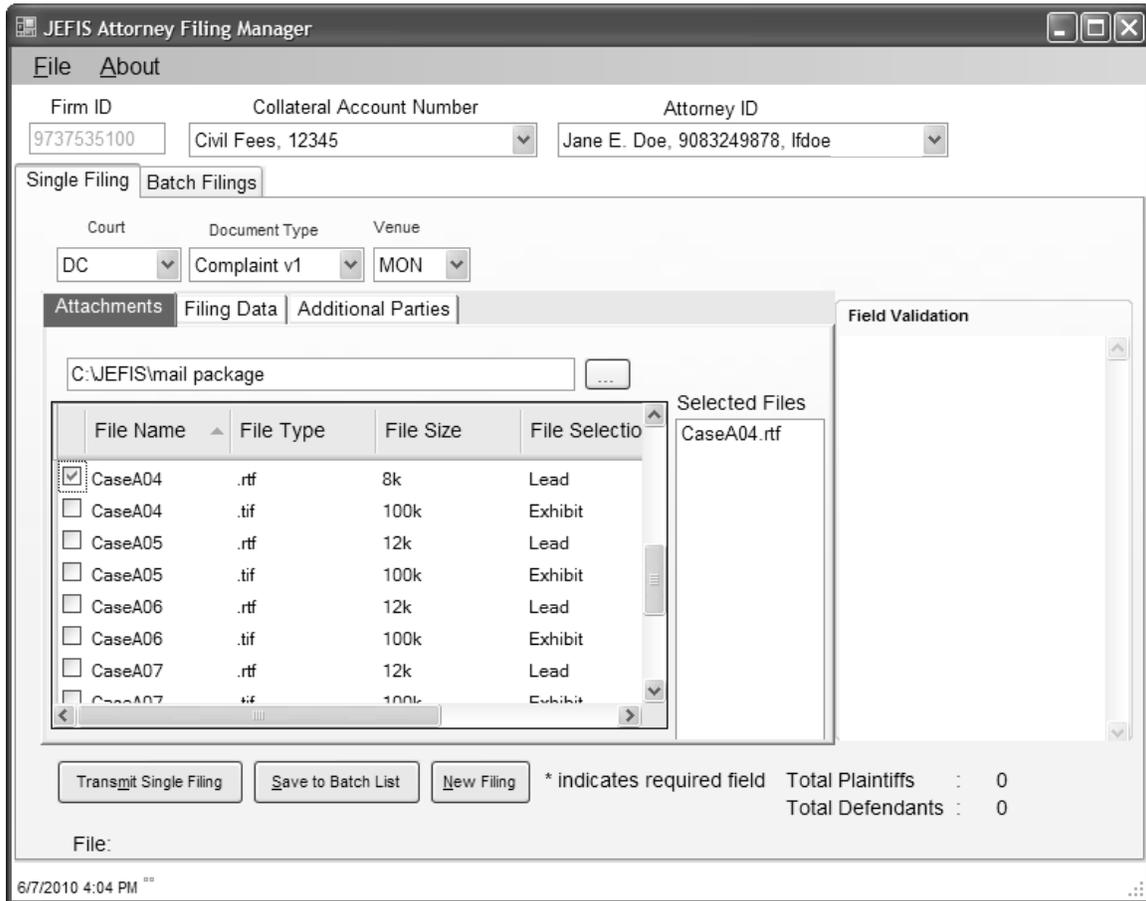
6/17/2010 1:15 PM

After indicating a **Document Type** and selecting a required lead and optional exhibit file(s), click the down arrow next to the **Venue** field, choose the venue where the case resides (or for complaints, the venue where the case will reside) and for non-complaint documents, enter the case's **Docket Number** and **Year**. The **Docket Number** and **Year** fields will not display when a Complaint is chosen as the **Document Type**.

The following sections explain the process of creating XML files for complaints, judgments, non-complaints and non-judgments.

Creating XML Files for Complaints

To create an XML file for a complaint, start by clicking the **New Filing** button on the **Single Filing** tab screen of the JEFIS Attorney Filing Manager, select the **Document Type** of Complaint, enter the complaint's **Venue**, and select its lead file and, if applicable, its exhibit(s).



Click the **Filing Data** tab to display the **Single Filing, Filing Data** tab screen and the data fields for a complaint.

JEFIS Attorney Filing Manager

File About

Firm ID Collateral Account Number Attorney ID

9737535100 Civil Fees, 12345 Jane E. Doe, 9083249878, lfdoe

Single Filing Batch Filings

Court Document Type Venue

DC Complaint v1 MON

Attachments Filing Data Additional Parties

Description	Entry	Detail	
Law Firm Case ID *			A
Document Date *			F
Case Type *			0
Service Type *	03	Certified	0
Initiating Document *	C33	Complaint	C
Jury Demand *	N	No	N
Demand Amt \$ *			F
Summons Fee \$ *			F
Service Fee \$ *			F
Statutory Attorney Fee \$			

Additional Defendant Names Additional Plaintiff Names

Transmit Single Filing Save to Batch List New Filing * indicates required field Total Plaintiffs : 0 Total Defendants : 0

File:

6/7/2010 4:02 PM

Use the mouse or tab key to move the cursor to and enter data in the Entry column fields on the **Filing Data** tab screen. The items followed by an asterisk (*) in the Description column are fields requiring an entry. Requests to save an XML file to batch or transmit it without an entry in these fields will be denied.

Tables of valid entries are available for fields that require the entry of a code. These tables are accessed by using the F1 key when the cursor is in the field or by double-clicking in the field. For example, placing the cursor in the Entry column field for Case Type and pressing F1 (or double-clicking the field) will display a table of valid case type entries.

Case Type * - Select from List

Detail	
Contract-Reg	▶
Forfeiture	

Case Type Code Table

	Detail
▶	Contract-Reg
	Forfeiture
	Penalty
	Replevin
	Tort-Auto
	Tort-Negligence
	Tort-Other

Clicking a case type in the table places the case type code in the corresponding Entry column field on the **Filing Data** tab screen and places the code's description in the Detail column.

JEFIS Attorney Filing Manager

File About

Firm ID: 9737535100 | Collateral Account Number: Civil Fees, 12345 | Attorney ID: Jane E. Doe, 9083249878, lfdoe

Single Filing | Batch Filings

Court: DC | Document Type: Complaint v1 | Venue: MON

Attachments | **Filing Data** | Additional Parties

Description	Entry	Detail	
Law Firm Case ID *			A
Document Date *			F
▶ Case Type *	028	Contract-Reg	0
Service Type *	03	Certified	0
Initiating Document *	C33	Complaint	C
Jury Demand *	N	No	N
Demand Amt \$ *			F
Summons Fee \$ *			F
Service Fee \$ *			F
Statutory Attorney Fee \$			F

Field Validation

Additional Defendant Names | Additional Plaintiff Names

Transmit Single Filing | Save to Batch List | New Filing

* indicates required field | Total Plaintiffs : 0 | Total Defendants : 0

File:

6/8/2010 9:30 AM

JEFIS Attorney Filing Manager

Continue to place data in the Entry column using the information provided in the Help column as a guide to formatting and valid field entries. Click an entry in the Help column to view the entry's full text in the **Field Validation** section of the **Single Filing** tab screen.

NOTE: The *APPENDIX* contains a description of each Entry column field on the **Single Filing**, **Filing Data** tab screen for complaints.

After entering the necessary data on the **Filing Data** tab screen, click the **Additional Parties** tab, the **Transmit Single Filing** button or the **Save to Batch List** button to add parties and/or alternate names to the XML file, transmit it or save it to batch. See the topics titled *Adding Additional Parties*, *Adding Additional Alternate Names*, *Saving an XML File to Batch* and *Transmitting a Single XML File* in this manual for instruction on adding parties and additional alternate names to an XML file, transmitting a single XML file and saving an XML file to batch.

Creating XML Files for Judgments

To create an XML file for a judgment, start by clicking the **New Filing** button on the **Single Filing** tab screen of the JEFIS Attorney Filing Manager, select the **Document Type** of Judgments, enter the judgment's **Venue**, **Docket Number** and **Year**, and select its lead file and, if applicable, its exhibit(s).

File About

Firm ID 9737535100 Collateral Account Number Civil Fees, 12345 Attorney ID Jane E. Doe, 9083249878, lfdoe

Single Filing Batch Filings

Court DC Document Type Judgments v1 Venue MON Docket Number DC 12 Year 09

Attachments Filing Data Party Association

Description	Entry	Detail	Help
Demand Amount			Format: 99999.99
Contractual Attorney Fees			Format: 99999.99
Credits			Format: 99999.99
Pre Judgment Interest			Format: 99999.99
Statutory Attorney Fees			Format: 99999.99
Court Costs			Format: 999.99
Included Document *			Must include eithe

Field Validation

Transmit Single Filing Save to Batch List New Filing * indicates required field Total Plaintiffs : 0 Total Defendants : 0

File:

6/9/2010 12:22 PM

Click the **Filing Data** tab to display the **Single Filing**, **Filing Data** tab screen and the data fields for a judgment.

JEFIS Attorney Filing Manager

File About

Firm ID: 9737535100 Collateral Account Number: Civil Fees, 12345 Attorney ID: Jane E. Doe, 9083249878, lfdoe

Single Filing Batch Filings

Court: DC Document Type: Judgments v1 Venue: MON Docket Number: DC Year: 12 09

Attachments Filing Data Party Association

Description	Entry	Detail	Help
Demand Amount			Format: 99999.99
Contractual Attorney Fees			Format: 99999.99
Credits			Format: 99999.99
Pre Judgment Interest			Format: 99999.99
Statutory Attorney Fees			Format: 99999.99
Court Costs			Format: 999.99
Included Document *			Must include eithe

Field Validation

Transmit Single Filing Save to Batch List New Filing * indicates required field Total Plaintiffs : 0 Total Defendants : 0

File:

6/9/2010 12:22 PM

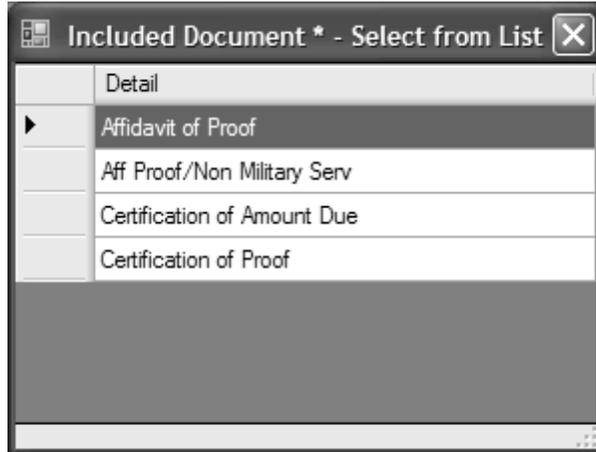
Use the mouse or tab key to move to and enter data in the Entry column fields on the **Filing Data** tab screen. The items followed by an asterisk (*) in the Description column are fields requiring an entry. Requests to save an XML file to batch or transmit it without an entry in these fields will be denied.

Tables of valid entries are available for fields that require the entry of a code. These tables are accessed by using the F1 key when the cursor is in the field or by double-clicking in the field. For example, placing the cursor in the Entry column field for Included Document and pressing F1 (or double-clicking the field) displays a table of valid document entries.

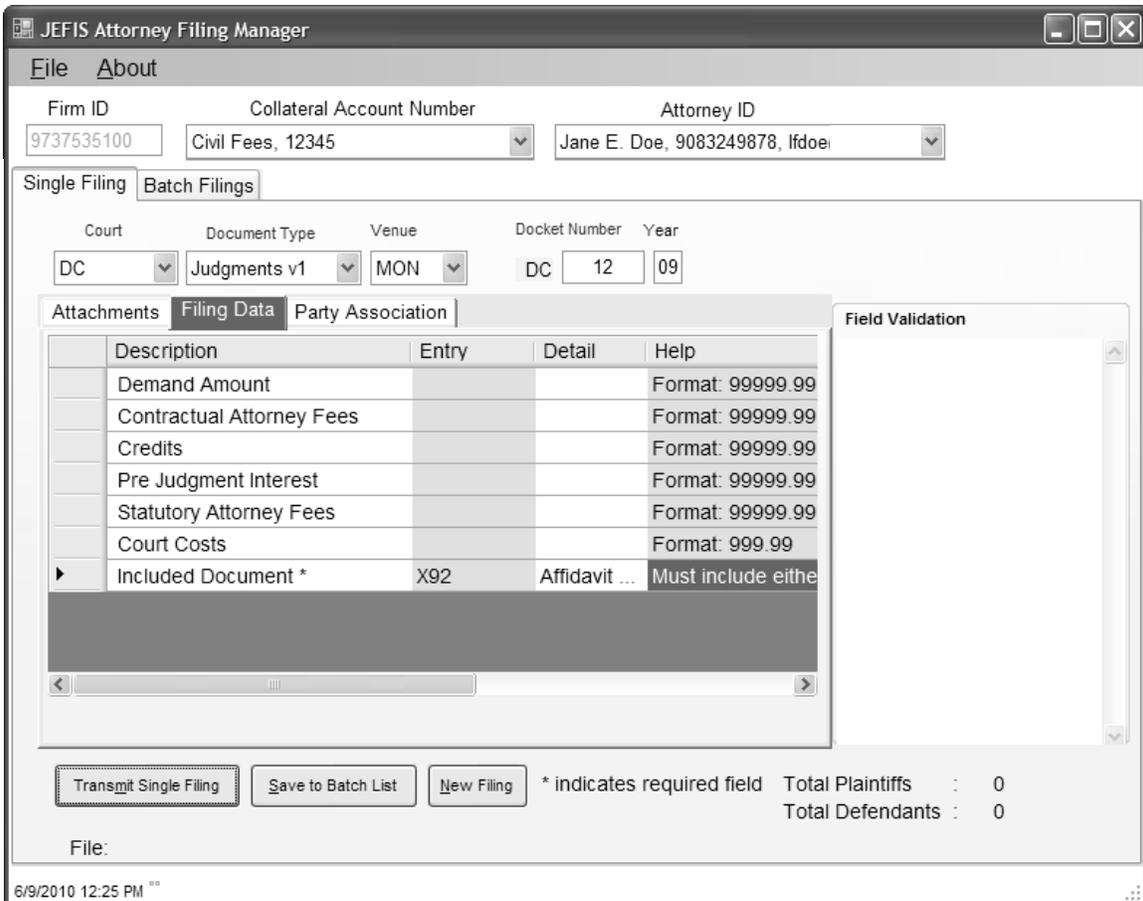
Included Document * - Select from List

Detail
Affidavit of Proof
Aff Proof./Non Military Serv
Certification of Amount Due

Included Document Code Table



Clicking a Detail item in the table places the code in the corresponding Entry column field on the **Filing Data** tab screen and the code's description in the Detail column.



JEFIS Attorney Filing Manager

File About

Firm ID: 9737535100 Collateral Account Number: Civil Fees, 12345 Attorney ID: Jane E. Doe, 9083249878, lfdoe

Single Filing Batch Filings

Court: DC Document Type: Judgments v1 Venue: MON Docket Number: DC Year: 12 09

Attachments Filing Data Party Association

Description	Entry	Detail	Help
Demand Amount			Format: 99999.99
Contractual Attorney Fees			Format: 99999.99
Credits			Format: 99999.99
Pre Judgment Interest			Format: 99999.99
Statutory Attorney Fees			Format: 99999.99
Court Costs			Format: 999.99
Included Document *	X92	Affidavit ...	Must include eithe

Field Validation: Must include either the Affidavit of Proof or Aff Proof/Non Military Serv or Certification of Amount Due or Certification of Proof

Transmit Single Filing Save to Batch List New Filing * indicates required field Total Plaintiffs : 0 Total Defendants : 0

File: 6/9/2010 12:25 PM

Continue to place data in the Entry column using the information provided in the Help column as a guide to formatting and valid field entries. Click an entry in the Help column to view the entry's full text in the **Field Validation** section of the **Single Filing** tab screen.

NOTE: The *APPENDIX* contains a description of each Entry column field on the **Single Filing, Filing Data** tab screen for judgments.

After entering the necessary data on the **Filing Data** tab screen, click the **Single Filing, Party Association** tab to display the **Party Association** tab screen and record the judgment's creditor(s) and debtor(s).

NOTE: The **Party Association** tab will only display when a judgment **Document Type** is selected on the **Single Filing** tab screen.

The screenshot shows the 'JEFIS Attorney Filing Manager' application. The 'Party Association' tab is active, displaying a table with the following structure:

Creditor or Debtor	Party First Name	Party Middle Initial	Party Last Name

Below the table is an 'Associate Party' button. At the bottom of the window, there are buttons for 'Transmit Single Filing', 'Save to Batch List', and 'New Filing'. To the right of these buttons, it says '* indicates required field' and shows 'Total Plaintiffs : 0' and 'Total Defendants : 0'. The status bar at the bottom left shows '6/9/2010 12:25 PM'.

Click the **Associate Party** button on the **Single Filing, Party Association** tab screen to display the **Party Association** window.

The 'Party Association' window displays a table with the following data:

Description	Entry	Detail	Help
Creditor or Debtor *			Valid values:C
Party First Name			Maximum num
Party Middle Initial			Maximum num
Party Last Name *			Maximum num

At the bottom left, it says '* indicates required field'. At the bottom right, there is a 'Save' button.

Party Association

	Description	Entry	Detail	Help
▶	Creditor or Debtor *			Valid values:C
	Party First Name			Maximum num
	Party Middle Initial			Maximum num
	Party Last Name *			Maximum num

* indicates required field

Save

The items followed by an asterisk (*) in the Description column are required fields. Requests to save an XML file to batch or transmit it without an entry in these fields will be denied.

Tables of valid entries are available for fields that require the entry of a code. These tables are accessed by using the F1 key when the cursor is in the field or by double-clicking in the field. For example, placing the cursor in the Entry column field for Creditor or Debtor and pressing F1 (or double-clicking the field) displays a table of valid entries.

	Detail
▶	Creditor
	Debtor

Clicking a Detail item in the table places the code in the corresponding Entry column field on the **Party Association** window and the code's description in the Detail column.

NOTE: The *APPENDIX* contains a description of each Entry column field on the **Party Association** window.

Party Association

	Description	Entry	Detail	Help
	Creditor or Debtor *	C	Creditor	Valid values:C
	Party First Name	Jane		Maximum num
▶	Party Middle Initial	J		Maximum num
	Party Last Name *			Maximum num

* indicates required field

Save

Continue to place data in the Entry column using the information provided in the Help column as a guide to formatting and valid field entries.

Click the **Save** button when completed entering data in the Entry column. If entry errors exist, an error message will display indicating the fields with invalid or missing data. In the example below, the Party Last Name field is blank and requires an entry prior to saving.

Associated Party Validation

Associated Party can't be saved.

SCP DC MON ASSOCIATED PARTY

PARTY LAST NAME has no value

OK

If an error message displays, click the **OK** button to return to the **Party Association** window and correct the error prior to clicking the **Save** button again.

If no entry errors exist, clicking the **Save** button on the **Party Association** window will display the **Single Filing, Party Association** tab screen of the JEFIS Attorney Filing Manager with the associated party. Be sure to use this process to record all creditors and debtors related to the judgment.

NOTE: Double-clicking on a party displayed in the **Single Filing, Party Association** tab screen will provide access to the data recorded for the party on the **Party Association** window. Also, clicking once on a column title (e.g. Creditor or Debtor, Party First Name) will sort the data alphabetically.

After recording the judgment’s party associations, click the **Additional Parties** tab, the **Transmit Single Filing** button or the **Save to Batch List** button to transmit the XML file or save it to batch. See the topics titled *Saving an XML File to Batch* and *Transmitting a Single XML File* in this manual for instruction on transmitting a single XML file and saving an XML file to batch.

Creating XML Files for Non-Complaints and Non-Judgments

To create XML files for non-complaints and non-judgments, start by clicking the **New Filing** button on the **Single Filing** tab screen of the JEFIS Attorney Filing Manager and then select a non-complaint or non-judgment **Document Type**, enter the document's **Venue**, **Docket Number** and **Year**, and select its lead file and, if applicable, its exhibit(s).

The screenshot shows the JEFIS Attorney Filing Manager interface. The 'Single Filing' tab is active, and the 'Attachments' sub-tab is selected. The file selection table is as follows:

File Name	File Type	File Size	File Selection
<input type="checkbox"/> Ashley	.rtf	15k	Lead
<input type="checkbox"/> CaseA04	.rtf	8k	Lead
<input checked="" type="checkbox"/> CaseA10	.rtf	12k	Lead
<input type="checkbox"/> Carman	.rtf	15k	Lead
<input type="checkbox"/> CaseA03	.rtf	8k	Lead
<input type="checkbox"/> CaseA01	.rtf	7k	Lead
<input type="checkbox"/> CaseA07	.rtf	12k	Lead
<input type="checkbox"/> CaseA02	.rtf	7k	Lead

After entering the necessary data on the **Single Filing** tab screen, click the **Additional Parties** tab, the **Transmit Single Filing** button or the **Save to Batch List** button to add parties and/or alternate names to the XML file, transmit it or save it to batch. See the topics titled *Adding Additional Parties*, *Adding Additional Alternate Names*, *Saving an XML File to Batch* and *Transmitting a Single XML File* in this manual for instruction on adding parties and additional alternate names to an XML file, transmitting a single XML file and saving an XML file to batch.

NOTE: The *APPENDIX* contains a list of document types that allow the recording of additional parties.

Adding Additional Parties

To include additional parties in an XML file, click the **Additional Parties** tab on the **Single Filing** tab screen of the JEFIS Attorney Filing Manager to display the **Single Filing, Additional Parties** tab screen.

NOTE: The ability to add an additional party is based on the **Document Type** selected on the **Single Filing** tab screen. See the *APPENDIX* for a list of document types that can contain additional parties.

The screenshot displays the 'JEFIS Attorney Filing Manager' application window. At the top, there is a menu bar with 'File' and 'About'. Below the menu bar, there are three input fields: 'Firm ID' (9737535100), 'Collateral Account Number' (Civil Fees, 12345), and 'Attorney ID' (Jane E. Doe, 9083249878, lfdoe). The main area has two tabs: 'Single Filing' and 'Batch Filings'. Under 'Single Filing', there are three dropdown menus: 'Court' (DC), 'Document Type' (Complaint v1), and 'Venue' (MON). Below these are three sub-tabs: 'Attachments', 'Filing Data', and 'Additional Parties'. The 'Additional Parties' tab is active, showing a table with the following columns: 'Party Type', 'Affiliation Code', 'Party to Initial Complaint', 'First name', and 'Party Middle Initial'. The table is currently empty. To the right of the table is a 'Field Validation' window. At the bottom of the main area, there are three buttons: 'Transmit Single Filing', 'Save to Batch List', and 'New Filing'. To the right of these buttons, there is a status bar showing 'Total Plaintiffs : 0' and 'Total Defendants : 0'. At the bottom left, there is a system clock showing '6/8/2010 9:32 AM'.

On the **Single Filing, Additional Parties** tab screen, click the **Add Party** button to display the **Add Party** window.

Add Party Window

Description	Entry	Detail	Help
Party Type *			Party's role in t
Affiliation Code *			AGY - Agency
Party to Initial Complaint *			Yes for Initial C
First name			Maximum num
Party Middle Initial			Maximum num
Last Name or Company *			Maximum num
Address1 *			Maximum num
Address2			Maximum num
City *			Maximum num
State *			Maximum num
Zip *			Must be either
Phone			Must be 10 nu
Alternate Type Code			AK - Also Know
Alternate Affiliation Code			Valid values a
Alt First Name			Maximum num
Alt Middle Initial			Maximum num
Alt Last Name			Maximum num

* indicates required field

Additional Alternate Names Validate Party

The items followed by an asterisk (*) in the Description column on the **Add Party** window are required fields. Requests to save an XML file to batch or transmit it without an entry in these fields will be denied.

Tables of valid entries are available for fields that require the entry of a code. These tables are accessed by using the F1 key when the cursor is in the field or by double-clicking in the field. For example, clicking in the Entry column next to the Party Type Description and pressing F1 (or double-clicking in the field) displays a table of valid party type entries.

Detail
Defendant
Plaintiff

Clicking a party type in the table places the party type code in the corresponding Entry column field on the **Add Party** window and places the code's description in the Detail column.

NOTE: The *APPENDIX* contains a description of each Entry column field on the **Add Party** window.

Add Party Window

Description	Entry	Detail	Help
Party Type *	DF	Defendant	Party's role in t
Affiliation Code *	IND	Individual	AGY - Agency
Party to Initial Complaint *	Y	Yes	Yes for Initial C
First name	James		Maximum num
Party Middle Initial	L		Maximum num
Last Name or Company *	Hamilton		Maximum num
Address1 *	56 South End Avenue		Maximum num
Address2			Maximum num
City *	Freehold		Maximum num
State *	NJ		Maximum num
Zip *			Must be either
Phone			Must be 10 nu
Alternate Type Code	AK	Also Known As	AK - Also Know
Alternate Affiliation Code	I	Individual	Valid values ai
Alt First Name	Jimmy		Maximum num
Alt Middle Initial			Maximum num
Alt Last Name	Hamilton		Maximum num

* indicates required field

Additional Alternate Names Validate Party

Continue to place data in the Entry column on the **Add Party** window using the information provided in the Help column as a guide to formatting and valid field entries. When completed, click the **Validate Party** button.

If an invalid entry is placed in the Entry column, an error message will display indicating the reason the additional party cannot be validated. In the example below, the party cannot be validated because the zip code is invalid.

Party Validation ✕

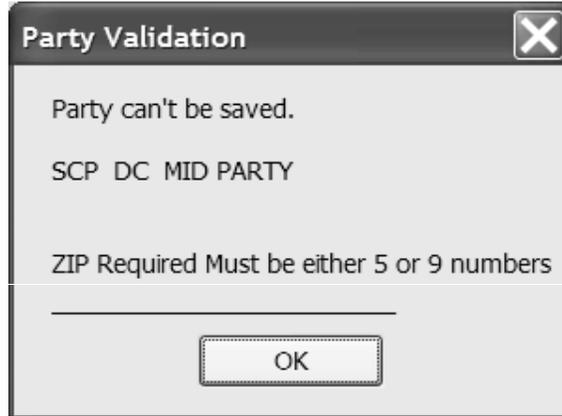
Party can't be saved.

SCP DC MID PARTY

ZIP Required Must be either 5 or 9 numbers

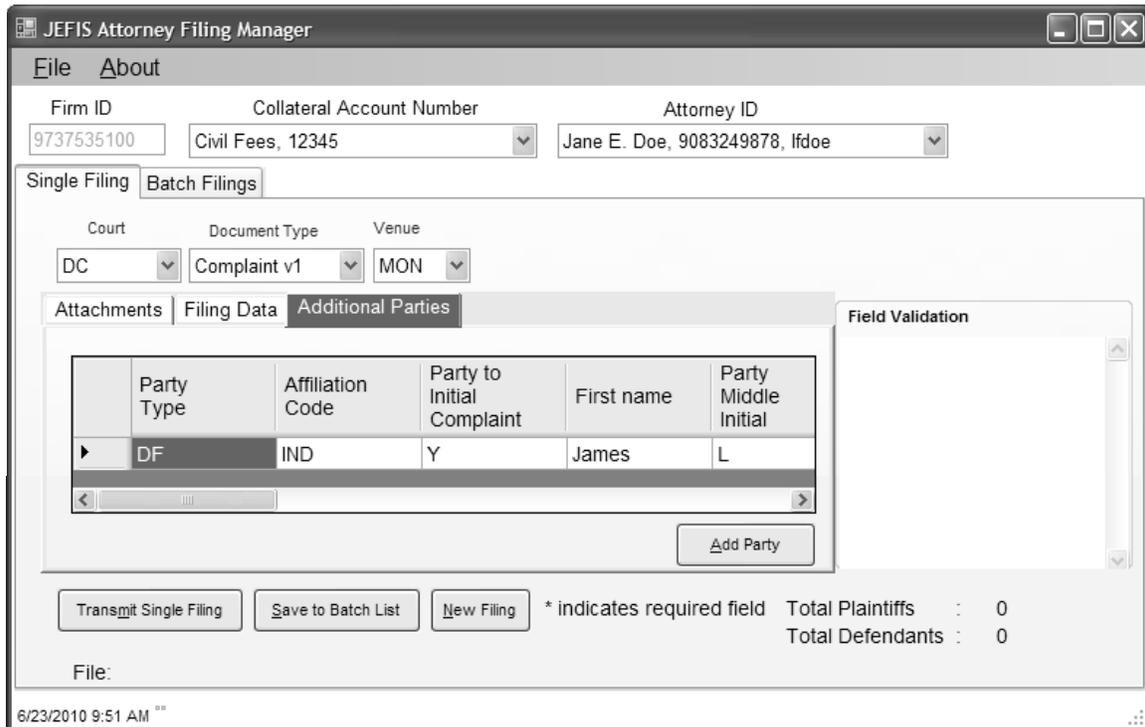
OK

Party Validation Error Message



If an error message displays, click the **OK** button to return to the **Add Party** window, correct the invalid data and click the **Validate Party** button again.

If no entry errors exist, clicking the **Validate Party** button on the **Add Party** window will display the **Single Filing, Additional Parties** tab screen of the JEFIS Attorney Filing Manager with the additional parties.

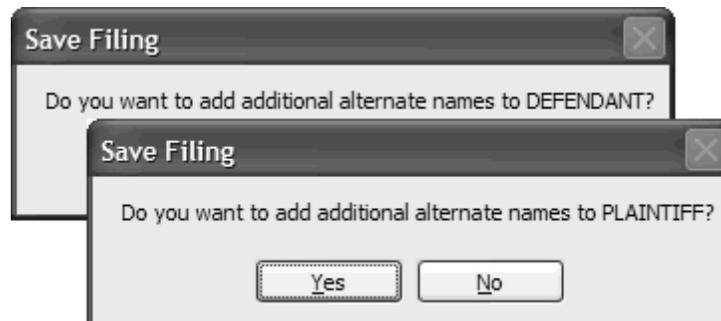


NOTE: Double-clicking on a party displayed in the **Single Filing, Additional Parties** tab screen will provide access to the data recorded for the party on the **Add Party** window. Also, clicking once on a column title (e.g. Party Type, Affiliation Code) will sort the data alphabetically.

Adding Additional Alternate Names

Additional alternate names can be included in an XML file if an alternate plaintiff and/or defendant code, affiliation code and name were entered on the **Single Filing, Filing Data** tab screen or if an alternate type code, indicator and name were entered on the **Add Party** window of the JEFIS Attorney Filing Manager.

When a request is made to save an XML file to batch or transmit it with an alternate name recorded on the **Filing Data** tab screen, one or both of the following messages will appear allowing the entry of additional alternate plaintiff and/or defendant names.



Add Party Window

Description	Entry	Detail	Help
Party Type *	PF	Plaintiff	Party's role in t
Affiliation Code *	IND	Individual	AGY - Agency
Party to Initial Complaint *	N	No	Yes for Initial C
First name	Dennis		Maximum num
Party Middle Initial			Maximum num
Last Name or Company *	Thompson		Maximum num
Address *	123 East Main Street		Maximum num
Address			Maximum num
City *	Freehold		Maximum num
State *	NJ		Maximum num
Zip *	07722		Must be either
Phone			Must be 10 nu
Alternate Type Code	AK	Also Known As	AK - Also Know
Alternate Indicator	I	Individual	Valid values ar
Alt First Name	Donald		Maximum num
Alt Middle Initial			Maximum num
Alt Last Name	Thomas		Maximum num

* indicates required field

Additional Alternate Names Validate Party

When a request is made to validate a party with an alternate name recorded on the **Add Party** window of the JEFIS Attorney Filing Manager, the following message will appear allowing the entry of additional alternate names.

Add Party

Do you want to add additional alternate names?

Yes No

To add additional alternate names, click the **Yes** button on the **Save Filing** message or **Add Party** message to display the **Add Additional Alternate Names** window.

NOTE: The same process is followed to enter additional alternate plaintiff names and additional alternate defendant names.

Add Additional Alternate Names

	Description	Entry	Detail	Help
	Party Name	Joan Watson		Party Name for which
▶	First Alternate Name	Joan W Watson		First alternate name
	Alternate Type Code 2			AK - Also Known As,
	Alternate Affiliation Code 2			Valid Values: I Individ
	Alt First Name 2			Maximum number of c
	Alt Middle Name 2			Maximum number of c
	Alt Last Name/Company 2			Maximum number of c
	Alternate Type Code 3			AK - Also Known As,
	Alternate Affiliation Code 3			Valid Values: I Individ
	Alt First Name 3			Maximum number of c
	Alt Middle Name 3			Maximum number of c
	Alt Last Name/Company 3			Maximum number of c
	Alternate Type Code 4			AK - Also Known As,
	Alternate Affiliation Code 4			Valid Values: I Individ
	Alt First Name 4			Maximum number of c
	Alt Middle Name 4			Maximum number of c
	Alt Last Name/Company 4			Maximum number of c
	Alternate Type Code 5			AK - Also Known As,
	Alternate Affiliation Code 5			Valid Values: I Individ
	Alt First Name 5			Maximum number of c
	Alt Middle Name 5			Maximum number of c
	Alt Last Name/Company 5			Maximum number of c

The Party Name and First Alternate Name fields on the **Add Additional Alternate Names** window are automatically populated using the plaintiff or defendant names and associated alternate names entered on the **Filing Data** tab screen or the **Add Party** window of the JEFIS Attorney Filing Manager. The remaining fields provide space to enter up to four additional alternate names.

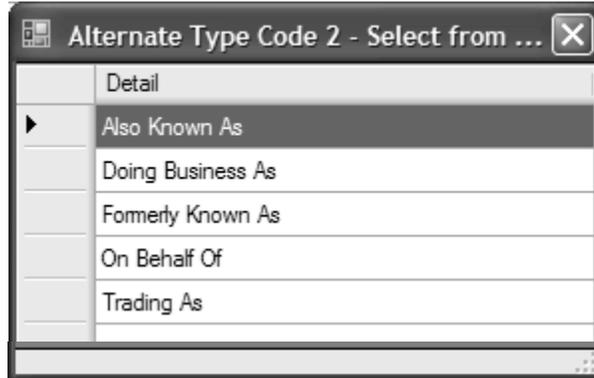
Add Additional Alternate Names

	Description	Entry	Detail	Help
	Party Name	Joan Watson		Party Name for which
▶	First Alternate Name	Joan W Watson		First alternate name
	Alternate Type Code 2			AK - Also Known As,
	Alternate Affiliation Code 2			Valid Values: I Individ
	Alt First Name 2			Maximum number of c
	Alt Middle Name 2			Maximum number of c
	Alt Last Name/Company 2			Maximum number of c
	Alternate Type Code 3			AK - Also Known As,
	Alternate Affiliation Code 3			Valid Values: I Individ
	Alt First Name 3			Maximum number of c
	Alt Middle Name 3			Maximum number of c
	Alt Last Name/Company 3			Maximum number of c
	Alternate Type Code 4			AK - Also Known As,
	Alternate Affiliation Code 4			Valid Values: I Individ
	Alt First Name 4			Maximum number of c
	Alt Middle Name 4			Maximum number of c
	Alt Last Name/Company 4			Maximum number of c

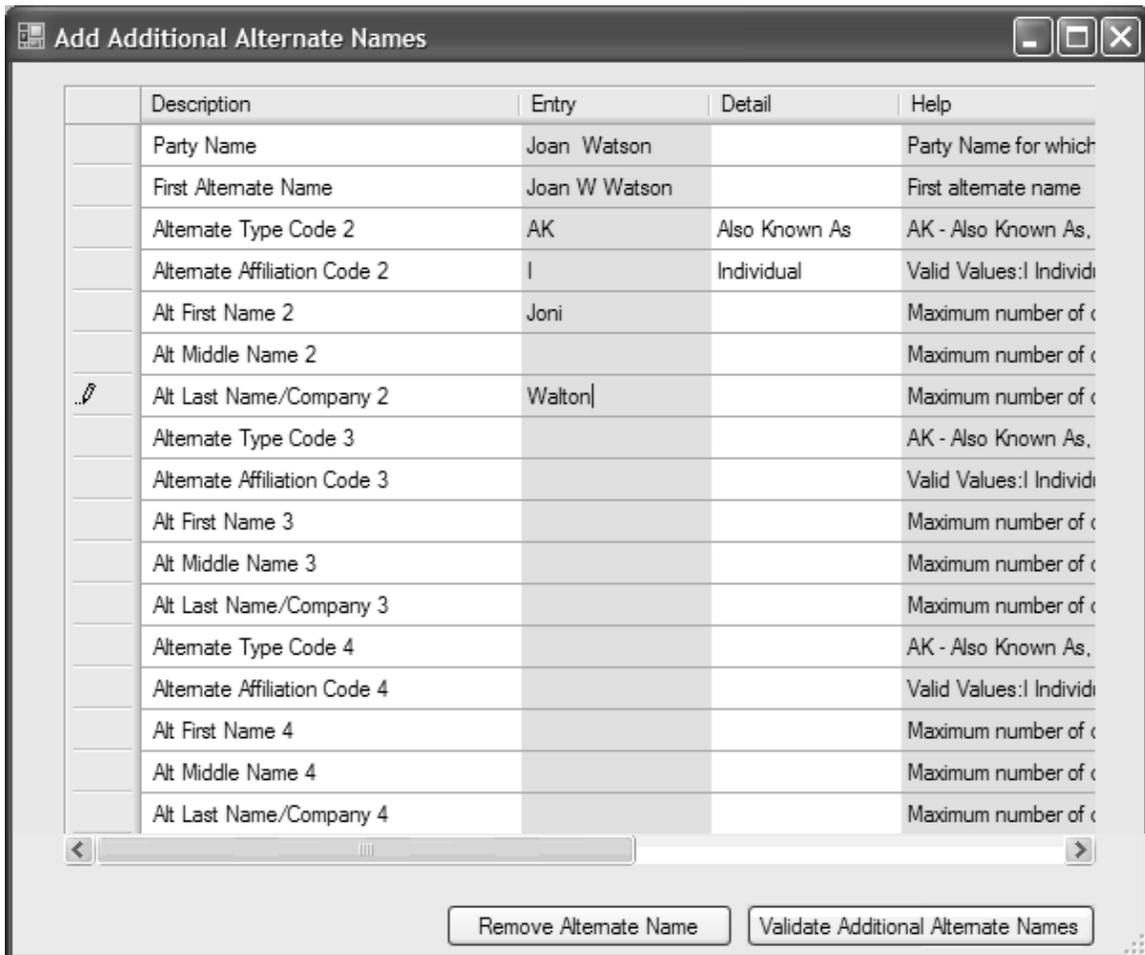
Tables of valid entries are available for items in the Description column that require the entry of a code. These tables are accessed by using the F1 key when the cursor is in the field or by double-clicking in the field. For example, clicking in the Entry column next to Alternate Type Code 2 (or 3 or 4 or 5) and pressing F1 (or double-clicking in the field) displays a table of valid alternate type code entries.

	Detail
▶	Also Known As
	Doing Business As
	Formerly Known As
	On Behalf Of
	Trading As

Alternate Type Code Table



Clicking an alternate type code in the table places the code in the corresponding Entry column field on the **Add Additional Alternate Names** window and places the code's description in the Detail column.



Add Additional Alternate Names

Description	Entry	Detail	Help
Party Name	Joan Watson		Party Name for which
First Alternate Name	Joan W Watson		First alternate name
Alternate Type Code 2	AK	Also Known As	AK - Also Known As.
Alternate Affiliation Code 2	I	Individual	Valid Values:I Individ
Alt First Name 2	Joni		Maximum number of c
Alt Middle Name 2			Maximum number of c
Alt Last Name/Company 2	Walton		Maximum number of c
Alternate Type Code 3			AK - Also Known As.
Alternate Affiliation Code 3			Valid Values:I Individ
Alt First Name 3			Maximum number of c

Remove Alternate Name Validate Additional Alternate Names

After completing the entry of additional alternate names, click the **Validate Additional Alternate Names** button to record the additional alternate names and return to the JEFIS Attorney Filing Manager.

To delete a single entry on the **Add Additional Alternate Names** window click in the field containing data to be deleted and use the delete key to remove the entry. To remove *all* additional alternate names, click on the **Remove Alternate Name** button to delete *all* existing additional alternate names.

Description	Entry	Detail	Help
Phone			Must be 10 nu
Alternate Type Code	AK		AK - Also Know
Alternate Affiliation Code	I		Valid values a
Alt First Name	Hary		Maximum num
Alt Middle Initial			Maximum num
Alt Last Name	Remington		Maximum num

* indicates required field Additional Alternate Names Validate Party

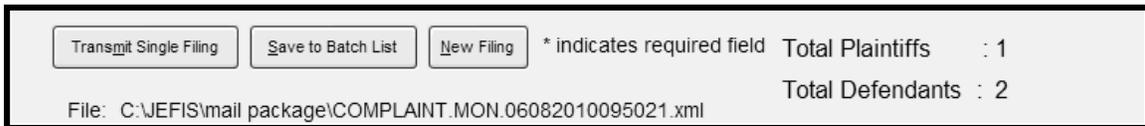
NOTE: The **Additional Alternate Names** button on the **Add Party** window will be active when a party with an additional alternate name is opened. Clicking the **Additional Alternate Names** button will display the **Add Additional Alternate Names** window for the party.

Saving an XML File to Batch

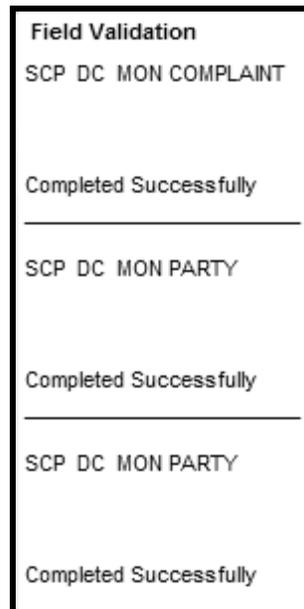
To save an XML file to batch click the **Save to Batch List** button on the **Single Filing** tab screen of the JEFIS Attorney Filing Manager. Clicking this button will save the XML file for e-filing at a later time and, if the XML file contains alternate plaintiff and/or alternate defendant names, a message will appear allowing the entry of additional alternate plaintiff and/or defendant names.

NOTE: See the topic titled *Adding Additional Alternate Names* in this manual for instruction on adding additional alternate names to an XML file.

Clicking the **Save to Batch List** button also calculates the number of plaintiffs and defendants recorded in the XML file and places the sum in the Total Plaintiffs and Total Defendants fields on the **Single Filing** tab screen of the JEFIS Attorney Filing Manager when the file is opened for editing.



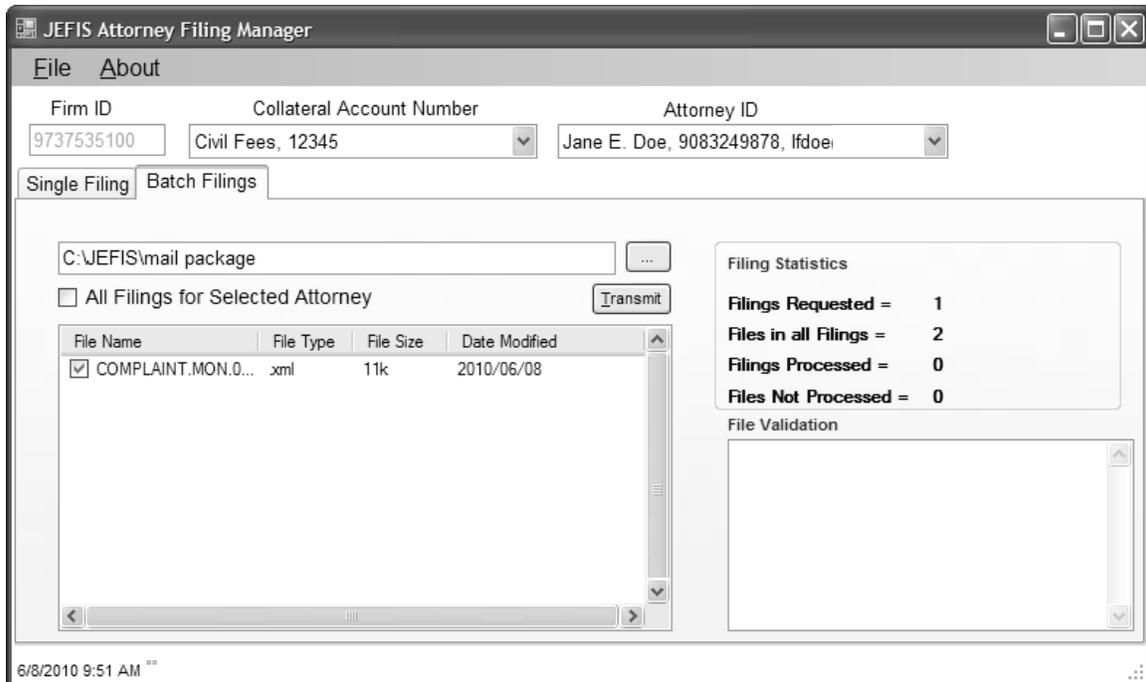
Once the XML file has been saved to batch, the **Field Validation** section on the **Single Filing** tab screen of the JEFIS Attorney Filing Manager displays the message 'Completed Successfully' for the document and each additional party (if applicable) recorded in the XML file.



The lead and optional exhibit files attached to an XML file saved to batch will appear grayed-out on the **Single Filing, Attachments** tab screen where they will remain until the XML file is transmitted.

File Name	File Type	File Size	File Selectio
<input type="checkbox"/> 24	.rtf	5k	
<input type="checkbox"/> 25	.rtf	5k	
<input type="checkbox"/> 30	.rtf	5k	
<input type="checkbox"/> 34	.rtf	5k	
<input type="checkbox"/> 35	.rtf	5k	
<input type="checkbox"/> 41	.rtf	5k	
<input type="checkbox"/> 43	.rtf	5k	
<input type="checkbox"/> 45	.rtf	5k	

A saved XML file appears in the File Name list on the **Batch Filings** tab screen. It is now ready to be e-filed later using the **Transmit** button. See the section titled *E-Filing Documents using the JEFIS Attorney Filing Manager* in this manual for instructions on e-filing documents using the **Batch Filings** tab screen.



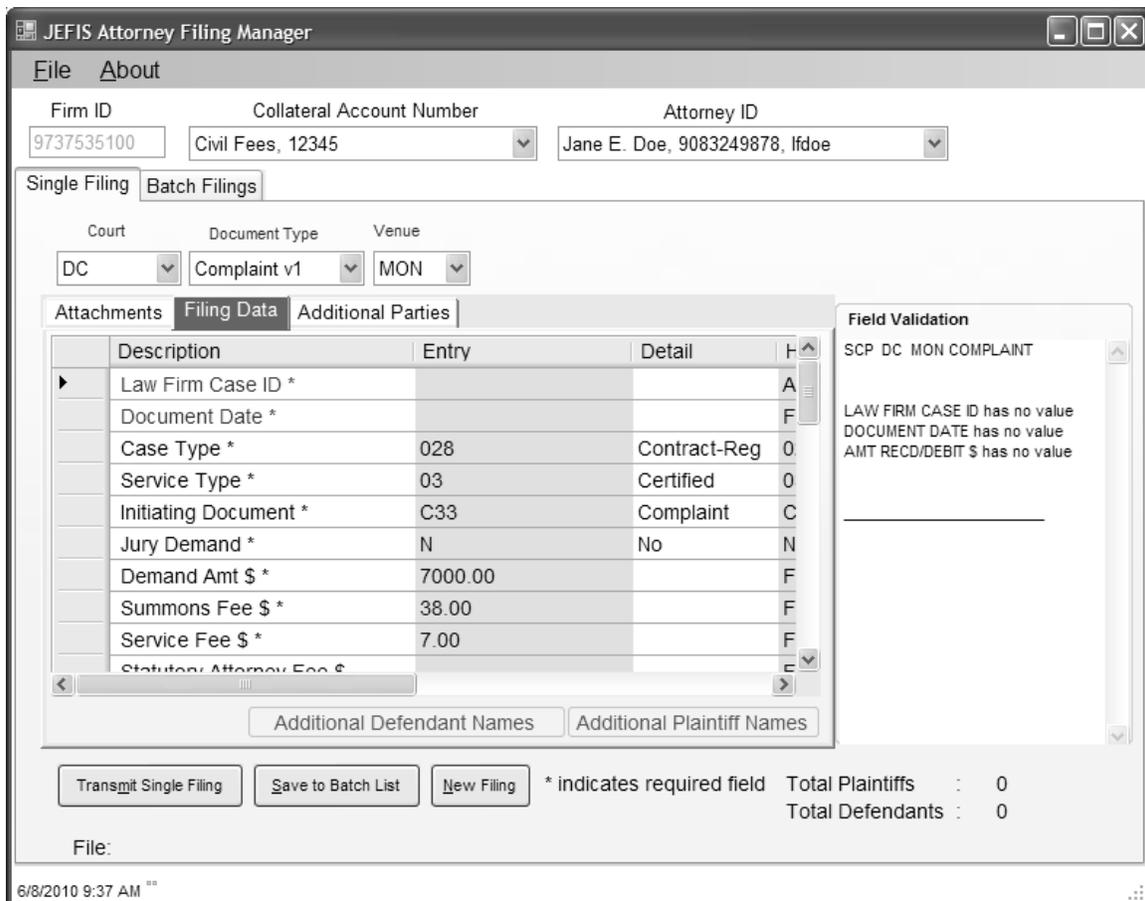
NOTE: The JEFIS Attorney Filing Manager will NOT provide a warning if a file needs to be saved to batch prior to clicking on the **New Filing** button or exiting the application. To ensure an XML file is saved successfully, click the **Save to Batch List** button prior to clicking the **New Filing** button or exiting the application.

Correcting Invalid XML Field Entries

If the data entered in the JEFIS Attorney Filing Manager is invalid or if required information is missing, the following error message will display when attempting to save an XML file to batch.



If the message above displays, click the **OK** button to return to the JEFIS Attorney Filing Manager and correct the invalid or missing data on the **Single Filing, Filing Data** tab screen.



Text will appear in the **Field Validation** section of the **Single Filing** tab screen to record the reason an XML file could not be saved to batch.

JEFIS Attorney Filing Manager

File About

Firm ID Collateral Account Number Attorney ID

9737535100 Civil Fees, 12345 Jane E. Doe, 9083249878, lfdoe

Single Filing Batch Filings

Court Document Type Venue

DC Complaint v1 MON

Attachments Filing Data Additional Parties

Description	Entry	Detail	
Law Firm Case ID *			A
Document Date *			F
Case Type *	028	Contract-Reg	0
Service Type *	03	Certified	0
Initiating Document *	C33	Complaint	C
Jury Demand *	N	No	N
Demand Amt \$ *	7000.00		F
Summons Fee \$ *	38.00		F
Service Fee \$ *	7.00		F
Statutory Attorney Fee \$			F

Field Validation

SCP DC MON COMPLAINT

LAW FIRM CASE ID has no value
DOCUMENT DATE has no value
AMT RECD/DEBIT \$ has no value

Additional Defendant Names Additional Plaintiff Names

Transmit Single Filing Save to Batch List New Filing * indicates required field Total Plaintiffs : 0
Total Defendants : 0

File:

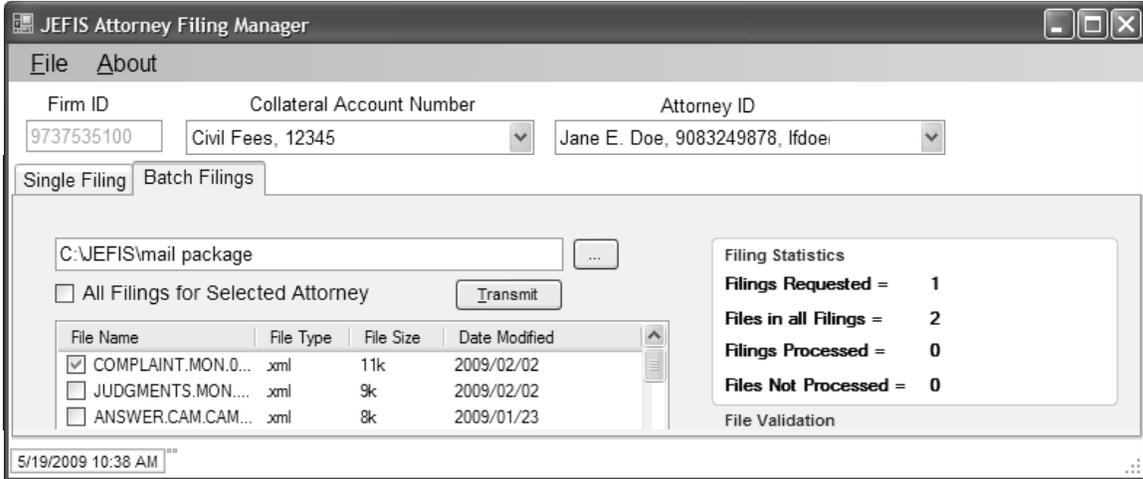
6/8/2010 9:37 AM

In the example above, the **Field Validation** text records missing values in the Law Firm Case ID, Document Date and Amt Recd/Debit fields.

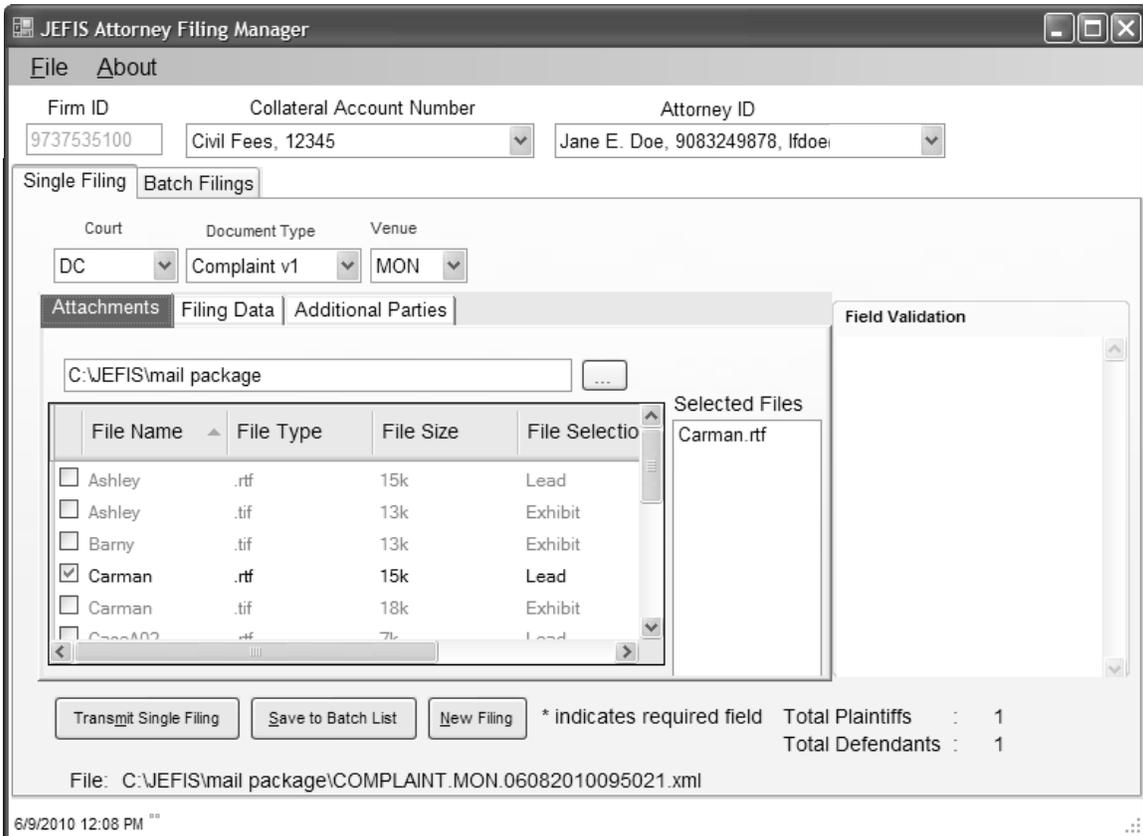
Correct the **Field Validation** errors prior to clicking the **Save to Batch List** button again.

Editing Batch Filings

To edit an existing XML file start at the **Batch Filings** tab screen of the JEFIS Attorney Filing Manager and double-click the XML file name to be edited.



The **Single Filing, Attachments** tab screen will open and display the selected lead file and exhibit file (if applicable) attached to the XML file, and the XML file name will appear at the bottom of the JEFIS Attorney Filing Manager.



JEFIS Attorney Filing Manager

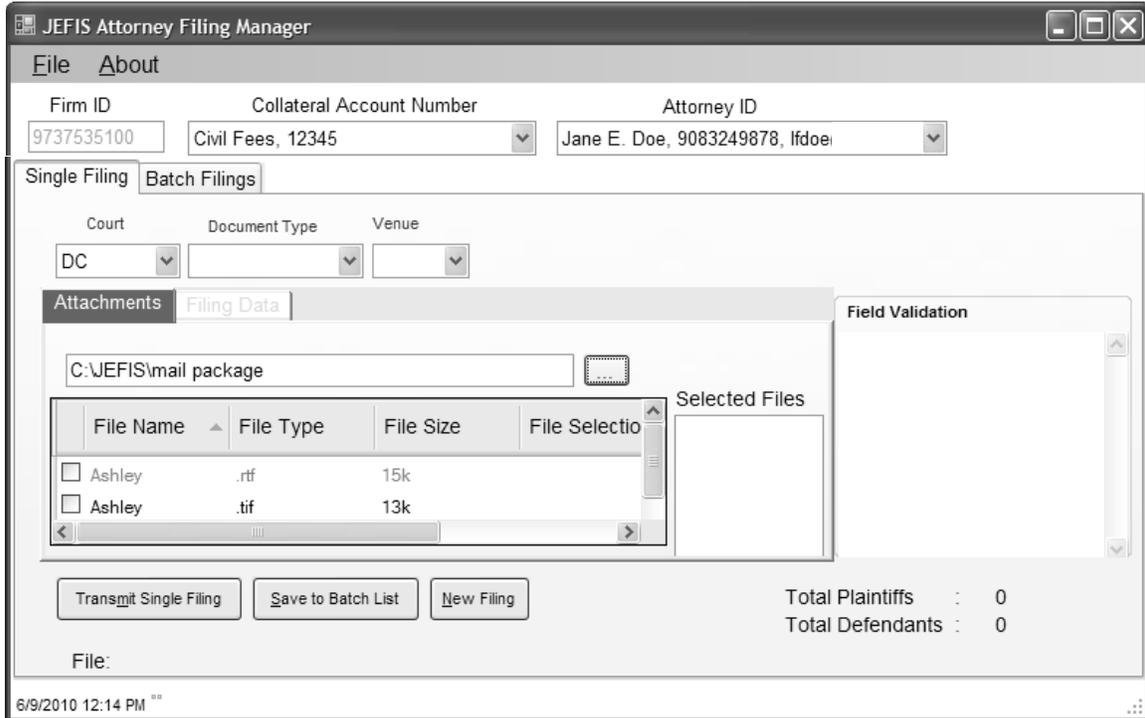
File: C:\JEFIS\mail package\COMPLAINT.MON.06082010095021.xml

Description	Entry	Detail	
Plaintiff City *	Freehold		M
Plaintiff State *	NJ		M
Plaintiff Zip Code *	07712		E
Plaintiff Phone			M
Alternate Plaintiff Code	AK	Also Known ...	A
Alternate Plaintiff Affiliation	I	Individual	V
Alternate Plaintiff First Name	Joan		M
Alternate Plaintiff Middle Initial	W		M
Alternate Plaintiff Last Name/...	Watson		M
Defendant Affiliation *	IND	Individual	V

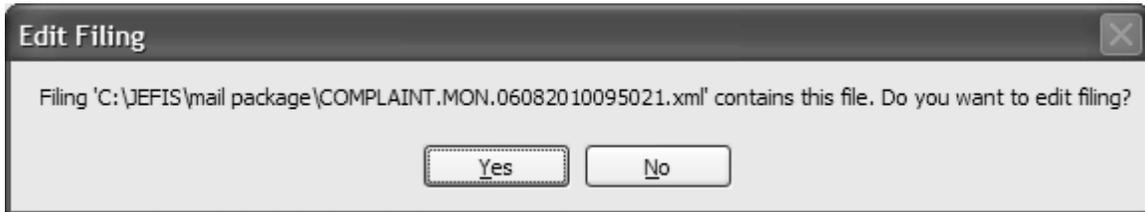
If the XML file contains additional alternate names, the **Additional Defendant Names** and/or **Additional Plaintiff Names** buttons will be active on the **Single Filing, Filing Data** tab screen of the JEFIS Attorney Filing Manager. Clicking one of these buttons will display the **Add Additional Alternate Names** window where edits can be made to additional alternate names.

NOTE: See the topic titled *Adding Additional Alternate Names* in this manual for instruction on adding additional alternate names to an XML file.

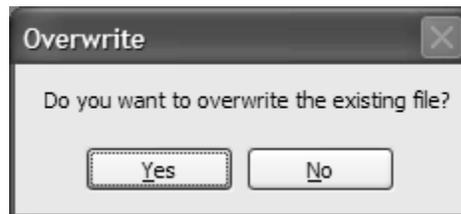
JEFIS Attorney Filing Manager



The lead file attached to an XML file can be chosen for editing by double-clicking the selected lead file name on the **Single Filing, Attachments** tab screen and clicking the **Yes** button when asked, 'Do you want to edit filing?'



This will allow the lead file to be edited and saved or transmitted by clicking the **Yes** button when asked to overwrite the existing XML file.



To cancel the editing operation and not save the edited file, click the **No** button when asked to overwrite the existing XML file.

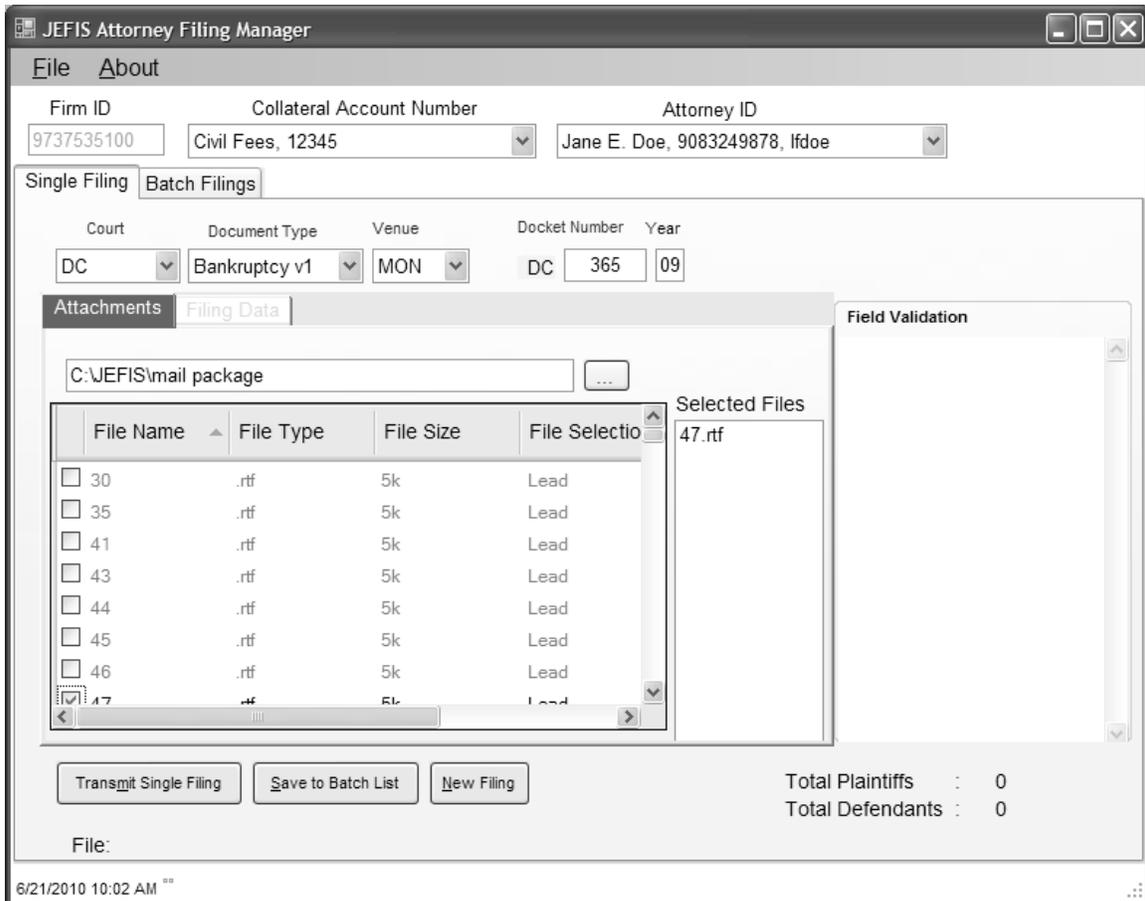
E-FILING DOCUMENTS USING THE JEFIS ATTORNEY FILING MANAGER

XML files can be transmitted to the New Jersey Courts one at a time or in batch using the JEFIS Attorney Filing Manager. The **Transmit Single File** button on the **Single Filing** tab screen allows a single XML file to be e-filed and the **Transmit** button on the **Batch Filings** tab screen allows multiple XML files to be selected and e-filed at one time.

Transmitting a Single XML File

To e-file a single XML file access the JEFIS Attorney Filing Manager, enter a **Document Type, Venue, Docket Number and Year** (for non-complaints), select a lead file and optional exhibit file, and click the **Transmit Single Filing** button to display the **Attorney Filer Login**.

***NOTE:** See the section titled *Creating Extensible Markup Language (XML) Files using the JEFIS Attorney Filing Manager* in this manual for instructions on creating XML files for electronic filing.*



Attorney Filer Login



The image shows a standard Windows-style dialog box titled "Attorney Filer Login". It features a title bar with minimize, maximize, and close buttons. The main area contains two labels: "Username:" and "Password:". The "Username:" label is followed by a text box containing the text "LFDOE". The "Password:" label is followed by an empty text box. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

NOTE: The **Attorney Filer Login** will not display if a successful transmission (either single or batch) occurred previously during the same session of the JEFIS Attorney Filing Manager. Instead, the **Username** and **Password** entered during the previous transmission will be retained and used for subsequent transmissions until a different attorney ID is selected on the JEFIS Attorney Filing Manager or if the application is closed and reopened.

Also, the **Attorney Filer Login** will not display if an alternate plaintiff and/or defendant code, affiliation code and name were entered on the **Single Filing, Filing Data** tab screen of the JEFIS Attorney Filing Manager. Instead, a message will display allowing the entry of additional alternate names. See the topic titled *Adding Additional Alternate Names* in this manual for instructions on including additional alternate names in an XML file.

Lastly, the **Attorney Filer Login** will not display if the JEFIS Attorney Filing Manager contains invalid or missing data. Instructions on addressing XML file errors are included at the end of this topic.

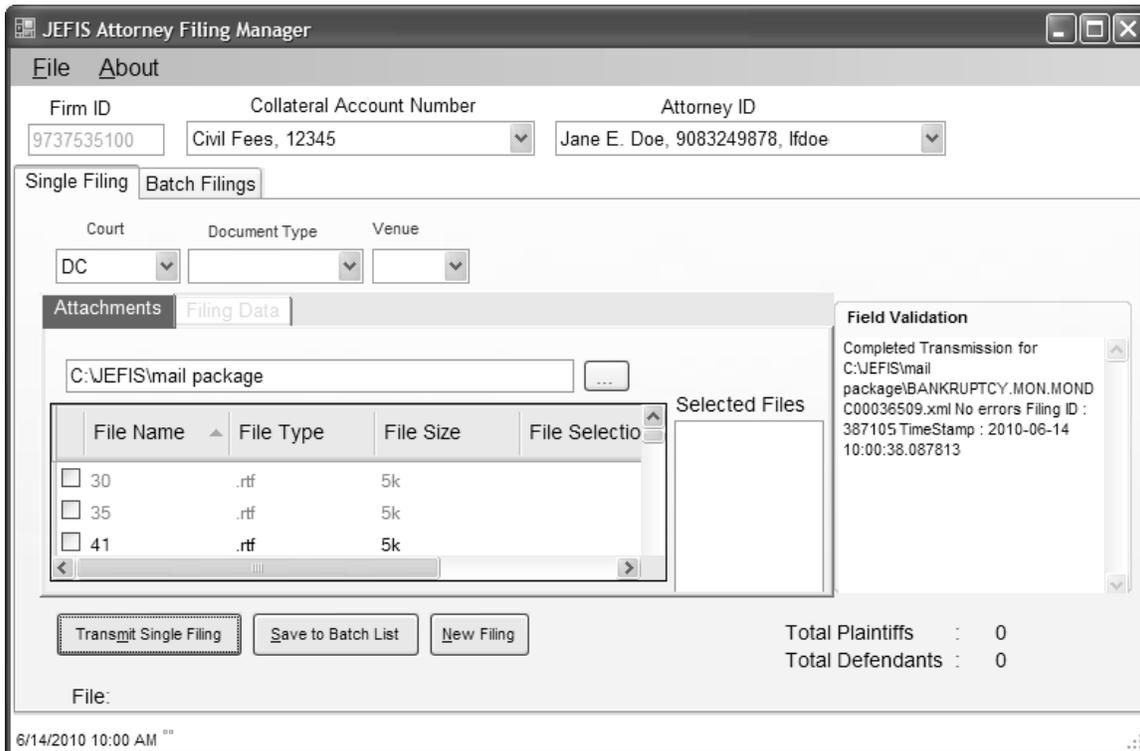
Attorney Filer Login



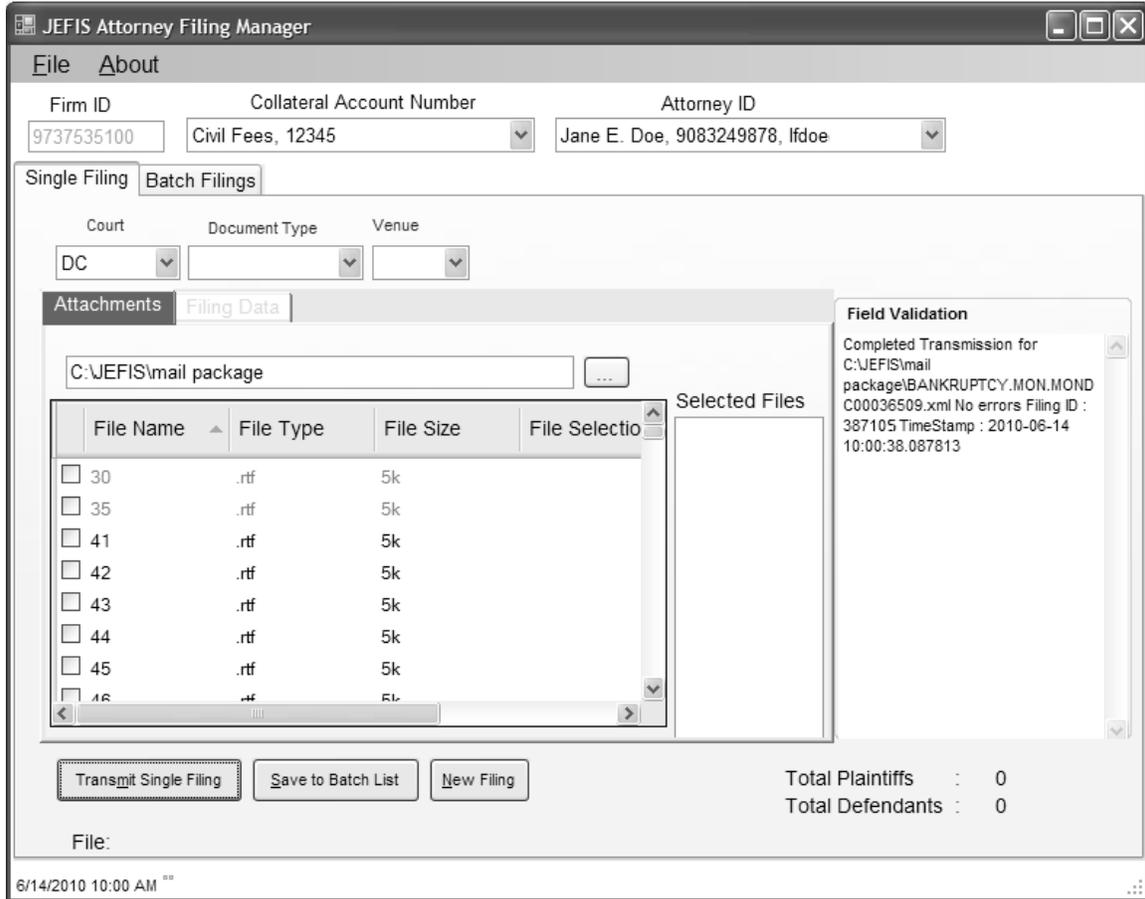
When the **Attorney Filer Login** displays, the Total Plaintiffs and Total Defendants contained in an XML file are automatically calculated and placed on the **Single Filing** tab screen of the JEFIS Attorney Filing Manager.



Enter the username's **Password** on the **Attorney Filer Login** and click the **OK** button to transmit the XML file and return to the JEFIS Attorney Filing Manager.



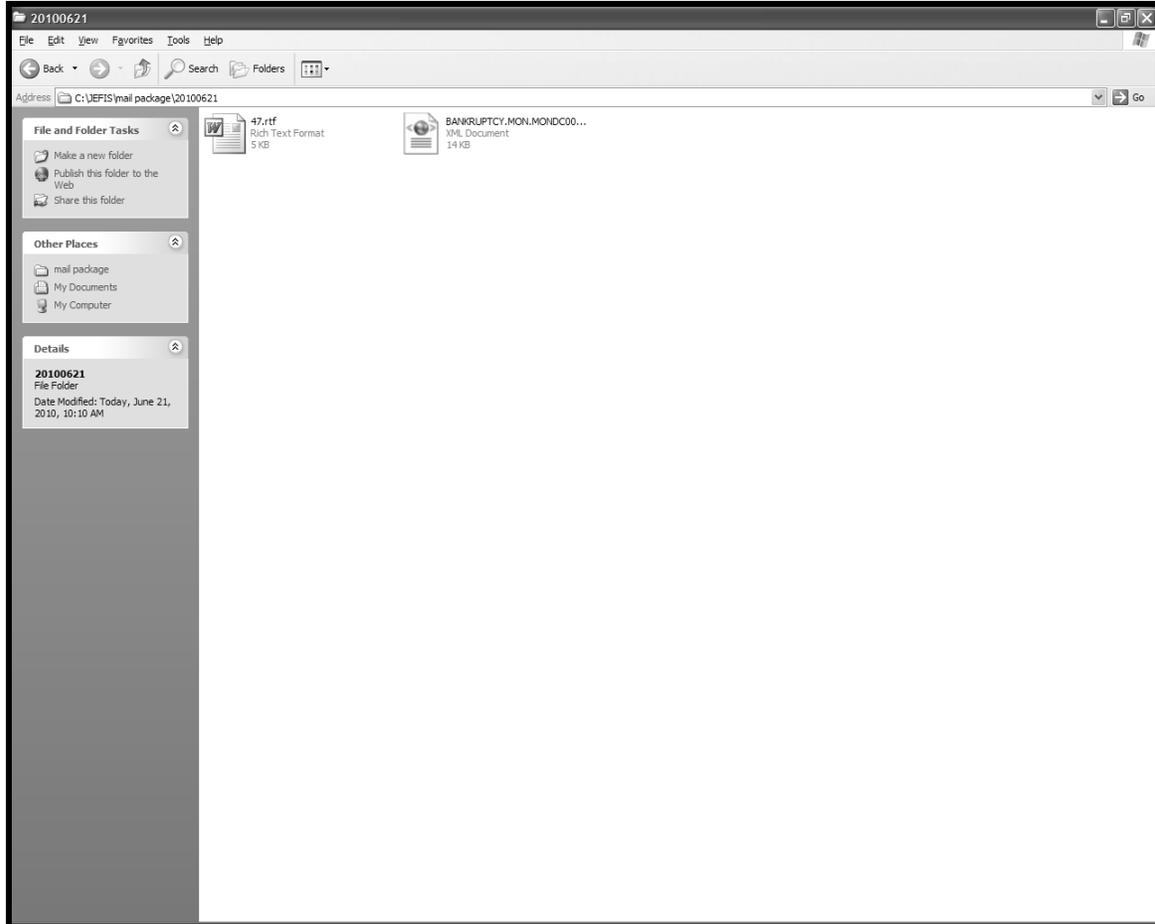
JEFIS Attorney Filing Manager



Successfully transmitted lead and exhibit (if present) files are removed from the File Name list and the **File Validation** section displays the filing date, time and Filing ID for each transmitted XML file. It is important to retain the Filing ID as it can be entered in the JEFIS Services application to track the processing of an e-filed document by the New Jersey Courts. A separate manual available at the following link contains instruction on using the JEFIS Services application.

http://www.judiciary.state.nj.us/jefis/JEFIS_Services_manual.pdf

Successfully transmitted XML files are automatically saved to a folder created by the JEFIS Attorney Filing Manager and named with the XML file's transmission date. The folder is placed inside the directory where the lead and exhibit (if applicable) files were retrieved for electronic filing.

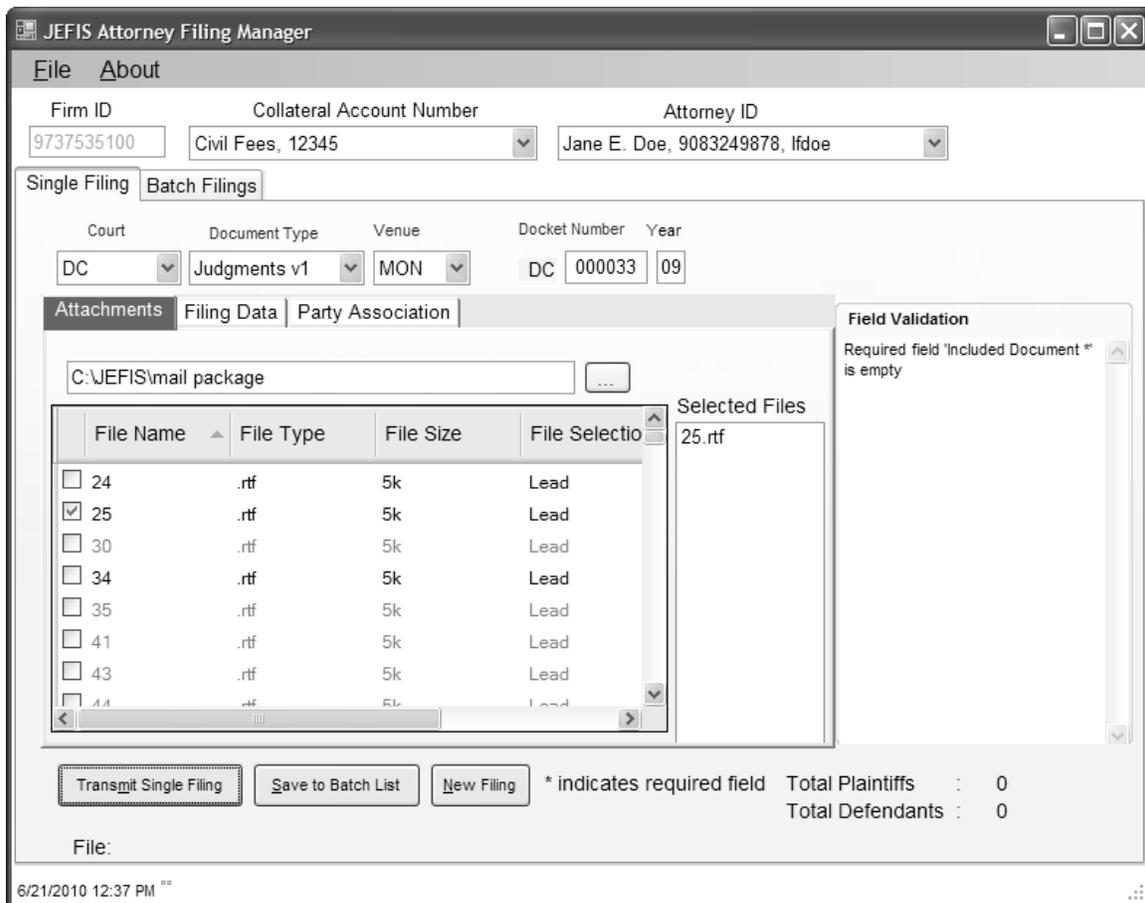


In the example above, an XML file and its associated lead file transmitted on June 21, 2010 are automatically placed in the folder 20100621 created by the JEFIS Attorney Filing Manager within the directory of C:\JEFIS\mail package.

If the JEFIS Attorney Filing Manager contains invalid or missing data, the following error message will display after clicking the **Transmit Single Filing** button

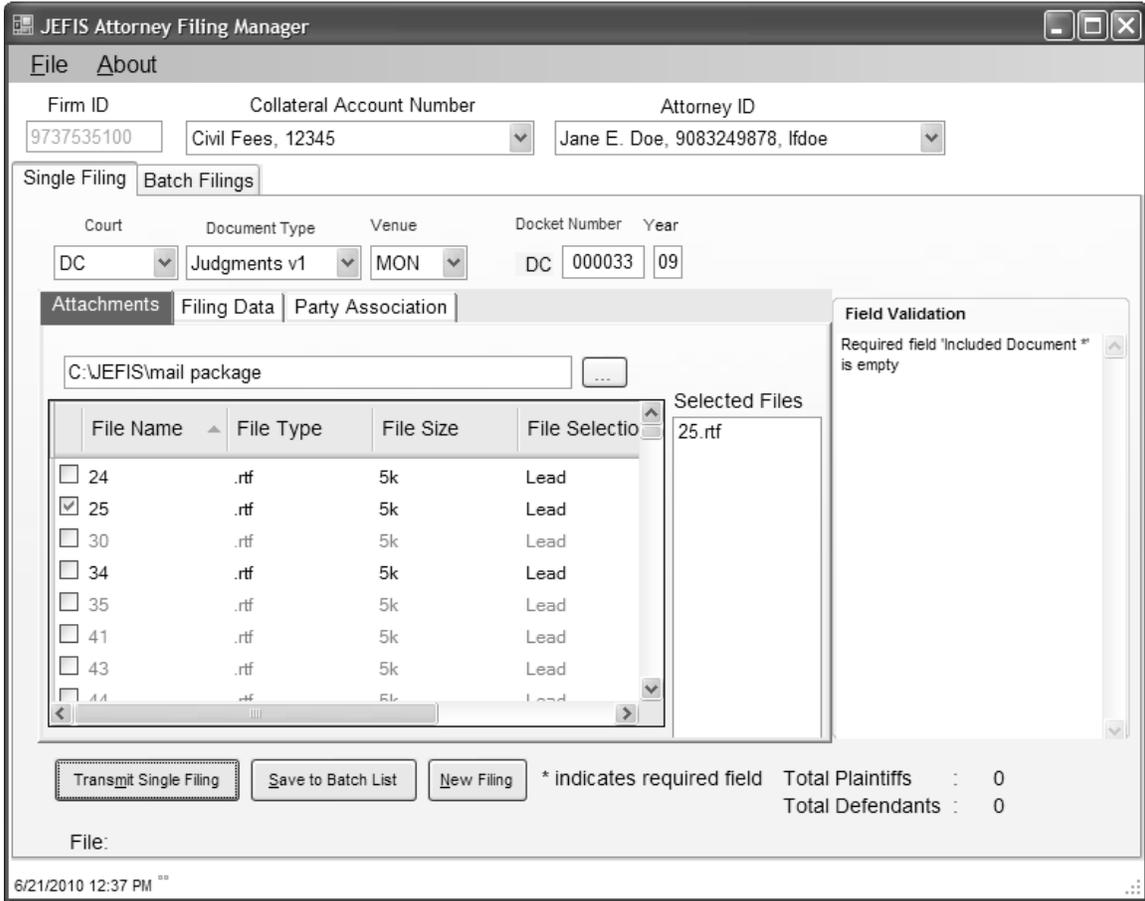


If the message above displays, click the **OK** button to return to the JEFIS Attorney Filing Manager.

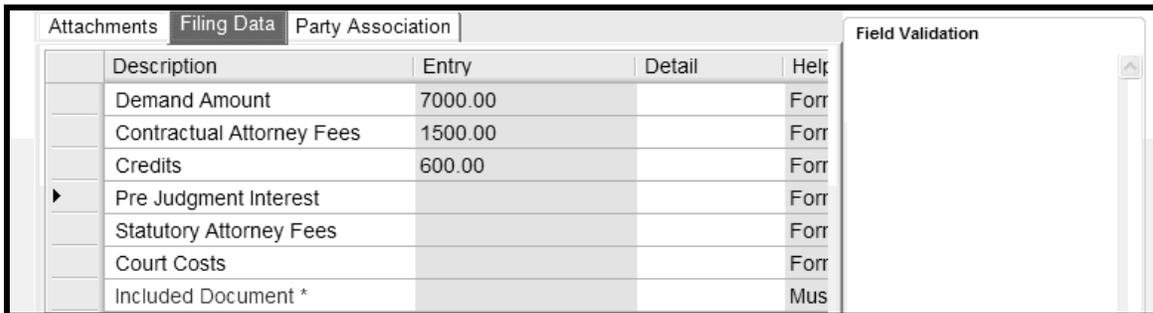


The **File Validation** section on the **Single Filing** tab screen will contain the reason(s) a single filing could not be transmitted. Using the reason(s) provided, make changes to the case data contained on the JEFIS Attorney Filing Manager prior to attempting transmission again using the **Transmit Single Filing** button.

JEFIS Attorney Filing Manager



In the example above, a judgment could not be transmitted because the Included Document was not specified on the **Filing Data** tab screen below.



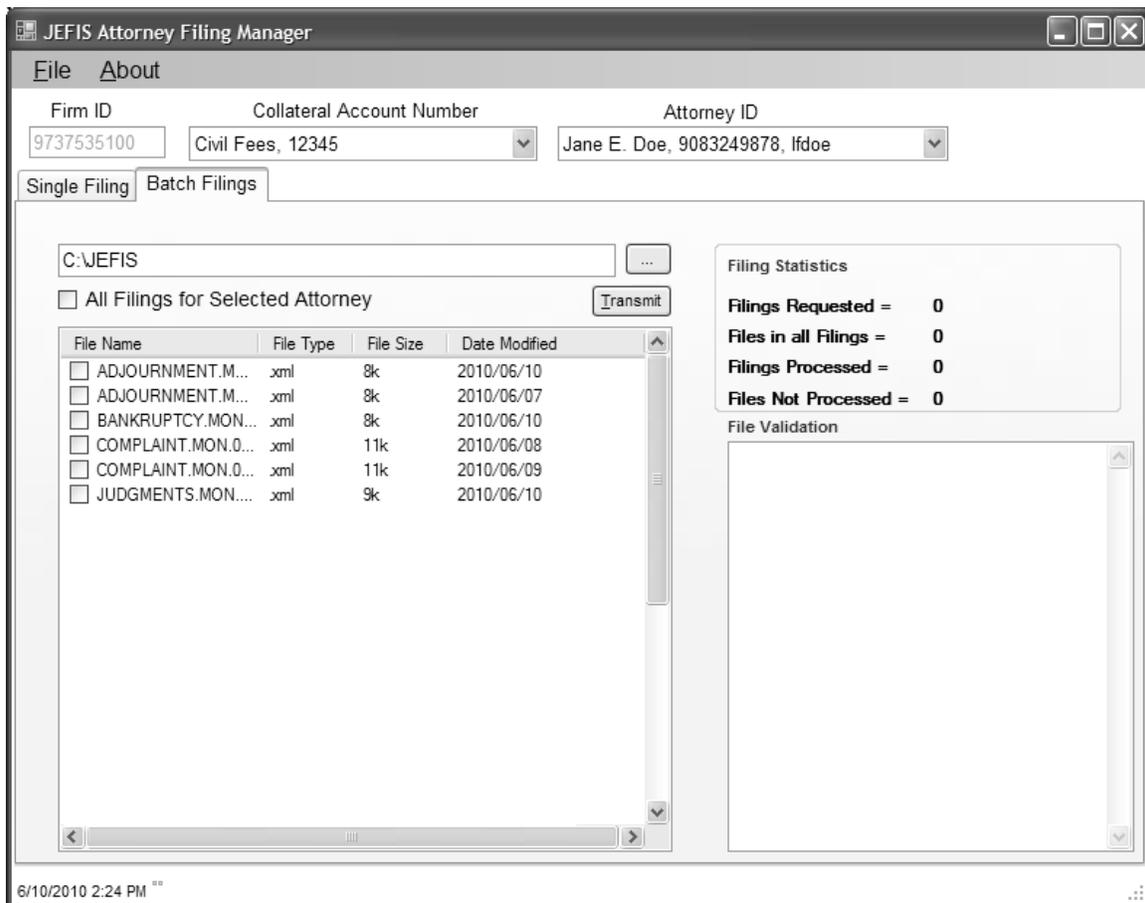
Entering a value in the Entry column to record an Included Document will allow the file to be transmitted successfully using the **Transmit Single Filing** button on the **Single Filing** tab screen.

Transmitting XML Files in Batch

XML files saved to batch using the **Save to Batch List** function can be transmitted in batch using the JEFIS Attorney Filing Manager's **Batch Filings** tab screen.

***NOTE:** See the section titled *Creating Extensible Markup Language (XML) Files using the JEFIS Attorney Filing Manager* in this manual for instructions on creating XML files for electronic filing.*

To transmit documents in batch, start by clicking the **Batch Filings** tab on the JEFIS Attorney Filing Manager to display the **Batch Filings** tab screen.



The default work directory selected when downloading the JEFIS Attorney Filing Manager displays along with the files contained in the directory.

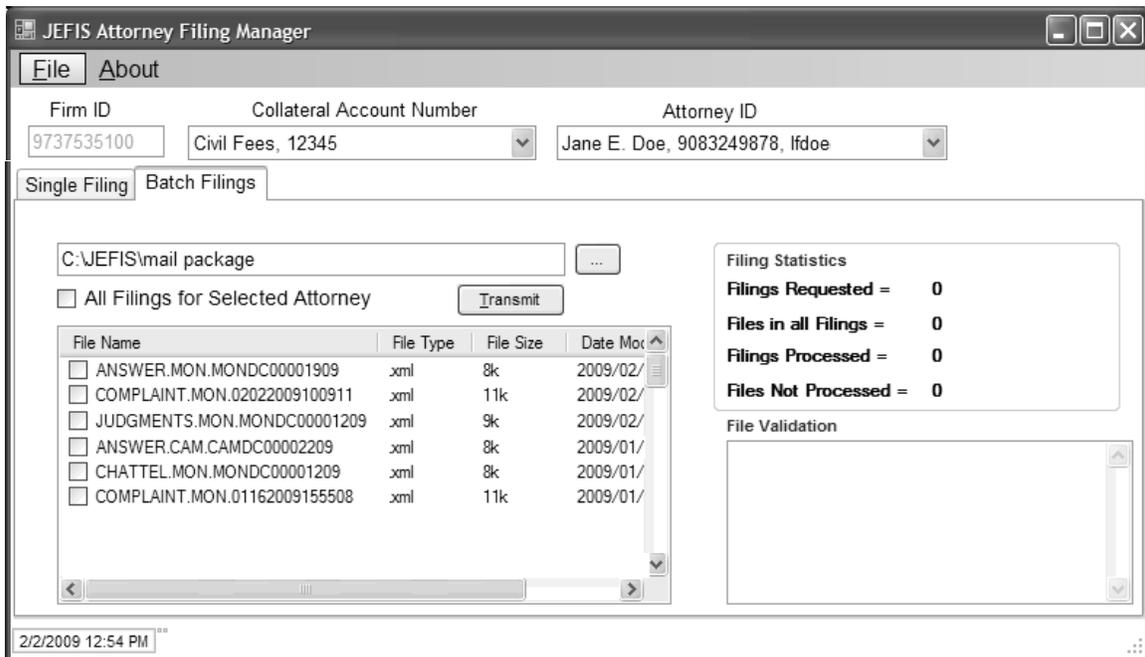
To sort the files by name, type, size or modification date, click once on the corresponding column title (e.g. File Name, File Type).

To display the files of a different directory, click the button to the right of the default directory name to display the **Browse for Folder** window.

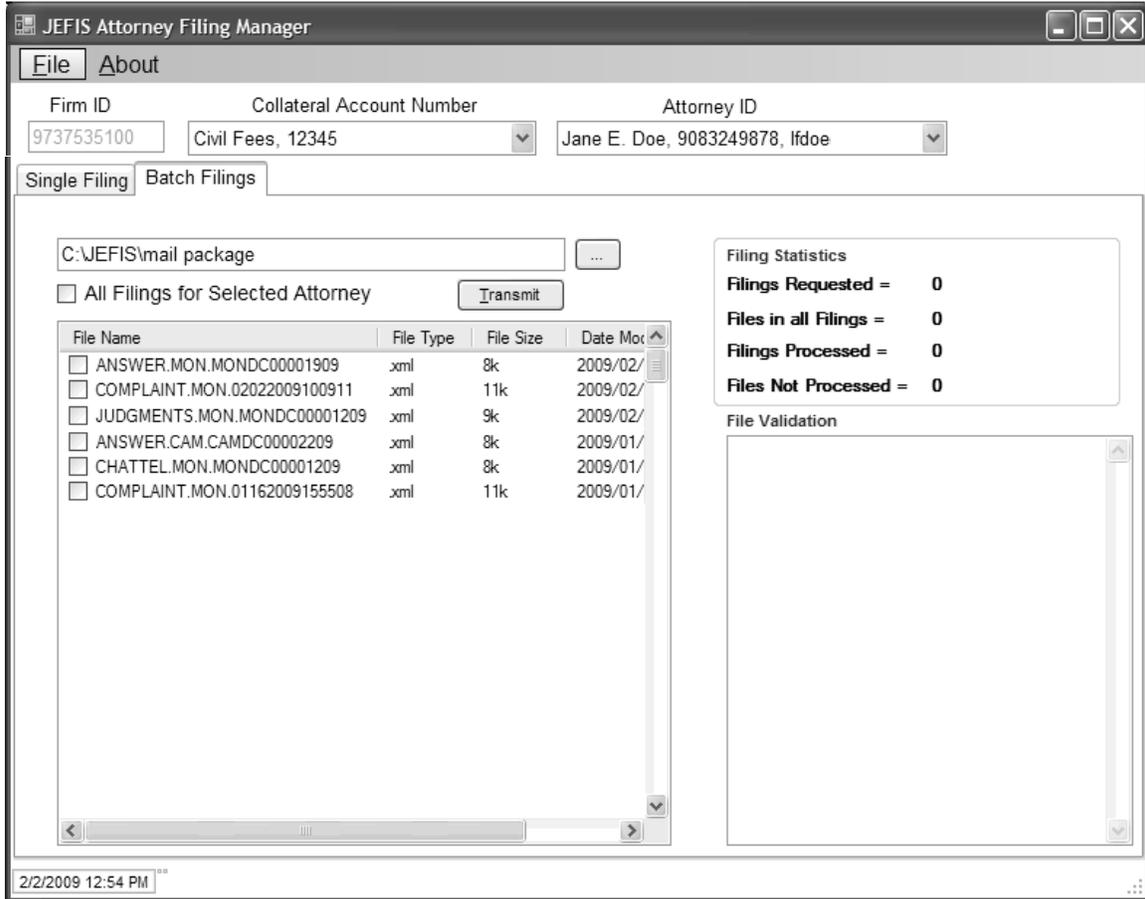
Browse for Folder



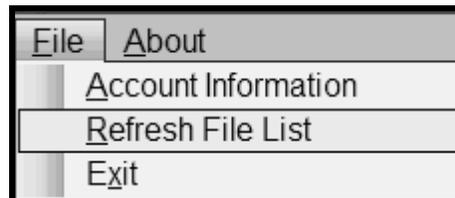
Select the desired directory from the **Browse for Folder** window and then click the **OK** button to return to the JEFIS Attorney Filing Manager.



JEFIS Attorney Filing Manager



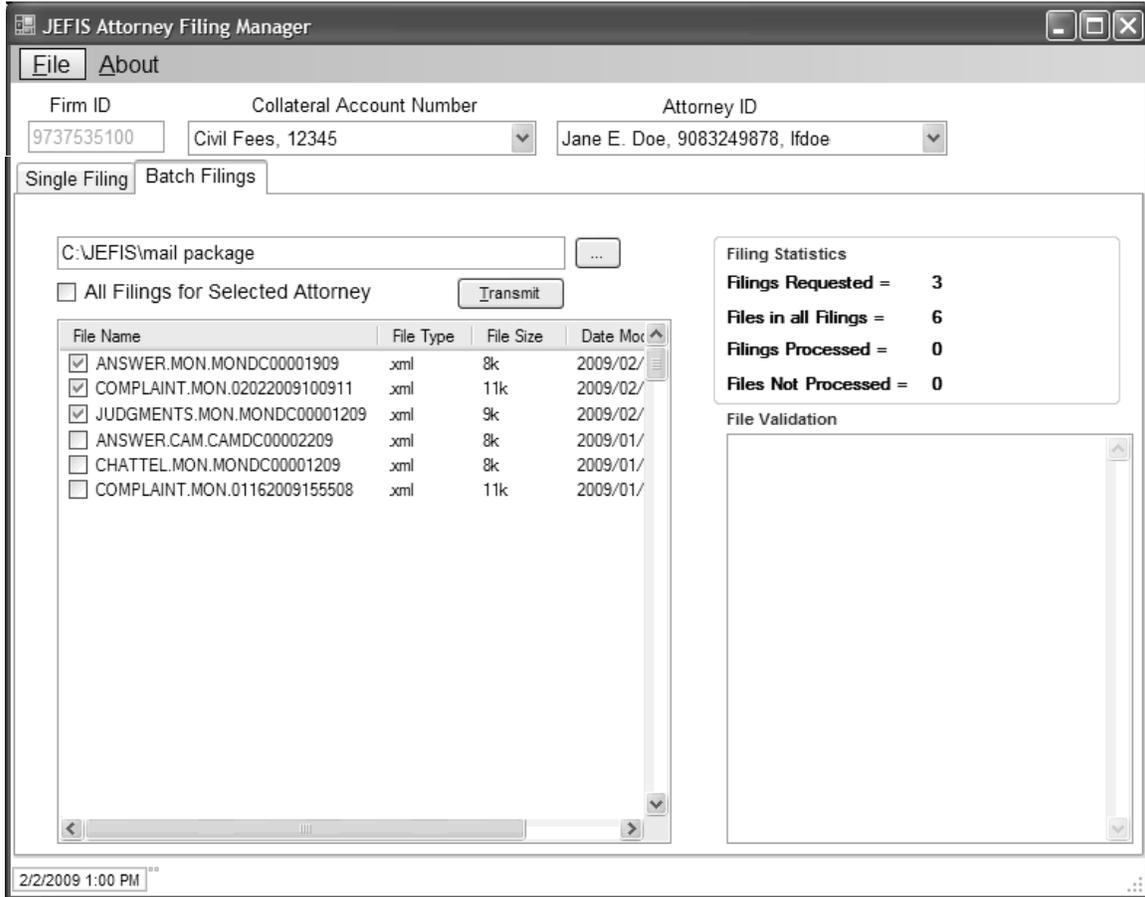
To refresh the file list, click the **Refresh File List** command on the **File** menu. This will allow files added to the default work directory after the JEFIS Attorney Filing Manager was accessed to display on the current application session.



To select all the XML files created by the attorney displayed in the **Attorney ID** field at the top of the JEFIS Attorney Filing Manager, click the box to the left of the **All Filings for Selected Attorney** field on the **Batch Filings** tab screen. This will place a checkmark next to each of the XML files created by the attorney displayed in the **Attorney ID** field.

Alternately, XML files created by the attorney displayed in the **Attorney ID** field can be selected individually by clicking in the box to the left of a file name.

JEFIS Attorney Filing Manager



Filing Statistics on the **Batch Filings** tab screen are automatically recorded as XML files are selected. In the example above, Filings Requested are calculated for the selection of three XML files. As each XML file in this example contains two files (a lead and an exhibit), the Files in all Filings are calculated as six.

Click the **Transmit** button to begin the process of e-filing the selected XML files and display the **Attorney Filer Login**.

NOTE: Selecting and transmitting XML files created by an attorney other than the attorney displayed in the **Attorney ID** field or with a collateral account other than the account contained in the **Collateral Account Number** field at the top of the JEFIS Attorney Filing Manager will result in a **File Validation** error. Be sure the attorney displayed in the **Attorney ID** field is the attorney who created the XML file and the account contained in the **Collateral Account Number** field is the account used to create the XML file prior to attempting batch transmission.

Attorney Filer Login

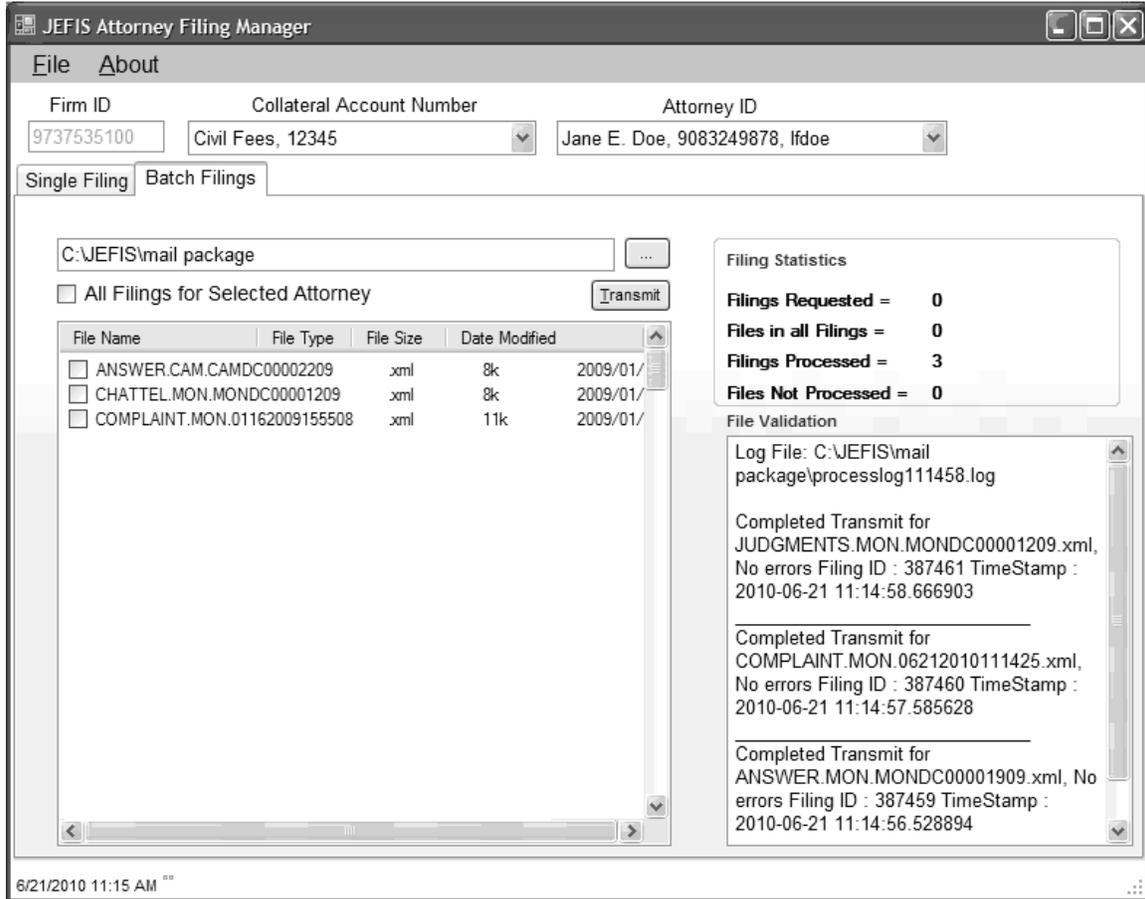


NOTE: The **Attorney Filer Login** will not display if a successful transmission (either single or batch) occurred previously during the same session of the JEFIS Attorney Filing Manager. Instead, the last **Username** and **Password** entered during the previous transmission will be retained and used for subsequent transmissions until a different attorney ID is selected on the JEFIS Attorney Filing Manager or if the application is closed and reopened.



When the **Attorney Filer Login** displays enter the username's **Password** and click the **OK** button to process the e-filing and return to the JEFIS Attorney Filing Manager.

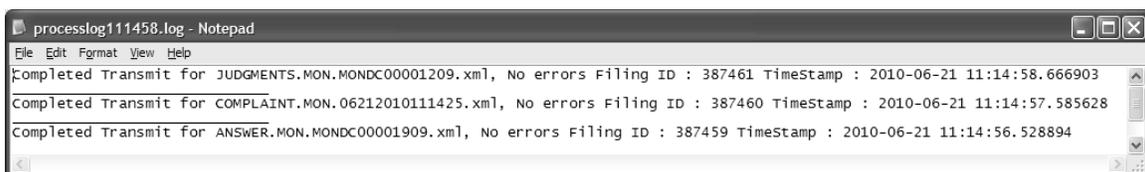
JEFIS Attorney Filing Manager



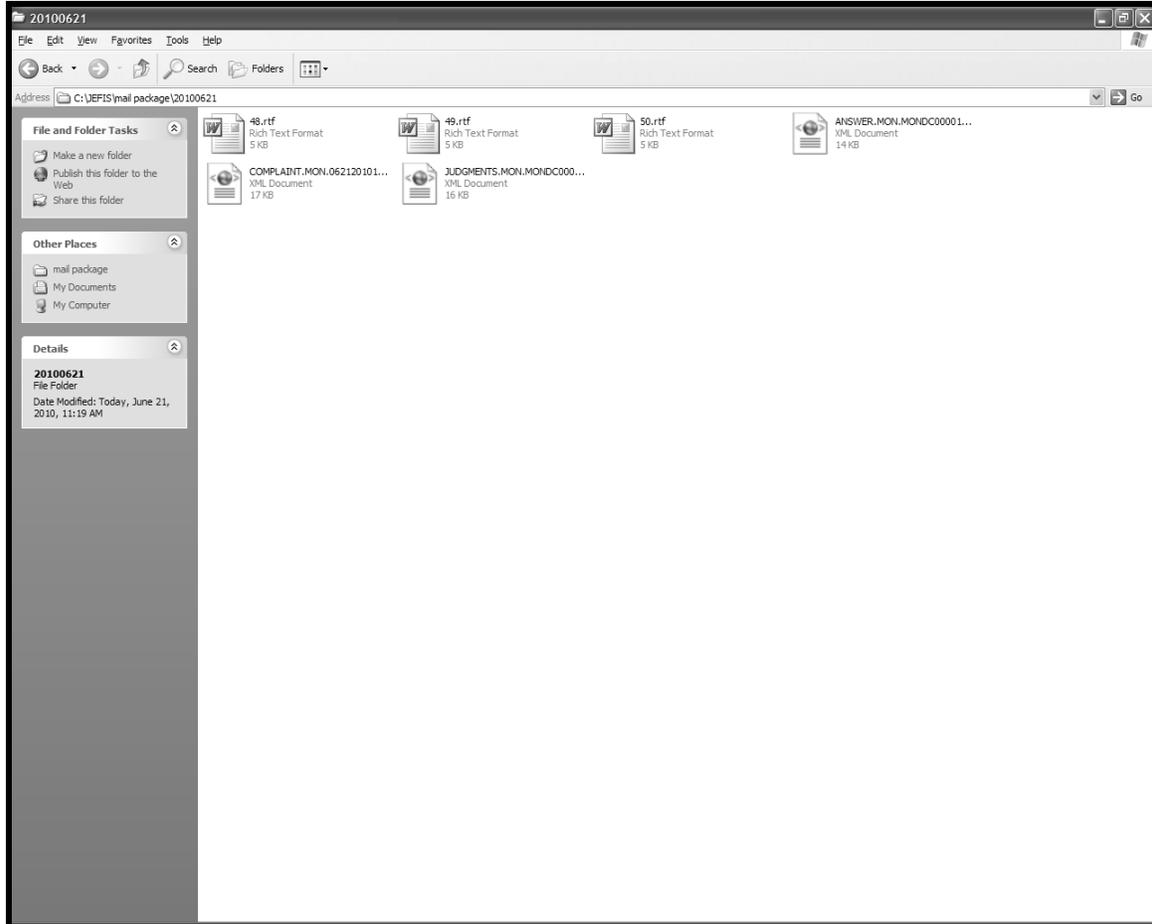
Successfully transmitted XML files are removed from the File Name list on the **Batch Filings** tab screen and the **File Validation** section displays the filing date, time and Filing ID for each transmitted XML file. It is important to retain the Filing ID as it can be entered in the JEFIS Services application to track the processing of an e-filed document by the New Jersey Courts. A separate manual available at the following link contains instruction on using the JEFIS Services application.

http://www.judiciary.state.nj.us/jefis/JEFIS_Services_manual.pdf

The **Field Validation** section also records the name and location of a batch processing Log File created by the JEFIS Attorney Filing Manager after successful transmission. This Log File contains the Filing ID, date and time of transmission for each XML file in the batch.

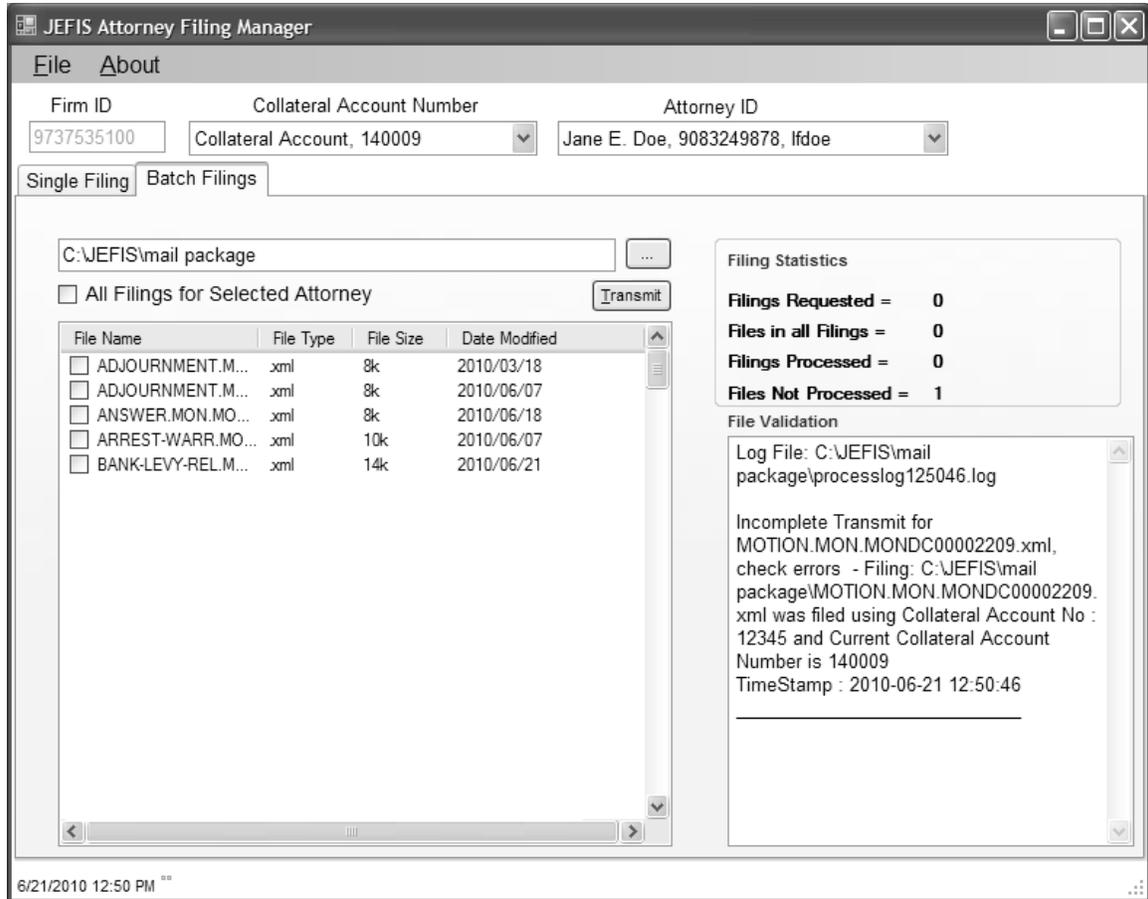


Successfully transmitted XML files are automatically saved to a folder created by the JEFIS Attorney Filing Manager and named with the XML file's transmission date. The folder is placed inside the directory where the lead and exhibit (if applicable) files were retrieved for electronic filing.



In the example above, XML files (along with their lead files) transmitted in batch on June 21, 2010 are automatically placed in the folder 20100621 created by the JEFIS Attorney Filing Manager within the directory of C:\JEFIS\mail package.

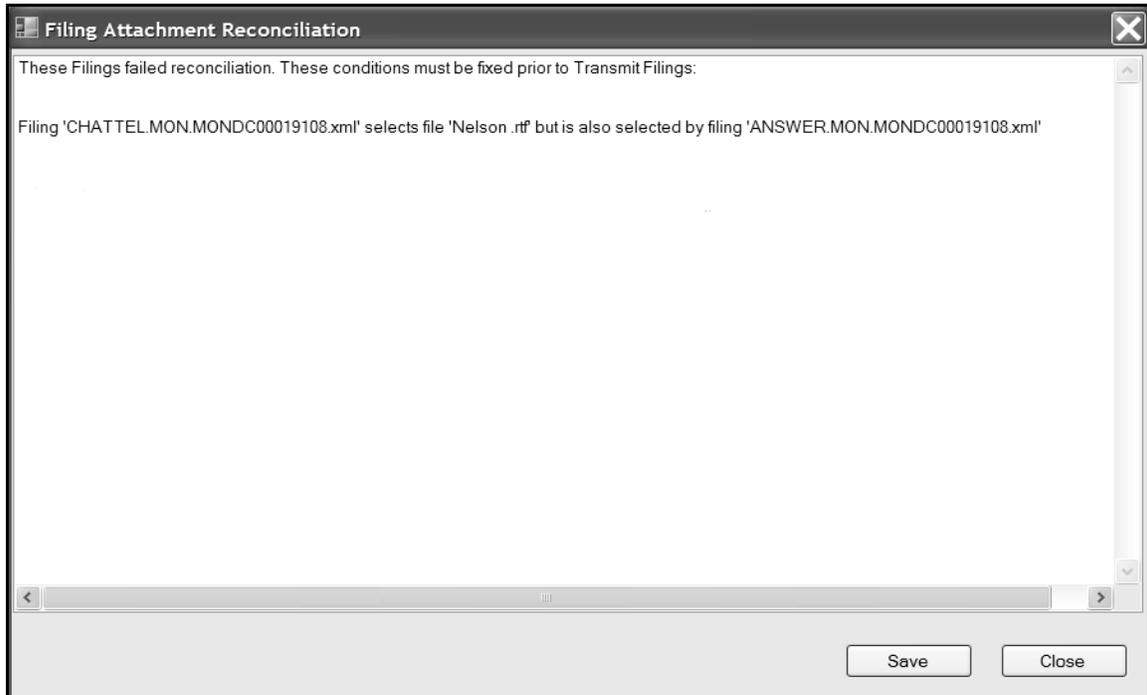
If a batch transmission was unsuccessful, the **File Validation** section on the **Batch Filings** tab screen of the JEFIS Attorney Filing Manager will contain the reason(s) an XML file could not be transmitted. Using the reason(s) provided, make changes to the XML file prior to attempting transmission again.



In the example above, an XML file could not be transmitted because the account displayed in the **Collateral Account Number** field on the JEFIS Attorney Filing Manager is not the account used to create the XML file. Changing the account displayed in the **Collateral Account Number** field will allow the file to be transmitted.

Reconciliation Error

If an XML file contains a lead or exhibit file attached to another XML file, a **Filing Attachment Reconciliation** message will display requesting reconciliation of the file(s).



In the example above, an attempt was made to transmit an XML file for a chattel that contains an exhibit (Nelson.rtf) already selected by an XML file for an answer. Click the **Close** button to close the **Filing Attachment Reconciliation** window or the **Save** button to save the reconciliation text in the default work directory recorded during the process of downloading the JEFIS Attorney Filing Manager.

If an XML file needs reconciliation the **Filing Attachment Reconciliation** message will display each time the JEFIS Attorney Filing Manager is accessed, the **Refresh File List** command on the **File** menu is executed, the **New Filing** button on the **Single Filing** tab screen is clicked, the **OK** button on the **Attorney Filer Login** is clicked (in the process of transmitting a single XML file), or the **Save to Batch List** button on the **Single Filing** tab screen is clicked.

To prevent the display of the **Filing Attachment Reconciliation** window, reconcile the files contained in the error message. To reconcile a filing, double-click the XML file name on the **Batch Filings** tab screen of the JEFIS Attorney Filing Manager to access the filing's lead and optional exhibit files. Deselect the lead or exhibit file selected by the XML file in need of reconciliation and select the correct lead or exhibit file prior to attempting to transmit the XML file again.

Confirmation of E-filed Documents

Confirmations of receipt of e-filed documents will be returned from the New Jersey Courts using the attorney e-mail address provided on the Attorney Participation Registration Form (see portion of the form below displaying the location of the ATTORNEY E-MAIL field). The *APPENDIX* contains instructions on how to change an attorney email address.

ATTORNEY/FIRM INFORMATION (to be provided by Contact Person)

ATTORNEY NAME: _____

FIRM NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

CONTACT TELEPHONE: _____ FAX: _____

COLLATERAL ACCOUNT NUMBER: _____
(if applicable)

INTERNET SERVICE PROVIDER: _____

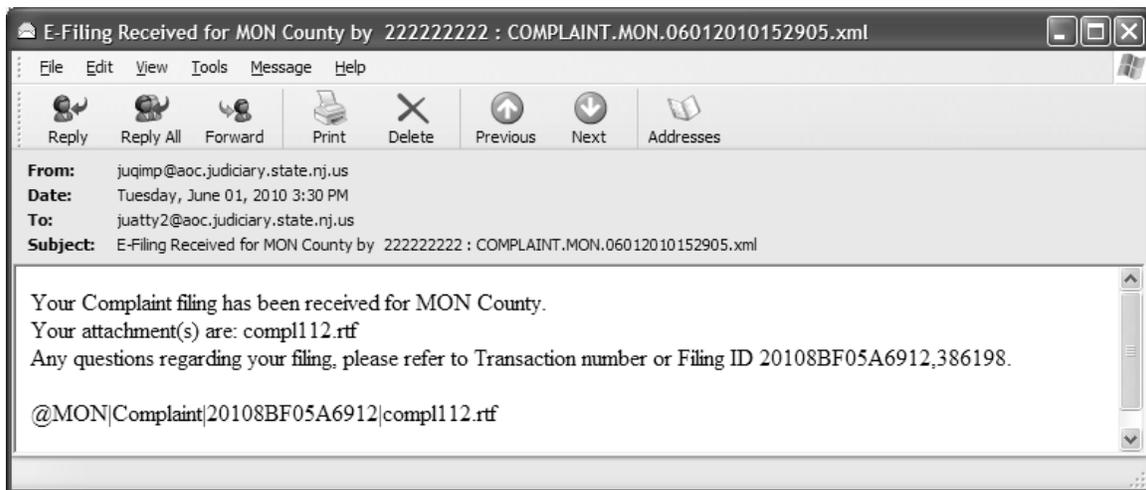
ATTORNEY E-MAIL: _____

ATTORNEY ID NUMBER: _____
(“Roll of Attorneys” number assigned by the Supreme Court at the time admitted to practice in NJ)

FIRM E-MAIL: _____

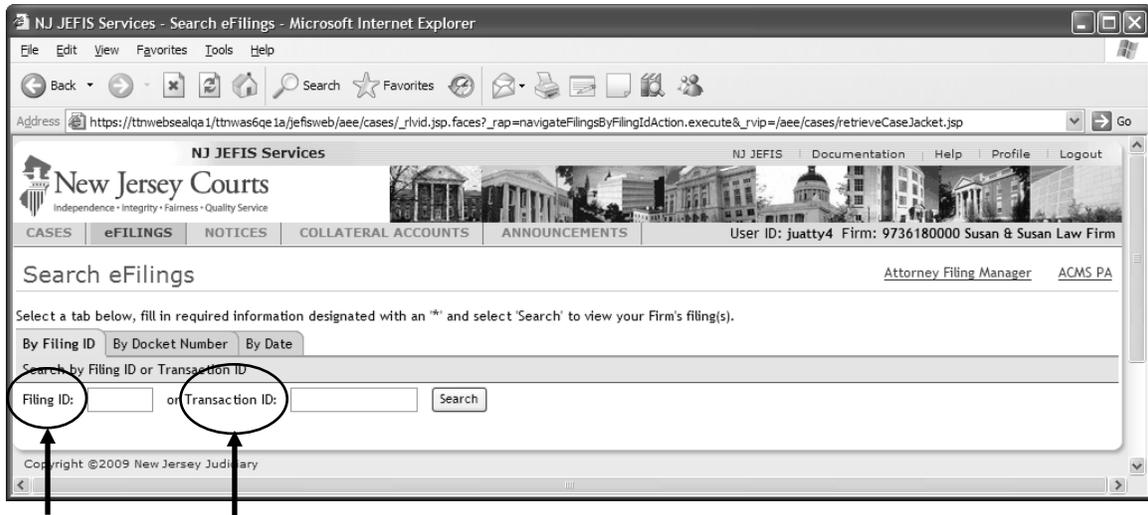
FIRM ID NUMBER: (telephone number) _____

Upon successful transmission of e-filed documents to the New Jersey Courts, JEFIS responds by returning a confirmation email message for each filing. The email message confirms the filing’s receiving county, attachment(s), transaction number and filing ID.



In the example above, a complaint and its attachment (compl112.rtf) have been received by Monmouth (MON) County and assigned a transaction number (20108BF05A6912) and filing ID (386198).

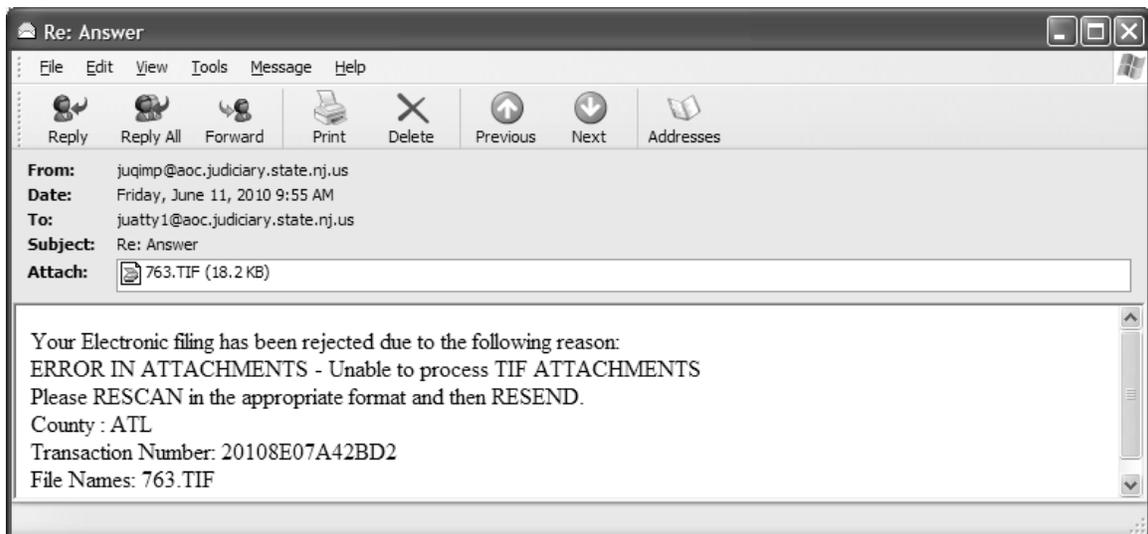
Either the transaction number or filing ID can be used to track an e-filing through the JEFIS Services application as it is processed by the receiving county (see screen below).



A separate manual accessible through the following link contains instruction on using the JEFIS Services application.

http://www.judiciary.state.nj.us/jefis/JEFIS_Services_manual.pdf

If an e-filing is rejected, JEFIS responds with a rejection message containing the reason for the file's rejection, the intended county, transaction number and instructions to correct the invalid file.



The example above contains a message indicating an e-filed Answer was rejected by Atlantic County (ATL) due to an invalid TIF file (763.TIF). Instruction is provided to rescan the document prior to re-filing it electronically.

```
ATLANTIC SPECIAL CIVIL PART :
ATLANTIC COUNTY COURTHOUSE :
1201 BACHARACH BLVD :
ATLANTIC CITY NJ 08401 :
(609) 345-6700 :
CASE NUMBER: :
ATL DC-000930-08 :
ATLANTIC CREDIT AND :
VS CV0210 : JANUARY 18, 2008
STUBBS DAMOND :
:
: 8567952200
A SUMMONS WAS MAILED TO : KEITH B MORGAN
DEFENDANT(S) ON 01-22-08 FOR : MORGAN BORNSTEIN MORGAN
CASE DC-000930-08. UNLESS : 1236 BRACE RD
OTHERWISE NOTIFIED, THIS CASE : SUITE K
WILL DEFAULT ON 02-29-2008. : CHERRY HILL NJ
```

The day after e-filed complaints are docketed by the New Jersey Courts, JEFIS will respond by delivering electronic postcards to the sending attorney's email address for each complaint submitted electronically. These postcards contain the docket number assigned to the e-filed complaint as well as the summons mail date and default date (see sample postcard above).

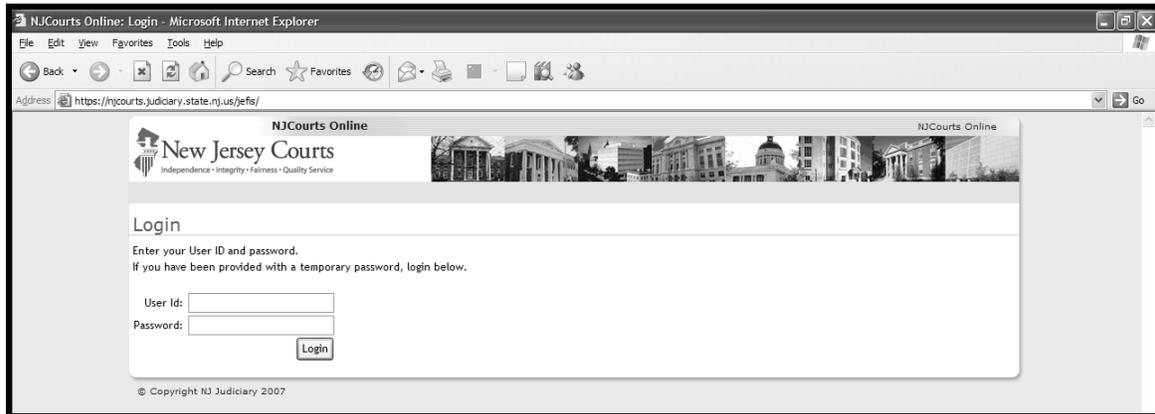
NOTE: Do NOT reply to any JEFIS emails as such replies are not received by the New Jersey Courts and are automatically deleted.

ACCESSING THE JEFIS SERVICES APPLICATION

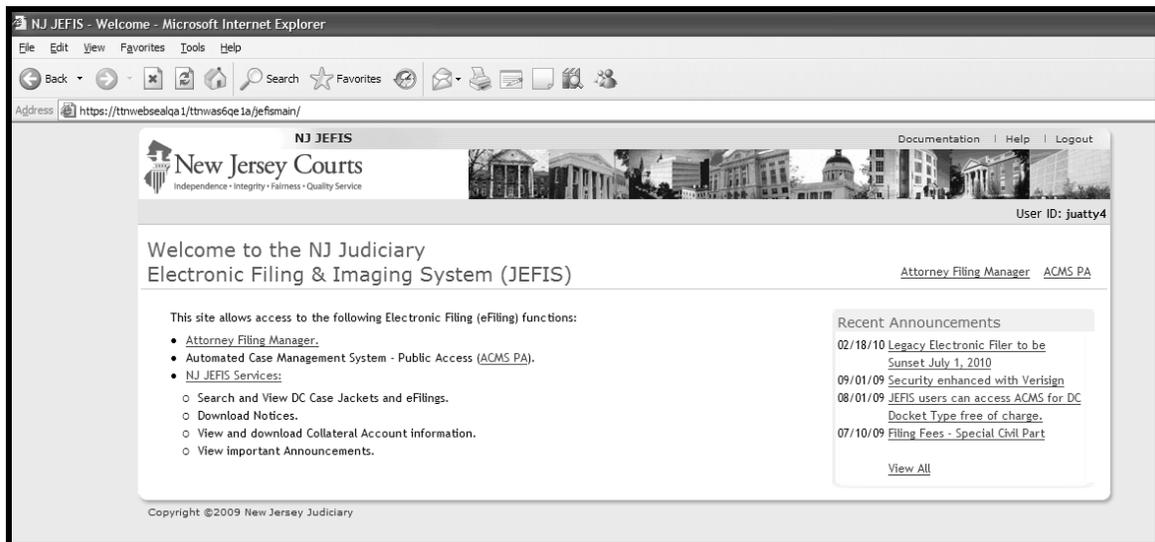
JEFIS e-filing attorneys are provided free access to the JEFIS Services application and the public access version of the Automated Case Management System (ACMS-PA) that is available through the JEFIS Services application.

To access the JEFIS Services application, start at the **NJ Courts Online Login** page at the following address:

<https://njcourts.judiciary.state.nj.us/web14/sso>

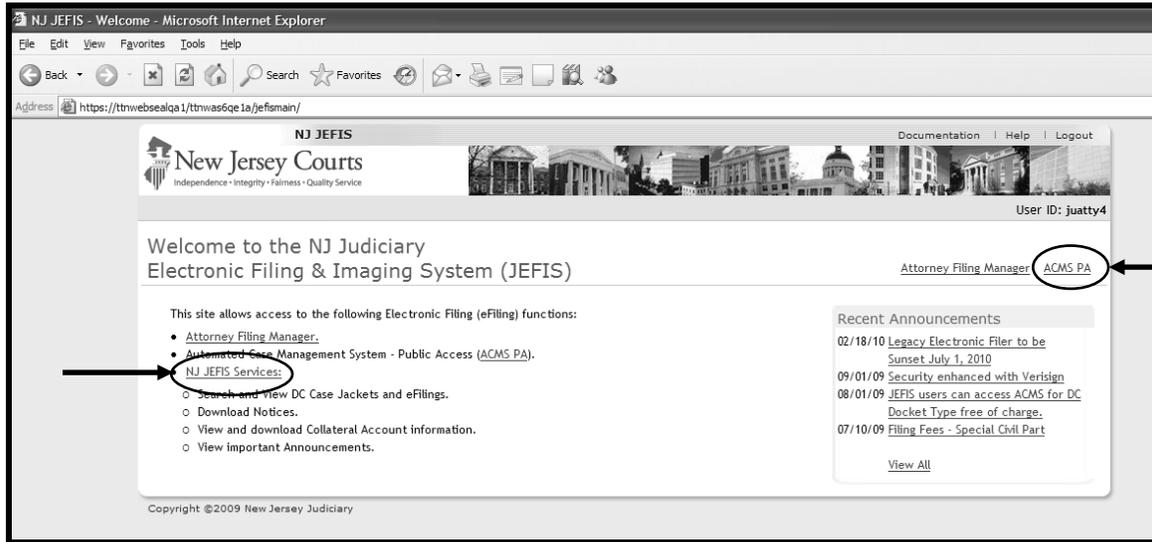


Enter the **User ID** and **Password** provided on the JEFIS Participation Form from the Office of the Superior Court Clerk and click the **Login** button. The **NJ JEFIS** page displays.



NOTE: The Login page only appears once per session and will not display if access to the **NJ JEFIS** page was established previously during the same session.

NJ JEFIS Page



Click the **NJ JEFIS Services** link to access the JEFIS Services application and the **ACMS PA** link to access the ACMS-PA application. Information on the JEFIS Services application and ACMS-PA are available at the following links.

JEFIS Services

http://www.judiciary.state.nj.us/jefis/JEFIS_Services_manual.pdf

ACMS-PA

<http://www.judiciary.state.nj.us/jefis/acmspa.pdf>

APPENDIX

Complaint Data Fields

The following fields are used to create an XML file for a complaint. The fields are presented in the order they appear on the **Single Filing, Filing Data** tab screen for a Complaint **Document Type** on the JEFIS Attorney Filing Manager.

Law Firm Case ID - A required alpha/numeric field used by attorneys to identify a case.

Document Date - A required numeric field with a MMDDYYYY format used by attorneys to identify a case.

Case Type - A required field allowing the following codes:

- 028 – Contract-Reg
- 175 – Forfeiture
- 043 – Penalty
- 032 – Replevin
- 037 – Tort-Auto
- 033 – Tort-Other
- 041 – Tort-Negligence

Service Type - A required field allowing the following codes:

- 03 - Certified
- 01 - Personal Service
- 02 - Regular

Initiating Document - A required field defaulting to C33-Complaint.

Jury Demand - A required field defaulting to N – None but allowing the following codes:

- N - No
- S – Six
- T - Twelve

Demand Amt - A required numeric field with a 99999.99 format. The Demand Amt includes the defendant's debt, ALL contractual attorney fees, and interest accrued prior to filing of the complaint. The Demand Amt does *not* include statutory attorney fees.

Summons Fee - A required numeric field with a 999.99 format. The summons fee amount is per the Schedule of Fees included in this *Appendix*.

Service Fee - A required numeric field with a 999.99 format. The service fee amount is per the Schedule of Fees included in this *Appendix*.

Statutory Attorney Fee - A numeric field with a 99999.99 format. **Only statutory attorney fees** can be entered in this field **not contractual attorney fees**.

Amt Recd/Debit - A required numeric field with a 9999.99 format that records the total amount charged for filing (summons fee + service fee).

Charge Ref# - An optional numeric field allowing up to nine digits.

Plaintiff Affiliation - A required field allowing the following codes:

- AGY - Agency
- BNK - Bank
- BUS - Business
- COM - Company
- CRP - Corporation
- EST - Estate
- IND - Individual
- OTH - Other

NOTE: BUS (Business) and COM (Company) can be used interchangeably.

Plaintiff First Name – An optional alpha field allowing up to nine characters.

Plaintiff Middle Initial – An optional alpha field allowing only one character.

Plaintiff Last Name/Corporation - A required alpha/numeric field allowing up to 20 characters/digits for a plaintiff last name and 30 characters/digits for a corporation.

Plaintiff Address1 - A required alpha/numeric field allowing up to 36 characters/digits.

Plaintiff Address2 – An optional alpha/numeric field allowing up to 36 characters/digits.

Plaintiff City - A required alpha field allowing up to 16 characters.

Plaintiff State - A required alpha field allowing 2 characters.

Plaintiff Zip Code - A required numeric field allowing either 5 or 9 digits.

Plaintiff Phone – An optional numeric field allowing ten digits.

Alternate Plaintiff Code – An optional field allowing the following codes:

- AK - Also Known As
- DB - Doing Business As
- FK - Formerly Known As
- OB - On Behalf Of
- TA - Trading As

Alternate Plaintiff Affiliation – An optional field allowing the following codes:

- B – Business
- I – Individual

Alternate Plaintiff First Name – An optional alpha field allowing up to nine characters.

Alternate Plaintiff Middle Initial – An optional alpha field allowing only one character.

Alternate Plaintiff Last Name/Corporation – An optional alpha/numeric field allowing up to 20 characters/digits for an alternate plaintiff last name and 30 characters/digits for an alternate corporation.

Defendant Affiliation - A required field allowing the following codes:

- AGY – Agency
- BNK – Bank
- BUS - Business
- COM - Company
- CRP - Corporation
- EST – Estate
- IND - Individual
- OTH - Other

NOTE: BUS (Business) and COM (Company) can be used interchangeably.

Defendant First Name - An optional alpha field allowing up to nine characters.

Defendant Middle Initial - An optional alpha field allowing only one character.

Defendant Last Name/Corporation - A required alpha/numeric field allowing up to 20 characters/digits for a defendant last name and 30 characters/digits for a corporation.

Defendant Address1 - A required alpha/numeric field allowing up to 36 characters/digits.

Defendant Address2 – An optional alpha/numeric field allowing up to 36 characters/digits.

Defendant City - A required alpha field allowing up to 16 characters.

Defendant State - A required alpha field allowing 2 characters.

Defendant Zip Code - A required numeric field allowing either 5 or 9 digits.

Defendant Phone - An optional numeric field allowing ten digits.

Alternate Defendant Code - An optional field allowing the following codes:

- AK - Also Known As
- DB - Doing Business As
- FK - Formerly Known As
- OB - On Behalf Of
- TA - Trading As

Alternate Defendant Affiliation – An optional field allowing the following codes:

- B – Business
- I – Individual

Alternate Defendant First Name - An optional alpha field allowing up to nine characters.

Alternate Defendant Middle Initial - An optional alpha field allowing only one character.

Alternate Defendant Last Name/Corporation - An optional alpha/numeric field allowing up to 20 characters/digits for an alternate defendant last name and 30 characters/digits for an alternate corporation.

Judgment Data Fields

The following fields are used to create an XML file for a judgment. The fields are presented in the order they appear on the **Single Filing, Filing Data** tab screen for a Judgment **Document Type** on the JEFIS Attorney Filing Manager.

Demand Amount – An optional numeric field with a 99999.99 format that captures the Demand Amt recorded on the complaint including the defendant's debt, ALL contractual attorney fees, and interest accrued prior to filing of the complaint. The Demand Amt does *not* include statutory attorney fees. A judgment's Demand Amount will be populated automatically by ACMS, the New Jersey Courts' Automated Case Management System, using the Demand Amt recorded on the complaint.

Contractual Attorney Fees – A required numeric field with a 99999.99 format that records ALL contractual attorney fees associated with the judgment. A contractual attorney fee is a fee that the defendant agreed, in the underlying contract upon which the lawsuit is based, to pay to the plaintiff's attorney in the event that the defendant breached the contract. Contractual attorney fees are included in the Demand Amt recorded on the complaint.

Credits – An optional numeric field with a 99999.99 format that records an amount credited from a defendant's payment or other adjustments reducing the demand amount.

Pre Judgment Interest – An optional numeric field with a 99999.99 format that records interest accumulated on the debt since the filing date of the complaint.

Statutory Attorney Fees – An optional numeric field with a 99999.99 format that records attorney fees mandated by statute that are related to the judgment.

The following subtotal formula is used in the computation of statutory attorney fees.

$$\text{Subtotal} = (\text{demand amount} + \text{pre judgment interest}) - \text{credits}$$

The subtotal formula above is used to determine the statutory attorney fee amount in the following conditions.

If subtotal < 500.00, statutory attorney fees are 5% of the subtotal

If subtotal > 500.00, statutory attorney fees are
((subtotal – 500.00) x 2%) + 25.00

Court Costs – An optional numeric field with a 999.99 format that records costs associated to the judgment other than attorney fees (e.g. Fees from original complaint, reservice cost applicable to the defendant/debtor). If Court Costs are not provided they will be populated automatically by ACMS, the New Jersey Courts' Automated Case Management System.

Included Document - A required field allowing the following codes:

- X92 – Affidavit of Proof
- XF4 – Affidavit of Proof/Non Military Service
- XG1 – Certification of Amount Due
- XF6 – Certification of Proof

Additional Parties Data Fields

The following fields are used to add additional parties to an XML file. The fields are presented in the order they appear on the **Add Party** window of the **Single Filing, Additional Parties** tab screen on the JEFIS Attorney Filing Manager.

Party Type – A required field allowing the following codes:

- DF – Defendant
- OR – Other (not available for parties added to complaints)
- PF - Plaintiff

Affiliation Code - A required field allowing the following codes:

- AGY – Agency
- BNK – Bank
- BUS – Business
- COM – Company
- CRP – Corporation
- EST – Estate
- IND – Individual
- OTH - Other

NOTE: BUS (Business) and COM (Company) can be used interchangeably.

Party to Initial Complaint - A required field allowing the following codes:

- N - No
- Y – Yes

First Name – An optional alpha field allowing up to nine characters.

Party Middle Initial - An optional alpha field allowing only one character.

Last Name or Company - A required alpha/numeric field allowing up to 20 characters/digits for a last name and 30 characters/digits for a company.

Address 1 - A required alpha/numeric field allowing up to 36 characters/digits.

Address 2 –An optional alpha/numeric field allowing up to 36 characters/digits.

City - A required alpha field allowing up to 16 characters.

State - A required alpha field allowing 2 characters.

Zip - A required numeric field allowing either 5 or 9 digits.

Phone – An optional alpha/numeric field allowing ten characters/digits.

Alternate Type Code – An optional field allowing the following codes:

- AK - Also Known As
- DB - Doing Business As
- FK - Formerly Known As
- OB - On Behalf Of
- TA - Trading As

Alternate Affiliation Code – An optional field allowing the following codes:

- B - Business
- I – Individual

Alt First Name – An optional alpha field allowing up to nine characters.

Alt Middle Initial – An optional alpha field allowing only one character.

Alt Last Name – An optional alpha/numeric field allowing up to 20 characters/digits for an alternate last name and 30 characters/digits for an alternate corporation.

Party Association Data Fields

The following fields are used to associate parties in an XML file. The fields are presented in the order they appear on the **Party Association** window of the **Single Filing, Party Association** tab screen on the JEFIS Attorney Filing Manager.

Creditor or Debtor - A field required only for judgments allowing the following codes:

- C – Creditor
- D – Debtor

Party First Name – An optional alpha field allowing up to nine characters.

Party Middle Initial - An optional alpha field allowing only one character.

Party Last Name – A required alpha/numeric field allowing up to 30 characters/digits.

Additional Party Document Types

Additional parties can be added to the following document types:

- Answer
- Chattel
- Complaint
- Complaint – Other
- Motion
- Post Judgment Collection
- Wage
- X-code Document

Document Types and Definitions

The following list contains valid entries for the **Document Type** field on the **Single Filing** tab screen of the JEFIS Attorney Filing Manager.

<u>Document Type</u>	<u>Full Description/Definition (where applicable)</u>
• Adjournment	
• Answer	
• Arrest-Warr.....	Arrest Warrant
• Bank-Levy.....	Levy against debtor for collection of judgment.
• Bankruptcy	
• Chattel	
• Complaint	
• Complaint-Other.....	Any document that can begin a case, other than an initial complaint (e.g. Order to Show Cause, Amended Complaint).
• Corresp-General.....	Correspondence General. Any general correspondence concerning a case such as a cover letter or request for copies.
• Corresp-Pleading.....	Correspondence Pleading. Any correspondence related to a specific pleading.
• Judgments	
• Motion	
• Motion-ELR.....	Motion to Enforce Litigants Rights
• NTC-Debtors.....	Notice to Debtors (e.g. Affidavit of Levy)
• OBJ-Motion.....	Objection Motion
• OBJ-Wage.....	Objection Wage
• Orders-No-Motion	
• Post-Judg-Collec.....	Post Judgment Collection. Collection-related correspondence
• Proceedings	
• Reservice	
• Stips-Sett-Disml.....	Stipulations of Settlement/Settlement of Dismissal
• StmtDktg.....	Statement for Docketing
• Sub-Atty.....	Substitute Attorney
• Wage	
• Warr-Satisfy.....	Warrant to Satisfy Judgment
• WD-Motion.....	Withdrawn Motion
• X-Code-Doc.....	Any document type not contained in the above list.

Schedule of Fees

The following table contains filing and service fees by demand amount and number of defendants. The filing fee amount is entered in the **Summons Fee** field of a Complaint **Document Type** on the **Single Filing, Filing Data** tab screen of the JEFIS Attorney Filing Manager. The service fee increases based on the number of defendants. The fee for the first defendant is \$7.00 and a \$9.00 fee is added for each additional defendant.

Demand Amount \$0.01 - \$3,000.00

Number of Defendants	Filing Fee (entered in Summons Fee field)	Service Fee / Additional Defendant Fee	Total Fees
1	32.00	7.00	39.00
2	32.00	16.00	48.00
3	32.00	25.00	57.00
4	32.00	34.00	66.00
5	32.00	43.00	75.00
6	32.00	52.00	84.00
7	32.00	61.00	93.00
8	32.00	70.00	102.00
9	32.00	79.00	111.00
10	32.00	88.00	120.00

Demand Amount \$3,000.01 - \$15,000.00

Number of Defendants	Filing Fee (entered in Summons Fee field)	Service Fee/ Additional Defendant Fee	Total Fees
1	50.00	7.00	57.00
2	50.00	16.00	66.00
3	50.00	25.00	75.00
4	50.00	34.00	84.00
5	50.00	43.00	93.00
6	50.00	52.00	102.00
7	50.00	61.00	111.00
8	50.00	70.00	120.00
9	50.00	79.00	129.00
10	50.00	88.00	138.00

NOTE: If the defendant is a fictitious name such as John Doe or ABC Corp, do not add a service fee for this defendant. If the defendant is John Doe doing business as ABC Corp (d/b/a), the service fee is \$7.00. If the defendant is John Doe *and* d/b/a ABC Corp, add a \$9.00 service fee for this additional defendant to the \$7.00 service fee as this case has two defendants.

How to Change an Attorney Email Address

To change an attorney email address recorded with the New Jersey Courts, send a request electronically to the following address and include the attorney name and Email Change Request in the Subject line (e.g. Jane E. Doe Law Associates, Email Change Request).

PublicAccess.mailbox@judiciary.state.nj.us

Be sure to provide the current email address for the attorney along with the new email address in the text of the request (see sample request below).

The Office of the Superior Court Clerk will respond with an email confirming receipt of the email change request and recording of the new email address. Be sure to monitor both email accounts for confirmations of receipt of e-filed documents from the New Jersey Courts until all confirmations are received at the new email address.