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

JUDICIARY ELECTRONIC FILING IMAGING SYSTEM

JEFIS

**THE NJ JEFIS SERVICES APPLICATION
FOR DC CASES**

July 2010

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INTRODUCTION

JEFIS is the 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.

JEFIS attorneys can view DC case jackets (where they are the attorney of record for the case), access their collateral account balances, notices and court announcements using the NJ JEFIS Services application. The NJ JEFIS Services application is accessible through the NJ JEFIS website that also provides access to the JEFIS Attorney Filing Manager and the ACMS-PA (Automated Case Management System–Public Access) application.

NOTE: Instruction on using the JEFIS Attorney Filing Manager and the ACMS-PA application is not contained in this manual. Separate manuals providing instruction on accessing and using the JEFIS Attorney Filing Manager and the ACMS-PA application are available at the following links on the Internet.

JEFIS Attorney Filing Manager

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

ACMS-PA

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

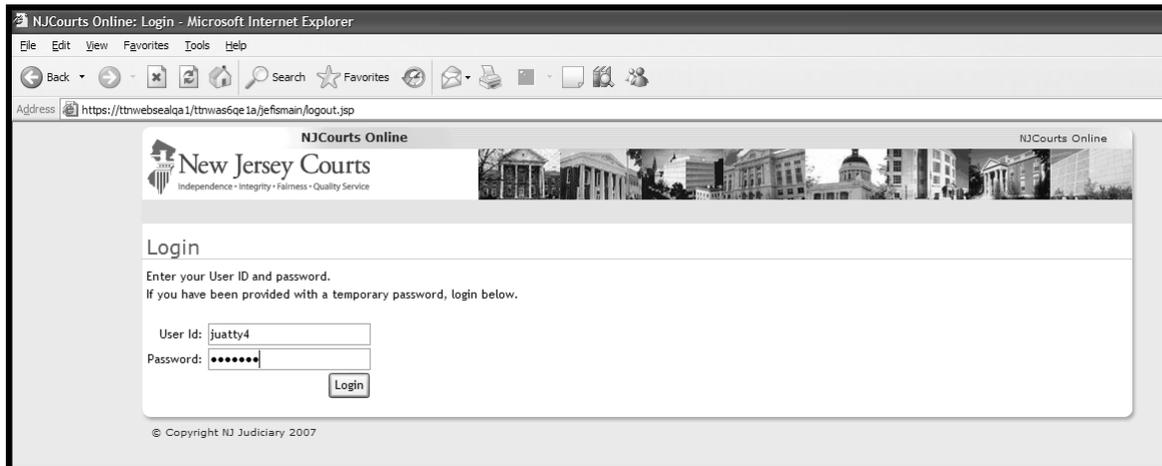
This manual introduces the NJ JEFIS Services application for DC cases and provides an explanation of its functions. The manual is divided into sections each containing instruction on accessing and using a different NJ JEFIS Services application function.

User support for the NJ JEFIS Services application (as well as the JEFIS Attorney Filing Manager and the ACMS-PA application) is available Monday through Friday from 8:00AM to 5:00PM through the Judiciary Problem Reporting Desk at (800) 343-7002 or (609) 633-2275.

THE NJ JEFIS WEBSITE

Access to the NJ JEFIS website is provided through the following link to the NJ Courts Online Login page.

<https://njcourts.judiciary.state.nj.us/jefis/>

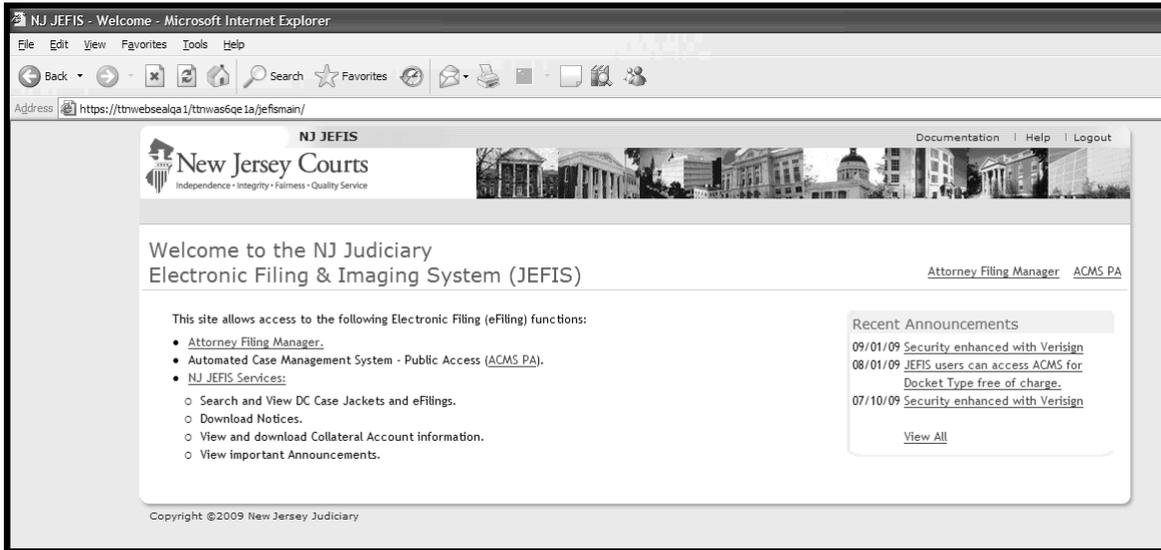


When the NJCourts Online Login webpage appears, enter a **User ID** and **Password** (as provided on the JEFIS Participation Form from the Office of the Superior Court Clerk) and click the **Login** button.



The NJ JEFIS homepage displays.

NJ JEFIS



The NJ JEFIS homepage contains links to the following applications.

- NJ JEFIS Services
- Attorney Filing Manager
- ACMS PA

NOTE: Separate manuals providing instruction on using the JEFIS Attorney Filing Manager and the ACMS-PA application are available at the following links on the Internet.

JEFIS Attorney Filing Manager

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

ACMS-PA

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

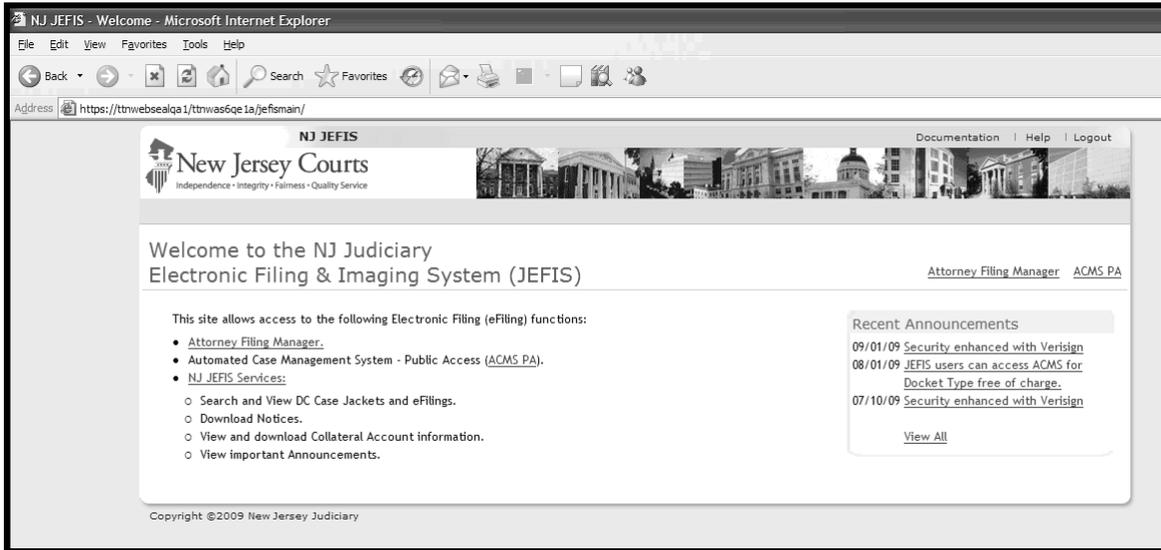
Clicking a link on the NJ JEFIS homepage provides access to the selected application. Links to all applications will open in a separate window with the exception of **NJ JEFIS Services** and **Recent Announcements**. To return to the NJ JEFIS homepage after accessing **NJ JEFIS Services** or **Recent Announcements**, click the **NJ JEFIS** link at the top of the application's window.

Returns NJ JEFIS homepage



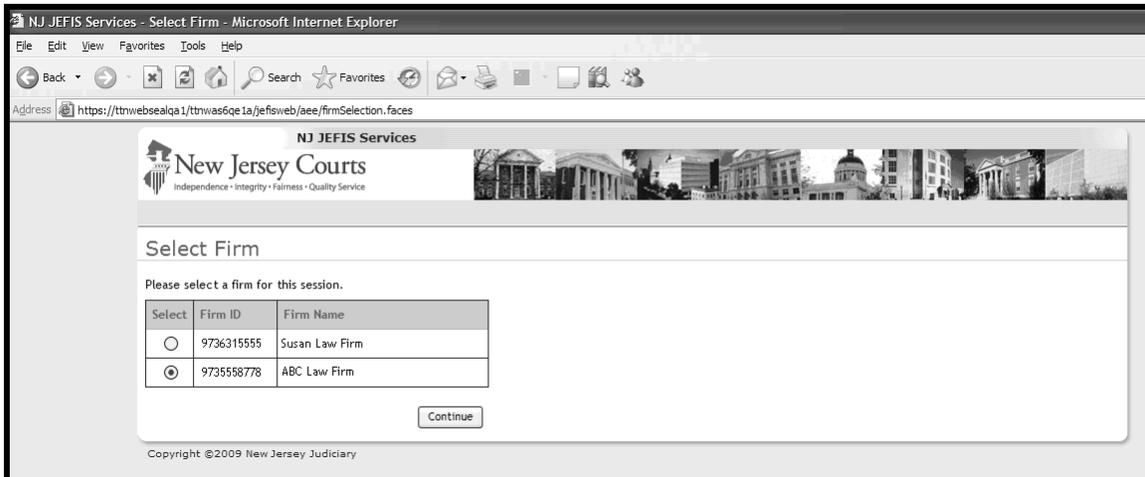
THE NJ JEFIS SERVICES APPLICATION

Access to the NJ JEFIS Services application is provided through a link on the NJ JEFIS website. The NJ JEFIS Services application provides the ability to retrieve JEFIS case jackets, search for efiled documents, retrieve notices, view and retrieve collateral account information, and view recent court announcements.



To access the NJ JEFIS Services application click the **NJ JEFIS Services** link on the NJ JEFIS homepage.

If the **User ID** entered during the NJ JEFIS Services application login process is assigned to more than one firm, the following Select Firm screen will display.



Select Firm

Select	Firm ID	Firm Name
<input type="radio"/>	9736315555	Susan Law Firm
<input checked="" type="radio"/>	9735558778	ABC Law Firm

Select a firm by clicking a radio button to the left of the desired Firm ID on the Select Firm screen and then clicking the **Continue** button.

*Docket Number:

The NJ JEFIS Services application displays with the **CASES** tab selected.

NOTE: If the **User ID** entered during the NJ JEFIS Services application login process is assigned to only one firm, the NJ JEFIS Services application with the **CASES** tab selected by default will display and the user will not be prompted to select a firm from the Select Firm screen.

If a user with a **User ID** assigned to more than one firm is logged into the NJ JEFIS Services application and wishes to select a different firm from the Select Firm screen, the user must **Logout** and log back into the NJ JEFIS website to access the Select Firm screen again.

See the section titled *The NJ JEFIS Website* in this manual for instruction on entering a **User ID** and **Password** at the **Login** page.

Retrieve Case Jacket

The **CASES** tab of the NJ JEFIS Services application provides access to JEFIS case jackets. Clicking the **CASES** tab displays the Retrieve Case Jacket screen.



To access a JEFIS case jacket, start by clicking the down arrow to the right of the **Venue** field and choosing a venue.

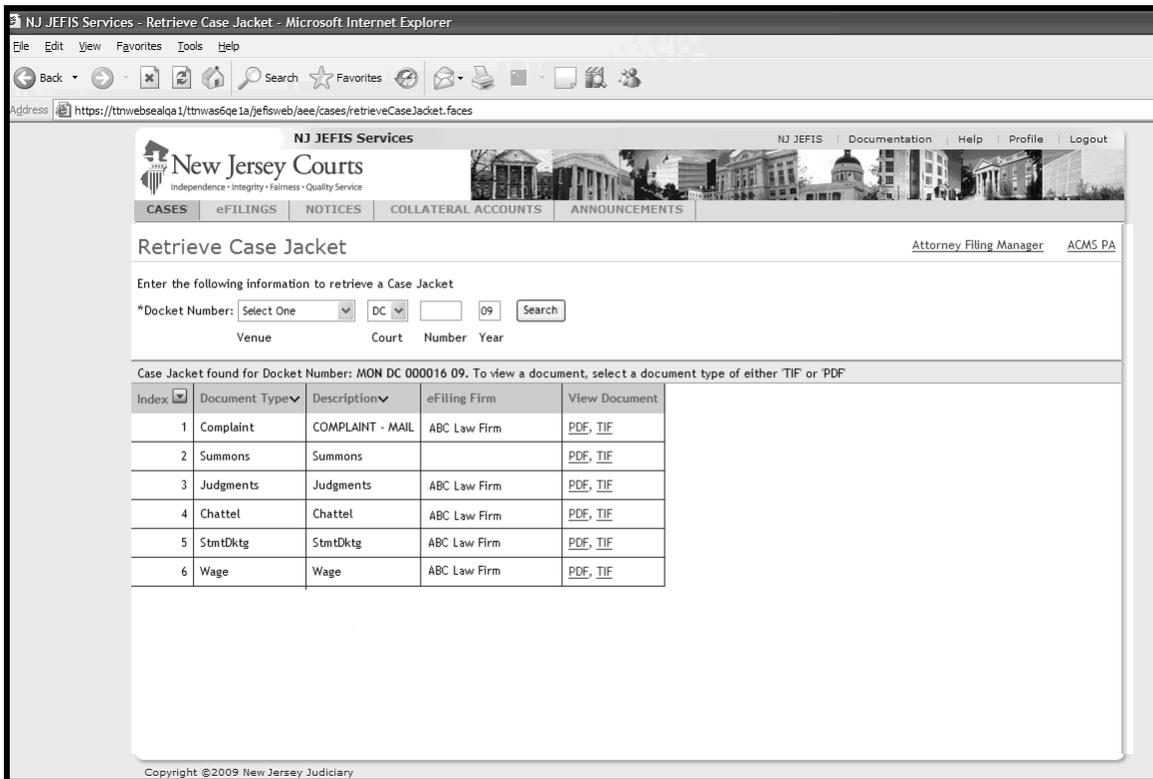


Retrieve Case Jacket



After selecting a **Venue**, select DC for the **Court** (if not already defaulted to DC), and enter a docket **Number** and **Year** (the year defaults to the current year but can be changed).

With a **Venue**, **Court**, docket **Number** and **Year** recorded on the Retrieve Case Jacket screen, click the **Search** button to list the documents contained in the corresponding JEFIS case jacket.



Retrieve Case Jacket

The screenshot shows the 'Retrieve Case Jacket' interface. At the top, there's a navigation bar with 'New Jersey Courts' and 'NJ JEFIS Services'. Below that, a search form is visible with the following details:

- Search criteria: *Docket Number: Select One, DC, 09
- Result: Case Jacket found for Docket Number: MON DC 000016 09. To view a document, select a document type of either 'TIF' or 'PDF'

Index	Document Type	Description	eFiling Firm	View Document
1	Complaint	COMPLAINT - MAIL	ABC Law Firm	PDF, TIF
2	Summons	Summons	ABC Law Firm	PDF, TIF
3	Judgments	Judgments	ABC Law Firm	PDF, TIF
4	Chattel	Chattel	ABC Law Firm	PDF, TIF
5	StmtDktg	StmtDktg	ABC Law Firm	PDF, TIF
6	Wage	Wage	ABC Law Firm	PDF, TIF

The default sort of the documents displayed on the Retrieve Case Jacket screen is set by the **Index** column but this sort can be changed. To change the existing sort order, click the down arrow to the right of a column's title to sort the documents by that column.



Click a down arrow to sort the documents by the column's title.

Clicking the down arrow to the right of the **Document Type** column title will sort the documents alphabetically by document type. Clicking the **Description** down arrow will sort the documents alphabetically by description.

To return to the default sort order, click the down arrow to the right of the **Index** column title.



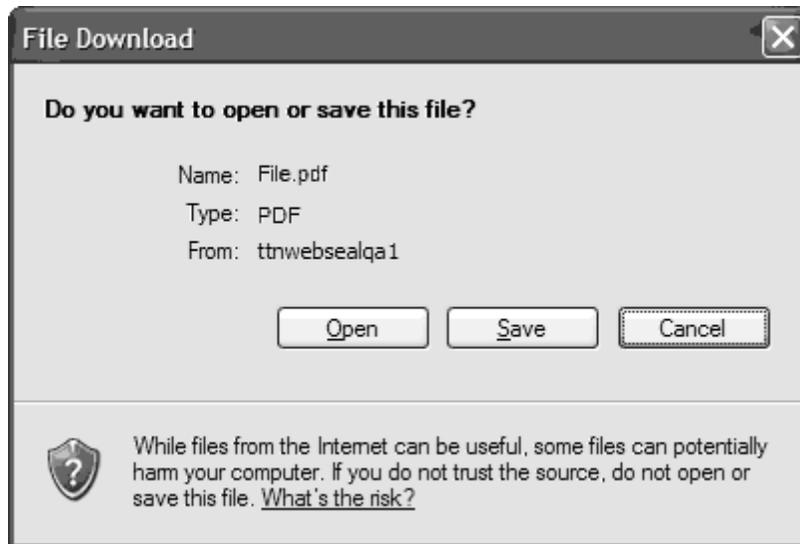
Click down arrow to return to default sort by **Index**.

Retrieve Case Jacket

The screenshot shows the 'Retrieve Case Jacket' interface. At the top, there's a navigation bar with 'New Jersey Courts' and 'NJ JEFIS Services' logos. Below that, a search form is present with fields for 'Docket Number', 'Venue', 'Court', 'Number', and 'Year'. A search button is also visible. Below the search form, a message states: 'Case Jacket found for Docket Number: MON DC 000016 09. To view a document, select a document type of either TIF or PDF'. A table follows with columns: Index, Document Type, Description, eFiling Firm, and View Document. The table contains six rows of document types, each with a 'View Document' column containing links for PDF and TIF files.

Index	Document Type	Description	eFiling Firm	View Document
1	Complaint	COMPLAINT - MAIL	ABC Law Firm	PDF, TIF
2	Summons	Summons	ABC Law Firm	PDF, TIF
3	Judgments	Judgments	ABC Law Firm	PDF, TIF
4	Chattel	Chattel	ABC Law Firm	PDF, TIF
5	StmtDktg	StmtDktg	ABC Law Firm	PDF, TIF
6	Wage	Wage	ABC Law Firm	PDF, TIF

To view a document on the Retrieve Case Jacket screen, click the **PDF** or **TIF** link for the document in the **View Document** column. The **File Download** dialog box displays with options to open, save or cancel the file request.



The file **Name** extension and **Type** in the **File Download** dialog box will display the selected document format (PDF or TIF).

File Download Dialog Box



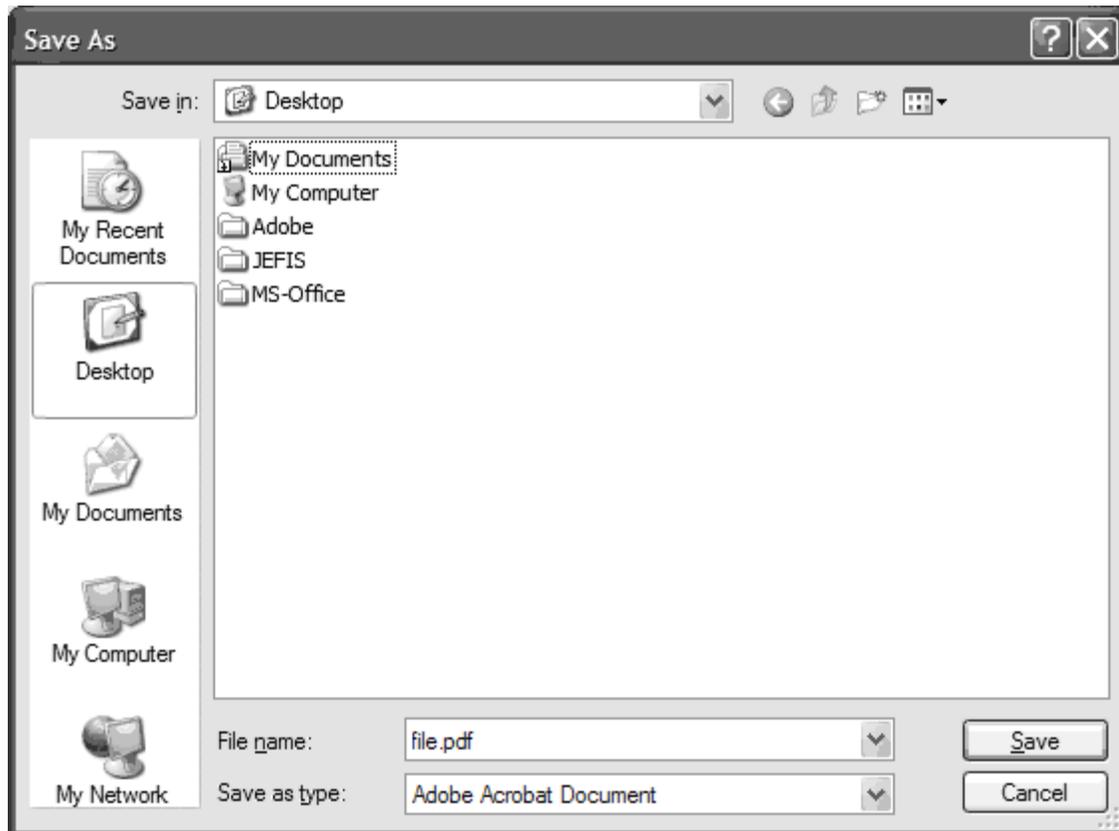
Click the **Open** button to open and display the document.

RECEIVED	01/13/09 11:33:32 AM	FILED	Jan 13, 2009
ABC Law Firm 1111 Maple Ave. Freehold, NJ 07722 973-555-8778			
<hr/>		SUPERIOR COURT OF NEW JERSEY LAW DIVISION: MONMOUTH COUNTY SPECIAL CIVIL PART: CIVIL	
Carl S. Benett			
	Plaintiff	DOCKET NO. DC-000016-09	
VS.		COMPLAINT	
Raymond A. Jonson			
	Defendant		
<hr/>			
Plaintiff, by way of Complaint against the Defendant above states:			

File Download Dialog Box

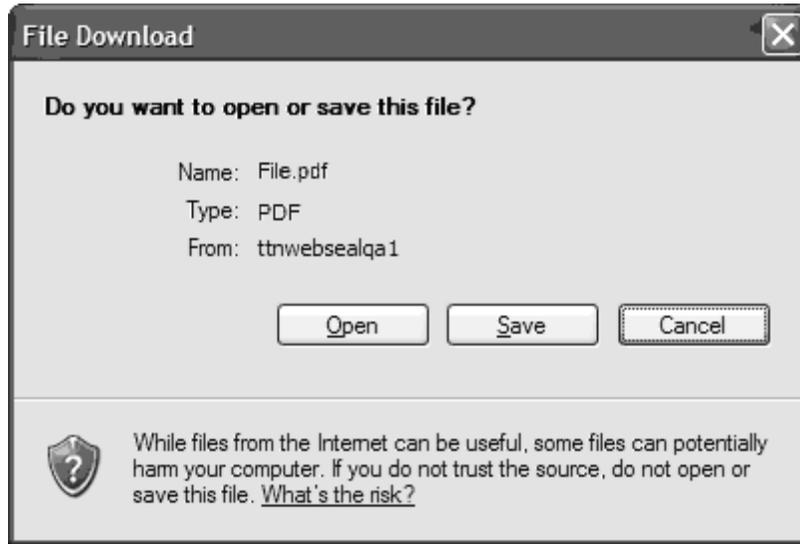


Click the **Save** button to save the document. The **Save As** dialog box displays and allows the document to be saved using the **Save** button.

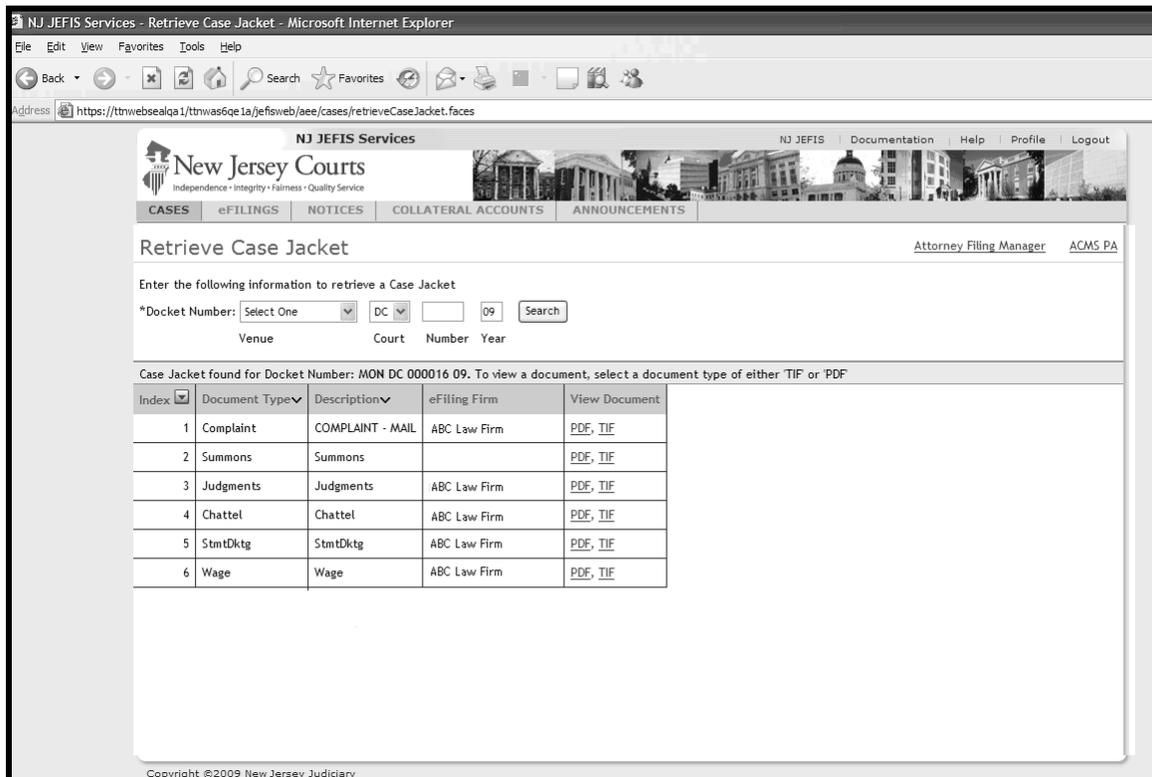


The **File name** extension and **Save as type** in the **Save As** dialog box will display the selected document format (PDF or TIF).

File Download Dialog Box



Click the **Cancel** button to end an attempt to open or save the document and return to the Retrieve Case Jacket screen.



Retrieve Case Jacket

The screenshot shows the 'Retrieve Case Jacket' page in a Microsoft Internet Explorer browser. The page header includes 'NJ JEFIS Services' and 'New Jersey Courts' with navigation links for 'CASES', 'eFILINGS', 'NOTICES', 'COLLATERAL ACCOUNTS', and 'ANNOUNCEMENTS'. The search form is filled with 'Docket Number: Select One', 'Venue: DC', 'Court: 09', and the 'Search' button is clicked. Below the search form, a message states: 'Case Jacket found for Docket Number: MON DC 000016 09. To view a document, select a document type of either TIF or PDF'. A table displays the following results:

Index	Document Type	Description	eFiling Firm	View Document
1	Complaint	COMPLAINT - MAIL	ABC Law Firm	PDF, TIF
2	Summons	Summons	ABC Law Firm	PDF, TIF
3	Judgments	Judgments	ABC Law Firm	PDF, TIF
4	Chattel	Chattel	ABC Law Firm	PDF, TIF
5	StntDktg	StntDktg	ABC Law Firm	PDF, TIF
6	Wage	Wage	ABC Law Firm	PDF, TIF

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To view the contents of a different JEFIS DC case jacket, select the **Venue**, enter the docket **Number** and **Year** of another case and click the **Search** button. The new case jacket will display on the Retrieve Case Jacket screen.

The screenshot shows the 'Retrieve Case Jacket' page in a Microsoft Internet Explorer browser. The search form is filled with 'Docket Number: Select One', 'Venue: DC', 'Court: 09', and the 'Search' button is clicked. Below the search form, a message states: 'Case Jacket found for Docket Number: MON DC 000022 09. To view a document, select a document type of either TIF or PDF'. A table displays the following results:

Index	Document Type	Description	eFiling Firm	View Document
1	Complaint	COMPLAINT - MAIL	ABC Law Firm	PDF, TIF
2	Summons	Summons	ABC Law Firm	PDF, TIF
3	Corresp-Pleading	Corresp-Pleading	ABC Law Firm	PDF, TIF

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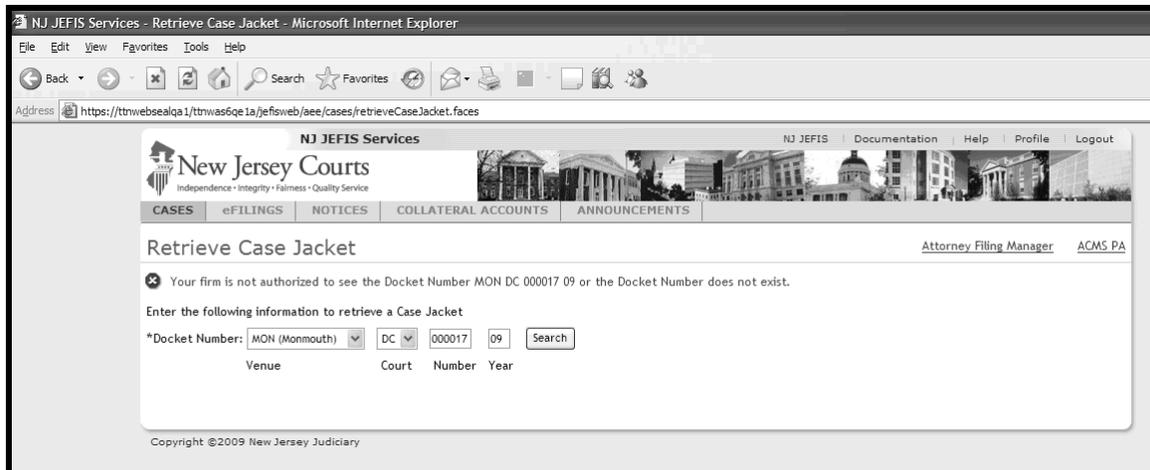
Case Jacket Retrieval Errors

Not every case jacket will be accessible via the NJ JEFIS Services application. Case jackets may not be retrieved electronically for the following reasons.

- Case jackets cannot be retrieved from the NJ JEFIS Services application by a firm that is not recorded in ACMS as the attorney of record for the case.
- Case jackets will not be retrieved for DC docket numbers entered in error on the Retrieve Case Jacket screen or for DC docket numbers that do not exist in ACMS.
- Case jackets for DC cases docketed prior to when a county implemented JEFIS cannot be retrieved electronically from the NJ JEFIS Services application.

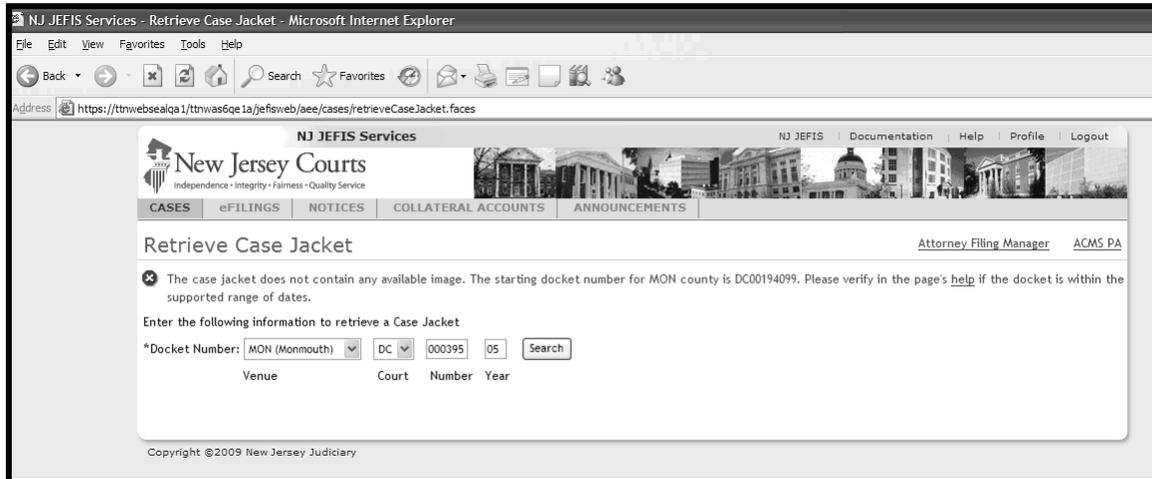
If an attempt is made to access a case jacket by a firm that is not the attorney of record for the DC case or if an attempt is made to access a case jacket with an invalid DC docket number, the following error message will display and prevent retrieval of the case jacket.

Your firm is not authorized to see the Docket Number XXX DC 999999 99 or the Docket Number does not exist.



If an attempt is made to access a case jacket with a DC docket number prior to a county's JEFIS starting docket number, the following error message will display and prevent retrieval of the case jacket.

The case jacket does not contain any available image. The starting docket number for XXX county is DC99999999. Please verify in the page's [help](#) if the docket is within the supported range of dates.



Clicking the [help](#) link in the above error message will display a table of starting JEFIS DC docket numbers by county. See the section titled *Determining a County's Starting JEFIS Docket Number* in this manual for a table and explanation of starting JEFIS docket numbers.

Determining the Attorney of Record

To determine whether a firm is recorded as the attorney of record for a case, access the ACMS Public Access: Case Attorney List screen using the **ACMS PA** link on the NJ JEFIS website.

NOTE: A separate manual providing instruction on using the ACMS-PA application is available at <http://www.judiciary.state.nj.us/jefis/acmspa.pdf>.

ACMS Public Access: Case Attorney List

ACMS Public Access - Microsoft Internet Explorer

nj COURTS PUBLIC ACCESS

ACMS Public Access: Case Attorney List

Page: 1

END OF LIST

VENUE : MON COURT : SCP DOCKET # : DC 000016 09
CASE TITLE : CARL S. BENETT VS RAYMOND A. JONSON

Search

S	ATTY NUMBER	ATTORNEY NAME	TP	ST	DATE	P	T	PARTY NAME
	9735558778	ABC LAW FIRM				PF		CARL
		**** PRO SE ****				DF		RAYMOND

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Monday Oct 5th 2009 12:15:24 PM Trusted sites

If the **ATTY NUMBER** and **ATTORNEY NAME** on the ACMS Public Access: Case Attorney List screen in ACMS-PA match the name and firm number of the attorney requesting a case jacket through the NJ JEFIS Services application, the case jacket will be retrieved successfully.

Should the **ATTY NUMBER** and **ATTORNEY NAME** differ from the name and firm number of the attorney requesting a case jacket, access to the case jacket through the NJ JEFIS Services application will be denied.

Determining a County's Starting JEFIS Docket Number

Only DC cases with a docket number greater than or equal to a county's starting JEFIS docket number are accessible electronically via the NJ JEFIS Services application. DC docket numbers less than a county's starting JEFIS docket number cannot be retrieved electronically.

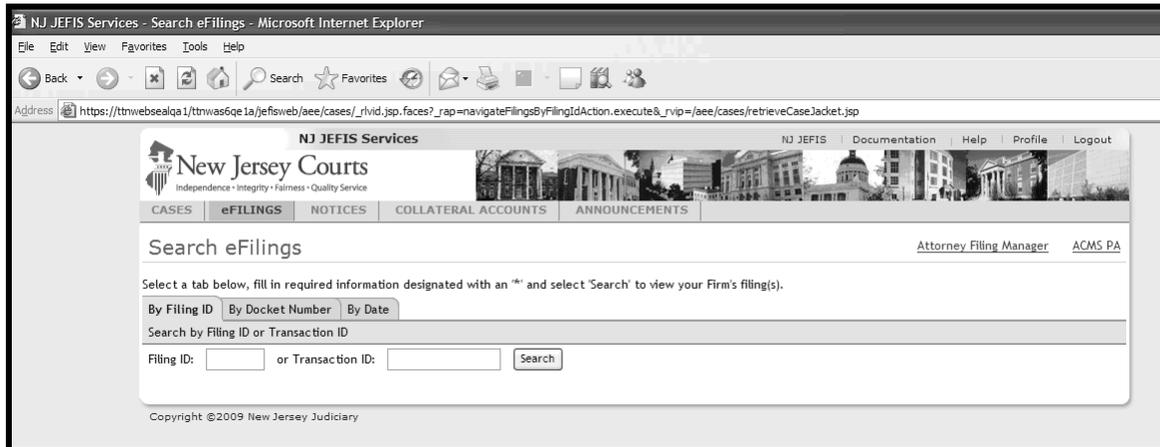
The following table contains starting JEFIS DC docket numbers for each county.

County	Starting JEFIS DC Docket Number
Atlantic	DC-009695-06
Bergen	DC-008415-06
Burlington	DC-001500-05
Camden	DC-005000-05
Cape May	DC-002440-06
Cumberland	DC-002001-05
Essex	DC-030500-07
Gloucester	DC-004800-05
Hunterdon	DC-001240-06
Hudson	DC-011400-06
Mercer	DC-002840-04
Middlesex	DC-002150-07
Monmouth	DC-001940-99
Morris	DC-000050-06
Ocean	DC-013201-03
Passaic	DC-005901-07
Salem	DC-000910-05
Somerset	DC-004971-04
Sussex	DC-001796-07
Union	DC-000001-05
Warren	DC-001807-06

Search eFilings

The **eFILINGS** tab of the NJ JEFIS Services application provides the ability to search for JEFIS efiled documents. Clicking the **eFILINGS** tab displays the Search eFilings screen. The Search eFilings screen allows efiled documents to be searched using the following options.

- Search by Filing ID or Transaction ID
- By Docket Number
- By date



Search by Filing ID or Transaction ID

Clicking the **By Filing ID** tab provides the ability to search for efiled documents by filing ID or transaction number.

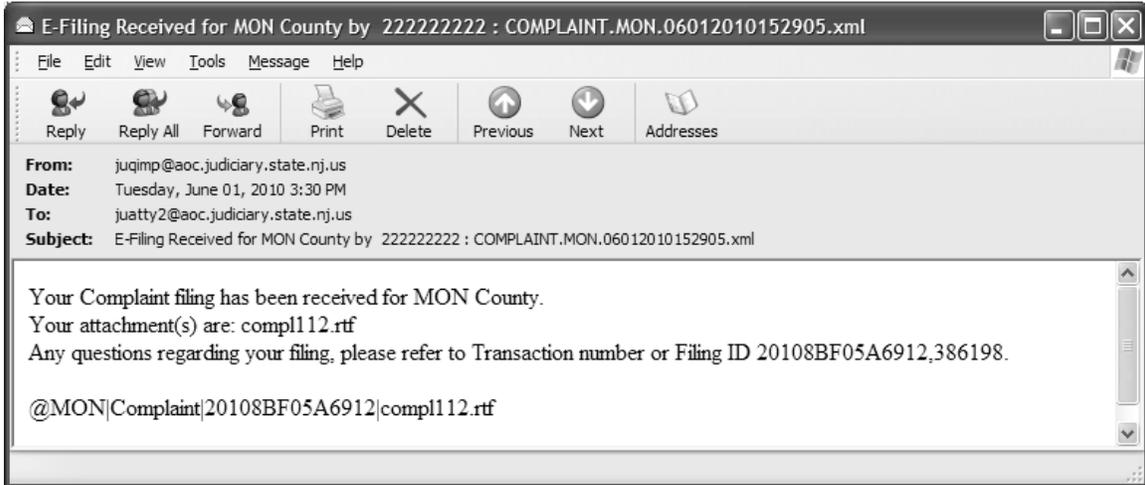
To search for an efiled document by filing ID or transaction number, enter the ID or number in its corresponding **Filing ID** or **Transaction ID** field and click the **Search** button.

NOTE: Both transaction numbers and filing IDs are currently returned electronically from the courts as confirmation of receipt of efiled documents. Transaction numbers will be replaced by filing IDs as receipts for efiled documents in the future.

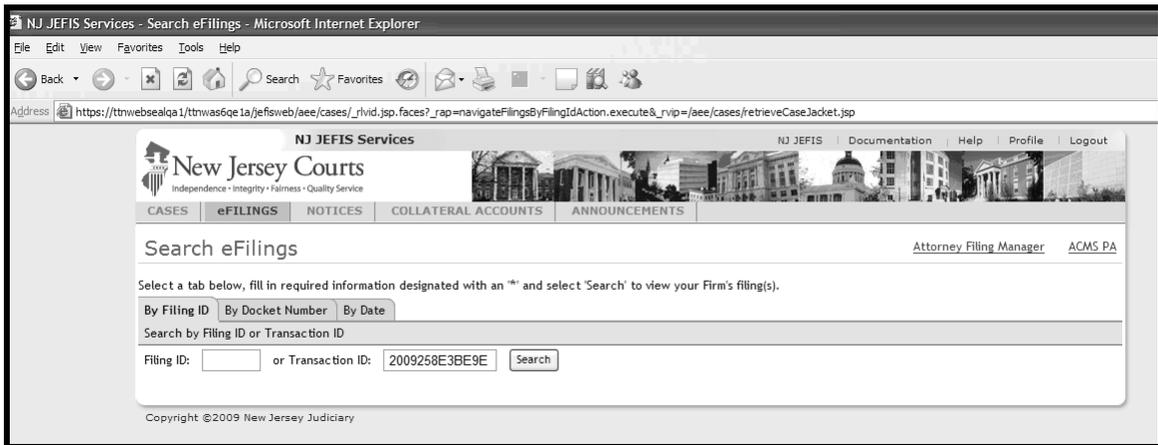
Information on receiving email confirmations of efiled documents from the courts is contained in the JEFIS Attorney Manual at the following link on the Internet.

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

Outlook Express

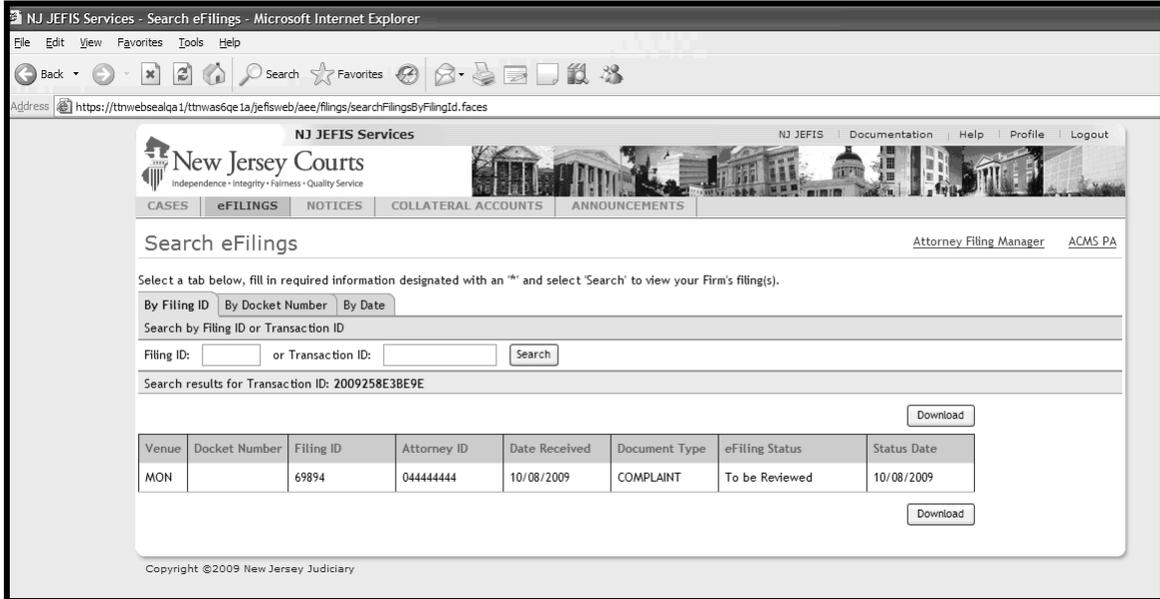


A sample confirmation in Outlook Express of receipt of an efiled document appears above. The confirmation's Transaction number and Filing ID can be used to search for efiled documents using the **Transaction ID** field or **Filing ID** field on the Search eFilings screen of the NJ JEFIS Services application.



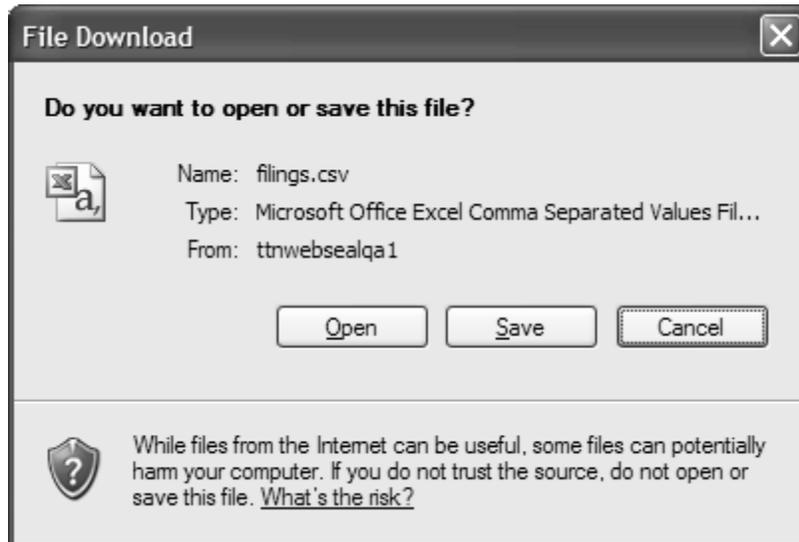
Click the **Search** button with an entry in the **Transaction ID** field or **Filing ID** field to perform a search by transaction number or filing ID. In the above example, a transaction number was entered in the **Transaction ID** field prior to clicking the **Search** button.

Search eFilings: Transaction ID



The Search eFilings screen returns with results for the transaction number search indicating the date the document was electronically received, the status of the efiled document and the current status date. The search results also contains a filing ID. This is the ID that will replace the transaction ID in the future as acknowledgement from the courts of receipt of an efiled document.

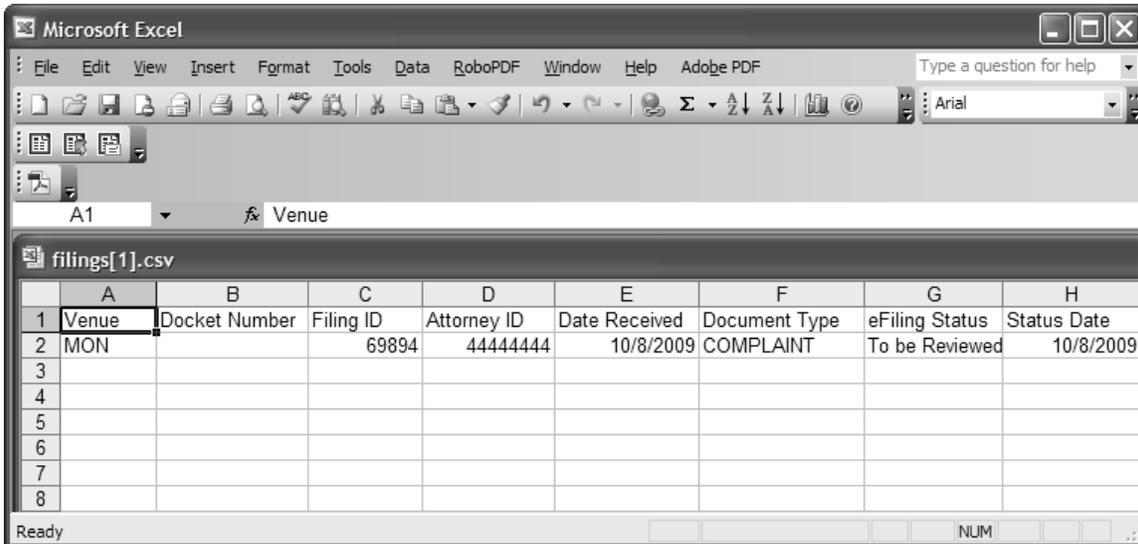
Click the **Download** button on the Search eFilings screen to display the **File Download** dialog box with options to open the document, save the document as a comma separated values (CSV) file or cancel the requested file. The document is provided as a CSV file to allow its contents to be easily moved into a database program or spreadsheet.



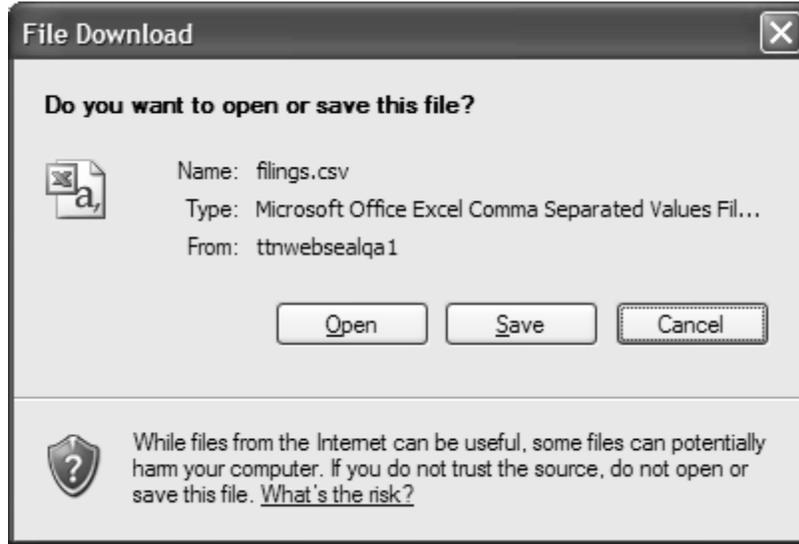
File Download Dialog Box



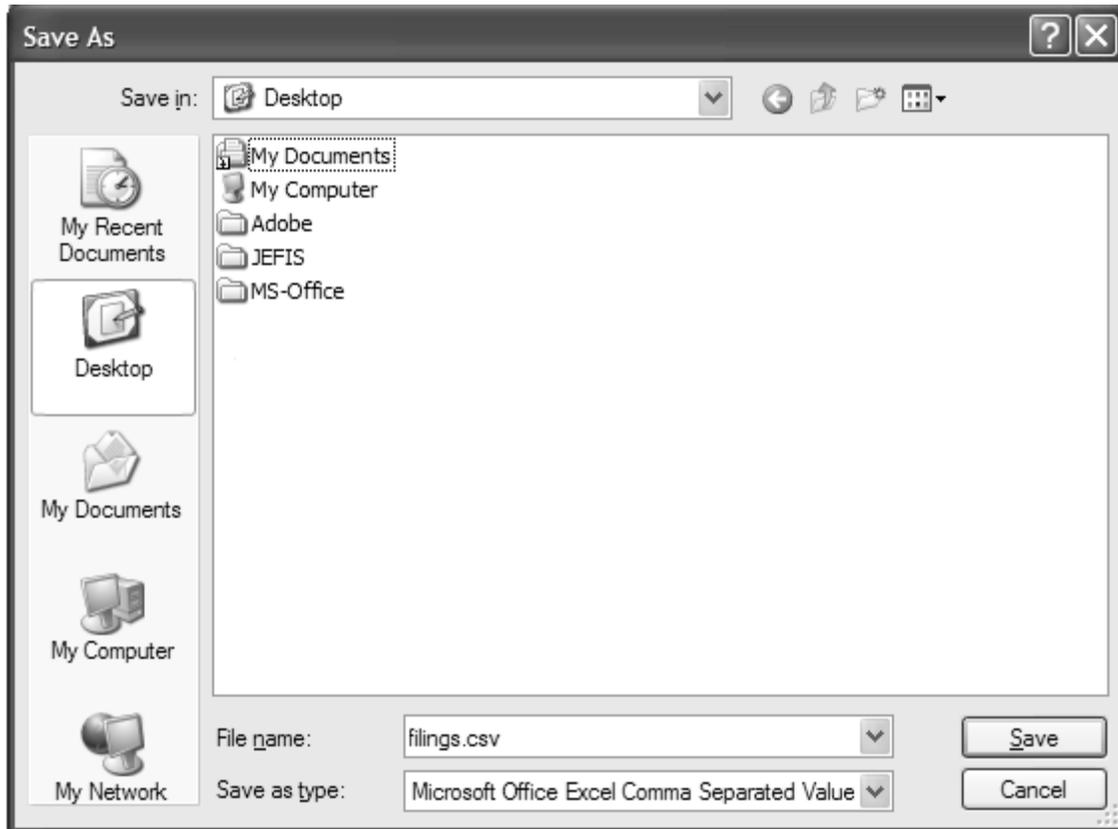
Click the **Open** button on the **File Download** dialog box to view the CSV file.



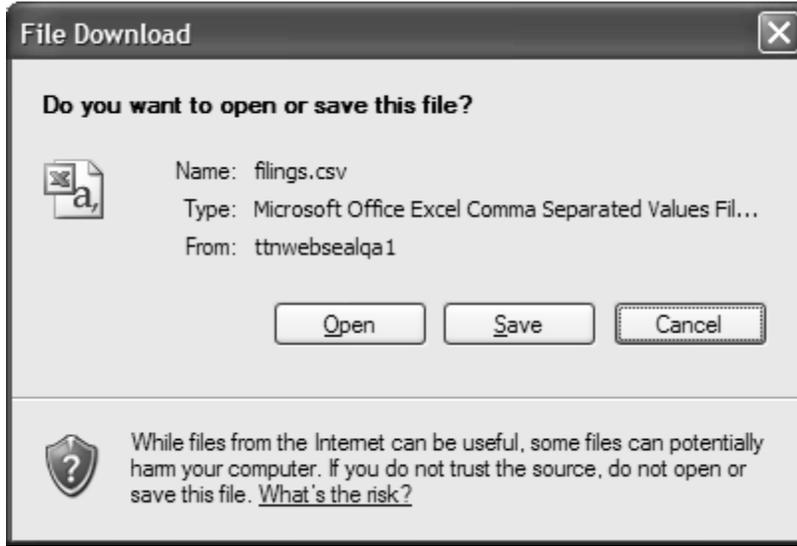
File Download Dialog Box



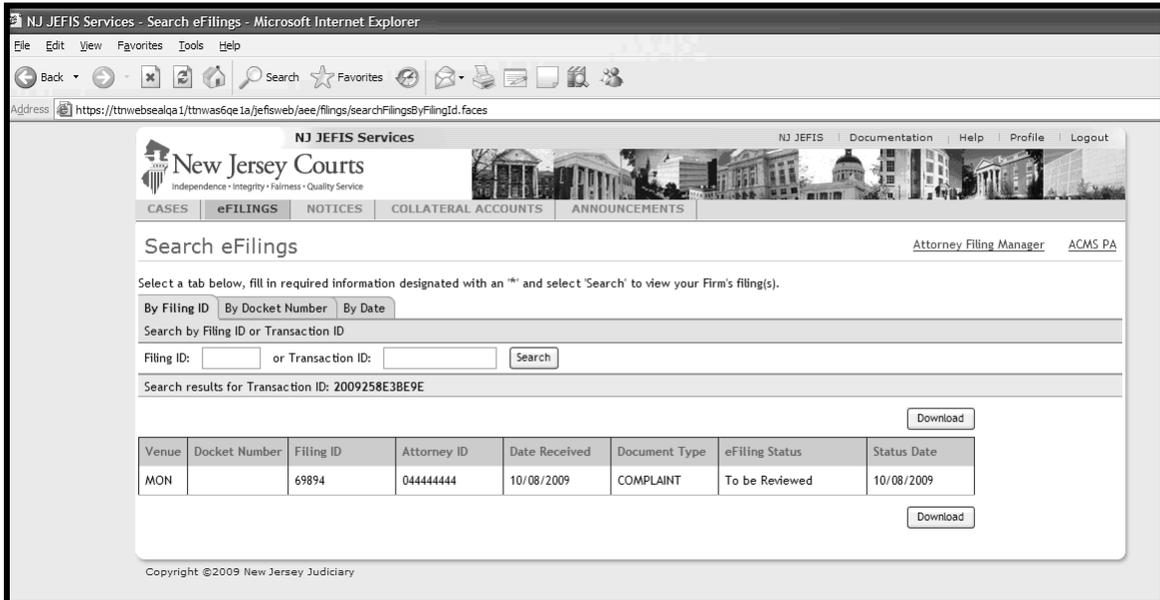
Click the **Save** button to save the CSV file. The **Save As** dialog box displays and allows the file to be saved using the **Save** button.



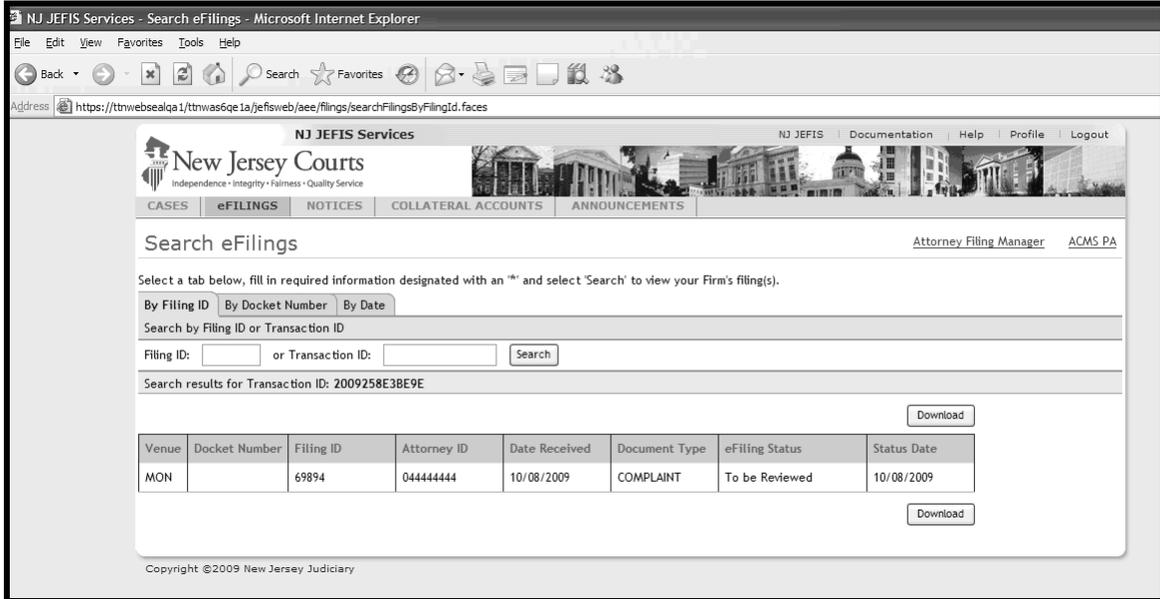
File Download Dialog Box



Click the **Cancel** button to end an attempt to open or save the document and return to the Search eFilings screen.



Search eFilings: Transaction ID



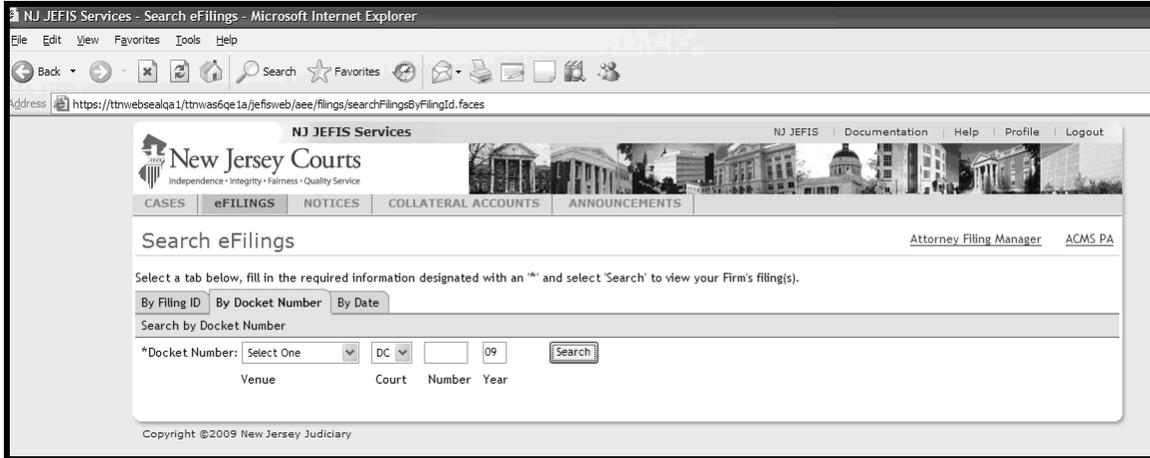
The **eFiling Status** of a document on the Search eFilings screen will change as the document progresses through court processing. The following table contains a list of eFiling statuses and their definitions.

eFiling Status	Definition
Received	The document has been received by the courts but it is not yet available for review by court staff as JEFIS is still processing the file.
To be Reviewed	The document has been received by the courts and it is available for review by court staff.
Rejected by System	The document was rejected by JEFIS due to an error in the file that was unsuccessfully submitted electronically.
In Case Jacket	The document has been received by the courts, reviewed by court staff, recorded in ACMS and entered into its JEFIS case jacket.
Rejected by Clerk	The document has been received by the courts, reviewed by court staff and rejected from entry into ACMS and its JEFIS case jacket.
Non-electronic Case Jacket	An electronic document was received for a paper case jacket (that is, a case with a docket number prior to the county's starting JEFIS docket number). The document will be printed and processed on paper. See the section titled <i>Determining a County's Starting JEFIS Docket Number</i> in this manual for a table and explanation of starting JEFIS docket numbers.

NOTE: Entries in ACMS can be viewed through the ACMS-PA application. A separate manual providing instruction on accessing and using the ACMS-PA application is available at <http://www.judiciary.state.nj.us/jefis/acmspa.pdf>.

Search by Docket Number

The **By Docket Number** tab of the Search eFilings screen provides the ability to search for JEFIS efiled documents by docket number.



To search for a JEFIS efiled document by docket number, click the **By Docket Number** tab and select the document's **Venue** by clicking the down arrow to the right of the **Venue** field and choosing a venue.



Search eFilings: Docket Number

NJ JEFIS Services - Search eFilings - Microsoft Internet Explorer

Address: https://tnwbeaqlqa1/tnwas6qe1a/jefisweb/aeefilings/searchFilingsByFilingId.faces

NJ JEFIS Services
New Jersey Courts
Independence • Integrity • Fairness • Quality Service

CASES | **eFILINGS** | NOTICES | COLLATERAL ACCOUNTS | ANNOUNCEMENTS

Search eFilings Attorney Filing Manager ACMS PA

Select a tab below, fill in the required information designated with an "*" and select 'Search' to view your Firm's filing(s).

By Filing ID | By Docket Number | By Date

Search by Docket Number

*Docket Number: Select One DC [] 09 [Search]

Venue Court Number Year

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After selecting a **Venue**, select DC for the **Court** (if not already defaulted to DC), and enter a docket **Number** and **Year** (the year defaults to the current year but can be changed).

With a **Venue**, **Court**, docket **Number** and **Year** recorded on the Search eFilings screen, click the **Search** button.

NJ JEFIS Services - Search eFilings - Microsoft Internet Explorer

Address: https://tnwbeaqlqa1/tnwas6qe1a/jefisweb/aeefilings/searchFilingsByDocket.faces

NJ JEFIS Services
New Jersey Courts
Independence • Integrity • Fairness • Quality Service

CASES | **eFILINGS** | NOTICES | COLLATERAL ACCOUNTS | ANNOUNCEMENTS

Search eFilings Attorney Filing Manager ACMS PA

Select a tab below, fill in the required information designated with an "*" and select 'Search' to view your Firm's filing(s).

By Filing ID | By Docket Number | By Date

Search by Docket Number

*Docket Number: Select One DC [] 09 [Search]

Venue Court Number Year

Search results for Docket Number: MON DC 011847 09

[Download]

Venue	Docket Number	Filing ID	Attorney ID	Date Received	Document Type	eFiling Status	Status Date
MON	MON DC 011847 09	69870	04444444	10/06/2009	COMPLAINT	In Case Jacket	10/06/2009

[Download]

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Search eFilings: Docket Number

The screenshot shows the NJ JEFIS Services web application in Microsoft Internet Explorer. The page title is "NJ JEFIS Services - Search eFilings". The navigation menu includes "CASES", "eFILINGS", "NOTICES", "COLLATERAL ACCOUNTS", and "ANNOUNCEMENTS". The "eFILINGS" tab is selected. The search interface allows filtering by "By Filing ID", "By Docket Number", or "By Date". The "By Docket Number" search is active, with the search criteria set to "MON DC 011847 09". The search results table is as follows:

Venue	Docket Number	Filing ID	Attorney ID	Date Received	Document Type	eFiling Status	Status Date
MON	MON DC 011847 09	69870	044444444	10/06/2009	COMPLAINT	In Case Jacket	10/06/2009

There are "Download" buttons located above and below the search results table. The footer of the page reads "Copyright ©2009 New Jersey Judiciary".

The Search eFilings screen returns with results for the docket number search indicating the date the document was electronically received, the status of the efiled document and the current status date.

Click the **Download** button on the Search eFilings screen to display the **File Download** dialog box and open or save the search result as a comma separated values (CSV) file. The document is provided as a CSV file to allow its contents to be easily moved into a database program or spreadsheet.

For a list of e filing statuses and their definitions and for instruction on using the **Download** button function see the section titled *Search by Filing ID or Transaction ID* in this manual.

Search eFilings: Docket Number

The screenshot shows the NJ JEFIS Services search interface. The search criteria are: Venue: MON, Court: DC, Number: 011842, Year: 09. The search results table is as follows:

Venue	Docket Number	Filing ID	Attorney ID	Date Received	Document Type	eFiling Status	Status Date
MON	MON DC 011842 09	68935	04444444	08/27/2009	ANSWER	Rejected by Clerk (deleted)	10/05/2009
MON	MON DC 011842 09	69789	04444444	09/29/2009	COMPLAINT	In Case Jacket	09/29/2009

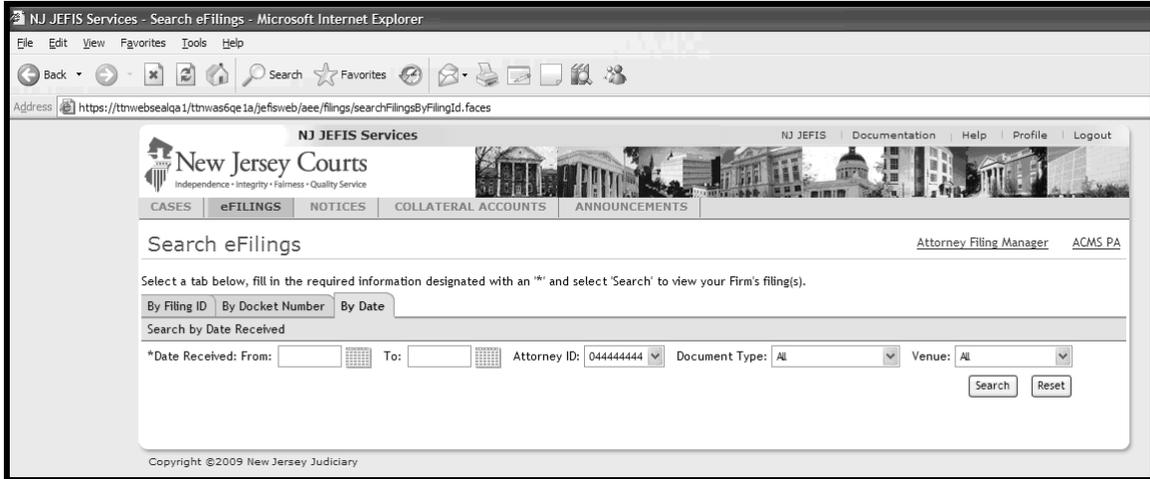
To search for a different docket number, select the **Venue** of the document, select DC for the **Court** (if not already defaulted to DC), enter its docket **Number** and **Year**, and click the **Search** button to display the results of the new docket number search.

Not every docket number search will result in a list of documents. Attempts to search docket numbers by a firm that is not the attorney of record for the case, to access a case jacket with an invalid docket number, and to search a docket number that is prior to a county's JEFIS starting docket number will result in an error message. See the section titled *Case Jacket Retrieval Errors* in this manual for an explanation of case retrieval by docket number errors.

The screenshot shows the NJ JEFIS Services search interface with an error message: "You are not authorized to view the requested Docket Number MON DC 011840 09." The search criteria are: Venue: MON (Monmouth), Court: DC, Number: 011840, Year: 09.

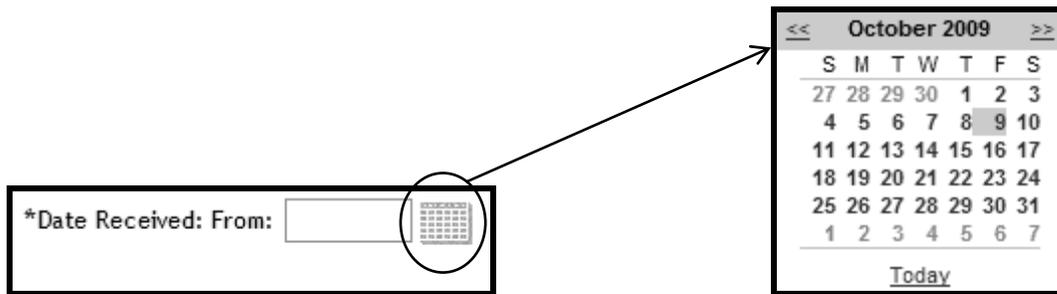
Search by Date

The **By Date** tab of the Search eFilings screen provides the ability to search for JEFIS efiled documents by date within a date range of seven days or less.



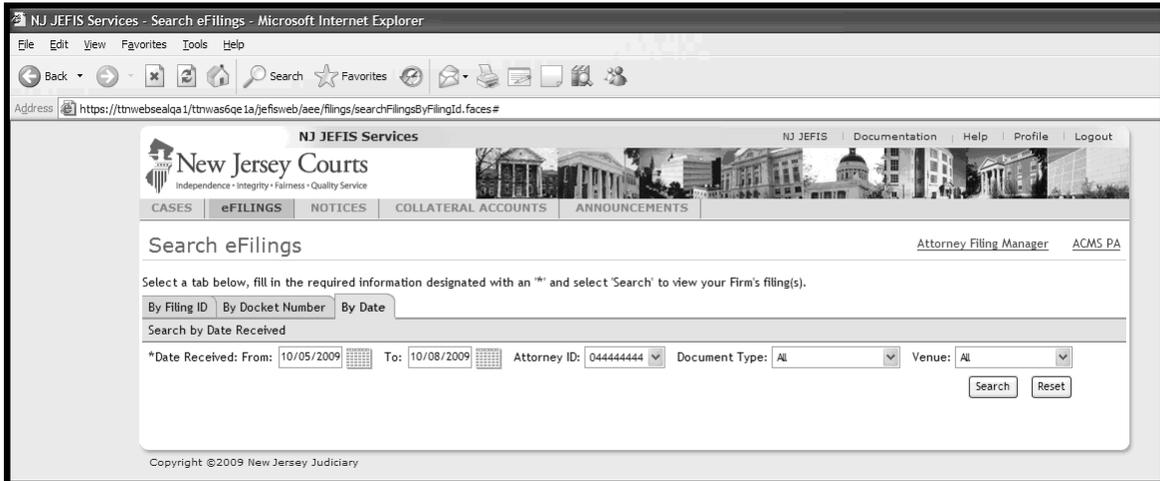
Functions on the **By Date** tab screen provide assistance in specifying a date range, attorney ID, document type and venue.

To begin the process of searching efilings by date, select a date range by clicking the calendar icon to the right of the **Date Received From** field. This will display the current month's calendar.

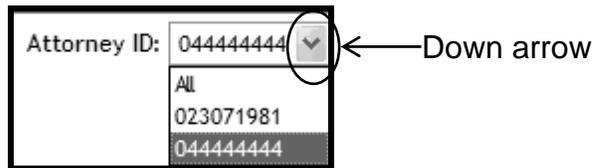


To change the calendar month, click the left or right arrows next to the name of the month. To choose a date within the month, click the date number; to select the current date, click the **Today** link. Use the calendar icons to select dates for both the **Date Received From** and **To** fields.

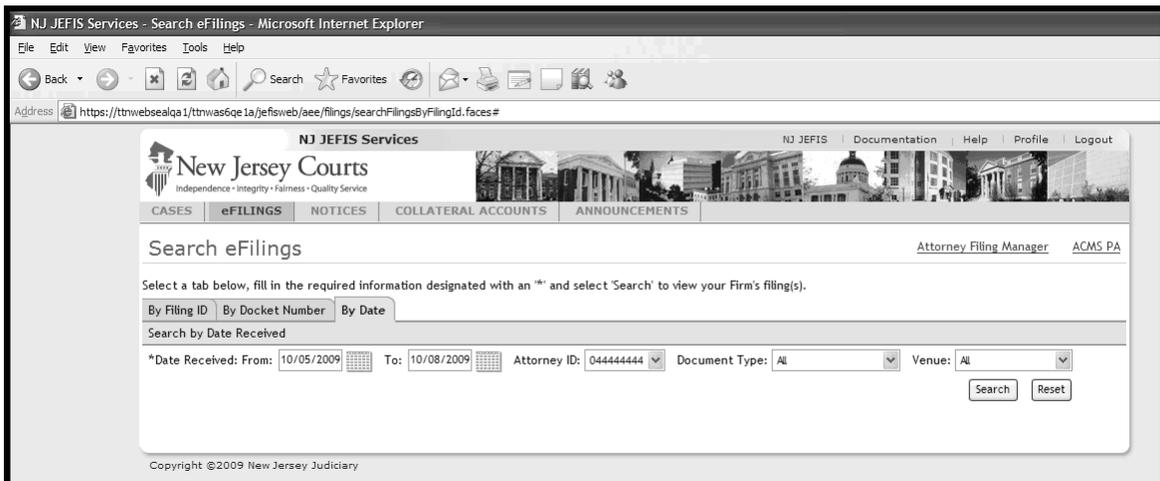
Search eFilings: Date Range



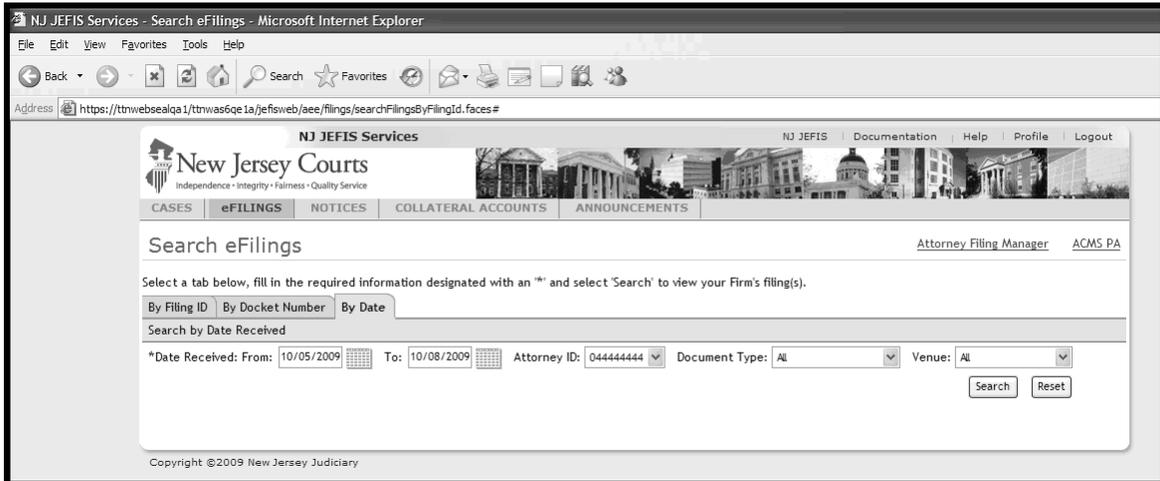
After choosing a date range, select an Attorney ID. The ID of the attorney logged onto the NJ JEFIS Services application appears in the **Attorney ID** field by default. However, the IDs of other JEFIS attorneys in the same firm can be accessed through a drop down menu available on the **Attorney ID** field.



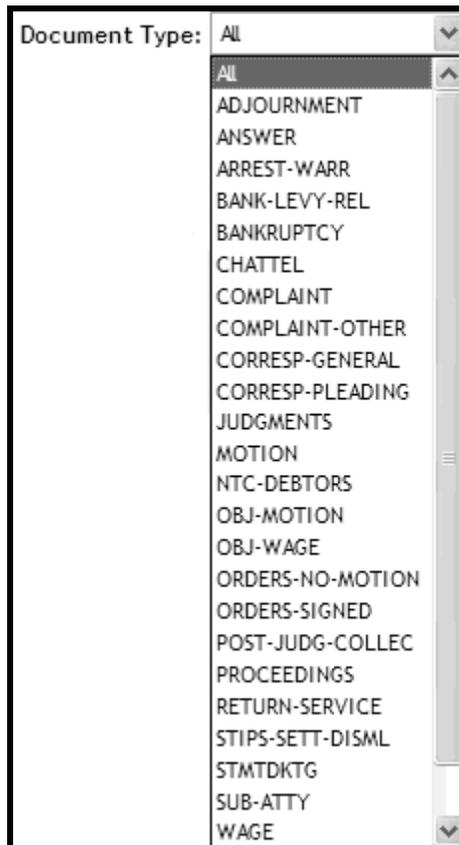
To choose a different attorney ID, click the down arrow to the right of the **Attorney ID** field and select the desired attorney ID. To search for efiled documents by all attorneys, select **All**.



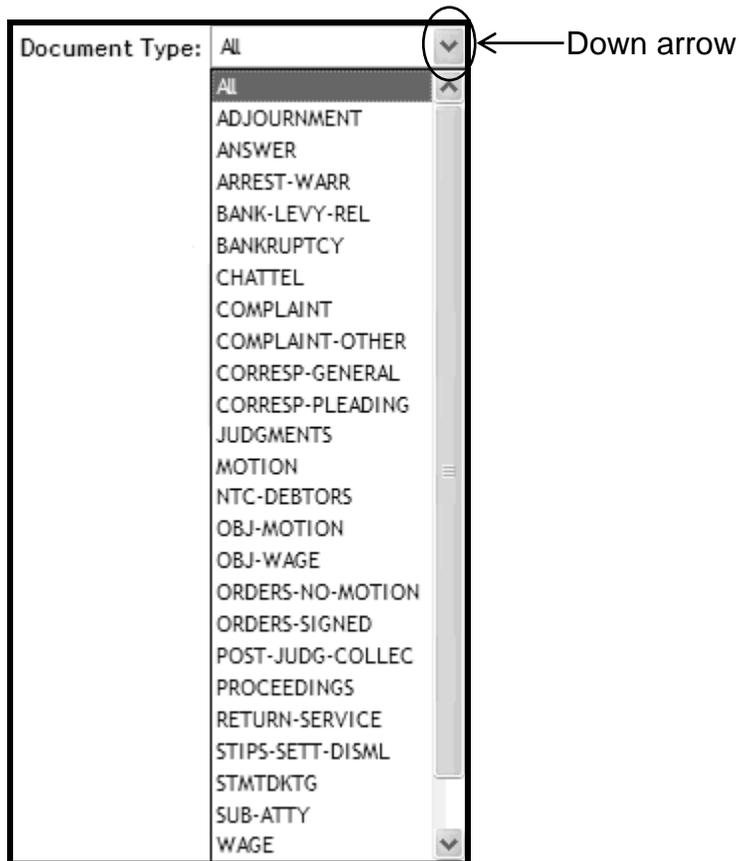
Search eFilings: Date Range



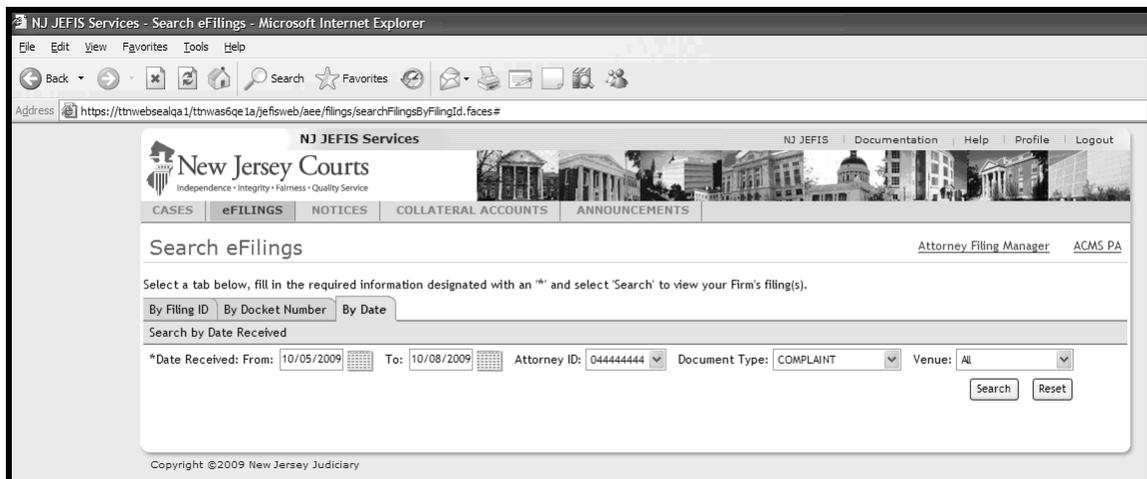
The **Document Type** field is an optional field that defaults to a value of **All**. This default value allows a search of efiled documents by all document types. To narrow the search for efiled documents, specify a document type by using the drop down menu on the **Document Type** field.



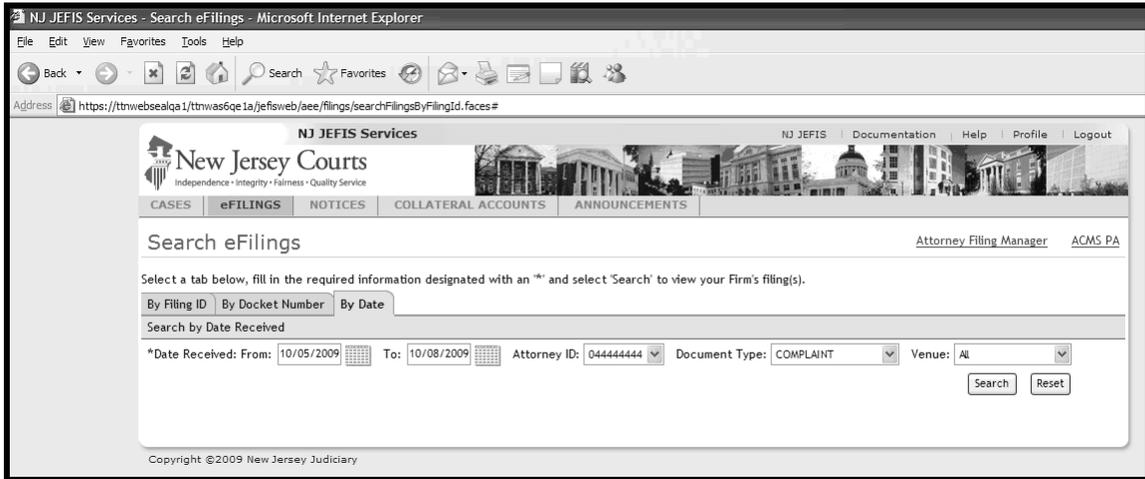
Document Type Drop Down Menu



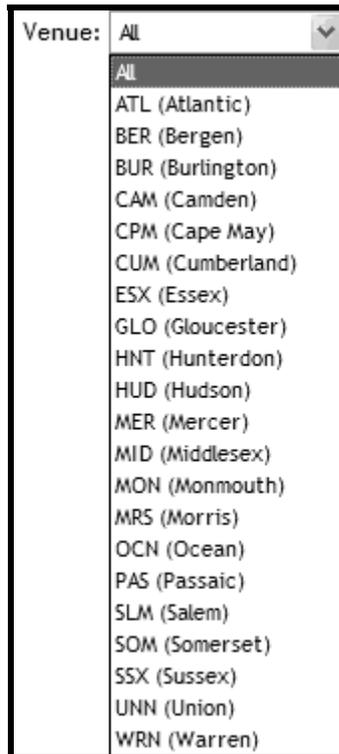
To choose a different document type, click the down arrow to the right of the **Document Type** field and select the desired document type.



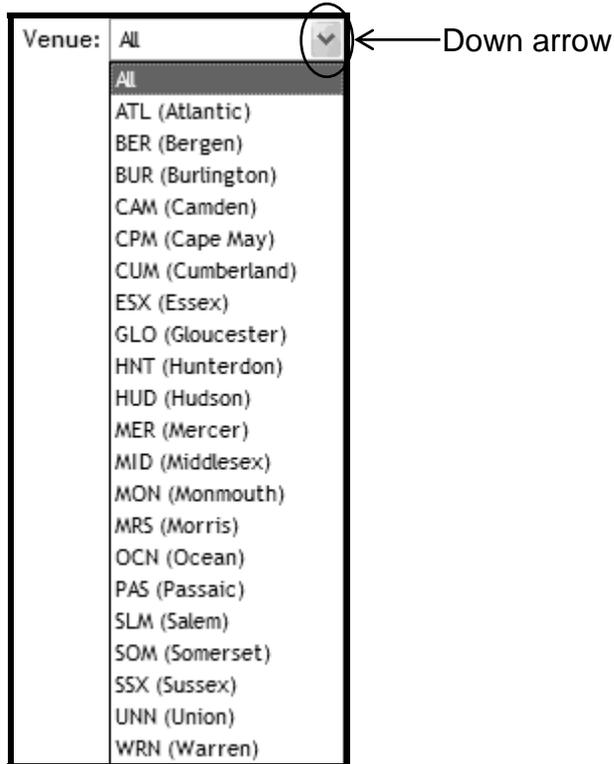
Search eFilings: Date Range



The **Venue** field is an optional field that defaults to a value of **All**. This default value allows a search of efiled documents in all venues. To narrow the search for efiled documents, specify a venue by using the drop down menu on the **Venue** field.



Venue Drop Down Menu



To choose a venue, click the down arrow to the right of the **Venue** field and select the desired venue.



With a **Date Received From** and **To** entered, and an **Attorney ID**, **Document Type** (optional) and **Venue** (optional) selected, click the **Search** button to display the search by date results.

NOTE: To remove the existing selections, click the **Reset** button.

Search eFilings: Date Range

The screenshot shows the NJ JEFIS Services Search eFilings page. The search criteria are: Date Received From: 10/05/2009, To: 10/08/2009, Attorney ID: 04444444, Document Type: COMPLAINT, and Venue: MON (Monmouth). The search results are as follows:

Venue	Docket Number	Filing ID	Attorney ID	Date Received	Document Type	eFiling Status	Status Date
MON		69867	04444444	10/05/2009	COMPLAINT	To be Reviewed	10/05/2009
MON	MON DC 011847 09	69870	04444444	10/06/2009	COMPLAINT	In Case Jacket	10/06/2009
MON	MON DC 011848 09	69871	04444444	10/06/2009	COMPLAINT	In Case Jacket	10/06/2009
MON	MON DC 011849 09	69872	04444444	10/06/2009	COMPLAINT	In Case Jacket	10/06/2009
MON		69894	04444444	10/08/2009	COMPLAINT	To be Reviewed	10/08/2009
MON		69908	04444444	10/08/2009	COMPLAINT	To be Reviewed	10/08/2009

The Search eFilings screen returns with results for the date search indicating the date the document was electronically received, the status of the efiled document and the current status date. For a list of eFiling statuses and their definitions see the section titled *Search by Filing ID or Transaction ID* in this manual.

Click the **Download** button on the **Search eFilings** screen to display the **File Download** dialog box and open or save the search result as a comma separated values (CSV) file. The document is provided as a CSV file to allow its contents to be easily moved into a database program or spreadsheet. See the section titled *Search by Filing ID or Transaction ID* in this manual for instruction on using the **Download** button function.

NOTE: The maximum number of documents displayed using the search by date function is 250. No documents will be displayed if a date search results in more than 250 documents. If this occurs, shorten the date range to search for fewer than 250 documents.

Search eFilings: Date Range

NJ JEFIS Services - Search eFilings - Microsoft Internet Explorer

Address: https://tnwbealqa1/tnwas6qe1a/jefisweb/aeefilings/searchFilingsByDate.faces

NJ JEFIS Services
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CASES | **eFILINGS** | NOTICES | COLLATERAL ACCOUNTS | ANNOUNCEMENTS

Search eFilings Attorney Filing Manager ACMS PA

Select a tab below, fill in the required information designated with an "*" and select 'Search' to view your Firm's filing(s).

By Filing ID | By Docket Number | **By Date**

Search by Date Received

*Date Received: From: 10/05/2009 To: 10/08/2009 Attorney ID: 04444444 Document Type: COMPLAINT Venue: MON (Monmouth)

Search Reset

Search results for Date From: 10/05/2009, Date To: 10/08/2009, Attorney ID: 04444444, Document Type: COMPLAINT, Venue: MON .

Download

Venue	Docket Number	Filing ID	Attorney ID	Date Received	Document Type	eFiling Status	Status Date
MON		69867	04444444	10/05/2009	COMPLAINT	To be Reviewed	10/05/2009
MON	MON DC 011847 09	69870	04444444	10/06/2009	COMPLAINT	In Case Jacket	10/06/2009
MON	MON DC 011848 09	69871	04444444	10/06/2009	COMPLAINT	In Case Jacket	10/06/2009
MON	MON DC 011849 09	69872	04444444	10/06/2009	COMPLAINT	In Case Jacket	10/06/2009
MON		69894	04444444	10/08/2009	COMPLAINT	To be Reviewed	10/08/2009
MON		69908	04444444	10/08/2009	COMPLAINT	To be Reviewed	10/08/2009

Download

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To search for efiled documents using a different date range, enter a new **Date Received From** and **To**, select an **Attorney ID**, **Document Type** (optional) and **Venue** (optional), and click the **Search** button to display the new search results.

NJ JEFIS Services - Search eFilings - Microsoft Internet Explorer

Address: https://tnwbealqa1/tnwas6qe1a/jefisweb/aeefilings/searchFilingsByDate.faces

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CASES | **eFILINGS** | NOTICES | COLLATERAL ACCOUNTS | ANNOUNCEMENTS

Search eFilings Attorney Filing Manager ACMS PA

Select a tab below, fill in the required information designated with an "*" and select 'Search' to view your Firm's filing(s).

By Filing ID | By Docket Number | **By Date**

Search by Date Received

*Date Received: From: 10/04/2009 To: 10/09/2009 Attorney ID: 023071981 Document Type: ANSWER Venue: MON (Monmouth)

Search Reset

Search results for Date From: 10/04/2009, Date To: 10/09/2009, Attorney ID: 023071981, Document Type: ANSWER, Venue: MON .

Download

Venue	Docket Number	Filing ID	Attorney ID	Date Received	Document Type	eFiling Status	Status Date
MON	MON DC 098765 09	69874	023071981	10/07/2009	ANSWER	To be Reviewed	10/07/2009

Download

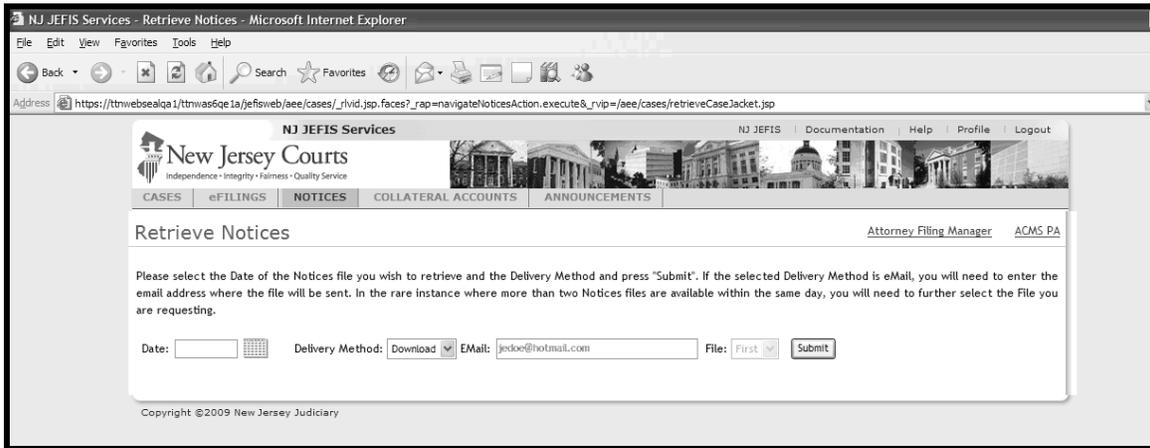
Copyright ©2009 New Jersey Judiciary

Retrieve Notices

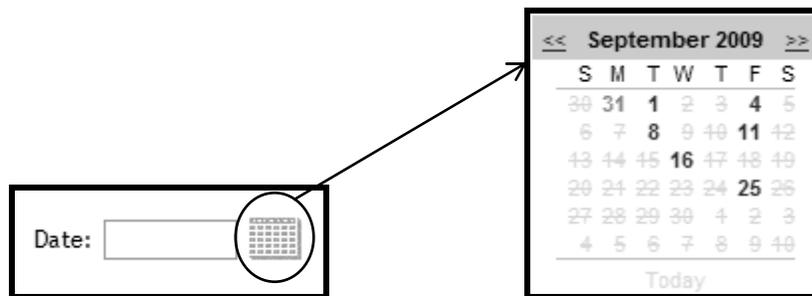
The **NOTICES** tab of the NJ JEFIS Services application provides the ability to retrieve notices that were previously sent electronically to JEFIS efilings attorneys.

NOTE: JEFIS attorneys receive **all** their notices electronically (not just DC notices) and should expect to find notices produced for docket types other than DC when retrieving notices.

Clicking the **NOTICES** tab displays the Retrieve Notices screen where a file of notices produced on a specific date can be downloaded or emailed.



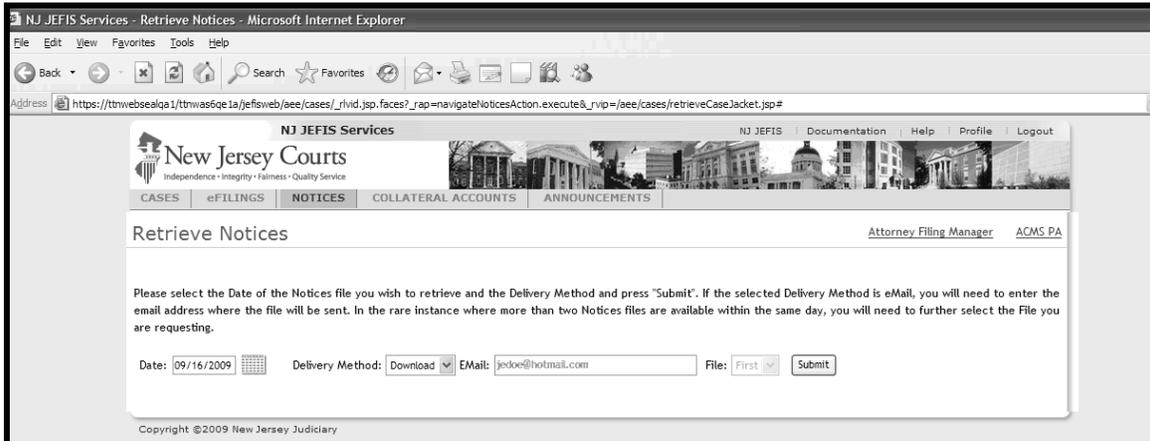
The process of retrieving notices begins with the selection of a notice production date. To select a date when notices were produced, start by clicking the calendar icon to the right of the **Date** field to display the current month's calendar.



Click the left or right arrows next to the name of the month to change the calendar month. To select a date within the month when notices were produced, click a date number in bold. If a date is crossed out it is not available for selection as it is not a date when notices were produced.

Click a notice production date to return to the Retrieve Notices screen and place the selected date in the **Date** field.

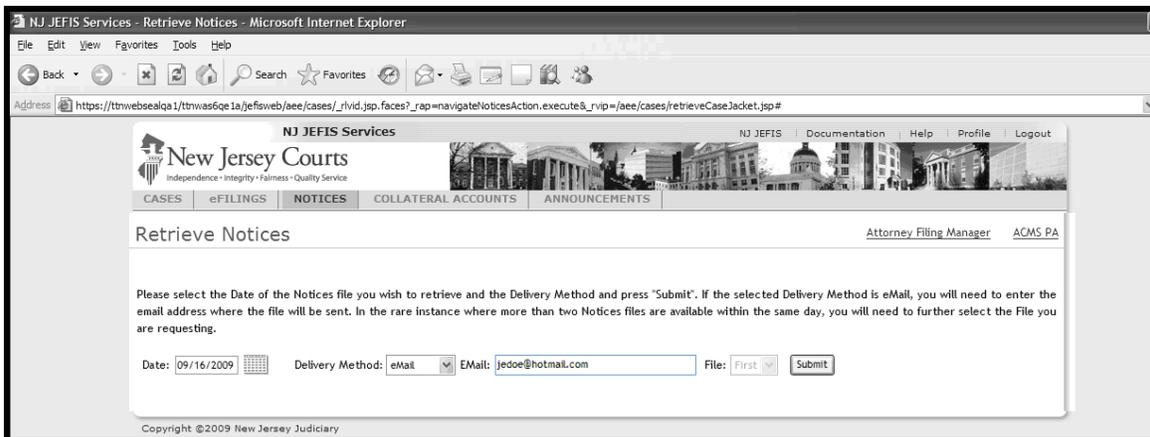
Retrieve Notices



After selecting a date when notices were produced, choose a method of delivery for the notices file using the options in the **Delivery Method** field. The download delivery method appears by default but can be changed to email using the drop down menu available on the **Delivery Method** field.



To choose a delivery method by email, click the down arrow to the right of the **Delivery Method** field and select email. When the delivery method is email, the **Email** field becomes unprotected and available for editing and verification.



The address that displays in the **EMail** field on the Retrieve Notices screen is supplied by the settings recorded on the JEFIS Attorney Filing Manager application.

JEFIS Attorney Filing Manager: Account Information

Account Information

File

Firm Id: 9735558778 Environment: PROD

Collateral Accounts

	Account Description	Collateral Id
	Civil Fees	12345
▶*		

Attorney Ids

	Attorney Name	Attorney Id	Web User Id
	Jane E. Doe	9083249878	jdoe
▶*			

Default Work Directory: C:\JEFIS\mail package

Save Settings

Settings for the JEFIS Attorney Filing Manager are recorded on the application's **Account Information** window. These settings include the entry of a user ID (as provided on the JEFIS Participation Form by the Office of the Superior Court Clerk) that is used to display the attorney's email address in the **EMail** field on the Retrieve Notices screen of the NJ JEFIS Services application.

NOTE: Instruction on setting and changing data on the **Account Information** window is contained in the JEFIS Attorney Manual at the following link on the Internet.

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

NJ JEFIS Services - Retrieve Notices - Microsoft Internet Explorer

Address: https://tnwbeaqla1/tnwas6qe1a/jefisweb/ae/cases/_r/vid.jsp.faces?_rap=navigate/noticeAction.execute&_r/vip=/ae/cases/retrieveCaseJacket.jsp#

NJ JEFIS Services | Documentation | Help | Profile | Logout

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CASES | eFILINGS | **NOTICES** | COLLATERAL ACCOUNTS | ANNOUNCEMENTS

Retrieve Notices Attorney Filing Manager ACMS PA

Please select the Date of the Notices file you wish to retrieve and the Delivery Method and press "Submit". If the selected Delivery Method is eMail, you will need to enter the email address where the file will be sent. In the rare instance where more than two Notices files are available within the same day, you will need to further select the File you are requesting.

Date: 09/16/2009 Delivery Method: eMail EMail: jdoe@hotmail.com File: First Submit

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Be sure to confirm the accuracy of the address in the **EMail** field.

Retrieve Notices

NJ JEFIS Services - Retrieve Notices - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://tnrwebealqa1/tnrwa6qe1a/jefisweb/see/cases/_r/vid.jsp.faces?_rap=navigate/noticeAction.execute&_vip=/see/cases/retrieveCaseJacket.jsp#

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CASES eFILINGS **NOTICES** COLLATERAL ACCOUNTS ANNOUNCEMENTS

Retrieve Notices Attorney Filing Manager ACMS PA

Please select the Date of the Notices file you wish to retrieve and the Delivery Method and press "Submit". If the selected Delivery Method is eMail, you will need to enter the email address where the file will be sent. In the rare instance where more than two Notices files are available within the same day, you will need to further select the File you are requesting.

Date: 09/16/2009 Delivery Method: eMail EEmail: jedoe@hotmail.com File: First Submit

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After choosing a **Date** and **Delivery Method**, click the **Submit** button to retrieve a file containing the notices produced on the selected date. Retrieval of the file is based on the method of delivery (download or email).

Email Delivery Method

NJ JEFIS Services - Retrieve Notices - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://tnrwebealqa1/tnrwa6qe1a/jefisweb/see/notices/retrieveNotices.faces

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New Jersey Courts
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CASES eFILINGS **NOTICES** COLLATERAL ACCOUNTS ANNOUNCEMENTS

Retrieve Notices Attorney Filing Manager ACMS PA

The Firm's Notices file(s) corresponding to 09/16/2009 has been emailed to jedoe@hotmail.com

Please select the Date of the Notices file you wish to retrieve and the Delivery Method and press "Submit". If the selected Delivery Method is eMail, you will need to enter the email address where the file will be sent. In the rare instance where more than two Notices files are available within the same day, you will need to further select the File you are requesting.

Date: 09/16/2009 Delivery Method: eMail EEmail: jedoe@hotmail.com File: First Submit

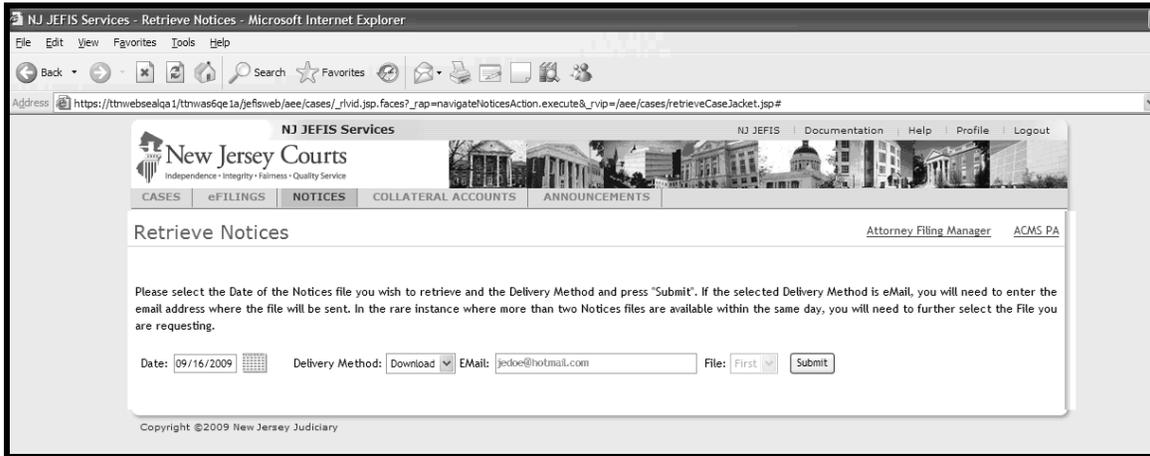
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If email is the **Delivery Method**, the Retrieve Notices screen displays with the following message after clicking the **Submit** button.

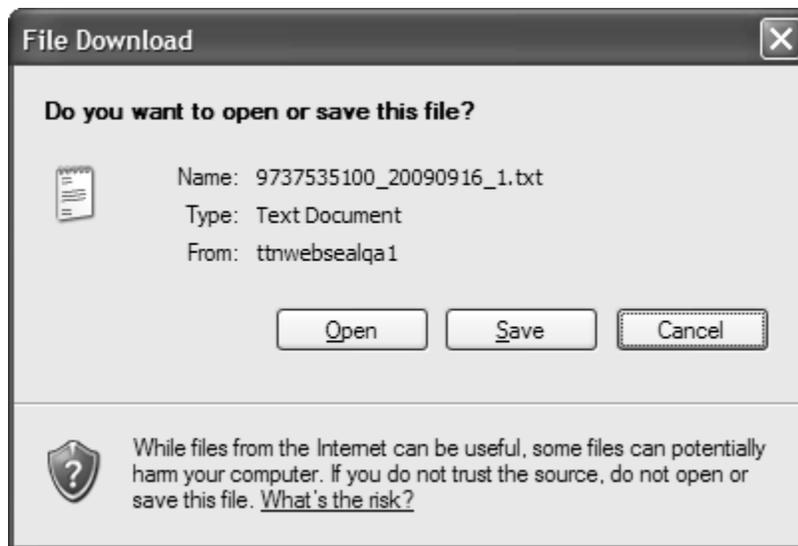
The Firm's Notices file(s) corresponding to (*selected date*) has been emailed to (*email address*).

The file will be available at the email address displayed in the **Email** field of the Retrieve Notices screen.

Download Delivery Method

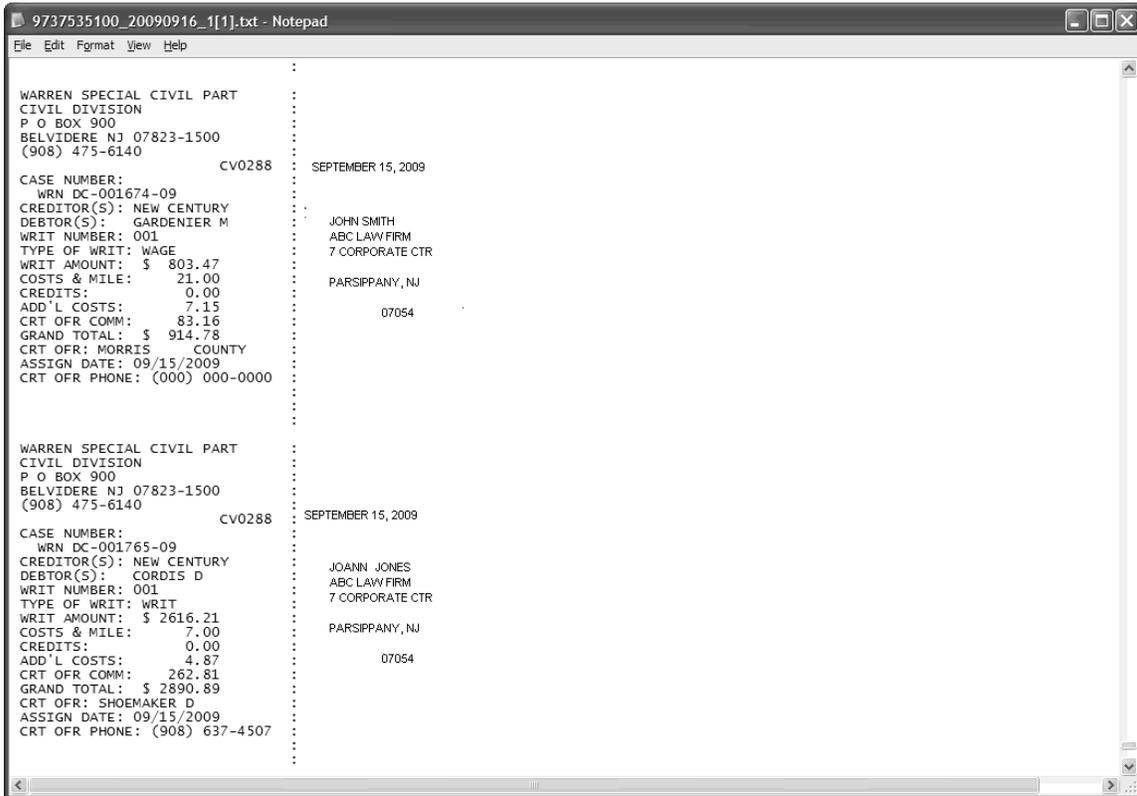


If download is the **Delivery Method**, the **File Download** dialog box displays with options to open, save or cancel the requested file after clicking the **Submit** button.



Click the **Open** button on the **File Download** dialog box to view the text file.

Text File

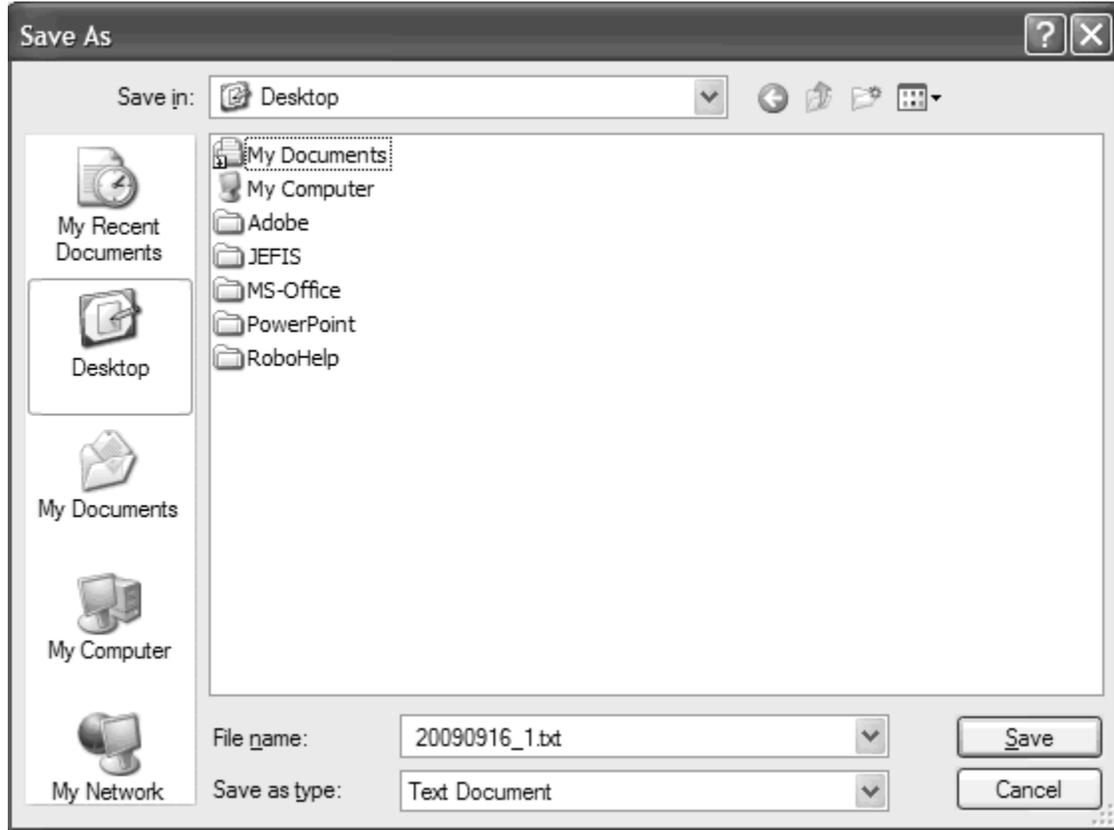


The individual notices display as part of one continuous text file.



Click the **Save** button to save the text file. The **Save As** dialog box displays and allows the file to be saved using the **Save** button.

Save As Dialog Box



The **File name** can be changed prior to saving the text document.



Click the **Cancel** button to end an attempt to open or save the document and return to the Retrieve Notices screen.

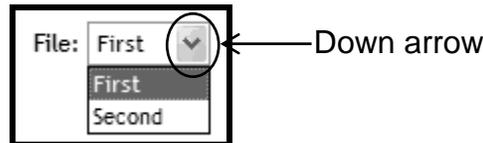
Retrieve Notices



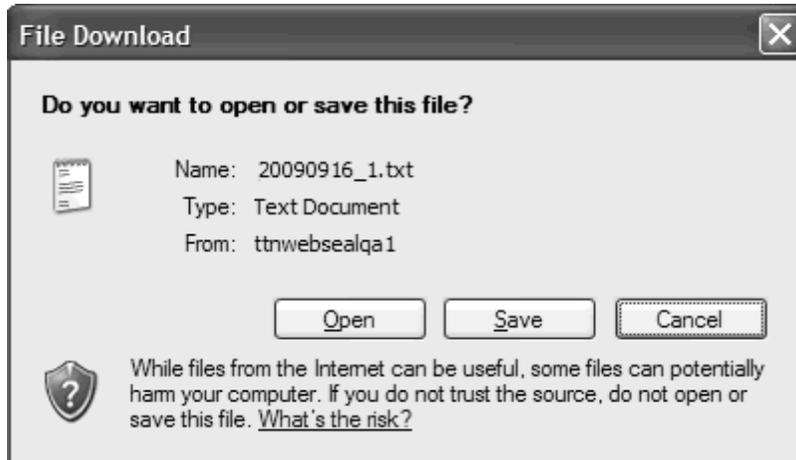
If download is the **Delivery Method** and more than one version of the file is available for the selected date, the following message displays after clicking the **Submit** button on the Retrieve Notices screen.

More than one Notices file is available for the selected Date. Please, select the file that you wish to retrieve from the File dropdown and press 'Submit.'

If this message displays, click the down arrow to the right of the **File** field, select the desired file version and click the **Submit** button.



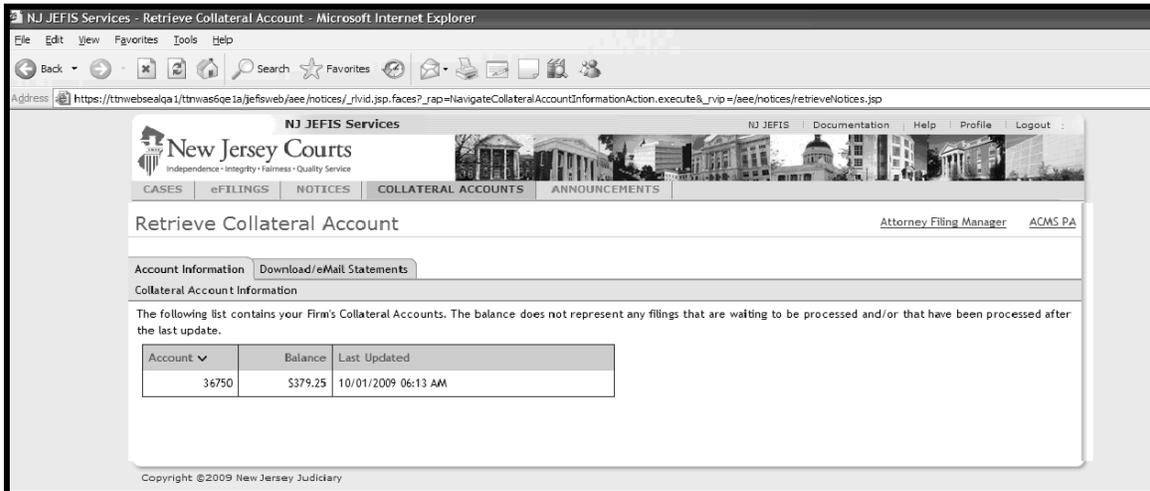
The **File Download** dialog box displays with options to open, save or cancel the selected file.



Retrieve Collateral Account

The **COLLATERAL ACCOUNTS** tab of the NJ JEFIS Services application provides the ability to retrieve a firm's collateral account balance and monthly statements. Clicking the **COLLATERAL ACCOUNTS** tab displays the Retrieve Collateral Account screen where collateral account information can be obtained through the following options.

- Collateral Account Information
- Request Download or Email of Collateral Account Statements



The screenshot shows the 'Retrieve Collateral Account' page in the NJ JEFIS Services application. The page has a header with the New Jersey Courts logo and navigation tabs for 'CASES', 'eFILINGS', 'NOTICES', 'COLLATERAL ACCOUNTS', and 'ANNOUNCEMENTS'. Below the header, there are two tabs: 'Account Information' (selected) and 'Download eMail Statements'. The main content area displays a table of collateral accounts with the following data:

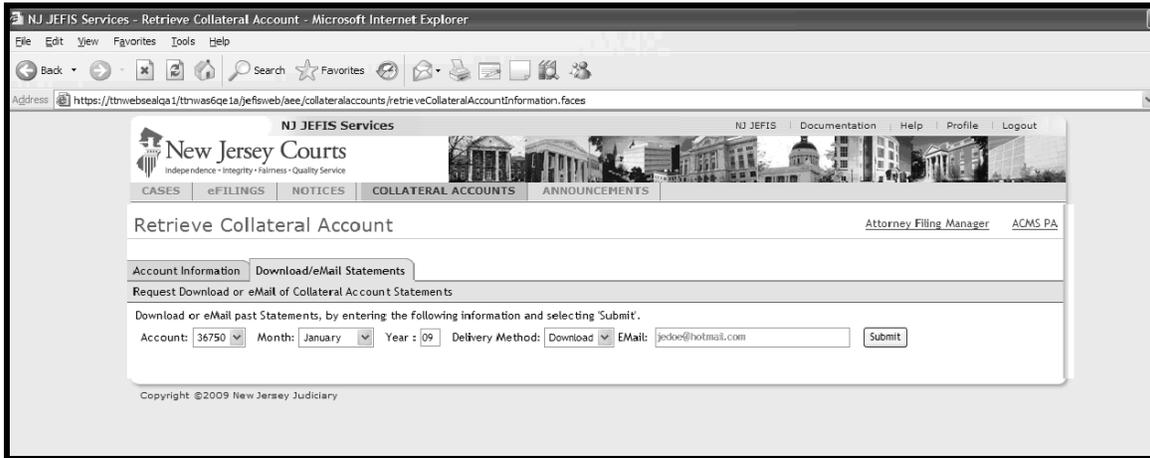
Account	Balance	Last Updated
36750	\$379.25	10/01/2009 06:13 AM

Collateral Account Information

Clicking the **Account Information** tab provides the collateral account balance for each collateral account of a firm. The **Account Information** includes the **Account** number, **Balance** and date the balance was **Last Updated**.

NOTE: The collateral account balance is not immediately changed as court fees are charged to the collateral account or money is added to the account. Court fees charged to a collateral account and money added to the account will be reflected in the collateral account balance the next time it is updated.

Retrieve Collateral Account

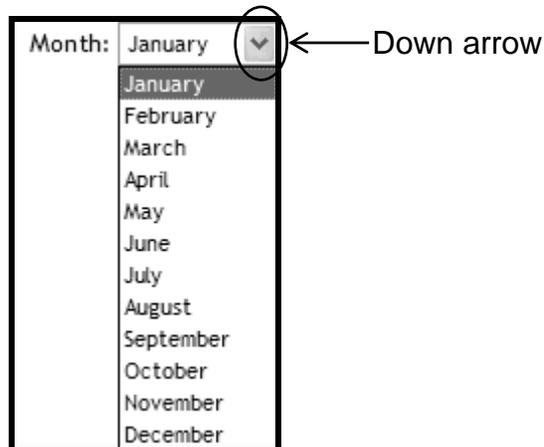


Request Collateral Account Statements

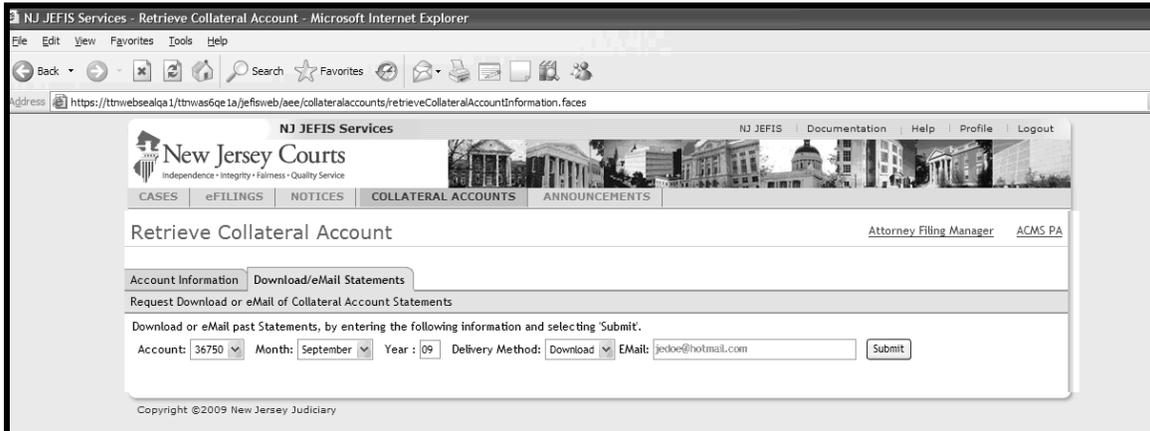
To request a firm's collateral account statement click the **Download/eMail Statements** tab and record the desired statement's **Month**, **Year** and **Delivery Method**.

NOTE: Firms with more than one collateral account may specify an account by clicking the down arrow to the right of the **Account** field.

To specify a statement month, make a selection from the drop down menu of the **Month** field. Choose a month by clicking the down arrow to the right of the **Month** field and selecting the desired month.



Retrieve Collateral Account

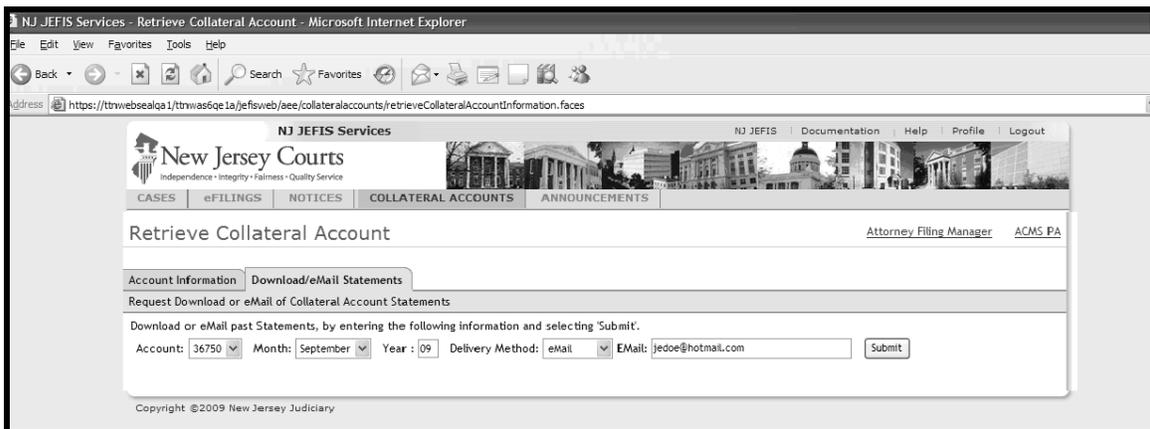


After selecting a statement month, enter the last two digits of the corresponding year in the **Year** field. The **Year** defaults to the current year but can be changed.

With the statement's month and year recorded, choose a method of delivery for the statement using the options available through the drop down menu of the **Delivery Method** field.



The download delivery method appears by default but can be changed to email by clicking the down arrow to the right of the **Delivery Method** field and selecting email. When the delivery method is email, the **Email** field becomes unprotected and available for editing and verification.



The address that displays in the **EMail** field on the Retrieve Collateral Account screen is supplied by the settings recorded on the JEFIS Attorney Filing Manager application.

JEFIS Attorney Filing Manager: Account Information

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

- Firm Id:** 9735558778
- Environment:** PROD (dropdown menu)
- Collateral Accounts Table:**

	Account Description	Collateral Id
	Civil Fees	12345
▶*		
- Attorney Ids Table:**

	Attorney Name	Attorney Id	Web User Id
	Jane E. Doe	9083249878	fdoe
▶*			
- Default Work Directory:** C:\JEFIS\mail package (with a browse button "...")
- Save Settings:** A button at the bottom left.

Settings for the JEFIS Attorney Filing Manager are recorded on the application's **Account Information** window. These settings include the entry of a user ID (as provided on the JEFIS Participation Form by the Office of the Superior Court Clerk) that is used to display the attorney's email address in the **EMail** field on the Retrieve Notices screen of the NJ JEFIS Services application.

NOTE: Instruction on setting and changing data on the **Account Information** window is contained in the JEFIS Attorney Manual at the following link on the Internet.

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

The screenshot shows a web browser window titled "NJ JEFIS Services - Retrieve Collateral Account - Microsoft Internet Explorer". The page content includes:

- Navigation:** Cases, eFILINGS, NOTICES, COLLATERAL ACCOUNTS, ANNOUNCEMENTS.
- Account Information:** A tabbed interface with "Account Information" selected.
- Request Download or eMail of Collateral Account Statements:** A section with instructions: "Download or eMail past Statements, by entering the following information and selecting 'Submit'."
- Form Fields:**
 - Account: 36750 (dropdown)
 - Month: September (dropdown)
 - Year: 09 (dropdown)
 - Delivery Method: eMail (dropdown)
 - E-Mail: jdoe@hotmail.com (text input)
 - Submit (button)
- Footer:** Copyright ©2009 New Jersey Judiciary

Be sure to confirm the accuracy of the address in the **EMail** field.

Retrieve Collateral Account

NJ JEFIS Services - Retrieve Collateral Account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://tnwebsealqa1/tnwas6qe1a/jefisweb/eee/collateralaccounts/retrieveCollateralAccountInformation.faces

NJ JEFIS Services

New Jersey Courts
Independence • Integrity • Fairness • Quality Service

CASES eFILINGS NOTICES COLLATERAL ACCOUNTS ANNOUNCEMENTS

Retrieve Collateral Account Attorney Filing Manager ACMS PA

Account Information Download/eMail Statements

Request Download or eMail of Collateral Account Statements

Download or eMail past Statements, by entering the following information and selecting 'Submit'.

Account: 36750 Month: September Year: 09 Delivery Method: eMail E-Mail: jedoe@hotmail.com Submit

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After choosing a **Date** and **Delivery Method**, click the **Submit** button to retrieve a file containing a monthly collateral account statement for the recorded date. Retrieval of the file is based on the method of delivery (download or email).

Email Delivery Method

NJ JEFIS Services - Retrieve Collateral Account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://tnwebsealqa1/tnwas6qe1a/jefisweb/eee/collateralaccounts/retrieveCollateralAccountStatement.faces

NJ JEFIS Services

New Jersey Courts
Independence • Integrity • Fairness • Quality Service

CASES eFILINGS NOTICES COLLATERAL ACCOUNTS ANNOUNCEMENTS

Retrieve Collateral Account Attorney Filing Manager ACMS PA

The Statement for the Collateral Account 36750, corresponding to 9/09 has been emailed to jedoe@hotmail.com

Account Information Download/eMail Statements

Request Download or eMail of Collateral Account Statements

Download or eMail past Statements, by entering the following information and selecting 'Submit'.

Account: 36750 Month: September Year: 09 Delivery Method: eMail E-Mail: jedoe@hotmail.com Submit

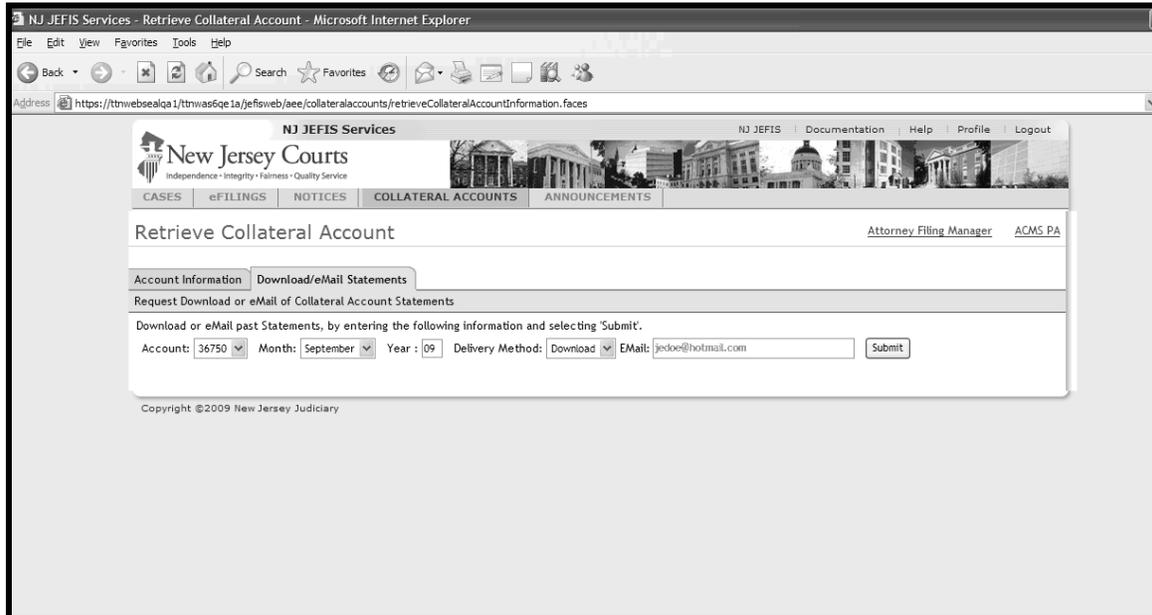
Copyright ©2009 New Jersey Judiciary

If email is the **Delivery Method**, the Retrieve Collateral Account screen displays with the following message after clicking the **Submit** button.

The Statement for the Collateral Account (*number*), corresponding to (*selected date*) has been emailed to (*email address*).

The file will be available at the email address displayed in the **Email** field of the Retrieve Collateral Account screen.

Download Delivery Method



If download is the **Delivery Method**, the **File Download** dialog box displays with options to open, save or cancel the requested file after clicking the **Submit** button.



Click the **Open** button on the **File Download** dialog box to view the comma separated values (CSV) file.

Comma Separated Values File

The screenshot shows a Microsoft Excel spreadsheet with the following data:

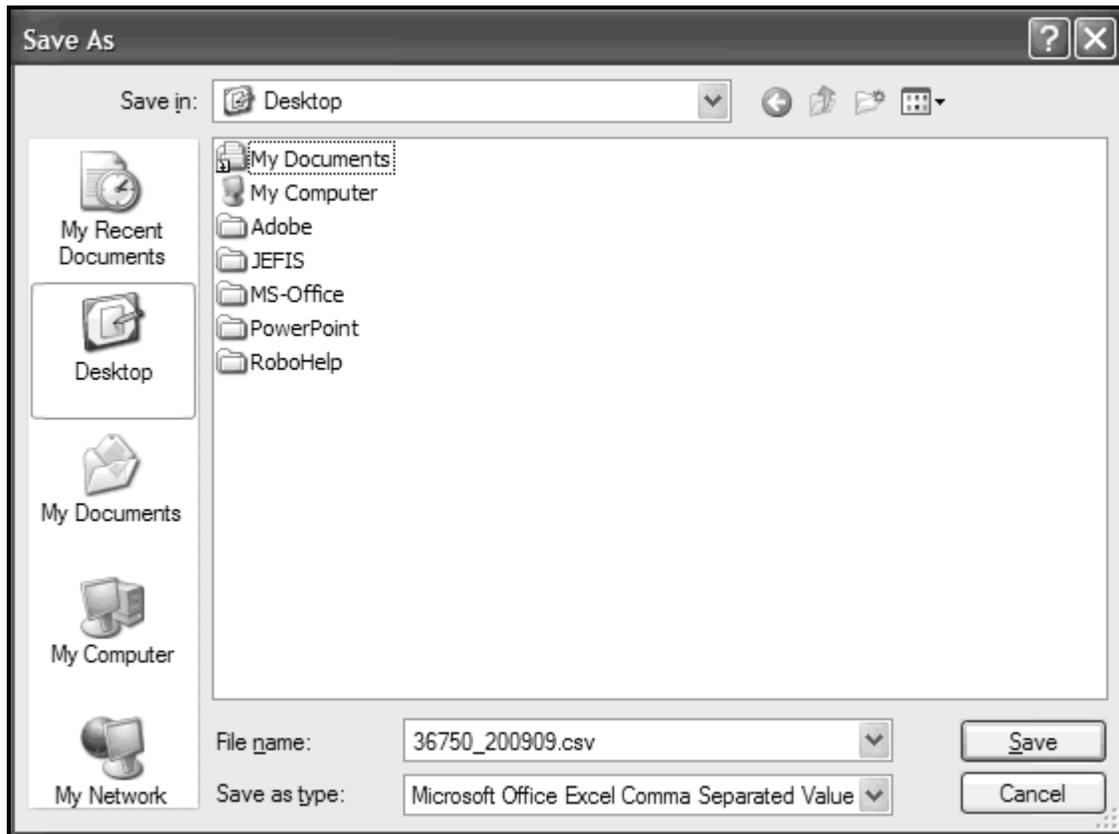
1	Phone Nu	Weeks De	Ending Ba	Beginning	Account S	Venue	Docket Nu	System C	Filing Date	Court Cod	Case Title	Document	Transactio	Check Nur	Transactio	Transactio	Process D	Fee Batch	Client Refe	Re
2	908-722-6	0	\$379.25	\$549.25	A	ESX	L 1918 0A		9/23/2009	LCV	BOWEN v.X26		\$35.00		\$0.00	CHG	9/23/2009	90900999		0
3	908-722-6	0	\$379.25	\$549.25	A	MRS	L 2307 0A		9/25/2009	LCV	MCLAUGH-A06		\$135.00		\$0.00	CHG	9/25/2009	90900999		0

The monthly collateral account statement displays as a CSV file. The document is provided as a CSV file to allow its contents to be easily moved into a database program or spreadsheet.



Click the **Save** button to save the CSV file. The **Save As** dialog box displays and allows the file to be saved using the **Save** button.

Save As Dialog Box



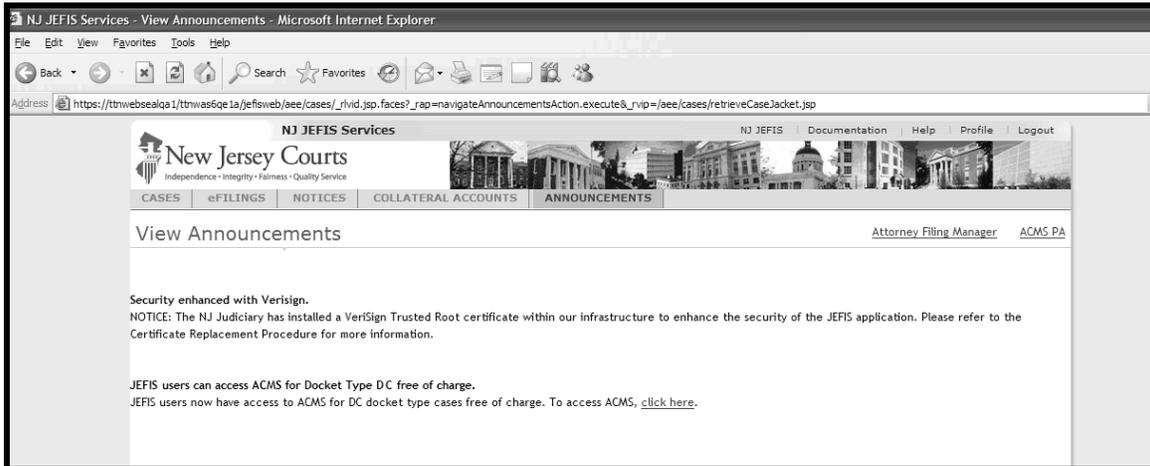
The **File name** can be changed prior to saving the CSV file.



Click the **Cancel** button to end an attempt to open or save the file and return to the Retrieve Collateral Account screen.

Announcements

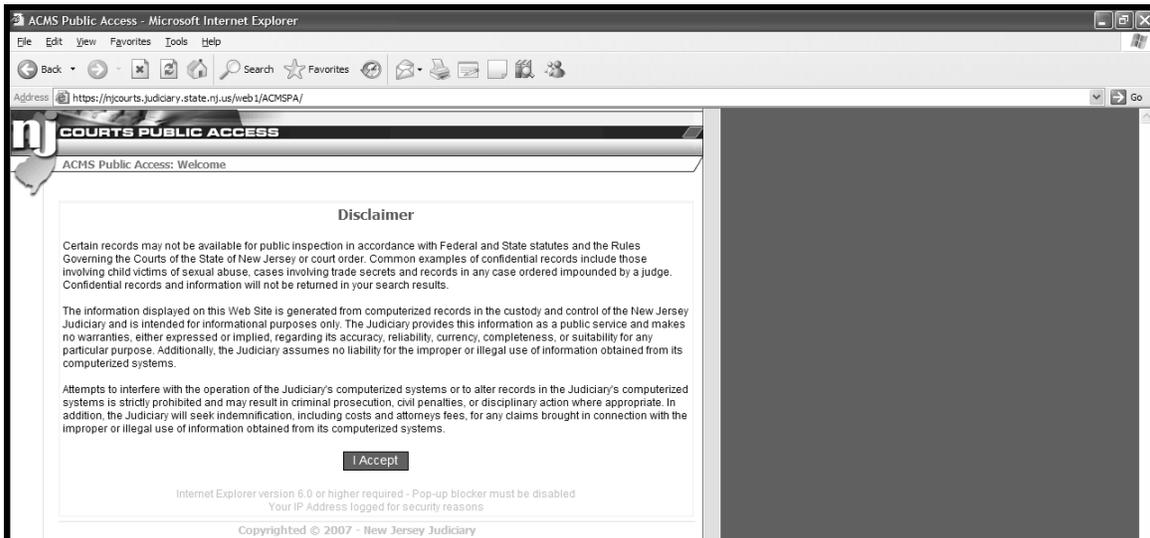
The **ANNOUNCEMENTS** tab of the NJ JEFIS Services application provides the ability to view announcements related to the application. Clicking the **ANNOUNCEMENTS** tab displays the View Announcements screen where recent announcements can be viewed in detail.



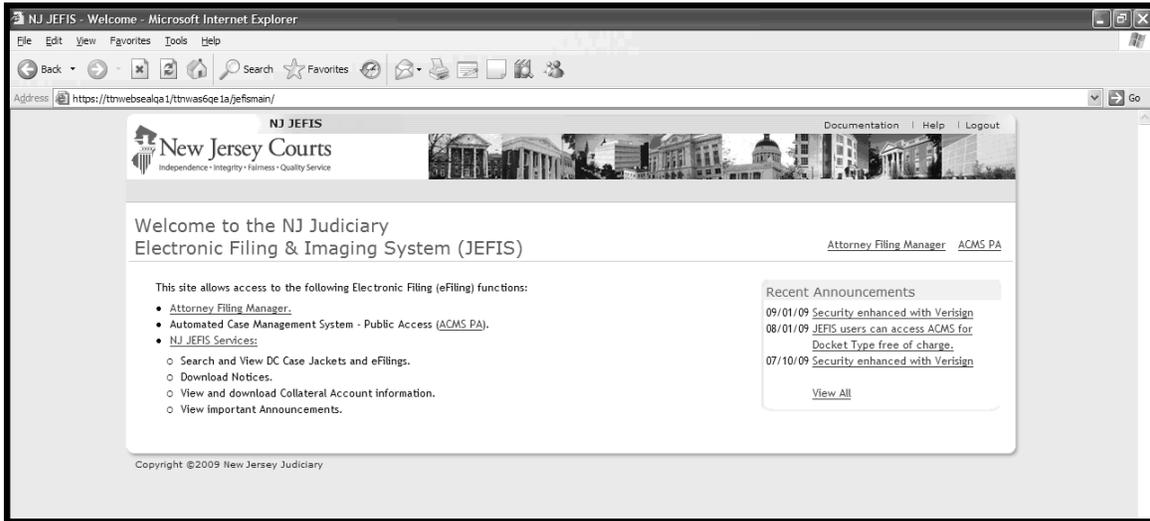
If an announcement contains a link, clicking the link will provide access to information related to the announcement. The above example contains the following announcement:

JEFIS users can access ACMS for Docket Type DC free of charge. To access ACMS, [click here](#).

The announcement includes a link to the public access version of the Automated Case Management System (ACMS-PA). Clicking the link provides access to the ACMS-PA application.



Recent Announcements

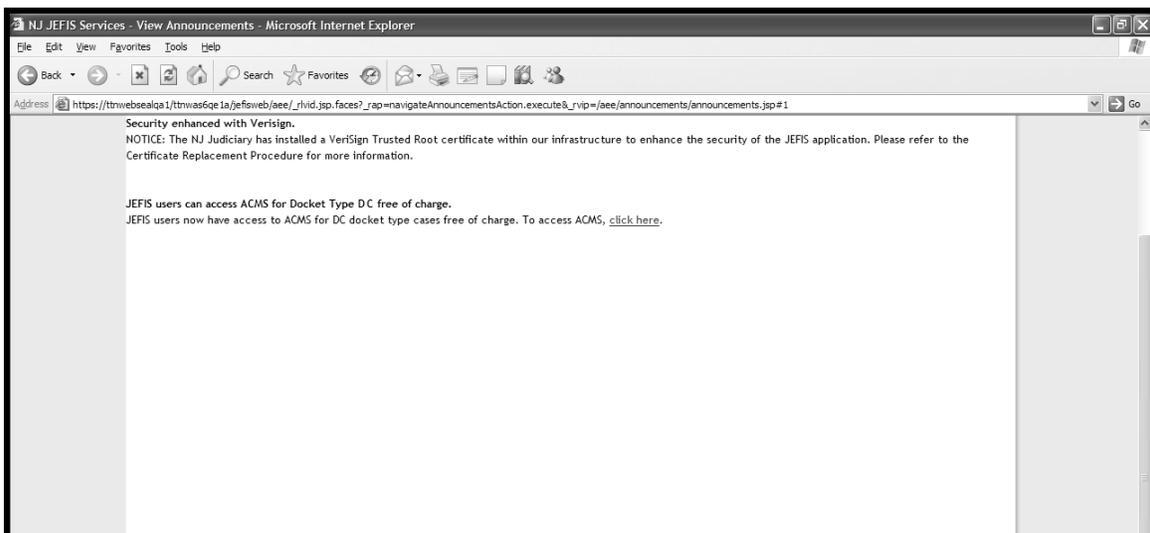


The **Recent Announcements** section of the NJ JEFIS website provides quick access to recent announcements contained on the **ANNOUNCEMENTS** tab. Each underlined announcement provides a link to the full announcement on the View Announcements screen.

The above example contains the following underlined announcement in the **Recent Announcements** section:

09/01/09 Security enhanced with Verisign

Clicking the Security enhanced with Verisign link navigates to the related announcement on the View Announcements screen.



NJ JEFIS SERVICES LINKS

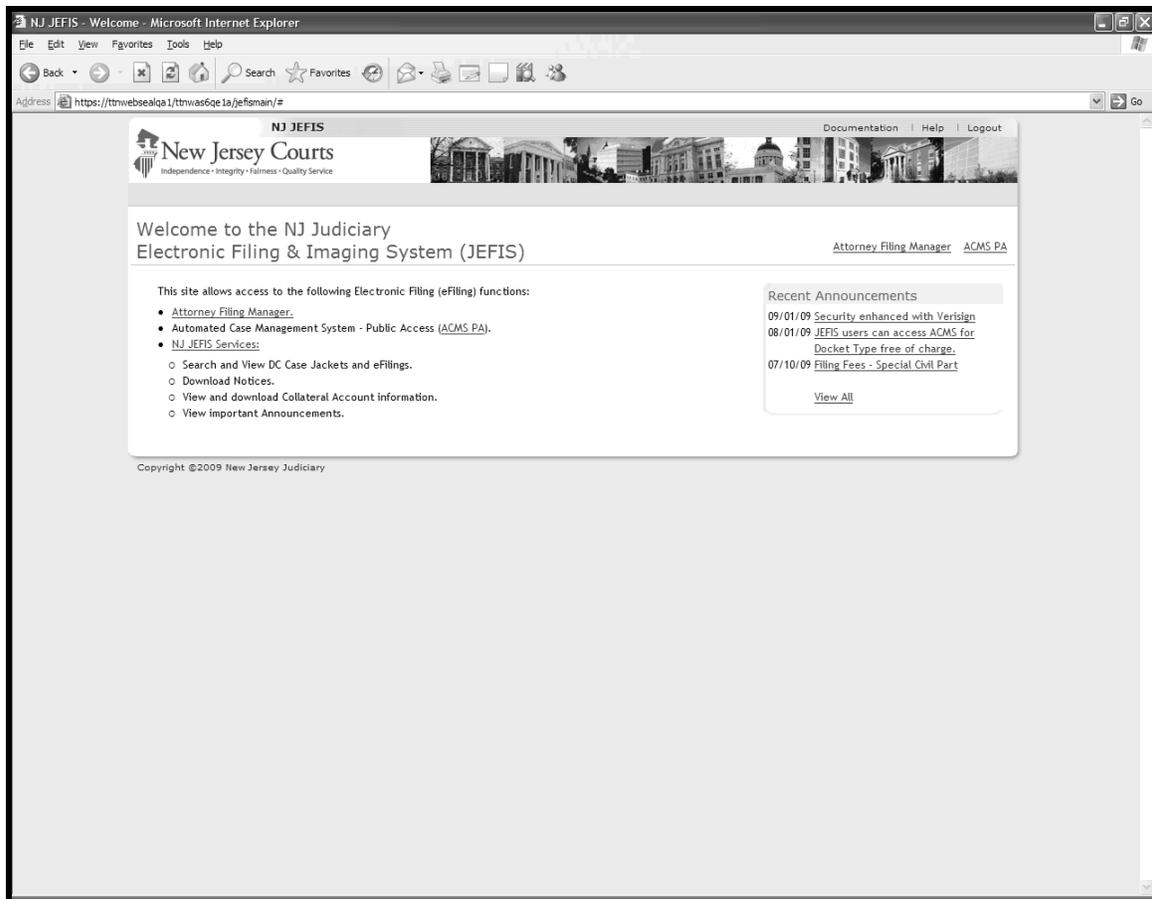
The NJ JEFIS Services application contains links in its header bar to **NJ JEFIS**, **Documentation**, **Help**, **Profile** and **Logout** functions.



These links are described in detail below.

NJ JEFIS

The **NJ JEFIS** link provides access to the NJ JEFIS website. Clicking the **NJ JEFIS** link will return the homepage of the NJ JEFIS website.



Documentation

The **Documentation** link provides access to the **Judiciary Electronic Filing System (JEFIS)** webpage. This page contains a link to the **JEFIS Information for Special Civil Part DC** webpage where information related to JEFIS and access to electronic filing specifications, the JEFIS Attorney Manual and the ACMS-PA application manual are available.

JEFIS -- Statewide Judiciary Electronic Filing System - Microsoft Internet Explorer

Address <http://www.judiciary.state.nj.us/jefis/> Go

About NJ Courts

- Judiciary Mission Statement
- NJ Courts Overview
- Supreme Court
- Appellate Division
- Tax Court
- Superior Court Clerk
- Local/County Courts
- Municipal Courts
- Admin. Office of the Courts
- Court Services/Assistance
- Mass Tort Info Center
- JEFIS Electronic Filing

Information Desk

- Calendars & Schedules
- Driving Directions
- Judges & Staff Directory
- Information for Jurors

News and Notices

- Job Opportunities
- Judiciary Times Newsletter
- Legislative News
- Notices to the Bar
- Future Opinions & Agendas
- Press Releases

Legal Reference Desk

- Supreme/Appellate Opinions
- Archived Opinions
- Trial Court Decisions
- Appellate Review Standards
- Child Support Guidelines
- Civil Jury Charges
- Criminal Jury Charges
- Administrative Directives
- Case Captioning Guidelines
- Legal Practice Forms
- NJ Manual on Style
- Represent Yourself in Court
- Rules of Court
- Sentencing Guidelines (PDF)
- Violations Bureau Schedule

Mass Tort Information

- Mass Tort Home
- Asbestos
- Ciba Geigy
- Diet Drug
- HRT
- LBMGP
- PPA
- Tobacco
- Vioxx

Attorney Regulation

- Office of Attorney Ethics
- Board of Bar Examiners
- Lawyer's Fund for Client Protection

State Resources

- State of NJ Homepage
- State Telephone Directory
- Departments and Agencies
- NJ Legislature
- Office of Attorney General

JUDICIARY ELECTRONIC JEFIS FILING SYSTEM

Judiciary Electronic Filing System (JEFIS)

JEFIS is the 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 participating attorneys via email. Implementation of electronic filing with the courts is being developed one docket type at a time. As electronic filing becomes available for different docket types, they will be added to the list below. Currently, JEFIS can only be used to file documents pertaining to the following case types:

- **Special Civil Part cases with DC docket numbers***
- **Foreclosure Actions (effective 7/1/2010)**

**Please note that electronic filing for DC JEFIS is mandatory for certain attorneys/law firms. Please click on JEFIS Information for Special Civil Part Case Filings to review the Supreme Court Order.*

JEFIS is designed to streamline court processes and further the creation of a paperless court in the State of New Jersey. Attorneys who participate in the JEFIS program gain additional benefits:

- Reduced postal fees and paper expenditures related to filing court documents
- Faster response time in processing documents by court staff
- Free access to the Automated Case Management System—Public Access (ACMS-PA) application
- Access to JEFIS electronic case jackets
- Electronic access to collateral accounts

JEFIS PARTICIPATION

The Superior Court Clerk's Office serves as the administrator of the JEFIS registration process. This includes receiving and processing the completed Attorney Participation Certification and Registration Form.

Information relating to the JEFIS program for both Special Civil Part case filings and Foreclosure case filings is available for viewing and downloading from this website. For instructions and materials on registering for the JEFIS program, click on the Registration link below. Informational materials necessary for using and implementing the JEFIS system for each docket type, including user manuals, technical specifications, and court rules/orders related to JEFIS implementation can be found by clicking on the link pertaining to each docket type below.

- **JEFIS Registration**
- **JEFIS Information for Special Civil Part DC**
- **JEFIS Information for Foreclosure Actions**
- **JEFIS UPDATES** — please review this site periodically for the latest updates on JEFIS specifications and announcements related to JEFIS usage.
 - *Latest Update:* July 1, 2010 Deadline for Conversion to New JEFIS Attorney Filing Manager. View more detail.

JEFIS SPECIAL CIVIL PART – DC DOCKET WEBPAGE

The screenshot shows a web browser window titled "JEFIS -- Statewide Judiciary Electronic Filing System - Microsoft Internet Explorer". The address bar shows "http://www.judiciary.state.nj.us/jefis/scp_dc.html". The page header includes "NEW JERSEY JUDICIARY", "njcourtsonline.com", and "powered by Google". The main content area is titled "Judiciary Electronic Filing System (JEFIS) JEFIS SPECIAL CIVIL PART- DC DOCKET". It contains a paragraph explaining that JEFIS is now mandatory for all law firms filing over 1,000 DC Complaints in the Special Civil Part per year. Below this is a list of links: "Notice to the Bar/Supreme Court Order" and "Letter from Hon. Glenn A. Grant, J.A.D. to Attorney/Firms filing over 1,000 DC Complaints in the Special Civil Part". A section titled "MATERIALS FOR JEFIS SPECIAL CIVIL PART FILERS" provides a list of links for implementation, including "Getting Started with JEFIS XML", "Updated Attorney Manual (effective 7/1/10)", "Attorney Manual", "Specifications for Electronic Filings", "Public Access to ACMS Manual", and "Services Application". A "QUESTIONS" section provides contact information for the Superior Court Clerk's Office and the New Jersey Judiciary Problem Reporting Desk. A sidebar on the left contains navigation links under categories like "About NJ Courts", "Information Desk", "News and Notices", "Legal Reference Desk", and "Mass Tort Information".

**Judiciary Electronic Filing System (JEFIS)
JEFIS SPECIAL CIVIL PART- DC DOCKET**

JEFIS can be used to file Special Civil Part cases with DC docket types only. At this time Landlord-Tenant and Small Claims actions cannot be filed using JEFIS. **Filing DC docket type cases through JEFIS is now mandatory for all law firms who file over 1,000 DC Complaints in the Special Civil Part per year.** A plan has been approved by the Supreme Court of New Jersey to implement mandatory electronic filing of DC docket type cases in the Special Civil Part for law firms that are low volume filers, as well. To view pertinent rule changes and Supreme Court orders relative to the mandatory electronic filing requirement, click on the links below.

- Notice to the Bar/Supreme Court Order
- Letter from Hon. Glenn A. Grant, J.A.D. to Attorney/Firms filing over 1,000 DC Complaints in the Special Civil Part

MATERIALS FOR JEFIS SPECIAL CIVIL PART FILERS

The links below provide important information for implementing and using JEFIS. Please note: Some of these materials are in Adobe Acrobat PDF format. PDF documents preserve the look and feel of the original print documents. However, in order to view PDF documents, you must install the Adobe Acrobat Reader, which is available free of charge from the Adobe web site. The web site also provides a set of free tools that allow visually disabled users to read documents in Adobe PDF format.

- Getting Started with JEFIS XML - provides detail to assist in creating and filing XML documents.
- Updated Attorney Manual (effective 7/1/10) —this manual is a comprehensive reference guide for participating attorneys.
- Attorney Manual —this manual is a comprehensive reference guide for participating attorneys.
- Specifications for Electronic Filings —this document provides specifications for the XML data files that must accompany filed documents as well as other technical specifications.
- Public Access to ACMS Manual —this manual provides instructions on how to use the ACMS Public Access application to access docket information for DC docket case types.
- Services Application — this manual provides information on how to access electronic case jackets on JEFIS, attorney collateral accounts, and court announcements related to the JEFIS application.

QUESTIONS
If you have any questions after reviewing the JEFIS materials, please contact the Superior Court Clerk's Office at (609) 421-6100. For technical problems, contact the New Jersey Judiciary Problem Reporting Desk at (609) 633-2275 or (800) 343-7002.

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Clicking on the **JEFIS Information for Special Civil Part DC** link on the Judiciary Electronic Filing System (JEFIS) webpage displays the JEFIS SPECIAL CIVIL PART – DC DOCKET webpage above with links to the **Attorney Manual** and **Public Access to ACMS Manual**.

Help

The **Help** link provides assistance in using the NJ JEFIS Services application. Clicking the **Help** link opens the help facility for the active NJ JEFIS Services application screen. This allows help to be retrieved for the screen currently being viewed. In the below example, the **Help** link was accessed from the Retrieve Case Jacket screen of the NJ JEFIS Services application so the help facility automatically navigated to the Retrieve Case Jacket section of its contents. Click **Using Help** while viewing the help screen for further information on using the help facility.

The screenshot shows a web browser window titled "JEFIS AEE - Microsoft Internet Explorer". The address bar shows "Home > NJ JEFIS Services > Retrieve Case Jacket". The page content is titled "Retrieve Case Jacket" and includes the following sections:

- Venue:** "Click the *Venue* dropdown box and select the county in which the case was filed." Below this is a dropdown menu for "NJ JEFIS Services" with a list of counties: ATL (Atlantic), BER (Bergen), BLR (Burlington), CAM (Camden), CPM (Cape May), CLM (Cumberland), ESX (Essex), GLO (Gloucester), HNT (Hunterdon), HUD (Hudson), MER (Mercer), MID (Middlesex), MON (Monmouth), MRS (Morris), OCN (Ocean), PAS (Passaic), SAL (Salem), SOM (Somerset), SUS (Sussex), UNM (Union), and WRN (Warren).
- Court:** "Click the *Court* dropdown box and select the Court type of the Case Jacket." Below this is a dropdown menu with "DC" selected. A note states: "Note: 'DC' has been preselected for you."
- Number:** "Enter the six-digit *docket number* of the Case Jacket for which you wish to search." Below this is an input field.
- Year:** "Enter the two-digit *Year* in which the case was filed. For example, enter '08' for the year 2008." Below this is an input field with "09" preselected. A note states: "Note: The current year has been preselected for you, but can be changed."

The left sidebar contains a "Using Help" link, which is circled in red. An arrow points from this link to a callout box labeled "? Using Help".

Profile

The **Profile** link provides access to information related to the attorney logged on to the NJ JEFIS Services application and the attorney's firm. The attorney information includes the attorney's name, email address and phone and fax numbers. The attorney's firm information includes the firm's name, email address, phone and fax numbers and attorneys employed with the firm.

The screenshot shows a web browser window titled "NJ JEFIS Services - View Attorney & Firm Profile". The page header includes the "New Jersey Courts" logo and navigation links for "Cases", "eFilings", "Notices", "Collateral Accounts", and "Announcements". The main content area is titled "View Attorney & Firm Profile" and contains the following information:

Attorney Profile

Attorney ID: 111111111 Name: Jane E. Doe
 Email: jedoe@hotmail.com
 Phone: (123) 456-7890 Fax: (609) 943-5661

Firm Profile

Firm ID: 9736180000 Firm Name: Nelson Law Firm
 Email: jedoe@hotmail.com
 Phone: (609) 292-7777 Fax: (609) 943-5661
 Address: 25 Market Street
 Trenton, NJ 0862544446

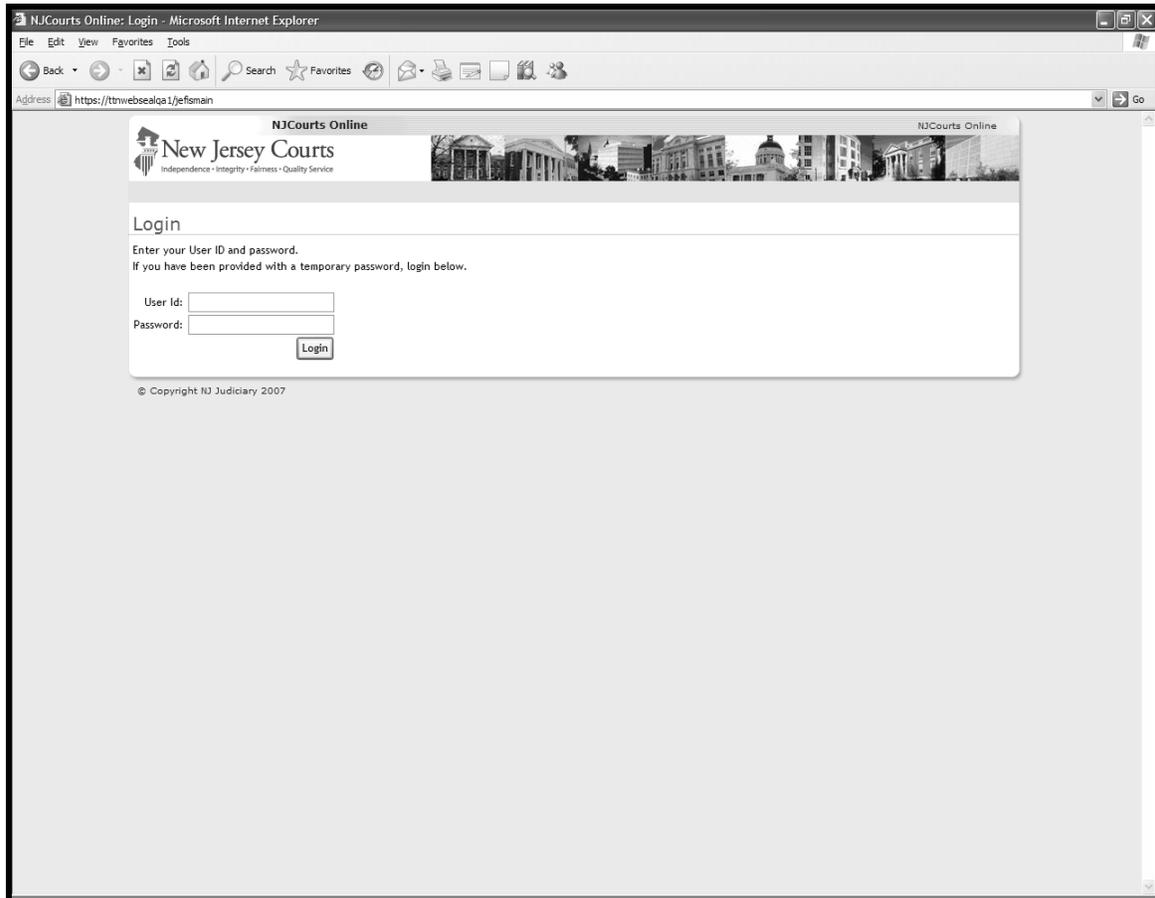
Attorneys	Phone	Fax	Email	Status
Adams, Robert	(973) 753-5100	(609) 943-5661	radams@hotmail.com	Active
Hamilton, John	(610) 524-8454	(609) 943-5661	jhamilton@verizon.net	Active
Nelson, Susan	(123) 456-7890	(609) 943-5661	snelson@verizon.net	Active

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Logout

The **Logout** link allows the current user to log out of the NJ JEFIS Services application. Clicking the **Logout** link removes the current user from the application and returns the **Login** page where the application can be closed or another user can access the NJ JEFIS Services application using their **User Id** and **Password**.

See the section titled *The NJ JEFIS Website* in this manual for instruction on entering a **User ID** and **Password** at the **Login** page.



The screenshot shows a web browser window titled "NJCourts Online: Login - Microsoft Internet Explorer". The address bar displays "https://tnwebsealqa1/jefismain". The page header includes the "NJCourts Online" logo and the text "New Jersey Courts" with the tagline "Independence • Integrity • Fairness • Quality Service". Below the header is a "Login" section with the following text: "Enter your User ID and password. If you have been provided with a temporary password, login below." There are two input fields: "User Id:" and "Password:". A "Login" button is located below the "Password:" field. At the bottom of the page, there is a copyright notice: "© Copyright NJ Judiciary 2007".