New Jersey Judiciary

Administrative Office of the Courts

Automated Trial Court Systems Unit

JUDICIARY ELECTRONIC FILING IMAGING SYSTEM

THE JEFIS SERVICES APPLICATION FOR FORECLOSURE CASES

July 2010

CONTENTS

INTRODUCTION **2**

ACCESSING THE JEFIS SERVICES APPLICATION **3**

THE NJ JEFIS WELCOME PAGE **4**

NJ JEFIS SERVICES **5**

- Retrieve Case Jacket 7
- Case Jacket Retrieval Errors 15
  - Determining the Attorney of Record 16
  - Determining a Special Civil Part County's Starting JEFIS Docket Number 18
- Search eFilings 19
  - Search by Filing ID or Transaction ID 19
  - Search by Docket Number 26
  - Search by Date 30
- Retrieve Notices 38
  - Email Delivery Method 41
  - Download Delivery Method 42
- Retrieve Collateral Account 46
  - Collateral Account Information 46
  - Request Collateral Account Statements 47
    - Email Delivery Method 50
    - Download Delivery Method 51
- Announcements 54

NJ JEFIS SERVICES LINKS **56**

- NJ JEFIS 56
- Documentation 57
- Help 58
- Profile 59
- Logout 60

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.

The JEFIS Services Application provides participating attorneys with access to their case jackets (where they are the attorney of record for the case), access to their collateral account balance and notices, and court announcements related to the JEFIS application. The JEFIS Services Application also allows access to the JEFIS Attorney Filing Manager and the ACMS-PA (Automated Case Management System–Public Access) applications.

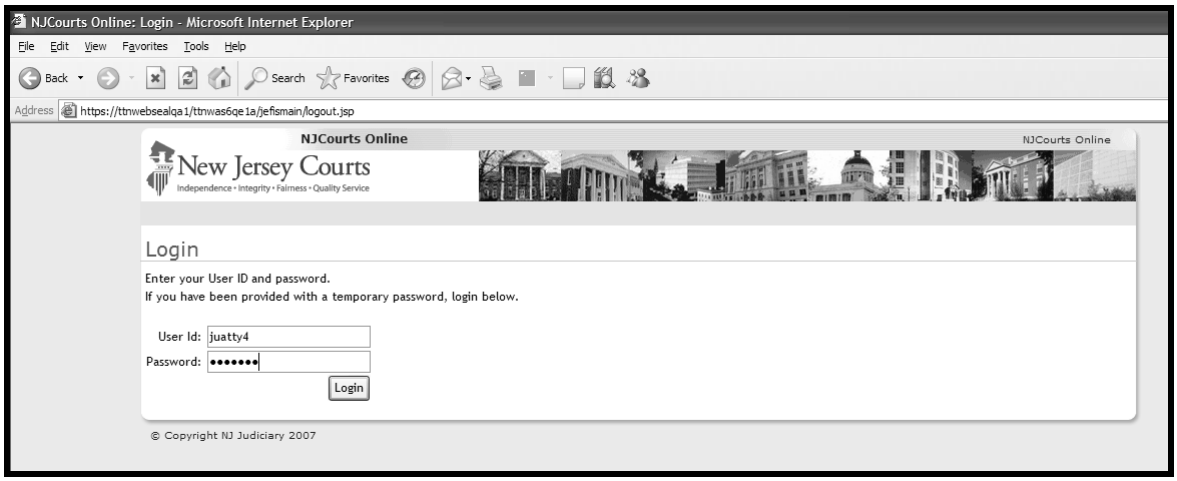
This manual provides an introduction to the JEFIS Services Application and an explanation of its functions. The manual is divided into sections each containing instructions on accessing and using a different JEFIS Services Application function.

> *NOTE*: The JEFIS Services Application contains links to access the Attorney Filing Manager and ACMS-PA applications. However, instructions on using the Attorney Filing Manager and ACMS-PA applications are not contained in the manuals. Separate manuals providing instructions on accessing and using the JEFIS Attorney Filing Manager and ACMS-PA applications are available at the following links:
>
> Attorney Filing Manager:
> http://www.judiciary.state.nj.us/jefis/manual.pdf (Special Civil Part)
> http://www.judiciary.state.nj.us/jefis/foreclosure_manual.pdf (Foreclosure).
> ACMS-PA: http://www.judiciary.state.nj.us/jefis/acmspa.pdf

User support for the JEFIS Services Application (as well as the Attorney Filing Manager and ACMS-PA applications) 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.

ACCESSING THE JEFIS SERVICES APPLICATION

Access to the JEFIS Services Application is provided through the entry of a **User ID** and **Password** at the **Login** page. To access the JEFIS Services Application enter the **User ID** and **Password** provided by the Superior Court Clerk's Office during the JEFIS registration process and click the **Login** button.

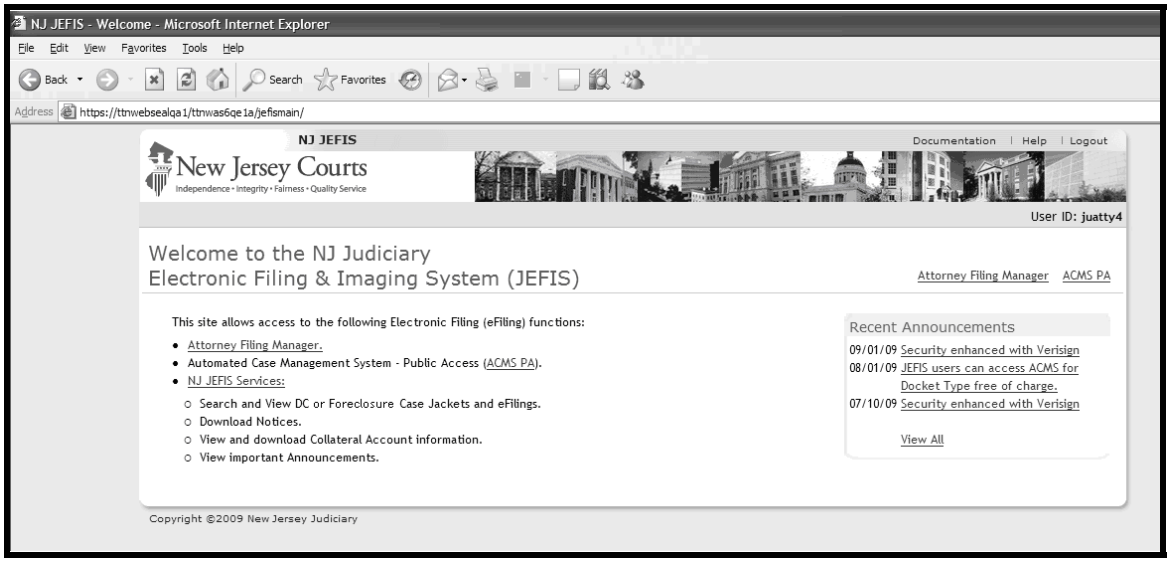


The **NJ JEFIS** screen displays with the **Welcome to the NJ Judiciary Electronic Filing & Imaging System (JEFIS)** page of the JEFIS Services Application.

THE NJ JEFIS WELCOME PAGE

The **Welcome to the NJ Judiciary Electronic Filing & Imaging System (JEFIS)** page contains links to the following applications.

- Attorney Filing Manager
- ACMS PA
- NJ JEFIS Services



NOTE: Separate manuals providing instructions on using the JEFIS Attorney Filing Manager and ACMS-PA are available at:

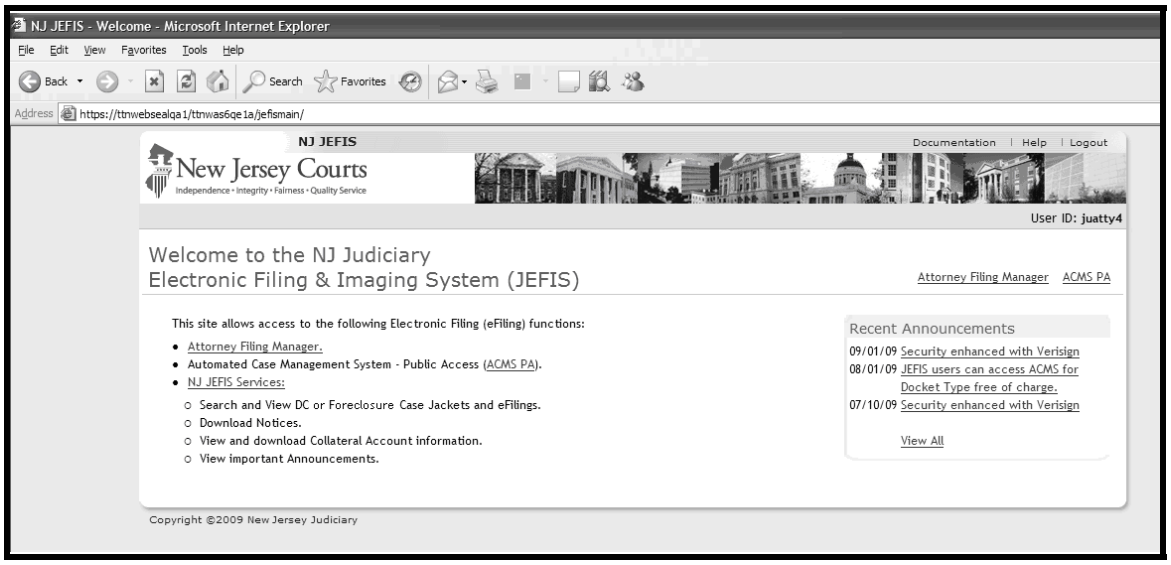
http://www.judiciary.state.nj.us/jefis/manual.pdf (Special Civil Part) and
http://www.judiciary.state.nj.us/jefis/foreclosure_manual.pdf (Foreclosure).
http://www.judiciary.state.nj.us/jefis/acmspa.pdf (AMCS-PA).

Clicking the respective link on the **Welcome to the NJ Judiciary Electronic Filing & Imaging System (JEFIS)** page 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 welcome page after accessing **NJ JEFIS Services** or **Recent Announcements**, click the **NJ JEFIS** link at the top of the application's window.

Returns welcome page

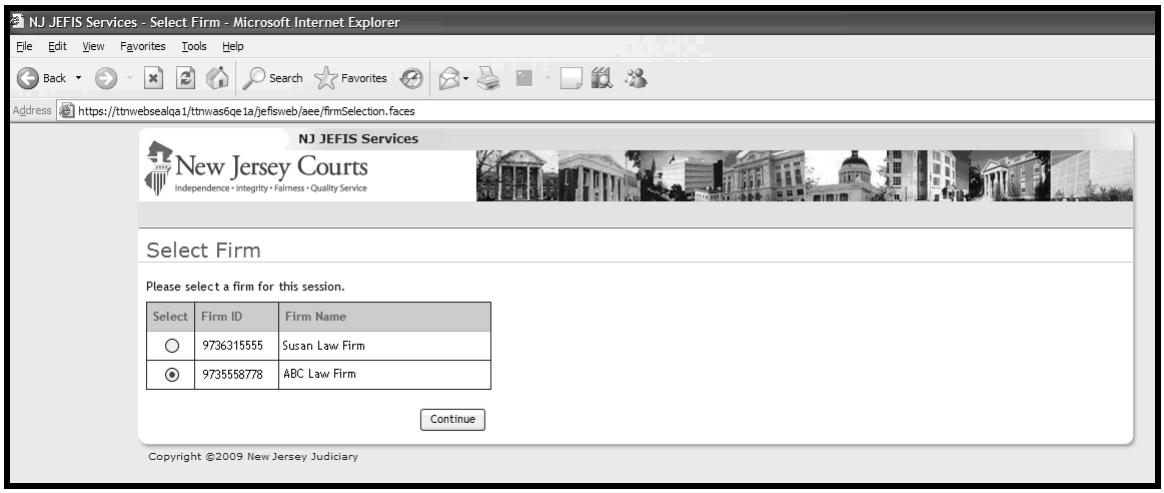
NJ JEFIS SERVICES

Access to NJ JEFIS Services is provided through a link on the **NJ JEFIS Welcome Page** of the JEFIS Services Application. NJ JEFIS Services provide the ability to retrieve JEFIS case jackets, search for efiled documents, retrieve notices, view and retrieve collateral account information, and view all announcements related to the JEFIS applications.

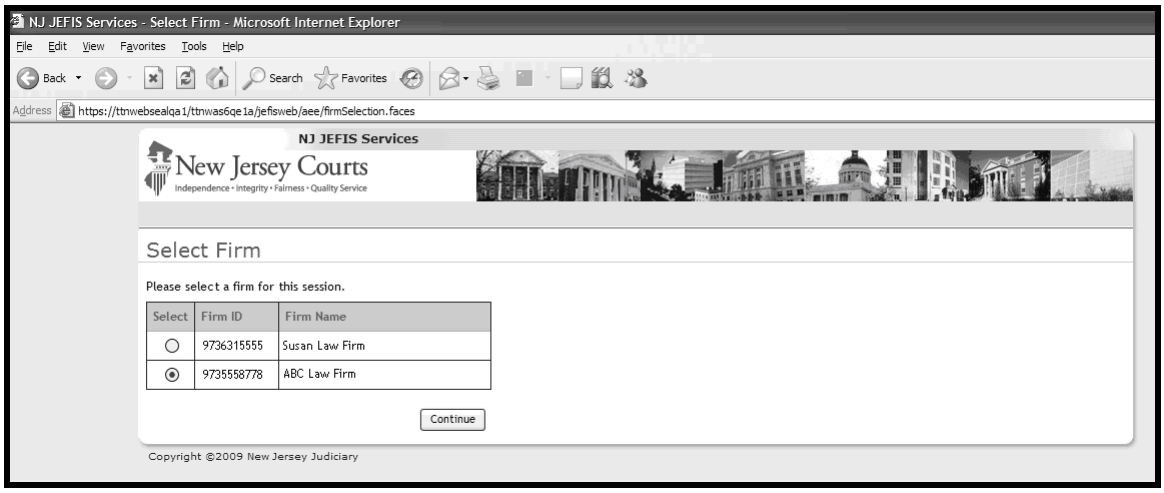


To access NJ JEFIS Services click the **NJ JEFIS Services** link on the **NJ JEFIS Welcome Page**.

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



Select 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.

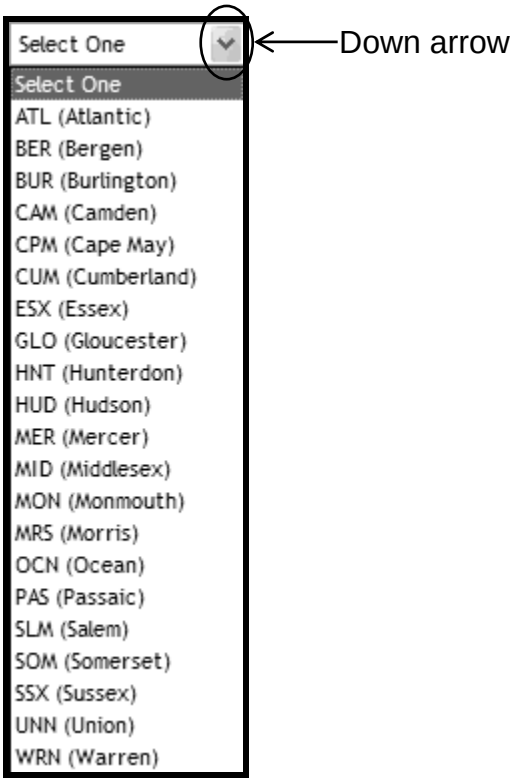
The **NJ JEFIS Services** screen displays with the **CASES** tab selected by default.

> *NOTE*: If the **User ID** entered during the JEFIS Services Application login process is assigned to only one firm, the **NJ JEFIS Services** screen 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 JEFIS Services Application and wishes to select a different firm from the **Select Firm** screen, the user must **Logout** of the JEFIS Services Application and log back into the application to access the **Select Firm** screen again.
>
> See the section titled *Accessing the JEFIS Services Application* in this manual for instructions on entering a **User ID** and **Password** at the **Login** page.

Retrieve Case Jacket

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

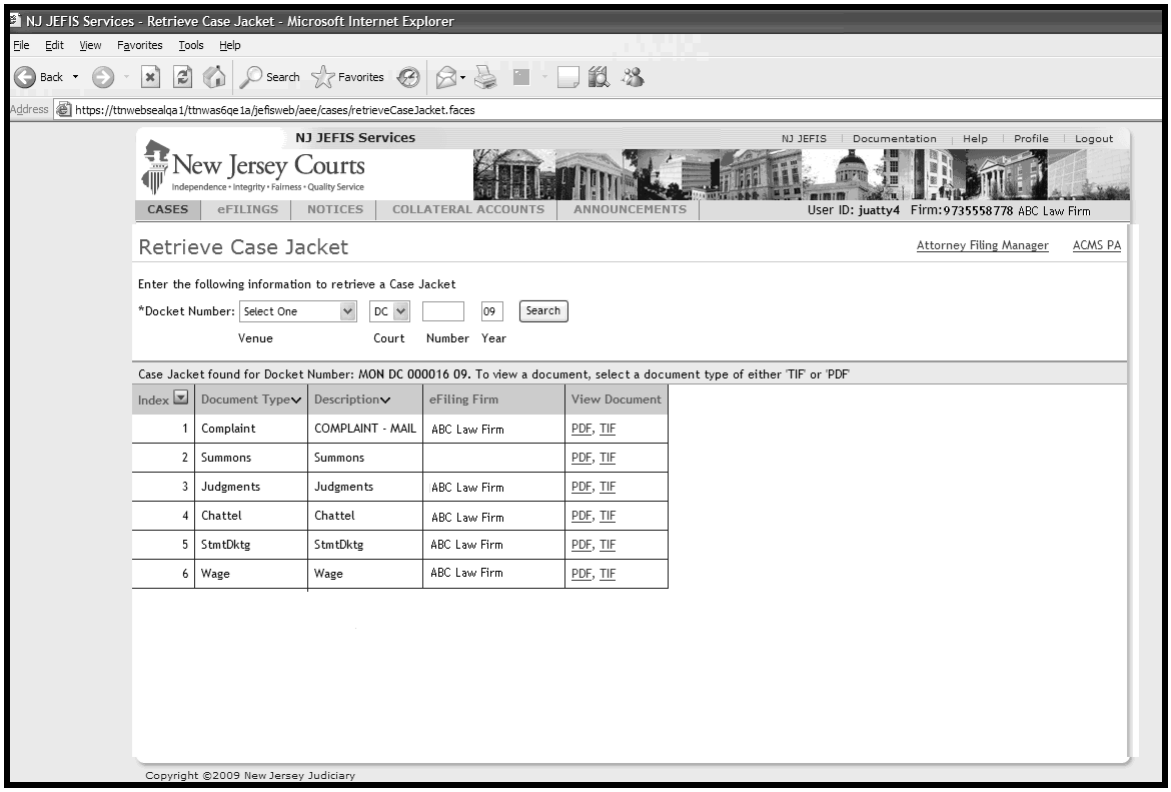
To access a JEFIS case jacket, start by clicking the down arrow to the right of the **Select One** field and choosing a venue.



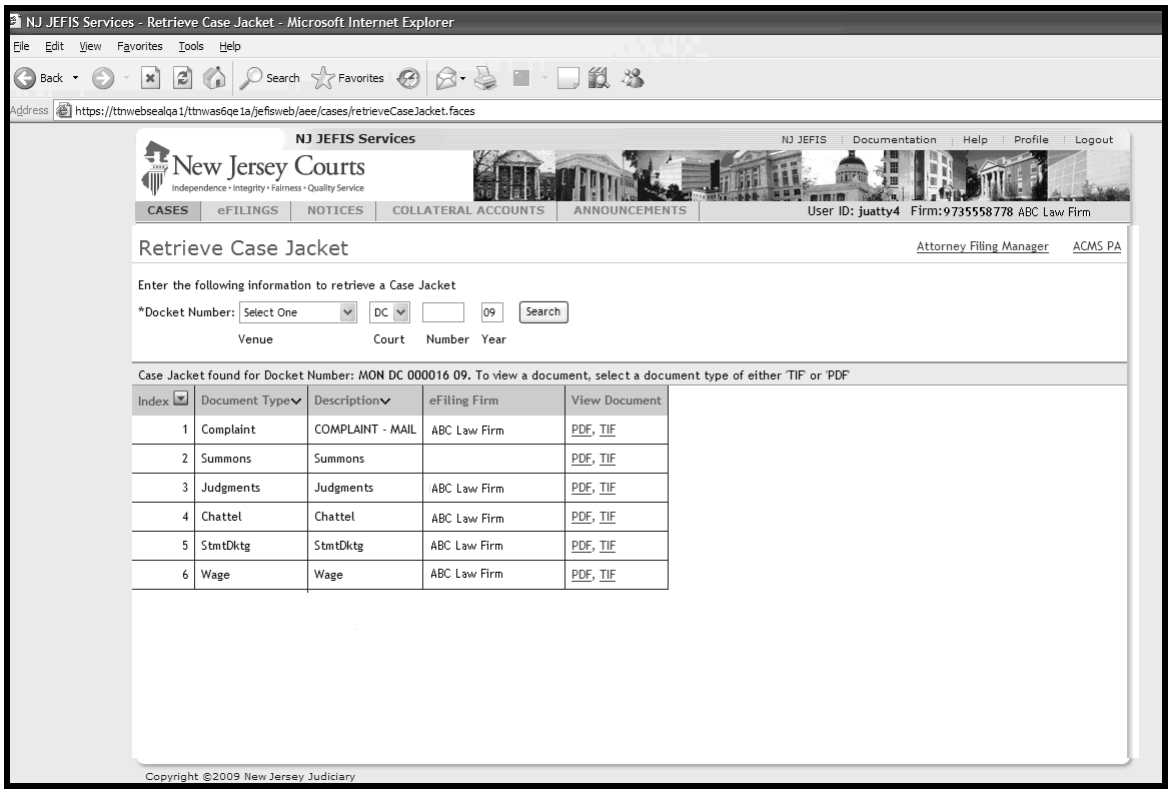
Retrieve Case Jacket

After selecting a venue, select the **Court** (DC for Special Civil Part or F for Foreclosure), and then docket **Number** and **Year** (the year defaults to the current year but can be changed).

With a **Venue**, 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 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.

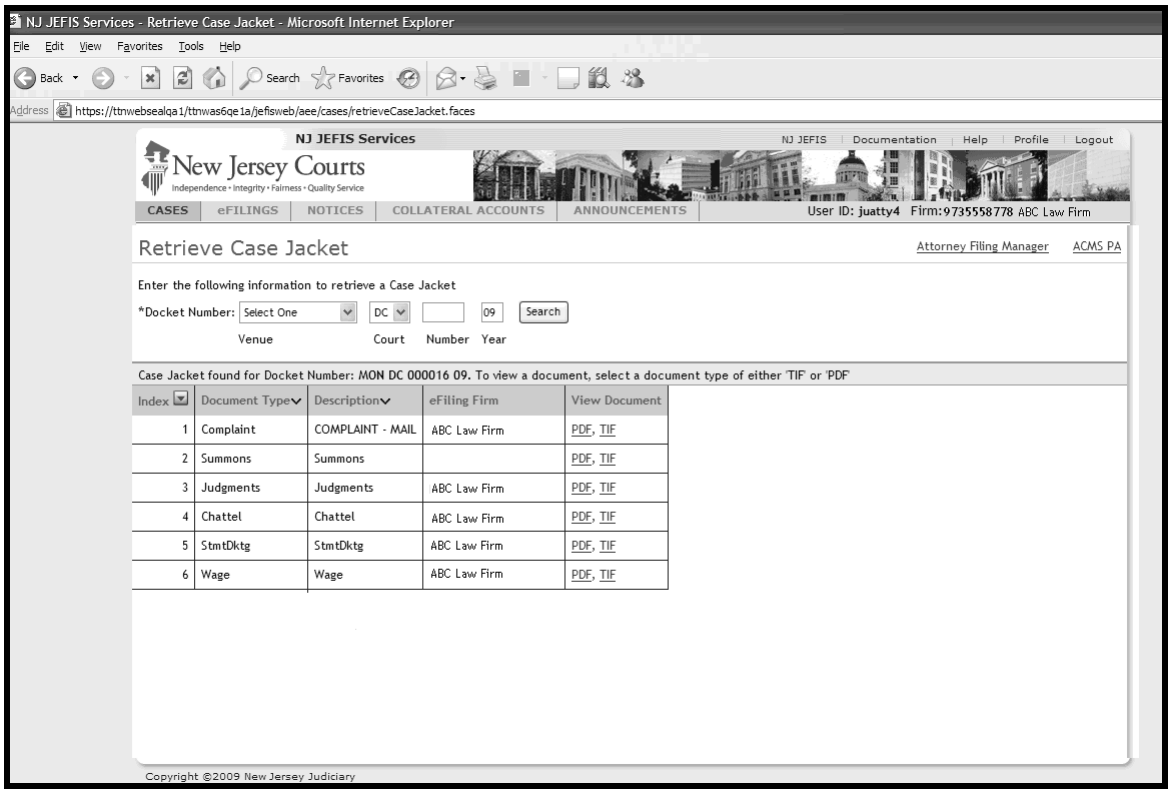
Click a down arrow to sort the documents by the column's title.

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

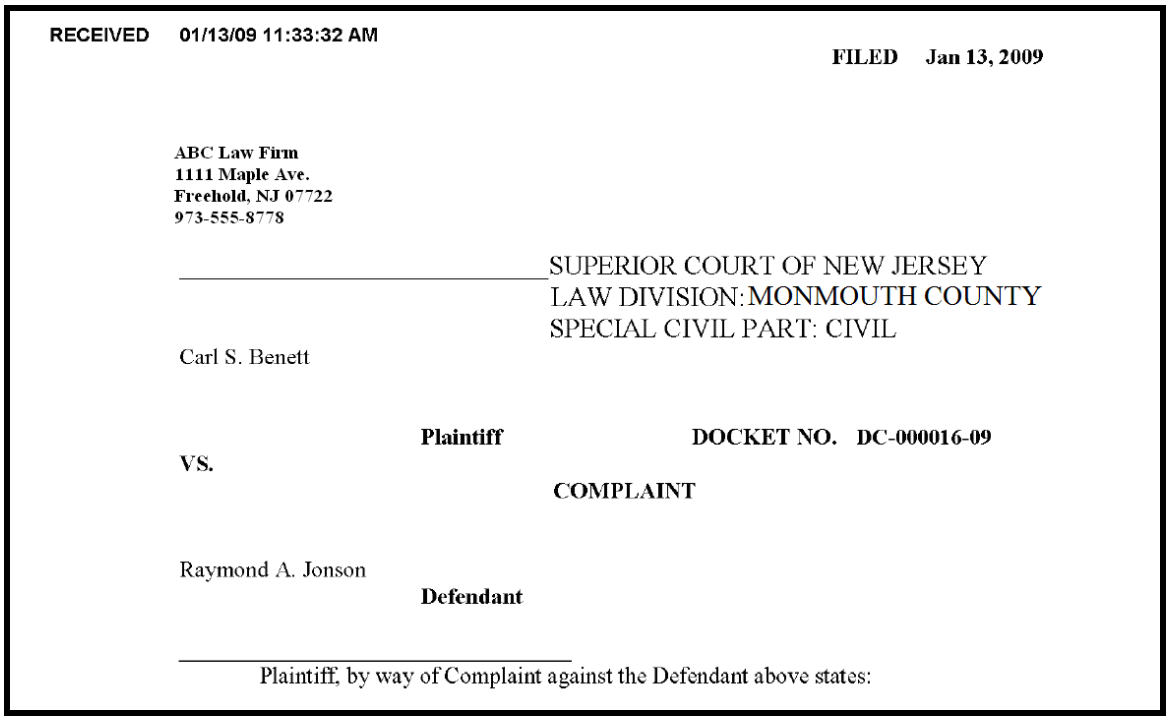


To view a document on the **Retrieve Case Jacket** screen, click the **PDF** or **TIF** link for the document in the **View Document** column. The **File Download** dialog box displays with options to open, save or cancel the file request.

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

SUPERIOR COURT OF NEW JERSEY
LAW DIVISION: MONMOUTH COUNTY
SPECIAL CIVIL PART: CIVIL

Carl S. Benett

Plaintiff

DOCKET NO. DC-000016-09

VS.

COMPLAINT

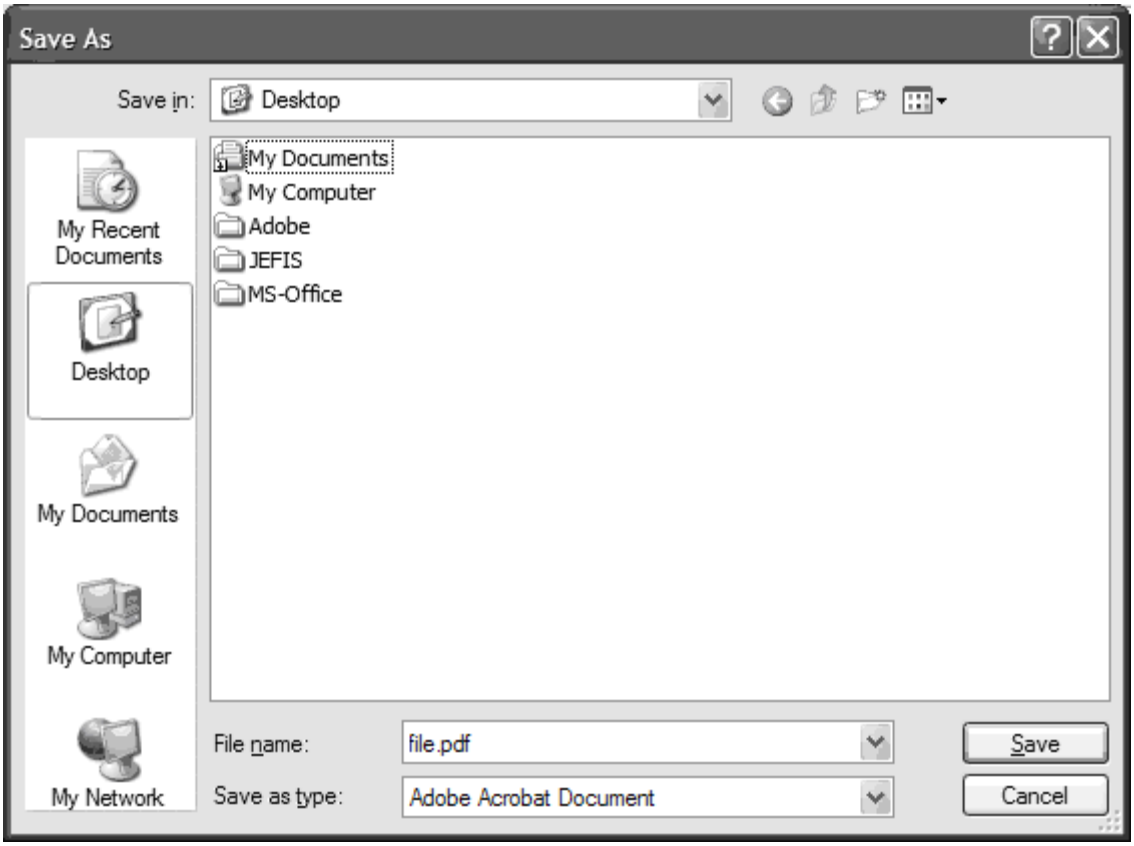
Raymond A. Jonson

Defendant

Plaintiff, by way of Complaint against the Defendant above states:

File Download Dialog Box

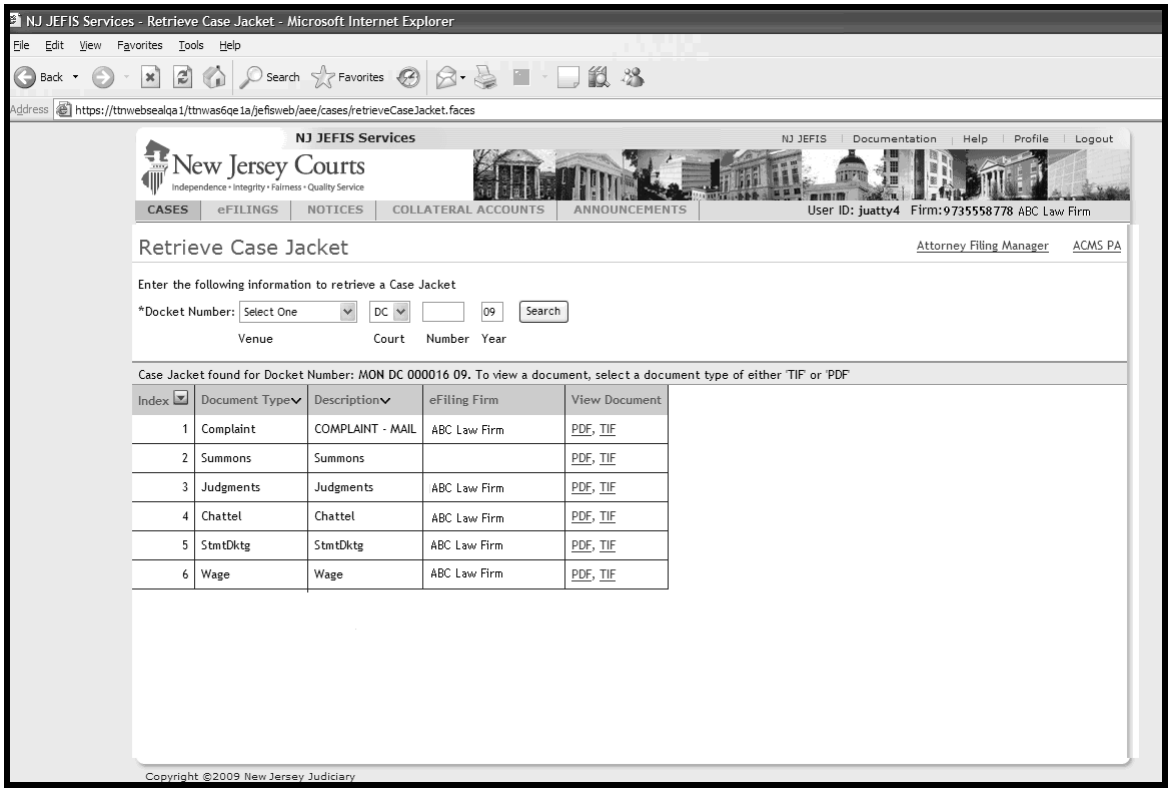
Click the **Save** button to save the document. The **Save As** dialog box displays and allows the document to be saved using the **Save** button.



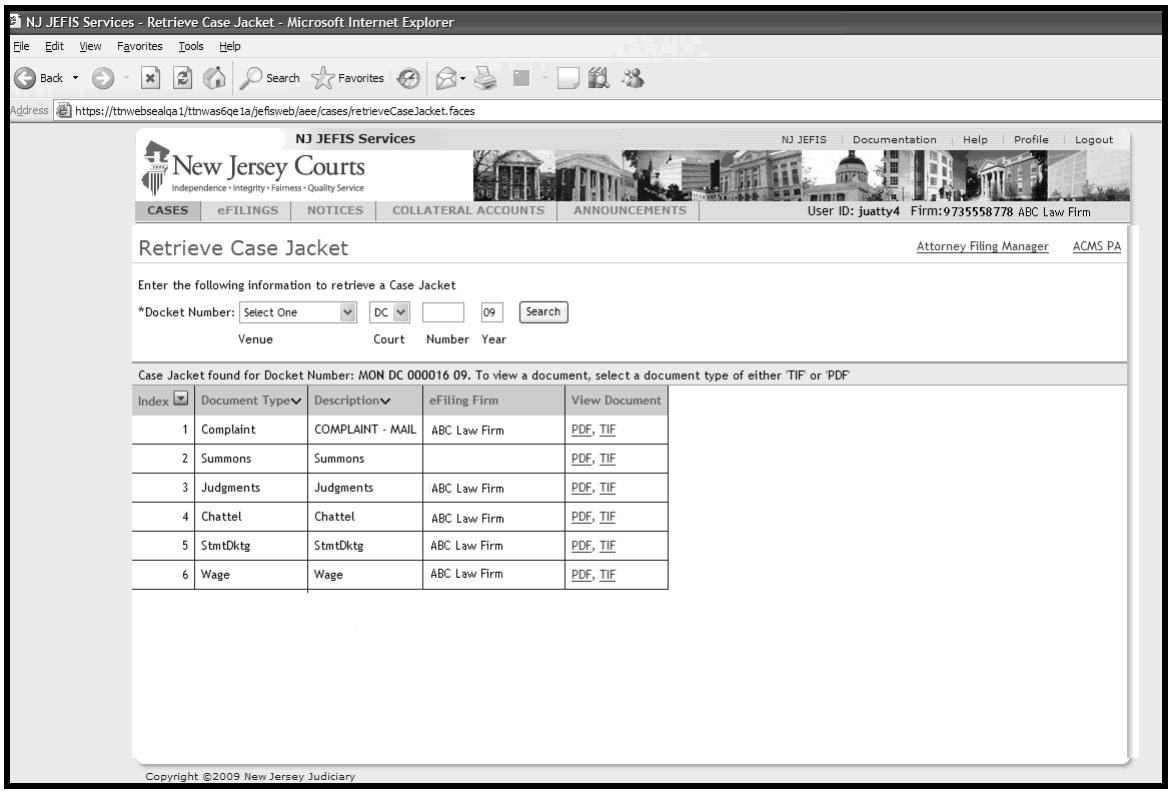
The **File name** extension and **Save as type** in the **Save As** dialog box will display the selected document format (PDF or TIF).

File Download Dialog Box

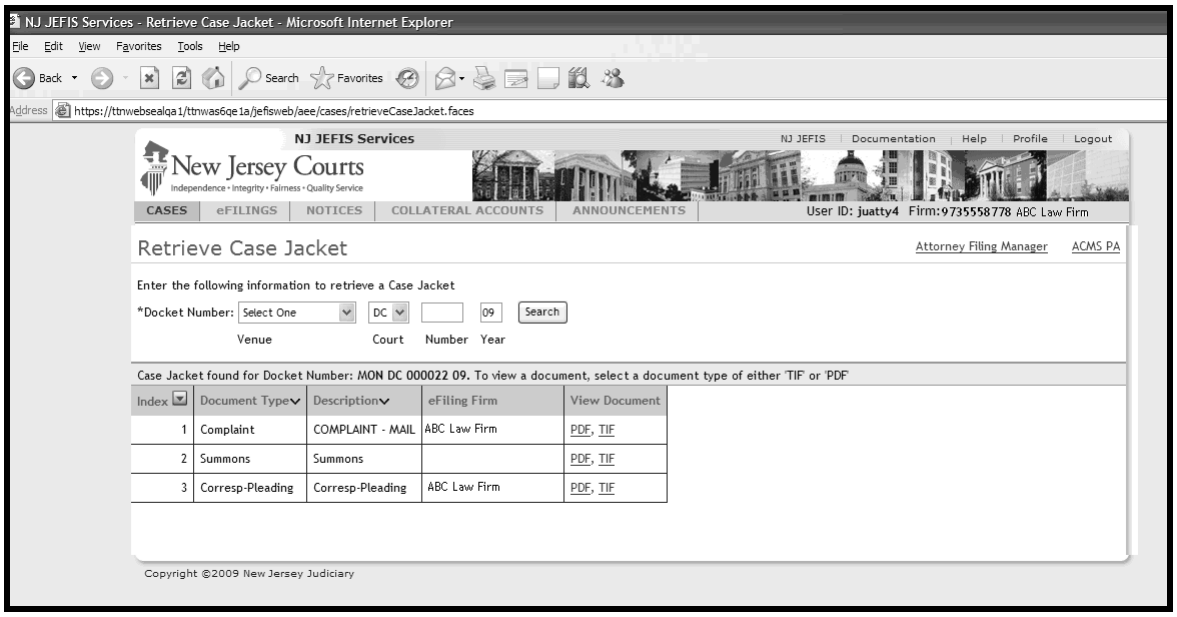
Click the **Cancel** button to end an attempt to open or save the document and return to the **Retrieve Case Jacket** screen.



Retrieve Case Jacket



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



Case Jacket Retrieval Errors

Not every DC or F case jacket will be accessible via the JEFIS Services Application. Case jackets may not be retrieved electronically for one or more of the following reasons:

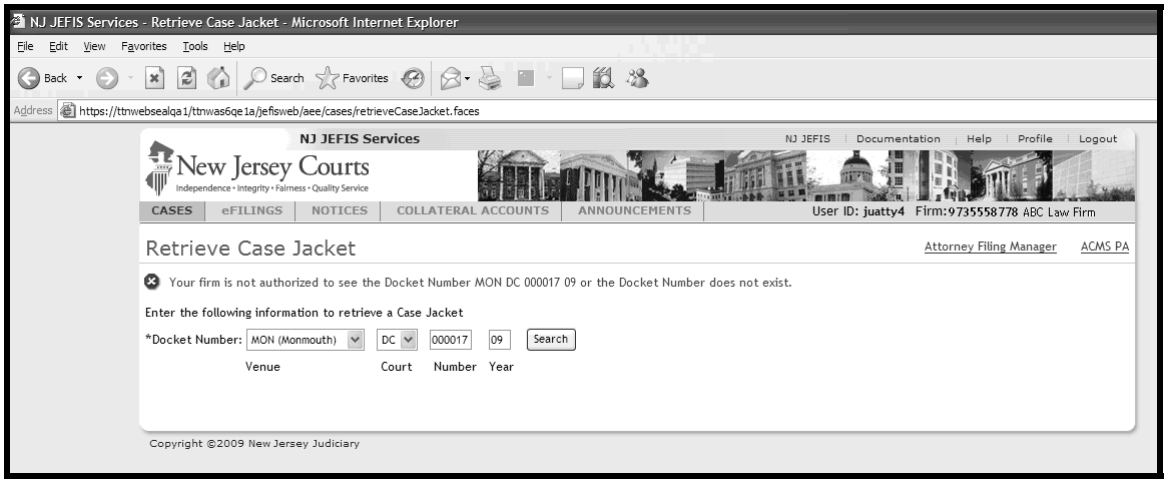
- Case jackets cannot be retrieved from the JEFIS Services Application by a firm that is not recorded in ACMS as the attorney of record for the case.

- Case jackets will not be retrieved for docket numbers entered in error on the **Retrieve Case Jacket** screen or for docket numbers that do not exist in ACMS.

- Case jackets for Special Civil Part cases docketed prior to when a county implemented JEFIS, or pre-2008 Foreclosure cases, cannot be retrieved electronically from the JEFIS Services Application.

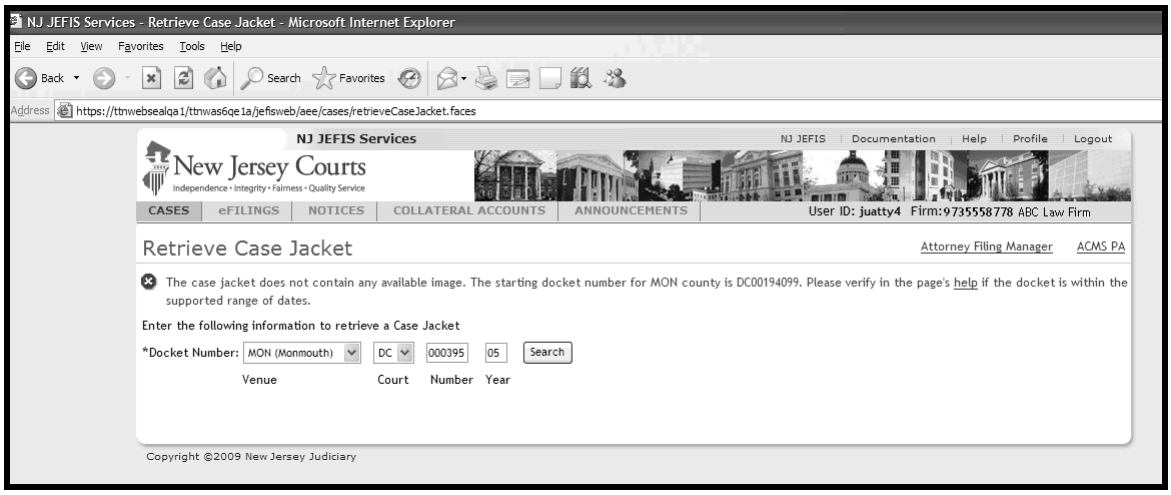
If an attempt is made to access a case jacket by a firm who is not the attorney of record for the case or an attempt is made to access a case jacket with an invalid docket number, the following is an example of the error message that will be displayed preventing retrieval of the case jacket:

> 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 Special Civil Part case jacket with a 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 docket numbers by county. See the section titled *Determining a County's Special Civil Part Starting JEFIS Docket Number* in this manual for a table and explanation of starting JEFIS docket numbers.

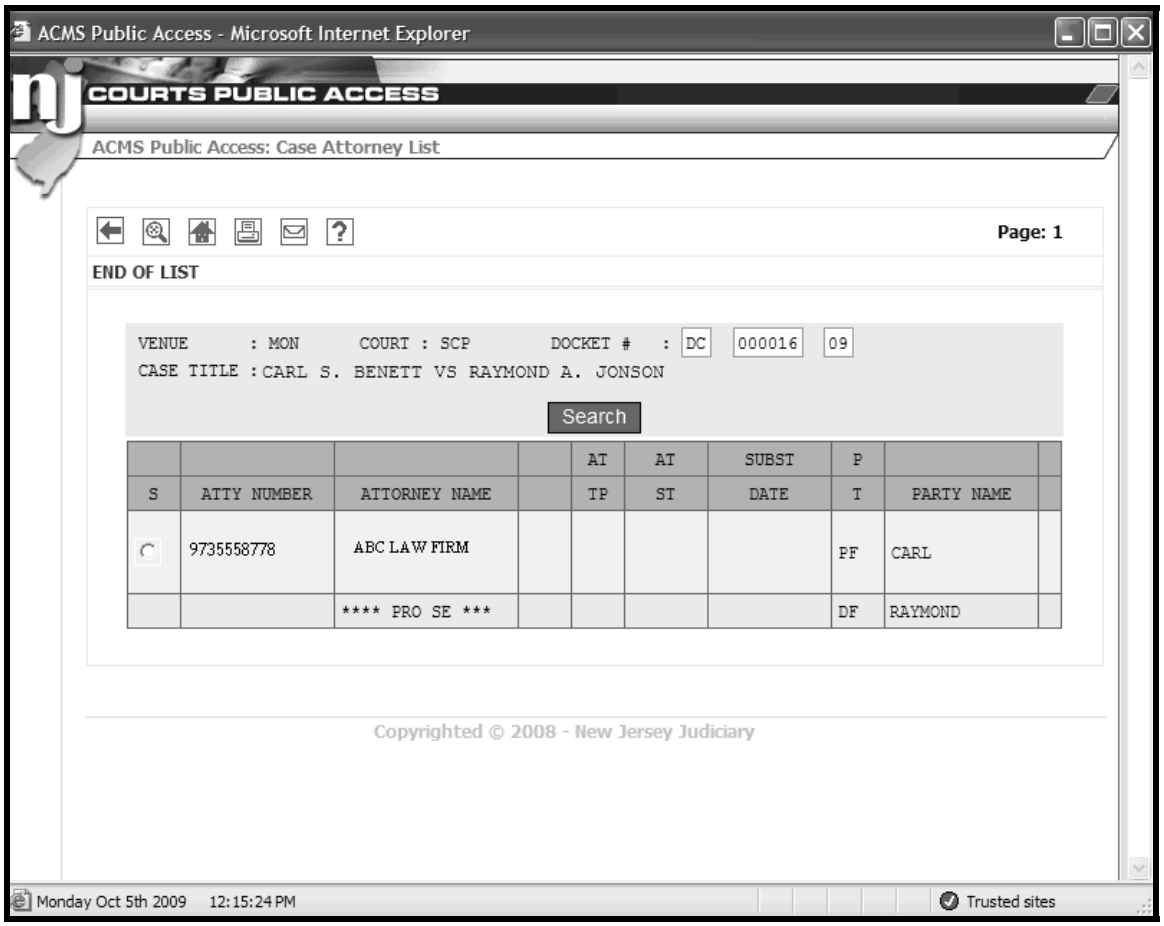
Similarly, attempting to access a pre-2008 Foreclosure case will result in an error message:

Determining the Attorney of Record

To determine whether or not 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 Welcome Page**.

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

ACMS Public Access: Case Attorney List



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

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

Determining a Special Civil Part 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 JEFIS Services Application. DC docket numbers less than a county's starting JEFIS docket number cannot be retrieved electronically.

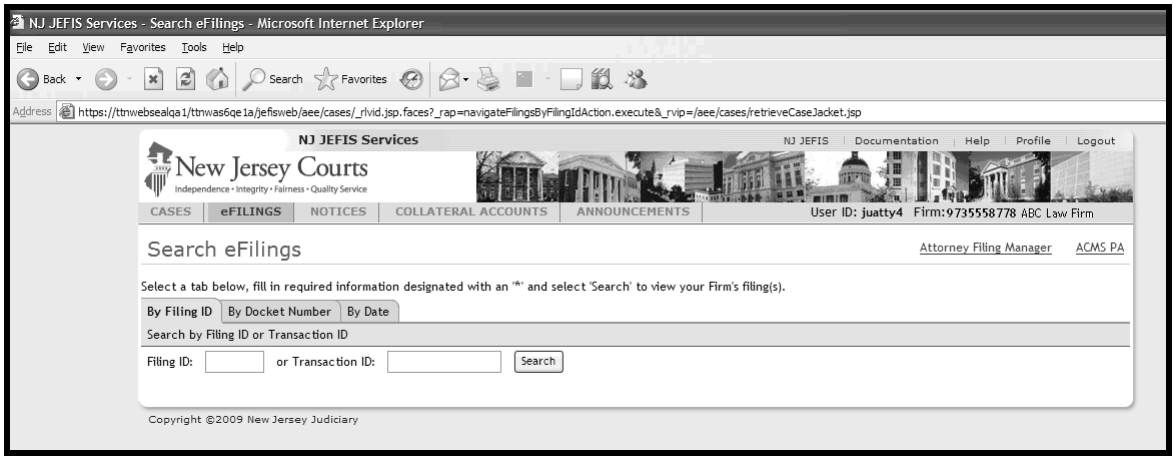
The following table contains the starting JEFIS docket number for each county.

County	Starting DC JEFIS 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** screen 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



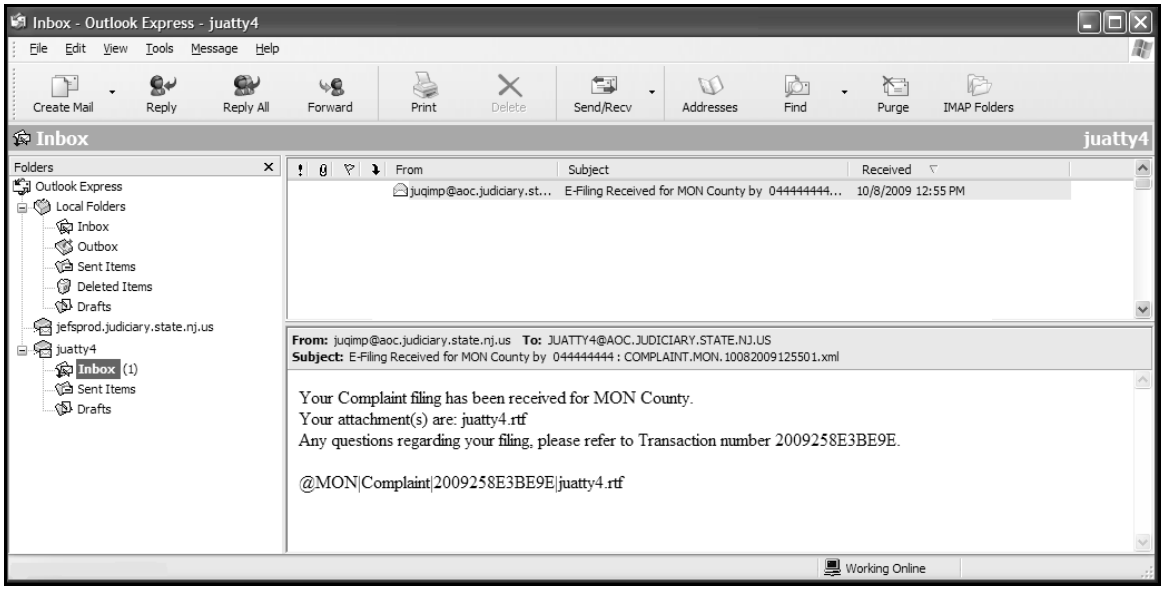
Search by Filing ID or Transaction ID

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

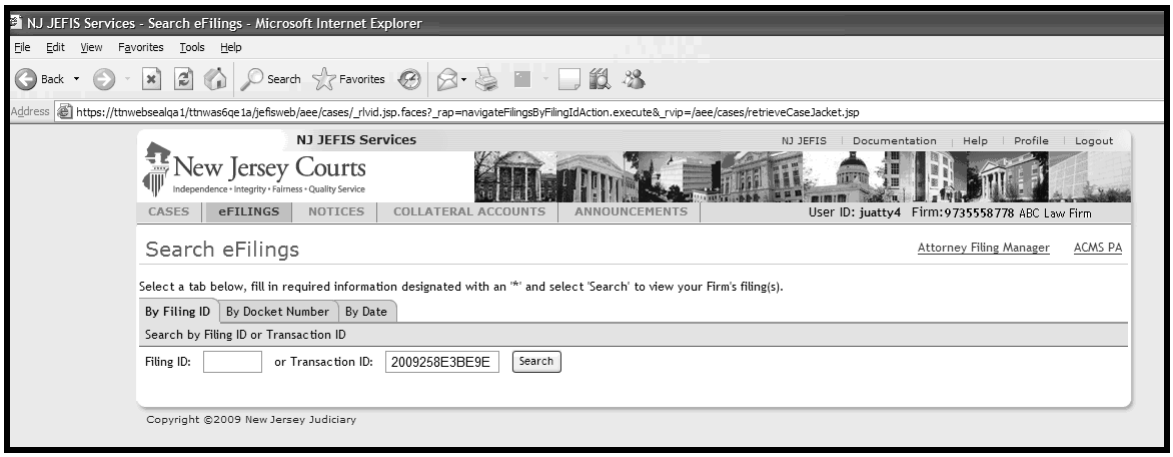
To search for an efiled document by filing ID or transaction ID, enter the ID in its corresponding **Filing ID** or **Transaction ID** field and click the **Search** button.

> *NOTE*: Information on receiving email confirmations of efiled documents from the courts is contained in the JEFIS Attorney Filing Manager manual at http://www.judiciary.state.nj.us/jefis/manual.pdf (Special Civil Part) and http://www.judiciary.state.nj.us/jefis/foreclosure_manual.pdf (Foreclosure).

Email Confirmation

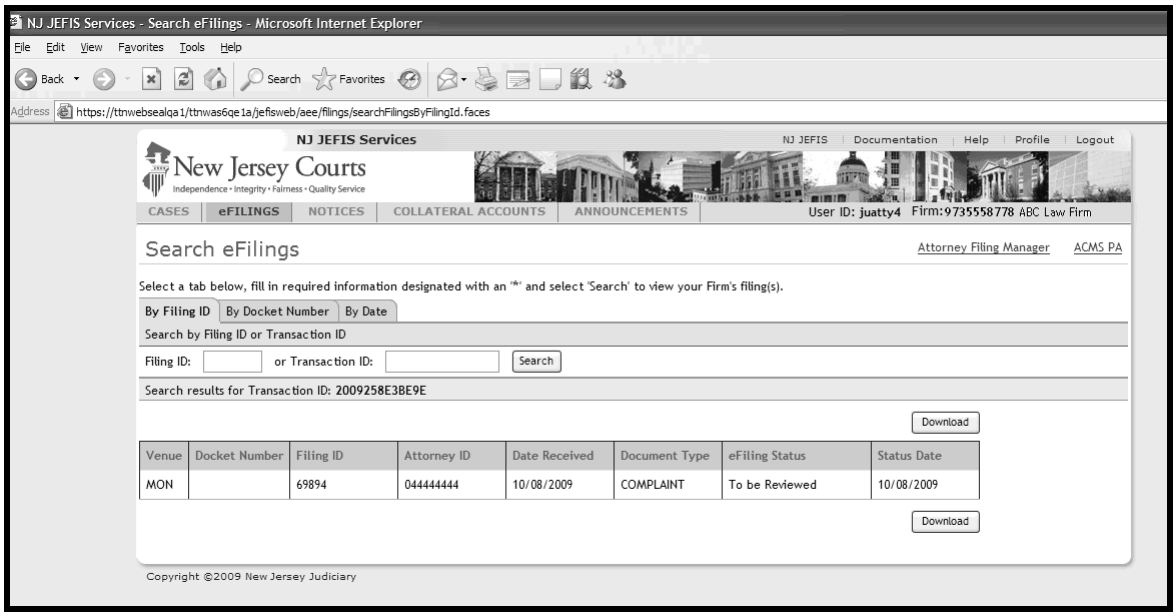


A sample email confirmation of receipt of an efiled document appears above. The confirmation's transaction number is used to search for efiled documents using the **Transaction ID** field on the **Search eFilings** screen.



Click the **Search** button with an entry in the **Transaction ID** field to perform a search by transaction ID.

Search eFilings: Transaction ID

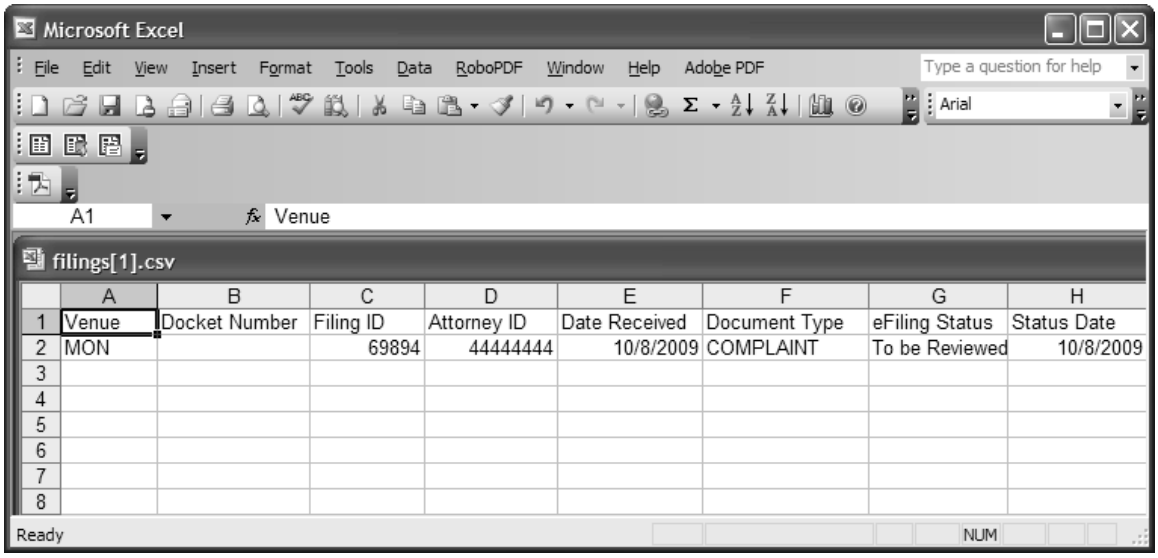


The **Search eFilings** screen returns with results for the transaction ID search indicating the date the document was electronically received, the status of the efiled document and the current status date. The search results also contains a filing ID. This is the ID that will replace the transaction 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

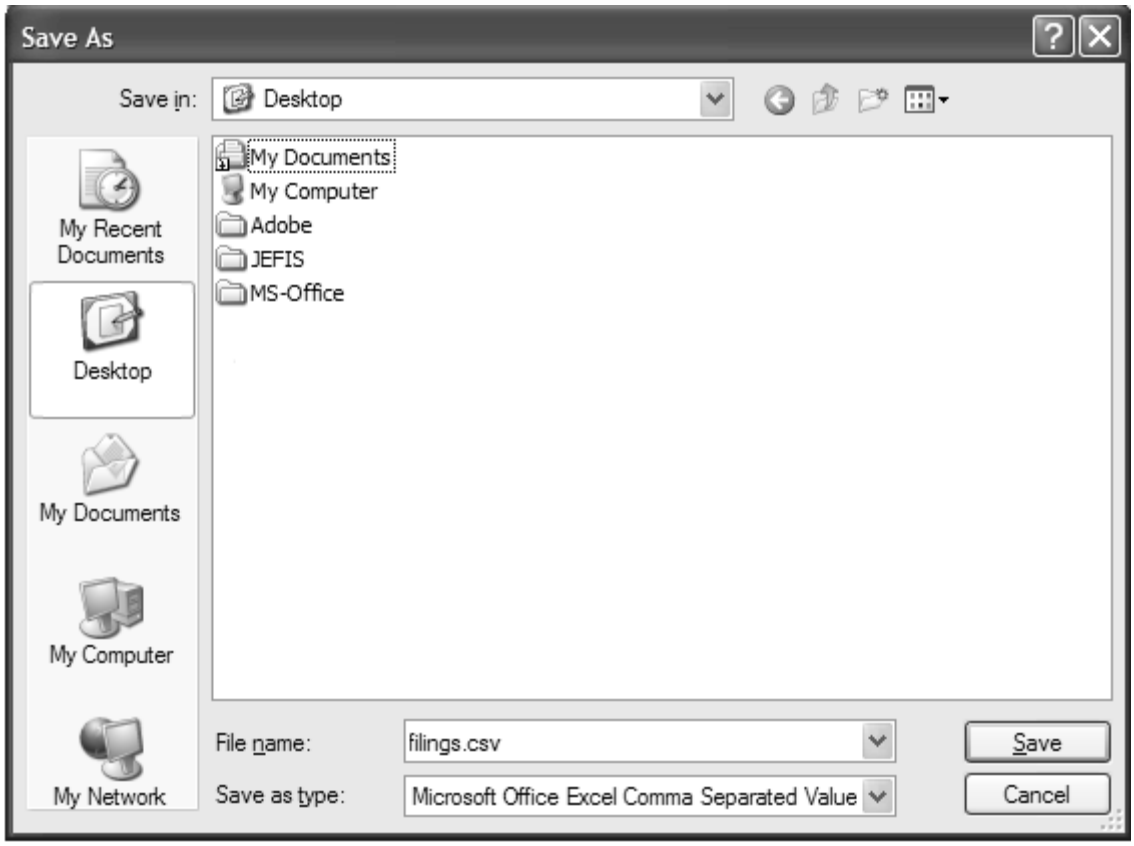
Click the **Open** button on the **File Download** dialog box to view the CSV file.



	A	B	C	D	E	F	G	H
1	Venue	Docket Number	Filing ID	Attorney ID	Date Received	Document Type	eFiling Status	Status Date
2	MON		69894	44444444	10/8/2009	COMPLAINT	To be Reviewed	10/8/2009
3								
4								
5								
6								
7								
8								

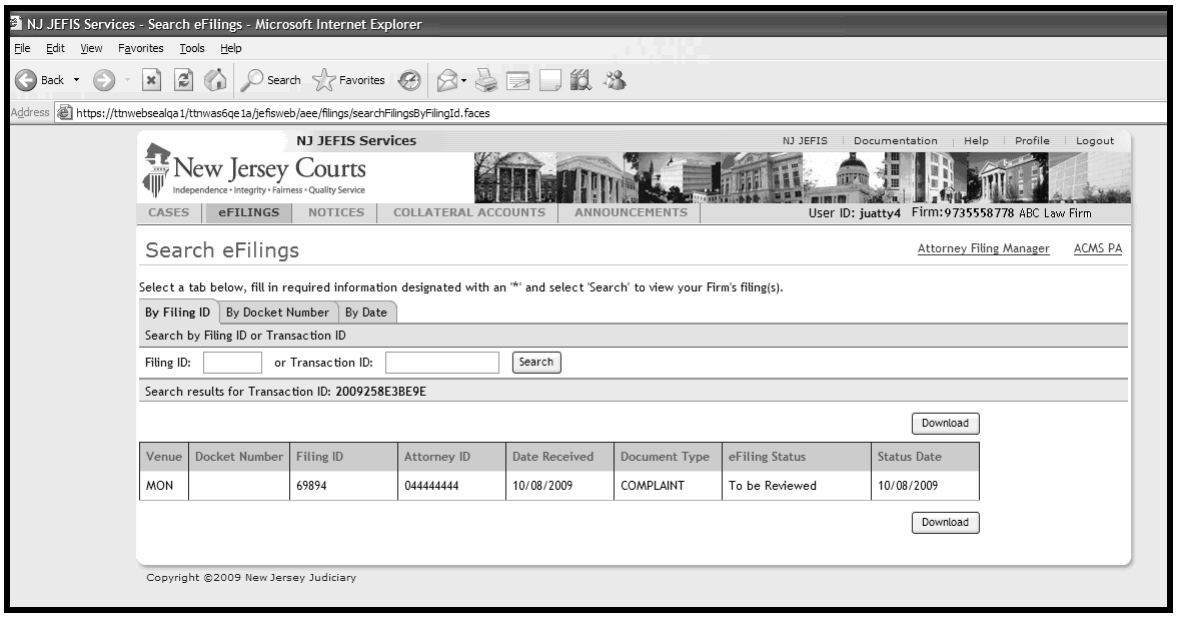
File Download Dialog Box

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.

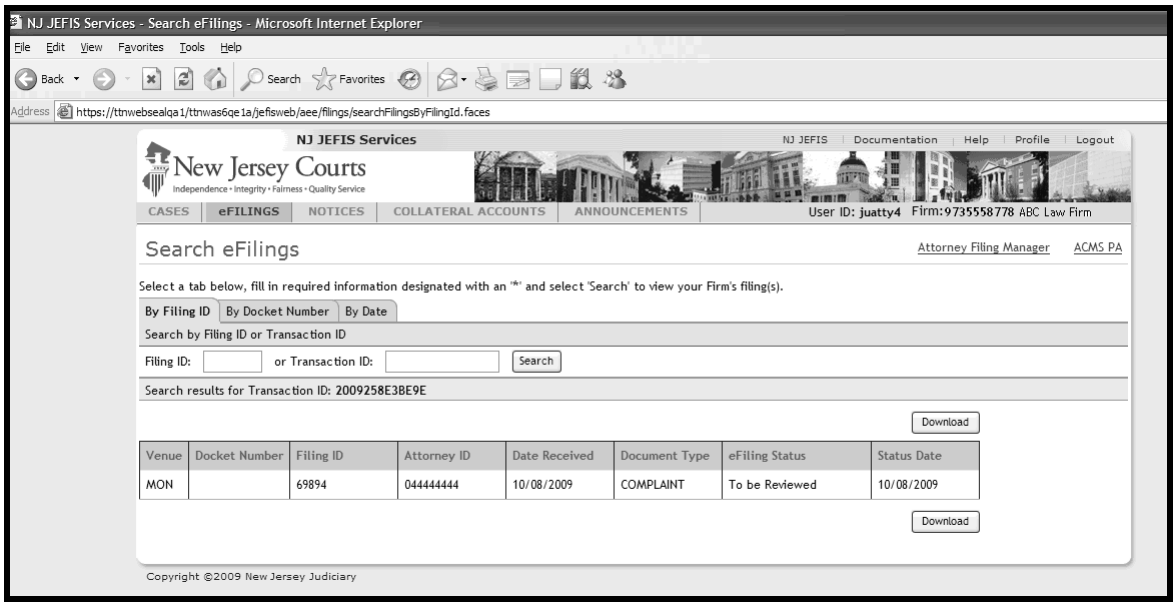


File Download Dialog Box

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



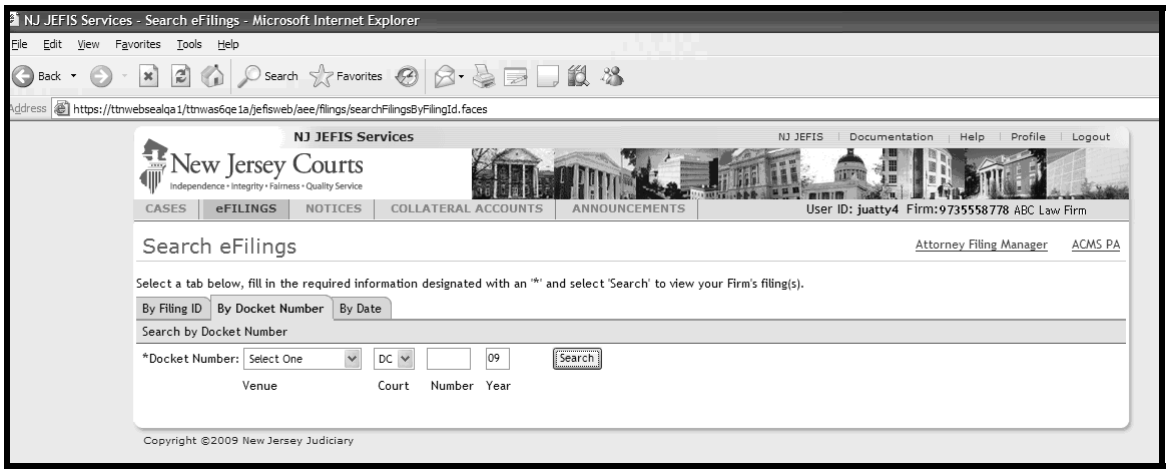
The **eFiling Status** of a document on the **Search eFilings** screen will change as the document progresses through court processing. The following table contains a list of efiling statuses and their definitions.

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 Special Civil Part case with a docket number prior to the county's starting JEFIS docket number, or pre-2008 Foreclosure case). The document will be printed and processed on paper. 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.

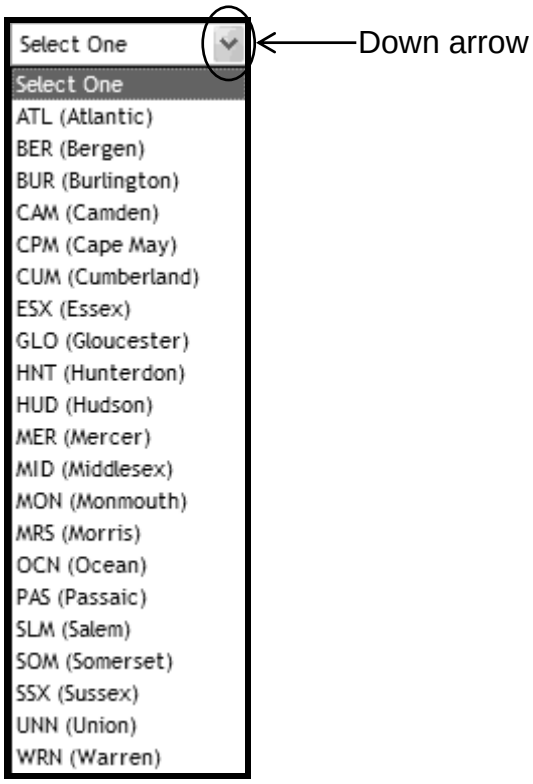
NOTE: Entries in ACMS can be viewed through the ACMS-PA application. A separate manual providing instructions on accessing and using the ACMS-PA application is available at http://www.judiciary.state.nj.us/jefis/acmspa.pdf.

Search by Docket Number

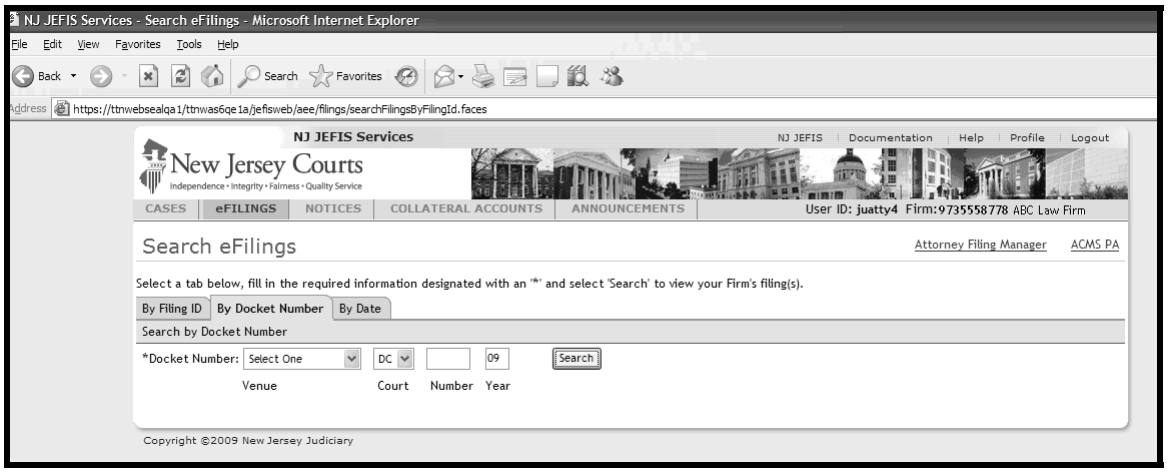
The **By Docket Number** tab of the **Search eFilings** screen provides the ability to search for JEFIS efiled documents by docket number.



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 **Select One** field and choosing a venue.

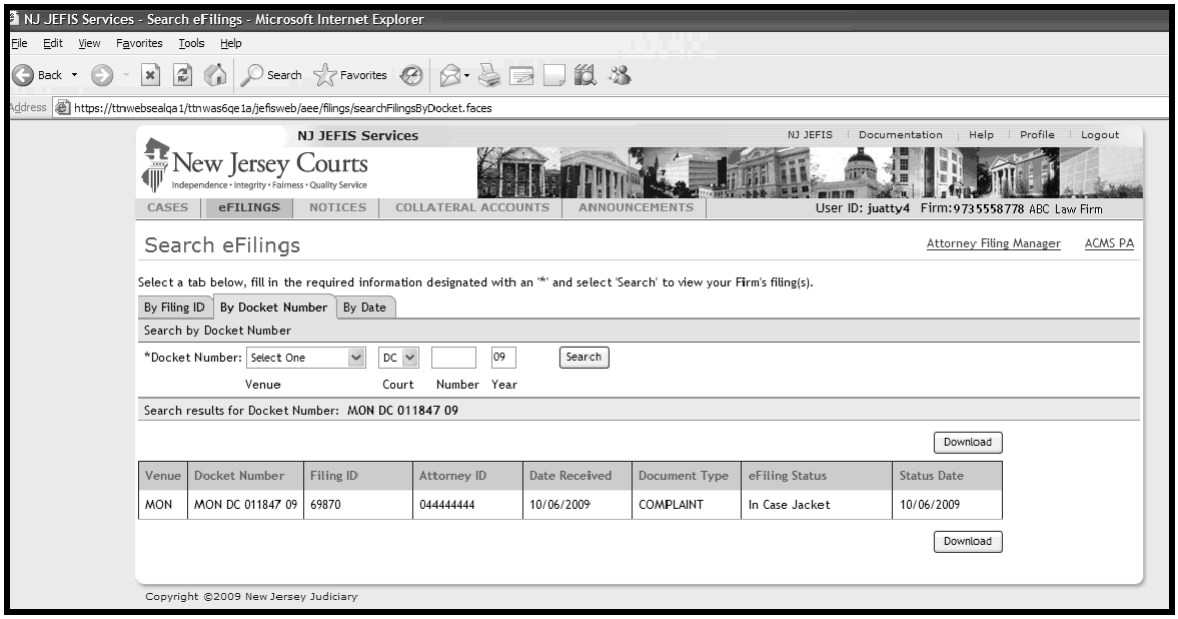


Search eFilings: Docket Number

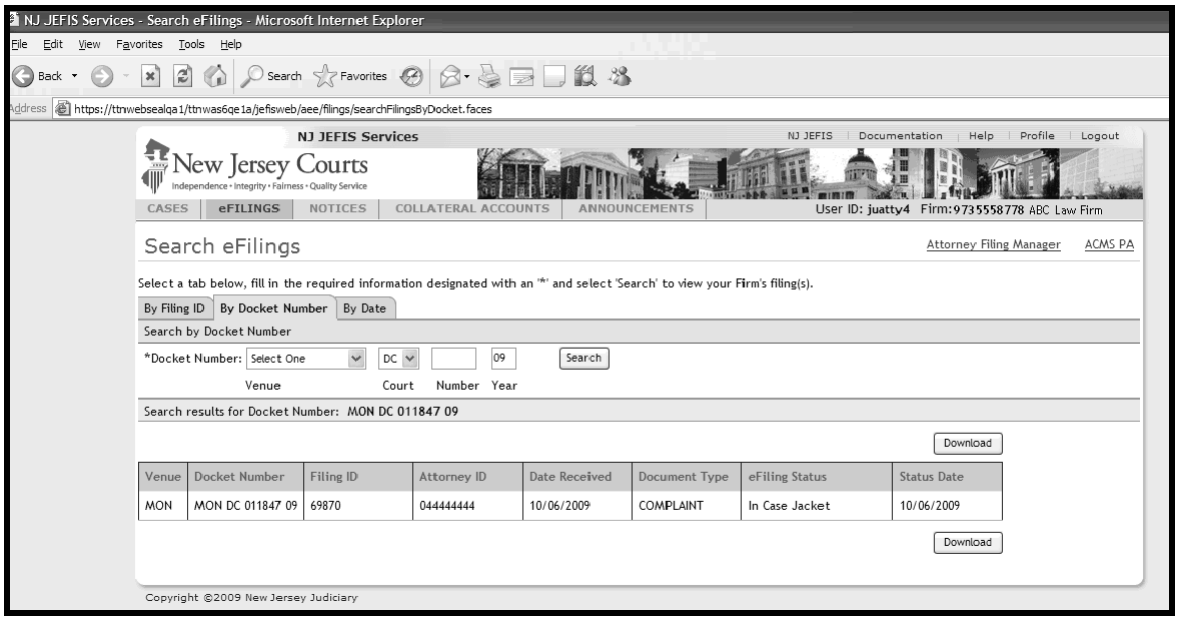


After selecting a venue, select the **Court** (DC for Special Civil Part or F for Foreclosure), and then enter a docket **Number** and **Year** (the year defaults to the current year but can be changed.

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



Search eFilings: Docket Number

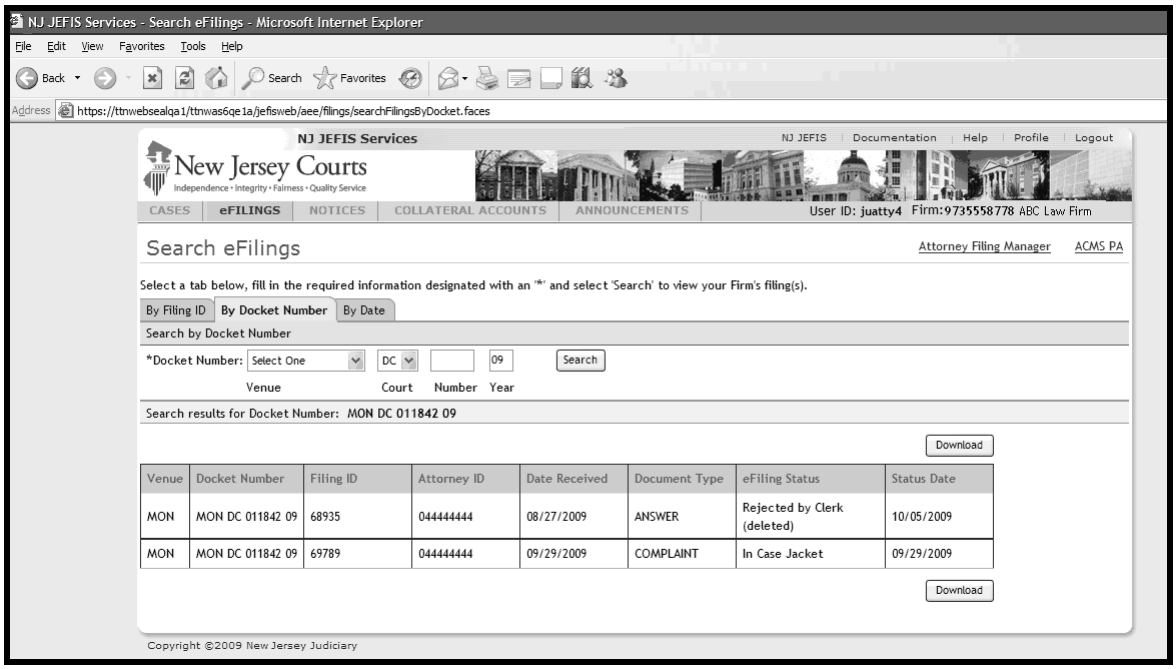


The **Search eFilings** screen returns with results for the docket number search indicating the date the document was electronically received, the status of the efiled document and the current status date.

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.

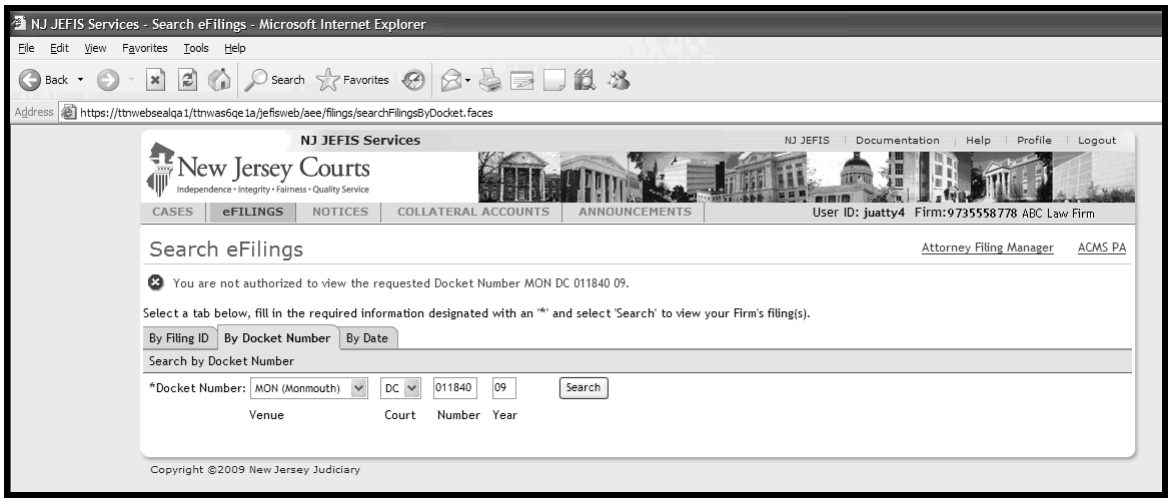
For a list of efiling statuses and their definitions and for instructions on using the **Download** button function see the section titled *Search by Filing ID or Transaction ID* in this portion of the manual.

Search eFilings: Docket Number



To search for a different docket number, select the **Venue** of the document, select the **Court** (DC or F), 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 who is not the attorney of record for the case, attempts to access a case jacket with an invalid docket number, and attempts 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.

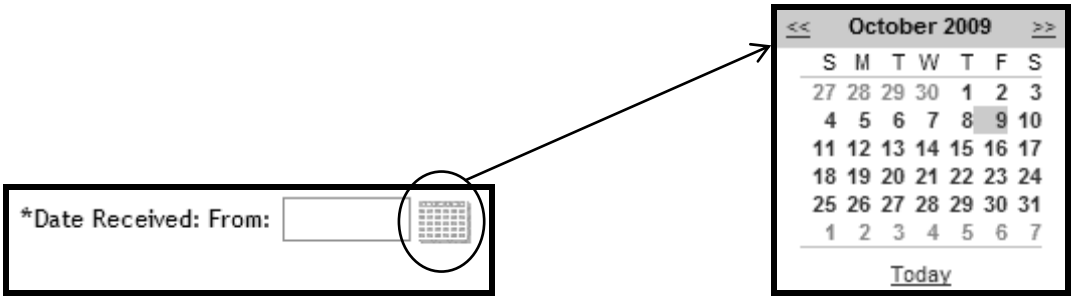


Search by Date

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.

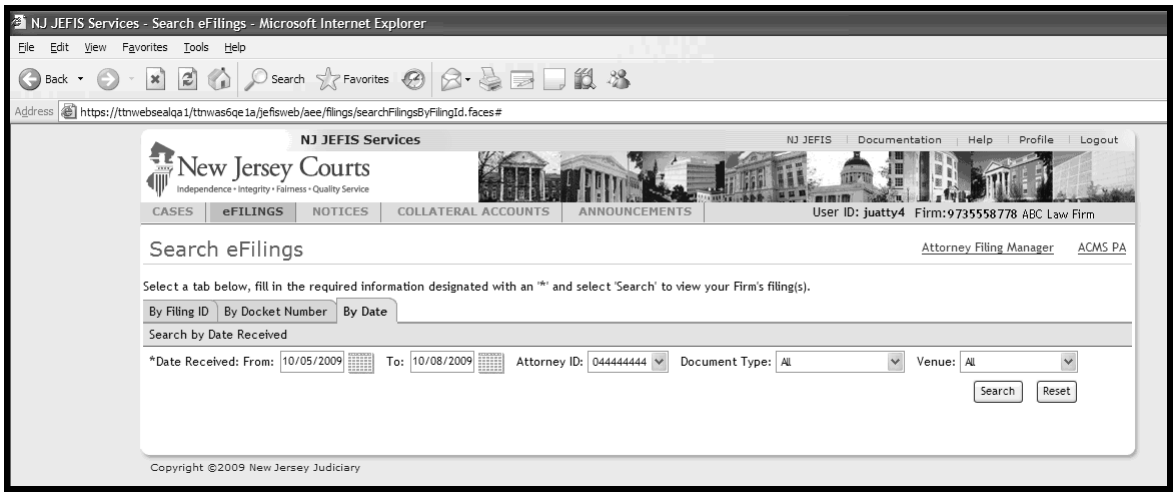
Functions on the **By Date** tab screen provide assistance in specifying a date range, attorney ID, document type and venue.

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.

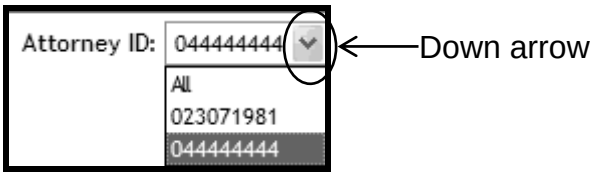


To change the calendar month, click the left or right arrows next to the name of the month. To choose a date within the month, click the date number; to select the current date, click the **Today** link. Use the calendar icons to select dates for both the **Date Received From** and **To** fields.

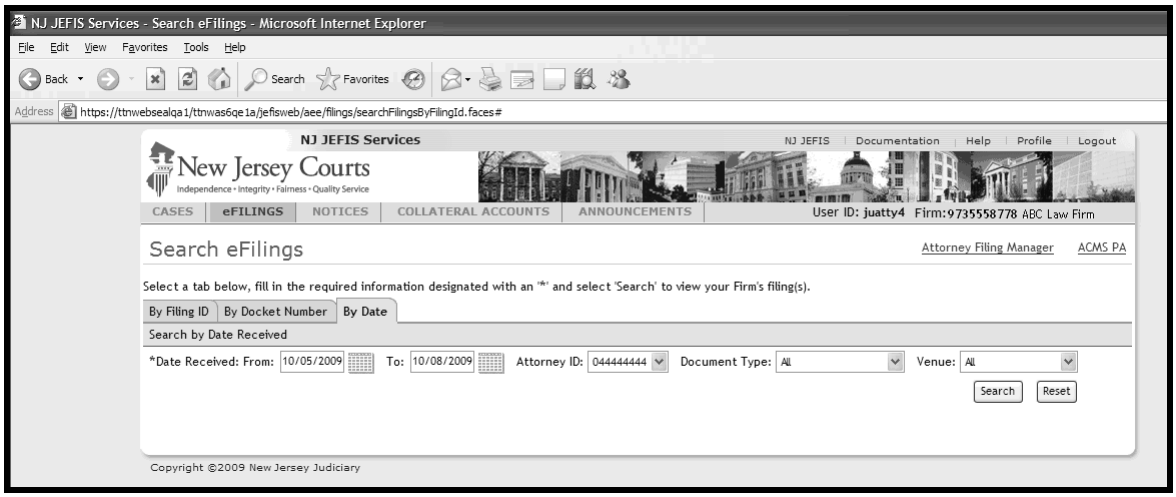
Search eFilings: Date Range



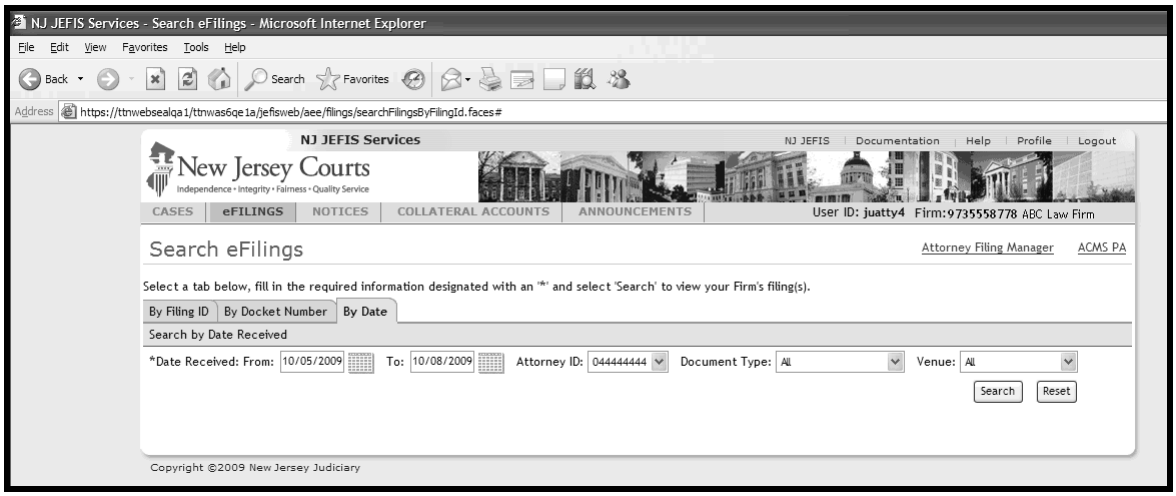
After choosing a date range, select an Attorney ID. The ID of the attorney logged onto the JEFIS Services Application appears in the **Attorney ID** field by default. However, the IDs of other JEFIS attorneys in the same firm can be accessed through a drop down menu available on the **Attorney ID** field.



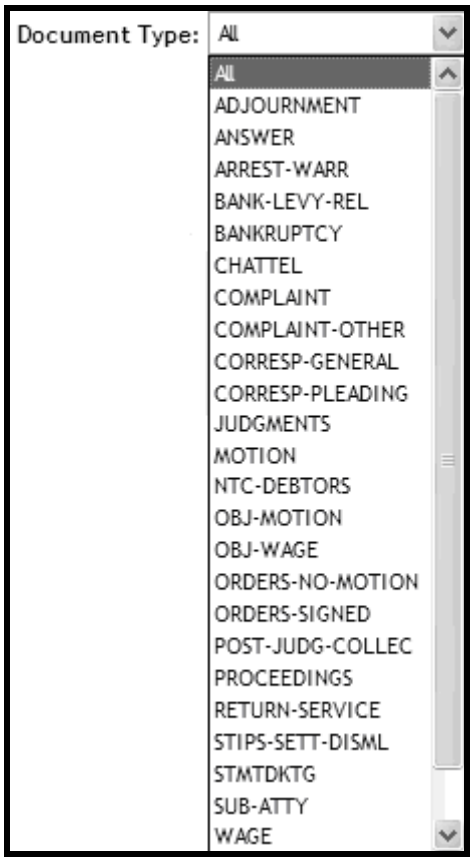
To choose a different attorney ID, click the down arrow to the right of the **Attorney ID** field and select the desired attorney ID. To search for efiled documents by all attorneys, select **All**.



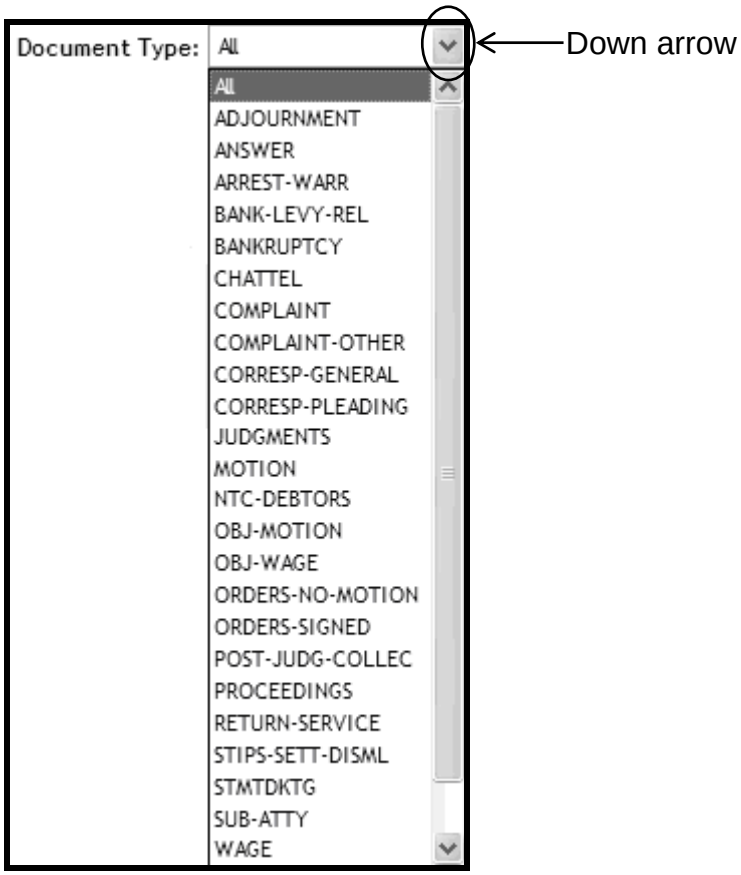
Search eFilings: Date Range



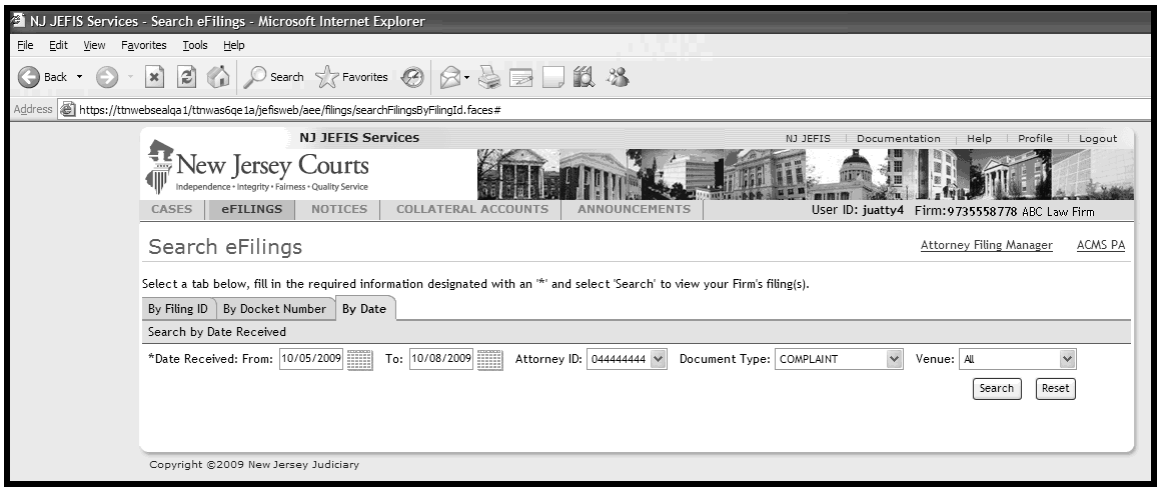
The **Document Type** field is an optional field that defaults to a value of **All**. This default value allows a search of efiled documents by all document types. To narrow the search for efiled documents, specify a document type by using the drop down menu on the **Document Type** field.



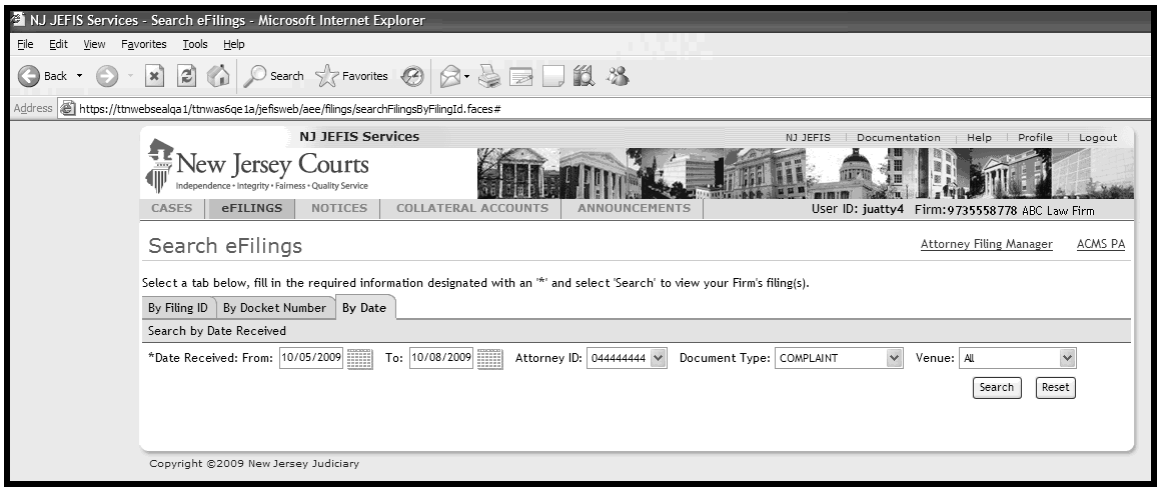
Document Type Drop Down Menu



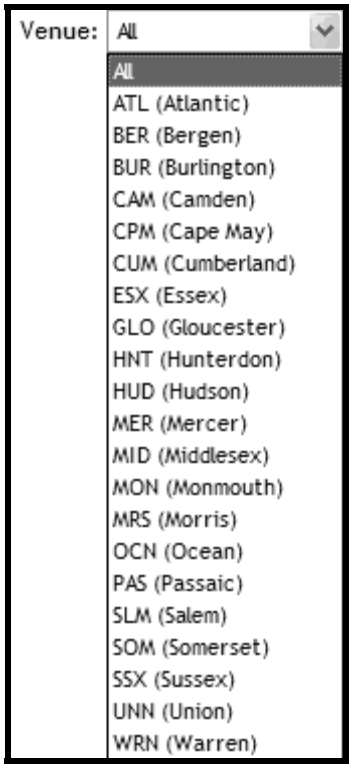
To choose a different document type, click the down arrow to the right of the **Document Type** field and select the desired document type.



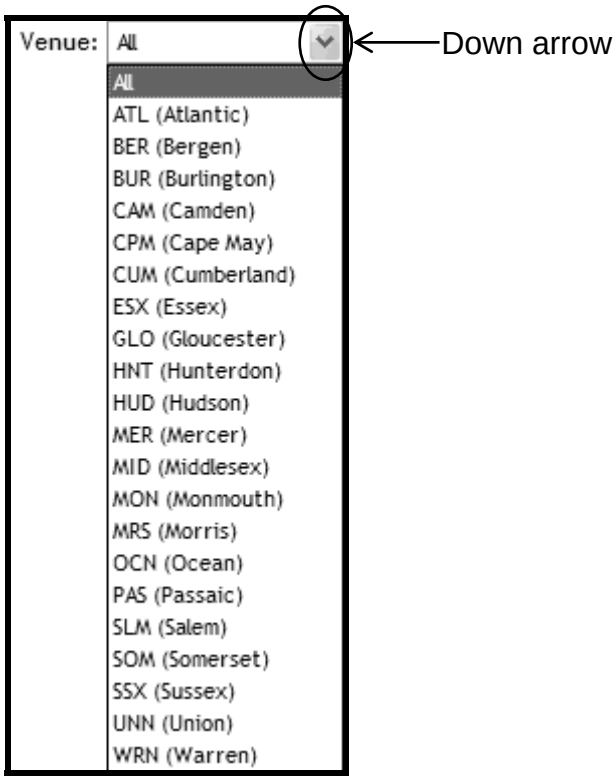
Search eFilings: Date Range



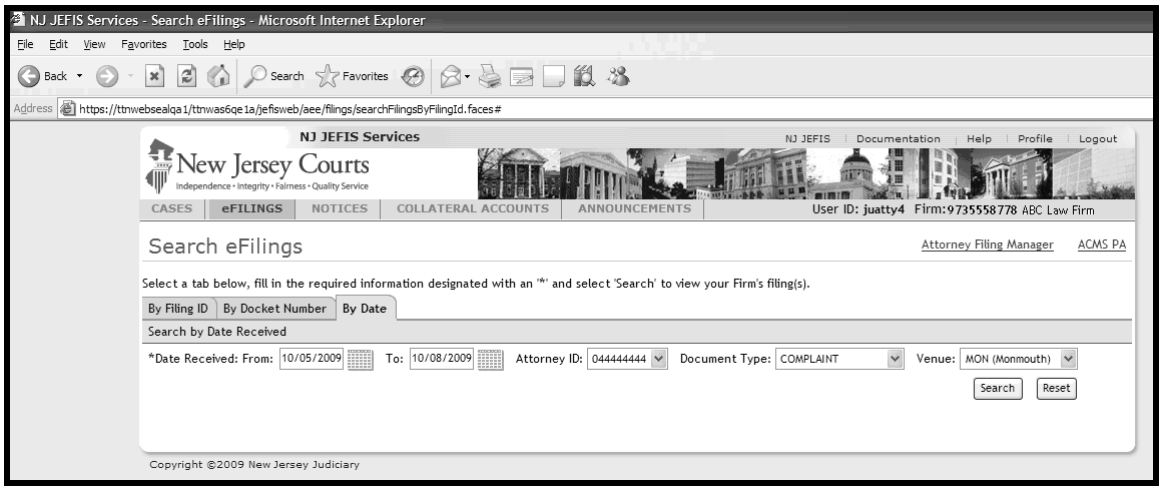
The **Venue** field is an optional field that defaults to a value of **All**. This default value allows a search of efiled documents in all venues. To narrow the search for efiled documents, specify a venue by using the drop down menu on the **Venue** field.



Venue Drop Down Menu



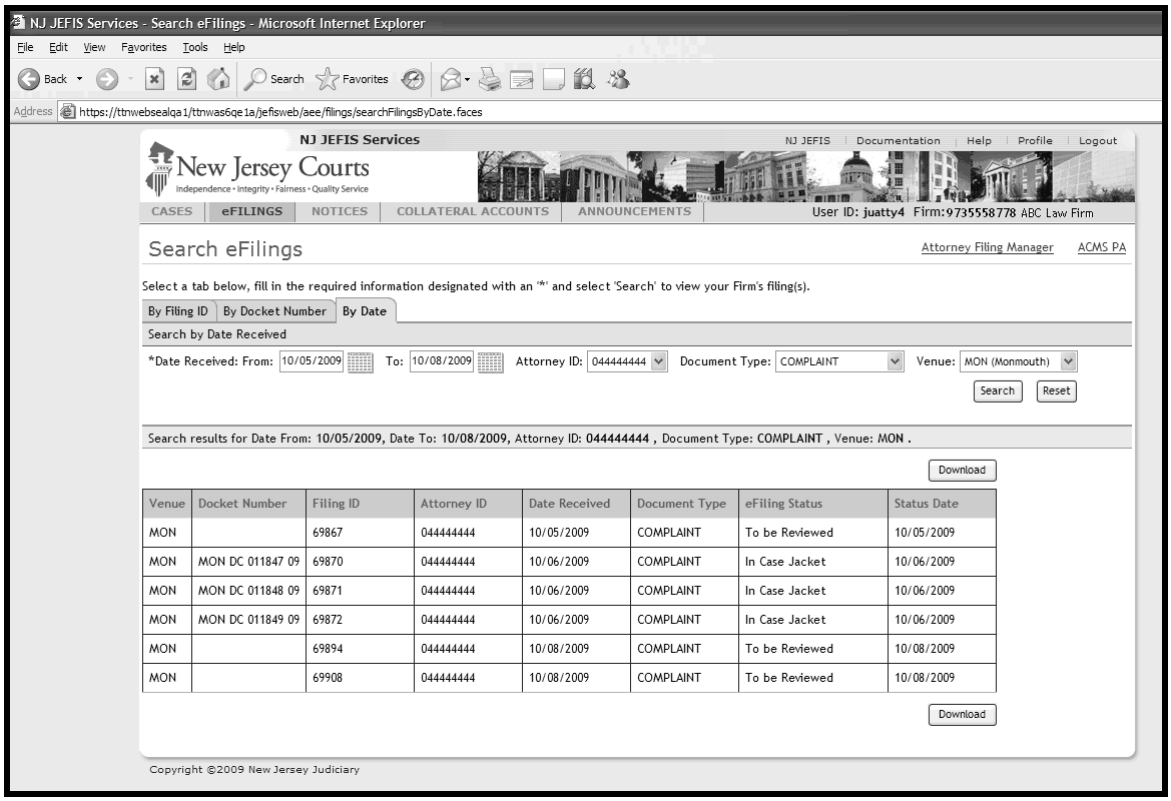
To choose a venue, click the down arrow to the right of the **Venue** field and select the desired venue.



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

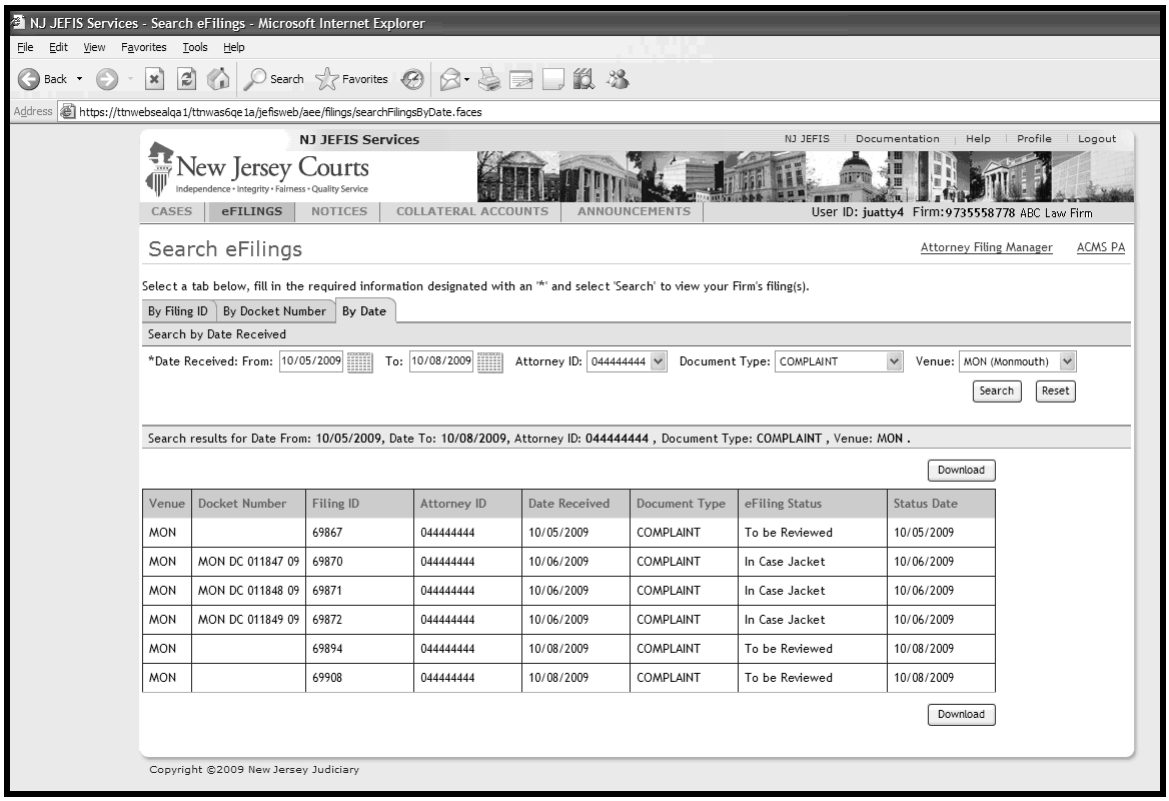


The **Search eFilings** screen returns with results for the date search indicating the date the document was electronically received, the status of the efiled document and the current status date. For a list of efiling statuses and their definitions see the section titled *Search by Filing ID or Transaction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

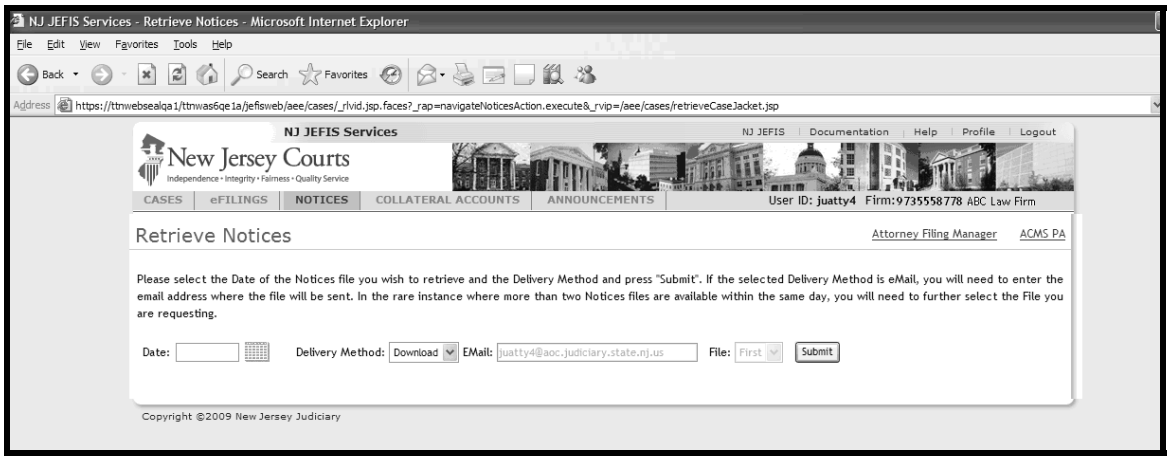
Search eFilings: Date Range



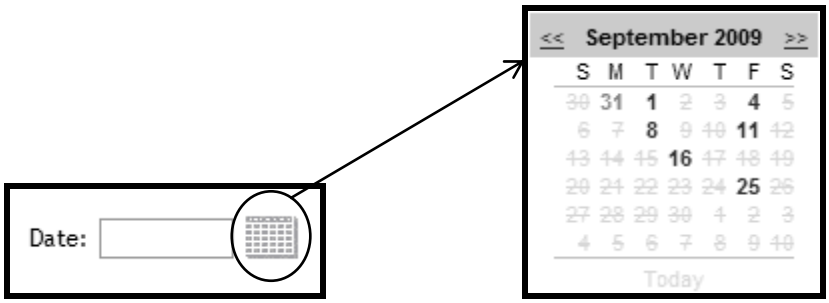
To search for efiled documents using a different date range, enter a new **Date Received From** and **To**, select an **Attorney ID**, **Document Type** (optional) and **Venue** (optional), and click the **Search** button to display the new search results.

Retrieve Notices

The **NOTICES** tab of the **NJ JEFIS Services** screen provides the ability to retrieve notices that were previously sent electronically to JEFIS efiling attorneys. Clicking the **NOTICES** tab displays the **Retrieve Notices** screen where a file of notices produced on a specific date can be downloaded or emailed.



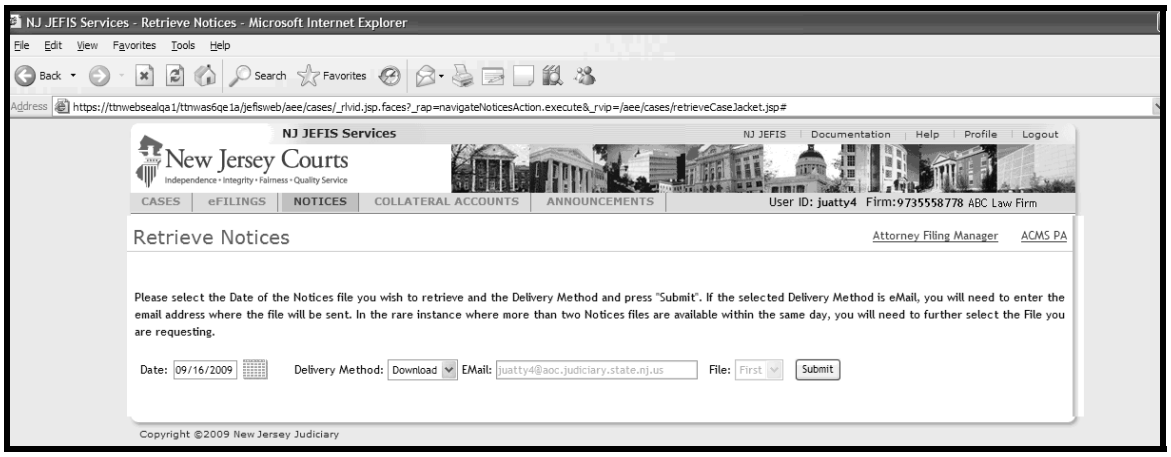
The process of retrieving notices begins with the selection of a notice production date. To select a date when notices where produced, start by clicking the calendar icon to the right of the **Date** field to display the current month's calendar.



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

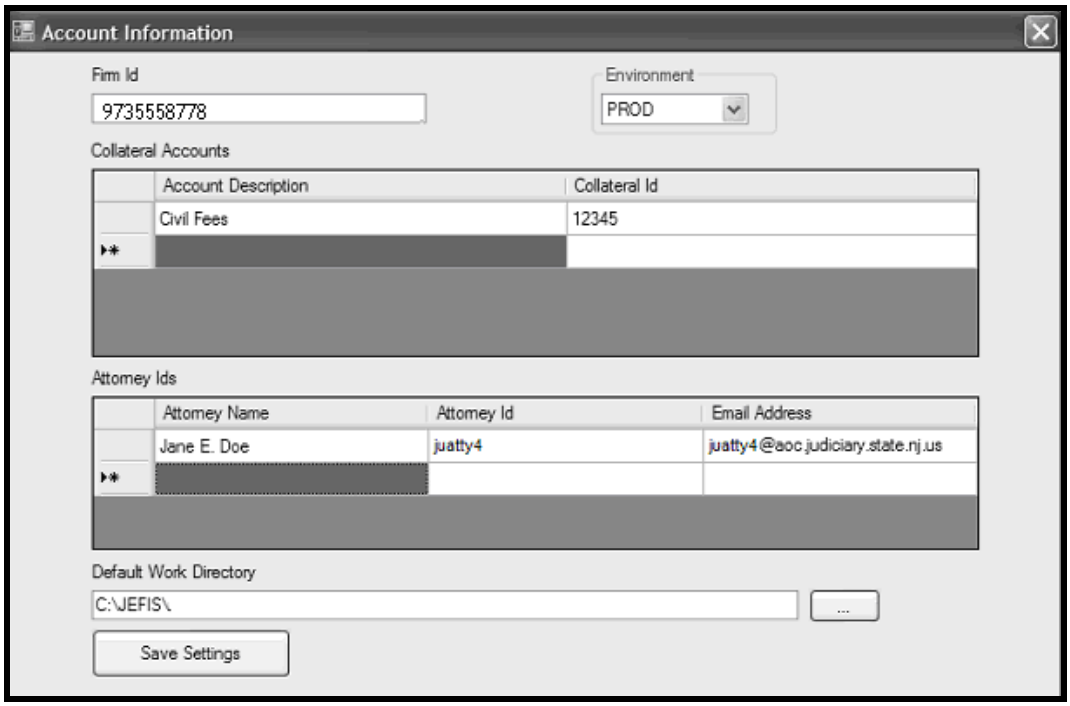


After selecting a date when notices were produced, choose a method of delivery for the notices file using the options in the **Delivery Method** field. The **Download** delivery method appears by default but can be changed to email using the drop down menu available on the **Delivery Method** field.

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.

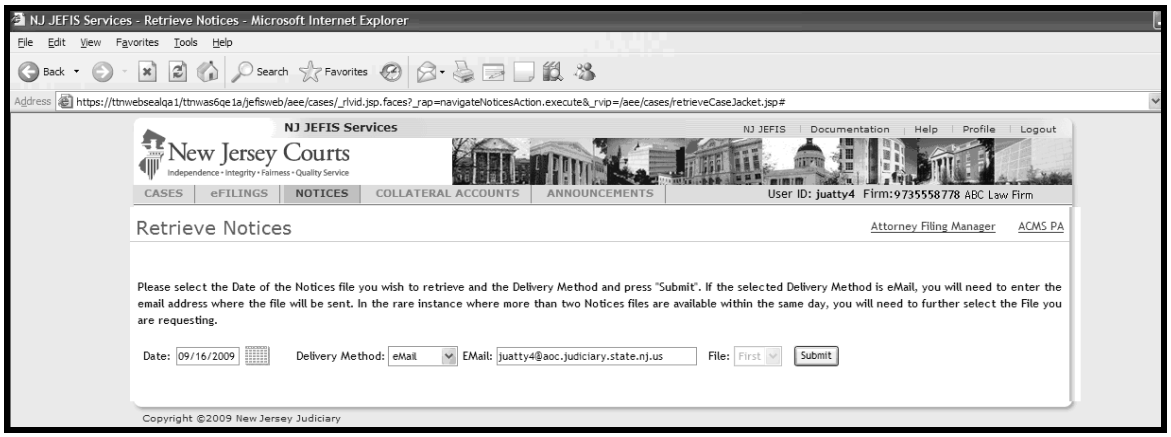
The address that displays in the **EMail** field on the **Retrieve Notices** screen is supplied by the settings recorded on the JEFIS Attorney Filing Manager application.

JEFIS Attorney Filing Manager: Account Information



Settings for the JEFIS Attorney Filing Manager are recorded on the application's **Account Information** window. These settings include the entry of an email address that displays in the **EMail** field on the **Retrieve Notices** screen of the JEFIS Services Application.

NOTE: Instructions on setting and changing information recorded on the **Account Information** window are contained in the JEFIS Attorney Filing Manager manual available at:
http://www.judiciary.state.nj.us/jefis/manual.pdf (Special Civil Part) and
http://www.judiciary.state.nj.us/jefis/foreclosure_manual.pdf (Foreclosure).

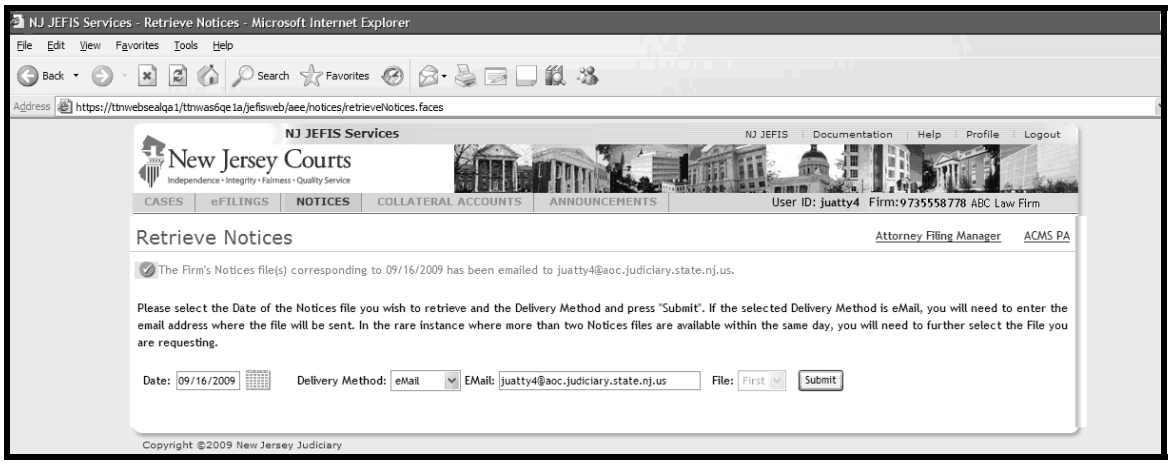


Be sure to confirm the accuracy of the address in the **EMail** field.

Retrieve Notices

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).

<u>Email Delivery Method</u>

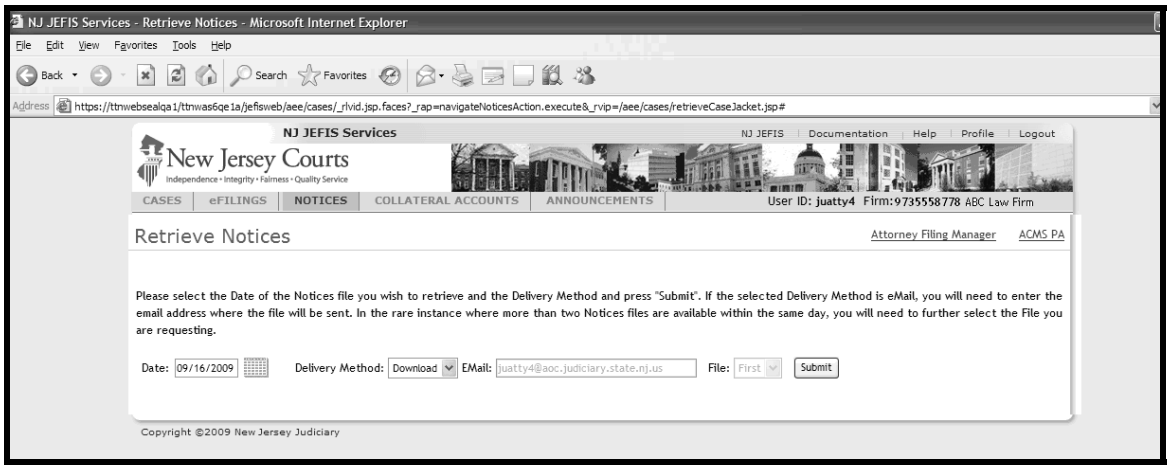


If **eMail** is the **Delivery Method**, the **Retrieve Notices** screen displays with the following message after clicking the **Submit** button.

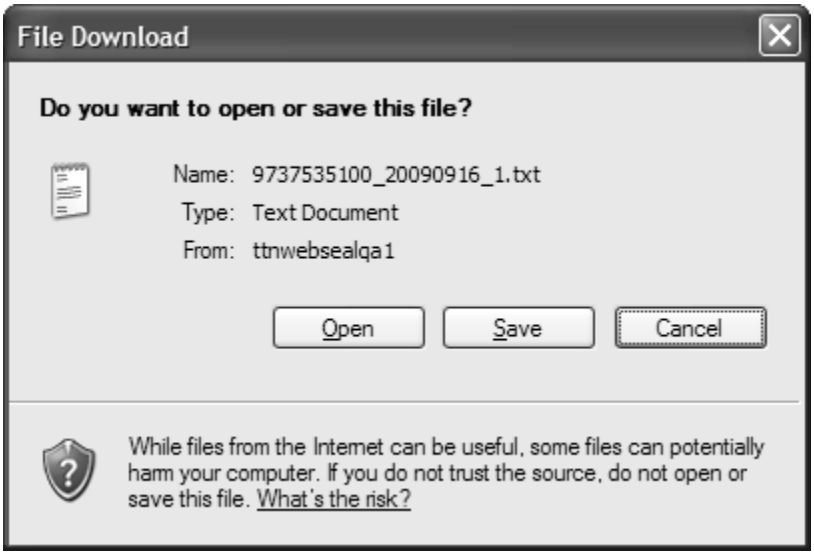
> The Firm's Notices file(s) corresponding to (*selected date*) has been emailed to (*email address*).

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

Download Delivery Method

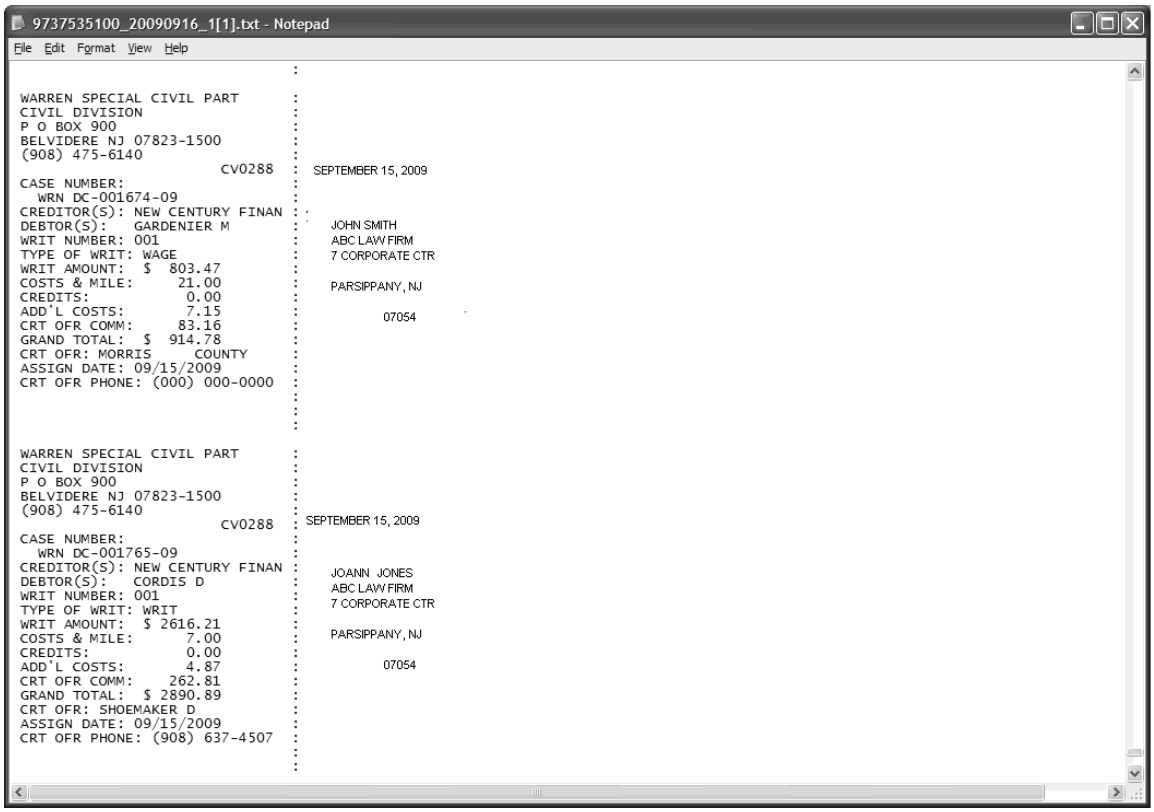


If **Download** is the **Delivery Method**, the **File Download** dialog box displays with options to open, save or cancel the requested file after clicking the **Submit** button.



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

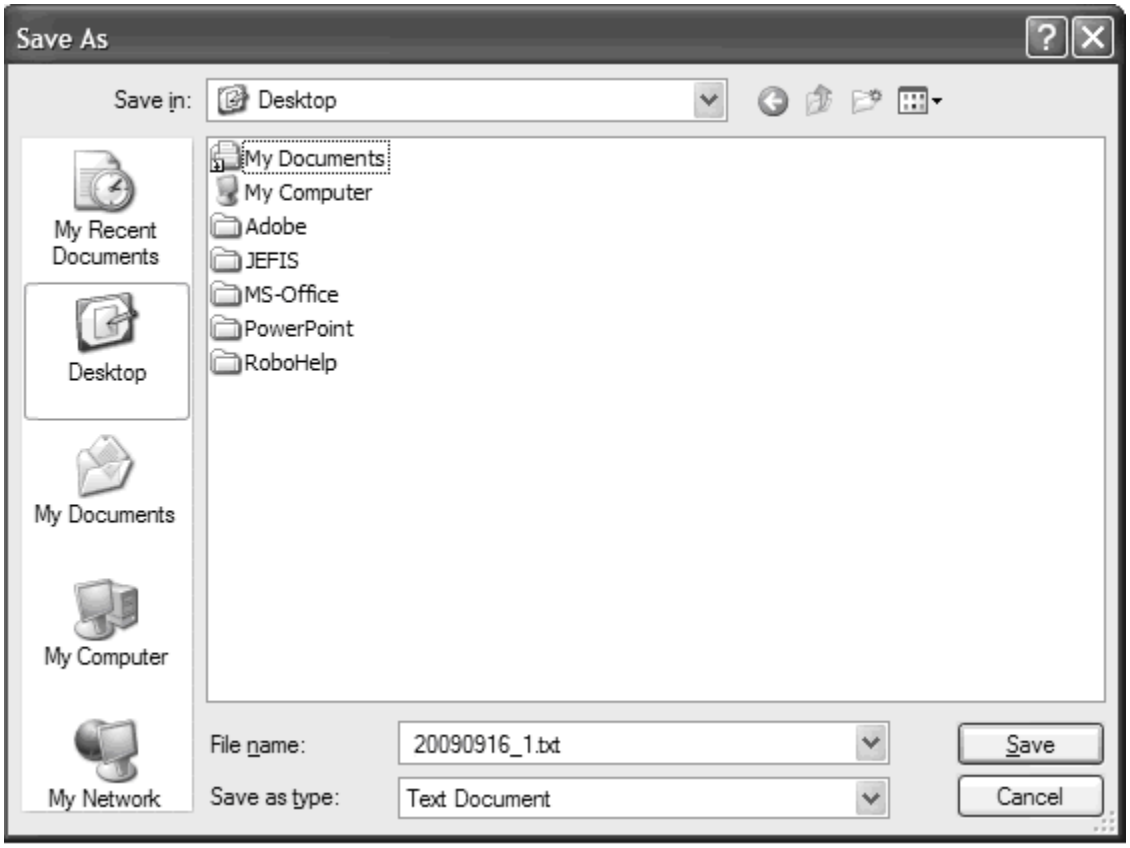
Text File



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.

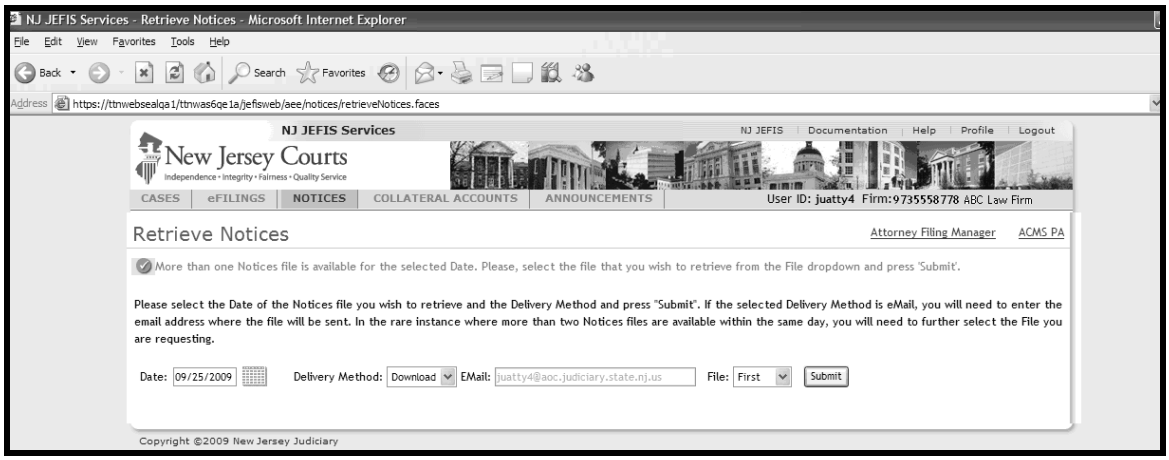
Save As Dialog Box



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.

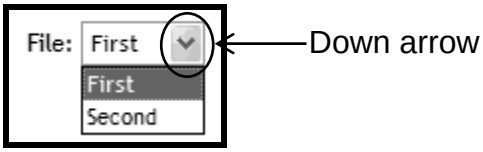
Retrieve Notices



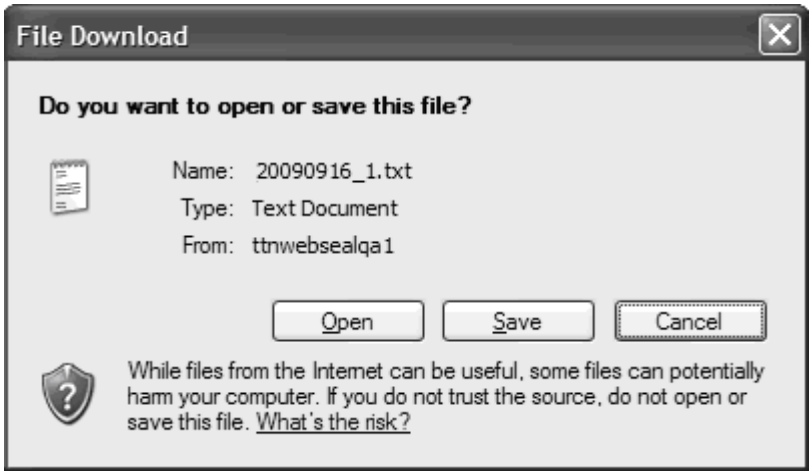
If **Download** is the **Delivery Method** and more than one version of the file is available for the selected date, the following message displays after clicking the **Submit** button on the **Retrieve Notices** screen.

> 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.



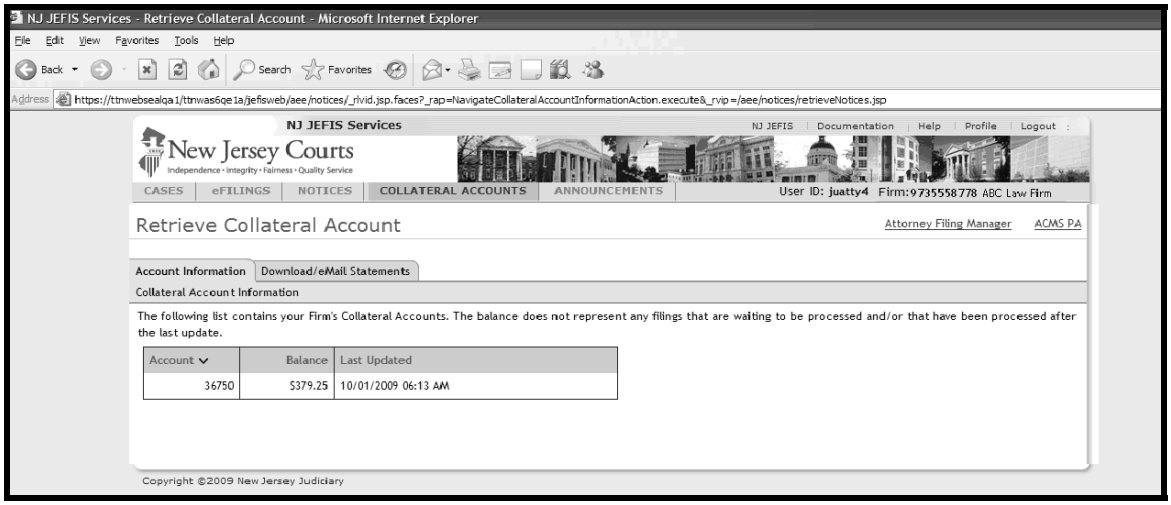
The **File Download** dialog box displays with options to open, save or cancel the selected file.



Retrieve Collateral Account

The **COLLATERAL ACCOUNTS** tab of the **NJ JEFIS Services** screen 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

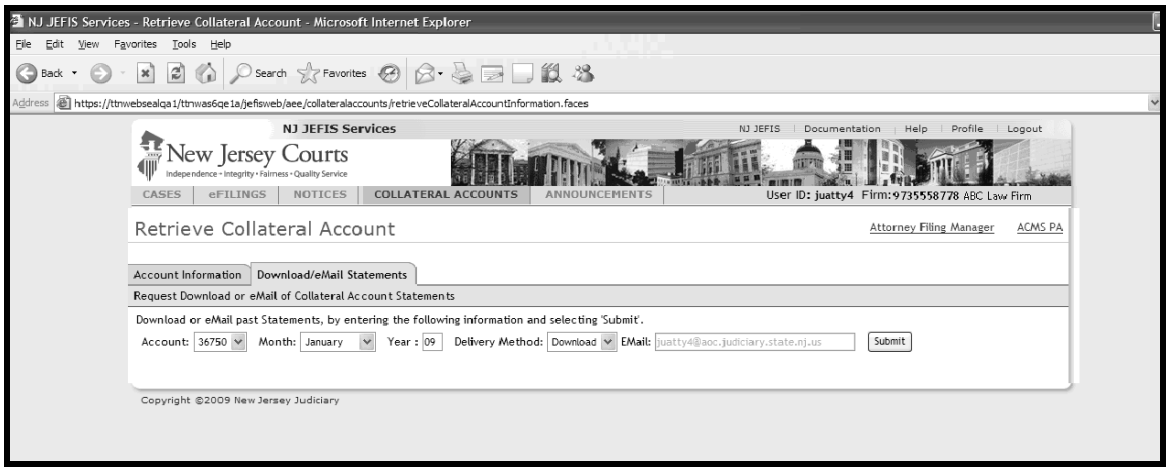


Collateral Account Information

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

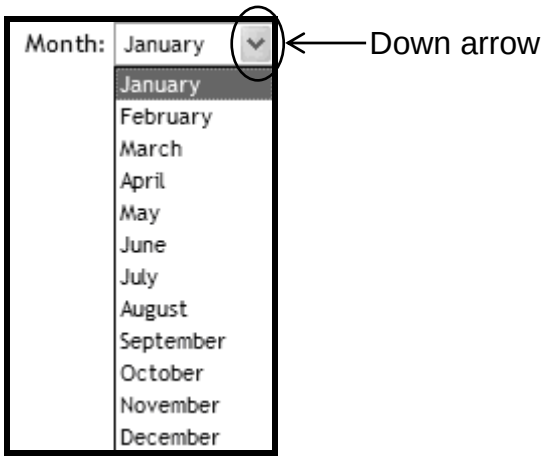


<u>Request Collateral Account Statements</u>

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**.

> <u>*NOTE*</u>: 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.

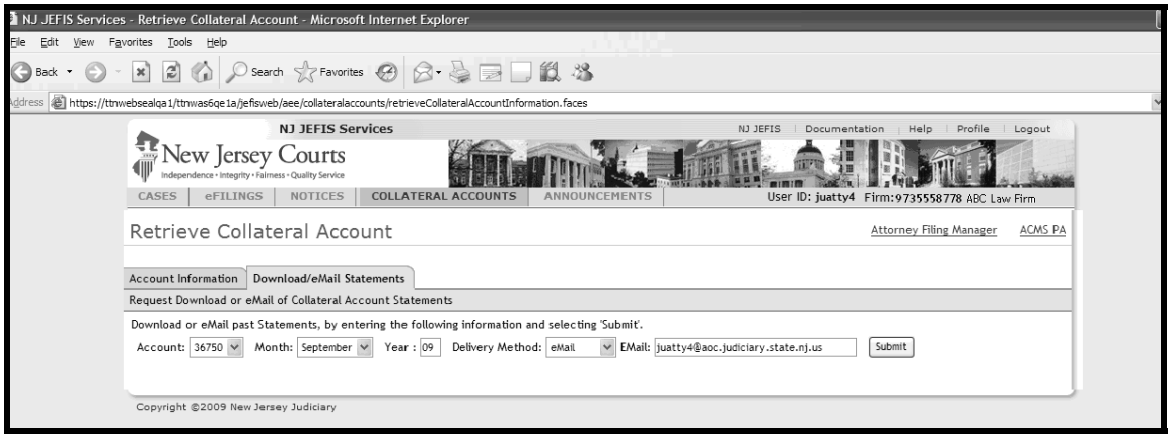


Retrieve Collateral Account

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.

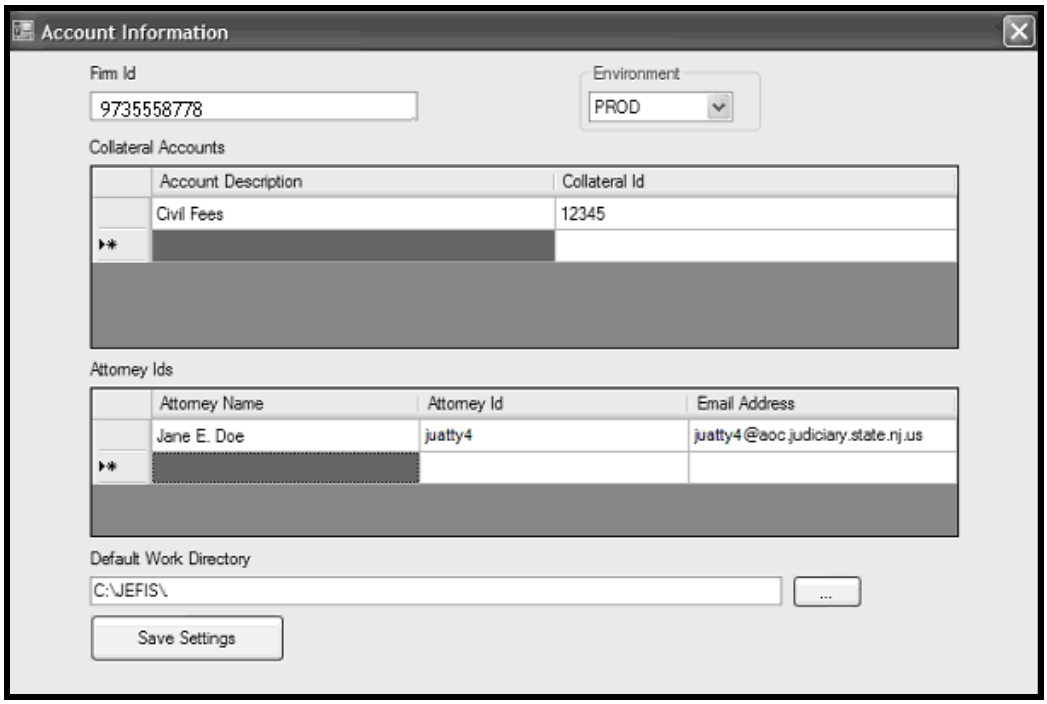
With the statement's month and year recorded, choose a method of delivery for the statement using the options available through the drop down menu of the **Delivery Method** field.

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



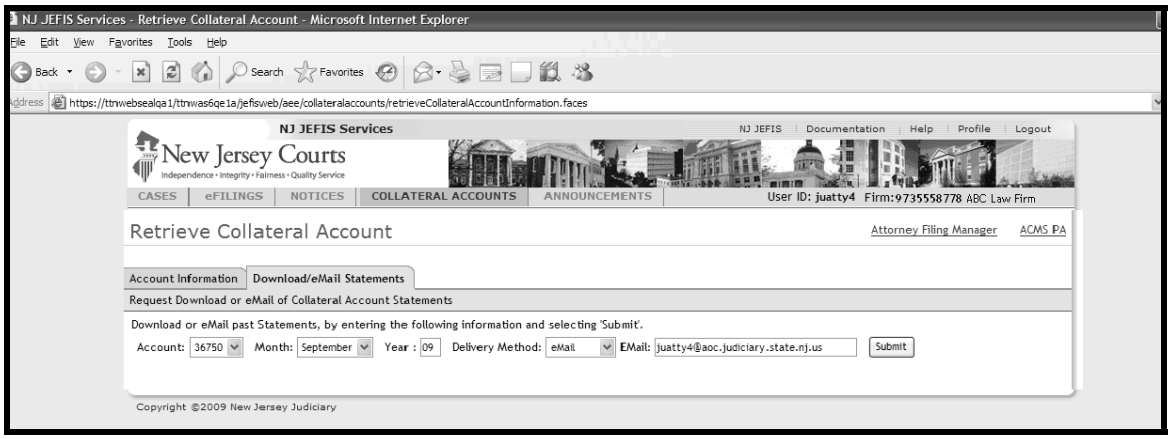
Settings for the JEFIS Attorney Filing Manager are recorded on the application's **Account Information** window. These settings include the entry of an email address that displays in the **EMail** field on the **Retrieve Collateral Account** screen of the JEFIS Services Application.

NOTE: Instructions on setting and changing information recorded on the **Account Information** window are contained in the JEFIS Attorney Filing Manager manual available at:

http://www.judiciary.state.nj.us/jefis/manual.pdf (Special Civil Part) and
http://www.judiciary.state.nj.us/jefis/foreclosure_manual.pdf (Foreclosure).

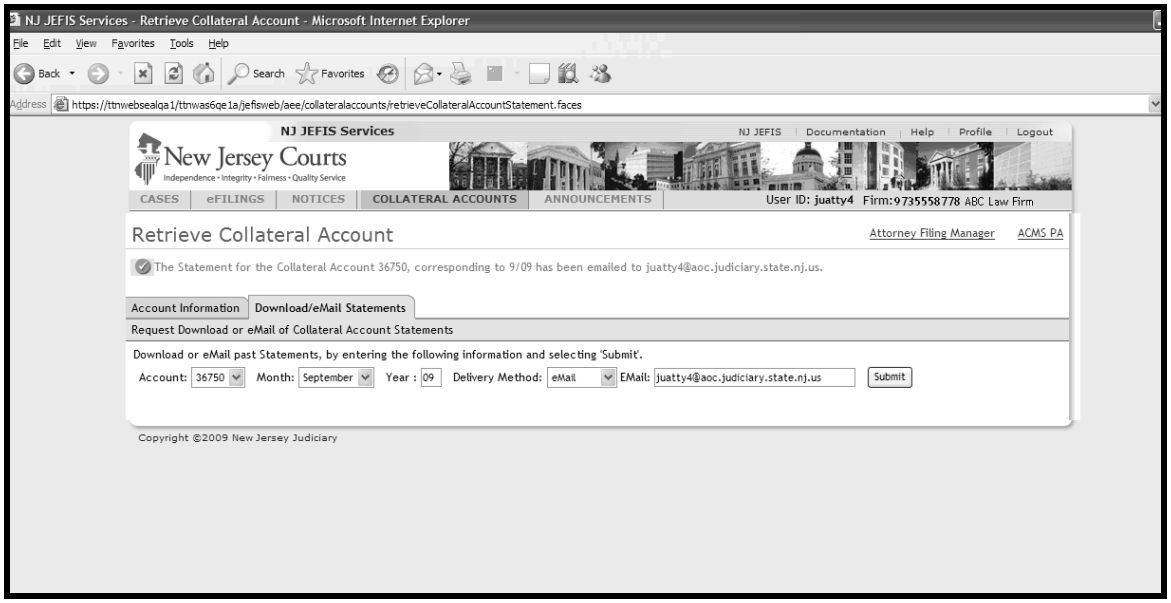
Be sure to confirm the accuracy of the address in the **EMail** field.

Retrieve Collateral Account



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).

<u>Email Delivery Method</u>

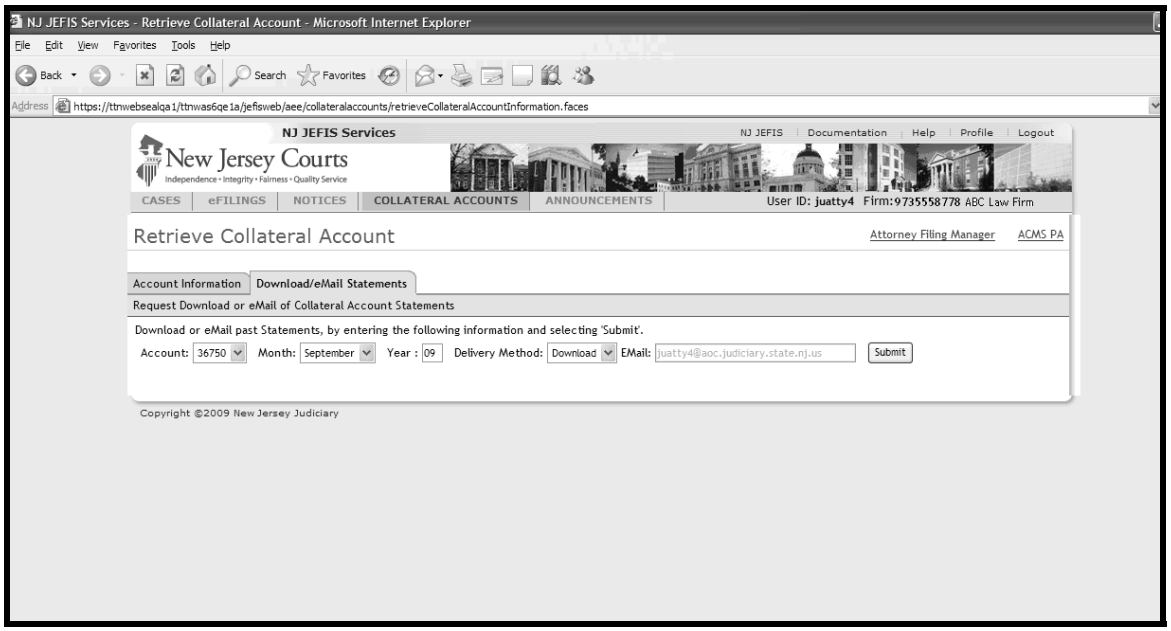


If **eMail** is the **Delivery Method**, the **Retrieve Collateral Account** screen displays with the following message after clicking the **Submit** button.

> 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.

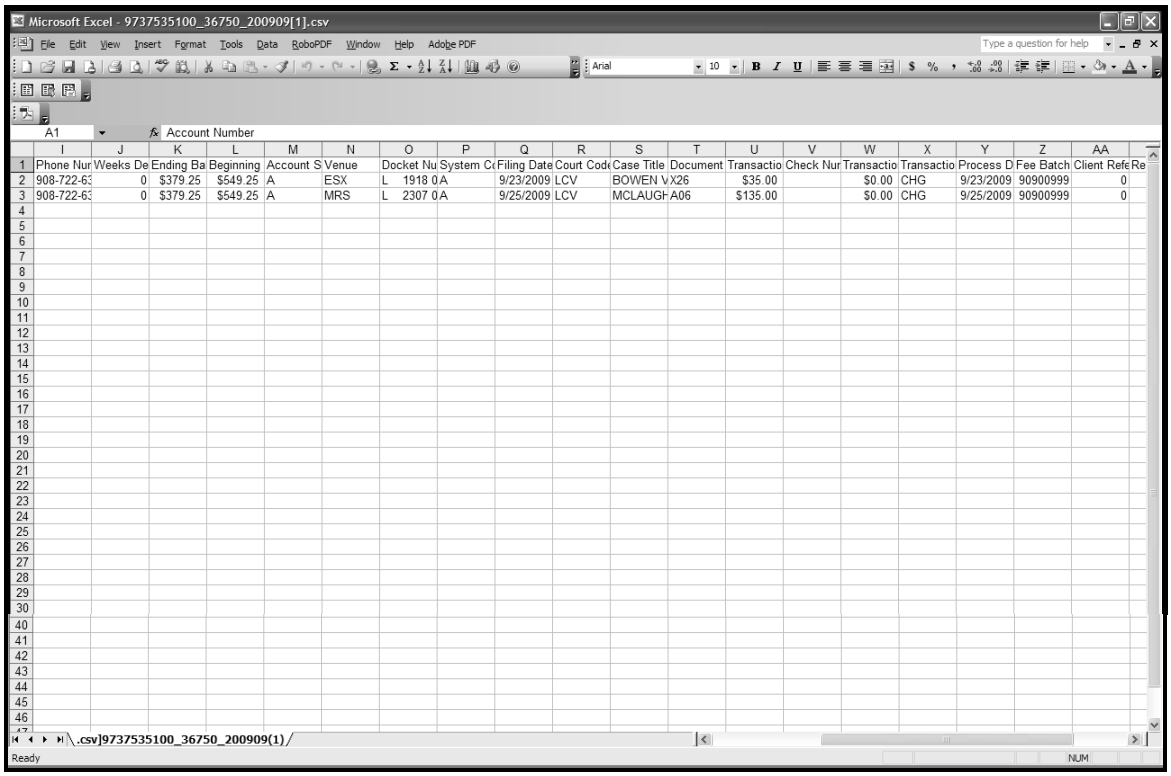
Download Delivery Method



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

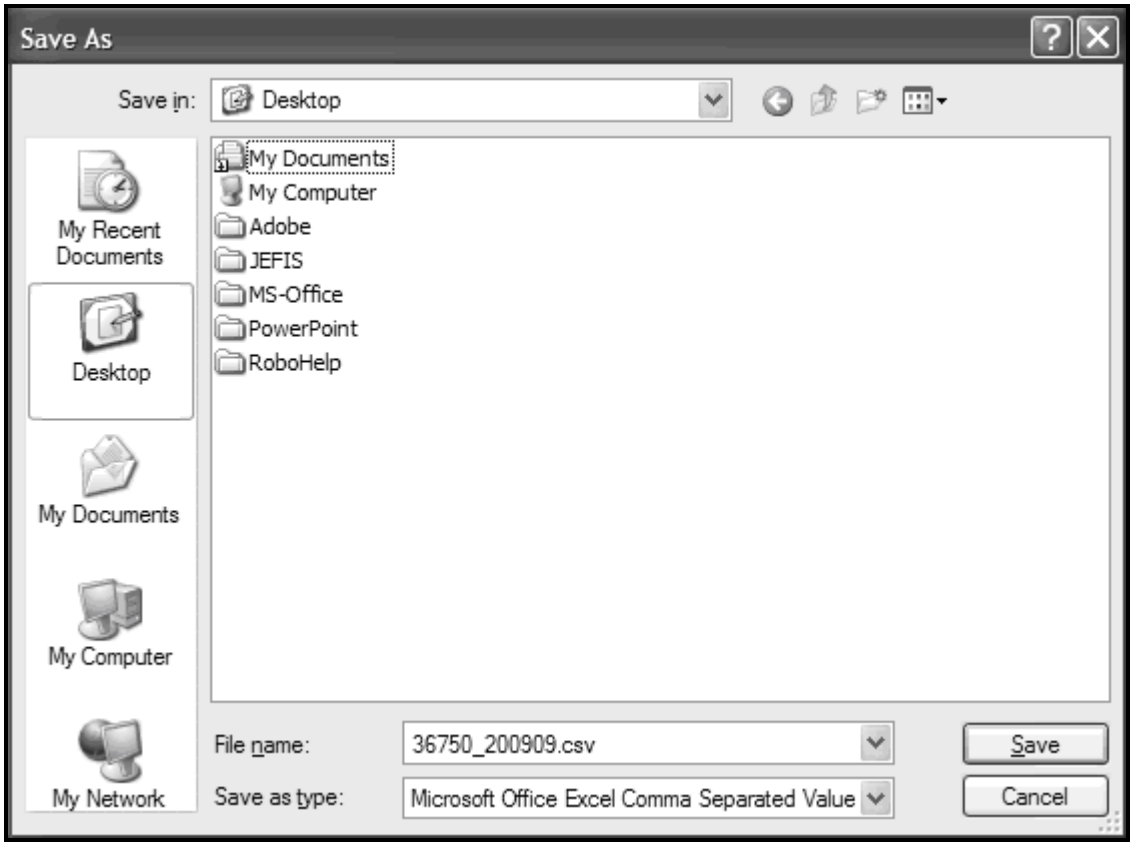


	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1	Phone Nur	Weeks De	Ending Ba	Beginning	Account S	Venue	Docket Nu	System C	Filing Date	Court Cod	Case Title	Document	Transactio	Check Nur	Transactio	Transactio	Process D	Fee Batch	Client Refe Re
2	908-722-63	0	$379.25	$549.25	A	ESX	L 1918 0	A	9/23/2009	LCV	BOWEN V	X26	$35.00		$0.00	CHG	9/23/2009	90900999	0
3	908-722-63	0	$379.25	$549.25	A	MRS	L 2307 0	A	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

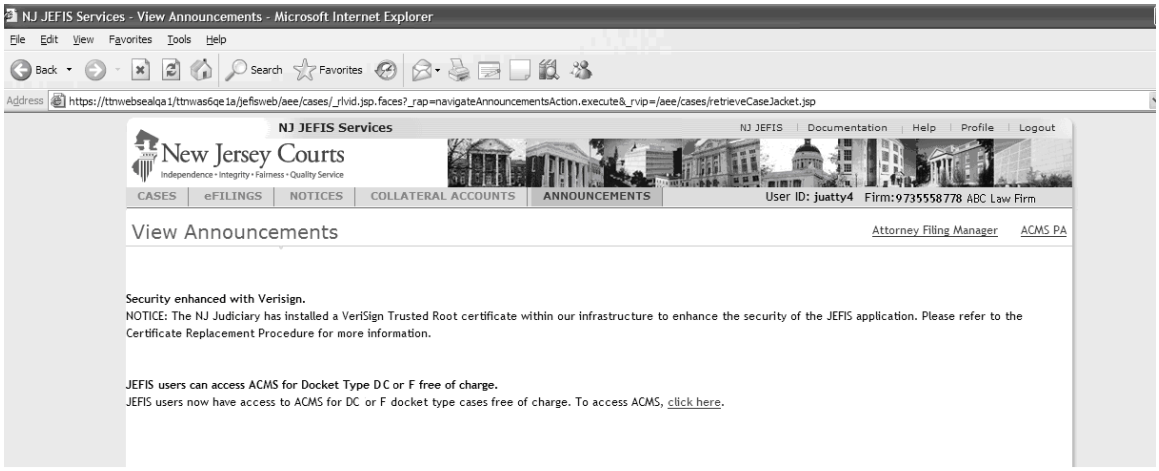


The **File name** can be changed prior to saving the CSV file.

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

Announcements

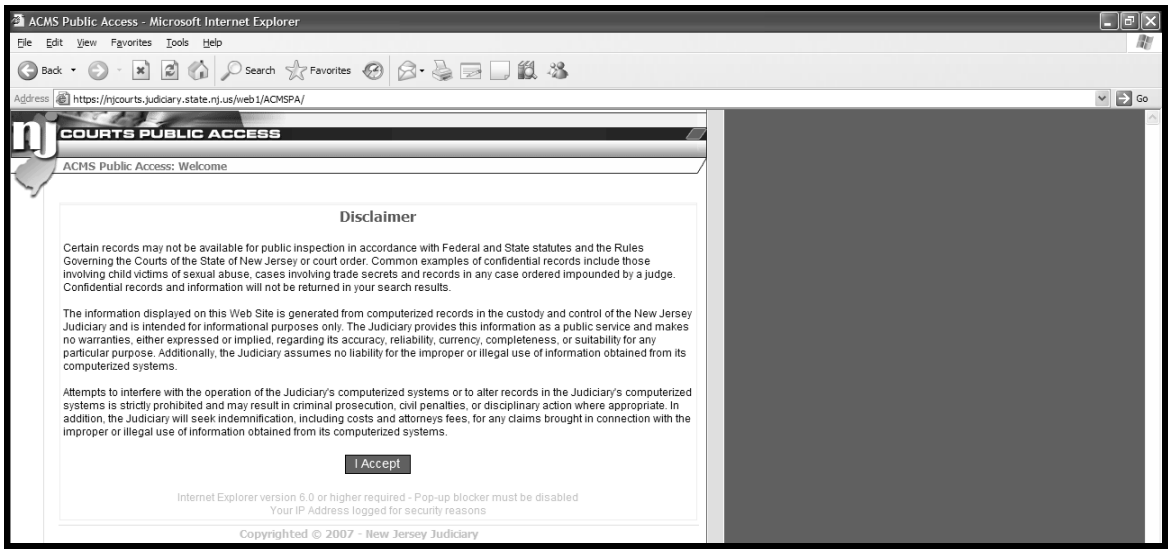
The **ANNOUNCEMENTS** tab of the **NJ JEFIS Services** screen provides the ability to view announcements related to the application. Clicking the **ANNOUNCEMENTS** tab displays the **View Announcements** screen where recent announcements can be viewed in detail.



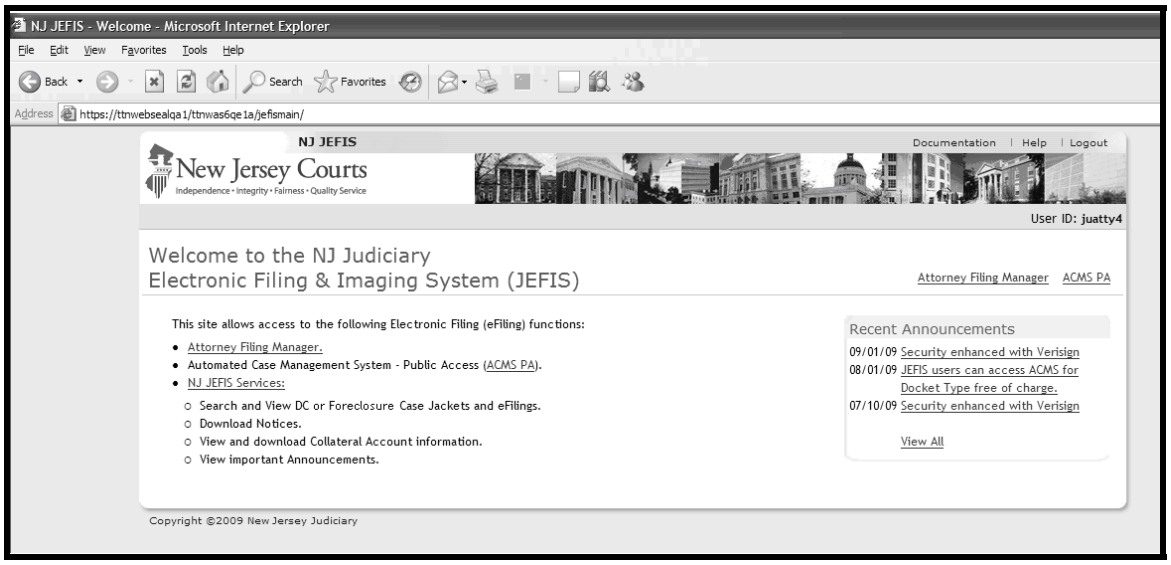
If an announcement contains a link, clicking the link will provide access to information related to the announcement. The above example contains the following announcement:

> JEFIS users can access ACMS for Docket Type DC or F 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

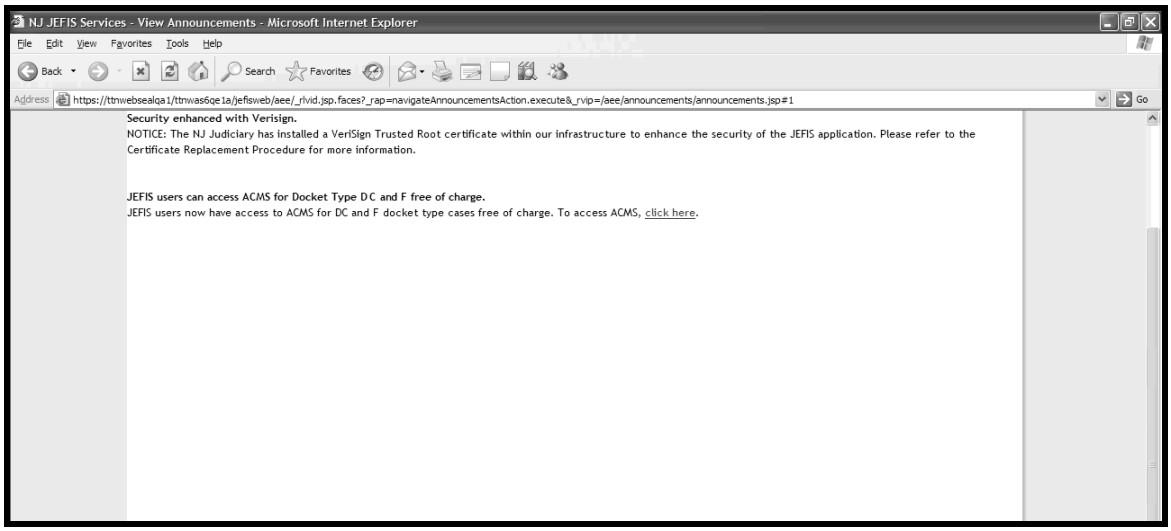


The **Recent Announcements** section of the **NJ JEFIS Welcome Page** provides quick access to the most recent announcements contained on the **ANNOUNCEMENTS** tab. Each underlined announcement provides a link to the full announcement on the **View Announcements** screen.

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

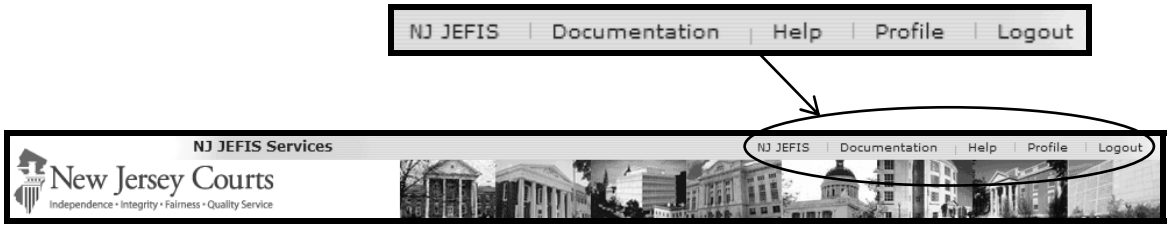
09/01/09 Security enhanced with Verisign

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



NJ JEFIS SERVICES LINKS

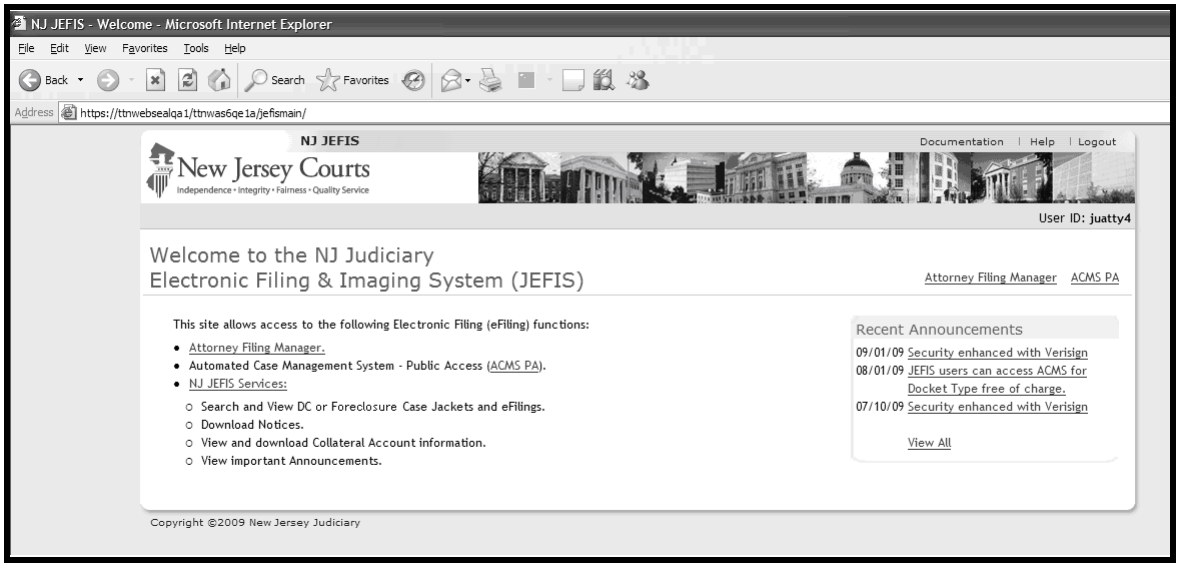
The **NJ JEFIS Services** screen contains links in its header bar to **NJ JEFIS**, **Documentation**, **Help**, **Profile** and **Logout** functions.



These links are described in detail below.

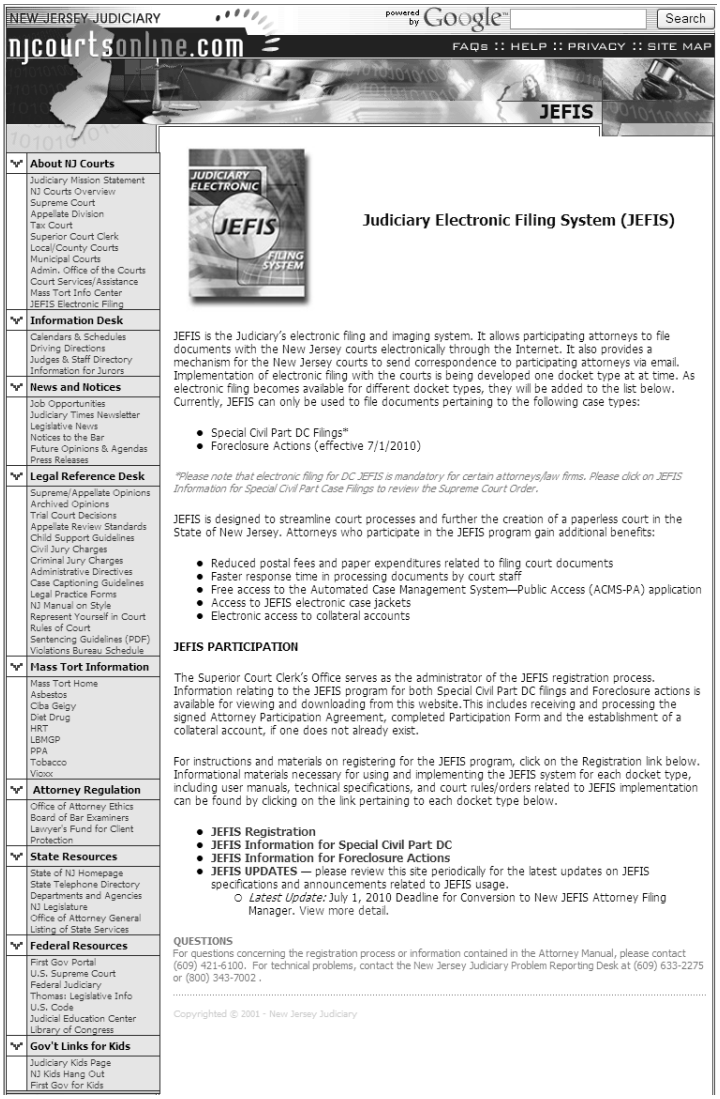
NJ JEFIS

The **NJ JEFIS** link provides access to the **NJ JEFIS Welcome Page**. Clicking the **NJ JEFIS** link will return the welcome page to the active window.



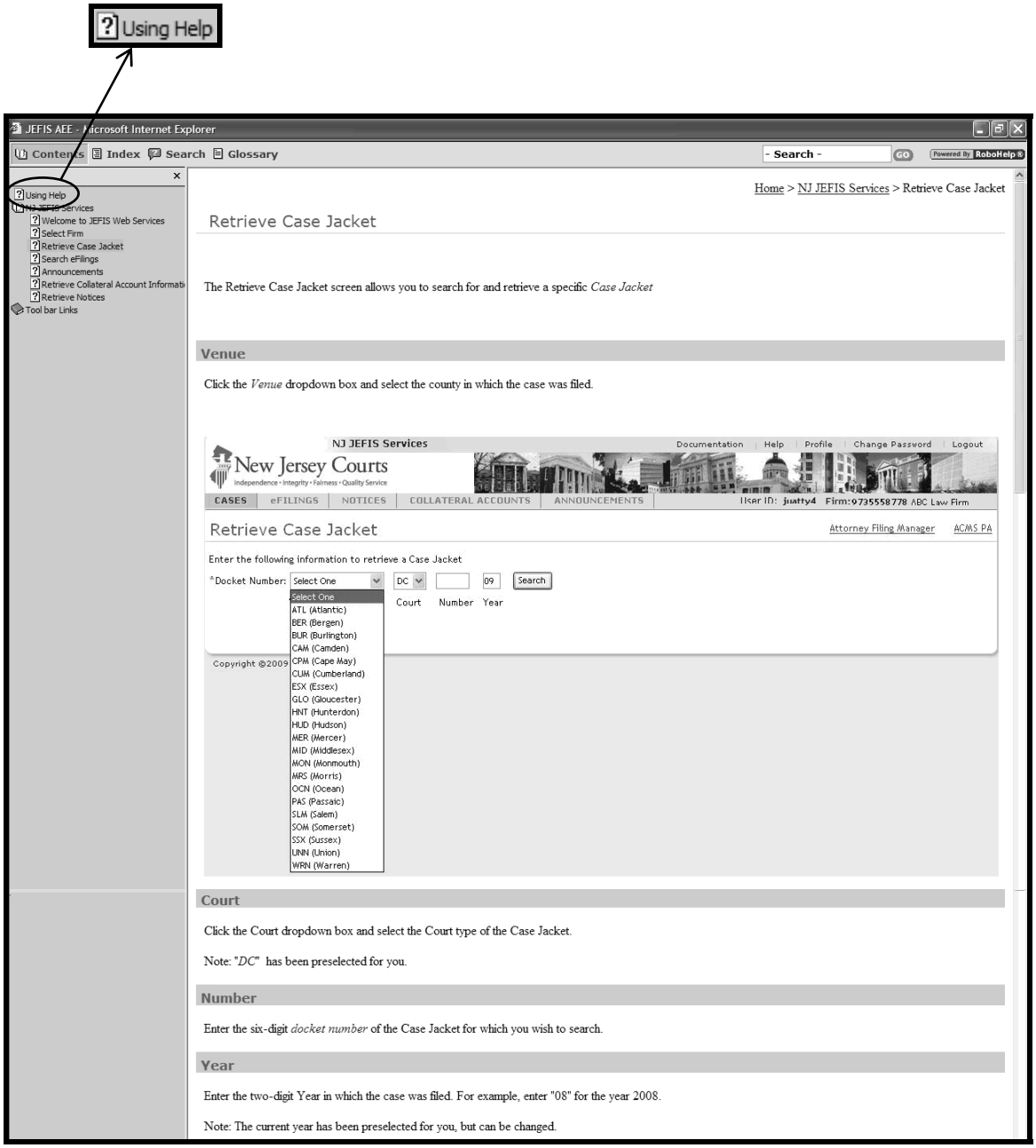
Documentation

The **Documentation** link provides access to the **Judiciary Electronic Filing System Documentation and Information** page. This page contains information related to the JEFIS application and links to electronic filing specifications and the JEFIS Attorney Filing Manager and ACMS-PA application manuals.



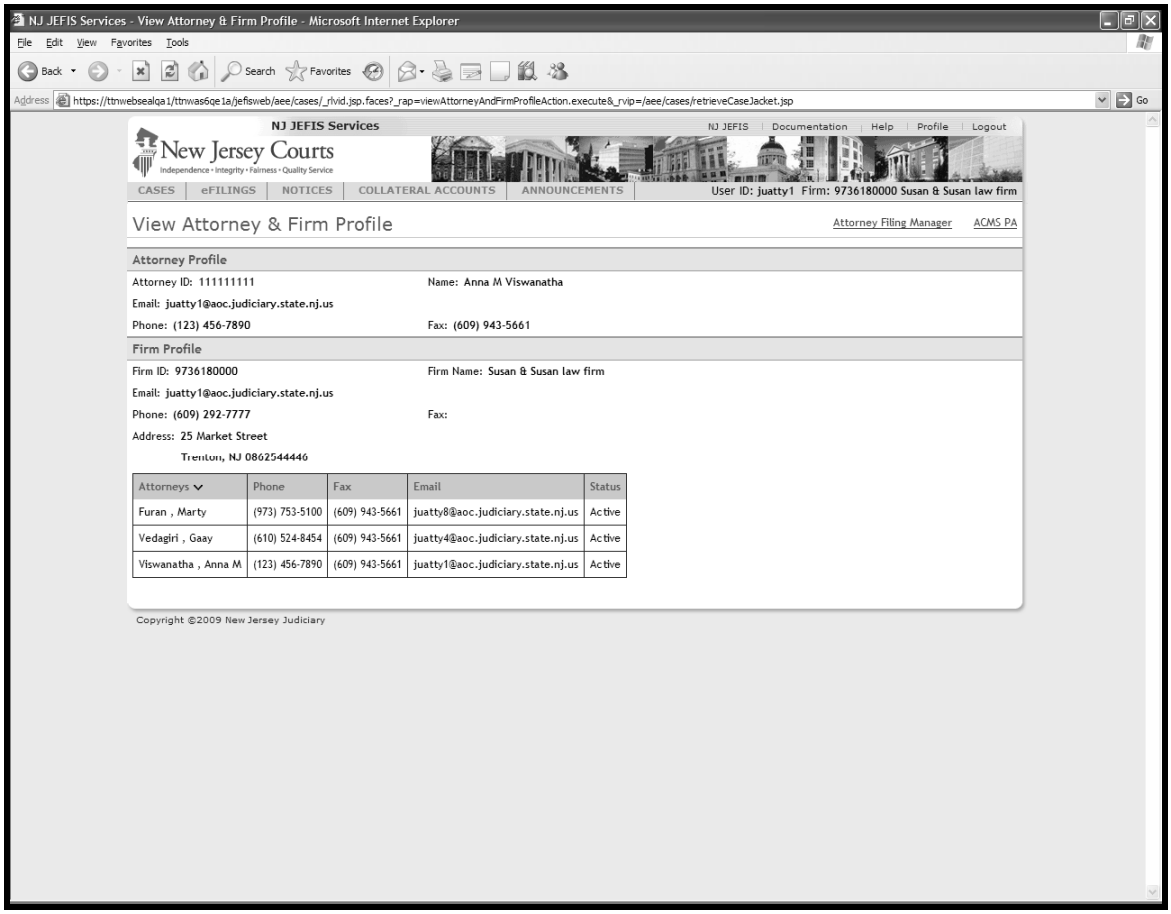
Help

The **Help** link provides assistance in using the JEFIS Services Application. Clicking the **Help** link opens the help facility for the active JEFIS Services Application screen. This allows help to be retrieved for the screen currently being viewed. In the example below, the **Help** link was accessed from the **Retrieve Case Jacket** screen in the 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.

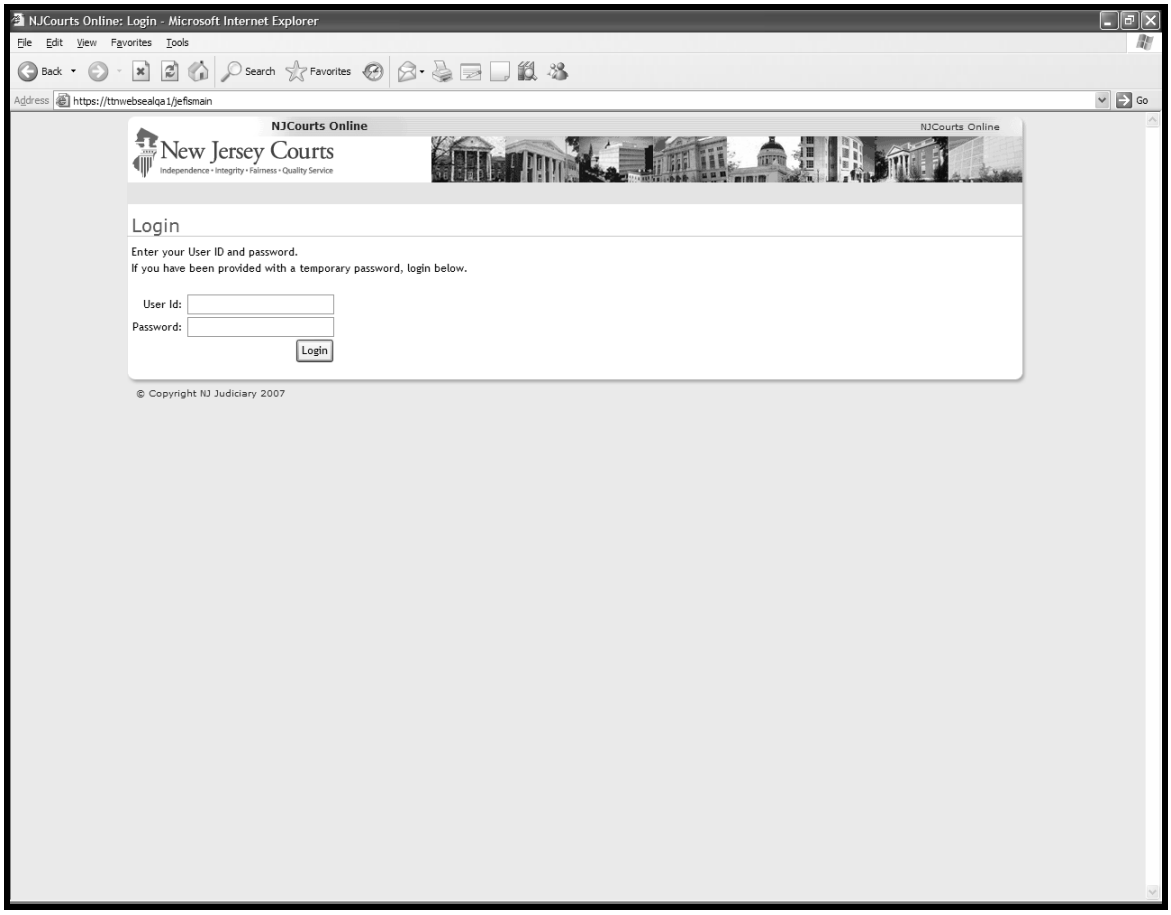


Profile

The **Profile** link provides access to information related to the attorney logged on to the 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.



Logout

The **Logout** link allows the current user to log out of the 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 JEFIS Services Application using their **User Id** and **Password**.

See the section titled *Accessing the JEFIS Services Application* in this manual for instructions on entering a **User ID** and **Password** at the **Login** page.