



eCourts Attorney User Guide

Special Civil Part

May 2017

Version 5.4



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1. Introduction

eCourts is a web based application that is designed to allow attorneys in good standing to electronically file documents to the courts. As documents are filed, they will automatically be added to an electronic case jacket, which can be viewed by the attorney and court staff.

2. Getting Started

Use the eCourts URL to log into eCourts, or log in by accessing Judiciary.state.nj.com> Attorneys> eCourts Login> eCourts Civil> attorney Login

Attorney & Judge Regulation	Legal Practice	Resources
eCourts Login	Calendars/Schedules	Opinions
Online Registration & Payment	Civil Motion Calendar	Administrative Directives
Advisory Committee on Judicial Conduct	Civil Case Public Access	Appellate Review Standards
Attorney Index	Civil Mediators Search	Case Captioning Guidelines
Board on Attorney Certification	Criminal Convictions	Civil Practitioner's Guide
Board of Bar Examiners	Discovery End Date	Criminal Sample Verdict Sheets

New Jersey Courts
Independence • Integrity • Fairness • Quality Service

SELF-HELP CENTER ATTORNEYS PAY TRAFFIC TICKET JURORS COURTS PUBLIC/MEDIA

Opinions Notices eCourts Attorney Registration Rules of Court

eCourts

eCourts is a web based application that is designed to allow attorneys, in good standing, to electronically file documents with the courts. The Judiciary's plans for full implementation of eCourts in all trial court divisions is underway. The plan to modernize our systems is built on the following four essential functionalities:

- Electronic filing and information exchange between the court and attorneys;
- The creation of an electronic filing system;
- The establishment of an electronic case jacket;
- The maintenance of an electronic records management system that provides both attorneys and the public with access to case information.

eCourts Criminal >

eCourts Appellate >

eCourts Civil ▾

Attorney Login

System Filing Hours: Monday-Friday 2 a.m. to 8 p.m.

Case Jacket Access Hours: 24 hours a day - 7 days a week

NOTE: Foreclosure and DC complaints and motions filed after 8 PM will get the next business day filing date.

Electronic filing by all attorneys in eCourts Special Civil Part matters is mandatory effective May 1, 2017.

Who can file?

After the login has been completed, the user will need to acknowledge the participation agreement.

Initial Registration

Please review the participation agreement for electronic filing in the New Jersey Trial Courts
To register, please complete the certification below, then click "Save and Continue".

Step 1 - Read the Participation Agreement

Please read the Terms and Conditions for eCourts Participation:

**TERMS AND CONDITIONS OF ACCESS TO AND PARTICIPATION IN
NEW JERSEY JUDICIARY ELECTRONIC APPLICATIONS**

For the purposes of Agreement, the term "application" includes the Judiciary Electronic Filing and Imaging System (JEFIS), eCourts, Appellate eFiling (NJ eDATA), Supreme Court eFiling, and the Electronic Access Program (EAP) or other systems as designated by the Judiciary.

TERM/TERMINATION

Participation in New Jersey Judiciary Electronic User Applications begins immediately upon the completion of online registration and the designation of the user ID and initial password.

Where applicable, registration constitutes the user's request for, and consent to, electronic service of court-generated documents and documents filed electronically by other parties for cases that are initiated electronically.

Step 2 - Complete Certifications

Please complete the following.

I confirm that I have read, understood, and agree to abide by the terms of the user agreement above (Click [here](#) to print a copy).

I agree to accept electronic service.

Save and Continue

After this point, the user can verify their firm information and will also be prompted to enter up to 3 Email addresses, which will receive all eCourts notifications regarding cases in which the attorney is assigned.

Judiciary eCourts System - Special Civil

Home | Help | Logout

New Jersey Courts
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User: []

Judiciary Help Desk: 1-800-343-7002 or 609-633-2275
eCourts Support: 8:00 AM - 5:00 PM Normal Business Days

Verify Firm Information and Enter Email Address

eFiling Contact Information

Please verify the following firm/business information to begin electronic filing.
For inquiries and information related to updating your attorney contact information, please contact the Superior Court Clerk's Office at (609) 421-6100.
Please review or edit, if necessary, the email addresses for electronic notification. All filing correspondence and notification will be sent to email addresses provided.

Firm Name and Address	Email Addresses for Electronic Notifications
[]	* Email 1 []
	Email 2 []
	Email 3 []

Certification of Information

I certify that all of this information is true and accurate.

Continue

After clicking 'Continue' the user will be taken to the eCourts Home Page, where the appropriate Court/Division can be selected.

Judiciary eCourts System - Special Civil

Home | Help | Logout

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eCOURTS HOME | eFILING | CASE JACKET

User: []

Welcome to eCourts

Select Court/Division: Special Civil [v] eFile View Case Jacket

Judiciary Help Desk: 1-800-343-7002 or 609-633-2275
eCourts Support: 8:00 AM - 5:00 PM Normal Business Days

Announcements

There are no announcements.

To Return to Verify Firm and Email Screen click "Back" Back

From this point, the user can select the area in which to work, by clicking the respective tab at the top of the screen.

3. eFiling Tab

From the eFiling Tab, the user will have the ability to perform the following functions:

- File against an existing case
- File the same document against multiple case
- File a complaint
- Retrieve a previously saved complaint

To file against an already existing case, simply enter the docket number of the case and select the 'Search' button.

The screenshot shows the 'Judiciary eCourts System - Special Civil' interface. The top navigation bar includes 'Home', 'Help', and 'Logout'. Below the navigation bar, there are tabs for 'eCOURTS HOME', 'eFILING', and 'CASE JACKET'. The main heading is 'Enter a New Case/Search an Existing Case'. The form contains the following elements:

- 'Enter the docket number to file against an existing case:' with a dropdown menu set to 'MERCER' (with 'Ex. Atlantic' below it), another dropdown set to 'DC' (with 'Ex. DC' below it), a text input field containing '123', and a dropdown set to '15' (with 'Ex. 000001' and 'Ex. 15' below it).
- 'Submit filing to other cases?:' with radio buttons for 'Yes' (selected) and 'No'.
- A 'Search' button.
- 'OR' separator.
- 'Enter a new case:' with a 'New Case' button.
- 'OR' separator.
- 'Continue a Pending Filing:'

Below the form is a 'Pending Filings' section with a table:

		Pending Title	Attorney	Law Firm Case ID	Created	Last Modified
Retrieve	Delete	Doe VS Doe	T. BRAND		12-23-2015	12-23-2015

To file the same filing against multiple cases, enter the docket number from one of the cases, select 'Yes' to submit filing to other cases, then click the 'Search' button.

This screenshot is identical to the one above, but the 'Submit filing to other cases?' radio button for 'Yes' is now selected, and the 'Search' button is highlighted with a red box.

For more information on filing Subsequent Filings, refer to [Section 5: Upload Document - Subsequent Documents](#).

To initiate a case and file a complaint, click the 'New Case' button.

Judiciary eCourts System - Special Civil Home | Help | Logout

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eCOURTS HOME | **eFILING** | CASE JACKET | User: _____

Enter a New Case/Search an Existing Case

Enter the docket number to file against an existing case: - Submit filing to other cases?: Yes No

Ex. Atlantic Ex. DC Ex. 000001 Ex. 15

OR

Enter a new case:

OR

Continue a Pending Filing:

Pending Filings First << 1 2 >> Last

		Pending Title	Attorney	Law Firm Case ID	Created	Last Modified
Retrieve	Delete	Doe VS Doe	T. BRAND		12-23-2015	12-23-2015

To retrieve a previously saved complaint, click the 'Retrieve' link from the Pending Filings section.

Judiciary eCourts System - Special Civil Home | Help | Logout

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eCOURTS HOME | **eFILING** | CASE JACKET | User: _____

Enter a New Case/Search an Existing Case

Enter the docket number to file against an existing case: - Submit filing to other cases?: Yes No

Ex. Atlantic Ex. DC Ex. 000001 Ex. 15

OR

Enter a new case:

OR

Continue a Pending Filing:

Pending Filings First << 1 2 >> Last

		Pending Title	Attorney	Law Firm Case ID	Created	Last Modified
<input type="button" value="Retrieve"/>	Delete	Doe VS Doe	T. BRAND		12-23-2015	12-23-2015

For more information on Complaints, refer to [Section 4 – Upload Document – Case Initiation](#).

4. Upload Document - Case Initiation

4.1 Enter Case Details

The user will have to enter the case details pertaining to the complaint filing.

Note: In the event the user is retrieving a previously saved complaint, the system will initially return to the 'Enter Case Details' screen, and the user will need to progress from that point forward.

To enter the case details follow the steps below:

The screenshot shows a web application interface for entering case details. At the top, there are navigation tabs: 'eCOURTS HOME', 'CASE MANAGEMENT', 'UPLOAD DOCUMENT', and 'CASE JACKET'. A 'User:' field is visible in the top right corner. The main content area is titled 'Enter Case Details' and contains several input fields with red numbered callouts (1-12) indicating the sequence of steps:

- 1. Filing Date: A date picker field.
- 2. Select Court Section: A dropdown menu with 'DC' selected.
- 3. Select Venue: A dropdown menu.
- 4. Select Action: A dropdown menu.
- 5. Enter Demand Amount: A text input field with 'Ex. 10000.00' below it.
- 6. Attorney's Fees: A text input field.
- 7. Jury Demand: A dropdown menu with 'NONE' selected.
- 8. Select Service Method: A dropdown menu with 'CERTIFIED/REGULAR MAIL' selected.
- 9. Law Firm Case ID: A text input field.
- 10. County of Incident: A dropdown menu.
- 11. Plaintiff Caption: A text input field with a note: 'Complete this field to accommodate the assignees as defined in Rule 6:3-2. Must be a proper case caption. If this field is populated, the content of this field will be placed as the plaintiff caption on the Summons.'
- 12. Defendant Caption: A text input field with a note: 'Complete this field to accommodate the assignees as defined in Rule 6:3-2. Must be a proper case caption. If this field is populated, the content of this field will be placed as the defendant caption on the Summons.'

A 'Continue' button is located at the bottom right of the form.

1. Select the Court Section.

Note: This field will be defaulted to District Court - DC

2. Select the Venue.

3. Acknowledge the Certification of No Other Action.

Note: In the event the matter in controversy is subject to another court matter, the user will have the ability to provide any applicable details they wish in the text box displayed.

eCOURTS HOME eFILING CASE JACKET User: []

Enter Case Details

* Select Court Section: [District Court - DC] v

* Select Venue: [BURLINGTON] v

* I certify that the matter in controversy is not the subject of any other court action or arbitration proceeding, no pending or contemplated, and that no other parties should be joined in this action.

* I certify that the matter in controversy is subject to another court action or arbitration proceeding, pending or contemplated.

If the matter in controversy is subject to other court actions or proceedings, please provide the details of those matters in the space below.

[Text Box]

Enter Case Details

4. Select the Action.

5. Enter the Demand Amount.

Note: For Special Civil Part complaints, include in the demand amount all contractual attorney fees and/or pre-judgment interest sought, if any, accrued prior to the filing of the complaint. Do not include your statutory attorney taxing of costs under N.J.S.A. 22A:2-42, which is taxed by the Clerk's Office at the time the judgment is entered.

6. Attorney's Fees

Note: Any Attorney's Fee entered on this screen will be added to the Demand Amount and utilized for the purpose of calculating the Filing Fee.

7. Select the Jury Demand.

Note: This field will be defaulted to None.

8. Select the Service Method.

Note: This field will be defaulted to Certified/Regular Mail.

9. Enter the Law Firm Case ID if one is utilized by the particular firm.

10. Select the County of Incident.

Note: This field refers to the county where the cause of action initially arose.

11. If necessary, enter the Plaintiff Caption to be displayed on the summons.

12. If necessary, enter the Defendant Caption to be displayed on the summons.

Once the case details have been entered, click 'Continue'

4.2 Enter a Plaintiff

For specific details on how to add a defendant, refer to [Section 4.3 Enter a Defendant](#).

The user will be required to enter the details for each plaintiff.

To add a plaintiff follow the steps below:

1. Click the '+' icon

The screenshot shows the 'Enter Plaintiff(s)' section of the eFILING system. At the top, there are navigation tabs for 'eCOURTS HOME', 'eFILING', and 'CASE JACKET', along with a 'User:' field. Below this is a text input field for 'Enter Plaintiff(s)' and a 'Back' button. A prompt says 'Click + to enter a Plaintiff'. The 'Case Details' section shows 'Case Type: Contract Dispute'. Below that is a table with columns for 'Party Type', 'Name', 'Address', 'Phone', and 'Attorney'. A red box highlights a '+' icon in the first row of the table. At the bottom right of the table area are 'Back' and 'Continue' buttons.

Note: For Subsequent Filing filings, the '+' icon will be located below the Select movant/Adversary section.

Once the Add a Plaintiff popup appears, enter the plaintiff details by following the steps below:

Add a Plaintiff

* Party Description: Individual 1

Party Affiliation: 2

* Name: 3
*First M.I. *Last

* Address Line 1: 4

Address Line 2: 5

* City: 6

* State: NEW JERSEY 7

* Zip: Zip Ext: 8

Phone: 9

10	Alternate Type	Alternate Name
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

* Will you need an Interpreter? Yes No 11

* Will you need ADA accommodations? Yes No 12

Additional Details:

Note: In the event, this party is being added through the filing of a Subsequent Filing, there will be an additional initial step where the user will need to select the 'Party Type' as either Plaintiff or Defendant.

1. Select the Party Description.
2. Select the Party Affiliation.

Note: This is not a required field.

3. Enter the Party Name.

Note: If Individual is selected as the Party Description, the name will include fields for First, M.I. and Last.

Add a Plaintiff

* Party Description: Individual

Party Affiliation:

* Name:
*First M.I. *Last

Note: If Business is selected as the Party Description, the name field will display as one text box, and the Corporation Type will also have to be selected.

Add a Plaintiff

* Party Description:

Party Affiliation:

* Corporation Type:

* Name:

4. Enter the party's Address.
5. If applicable, enter the supplemental address information into Address Line 2.
6. Enter the party's City.
7. Enter the party's State.

Note: This field is defaulted to New Jersey.

8. Enter the party's Zip Code.
9. Enter the party's Phone Number.

Note: This is not a required field.

10. If applicable, enter the party's Alternate Name(s). Select the type, then enter the name.

	Alternate Type	Alternate Name
	<input type="text" value="ON BEHALF OF"/>	<input type="text" value="ABC Bank"/>
	<input type="text" value="TRADING AS"/>	<input type="text"/>
	<input type="text" value="FORMALLY KNOWN AS"/>	<input type="text"/>
	<input type="text" value="SURROGATE"/>	<input type="text"/>
	<input type="text" value="ALSO KNOWN AS"/>	<input type="text"/>
	<input type="text" value="NOW KNOWN AS"/>	<input type="text"/>
	<input type="text" value="DOING BUSINESS AS"/>	<input type="text"/>
	<input type="text" value="SUBROGEE"/>	<input type="text"/>

11. Select whether or not an Interpreter has been requested.

Note: If an Interpreter has been requested, a Language must be selected.

* Will you need an Interpreter? Yes No
* Indicate Language:

SPANISH
PORTUGUESE
KOREAN
HAITIAN CREOLE
AMERICAN SIGN LANGUAGE
ARABIC, EGYPTIAN COLLOQUIAL
POLISH
CHINESE, MANDARIN/GUOYU, HUA'YU, PUTONGHUA
RUSSIAN
VIETNAMESE
ACHOLI
ADYGHE
AFRIKAANS
AKAN
ALBANIAN, GHEG
ALBANIAN, TOSK
ALBANIAN, UNKNOWN
AMHARIC
ARABIC, ARABIAN PENINSULA
ARABIC, LEVANTINE COLLOQUIAL
ARABIC, NORTH AFRICA
ARABIC, UNKNOWN
ARAKANESE
ARMENIAN
ASSAMESE
ATTIE
AWADHI
AZERBAJANI, NORTH
AZERBAJANI, SOUTH

Note: The top 10 most popular languages will be listed at the top of the drop down selections. Also, a specific language can be searched for by quickly typing the first 2-3 letters of the language.

12. Select whether or not an ADA Accommodation has been requested.

Note: If an ADA Accommodation has been requested, select the Accommodation and enter any Additional Details.

* Will you need ADA accommodations? Yes No
* Identify Requirements/Accommodations:
Additional Details:

Once all of the details have been entered, click 'Save'

These steps can be repeated as many times as necessary until all plaintiff's are added to the filing.

4.3 Enter a Defendant

The user will be required to enter the details for each defendant.

To add a defendant follow the steps below:

1. Click the '+' icon

The screenshot shows a web interface for entering defendant information. At the top, there are navigation tabs: 'eCOURTS HOME', 'eFILING', and 'CASE JACKET'. A 'User:' field is visible on the right. The main heading is 'Enter Defendant(s)'. Below this is a 'Back' button and a prompt: 'Click + to enter a Defendant'. The 'Case Details' section shows 'Case Type: Contract Dispute'. Below that are sections for 'Plaintiff(s)' and 'Defendant(s)'. The 'Defendant(s)' section contains a table with the following columns: Party Type, Name, Address, Phone, and Attorney. A red box highlights a '+' icon in the first row of the table. At the bottom right of the table area, there are 'Back' and 'Continue' buttons.

Note: For Subsequent Filing filings, the '+' icon will be located below the Select movant/Adversary section.

Once the Add a Defendant popup appears, enter the defendant details by following the steps below:

Add a Defendant

* Party Description: 1
Party Affiliation: 2
* Name: 3
 *First M.I *Last
Address Line 1: 4
Address Line 2: 5
City: 6
State: 7
Zip: Zip Ext: 8
Phone: 9

10	Alternate Type	Alternate Name
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Note: In the event, this party is being added through the filing of a Subsequent Filing, there will be an additional initial step where the user will need to select the 'Party Type' as either Plaintiff or Defendant.

1. Select the Party Description
2. Select the Party Affiliation.

Note: This is not a required field.

3. Enter the Party Name.

Note: If Individual is selected as the Party Description, the name will include fields for First, M.I. and Last.

Add a Defendant

* Party Description:
Party Affiliation:
* Name:
 *First M.I *Last

Note: If Business is selected as the Party Description, the name field will display as one text box, and the Corporation Type will also have to be selected.

Add a Defendant

* Party Description: ▼

Party Affiliation: ▼

* Corporation Type: ▼

* Name:

Note: The defendant address fields are not required entries. In the event the filer wishes to add a fictitious defendant to the pleading, enter *only* the name and party description but leave *all* of the address fields blank. The system will recognize this party as fictitious and will make the necessary accommodations in regards to fee calculation.

4. Enter the party's Address.
5. If applicable, enter the supplemental address information into Address Line 2.
6. Enter the party's City.
7. Enter the party's State.

Note: This field is defaulted to New Jersey.

8. Enter the party's Zip Code.
9. Enter the party's Phone Number.

Note: This is not a required field.

10. If applicable, enter the party's Alternate Name(s). Select the type, then enter the name.

	Alternate Type	Alternate Name
	ON BEHALF OF	ABC Bank
	TRADING AS	
	FORMALLY KNOWN AS	
	SURROGATE	
	ALSO KNOWN AS	
	NOW KNOWN AS	
	DOING BUSINESS AS	
	SUBROGEE	

Once all of the details have been entered, click 'Save'

These steps can be repeated as many times as necessary until all defendants are added to the filing.

4.4 Attach Documents

Once the parties have been added, the user will then upload the documents to be submitted with the filing.

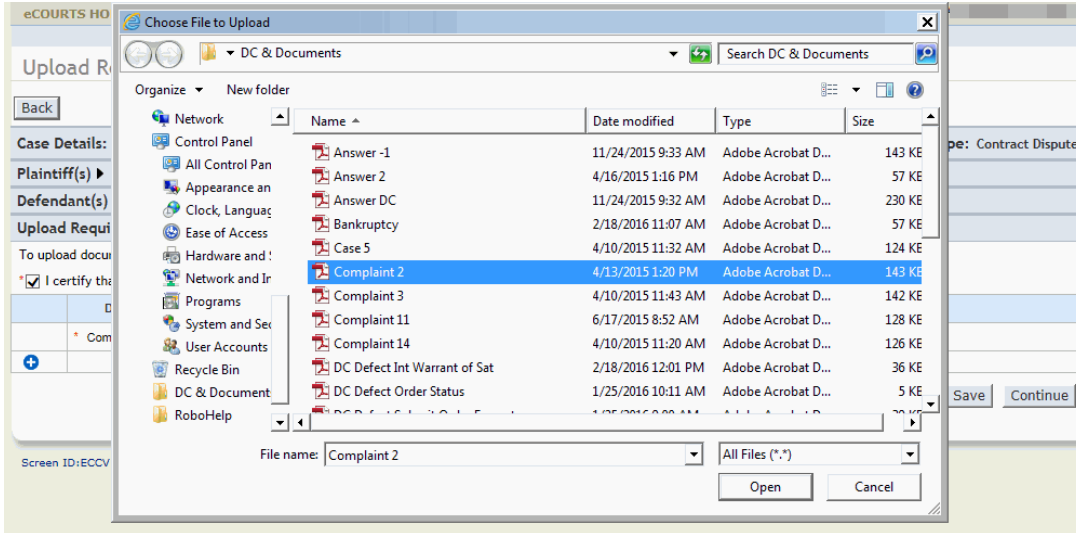
Note: From this point forward, the user will have the ability to 'Save' the filing, at which time it will be stored to the 'Pending Filings' section of the eFilings tab, where it can be retrieved at the user's discretion.

To Upload Documents follow the steps below:

Note: Documents designated with a red asterisk * are required submissions.

1. Acknowledge the Certification of Redaction
2. Select 'Browse'

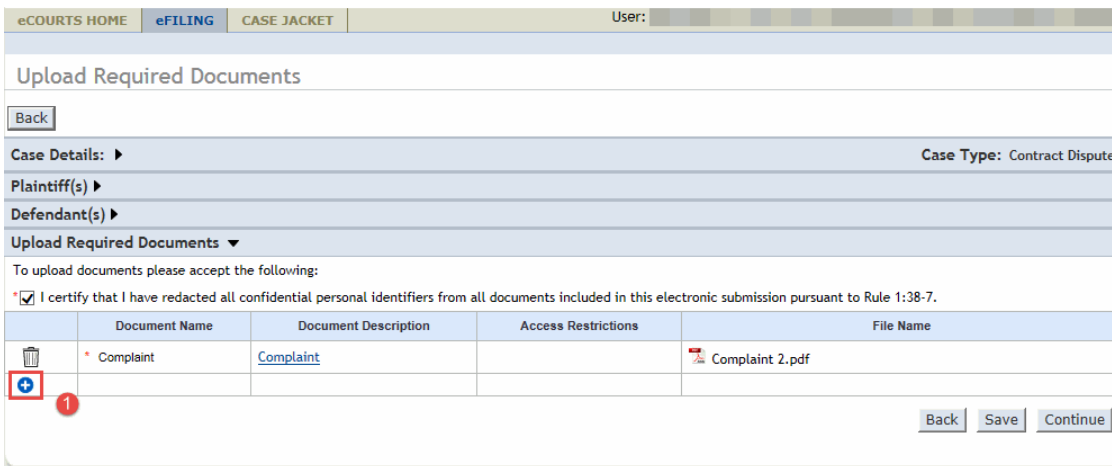
3. Select the appropriate file and select 'Open' to attach the document to the filing.



Note: Individual files cannot exceed 7 MB in size.

In the event, additional documents beyond the complaint need to be added to the filing, follow the steps below:

1. Select the '+' icon



2. Select the 'Document Name'
3. Enter the 'Document Description'
4. Select 'Browse' and select the file

eCOURTS HOME eFILING CASE JACKET User: []

Upload Required Documents

[Back](#)

Case Details: ▶ Case Type: Contract Dispute

Plaintiff(s) ▶

Defendant(s) ▶

Upload Required Documents ▼

To upload documents please accept the following:

I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7.

	Document Name	Document Description	Access Restrictions	File Name
	* Complaint	Complaint		Complaint 2.pdf
	* <div style="border: 1px solid black; padding: 2px;"> Affidavit Brief Certification Exhibit Miscellaneous </div>	* Exhibit A 3		<input type="text"/> Browse... 4

[Back](#) [Save](#) [Continue](#)

After all files have been attached, click 'Continue'

4.5 Review and Submit

The user will have the opportunity to review the case information they have entered, and to also enter the appropriate payment information.

Fees will automatically be calculated based off of the Demand Amount, Attorney's Fees, Service Type Requested and number of parties entered by the filer.

Fees ▼

Filer is exempt from the fee charge associated with this filing.

Filing Fee: \$50.00 -

Jury Demand Fee: \$0.00

Service Fee: \$0.00

To enter payment information, follow the steps below:

eCOURTS HOME eFILING CASE JACKET User:

Review and Submit

[Back](#)

Case Details: ▶ **Case Type:** Contract Dispute

Court: Special Civil Section: District Court - DC Venue: BURLINGTON Demand Amount: \$6,500.00
 Service Method: Certified/Regular Mail Law Firm Case ID: Jury Demand: NONE

Plaintiff(s) ▶

Party Type	Name	Address	Phone	Attorney
Business Corporation	ABC Corporation	123 Main St ,Anytown,NJ 11199		WISE, TEST, N

Defendant(s) ▶

Party Type	Name	Address	Phone	Attorney
Individual	Anyman, John	652 Main St ,Anytown,NJ 11999		

Upload Required Documents ▶

I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7.

Document Name	Document Description	Access Restrictions	File Name
* Complaint	Complaint		Complaint 2.pdf

Fees ▶

I certify that I am exempt from the fee charge associated with this filing.

Filing Fee:	\$75.00
Service Fee:	\$7.00
Total:	\$82.00

Reason for Filing Fee Exemption:

Select Payment Method: 1

*Select Account Number: 2

Attorney's Client Reference Number: 3

[View/Print Summons](#) [Back](#) [Save](#) [Submit](#)

1. Payment Method will be defaulted to Collateral Account.
2. Select the Account Number.
3. If applicable, enter the Attorney's Client Reference Number.

In the event the filing fees have been waived follow the steps below:

Fees ▶

I certify that I am exempt from the fee charge associated with this filing. 1

Filing Fee:	\$0.00
Service Fee:	\$0.00
Total:	\$0.00

2 Reason for Filing Fee Exemption:

Select Payment Method:

Select Account Number:

Attorney's Client Reference Number:

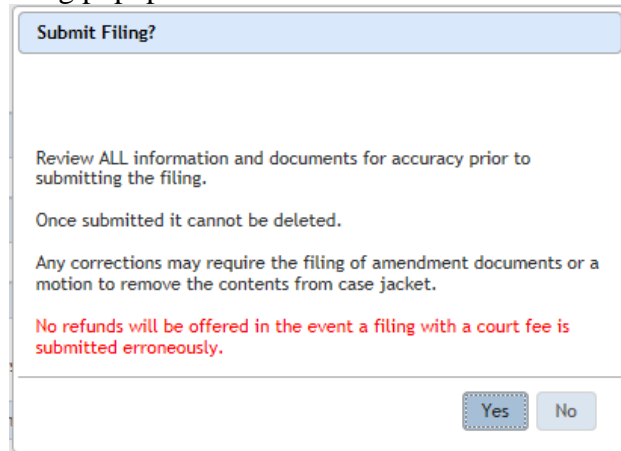
[View/Print Summons](#) [Back](#) [Save](#) [Submit](#)

1. Click the check box indicating the filer is exempt from the fee charge.
2. Select the Reason for the exemption.

After these steps are completed, all fees associated with the filing will be waived.

Once all fee and payment information has been completed, review the filing details to ensure the accuracy of the data. Also, the user can select 'View/Print Summons' to preview the summons that has been created from the data entered, which will also be attached to the filing.

After all of the pertinent information has been reviewed thoroughly, click 'Submit' which will prompt the following popup:



Once 'Submit Filing' is selected, the complaint will be transmitted to the courts.

4.6 Confirmation

After the user has submitted the complaint, the confirmation screen will display with the following information available:

1. Docket Number


Note: In the event the complaint is submitted while the court's internal case processing system is offline, the docket number will not be returned immediately. The user will be prompted with a message that the system is down, and they will be notified accordingly once the system comes back online and a docket number is created.

2. Transaction ID

3. Received by eCourts Date

4. Total Payment Amount

5. Documents Received

eCOURTS HOME	eFILING	CASE JACKET	User:
Confirmation			
 Your Filing has been successfully submitted. A confirmation has been sent to the email address you provided			Print
Case Details		Case Number: BUR-DC-000057-16 1	View Case Jacket
Case Caption: ABC CORPORATION VS ANYMAN			
Court: Special Civil	Section: District Court - DC	Venue: BURLINGTON	Case Type: Contract Dispute
Demand Amount: \$6,500.00	Service Method: Certified/Regular Mail	Jury Demand: NONE	Law Firm Case ID:
Transaction Information			
Transaction ID: SCP20163928 2	Received by eCourts on: 03/08/2016 3	Total Payment Amount: \$82.00 4	
Documents Received: 5			
Complaint			
Summons			
			New Case

The user can also select 'View Case Jacket' to review the case jacket, select 'New Case' to file another complaint filing, or select 'Print' to print a summary of the confirmation page.

5. Upload Document - Subsequent Filing

5.1 Select Filing Details

After searching the docket number, the user can verify the case information and then select the details for the filing by the following the steps below:

1. Select the 'Filing Type'
2. Select the 'Filing Description'

eCOURTS HOME eFILING CASE JACKET User: _____

Select Document Type

Case Details | Case Number: BUR-DC-000057-16 [View Case Jacket](#)

Case Caption: ABC CORPORATION VS ANYMAN
 Court Type: Special Civil Venue: BURLINGTON Case Initiation Date: 03/08/2016
 Case Type: Contract Dispute Case Status: ACTIVE Demand Amount: \$6,500.00
 Case Track: Judge: Jury Demand: None

Select Filing Type

*Select Filing Type:
 MISCELLANEOUS DOCUMENTS
 MOTION RELATED
 POST JUDGMENT
 RESPONSIVE PLEADINGS
 SCCO POST JUDGMENT
 *Select Filing Description:

1 2

Once the Type and Description have been selected, click 'Continue'

5.2 Select Filing Details - Multiple Case Filing

After selecting 'Yes' to Submit Filing to Other Cases and clicking 'Search' the user will then be able to add additional cases to file against by clicking the blue '+' sign.

eCOURTS HOME eFILING CASE JACKET User: _____

Select Document Type

Click + to add additional cases

▶ Case Number: BUR-DC-000057-16 | Case Caption: ABC CORPORATION VS ANYMAN [View Case Jacket](#)

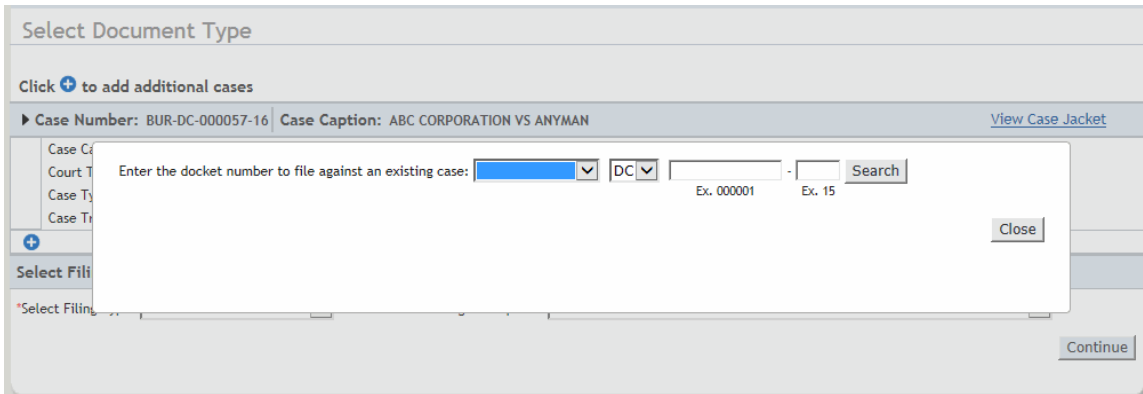
Case Caption: ABC CORPORATION VS ANYMAN
 Court Type: Special Civil Venue: BURLINGTON Case Initiation Date: 03/08/2016
 Case Type: Contract Dispute Case Status: ACTIVE Demand Amount: \$6,500.00
 Case Track: Judge: Jury Demand: None

+

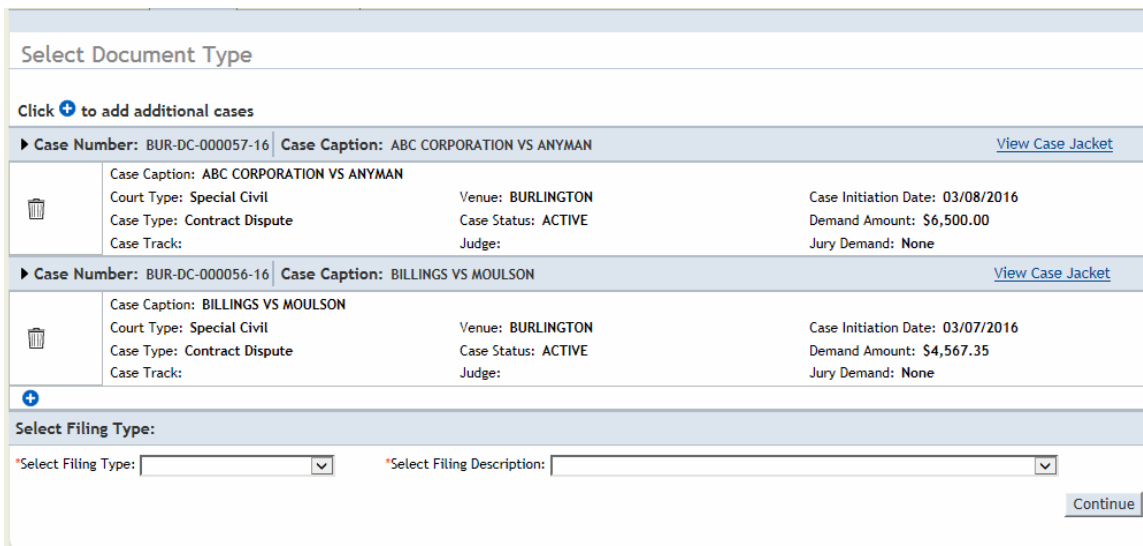
Select Filing Type:

*Select Filing Type: *Select Filing Description:

At that point, the system will display a popup where the user will be able to enter the docket number of the subsequent case that will be filed against. Once the number has been entered, click 'Search' to add the case.



The details of the second case will now be displayed underneath the initial case filing, and this process can be repeated as many times as necessary until all cases have been indicated.



After all pertinent cases have been added, the user can verify the case information and then select the details for the filing by the following steps below:

1. Select the 'Filing Type'
2. Select the 'Filing Description'

eCOURTS HOME eFILING CASE JACKET User: _____

Select Document Type

Case Details Case Number: BUR-DC-000057-16 [View Case Jacket](#)

Case Caption: ABC CORPORATION VS ANYMAN
 Court Type: Special Civil Venue: BURLINGTON Case Initiation Date: 03/08/2016
 Case Type: Contract Dispute Case Status: ACTIVE Demand Amount: \$6,500.00
 Case Track: Judge: Jury Demand: None

Select Filing Type

*Select Filing Type: **SCCO POST JUDGMENT** (1) *Select Filing Description: _____ (2)

MISCELLANEOUS DOCUMENTS
 MOTION RELATED
 POST JUDGMENT
 RESPONSIVE PLEADINGS

[Continue](#)

Once the Type and Description have been selected, click 'Continue'

5.3 Upload Filing - Select Judgment

In the event a document is being uploaded for either a Post Judgment or SCCO Post Judgment filing type, the user will need to select the appropriate VJ number that corresponds to the filing.

eCOURTS HOME eFILING CASE JACKET User: _____

Select Venue Judgment (VJ)

[Back](#)

Case Details Case Number: MER-DC-006614-15 [View Case Jacket](#)

Case Caption: WELLS FARGO BANK NA VS SMITH
 Court Type: Special Civil Venue: MERCER Case Initiation Date: 11/23/2015
 Case Type: Contract Dispute Case Status: ACTIVE Demand Amount: \$10,000.00
 Case Track: Judge: Jury Demand: None

Select Judgment

Select One	Venue	Judgment Number	Judgment Date	Judgment Amount Due	Judgment Status
<input checked="" type="checkbox"/>	MERCER	VJ-74-16	20160201	5082.00	OPEN

[Back](#) [Continue](#)

Note: The system will not return judgments that have been 'Voided'

Once the appropriate judgment has been selected, click 'Continue'

5.4 Select Movant & Adversary

For specific information on this screen when filing a Responsive Pleading, refer to [Section 5.7 Responsive Pleadings](#).

For specific information on this screen when filing a Post Judgment, follow this link.

The user will need to identify the Movant(s) and Adversary(s) for each filing by following the steps below:

1. Select the Movant, also known as the Filer of the document.
2. Select the Adversary, also known as the Target of the document.

The screenshot shows the 'Select Movant(s)/Adversary(s)' interface. At the top, there are navigation tabs: 'eCOURTS HOME', 'eFILING', and 'CASE JACKET'. A 'User:' field is visible on the right. Below the title, there is a 'Back' button and a prompt 'Click + to add a party'. A 'Case Details' section displays the following information: Case Number: MER-DC-006614-15, Case Caption: WELLS FARGO BANK NA VS SMITH, Court Type: Special Civil, Venue: MERCER, Case Initiation Date: 11/23/2015, Case Type: Contract Dispute, Case Status: ACTIVE, Demand Amount: \$10,000.00, and Case Track: Judge: Jury Demand: None. Below this is a table with columns for Movant, Adversary, Type, Name, and Modify/Delete. The table contains two rows: one for 'WELLS FARGO BANK NA' as the Plaintiff (Movant checked, Adversary unchecked) and one for 'SMITH, JOHN' as the Defendant (Movant unchecked, Adversary checked). A '+' button is at the bottom left of the table, and 'Back' and 'Continue' buttons are at the bottom right.

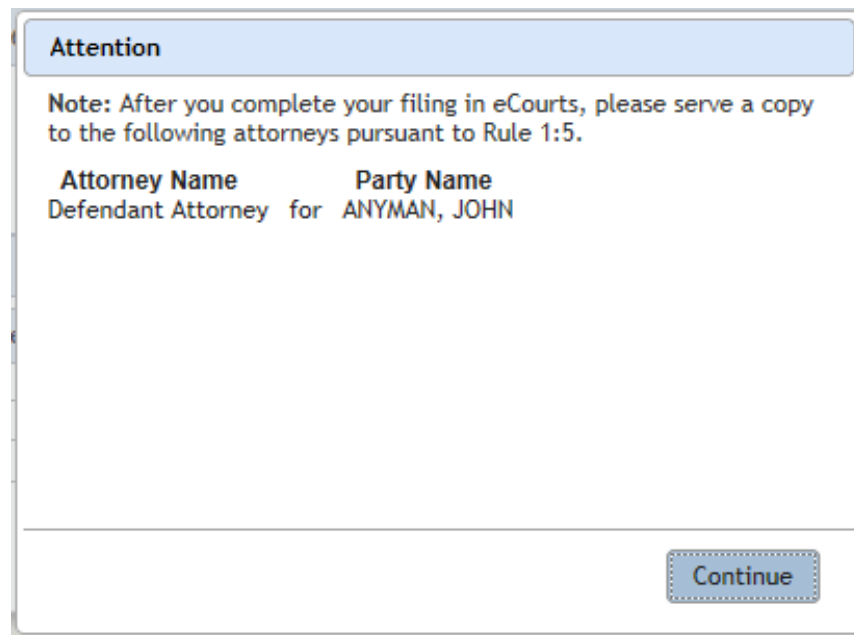
Note: Each party name is a link, that when clicked on will display a popup containing party details.

This screenshot shows the same 'Select Movant(s)/Adversary(s)' interface as above, but with a popup window open over the 'WELLS FARGO BANK NA' entry. The popup displays the following details: Party Type: Business, Party Affiliation: Attorney Name: WISE,, TEST N, Address Line1: 1500 MAIN ST, Address Line2: Attorney Bar ID: 007412007, City: TRENTON, State: NJ, Zip: 08056 0000, Email Address: Phone: A 'Close' button is located at the bottom right of the popup. The background interface is dimmed, showing the 'Back' button, the 'Click + to add a party' prompt, and the 'Case Details' section.

Note: The blue '+' symbol will be displayed for specific filings to allow for the entry of new parties if so indicated by the filer. For more information on how to enter new parties, follow this [link](#)

Once all necessary Movants and Adversaries have been selected, click 'Continue'

At this time, the system will display a popup alerting the user in regards to notifications.



The purpose of this popup is simply to let the user know which parties on the case have not been electronically notified by the eCourts Notification process. The parties on this list may or may not require notification depending on the nature of the filing, but the user would need to determine that on a case by case basis.

Once the popup has been acknowledged, click 'Continue'

5.6 Select Movant and Adversary - Post Judgment

The user will need to identify the Movant(s) and Adversary(s) for each filing by following the steps below:

1. Select the Movant, also known as the Filer of the document.
2. Select the Adversary, also known as the Target of the document.

Select Movant(s)/Adversary(s)

[Back](#)

Case Details | Case Number: MER-DC-006614-15 [View Case Jacket](#)

Case Caption: WELLS FARGO BANK NA VS SMITH
 Court Type: SPECIAL CIVIL Venue: MERCER Case Initiation Date: 11/23/2015
 Case Type: CONTRACT DISPUTE Case Status: OPEN Demand Amount: \$10,000.00
 Case Track: Judge: Jury Demand: NONE

Select Movant(s)/Adversary(s)

Movant	Adversary	Type	Name	Modify/Delete
<input checked="" type="checkbox"/> 1	<input type="checkbox"/>	Creditor	WELLS FARGO BANK NA	
<input type="checkbox"/>	<input checked="" type="checkbox"/> 2	Debtor	SMITH, JOHN	

[Back](#) [Continue](#)

Additionally, if the filing is a Notice of Application for Wage Execution or Request for Execution Against Goods and Chattels, the user will be expected to enter the Employer or Levy information respectively.

To add the employer information on a Notice of Application for Wage Execution, follow the steps below:

1. Click the blue '+' symbol to display the popup.

Judiciary eCourts System - Special Civil Home | Help | Logout

 Independence • Integrity • Fairness • Quality Service

eCOURTS HOME | **eFILING** | CASE JACKET User: [REDACTED]

Select Movant(s)/Adversary(s)

[Back](#)

Click + to Add Employer.

Case Details | Case Number: MER-DC-006614-15 [View Case Jacket](#)

Case Caption: WELLS FARGO BANK NA VS SMITH
 Court Type: Special Civil Venue: MERCER Case Initiation Date: 11/23/2015
 Case Type: Contract Dispute Case Status: ACTIVE Demand Amount: \$10,000.00
 Case Track: Judge: Jury Demand: None

Select Movant(s)/Adversary(s)

	Adversary	Type	Name	Modify/Delete
<input type="checkbox"/>	<input type="checkbox"/>	Plaintiff	WELLS FARGO BANK NA	AKA
<input type="checkbox"/>	<input type="checkbox"/>	Defendant	SMITH, JOHN	AKA

[+](#) 1

[Back](#) [Continue](#)

Once the popup is displayed, follow these steps:

1. Enter the employer's name
2. Enter the employer's address
3. Enter the employer's city
4. Enter the employer's state
5. Enter the employer's zip code
6. If provided, enter the employer's phone number

Add Employer

* Name: 1

* Address Line 1: 2
 Address Line 2:

* City: 3

* State: 4

* Zip: Zip Ext: 5

Phone: 6
 Ex. 6091234567

Note: The same steps would be followed on a Request for Execution Against Goods and Chattels when entering the Entity in Possession of Asset.

Add Entity in Possession of Asset

Enter the name and address of the entity/individual that you believe is in possession of an asset that belongs to the judgment debtor:

* Name:

* Address Line 1:
 Address Line 2:

* City:

* State:


* Zip: Zip Ext:

Phone:
 Ex. 6091234567

After all steps have been completed, click 'Save'

Also, when submitting an Application for Wage Execution, the user will also have the ability to update the Debtor's address information as well.

Select Movant(s)/Adversary(s)

Click  to Add Employer.

Case Details | Case Number: MER-DC-006614-15 [View Case Jacket](#)

Case Caption: WELLS FARGO BANK NA VS SMITH
 Court Type: Special Civil Part Venue: MERCER Case Initiation Date: 11/23/2015
 Case Type: CONTRACT DISPUTE Case Status: ACTIVE Demand Amount: \$10,000.00
 Case Track: Judge: Jury Demand: NONE

Select Movant(s)/Adversary(s)

Movant	Adversary	Party Type	Name	Modify/Delete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Creditor	WELLS FARGO BANK NA AKA	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Debtor	SMITH, JOHN AKA	<input type="button" value="Modify"/>

The address information entered from this screen will populate accordingly on the wage form being created by the system.

5.7 Select Movant Adversary - Responsive Pleadings

The user will need to identify the Movant(s) and Adversary(s) for each filing by following the steps below:

1. Select the Movant, also known as the Filer of the document.
2. Select the Adversary, also known as the Target of the document.
3. If applicable, indicate the specific type of answer being filed within the 'Additional Answer detail' section

Movant	Adversary	Type	Name	Modify/Delete
<input checked="" type="checkbox"/> 1	<input type="checkbox"/>	Plaintiff	ABC CORPORATION	
<input type="checkbox"/>	<input checked="" type="checkbox"/> 2	Defendant	ANYMAN, JOHN	
+				

Note: If an Answer with a 3rd Party Claim is being filed, the new party can be added by clicking the blue '+' symbol and following the directions in this [link](#).

In the event an Answer with a Crossclaim, Counterclaim or 3rd Party Claim is being filed, the Case Management Staff will have the ability to enter the new amount being demanded.

Additional Answer Detail

Crossclaim Counterclaim 3rd Party Claim

Total Demand Amount: \$

Select Movant(s)/Adversary(s)

Once all fields have been completed, click 'Continue'

5.8 Reservice- Update Address

Since eCourts will be generating the summons for Reservice filings, the user will be required to enter any updated address information pertaining to the parties that will be reserved. The user will be expected to complete the following steps:

1. Enter the updated address
2. Enter the updated city
3. Select the updated state
4. Enter the updated zip code

Update Adversary(s) Address

GRAYVY, BILL

* Address Line 1: 652 WISE LN 1

Address Line 2:

* City: FREEHOLD 2

* State: NEW JERSEY 3

* Zip: 07015 Zip Ext: 0000 4

Back Continue

Once all necessary data has been entered, select 'Continue'

5.9 Entering Summons Data

Since eCourts will be generating the summons for Reservice and Answer with 3rd Party Complaint filings, the user will be required to enter any updated information that will need to be displayed on the summons itself. This can be accomplished by following the steps below:

1. Select the appropriate service method

Note: For Answer with 3rd Party Claim, the Service Method selection will be limited to only 'Certified/Regular Mail'

2. If applicable, enter the plaintiff caption to be displayed on the summons
3. If applicable, enter the defendant caption to be displayed on the summons
4. Enter the Demand Amount (The amount from the original complaint is initially provided for reference)
5. Enter the Filing Fee
6. Enter the Service Fee
7. Enter Attorney Fee, if applicable

The screenshot shows a web form titled "Summons Info". It contains several input fields and a dropdown menu. Red circles with numbers 1 through 7 are placed next to the following fields:

- 1: A dropdown menu labeled "Select Service Method:" with the value "CERTIFIED/REGULAR MAIL" selected.
- 2: An empty text input field labeled "Plaintiff Caption:".
- 3: An empty text input field labeled "Defendant Caption:".
- 4: A text input field labeled "Demand Amount:" containing the value "2562.00".
- 5: A text input field labeled "Filing Fee:" containing the value "0.00".
- 6: A text input field labeled "Service Fee:" containing the value "7.00".
- 7: A text input field labeled "Attorney's Fees:" containing the value "0.00".

At the bottom right of the form, there are two buttons: "Back" and "Continue".

Once all data has been entered, select 'Continue'

5.10 Application for Wage Execution – Verify/Update Amounts

The system will now provide the user with the ability to update some of the amounts on the draft wage form being created by the system.

Verify/Update Amounts		
Back		
Case Details Case Number: CPM-DC-000167-16		View Case Jacket
Case Caption: MIDLAND FUNDING LLC VS SCHNELL KATHLEEN		
Court Type: SPECIAL CIVIL	Venue: CAPE MAY	Case Initiation Date: 02/01/2016
Case Type: CONTRACT DISPUTE	Case Status: DEFAULTED	Demand Amount: \$2,786.43
Case Track:	Judge:	Jury Demand: NONE
Verify/Update Amounts		
Judgment Date:	03/17/2016	
Judgment Award:	\$2,786.43	
Court Costs and Stat Atty Fees:	\$ 127.73	
Total Judgment Amount:	\$ 2,914.16	
Interest from Prior Writs:	\$ 0.00	
Costs from Prior Writs:	\$ 0.00	
Subtotal A:	\$ 2,914.16	
Credits from prior Writs:	\$ 0.00	
Subtotal B:	\$ 2,914.16	
Warrant for Arrest Fees:	\$ 0.00	
Exemplified copy of Judgment Fees:	\$ 0.00	
New Miscellaneous Costs:	\$ 5.58	
Total New Miscellaneous Costs:	\$ 5.58	
New Interest on this Writ:	\$ 0.00	
New Credits on this Writs:	\$ 0.00	
Execution Fees and Mileage	\$ 46.00	
Subtotal C:	\$ 2,965.74	
Court Officer Fee:	\$ 296.57	
Total Due this date:	\$ 3,262.31	
Back Continue		

Most of the data on this screen will be pre-populated with data from ACMS, but the user will have the opportunity to enter new data into the following fields:

1. New Miscellaneous Other Fee
2. New Interest on this Writ
3. New Credits on this Writ
4. Execution Fees & Mileage

Verify/Update Amounts	
Judgment Date:	03/17/2016
Judgment Award:	\$2,786.43
Court Costs and Stat Atty Fees:	\$ 127.73
Total Judgment Amount:	\$ 2,914.16
Interest from Prior Writs:	\$ 0.00
Costs from Prior Writs:	\$ 0.00
Subtotal A:	\$ 2,914.16
Credits from prior Writs:	\$ 0.00
Subtotal B:	\$ 2,914.16
Warrant for Arrest Fees:	\$ 0.00
Exemplified copy of Judgment Fees:	\$ 0.00
New Miscellaneous Costs:	\$ 5.58 1
Total New Miscellaneous Costs:	\$ 5.58
New interest on this Writ:	\$ 0.00 2
New Credits on this Writs:	\$ 0.00 3
Execution Fees and Mileage	\$ 46.00 4
Subtotal C:	\$ 2,965.74

5.11 Attach Documents - Subsequent Filing

Note: For specific details regarding the filing of a Reservice document, follow this [link](#).

Note: For specific details regarding the filing of a SCCO – Statement for Document request, follow this [link](#).

The user will then upload the documents to be submitted with the filing.

To Upload Documents follow the steps below:

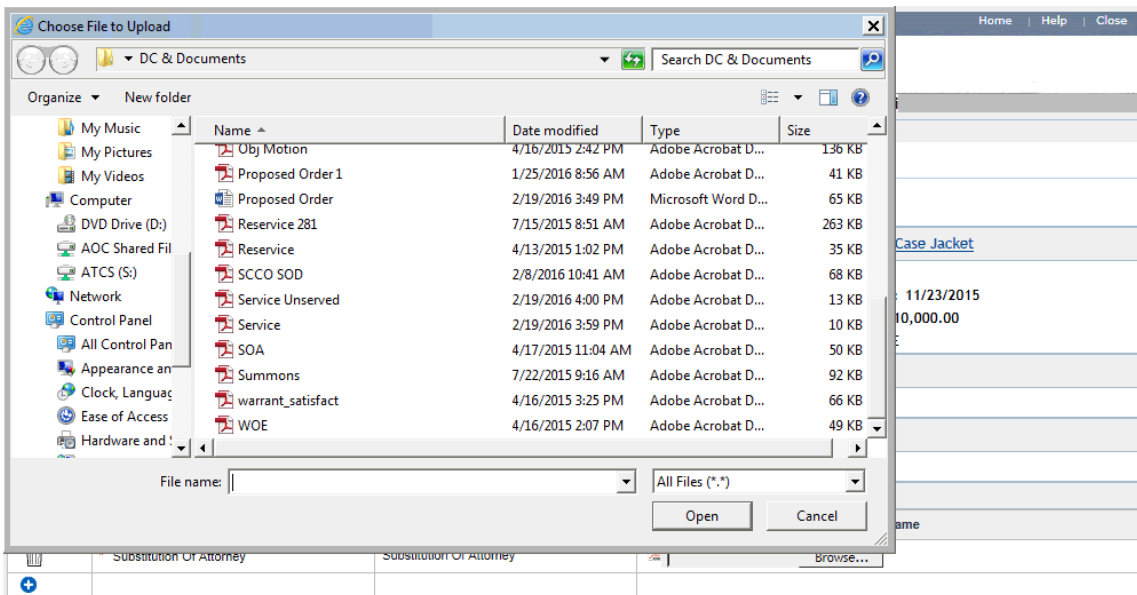
Note: Documents designated with a red asterisk * are required submissions.

Note: For Filing Types of Deficiency Correction and Miscellaneous Document, the specific 'Document Description' will appear as a drop down and will need to be selected.

1. Select 'Browse'

Case Details		Case Number: MER-DC-006614-15	View Case Jacket
Case Caption: WELLS FARGO BANK NA VS SMITH		Court Type: SPECIAL CIVIL	Venue: MERCER
Case Type: CONTRACT DISPUTE		Case Status: OPEN	Case Initiation Date: 11/23/2015
Case Track:		Judge:	Demand Amount: \$10,000.00
			Jury Demand: NONE
Movant(s)			
WELLS FARGO BANK NA			
Adversary(s)			
SMITH, JOHN			
Upload Required Documents			
	Document Name	Document Description	File Name
	* Substitution Of Attorney	Substitution Of Attorney	<input type="text"/> <input type="button" value="Browse..."/>





2. Select the appropriate file and select 'Open' to attach the document to the filing.



Note: Individual files can not exceed 7 MB in size.

In the event, additional documents beyond the required ones need to be added to the filing, follow the steps below:









1. Select the '+' icon

Case Details Case Number: MER-DC-006614-15 View Case Jacket			
Case Caption: WELLS FARGO BANK NA VS SMITH			
Court Type: SPECIAL CIVIL	Venue: MERCER	Case Initiation Date: 11/23/2015	
Case Type: CONTRACT DISPUTE	Case Status: OPEN	Demand Amount: \$10,000.00	
Case Track:	Judge:	Jury Demand: NONE	
Movant(s)			
WELLS FARGO BANK NA			
Adversary(s)			
SMITH, JOHN			
Upload Required Documents			
	Document Name	Document Description	File Name
	* Substitution Of Attorney	Substitution Of Attorney	 SOA.pdf
 			

2. Select the 'Document Name'

3. Enter the 'Document Description'

4. Select 'Browse' and select the file

Case Details Case Number: MER-DC-006614-15 View Case Jacket			
Case Caption: WELLS FARGO BANK NA VS SMITH			
Court Type: SPECIAL CIVIL	Venue: MERCER	Case Initiation Date: 11/23/2015	
Case Type: CONTRACT DISPUTE	Case Status: OPEN	Demand Amount: \$10,000.00	
Case Track:	Judge:	Jury Demand: NONE	
Movant(s)			
WELLS FARGO BANK NA			
Adversary(s)			
SMITH, JOHN			
Upload Required Documents			
	Document Name	Document Description	File Name
	* Substitution Of Attorney	Substitution Of Attorney	 SOA.pdf
	* <input type="text" value="Substitution Of Attorney"/> 	* <input type="text" value="Affidavit"/> 	<input type="text" value="SOA.pdf"/>  
	<ul style="list-style-type: none">AffidavitBriefCertificationExhibitMiscellaneous		

For more information regarding fees, follow this [link](#).

5.11 Attach Documents - Reservice

Since eCourts will be creating the summons for reservice filings, the expectation on this screen will be for the user to attach a copy of the complaint that will be served with the summons.

Case Details		Case Number: MER-DC-006614-15	View Case Jacket
Case Caption: WELLS FARGO BANK NA VS SMITH			
Court Type: SPECIAL CIVIL	Venue: MERCER	Case Initiation Date: 11/23/2015	
Case Type: CONTRACT DISPUTE	Case Status: ACTIVE	Demand Amount: \$10,000.00	
Case Track:	Judge:	Jury Demand: NONE	
Movant(s)			
WELLS FARGO BANK NA			
Adversary(s)			
SMITH, JOHN 3100 Maple Ave , Trenton, NJ 08056			
Upload Required Documents			
	Document Name	Document Description	File Name
	* Reservice - Complaint	Reservice - Complaint	<input type="text"/> <input type="button" value="Browse..."/>

If the user does not have a copy of the original complaint, one can be retrieved from the Case Jacket.

Any additional documents, such as a request letter or personally completed summons forms, can be attached by clicking the '+' icon.

Note: This filing along with Amended Complaint and Answers w/ 3rd Party Claim submissions will not be immediately available in the Case Jacket. The documents will become available once court staff has certified the system created summons and indicated the service due date on the filing.

5.12 Attach Document – SCCO Statement for Docketing

To expedite the processing of SCCO - Statement for Docketing requests, it is suggested for the filer to include the actual statement as the lead document in their PDF attachment.

Upload Documents																																																																
<input type="button" value="Back"/>																																																																
<table border="1"> <thead> <tr> <th colspan="2">Case Details</th> <th>Case Number: ATL-DC-000210-16</th> <th>View Case Jacket</th> </tr> </thead> <tbody> <tr> <td colspan="4">Case Caption: WELLS FARGO VS WILSON THOMAS</td> </tr> <tr> <td>Court Type: Special Civil Part</td> <td>Venue: ATLANTIC</td> <td colspan="2">Case Initiation Date: 04/01/2016</td> </tr> <tr> <td>Case Type: Contract Dispute</td> <td>Case Status: ACTIVE</td> <td colspan="2">Demand Amount: \$3,598.00</td> </tr> <tr> <td>Case Track:</td> <td>Judge:</td> <td colspan="2">Jury Demand: None</td> </tr> <tr> <td colspan="4">Movant(s)</td> </tr> <tr> <td colspan="4">WELLS FARGO Business</td> </tr> <tr> <td colspan="4">Adversary(s)</td> </tr> <tr> <td colspan="4">WILSON, THOMAS Individual</td> </tr> <tr> <td colspan="4">Upload Required Documents</td> </tr> <tr> <td colspan="4">To upload documents please accept the following:</td> </tr> <tr> <td colspan="4"><input type="checkbox"/> I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7.</td> </tr> <tr> <th></th> <th>Document Name</th> <th>Document Description</th> <th>Access Restrictions</th> <th>File Name</th> </tr> <tr> <td></td> <td>* Statement For Docketing - DJ</td> <td>Statement For Docketing - DJ</td> <td></td> <td> <input type="text"/> <input type="button" value="Browse..."/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Case Details		Case Number: ATL-DC-000210-16	View Case Jacket	Case Caption: WELLS FARGO VS WILSON THOMAS				Court Type: Special Civil Part	Venue: ATLANTIC	Case Initiation Date: 04/01/2016		Case Type: Contract Dispute	Case Status: ACTIVE	Demand Amount: \$3,598.00		Case Track:	Judge:	Jury Demand: None		Movant(s)				WELLS FARGO Business				Adversary(s)				WILSON, THOMAS Individual				Upload Required Documents				To upload documents please accept the following:				<input type="checkbox"/> I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7.					Document Name	Document Description	Access Restrictions	File Name		* Statement For Docketing - DJ	Statement For Docketing - DJ		<input type="text"/> <input type="button" value="Browse..."/>					
Case Details		Case Number: ATL-DC-000210-16	View Case Jacket																																																													
Case Caption: WELLS FARGO VS WILSON THOMAS																																																																
Court Type: Special Civil Part	Venue: ATLANTIC	Case Initiation Date: 04/01/2016																																																														
Case Type: Contract Dispute	Case Status: ACTIVE	Demand Amount: \$3,598.00																																																														
Case Track:	Judge:	Jury Demand: None																																																														
Movant(s)																																																																
WELLS FARGO Business																																																																
Adversary(s)																																																																
WILSON, THOMAS Individual																																																																
Upload Required Documents																																																																
To upload documents please accept the following:																																																																
<input type="checkbox"/> I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7.																																																																
	Document Name	Document Description	Access Restrictions	File Name																																																												
	* Statement For Docketing - DJ	Statement For Docketing - DJ		<input type="text"/> <input type="button" value="Browse..."/>																																																												

_____, PLAINTIFF
 - VS -
 _____, DEFENDANT

SUPERIOR COURT OF NEW JERSEY
 LAW DIVISION-SPECIAL CIVIL PART
 ON (CONTRACT)

DOCKET NO. : BER _____
 JUDGMENT NO. : BER _____

***** STATEMENT FOR DOCKETING *****

CREDITORS ATTORNEY:

JUDGMENT IN THE ABOVE ENTITLED CAUSE WAS ENTERED IN THE BERGEN COUNTY SPECIAL CIVIL PART
 IN FAVOR OF: [SCOTT SHACKNOWN DME]
 AGAINST: [NICOLA LORUSSO]

AN EXECUTION WAS ISSUED ON	04/09/2015	JUDGMENT DATE	08/27/2013
AND WAS RETURNED ON	01/15/2016	JUDGMENT AMOUNT(*)	\$2,252.62
MONIES RECEIVED BY SCF OFFICER	\$1,000.00	POSTJUDGMENT COSTS	316.00
TOTAL CREDITS	\$900.00	POSTJUDGMENT INTEREST	\$62.56
		POSTJUDGMENT CREDITS	\$900.00
		TOTAL AMOUNT DUE	\$1,431.18



(*) INCL COURT COSTS & STATUTORY ATTY FEES

I HEREBY CERTIFY THAT THE FOREGOING REFLECTS THE JUDGMENT AND COSTS OF RECORD IN THIS COURT,
 AS OF THIS DATE

DATE: Feb 08, 2016

Kathleen Styllangu, Esq.

SEAL
 KATHLEEN STYLLANGU, CLERK OF THE SPECIAL CIVIL PART
 BERGEN COUNTY SPECIAL CIVIL PART

I, THE UNDERSIGNED, AN (ATTORNEY FOR) THE ABOVE NAMED PLAINTIFF, CERTIFY THAT AT THE PRESENT TIME THERE IS DUE UPON THE ABOVE MENTIONED JUDGMENT, WHICH IS ABOUT TO BE DOCKETED IN THE SUPERIOR COURT OF NEW JERSEY, AS HEREIN SET FORTH. THE JUDGMENT DUE INCLUDES THE 35.00 DOCKETING FEE.	TOTAL JUDGMENT DUE \$ 1,431.18 DOCKETING FEE \$ 35.00 **NEW CREDITS \$ _____ **NEW INTEREST \$ _____ TOTAL JUDGMENT DUE \$ _____ (MINUS A SUM NOT LESS THAN \$35.00)
--	---

I CERTIFY THAT THE FOREGOING STATEMENTS MADE BY ME ARE TRUE. I AM AWARE THAT IF ANY OF THE FOREGOING STATEMENTS MADE BY ME ARE WILLFULLY FALSE, I AM SUBJECT TO PUNISHMENT.

DATE: _____
 **SUBSEQUENT TO LAST EXECUTION, OR JUDGMENT IF NO EXECUTIONS WERE ISSUED

Any additional documents, such as a request letter can be attached by clicking the '+' icon.

Note: This filing will not immediately appear in the Case Jacket after submission. The document will be available once court staff processes the request and stamps the judgment number on the statement.

5.13 Review and Submit – Application for Wage Execution

The filer will have the opportunity to review the draft of the wage execution order being created by the system, prior to submitting the filing.

Case Details | Case Number: CPM-DC-000167-16 [View Case Jacket](#)

Case Caption: MIDLAND FUNDING LLC VS SCHNELL KATHLEEN
 Court Type: Special Civil Part Venue: CAPE MAY Case Initiation Date: 02/01/2016
 Case Type: Contract Dispute Case Status: DEFAULTED Demand Amount: \$2,786.43
 Case Track: Judge: Jury Demand: None

Movant(s)
MIDLAND FUNDING LLC

Adversary(s)
SCHNELL, KATHLEEN Individual

Upload Required Documents

To upload documents please accept the following:
 I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7.

Document Name	Document Description	Access Restrictions	File Name
Application For Wage Execution	Application For Wage Execution		Writ Package.pdf

Fee

I certify that I am exempt from the fee charge associated with this filing.

Filing Fee: \$35.00
 Mileage Fee: \$11.00
 Total: \$46.00

Select Payment Method: Collateral Account
 Enter Account Number: 103200
 Attorney Client Reference Number:

[View Draft Wage Execution](#) [Back](#) [Submit](#)

Clicking the 'View Draft Wage Execution' button will launch the draft, which can be reviewed for accuracy.

SUPERIOR COURT OF NEW JERSEY
 LAW DIVISION, SPECIAL CIVIL PART
 CAPE MAY County
 Docket No. : CPM-DC-000167-16

MIDLAND FUNDING LLC, Plaintiff
 - Va -
 KATHLEEN SCHNELL, Designated Defendant
 1324 HAVEN AVE
 OCEAN CITY NJ 08226-0000

ORDER AND EXECUTION AGAINST EARNINGS
 PURSUANT TO 15 U.S.C. 1673 & N.J.S.A. 2A:17-56
 Judgment No.: WJ-000291-16
 Writ Number : Issued

Name and Address of Employer Ordered to
 Make Deductions:
 MERIDIAN HEALTH SYSTEM
 1350 CAMPUS DRIVE
 NEPTUNE NJ 07753-0000

Unless the designated defendant is currently subject to withholding under another wage execution, the employer is ordered to deduct from earnings which the designated defendant receives and to pay over to the Court Officer named below, the lesser of the following: (a) 10% of the gross weekly pay; or (b) 25% of disposable earnings for that week; or (c) the amount, if any, by which the designated defendant's disposable weekly earnings exceed \$217.50 per week, until the total amount due has been deducted or the complete termination of employment. Upon either of these events, an immediate accounting is to be made to the Court Officer. Disposable earnings are defined as that portion of the earnings remaining after the deduction from gross earnings of any amounts required by law to be withheld. In the event the disposable earnings so defined are \$217.50 or less, if paid weekly, or \$435.00 or less, if paid every two weeks, or \$471.25 or less, if paid twice per month, or \$942.50, or less, if paid monthly then no amount shall be withheld under this execution. In no event shall more than 30% of gross salary be withheld and only one execution against the wages of the designated defendant shall be satisfied at a time. Please refer to Page 3. How to Calculate Proper Garnishment Amount.

The employer shall immediately give the designated defendant a copy of this order. The designated defendant may object to the wage execution or apply for a reduction in the amount withheld at any time. To object or apply for a reduction, a written statement of the objection or reasons for a reduction must be filed with the Clerk of the Court and a copy must be sent to the creditor's attorney or directly to the creditor if there is no attorney. A hearing will be held within 7 days after filing the objection or application for a reduction. According to law, no employer may terminate an employee because of a garnishment.

Judgment Date.....	03/17/2016	Date:	
Judgment Award.....	\$2786.43		
Court Costs & Stat Atty Fees.....	\$127.73		
Total Judgment Amount.....	\$2914.16		
Interest from Prior Writs.....	\$0.00		
Costs from Prior Writs.....	\$0.00		
Subtotal A.....	\$2914.16		
Credits from Prior Writs.....	\$0.00		
Subtotal B.....	\$2914.16		
New Miscellaneous Costs.....	\$5.58		
New Interest on this Writ.....	\$0.00		
New Credits on this Writ.....	\$0.00		
Execution Fees & Mileage.....	\$46.00		
Subtotal C.....	\$2965.74		
Court Officer Fee.....	\$296.57		
Total Due.....	\$3262.31		

CLERK OF THE SPECIAL CIVIL PART

Make payments at least monthly to Court Officer as set forth:
 (Court Officer)

5.14 Review and Submit - Subsequent Filing

The user will have the opportunity to review the case information they have entered, and to also enter the appropriate payment information if applicable to the filing being uploaded.

For motion filings specifically, there will also be an additional Enter Motion Details section as well, where the following questions will be posed:

1. Are you Requesting Oral Argument (Required)
2. Is this a Cross-Motion (Required)
3. Select a Proof Service Date (Required)
4. Proposed Return/Hearing Date (Optional)

Enter Motion Details

* Are You Requesting Oral Arguments? Yes No Only if an opposition is filed.

* Is this a cross motion? Yes No

* Select a proof of service date:

Proposed Return/Hearing Date:

To enter payment information follow the steps below:

Case Details | Case Number: BUR-DC-000057-16 [View Case Jacket](#)

Case Caption: ABC CORPORATION VS ANYMAN
 Court Type: Special Civil Venue: BURLINGTON Case Initiation Date: 03/08/2016
 Case Type: Contract Dispute Case Status: ACTIVE Demand Amount: \$6,500.00
 Case Track: Judge: Jury Demand: None

Movant(s)
ABC CORPORATION Business

Adversary(s)
ANYMAN, JOHN Individual

Upload Required Documents

To upload documents please accept the following:
 I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7.

	Document Name	Document Description	Access Restrictions	File Name
🗑️	* Substitution Of Attorney	Substitution Of Attorney		SOA.pdf
+				

Fee

I certify that I am exempt from the fee charge associated with this filing.

Filing Fee: \$ 35.00
Total: \$ 35.00

Reason for Filing Fee Exemption:

*Select Payment Method: 1

*Enter Account Number: 2

Attorney Client Reference Number: 3

1. Select the Payment Method.
2. Select the Account Number.
3. If applicable, enter the Attorney's Client Reference Number.

In the event the filing fees have been waived follow the steps below:

Fees

I certify that I am exempt from the fee charge associated with this filing.

1

Filing Fee: \$0.00
 Service Fee: \$0.00
 Attorney's Fee: 0.00
 Total: \$0.00

2 *Reason for Filing Fee

Exemption: **Court Order Permitting the Waiver of Fees Approved**
 Select Pay: Filing on behalf of Legal Services, Public Interest Org or Pro Bono Programs
 Filing on behalf of State Office/Agency
 Select Acc: Filing on behalf of the Office of the Public Defender

Attorney's Client Reference Number: _____

View/Print Summons Back Save Submit

1. Click the check box indicating the filer is exempt from the fee charge.
2. Select the Reason for the exemption.

After these steps are completed, all fees associated with the filing will be waived.

Once all fee and payment information has been completed, review the filing details to ensure the accuracy of the data.

After all of the pertinent information has been reviewed thoroughly, click 'Submit' which will prompt the following popup:

Submit Filing?

ATL-DC-000623-15 Wells Fargo vs Smith

Substitution of Attorney

Review ALL information and documents for accuracy prior to submitting the filing.

Once submitted it cannot be deleted.

Any corrections may require the filing of amendment documents or a motion to remove the contents from case jacket.

Per Directive #03-16, with the exception of certain limited instances, once this document is received, the appropriate fee is due and required and cannot be refunded absent a court order.

YES NO

Once all information has been reviewed and verified, click 'Yes'

5.15 Confirmation - Subsequent Filing

After the user has submitted the filing, the confirmation screen will display with the following information available:

1. Transaction ID
2. Received by eCourts Date
3. Total Payment Amount (If applicable)
4. Documents Received

The screenshot displays the eCourts Confirmation page. At the top, there are navigation tabs for 'eCOURTS HOME', 'eFILING', and 'CASE JACKET', along with a 'User:' field. The main heading is 'Confirmation'. A green checkmark icon and a message state: 'Your filing has been successfully submitted. A confirmation has been sent to the email address you provided.' A 'Print' button is located to the right of this message. Below this is a 'Case Details' section with a 'Case Number: BUR-DC-000057-16' and a 'View Case Jacket' link. The case details are organized into three columns: Case Caption (ABC CORPORATION VS ANYMAN), Court Type (Special Civil), Case Type (Contract Dispute), Case Track, Venue (BURLINGTON), Case Status (ACTIVE), Judge, Case Initiation Date (03/08/2016), Demand Amount (\$6,500.00), and Jury Demand (None). The 'Transaction Information' section follows, with three columns: Transaction ID (SCP20164071) with a red circle '1', Received by eCourts on (03/15/2016) with a red circle '2', and Total Payment Amount (\$0.00) with a red circle '3'. Below this, 'Documents Received: Certification' is listed with a red circle '4'. A 'New Case' button is at the bottom right.

The user can also select 'View Case Jacket' to review the case jacket, select 'New Case' to file a complaint filing, or select 'Print' to print a summary of the confirmation page.

Note: At this point, all filings will be immediately stored to the Case Jacket for review with the exception of the following types: Reservice, Amended Complaints, Answers w/ 3rd Party Claim and SCCO Statement for Docketing. These filings will become available once court staff completes an interim processing step: certification of summons including the application of the service due date for Reservice, Amended Complaint and Answers w/ 3rd Party Clam filings OR the application of the newly assigned judgment number on the SCCO Statements for Docketing.

6. Case Jacket

6.1 View Case Jacket

The Special Civil Part (DC) case jacket has three (3) sections. These sections are as follow:

[Case Details](#)

[Parties](#)

[Case Actions](#)

The screenshot displays the Case Jacket interface for docket number BUR DC 000057 - 16. The interface is divided into three main sections: Case Details, Parties, and Case Actions.

Case Details: This section includes a "Back" button, a "Create Summary Report" button, and the following information:

- Case Caption: Abc Corporation Vs Anyman
- Court/Division: Special Civil
- Case Type: Contract - Regular
- Case Track:
- Venue: Burlington
- Case Status: Active
- Judge:
- Case Initiation Date: 03/08/2016
- Demand Amount: \$6,500.00
- Jury Demand: None

Parties: This section shows "Plaintiffs (1)" and "Defendants (1)". The plaintiff listed is ABC CORPORATION.

Case Actions: This section contains a table with the following data:

Filed Date	Filings	Docket Text	Transaction ID	Entry Date
3/8/2016		A Complaint for BUR-DC-000057-16 submitted by T. WISE, TOMPKINS MC GUIRE WACHENFELD & BARRY on behalf of ABC CORPORATION against JOHN ANYMAN, SCP20163928	SCP20163928	3/8/2016
3/14/2016		Certification submitted by TEST N WISE of TOMPKINS MC GUIRE WACHENFELD & BARRY on behalf of ABC CORPORATION against JOHN ANYMAN	SCP20164058	3/14/2016
3/15/2016		Certification submitted by T. WISE of TOMPKINS MC GUIRE WACHENFELD & BARRY on behalf of ABC CORPORATION	SCP20164071	3/15/2016
3/15/2016		Answer submitted by T. LANDAU of ANSELL GRIMM & AARON PC on behalf of JOHN ANYMAN	SCP20164077	3/15/2016
3/17/2016		Deficiency Correction submitted by T. WISE of TOMPKINS MC GUIRE WACHENFELD & BARRY on behalf of ABC CORPORATION against JOHN ANYMAN	SCP20164140	3/17/2016

Showing 1 to 5 of 5 entries

6.1.1 Case Details

The Case Details section of the case Jacket will display the following information:

- Docket Number
- Case Caption

- Court/Division
- Venue
- Case Initiation Date
- Case Type
- Case Status
- Demand Amount
- Case Track
- Judge
- Jury Demand

CASE JACKET User: T.LANDAU Firm: DUGALIC & LANDAU PC

✓ No JEFIS actions found

Docket Number: BUR DC 000057 - 16

[Back](#) [Create Summary Report](#)

Case Caption: Abc Corporation Vs Anyman	Venue: Burlington	Case Initiation Date: 03/08/2016
Court/Division: Special Civil	Case Status: Active	Demand Amount: \$6,500.00
Case Type: Contract - Regular	Judge:	Jury Demand: None
Case Track:		

6.1.2 Parties

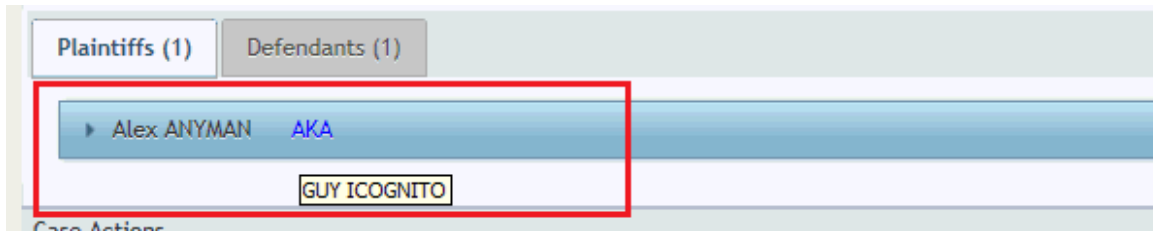
This section of the Case Jacket is represented by tabs, and displays all Plaintiff(s) and Defendant(s) on the case. In order to view a party's information, select either the Plaintiff(s) or Defendant(s) tab, then click on the banner with the party name to expand the section

Plaintiffs (1) Defendants (1)

▼ ABC CORPORATION

Party Type: BUSINESS	Address Line 2:	Attorney Name: TEST N WISE
Address Line 1: 123 MAIN ST	State: NJ	Attorney Bar ID: 007412007
City: ANYTOWN	Phone:	Zip: 11199-0000
Email: @ .JUDICIARY.STATE.NJ.US		

Note: If a party has alternate name (s) in the case management system, "AKA" will be displayed next to the party name on the banner. To view all alternate name(s), move mouse over the "AKA".



For each party, the following information is displayed:

- Party Name (on banner)
- Party Type
- Street address, City, State and Zip
- Email address
- Phone number
- Attorney's name and Bar ID

Note: This section defaults to the plaintiff tab

Note: Party count will appear next to the label on each tab in parenthesis

6.1.3 Case Actions

The Case Actions section of the Case Jacket displays the following columns:











Filed Date - Date on which filing was submitted

[Filings](#) - Contains documents and notifications for filing (Click on hyperlink to be taken to the Filings section)

Docket Text - Provides a brief description of what was filed and by whom

Transaction ID - A unique ID assigned to filing generated by the eCourts application

Entry Date - Date on which filing was entered in the eCourts case jacket



Case Actions				
Filed Date	Filings	Docket Text	Transaction ID	Entry Date
3/8/2016	 	A Complaint for BUR-DC-000057-16 submitted by T. WISE, TOMPKINS MC GUIRE WACHENFELD & BARRY on behalf of ABC CORPORATION against JOHN ANYMAN, SCP20163928	SCP20163928	3/8/2016
3/14/2016	 	Certification submitted by TEST N WISE of TOMPKINS MC GUIRE WACHENFELD & BARRY on behalf of ABC CORPORATION against JOHN ANYMAN	SCP20164058	3/14/2016
3/15/2016	 	Certification submitted by T. WISE of TOMPKINS MC GUIRE WACHENFELD & BARRY on behalf of ABC CORPORATION	SCP20164071	3/15/2016
3/15/2016	 	Answer submitted by T. LANDAU of ANSELL GRIMM & AARON PC on behalf of JOHN ANYMAN	SCP20164077	3/15/2016
3/17/2016	 	Deficiency Correction submitted by T. WISE of TOMPKINS MC GUIRE WACHENFELD & BARRY on behalf of ABC CORPORATION against JOHN ANYMAN	SCP20164140	3/17/2016

Showing 1 to 5 of 5 entries

Note: Entries can be sorted by clicking on any of the column labels in the blue banner

Case Actions				
Filed Date	Filings	Docket Text	Transaction ID	Entry Date

Note: At the bottom of Case Actions section, a message showing number of entries will be displayed

3/17/2016	 	Deficiency Correction submitted by T. WISE of TOMPKINS MC GUIRE WACHENFELD & BARRY on behalf of ABC CORPORATION against JOHN ANYMAN	SCP20164140	3/17/2016
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Showing 1 to 5 of 5 entries

6.1.4 Filings

There are two images displayed in the Filings column. These images are:





- Indicating that the filing has documents associated with it.





- Indicating that the filing has a system generated notification associated with it

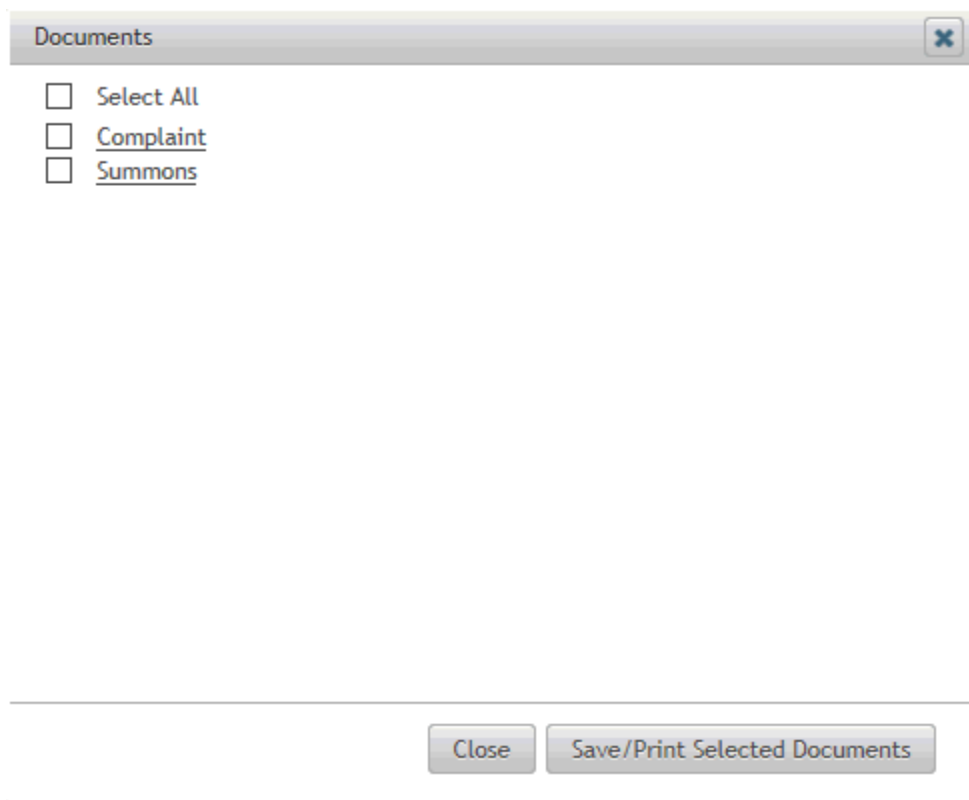
Note: Deficiency Notices and Clerk's Notices will not have documents associated with their case jacket entries

12/1/2015		DEFICIENCY NOTICE: re: [SCP2015829] ANSWER - Other Test
12/22/2015		CLERK NOTICE: re: [SCP20151034] - Test

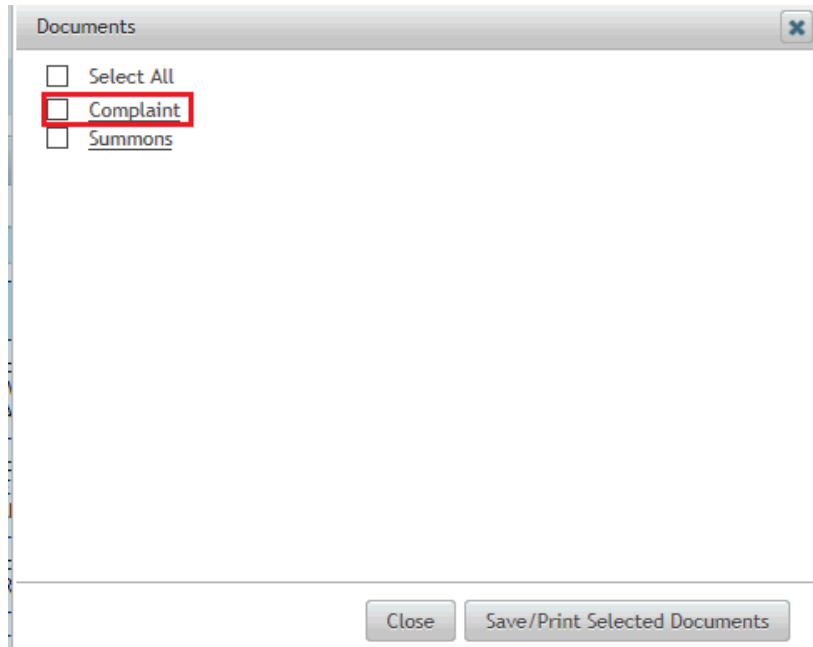
Note: Certain filings entered into the case jacket by Court Staff will not generate a notification

1/27/2016		Substitution Of Attorney submitted by Court
-----------	---	---

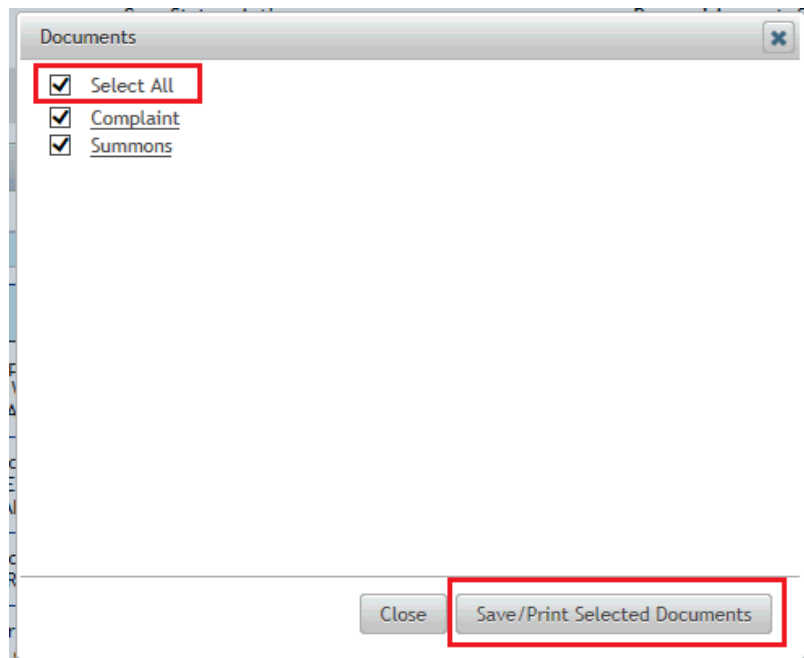
If a filing has a  icon, click on the icon to reveal a list of the documents associate with the filing. This list will be displayed in a pop-up window



To view a document, click on the name of the document



Note: In order to view all available documents at once, check the "Select All box, then click the Save/Print Selected Documents button. By doing this, the system displays all documents as one file, making it easy to print the entire package



The document will be displayed

SUPERIOR COURT OF NEW
JERSEY
Camden County

Special Civil Part
ABC Company, Plaintiff Docket # DC 000001-15
-against-
Test Person Defendant


COMPLAINT

The "Blue Stamp" can be found on each document that resides in the Case Jacket. The "Blue Stamp" is eCourt's "Received" stamp, displaying the Docket Number, Date and Time document was received by eCourts, number of pages, and unique eCourts generated Transaction ID

SUPERIOR COURT OF NEW
JERSEY
Camden County

Special Civil Part
ABC Company, Plaintiff Docket # DC 000001-15
-against-
Test Person Defendant

COMPLAINT

If a filing has a  icon, click on the icon to reveal the notification associated with the filing. This notification would have been generated on initiation of the Case Action entry, and outlines some case details, and who was electronically notified for that entry, and who wasn't (if any)

6.1.6 JEFIS Case Actions

For cases that were initiated with JEFIS, the document will be made available in the eCourts Case Jacket.

Note: If there are no JEFIS Case Actions, a message will appear when the case jacket is displayed

The screenshot shows the 'CASE JACKET' header with a 'User:' field. Below the header, a green checkmark icon is next to the text 'No JEFIS actions found', which is highlighted with a red box. Underneath, the 'Docket Number: BUR DC 000057 - 16' is displayed. There are 'Back' and 'Create Summary Report' buttons. The case details are as follows:

Case Caption: Abc Corporation Vs Anyman	Venue: Burlington	Case Initiation Date: 03/08/2016
Court/Division: Special Civil	Case Status: Active	Demand Amount: \$6,500.00
Case Type: Contract - Regular	Judge:	Jury Demand: None
Case Track:		

This section will be located below the eCourts Case Actions section.

The screenshot shows the 'Case Actions' section with a table containing one entry:

Filed Date	Filings	Docket Text	Transaction ID	Entry Date	Entered By
2/17/2016		Miscellaneous Motion submitted by of on behalf of BULLY LENDING against JOHN FREDRICKSON, JOHN DOE	SCP20163271	2/17/2016	012152010

Showing 1 to 1 of 1 entries

Below this is the 'JEFIS Case Actions' section, which is highlighted with a red box. It contains a table with the following data:

Created Date	Filings	Document Type	Description	Attorney Name	Firm Name
06/05/2015		Complaint	COMPLAINT - MAIL		Qa Web Legal Team
06/10/2015		Summons	Summons		
06/12/2015		Reservice	Reservice		Qa Web Legal Team
06/12/2015		Summons	Summons		
07/09/2015		Summons	Summons		
09/09/2015		Summons	Subsequent Summons		
01/05/2016		Summons	Summons		

Showing 1 to 7 of 7 entries

The JEFIS Case Actions section of the Case Jacket displays the following columns:

- Created Date - Date on which document was entered into the JEFIS Case Jacket
- Filings - Displays a paperclip icon indicating that there is a document present
- Document Type - Displays the type of document
- Description - Displays a description of the document

- Attorney Name - Displays the attorney name associated with the JEFIS Case Action entry
- Firm Name - Displays the name of the attorney's firm

In order to view a document associated with a specific JEFIS Case Action, click the associated with that entry. The system will then display that document.



6.2 Case Jacket Search

The Case Jacket Search function provide the options to find a case using 1.) A docket number, and 2.) Party Name. For instructions on how to use each option, click on the links below:

[Search By Docket Number](#)

[Search by Party Name](#)

6.2.1 Search by Docket Number

The system defaults to the Search by Docket Number tab.

To begin searching for a case by docket number, follow the below steps:

1. Select Case County

CASE JACKET User:T.LANDAU Firm:DUGALIC & LANDAU PC

Search For Case Special Civil

Search for Case Jacket

Search By Docket Number Search By Party Name

Case County: ATLANTIC
BERGEN
BURLINGTON
CAMDEN
CAPE MAY
CUMBERLAND
ESSEX
GLOUCESTER
HUDSON
HUNTERDON
MERCER
MIDDLESEX
MONMOUTH
MORRIS
OCEAN
PASSAIC
SALEM
SOMERSET
SUSSEX
UNION
WARREN Docket Type: Special Civil(DC) Docket Number: Docket Year:

Ex. Special Civil (DC) Ex. 012345 Ex. 15

Screen ID : ECCV3004 Judiciary 2016

2. Select Special Civil Part (DC) from Docket Type drop down

CASE JACKET User:T.LANDAU Firm:DUGALIC & LANDAU PC

Search For Case Special Civil

Search for Case Jacket

Search By Docket Number Search By Party Name

Case County: MERCER Docket Type: Special Civil(DC) Docket Number: Docket Year:

Ex. Atlantic Ex. Special Civil (DC) Ex. 012345 Ex. 15

3. Enter the Docket Number and two digit Docket Year of case

CASE JACKET User:T.LANDAU Firm:DUGALIC & LANDAU PC

Search For Case Special Civil

Search for Case Jacket

Search By Docket Number Search By Party Name

Case County: MERCER Docket Type: Special Civil(DC) Docket Number: 41 Docket Year: 16

Ex. Atlantic Ex. Special Civil (DC) Ex. 012345 Ex. 15


4. Click on the Search button

CASE JACKET User: T.LANDAU Firm: DUGALIC & LANDAU PC

Search For Case Special Civil

Search for Case Jacket

Case County: Ex. Atlantic
 Docket Type: Ex. Special Civil (DC)
 Docket Number: Ex. 012345
 Docket Year: Ex. 15



The system will then display the Case Jacket for the docket number that was entered. View Case Jacket help can be found [here](#).

6.2.2 Search by Party Name

To begin searching for a case by Party Name, follow the below steps:

1. Click on the Search By Party Name tab

Search for Case Jacket

Note: This search retrieves an exact name match.

Search by: Individual Business

*Individual Name:

*Last *First MI-Optional

2. Search by Party Name provide the options to search by the following:

[Individual Name](#)

[Business Name](#)

Note: This search option defaults to the Individual Name search

6.2.2.1 Individual Name Search

1. To execute an Individual Name search, enter the Last and First name of the individual

Search for Case Jacket

Search By Docket Number Search By Party Name

Note: This search retrieves an exact name match.

Search by: Individual Business

*Individual Name: Search

*Last *First MI-Optional

Note: Individual name search retrieves exact name matches

Note: A middle initial can also be added to the search, but is optional

Note: If only one match is found, the system automatically display the Case Jacket for that match. View Case Jacket help can be found [here](#).

2. System will display all Cases with individual name match. Name, Venue, Docket Number, Case Caption and Case Initiation columns will display with the search results.

Search for Case Jacket

Search By Docket Number Search By Party Name

Note: This search retrieves an exact name match.

Search by: Individual Business

*Individual Name: Search

*Last *First MI-Optional

Name	Venue	Docket Number	Case Caption	Case Initiation Date
SMITH JOHN	ATLANTIC	DC-006460-14	SMITH VS JONES MARK	11/13/2014
SMITH JOHN	ATLANTIC	DC-003037-15	TESTING VS SCENARIO3	07/10/2015
SMITH JOHN	ATLANTIC	DC-003074-15	SMITH VS JONES	09/10/2015
SMITH JOHN	BURLINGTON	DC-000051-16	WELLS FARGO BANK VS SMITH	02/17/2016
SMITH JOHN	BURLINGTON	DC-000049-16	SMITH VS DANIELS	02/12/2016
SMITH JOHN	BURLINGTON	DC-003300-15	WELLS FARGO VS SMITH	10/15/2015
SMITH JOHN	CAMDEN	DC-000005-14	COMPANY ABC VS SMITH JOHN	06/04/2014
SMITH JOHN	CAPE MAY	DC-000763-15	JONES VS SMITH JOHN	06/10/2015
SMITH JOHN	CAPE MAY	DC-000766-15	JONES VS SMITH JOHN	06/10/2015

Note: Search results can be sorted by clicking on any of the column labels in the blue banner

Name	Venue	Docket Number	Case Caption	Case Initiation Date
------	-------	---------------	--------------	----------------------

Note: Search results will display cases from all Special Civil Part sections including Small Claims (SC) and Landlord/Tenant (LT). However, case jacket access will only be granted to Special Civil (DC) cases.

SMITH KEVIN	HUDSON	LT-020267-05	TORRES VS SMITH KEVIN	12/08/2005
SMITH KEVIN	HUDSON	LT-020871-05	ELLIS VS SMITH KEVIN	12/19/2005
SMITH KEVIN	HUDSON	SC-000255-06	FIRST AMERICAN ACCEP VS SMITH KEVIN	01/17/2006
SMITH KEVIN	HUDSON	SC-002522-95	SPINNATO VS SMITH, KEVIN	09/11/1995
SMITH KEVIN	MERCER	DC-002356-99	LEOPOLD MD VS SMITH KEVIN	04/15/1999
SMITH KEVIN	MERCER	LT-002030-01	OCEAN SCAPE VS SMITH KEVIN	04/11/2001

Note: Search results with multiple matches will display 20 matches per page. To view all matches, click on the numbers at the bottom of the results page

SMITH JOHN	MERCER	DC-000005-16	WELLS FARGO BANK NA VS SMITH	01/07/2016								
Showing 1 to 20 of 300 entries		First	Previous	1	2	3	4	5	...	15	Next	Last

3. To view Case Details and Documents, click on the docket number associated with the Case

SMITH JOHN	MONMOUTH	DC-000400-90	CASE TITLE HERE VS HERE	07/01/1990
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The system will then display the Case Jacket for the docket number that was selected. View Case Jacket help can be found [here](#).

6.2.2.2 Business Name Search

1. To execute a Business Name search, enter the name of the business

Search for Case Jacket

Search By Docket Number
Search By Party Name

Note: This search retrieves an exact name match.

Search by: Individual Business

***Business Name:** Search

Note: If only one match is found, the system automatically display the Case Jacket for that match. View Case Jacket help can be found [here](#)

2. System will display all Cases with the business name match. Name, Venue, Docket Number, Case Caption and Case Initiation columns will display with the search results.

Search for Case Jacket

Search By Docket Number Search By Party Name

Note: This search retrieves an exact name match.

Search by: Individual Business

*Business Name: Search

Name	Venue	Docket Number	Case Caption	Case Initiation Date
PNC BANK	ATLANTIC	DC-000002-99	BOSCOVS VS PIERRE-LOUIS PHILIPPE	01/06/1999
PNC BANK	ATLANTIC	DC-000009-13	DISCOVER BANK VS SHARMA SHYAM	12/28/2012
PNC BANK	ATLANTIC	DC-000015-12	DANA E SLESS DO LL VS SANTANA JULIAN	01/03/2012
PNC BANK	ATLANTIC	DC-000075-02	PRIMUS AUTOMOTIVE FINANCIAL SERV VS ROSS FRANK C E	12/31/2001
PNC BANK	ATLANTIC	DC-000109-13	MIDLAND FUNDING LLC VS CRISCIONE JOHN	01/10/2013
PNC BANK	ATLANTIC	DC-000114-12	NEW CENTURY FINANCIA VS THOMPSON SCOTT	01/04/2012
PNC BANK	ATLANTIC	DC-000118-12	MIDLAND FUNDING LLC VS SHAW DARREN	01/04/2012
PNC BANK	ATLANTIC	DC-000119-12	VANZ LLC JULY10 SER VS MORRIS DERWYN	01/05/2012

Note: Search results can be sorted by clicking on any of the column labels in the blue banner

Name	Venue	Docket Number	Case Caption	Case Initiation Date
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Note: Search results with multiple matches will display 20 matches per page. To view all matches, click on the numbers at the bottom of the results page

PNC BANK	ATLANTIC	DC-000376-09	MIDLAND FUNDING LLC VS MUNN COLLEEN	01/09/2009
Showing 1 to 20 of 300 entries				
First Previous 1 2 3 4 5 ... 15 Next Last				

3. To view Case Details and Documents, click on the docket number associated with the case.

PNC BANK	ATLANTIC	DC-000002-99	BOSCOVS VS PIERRE-LOUIS PHILIPPE	01/06/1999
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The system will display the Case Jacket for the docket number that was selected. View Case Jacket help can be found [here](#)

7. Glossary

A

Adversary: Target of the filing.

C

Case Caption/Title: The title assigned to the case. The Case Title displays a minimum of two of the parties in the case. Space limitations may force the truncation of names or may limit the number of party names that are displayed in the Case Title.

Case Initiation Date: The date the case was originally filed.

Case Status: Displays the current status of the case from ACMS.

Case Type: This field contains the ACMS case type code and a brief description of the code.

County of Incident: The county where the cause of action originally arose.

Court: The court where the case was filed.

D

Demand Amount: The amount filed in the case.

Docket Number: The number assigned to the case by ACMS during the docketing process. The docket number contains a docket type and the year the case was entered in ACMS.

Docket Text: Description of filing including filing type and parties involved.

E

Entered By: Displays Bar ID of attorney who eFiled document, or lists staff name who uploaded document.

Entry Date: Date the filing was submitted into eCourts.

F

Filed Date: The filed date of the document.

Filer Type: Case party type of filer.

Filing Description: Specific listing of filings.

Filing Type: High level categories for filings.

M

Movant: Filer of document. Would be designated as the Primary (P) in ACMS.

P

Party Name: The name (last, first and middle initial) of the party involved in the case.

Party Type: Indicates if the party is an individual or business.

T

Transaction ID: The number assigned to the case by eCourts during the filing process. The transaction ID number contains the court code, the current year and a