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eCourts Appellate Introduction Basics

Q. How do I use eCourts Appellate?

A. Follow the instructions from one page to the next.

Questions on each page?

- Read the **About This Page** on the left hand side of the screen.

Finished on current page?

- Click on the CONTINUE button at the bottom of each page.
Each time you click on the CONTINUE button your information will be saved.

Going back to a prior page already completed?

- Click on the specific SECTION link from the left navigation bar or click on the tabs at the top of the page.

Q. What is eFiling?

A. Electronic filing is an online tool that permits individuals to file an appeal over a secure internet connection. The New Jersey Appellate Court accepts appeals through eCourts Appellate - the Court's eFiling application

Q. Why should I eFile my documents?

A. eFiling is more convenient than traditional filing methods. You may submit your documents 24 hours a day, 7 days a week. You will also save on paper and postage costs.

Q. Who is required to participate in the Appellate eFiling program?

A. As of January 1, 2018, participation is mandatory for all attorneys. Please click on the Appellate eFiling Notices to the Bar regarding mandatory eFiling.
<https://www.njcourts.gov/courts/appellate/appedatanotices.html>

Q. Is Appellate eFiling Mandatory?

A. See question above.

Q. Are there different rules for documents filed electronically Vs documents filed in paper format?

A. Yes. Please refer to the rule relaxations on the Judiciary/Appellate Division eFiling website under Notices to the Bar located at <http://www.judiciary.state.nj.us/appdiv/eDATA/index.html>.

Q. Does Appellate eFiling affect service of my documents?

A. Yes. eCourts Appellate will automatically serve your adversary electronically, so long as they are an attorney. Any self-represented litigants involved in the case, must be served by paper. eCourts Appellate also serves the Trial Court Judges and Division Managers. No additional copies need to be sent to the Appellate Division either.

Q. Are the electronic documents considered the court record?

A. Yes. The filed stamped documents stored on the system, are the court record.

Q. How does the Edit button work?

A. Click the "Edit" button on the operation column to the right, complete your work and then click save, continue and/or submit.

Q. Can I save this information and finish it at a later time?

A. Yes. The system saves your information each time you click the Continue/Save button. When returning to your case list and editing the case you will return to the last section you worked.

Q. What are the deadlines for Appellate eFiling?

A. Electronic versions of documents are filed within the same deadlines as paper documents.

Filing Dates:

Follow the NJ Court Rules and any scheduling order that is entered. Filing a document electronically does not alter or extend any filing deadline.

Filing Times:

A document that is received electronically, it is considered to have been filed on the same day it is received unless it is filed after 11:59pm, then that document will be filed the following business day.

Q. Is there a user fee for Appellate eFiling?

A. No.

Q. What are the filing fees?

A. For a list of fees for documents filed in the New Jersey Appellate Courts, click on the "List of Fees" link under "Support and Reference Links-eCourts Appellate Documents" section from the eCourts Appellate application's Home/Welcome page.

Q. Can filing fees be paid online?

A. Filing fees can be paid by either a JACS (Judiciary Account Charge System) account or by credit card (Visa, Master Card, AMEX, or Discover). Services fees are applied to credit card payments. **Note: The credit card payment service is unavailable from 11:30 pm until midnight daily. All filings must be submitted prior to 11:30 pm in order to receive the same date of filing.**

Q. What if my document is rejected?

A. You will receive email notification of your rejected status. Please see the "Common Filing Deficiencies" page to avoid errors.

Q. Can the public see my filings?

eCourts Appellate

A. Public access to the Appellate Case Management system allows a view to the list of documents filed in a case. To view the actual document, you must visit the Appellate Division Clerk's Office unless you are party to the appeal and/or registered for eCourts Appellate.

Q. Where can I find instructions for eCourts Appellate?

A. See the "User Manual" link at the bottom of the Welcome/Home page.

USER LOGIN/REGISTRATION

Q. What is my User ID and Password?

A. The New Jersey Judiciary uses a single sign on process for most of its applications. For attorneys, this is their Attorney ID and password.

Q. How do I register for the eCourts Appellate program?

A. There is no registration process to gain access to eCourts Appellate. All NJ Attorneys in good standing automatically have access.

Q. Where can I get help if I forgot my username and/or password?

A. For an attorney your username is your Attorney Id.

Your password is case-sensitive. You may want to try your password again using different variations, for example a capital letter or a symbol. You can request to reset your password by going to the login screen and clicking on the Reset Password link or button. If you need additional assistance, please call the Judiciary Help Desk at 609-421-6100

Q. How do I change or update my contact information?

A. To update your email address(s) for court notifications, select Update Email under My Profile. **Important note:** Updates to any of the email address(s) listed will also change the email address(s) in eCourts.

Q. Will my contact information expire?

A. No.

DATA ENTRY/ DOCUMENTS

Q. How do I file a document electronically?

A. Follow the steps below and refer to the user manual for more specific instructions.

1. Login to access the eCourts Appellate application.

2. Select the case where you wish to file a document by using the edit button or complete the case initiation process by clicking on "File New Case" button on the Welcome/Home page or "File New Case" link on upper right corner.
3. Pick the document(s) you wish to file by selecting the name within the drop down field. Uploaded documents must be in text searchable .pdf format with Optical Character Recognition (OCR). If you are not familiar with OCR, please consult your local IT support.
4. Review and submit your filing.

You will receive a transaction ID and an email stating that your submission is received by the court. If you do not receive the email confirmation, contact the Appellate e-Filing team at 609-815-2900 ext. 52590 or email NJeDATAnotices.Mailbox@njcourts.gov. Also see "Common Filing Deficiencies" page.

Q. How do I start the Appellate eFiling process?

- A.** Simply login and click on eCourts Appellate to gain access to the application

Q. What documents can be eFiled?

- A.** Most documents can be eFiled, either through upload (must be in .pdf format with OCR and no larger than 28MB) or system generated (i.e. Notices of Appeal, Case Information Statements, Notices of Motion and Transcript Request forms). There are a few exceptions. Video and CD as exhibits must be mailed and a letter uploaded to eCourts Appellate indicating the significance of the documents mailed. Sealed documents for the court's viewing only cannot be eFiled and must be submitted in paper form.

Q. Can I eFile more than one document in the same case at one time?

- A.** Yes. Except in the case of a substitution of attorney as that will have to be accepted by the Clerk's office before you will have access to the electronic file.

Q. Do I still need to file an original with an original signature?

- A.** No. Documents submitted through eCourts Appellate are deemed to be original.

Q. How do I sign my documents?

- A.** S/attorney name or original signature on an uploaded document is acceptable.




Q. Do I need to file an original and four copies?

- A.** No. Case initiating documents like the Notice of Appeal and Case Information Statement only need to be electronically filed as well as any motions under 200 pages. Transcripts and briefs will require the submission of three additional copies for the panel reviewing the case.

Q. My filing is still appearing in draft form; how do I complete the submission?

- A.** If a filing is still appearing in draft form it is because you did not click continue all the way to the submission page. Your document is not considered submitted until you receive the transaction ID number.

Q. My Drop down values are disappearing on some pages, what do I do?

- A.** If you have used the Back arrow  button in the browser, your drop down values will be cleared. If you need to go to the previous screen, always use the Previous  button on the eCourts Appellate screen instead of using Back arrow  button from the browser.

Appellate Procedures

Q. When is my document considered filed?

- A.** If your document is accepted by the Clerk's Office, it will be filed as of the date it was received.

Q. How will I know if my document is accepted or rejected?

- A.** The Clerk's office will review your documents to determine if they comply with the court rules. You will receive an email regarding an eDATA communication if there is a deficiency in your documents. If you specified additional email addresses at the time of submission, these addresses will also receive the notice. Please also check "Common Filing Deficiencies" page for possible errors. You may also check for messages (eDATA Communications) by signing into eCourts Appellate and clicking on **Appellate docket number** hyperlink for the status of the document that was filed.

Q. When will my case be docketed?

- A.** Normally the submission will be reviewed within a few days however that review is based upon the date and time of submission.

Q. How do I get a filed stamped copy?

- A.** You will receive a notification when your document has been accepted for filing. You will also be able to print the "Filed" copy by clicking on the link to the document and then printing it.

Q. How do I prove that my document was filed?

- A.** Informally, you can produce the email from eCourts Appellate which will state the name of the documents that were filed and the date and time of the filing. You may also download the filed-stamped copy of the endorsement page through eCourts Appellate or purchase a copy from the Clerk's Office.

Q. What if I uploaded or submitted the wrong document?

- A.** For Appellate eFiling, call 609-815-2900 ext. 52590. Once a document has been submitted it becomes a part of the record. A motion is required to remove a document once it is electronically received.

Q. What date is my document filed?

- A.** The document will be filed as of the date it was received as long as it is submitted prior to 11:59 pm.

Q. What should I do if I need to file a corrected document?

- A.** Appellate eFiling allows you to mark the electronic document as "Amended" by checking the Amended Document box on the Add Document page. This feature will alert the Clerk's Office that a correction has been submitted to the previous document.

Q. How do I file a joint appeal?

- A.** If you are representing more than one client, use the +/- function on the party entry page. If you are filing a joint appeal, with another filer, you will add the additional party and their attorney. Once the case is accepted a notice will be sent to the parties. The joint appellant will need to upload a letter of acceptance indicating that they agree to file a joint brief.

Q. How do I file a substitution of attorney?

- A.** In eCourts Appellate a substitution of attorney can be filed by either the withdrawing attorney OR the substituting attorney. If the substitution is within the same firm, supporting documentation does not have to be uploaded.

Filed by withdrawing attorney

1. From My Case List click the Edit button next to the case being substituted.
2. Select the "Substitution of Attorney" option from the Edit Case popup.
3. On the List of Parties page click the Edit button of the party you can modify. You can only edit your own client.
4. Search for attorney.
5. Upload supporting documentation on the Documents page. **Reminder:** Supporting documentation is not required if the substitution is within the same firm.
6. The change will be effective after the substitution has been accepted by the Clerk's office, at which time designation of counsel can be filed if your case requires same. If the substitution is within the same firm, the change will be effective immediately AFTER it has been submitted in eCourts Appellate.

Filed by substituting attorney

1. Select Case Lookup from the menu on the right.
2. Search for the case.
3. Check the box next to docket number listed and select the Substitution of Attorney option from the action list at the bottom of the page.
4. On the List of Parties page click the Edit button of the party you are modifying.
5. The information of the attorney to be substituted will appear.
6. Upload supporting documentation on the Documents page. **Reminder:** Supporting documentation is not required if the substitution is within the same firm.
7. The change will be effective after the substitution has been accepted by the Clerk's office, at which time designation of counsel can be filed if your case requires same. If the substitution is within the same firm, the change will be effective immediately AFTER it has been submitted in eCourts Appellate.

Q. How do I add/edit attorneys, designated or co-counsel?

- A.**
1. From My Case List click the Edit button next to the appropriate case.
 2. Select "I am adding/editing attorneys, designated or co-counsel information in the current case" option from the Edit Case popup.
 3. On the List of Parties page click the Edit button of the party you are modifying.
 4. If adding counsel, click the + sign, search for attorney and select attorney role.
 5. Upload supporting documentation on the Documents page.
 6. Submit filing. The change will be effective after it has been accepted by the Clerk's office.

Q. How do I file a new transcript request or amended request?

- A.**
1. From My Case List click the Edit button next to the appropriate case.

2. Select "I am adding Documents" option from the Edit Case popup.
3. On the List of Documents page click Add Document button.
4. From the Category drop down menu select Appellate Documents.
5. From Document Type drop down menu select Transcript Order Form.
6. **IF** you are filing an amended Transcript Request, check the Amended Document box.
7. Complete Transcript Request Form Verification page.
8. Submit filing.

Q. How are transcripts filed?

- A.** Transcripts that are ordered for appeal purposes, are filed through the Clerk's office by the receipt of a CD. The transcripts will be upload to the eCourts Appellate system after being filed. The appellant's only requirement is to send in 3 additional copies with the briefs.


Transcripts in the attorney's possession are uploaded by the attorney of record.

1. From My Case List click the Edit button next to the appropriate case.
2. Select "I am adding Documents" option from the Edit Case popup.
3. On the List of Documents page click Add Document button.
4. From the Category drop down menu select Transcript.
5. From the Document Type drop down menu select the applicable transcript type.
6. Upload the transcript.
7. Submit filing.

Q. How are briefs filed?

- A.**
1. From My Case List click the Edit button next to the appropriate case.
 2. Select "I am adding Documents" option from the Edit Case popup.
 3. On the List of Documents page click Add Document button.
 4. From the Category drop down menu select Brief and Appendix.
 5. From the Document Type drop down menu select the applicable document type. If filing an Appendix, the filer is required to enter the volume number.
 6. Upload the document.
 7. Submit filing.

Q. How are attachments filed?

- A.**
1. From My Case List click the Edit button next to the appropriate case.
 2. Select "I am adding Documents" option from the Edit Case popup.
 3. On the "List of Documents" page, select the previously filed document that needs an attachment and click the attachment icon .
 4. In the attachment information section, click on the attachment document type drop down and select a category.
 5. Upload document. To add another attachment repeat steps 2 through 5 until all attachments have been added.
 6. Submit filing.

Q. How do I serve parties not entered in a case?

- A.** When a filer is required to serve parties not participating in a case, a proof of service must be uploaded indicating that the non-participating party was served. This upload would be required in the following examples; a motion to be relieved as counsel, where the client isn't in the eCourts Appellate appeal, a motion to release co-defendant's pre-sentence reports, or where the trial counsel for the other defendant must be served.

TECHNICAL AND OTHER QUESTIONS

Q. What is the maximum file size allowed for each document?

A. Each document submitted should not exceed 28 MB.

Q. I cannot submit or upload my document. Where do I get help?

A. Most often you will receive an error message explaining why you cannot file your document over the internet. If instructions are provided, follow them. If it does not correct the problem, please contact the Appellate e-Filing team at 609-815-2900 ext. 52590 or NJeDATAnotices.Mailbox@njcourts.gov.

Q. Can I just send a copy of the document on a CD or diskette instead?

A. No. Electronic filing is accomplished using the court's web-based eFiling interface. The Clerk's office will not accept submissions of electronic documents by email or on diskettes, CDs, or flash drives.

Q. What are the hardware and software requirements for eCourts Appellate?

A. Although eCourts Appellate is compatible with any browser, the following are the suggested recommendations for System Requirements:

Hardware Requirements = Windows 10 or higher.

Software Requirements = Internet Explorer 11 or higher (for browser).

Important note regarding Firefox and Google Chrome:

It appears that sometimes Adobe Shockwave Flash Object is not completely compatible with the Firefox browser and you may receive an error message when trying to upload documents. If this error occurs, please switch to another browser like Google Chrome or Internet Explorer or use these browsers from the beginning for this application. If you choose to use Google Chrome, you will need to enable the Adobe Shockwave Flash Object plugin.

Q. How do I convert my Word or WordPerfect document into a text searchable PDF format?

A. There are numerous tools available for converting your documents into text-searchable PDF.

More information on PDF is available on the Adobe web site at <http://www.adobe.com>. Download Adobe Reader to open PDF files created by above PDF converters at <http://www.adobe.com/products/reader/>.

Q. Why is converting documents into PDF format necessary?

A. PDF documents are "read only" documents that cannot be easily altered. Documents created using word processors are easily modified.

Q. I am having a problem with my printer and cannot print the documents.

A. Check with your Information Technology (IT) department. Most probably it might be because of the Adobe Reader version is not compatible with the browser (Internet Explorer) version. Set up the Compatibility View settings properly.

Q. I am not receiving emails from the Clerk's Office, what is wrong?

- A.** The email sent from the Clerk's Office will go to the email account you provided during the registration process. Email sent from the Clerk's Office will have the same qualities as any other email you receive. You should check the settings of your email account and/or special software you may be using to protect your account from spam (e.g. anti-virus software) so that your computer does not identify email from the Clerk's Office as "junk" or "spam" mail.

If your computer's Internet and email accounts are functioning properly, please contact the Appellate e-Filing team at 609-815-2900 ext. 52590 or NJeDATAnotices.Mailbox@njcourts.gov.

Q. Is the system secure?

- A.** The Judiciary does regular scans on its electronic systems to ensure security of the information stored therein.

Q. Are there public sites available for Appellate eFiling?

- A. On-Site Access** is available in the courthouses at designated locations. Check with the Courthouse Ombudsman. Access to confidential, sealed, or restricted documents maintained in the case management system are not viewable.

Internet Access is available on any computer that has an internet connection such as your public library.

Q. Who do I contact if I am having problems?

- A.** For technical assistance with eCourts Appellate system, contact the Appellate e-Filing team at 609-815-2950 ext. 52590 or email NJeDATAnotices.Mailbox@njcourts.gov.

Q. Why can't I see the edit buttons to make a change to a document I added?

- A.** If you are unable to view the Operation buttons, you need to adjust your resolution by going
- 1) Start
 - 2) Control Panel
 - 3) Display
 - 4) Adjust Resolution

Q. I am receiving a 440 Server Error, what do I do?

- A.** Close out current session and reopen in a different browser.

Q. How do I make my documents OCR recognizable (optical character recognition or text searchable) PDF format?

- A.** There are numerous tools available for converting your documents into text-searchable PDF.
- If you have created the word document, you can convert it very easily as OCR-PDF by saving it as "Save as type = PDF (*.pdf).
 - If you are scanning your document to generate the PDF, refer to your scanner's user manual or contact the manufacturer to see if your scanner is equipped with the OCR functionality. If you are not familiar with OCR, please consult your local IT support department to verify the OCR settings for your scanner's properties.

- You can research downloadable OCR software on the internet or use Adobe to convert the document or visit an office supply store to see if they provide the service that can assist you.

P2E Questions

Q. What does the (p2e) symbol mean after the case title?

- A.** The P2E feature allows the Appellate Division to create an electronic version of cases filed by self-represented litigants that are currently required to submit documents in paper. For cases received on or after 02/01/2021, an electronic version will be created and accessible from My Case List. These case types will be denoted by the (p2e) symbol appearing after the case title on My Case List. After the electronic version is created, a system generated email notification will be sent to all counsel entered at case initiation.

Q. Can self-represented litigants file electronically in eCourts Appellate after the p2e case is created?

- A.** No, at this time self-represented litigants will still need to file all documents by mail or email.

Q. Do I have to serve a self-represented party in paper for a P2E case types?

- A.** Yes. NJ licensed attorneys in good standing are required to submit filings in P2E case types electronically and also provide paper copies to the self-represented litigant unless all parties have agreed upon electronic service; acknowledgement of the same would be done by filing a letter or via communication with the case manager.

Q. What date will the court use as the filing date for a new P2E case or documents submitted by the self-represented litigant?

- A.** The filing date will be the date the documents were received by the Clerk's Office.

Q. Are the old paper cases converted to the P2E case type?

- A.** No. Paper cases received prior to 02/01/2021 will not be available in eCourts Appellate. Filings for these paper cases should continue to be submitted in paper.

Q. If initially both parties are self-represented litigants, and both obtain counsel, will counsel be able to file a substitution in a p2e case?

- A.** Yes. Cases in which both the appellant and respondent are self-represented litigants will be converted into P2E cases. If one of the parties retains counsel after a P2E case has been created, the attorney would file a substitution of attorney within the case in eCourts Appellate. See FAQ "How do I file a substitution of attorney" for instructions.

Q. If all parties in the appeal have obtained counsel, why is the case still marked as P2E?

A. Because the case originated in paper on or after 2/1/2021, it will remain classified as P2E case type throughout the duration of the appeal.

Q. I am in receipt of a document from the self-represented litigant and it does not appear in eCourts Appellate?

A. Contact the case manager, the document may be pending review and has not been uploaded into the case.

Q. Will I be able to find the Criminal P2E case documents in eCourts case jacket?

A. No. Documents filed by any party or the court in a criminal P2E case will not appear in the eCourts (trial) case jacket.