



eCourts: Frequently Asked Questions (FAQ) – Tax Court Specific

The following information is an excerpt from the general eCourts [Frequently Asked Questions \(FAQ\)](#) which specifically addresses electronic filing (e-filing) issues related to Tax Court.

eCourts Access

- [Do I need to register for or request access to eCourts? If so, how?](#)
- [Before I request access to eCourts, do I need to verify or update my attorney registration? If yes, how?](#)
- [If I am already registered for JEFIS, do I still need to request access to eCourts?](#)
- [Do I need to have a Judiciary charge account \(a.k.a., “JACS account”\) to use eCourts?](#)
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Tax Court Specific

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Q: Do I need to register for or request access to eCourts? If so, how?

A: Yes. Attorneys cannot access eCourts until an [eCourts Access Request Form](#) is fully processed. Requesting access to eCourts requires three (3) steps, listed below. For detailed information about the process for requesting access to eCourts, visit the eCourts [Attorney Instructions](#) webpage.

1. Activating your Attorney ID through the [Attorney Online Registration and Payment Center](#);
2. Verifying the accuracy of your attorney contact information through the [Attorney Online Registration and Payment Center](#); and
3. Submitting an [eCourts Access Request Form](#). You will receive an acknowledgement of receipt email from the Superior Court Clerk's Office regarding the status of your eCourts access request. Once your request is completed, you will receive an email confirmation which will include basic information about your eCourts user profile, the eCourts web address, and instructions for your initial eCourts login and registration.

NOTE FOR TAX COURT E-FILERS: As indicated on the eCourts Access Request Form, attorneys who intend to e-file Tax Appeal case information through eCourts are also required to have a Judiciary charge account or "JACS Account". For more information about a JACS Account, review the answer to [Do I need to have a Judiciary charge account \(a.k.a., "JACS Account"\) to use eCourts?](#)

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Q: Can non-attorneys access eCourts?

A: Yes, for Tax Court only, non-attorneys can access eCourts once an [eCourts Non-Attorney Access Request Form](#) is fully processed. After that point, registered non-attorneys will have access to view all electronic Tax Court case jackets and will also receive eCourts notifications pertaining to cases in which they are associated. Registered non-attorneys will not have access to e-file.

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Q: Before I request access to eCourts, do I need to verify or update my attorney registration? If yes, how?

A: Yes, this is an important step for *all attorneys* as your contact, firm or office information included in your registration record will automatically be used to configure your eCourts user profile.



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NOTE: Attorneys who intend to e-file Tax Court case information on behalf of a New Jersey municipality must be properly registered as representing a public entity through the annual attorney registration process.

An attorney's registration can be accessed and updated through the [Attorney Online Registration and Payment Center](#). You can also receive additional assistance by contacting 855-533-3863.

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Q: If I am already registered for JEFIS, do I still need to request access to eCourts?

A: Yes, attorneys must request access to eCourts which is distinct from JEFIS (Judiciary Electronic Filing and Imaging System).

For information about requesting access to eCourts, review the answer to [Do I need to register for or request access to eCourts? If so, how?](#). Or, for more detailed information, visit the eCourts [Attorney Instructions](#) webpage.

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Q: Do I need to have a Judiciary charge account (a.k.a., “JACS Account”) to use eCourts?

A: Attorneys who intend to e-file Tax Appeal case information through eCourts are required to have a Judiciary charge account or “JACS Account”. eCourts will automatically charge applicable Tax Court filing fee(s) against a JACS account in accordance with the [Judiciary Account Charge System \(JACS\) Participation Agreement](#).

To establish a JACS account, go to: njcourts.com/jacs. If you are an attorney representing a New Jersey municipality in a Tax Appeal case but you do not have a JACS account, you may require authorization from the respective government agency to utilize their existing JACS account. Questions about JACS should be sent via email to: jacssupport.mbx@judiciary.state.nj.us.

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Q: During what time frame can I e-file Tax Appeals?

A: With the exception of scheduled system maintenance periods, attorneys can take advantage of e-filing Tax appeals at their convenience—both during and after court business hours—as listed below.

Monday to Saturday	Sunday
2:00 AM to 11:59 PM	2:00 AM to 5:59 AM
	11:00 AM to 11:59 PM

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Q: Which type of Tax Appeal can be e-filed?

A: At this time, only local property tax appeals can be filed using eCourts. All other tax appeals should be filed through the traditional paper submission process. **NOTE:** If you file documents electronically through eCourts, you do NOT have to submit a hard copy to chambers or the management office.

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Q: What if I do not have a Judiciary charge account or “JACS Account”?

A: Attorneys who intend to e-file Tax Appeal case information through eCourts are required to have a Judiciary charge account or “JACS Account”.

To establish a JACS account, go to: njcourts.com/jacs. If you are an attorney representing a New Jersey municipality in a Tax Appeal case but you do not have a JACS account, you may require authorization from the respective government agency to utilize their existing JACS account. Questions about JACS should be sent via email to: jacssupport.mbx@judiciary.state.nj.us.

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Q: What happens if I e-file incorrect information?

A: Once a filing is submitted through eCourts, it is immediately and officially received by the court. Corrections will require the filing of amended documents or a motion to remove incorrect contents from the electronic case jacket. Prior to submitting an e-filing, eCourts reminds the user to closely review all information entered and uploaded for accuracy.

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Q: Do I have to upload a Case Information Statement (CIS) when e-filing a new Tax Appeal?

A: No. When using eCourts to enter a New Tax Court Appeal case, eCourts will automatically generate the Case Information Statement (CIS); therefore, you will not need to upload a CIS. Note: eCourts does require that a Complaint document be uploaded for both a New and a Refile case.

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Q: Is a new Case Information Statement (CIS) required when refileing a Tax Appeal against an existing case using eCourts?



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- A: Yes. If you select the *Refile* option, eCourts will require a Case Information Statement (CIS) to be uploaded. Note: eCourts does require that a Complaint document be uploaded for both a New and a Refile case.

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Q: Can I refile a Tax Appeal via eCourts using a closed case?

- A: Yes, the *Refile* option in eCourts can be used in conjunction with a previously filed open or closed case.

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Q: Is e-filing for Tax Court cases mandatory?

- A: e-filing of Tax Court documents is not mandatory at this time. However, attorneys are strongly encouraged to take advantage of the inherent convenience and efficiencies of eCourts. Should e-filing become mandatory, attorneys will be informed with ample notice and instructions.

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Q: What if I upload a document to the wrong case?

- A: Using the “Enter the docket number to file against an existing case” function, upload a letter to the incorrect case stating the document was misfiled and to disregard it. Upload the original document to correct case.

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Q: What if I need to amend a complaint or correct the content of a document?

- A: Upload the amended complaint/document using the “Enter the docket number to file against an existing case” function. Use the docket number of the original filing. Do not file an amended complaint/document as a new case.

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Q: What if I created a case and entered the wrong municipality (even if the uploaded documents are correctly captioned)?

- A: Upload a withdrawal letter to the incorrect case. Then, create a new filing in eCourts with the correct information and attach/upload your documents.

Note: The date you create the new filing in eCourts will be the filed date of the new case.



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Q: What if I create a new case using the refile option and enter the wrong refile docket number?

A: Upload a withdrawal letter to the incorrect case. Refile the complaint using the correct docket number or enter it as a new complaint.

Note: The date you create the Refile/new filing in eCourts will be the filed date of the new case.

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Q: How do I e-file a Motion to Consolidate?

A: Upload the Motion to the earliest/lowest docket number, which will become the “lead” case/docket number. The Notice of Motion and supporting documents should include all applicable docket numbers. If the consolidation is granted, any subsequent motions should be uploaded only in the lead docket number.

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Q: How do I e-file a non-fee motion document on consolidated cases (such as adjournment request)?

A: Upload any non-fee motion documents to each individual docket number.

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Q: How do I e-file a motion for multiple docket numbers that have not been consolidated?

A: Upload the motion to each individual docket number.

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Q: Who should I contact if I encounter technical difficulties or need assistance in using eCourts?

A: eCourts includes online help which can be accessed through a “Help” hyperlink which is displayed at the top of every screen in eCourts. If you need additional assistance in using eCourts, you should contact the Judiciary Problem Reporting Desk at 1-800-343-7002.

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Q: Who should I contact about non e-filing (i.e., paper filing) or case management policy issues?

A: For general assistance regarding Tax Court related issues, contact the [Tax Court Management Office](#).

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