

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

**JUDICIARY ELECTRONIC FILING IMAGING SYSTEM**

**JEFIS**

**E-FILING USING THE JEFIS FORECLOSURE  
ATTORNEY FILER  
Manual V 7.0**

November 2012

## CONTENTS

<b>INTRODUCTION .....</b>	<b>4</b>
<b>JEFIS Foreclosure Features.....</b>	<b>5</b>
<b>JEFIS Foreclosure System Requirements.....</b>	<b>5</b>
<b>Optional Requirements.....</b>	<b>5</b>
<b>JEFIS Support .....</b>	<b>5</b>
<b>ACCESSING THE JEFIS FORECLOSURE ATTORNEY FILER .....</b>	<b>6</b>
<b>Accessing the JEFIS Attorney Filing Manager.....</b>	<b>6</b>
<b>JEFIS FORECLOSURE E-FILING DOCUMENT FORMATS.....</b>	<b>14</b>
<b>Efiling Package.....</b>	<b>16</b>
<b>Filing an Adjournment.....</b>	<b>22</b>
<b>Filing an Answer .....</b>	<b>25</b>
<b>Filing Answer Non-Contesting.....</b>	<b>30</b>
<b>Filing Bankruptcy.....</b>	<b>35</b>
<b>Filing Certifications v1.....</b>	<b>38</b>
<b>Filing Certifications v2.....</b>	<b>42</b>
<b>Filing a Complaint .....</b>	<b>46</b>
<b>Filing Complaint-Other .....</b>	<b>58</b>
<b>Filing Correspondence-Gen(eral) .....</b>	<b>62</b>
<b>Filing EXC-CIRC V1 .....</b>	<b>65</b>
<b>Filing Judgments .....</b>	<b>69</b>
<b>Filing Motion or Motion-OF(Office of Foreclosure).....</b>	<b>75</b>
<b>Filing Motion-Surp-Fun (Motion for Surplus Funds).....</b>	<b>79</b>
<b>Filing Obj-Amt-Due (Objection to Amount Due).....</b>	<b>83</b>
<b>Filing Obj-Motion (Objection to Motion).....</b>	<b>86</b>
<b>Filing Ord-F-A-T-PI (Order Fixing Amount Time and Place).....</b>	<b>89</b>
<b>Filing Ord-No-Motion (Orders No Motion) .....</b>	<b>91</b>
<b>Filing Pri-Motion (Priority Motion Documents).....</b>	<b>94</b>
<b>Filing Proof-Mail (Proof of Mailing) .....</b>	<b>98</b>
<b>Filing Req-Default (Request for Default).....</b>	<b>102</b>
<b>Filing Return-Service .....</b>	<b>105</b>
<b>Filing Stips-Sett-Disml (Stipulation of Settlement Dismissal) .....</b>	<b>109</b>
<b>Filing Sub-Atty (Substitution of Attorney .....</b>	<b>112</b>

Filing Warr-Satisfy (Warrant to Satisfy) .....	115
Filing WD-Motion (Withdrawn Motion) .....	118
Filing Writ.....	120
Filing X-Code-Doc .....	124
<b>RE-File a DOCUMENT .....</b>	<b>128</b>
<b>AUTOMATED CASE MANAGEMENT SYSTEM - PUBLIC ACCESS .....</b>	<b>132</b>
<b>COMMON PROCEDURES WHILE FILING.....</b>	<b>133</b>
Saving the File.....	133
Correcting Invalid Field Entries .....	134
Save to Batch List .....	135
Editing Batch Filings .....	141
Transmit Single Filing.....	143
Batch Filings.....	148
Confirmation of E-filed Documents.....	156
Party Association.....	157
Additional Parties.....	161
Certification Overwrite Issue .....	166
<b>APPENDIX A .....</b>	<b>167</b>
Data Format Standards.....	168
Answer Data Fields .....	169
Answer Non-Contesting Data Fields .....	172
Backloading.....	175
Bankruptcy Data Fields .....	176
Certification v1 Data Field .....	177
Certification v2 Data Field .....	177
Complaint V1 and V2 Data Fields for all case types except 088 (in personam) and 089 (in rem).....	178
Complaint-Other Data Fields.....	186
EXC-CIRC Data Field.....	188
Judgment Data Fields.....	189
Motion Data Fields .....	210
Proof of Mailing Data Fields .....	211
Post Judgment Sheriff's Document Data Fields .....	213
Request for Default Data Fields.....	214

<b>Return Service Data Fields.....</b>	<b>215</b>
<b>Motion for Surplus Funds Data Fields .....</b>	<b>217</b>
<b>Writ Data Fields .....</b>	<b>219</b>
<b>X-Code Document Data Fields.....</b>	<b>221</b>
<b>The Following Documents will be Filed as ‘Other’ Documents .....</b>	<b>222</b>
<b><i>APPENDIX B</i>.....</b>	<b>223</b>
<b><i>APPENDIX C</i>.....</b>	<b>224</b>

## **INTRODUCTION**

The primary focus of this manual is to assist participating attorneys in creating electronic foreclosure case files that can be transmitted to and read by the New Jersey Courts via the Judiciary's Electronic Filing and Imaging System (JEFIS).

The JEFIS Foreclosure Attorney Filing Manager allows participating attorneys to file documents in foreclosure proceedings with the New Jersey Courts electronically through the Internet. It also provides a mechanism for the New Jersey Courts to send correspondence to JEFIS "e-filing" attorneys, as well as direct case inquiry capabilities to e-filing attorneys.

E-Filed cases are available to the public via public access terminals. Older, non-imaged paper-based files will remain available through the SCCO.

This manual describes the data needed and used during an electronic filing. It provides details regarding how each document type is to be submitted and the components needed for each XML file. Additionally, it provides an overview of the public access systems: Automated Case Management System – Public Access and NJ JEFIS Services.

The key result of the Foreclosure Attorney Filing Manager is the creation of an Extensible Markup Language (XML) file sent in combination with the document(s) e-filed. Files can be created either manually, or by using the mechanized XML files. XML technology represents a standard method of communicating data that resulted from the need to improve the functionality of Web technologies through the use of a more flexible and adaptable means to identify information.

### **JEFIS Foreclosure Features**

- E-filing through JEFIS is free. There is no application fee and no charge to use JEFIS. *NOTE: Standard filing fees still apply and are paid through a collateral account.*
- E-filing is available daily (23 x 7).
- All e-filed documents are saved to a Judiciary mainframe and backed-up regularly.
- Participation in JEFIS e-filing provides free access to ACMS-PA, JEFIS case jackets and electronic access to collateral accounts.

### **JEFIS Foreclosure System Requirements**

- Microsoft .NET Framework 2.0 or higher.
- MS-Windows operating system (Windows 7, XP or Vista) using a minimum screen resolution of 1024 by 768 pixels.
- Internet access through Internet Explorer version 6.0 sp2 or higher.
- Acrobat application to create Portable Document Files (PDF) files (Optional).

### **Optional Requirements**

- A word processing application to create Rich Text Format (RTF) files.
- A scanner capable of 300 dots per inch (dpi) with a document feeder to create Tagged Image Format (TIF) files for exhibits. The TIF file must be TIF group 4 [2d-fax] and together with its e-filed document, cannot exceed 4MB.

### **JEFIS Support**

Support is available Monday through Friday from 8:30AM thru 4:30PM for questions related to the installation and use of the JEFIS application through the Judiciary Problem Reporting Desk at (800) 343-7002 or (609) 633-2275.

## ACCESSING THE JEFIS FORECLOSURE ATTORNEY FILER

The process of accessing the JEFIS Attorney Filer on a PC is by:

**Accessing the JEFIS Foreclosure Attorney Filing Manager** - The JEFIS Attorney Filing Manager is available to create an XML file to accompany document(s) e-filed to the New Jersey Courts.

NOTE: This manual explains the process of creating XML files using the JEFIS Attorney Filing Manager. Those who wish to mechanize their XML file creation process will find the STATEWIDE ELECTRONIC FILING PROGRAM Specifications for XML Data Files at the following link on its website.

[http://www.judiciary.state.nj.us/jefis/GetStartedWithJEFIS\\_XML\\_v2.0.2\\_ForclPrimer.pdf](http://www.judiciary.state.nj.us/jefis/GetStartedWithJEFIS_XML_v2.0.2_ForclPrimer.pdf)

This manual does NOT provide instructions on creating mechanized XML files.

### Accessing the JEFIS Attorney Filing Manager

Access to the JEFIS Attorney Filing Manager is available to generate XML files with documents to be e-filed.

To access the JEFIS Attorney Filing Manager, start at the **NJ Courts Online** page at the following address:

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

NJCourts Online  
New Jersey Courts  
Independence • Integrity • Fairness • Quality Service

NJCourts Online

Login

Enter your User ID and password.  
If you have been provided with a temporary password, login below.

User Id:

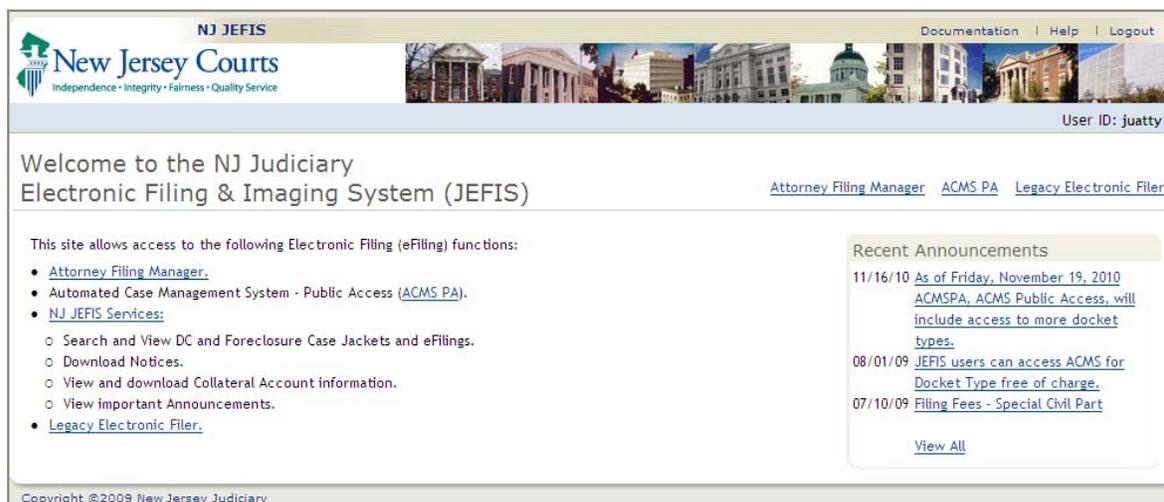
Password:

Login

© Copyright NJ Judiciary 2007

Enter your **ID** and **Password** previously provided by the Superior Court Clerk's Office and click the **Login** button. The **NJ JEFIS** page displays.

## **NJ JEFIS Page**



## **JEFIS Service Application Welcome screen**

The Welcome screen provides attorneys with links to the attorney document filer application, JEFIS Services application, ACMS Public Access (ACMS-PA) and JEFIS announcements.

In addition to the **Attorney Filing Manager** link that accesses the **New Jersey Courts – NJ JEFIS, Attorney Filing Manager** page, the page also displays links to supporting applications as follow:

- **Automated Case Management System** – Public Access (**ACMS-PA**) is a case management and docketing system utilized by the civil courts within the state of New Jersey. The ACMS Public Access application allows inquiry-only access to docket information.
- The **NJ JEFIS Services** Application provides participating attorneys with access to their case jackets (where they are the attorney of record for the case), access to their collateral account balance and notices, and court announcements related to the JEFIS application. Attorneys are provided with the following features related to their filings:
  - **Search eFilings**
  - **Retrieve Case Jacket**
  - **Retrieve Notices**

The **NJ JEFIS Services** Application also allows access to the JEFIS Attorney Filing Manager, ACMS-PA (Automated Case Management System–Public Access) and Legacy Electronic Filer applications.

Refer to the on-line Attorney Service manual for information regarding this application:

[http://www.judiciary.state.nj.us/jefis/JEFIS\\_foreclosure\\_services\\_manual.pdf](http://www.judiciary.state.nj.us/jefis/JEFIS_foreclosure_services_manual.pdf)

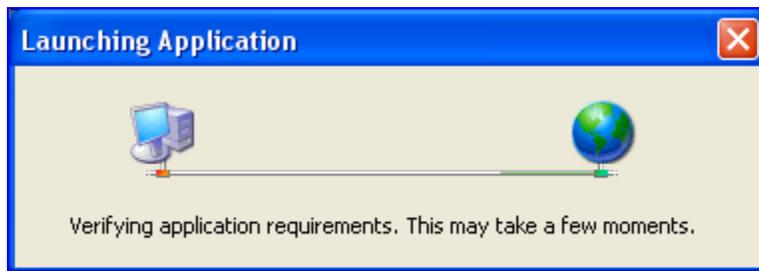
- The **Legacy Electronic Filer** link provides access to the previous version of the Judiciary's electronic filing application. The Attorney Filing Manager has replaced the Legacy Electronic Filer and will not be available after July 1, 2010.

## New Jersey Courts – NJ JEFIS, Attorney Filing Manager

Click the **Attorney Filing Manager** link to access the **New Jersey Courts – NJ JEFIS, Attorney Filing Manager** page.



Click the **Run** button to launch the application. The process will display the **Launching Application** message below while it verifies application requirements.

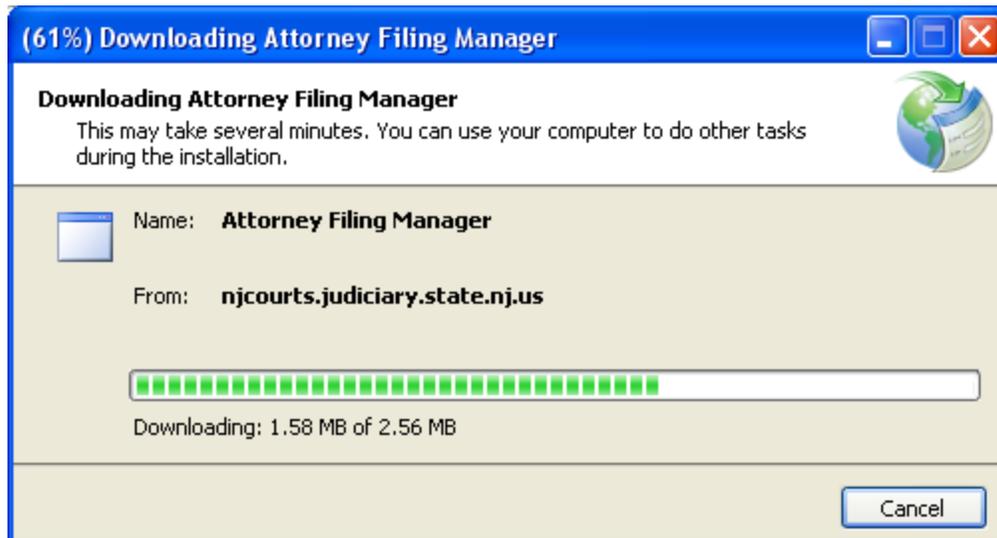


After completing the verification of application requirements, the **Application Run** window will display if the JEFIS Attorney Filing Manager was not previously accessed or if updates to the application exist and need to be downloaded.



Click the **Run** button to download the JEFIS Attorney Filing Manager. The progress of the download is indicated by the **Downloading Attorney Filing Manager** window below.

**Note:** This step ensures that the latest version is downloaded.

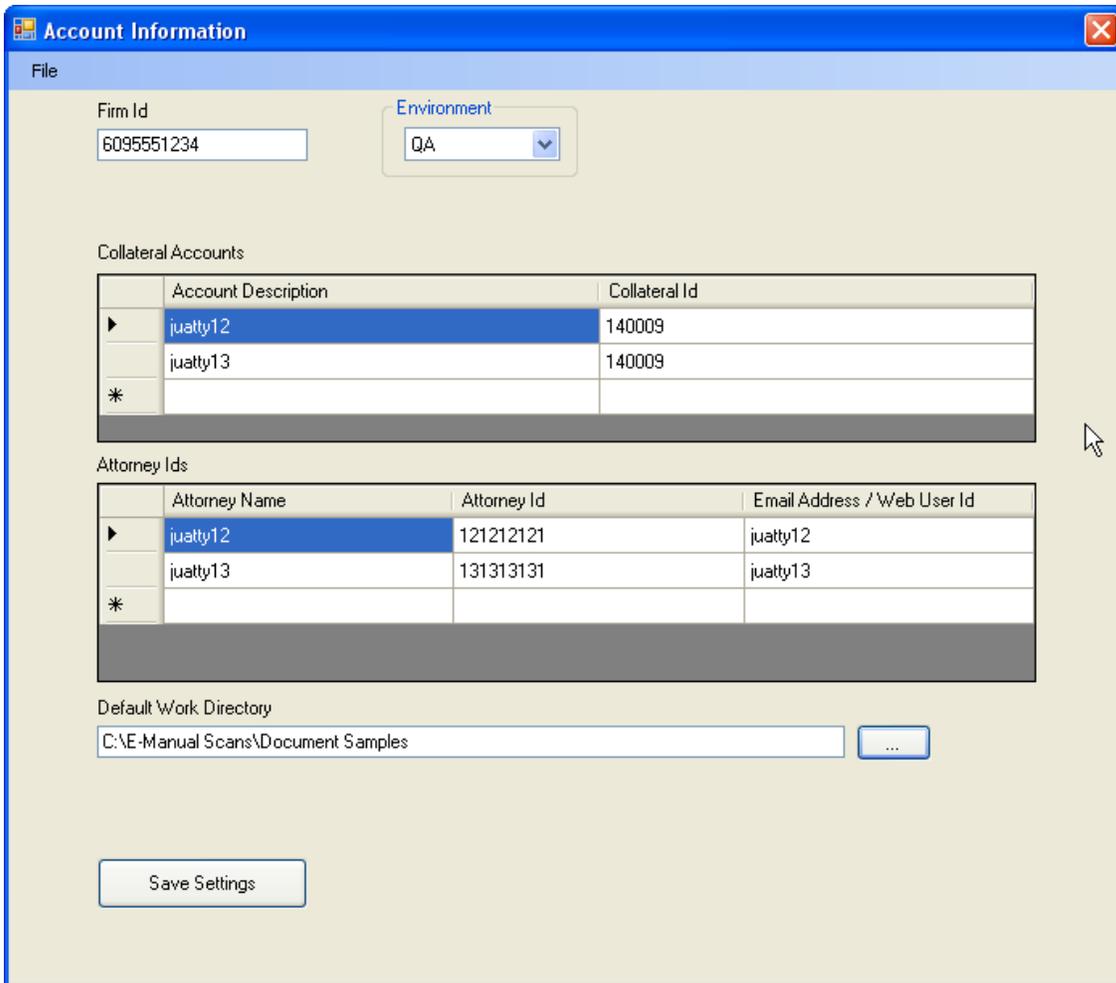


Once the download process has completed, the **Attorney Filer Settings** message below will display the first time the JEFIS Attorney Filing Manager is accessed.



Click the **OK** button to display the **Account Information** window

**Note:** This step may be skipped if the account information is already completed.



Enter the **Firm ID** as provided by the Superior Court Clerk's Office and click the down arrow on the **Environment** field to choose the **PROD** environment.

Enter an **Account Description** and **Collateral ID** for each **Collateral Account** obtained from the Judiciary for the payment of filing fees. Attorneys and/or law

firms must establish collateral accounts with the Superior Court Clerk's Office for the payment of filing fees before their use of JEFIS Foreclosure Attorney Filer can begin.

Enter an **Attorney Name** (first name, middle initial and last name), **Attorney ID** (the ID# provided by the State Bar Association) and **Web User ID** (the UserID provided by the Superior Court Clerk's Office with the account password) for each attorney as provided to the Superior Court Clerk's Office in the participation agreement.

Enter a **Default Work Directory** by typing the directory path in the **Default Work Directory** field or by clicking the button to the right of the **Default Work Directory** field and selecting a directory. This directory should contain the files to be transmitted during the JEFIS Foreclosure e-filing process.

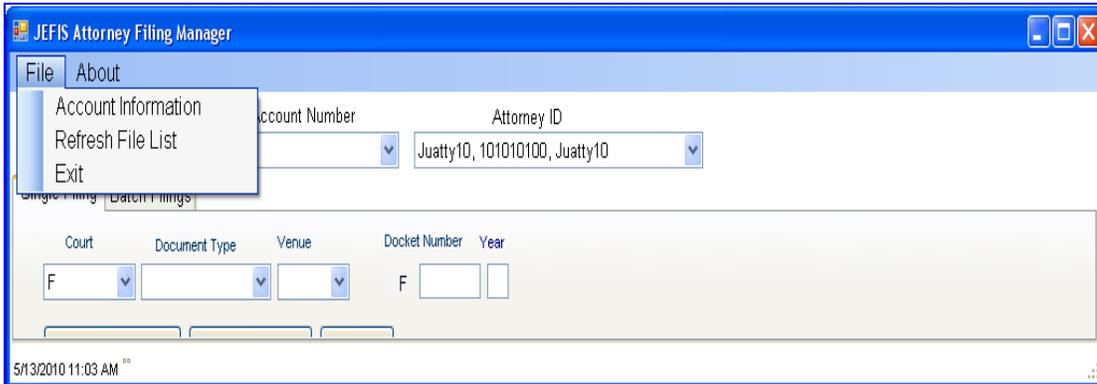
Click the **Save Settings** button (found in the lower left corner of the **Account Information** Window) to retain the entries and then click the **OK** button when the message '**Settings Saved Successfully**' displays in the **Attorney Filer** popup window.



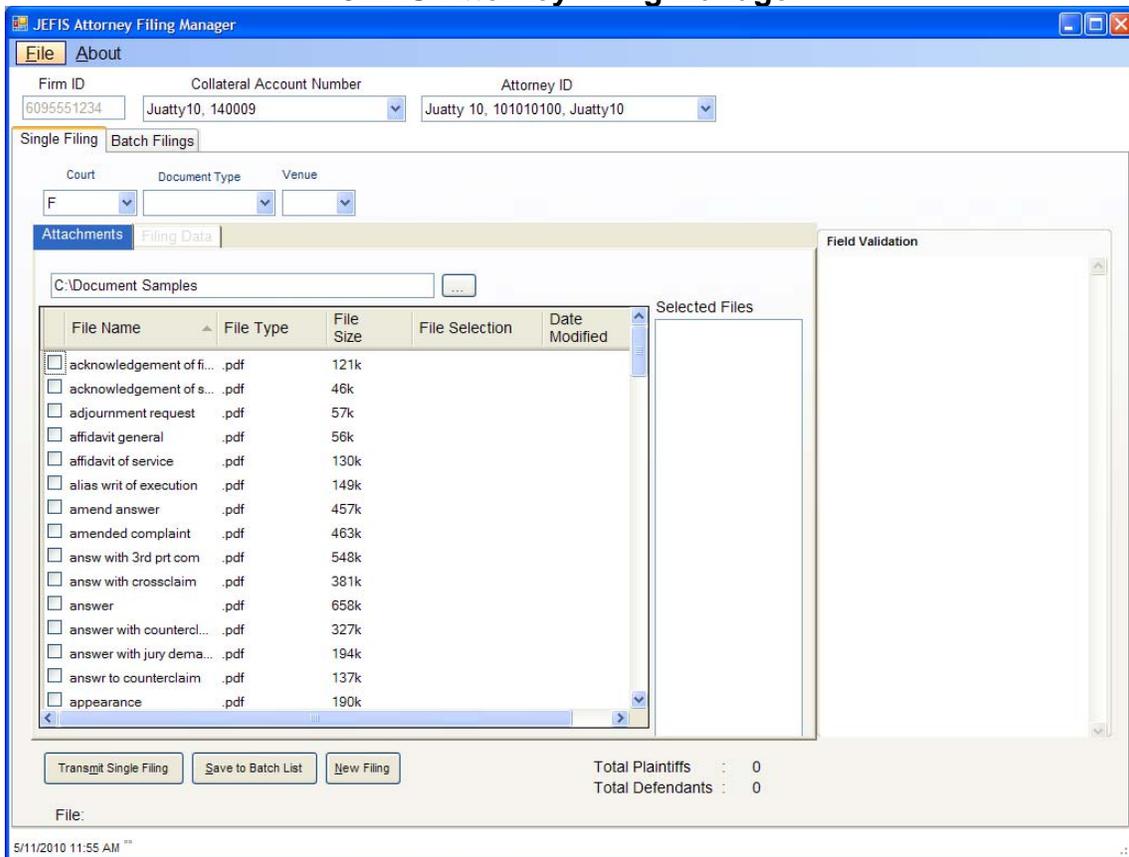
The **Attorney Filer Login** then displays. If only one **Attorney Name** was entered on the **Account Information** window, that **Attorney Name** will display in **Username** field. If more than one **Attorney Name** was entered on the **Account Information** window, an entry will not appear in **Username** field. If the **Username** field is blank, click the down arrow to the right of **Username** field and select a user from the dropdown that will appear. With an entry in the **Username** field, enter the user's **Password** and click the **OK** button to access the JEFIS Attorney Filing Manager.



**NOTE:** The **Account Information** window is accessible in one of two ways. First, from the **Attorney Filer Login** click the **Account Information** button (see above) **or** from the JEFIS Attorney Filing Manager click on the **File** menu, then click the **Account Information** menu selection (see below).



### JEFIS Attorney Filing Manager



To exit the application once the JEFIS Attorney Filing Manager has displayed Click **File**, then click **Exit** to close this window.

## **JEFIS FORECLOSURE E-FILING DOCUMENT FORMATS**

Four file formats can be used in the process of e-filing JEFIS Foreclosure documents:

- Rich Text Format (RTF)
- Tagged Image Format (TIF)
- Portable Document Format (PDF)

For each document submitted, a '**Lead**' file designation is required (at a minimum) while the '**Exhibit**' document is optional in most cases. These documents can be in .PDF, .RTF or .TIF format.

Below is a sample e-filing package for an **Answer** document:

- Answer.RTF (lead)
- Exhibit.TIF (exhibit)
- Exhibit.PDF (exhibit)
- Answer.XML (created during the process of e-filing)

The discussion that follows provides a description of the creation of these file types.

### **Rich Text Format (RTF) Files**

To e-file a pleading document such as a complaint, answer or motion, the document can be created in a word processing application and saved as an RTF document. When using a word processing application to create pleading documents it is important to adhere to the following restrictions:

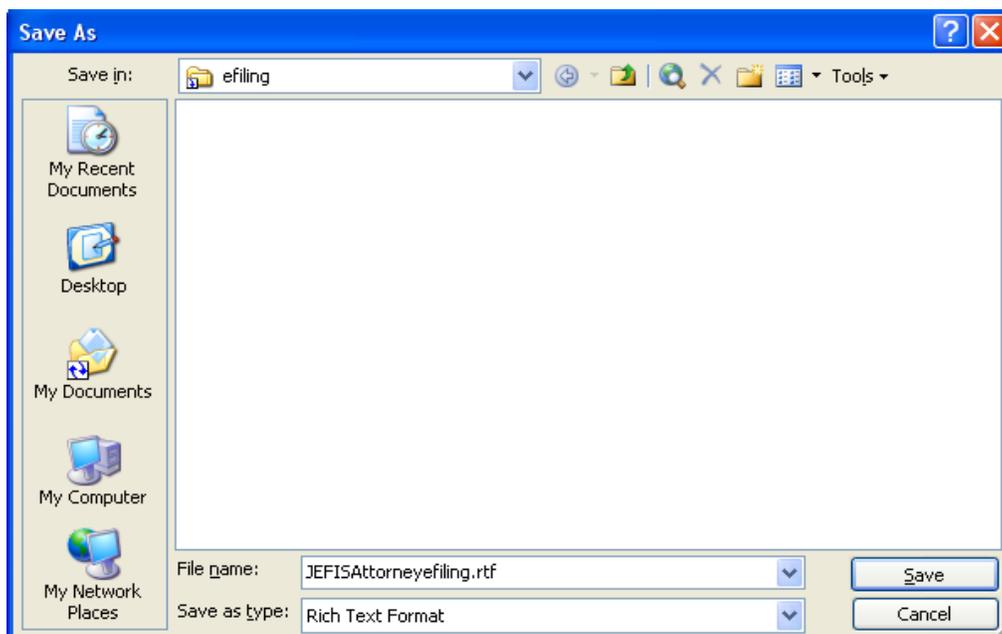
- Do not protect documents with passwords.
- Do not include formulas in documents such as an automatic date function.
- Do not use proprietary fonts on documents.

It is recommended to create documents for e-filing, using fonts available with Windows, such as Arial or Times New Roman, and a 10 or 12 point font size. Documents containing passwords, formulas or proprietary fonts will not be processed by JEFIS and will be returned to the attorney who submitted them.

Please refer to the **Supreme Court Rule Relaxation Order** at: [http://www.judiciary.state.nj.us/jefis/ge\\_foreclosure.html](http://www.judiciary.state.nj.us/jefis/ge_foreclosure.html) for details relating to the signature.

The following screens from Microsoft Word are used to illustrate the process of saving a document as an RTF file, however, any word processing application with the ability to create RTF files can be used.

To create an RTF file, open a document in Microsoft Word and click **File, Save As** to display the **Save As** dialog box.



Click the down arrow to the right of the **Save as type** field, select **Rich Text Format (\*.rtf)** and then click the **Save** button. This will allow the Microsoft Word document to be saved as an RTF file.

### **Tagged Image Format (TIF) Files**

To e-file a pleading document such as a complaint, answer or motion, the document can be in .TIF format (also known as .TIFF for Tagged Image File Format). Probably the simplest method of .TIF file creation is to scan in a document and **save as** a .TIF file. The TIF file must be TIF group 4 [2d-fax].

### **Portable Document Format (PDF) Files**

To e-file a pleading document such as a complaint, answer, judgment or motion, the document may be created in an Acrobat word processing application and saved as a PDF file.

When using a word processing application to create pleading documents it is important to adhere to the following restrictions:

- Do not protect documents with passwords.
- Do not include formulas in documents such as an automatic date function.

- Do not use proprietary fonts on documents.

Documents containing passwords, formulas or proprietary fonts will not be processed by JEFIS and will be returned to the attorney who submitted them.

NOTE: The letter 'S' followed by a forward slash (/) and an attorney's name can be used as a substitute for the attorney's signature.

**S/Jane E. Doe**

The above provides the equivalent of attorney Jane E. Doe's written signature.

### **Efiling Package**

The JEFIS Attorney Filing Manager uses the efiled documents to create an XML file, which is the final package that is efiled.

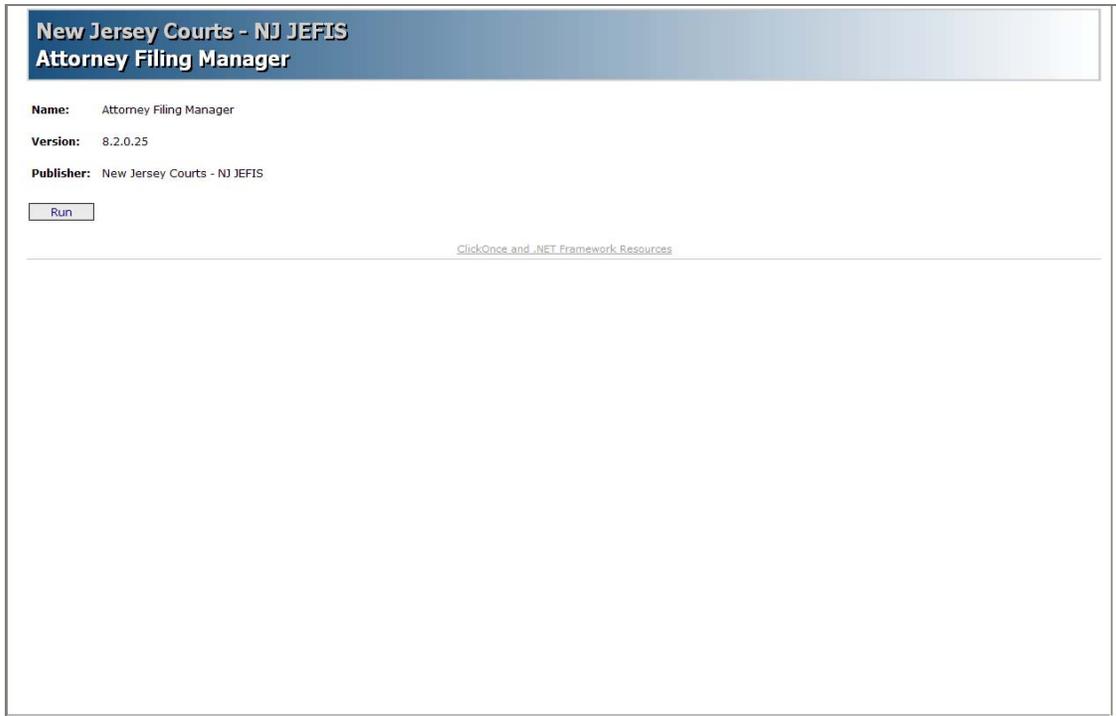
NOTE: Those who wish to mechanize the XML file creation process will find the New Jersey Judiciary XML data file at the following link on its website.

[http://www.judiciary.state.nj.us/jefis/GetStartedWithJEFIS\\_XML\\_v2.0.2\\_ForclPrimer.pdf](http://www.judiciary.state.nj.us/jefis/GetStartedWithJEFIS_XML_v2.0.2_ForclPrimer.pdf)

**This manual does NOT provide instructions on creating mechanized XML files.**

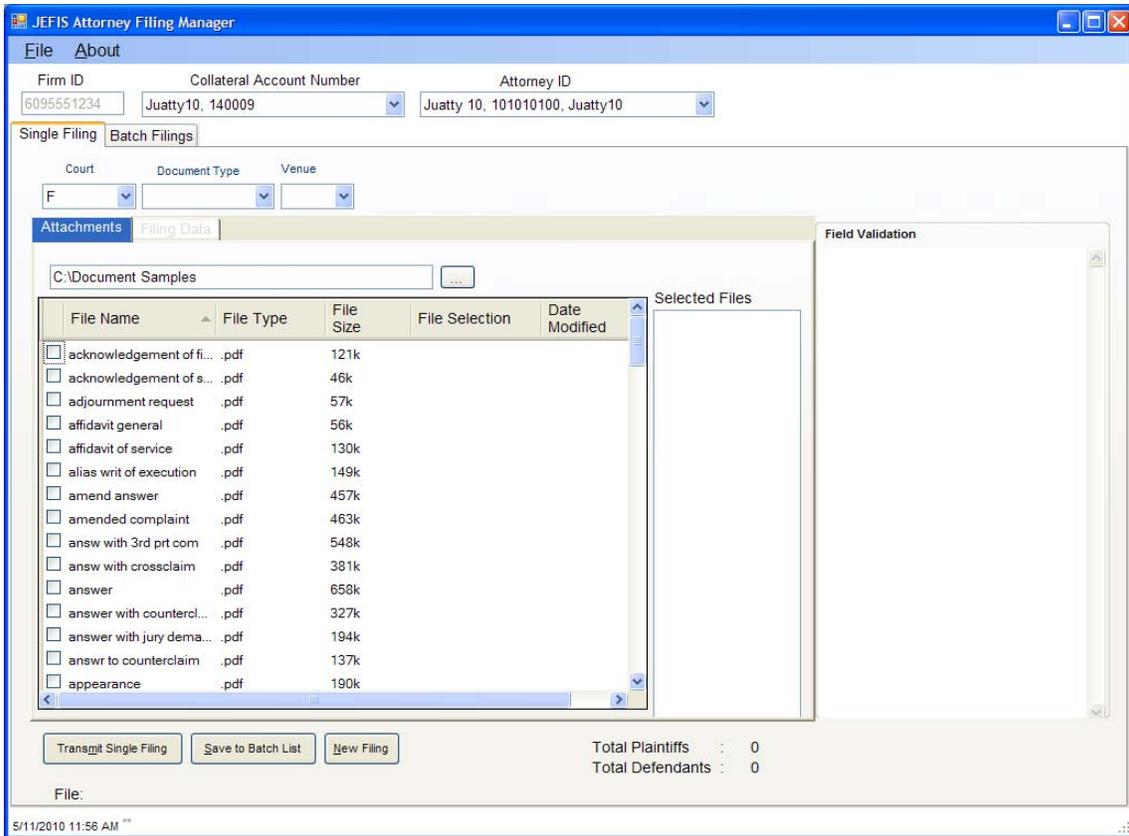
## CREATING a PACKAGE to EFILE USING THE JEFIS ATTORNEY FILING MANAGER

To e-file, first implement the instructions outlined in [Accessing the JEFIS Attorney Filing Manager](#). Clicking the **Run** button each time the Attorney Filing Manager application is accessed will allow the latest version of the application to be downloaded.



The JEFIS Attorney Filing Manager displays the Attorney Filer Login Window as shown below. Please input the correct value in the Password field and click OK.





The JEFIS Attorney Filing Manager first displays the **Single Filing** and **Attachments** tabs with **Court** dropdown defaulted to 'F' and **Document Type** and **Venue** dropdowns defaulted to blank. To sort the files by name, type, size or modification date, click once on the corresponding column title (e.g. File Name, File Type).

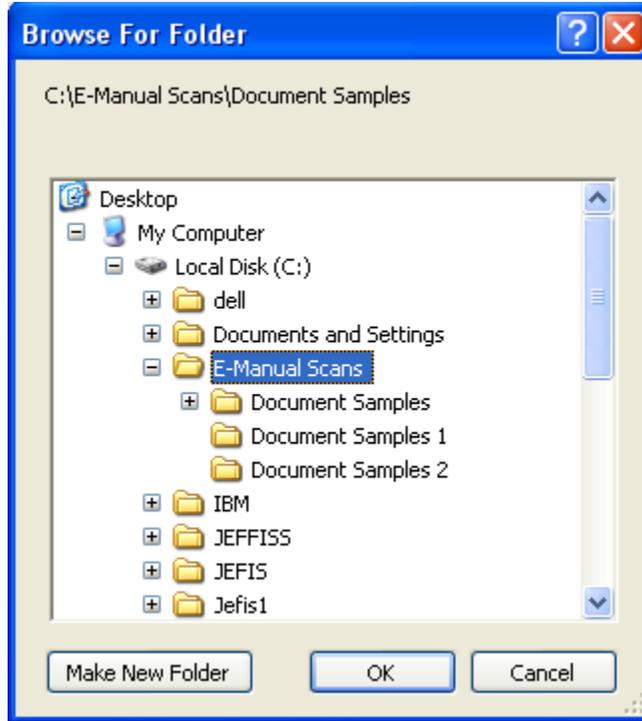
Select a **Document Type** before the **Filing Data**, **Additional Parties** and/or **Party Association** Tabs become available. Tab availability will depend on the **Document Type** selected. The sections immediately following will show which tabs are used with which documents.

The collateral account, attorney ID and files contained in the default work directory that were recorded during the process of downloading and installing the JEFIS Attorney Filing Manager are displayed.

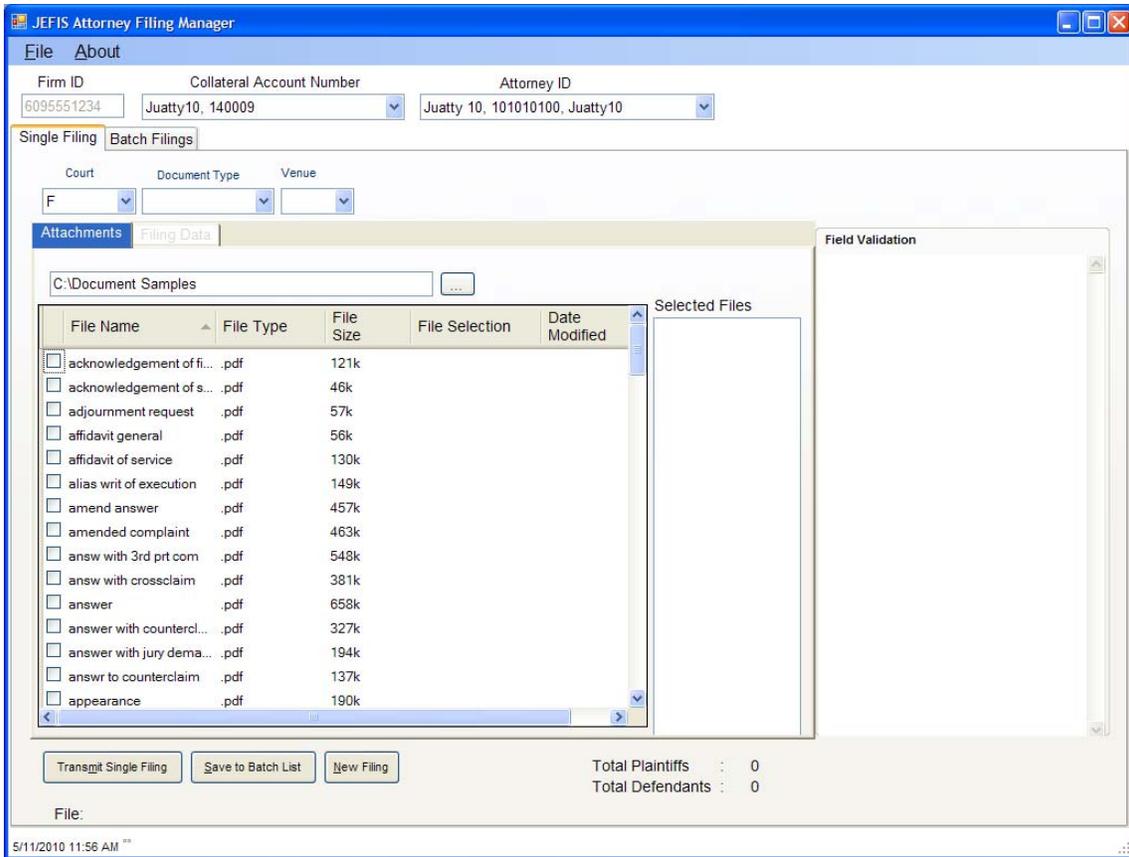
**NOTE:** If more than one collateral account or attorney ID is recorded on the **Account Information** window, the **Collateral Account Number** and/or **Attorney ID** field will be blank. To select an account and/or ID, click the down arrow next to the **Collateral Account** or **Attorney ID** fields. For information on changing **Account Information** window settings see the section titled [Accessing the JEFIS Attorney Filing Manager](#) within the *ACCESSING THE JEFIS FORECLOSURE ATTORNEY FILER* chapter of this manual.

To display the files of a different directory, click on the button to the right of the default directory name. The **Browse for Folder** window will display.

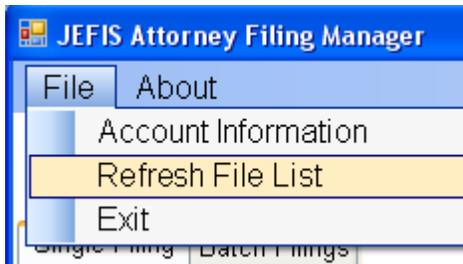
### Browse for Folder



Select the desired directory from the **Browse For Folder** window by clicking on the folder you want to be your default directory. Then click the **OK** button to return to the JEFIS Attorney Filing Manager. The JEFIS Attorney Filing Manager will point to the directory you select to find the documents intended for e-filing.

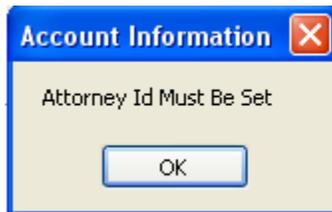


To refresh the file list, click **File, Refresh File List**. This will allow files that were added to the default work directory after the JEFIS Attorney Filing Manager was accessed to display during the current application session.



To e-file, start by clicking the **New Filing** button (to remove any data retained from the previous filing). Then select the **File Name** of the RTF, PDF and/or TIF document you plan to send by clicking in the box to the left of the **File Name** and clicking the dropdown box to the right of the file name indicating if it is a **Lead, Exhibit or other type** (to be described in greater detail based on the Document Type later in this manual). Only one **Lead** document can exist for each filing but as many **Exhibits and other types** as needed may be selected. File(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. The lead and attachments must be from the same folder.

After selecting the RTF, PDF and/or TIF document(s) needed click the **Filing Data** tab to display the filing data. If the **Collateral Account Number** and/or **Attorney ID** fields on the JEFIS Attorney Filing Manager are blank, the following message will display when clicking the **Filing Data** tab.



If any of the above messages display, click the **OK** button and select a **Collateral Account Number** and/or **Attorney ID** before clicking the **Filing Data** tab again.

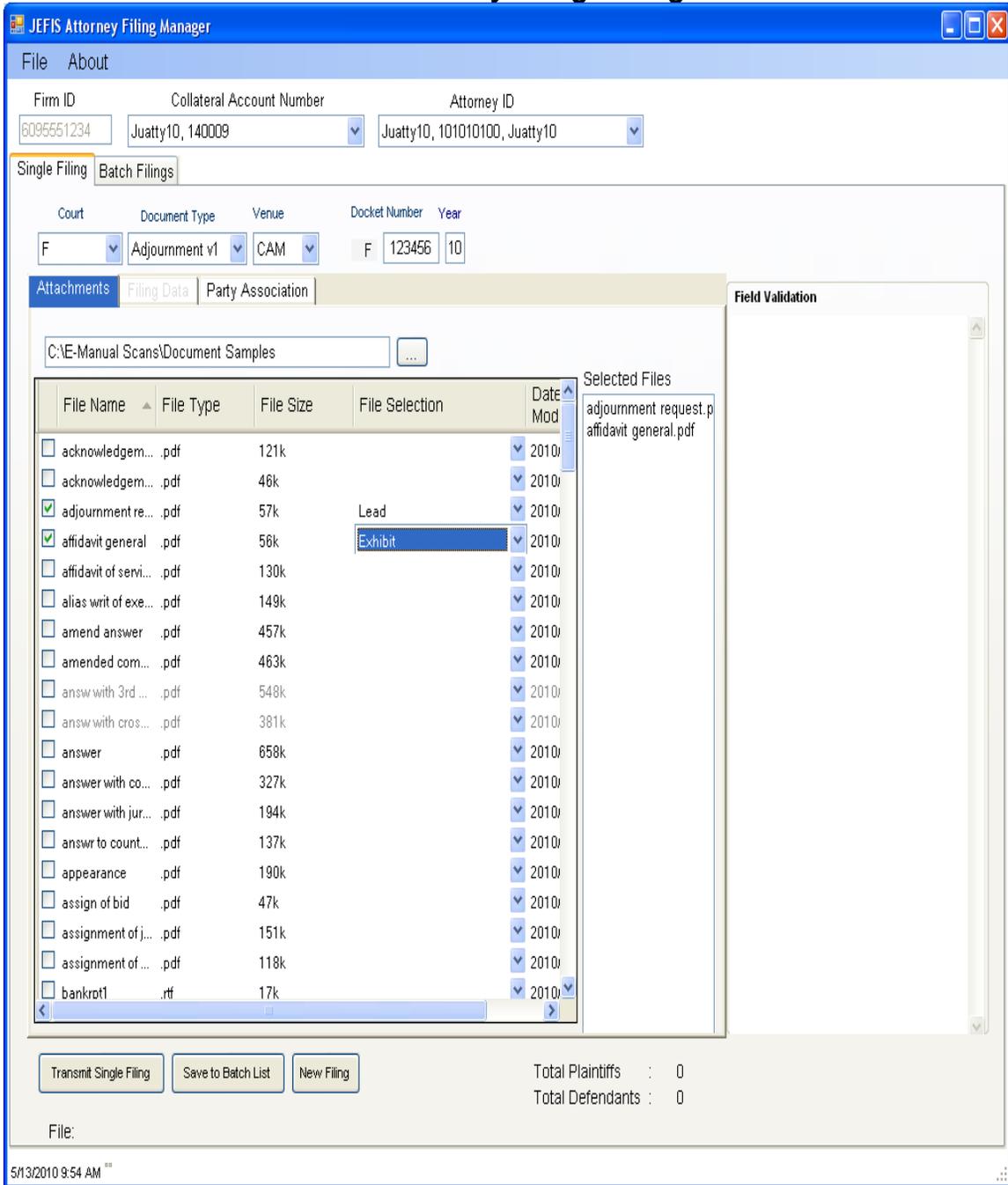
The sections that follow explain how to process the **Attachments, Filing Data, Additional Parties and/or Party Association** tab screen(s). The resulting transmission(s) will create the XML files for the numerous document types found in JEFIS Foreclosure processing.

### **Filing an Adjournment**

To file an **Adjournment**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

1. Please select the collateral account number and attorney id for the specific Adjournment being filed.
2. The JEFIS Attorney Filing Manager displays the account number, attorney id and default work directory.
3. The JEFIS Attorney Filing Manager displays options to select the court, document type, venue and docket number.
4. Please select the court as “F” for Foreclosure and document type as “Adjournment”.
5. Enter the venue based on property location.
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for Adjournment from the default work directory folder. The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the Attachments tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See [Accessing the JEFIS Attorney Filing Manager](#) for details.

### JEFIS Attorney Filing Manager



Please select the **Adjournment** file(s) by clicking the check box to the left of the file name and clicking the dropdown box to the right of the file name indicating if it is a **Lead** or **Exhibit** document. Only one **Lead** document can exist for each **Adjournment** that is filed but as many **Exhibits** as needed may be selected. File(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

## JEFIS Attorney Filing Manager

The screenshot displays the JEFIS Attorney Filing Manager interface. At the top, there are input fields for Firm ID (6095551234), Collateral Account Number (Juatty10, 140009), and Attorney ID (Juatty10, 101010100, Juatty10). Below these are tabs for 'Single Filing' and 'Batch Filings'. The 'Single Filing' tab is active, showing dropdown menus for Court (F), Document Type (Adjournment v1), Venue (CAM), Docket Number (F 123456), and Year (10). A 'Party Association' dialog box is open in the foreground, displaying a table with columns: Description, Entry, Detail, and Help. The table lists fields: Primary or Target \*, Party Last Name \*, Party First Name \*, and Party Middle Initial, each with a 'Maximum num' help text. A 'Save' button is at the bottom right of the dialog. The status bar at the bottom left shows '5/13/2010 9:52 AM'.

When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the [Party Association](#) Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

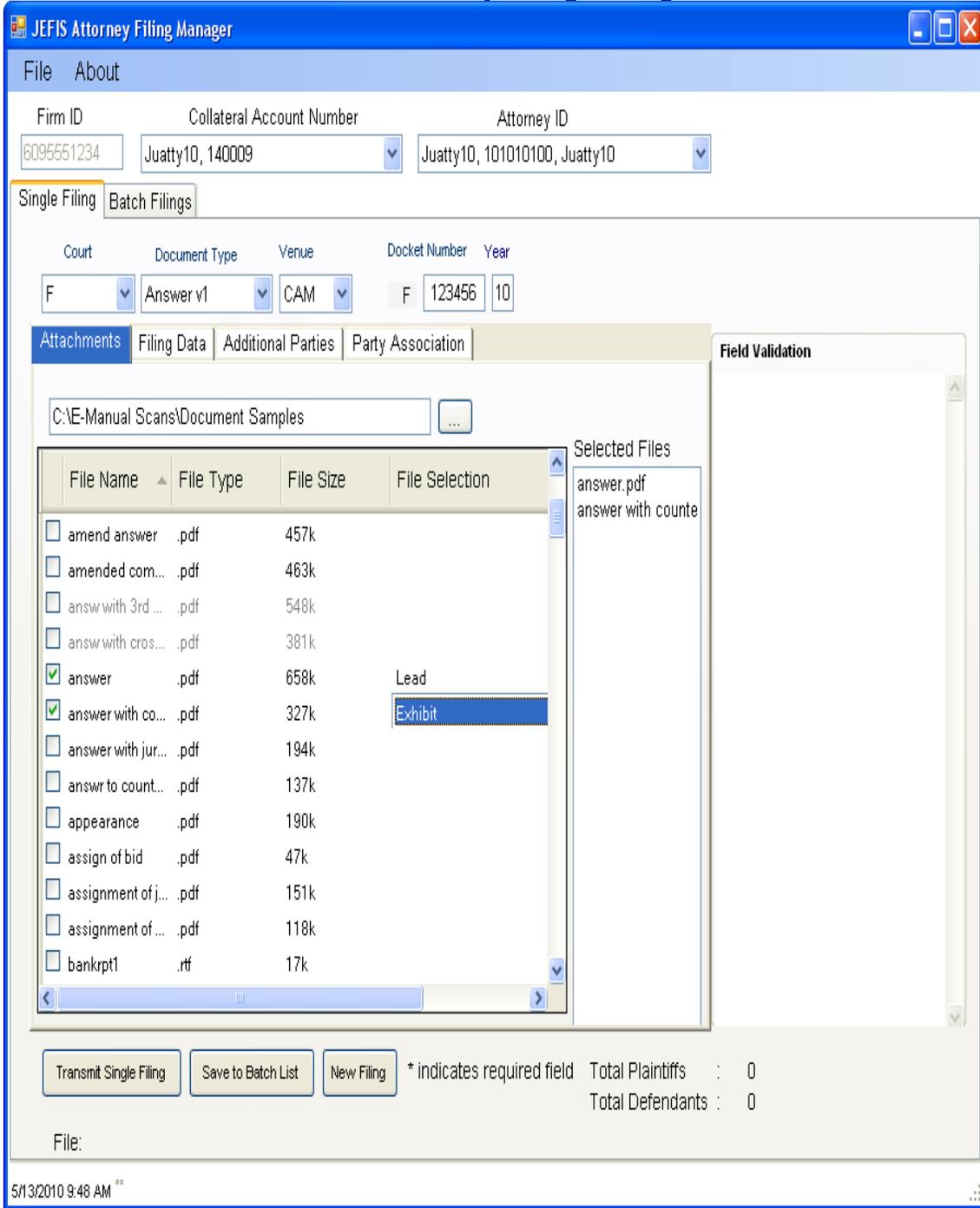
**NOTE:** See [COMMON PROCEDURES WHILE FILING](#) for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

### **Filing an Answer**

To file an **Answer**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

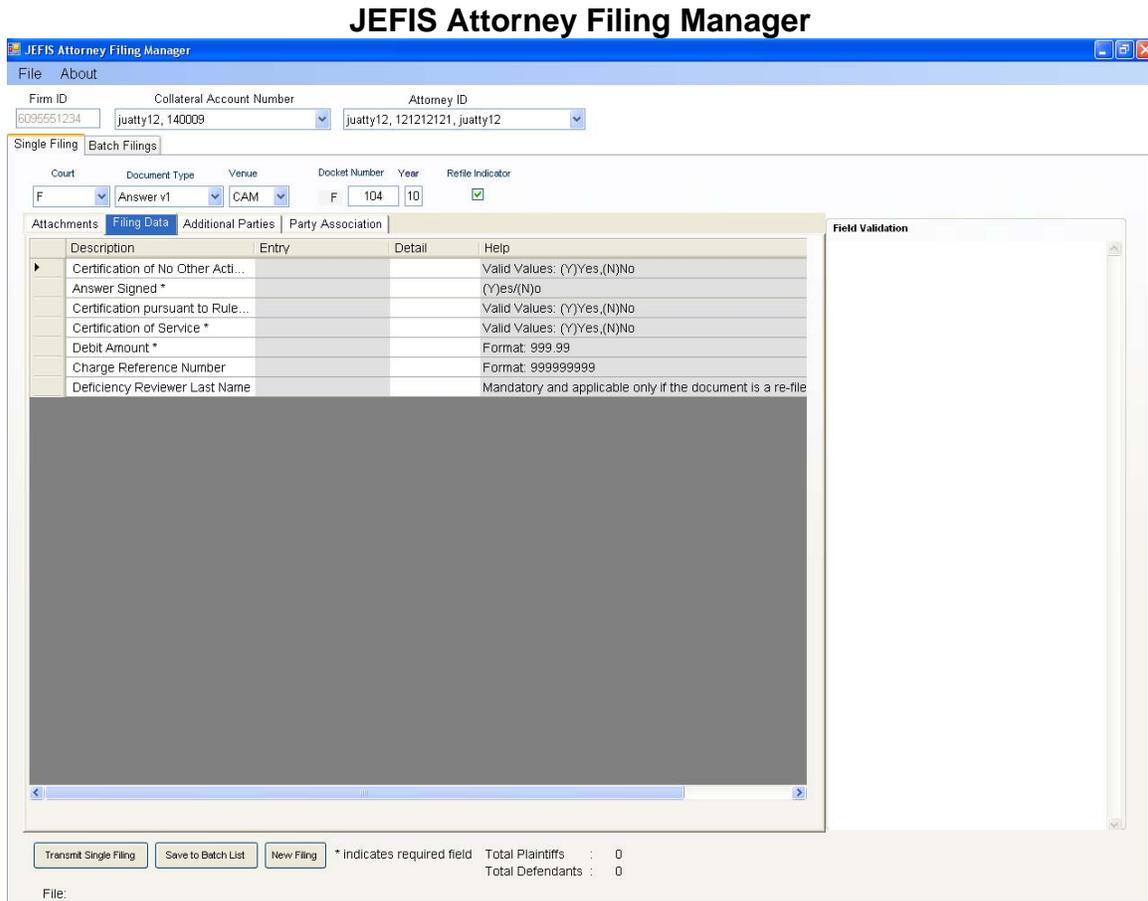
1. Please select the collateral account number and attorney id for the specific answer being filed.
2. The JEFIS Attorney Filing Manager displays the selection of account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as "F" for Foreclosure and document type as "Answer".
5. Enter the venue based upon the location of the property.
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for **Answer** from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See [Accessing the JEFIS Attorney Filing Manager](#) for details.

### JEFIS Attorney Filing Manager



8. Please select the **Answer** file(s) by clicking the check box to the left of the file name and clicking the dropdown box to the right of the file name indicating if it is a **Lead** or **Exhibit** document. Only one **Lead** document can exist for each **Answer** that is filed but as many **Exhibits** as needed may be selected. File(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

9. Please click the **Filing Data** tab to display the filing data screen.



10. The JEFIS Attorney Filing Manager displays the entry fields for the **Answer** document information where mandatory fields are marked with an asterisk in the **Description** column and Field validation / formats appear in the **Help** column.

11. Place entries in the **Entry** column using the information provided in the **Help** column as a guide to formatting and placing valid field entries. Click an entry in the **Help** column to view the entry's full text in the **Field Validation** section of the screen. Please review [APPENDIX A](#) for further detail regarding **Answer** fields.

## JEFIS Attorney Filing Manager

File: 5/12/2010 2:57 PM

The JEFIS Attorney Filing Manager displays and you may select the **Additional Parties** tab. All parties including the foreclosed property need to be identified when an initial complaint is filed. This process can be accomplished by using the Additional parties tab when filing a complaint document type. If any parties were not identified during the initial complaint process they should be added using the Additional parties tab when filing an Answer, Amended Complaint, Third Party Complaint, or any other document type where a party is being added.

If you need to access and implement the **Additional Parties** Tab please refer to the [Additional Parties](#) Section within the **COMMON PROCEDURES WHILE FILING** chapter.

## JEFIS Attorney Filing Manager

The screenshot displays the JEFIS Attorney Filing Manager interface. At the top, there are input fields for Firm ID (6095551234), Collateral Account Number (Juatty10, 140009), and Attorney ID (Juatty10, 101010100, Juatty10). Below these are tabs for 'Single Filing' and 'Batch Filings'. The 'Party Association' tab is selected, showing a table with columns: Primary or Target, Party Last Name, Party First Name, and Party Middle Initial. A smaller 'Party Association' dialog box is overlaid on top, containing a table with columns: Description, Entry, Detail, and Help. The dialog box also has a 'Save' button and a note that '\*' indicates a required field.

Primary or Target	Party Last Name	Party First Name	Party Middle Initial

Description	Entry	Detail	Help
Primary or Target *			P - Primary, T - Target
Party Last Name *			Maximum number of characters Last Na
Party First Name *			Maximum number of characters: 9
Party Middle Initial			Maximum number of characters: 1

\* indicates required field

Save

When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the [Party Association](#) Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

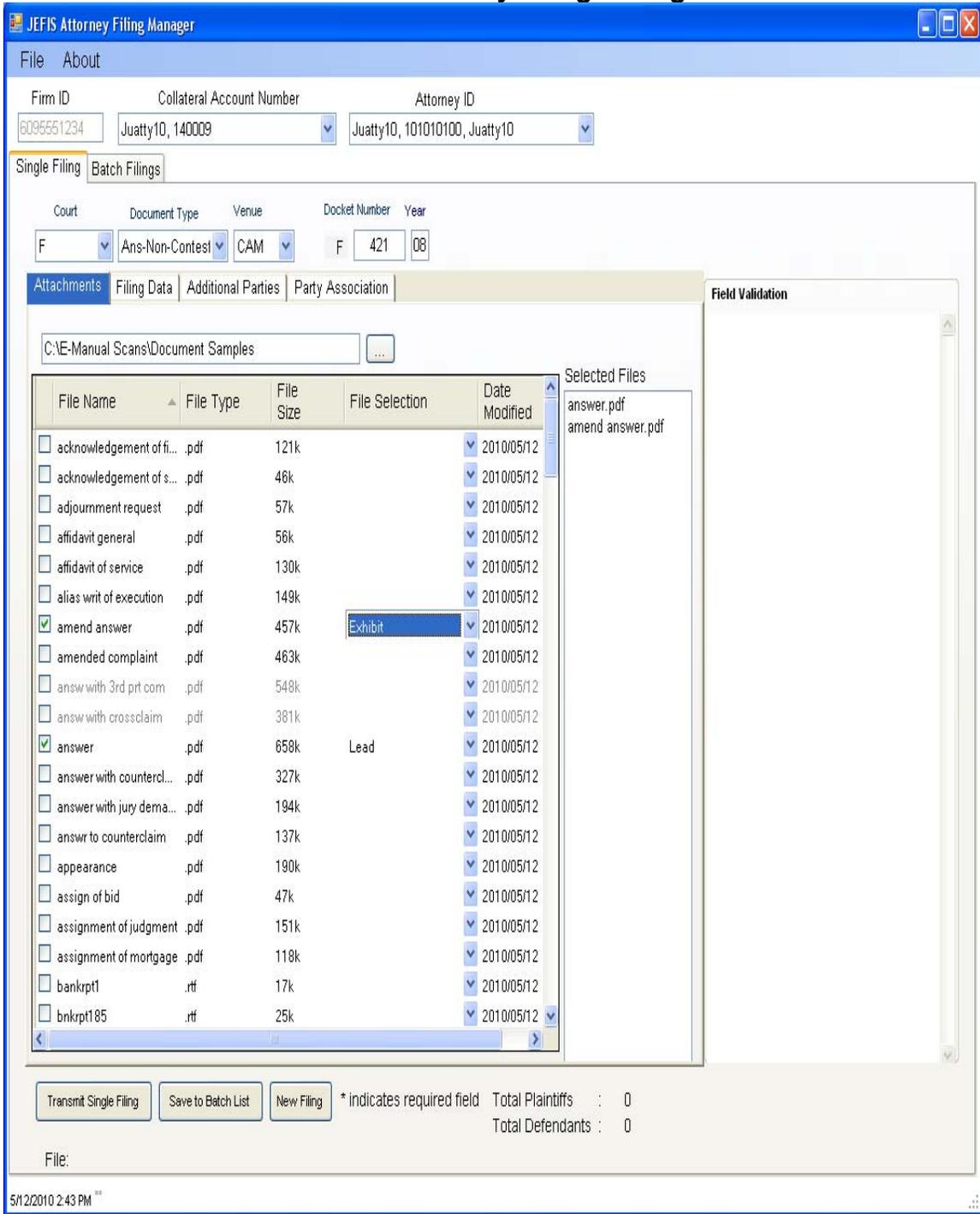
**NOTE:** See [COMMON PROCEDURES WHILE FILING](#) for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

### **Filing Answer Non-Contesting**

To file **Ans-Non-Contest (Non Contesting Answer)**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

1. Please select the collateral account number and attorney id for the specific answer being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as “F” for Foreclosure and document type as “Ans-Non-Contest”.
5. Enter the venue based upon the location of the property.
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for Ans-Non-Contest from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the Attachments tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See [Accessing the JEFIS Attorney Filing Manager](#) for details.

### JEFIS Attorney Filing Manager



8. Please select the Ans-Non-Contest file(s) by clicking the check box to the left of the file name and clicking the dropdown box to the right of the file name indicating if it is a Lead or Exhibit document. Only one Lead document can exist for each Ans-Non-Contest that is filed but as many Exhibits as needed may be selected. File(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

## JEFIS Attorney Filing Manager

File About

Firm ID: 6095551234 Collateral Account Number: juatty12, 140009 Attorney ID: juatty12, 121212121, juatty12

Single Filing | Batch Filings

Court: F Document Type: Ans-Non-Contest Venue: CAM Docket Number: F Year: 104 Refile Indicator:

Attachments | **Filing Data** | Additional Parties | Party Association

Description	Entry	Detail	Help
▶ Certification of No Other Acti...			Valid Values: (Y)Yes,(N)No
Answer Signed *			(Y)es/(N)o
Certification pursuant to Rule...			Valid Values: (Y)Yes,(N)No
Certification of Service *			Valid Values: (Y)Yes,(N)No
Debit Amount *			Format: 999.99
Charge Reference Number			Format: 999999999
Deficiency Reviewer Last Name			Mandatory and applicable only if the document is a re-file

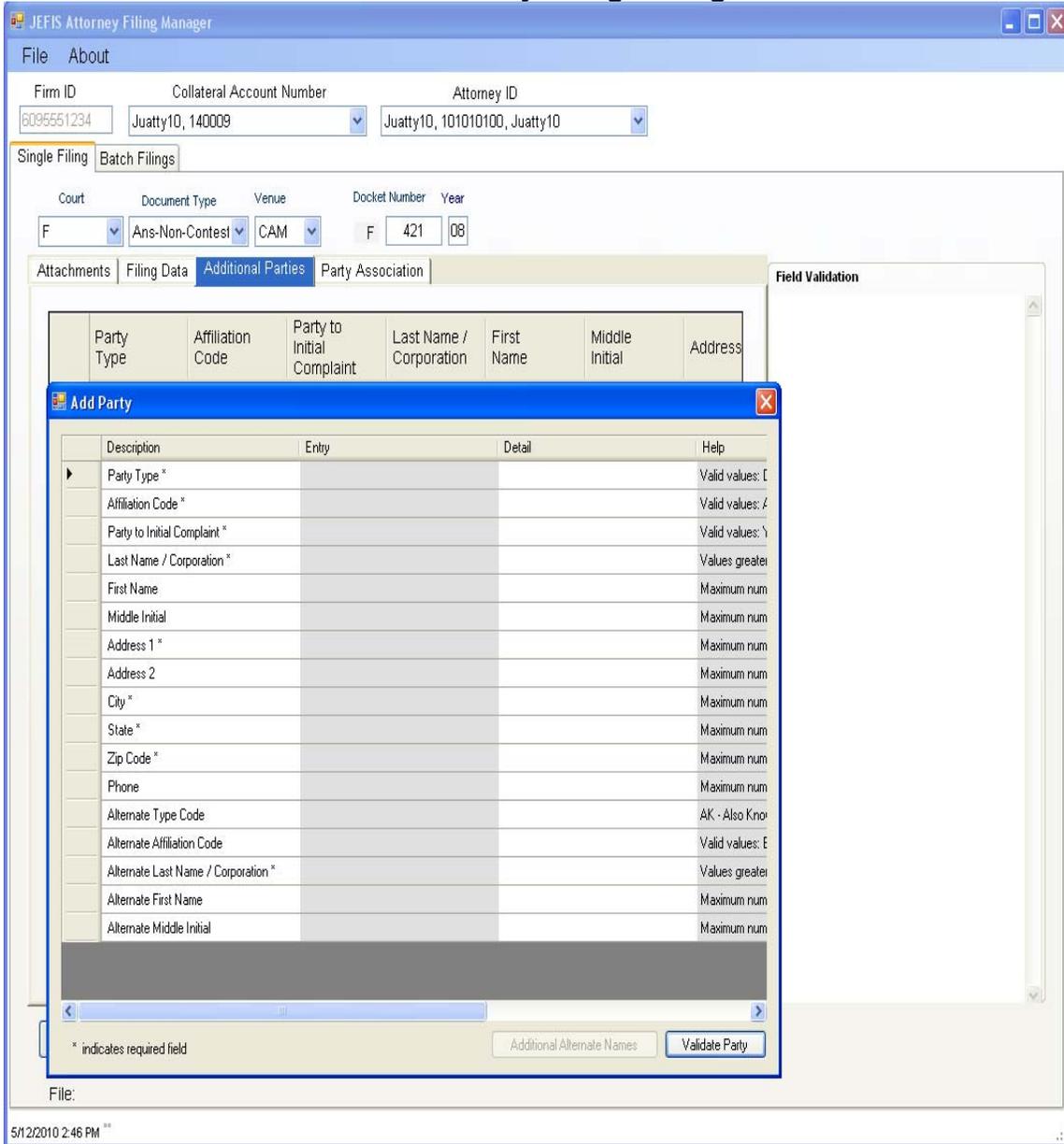
Field Validation

Transmit Single Filing Save to Batch List New Filing \* indicates required field Total Plaintiffs : 0 Total Defendants : 0

File:

Please click on the “**Filing Data**” tab. The JEFIS Attorney Filing Manager then displays the data entry fields for the **Ans-Non-Contest** related information where mandatory fields are marked with an asterisk in the **Description** column and Field validation / formats appear in the **Help** column. Please review the [APPENDIX A](#) for further detail regarding **Ans-Non-Contest** data entry fields.

### JEFIS Attorney Filing Manager



The JEFIS Attorney Filing Manager displays and you may select the **Additional Parties** tab. All parties including the foreclosed property need to be identified when an initial complaint is filed. This process can be accomplished by using the Additional parties tab when filing a complaint document type. If any parties were not identified during the initial complaint process they should be added using the Additional parties tab when filing an Answer, Amended Complaint, Third Party Complaint, or any other document type where a party is being added.

If you need to access and implement the **Additional Parties** Tab please refer to the [Additional Parties](#) Section within the **COMMON PROCEDURES WHILE FILING** chapter.

## JEFIS Attorney Filing Manager

The screenshot displays the JEFIS Attorney Filing Manager interface. At the top, there are input fields for Firm ID (6096551234), Collateral Account Number (Juatty10, 140009), and Attorney ID (Juatty10, 101010100, Juatty10). Below these are tabs for 'Single Filing' and 'Batch Filings'. The 'Party Association' tab is selected, showing a table with columns: Primary or Target, Party Last Name, Party First Name, Party Middle Initial, and Help. A smaller 'Party Association' dialog box is overlaid on top, containing a table with columns: Description, Entry, Detail, and Help. The dialog box also has a 'Save' button and a note '\* indicates required field'.

Primary or Target	Party Last Name	Party First Name	Party Middle Initial	

Description	Entry	Detail	Help
Primary or Target *			P - Primary, T
Party Last Name *			Maximum num
Party First Name *			Maximum num
Party Middle Initial			Maximum num

When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the [Party Association](#) Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

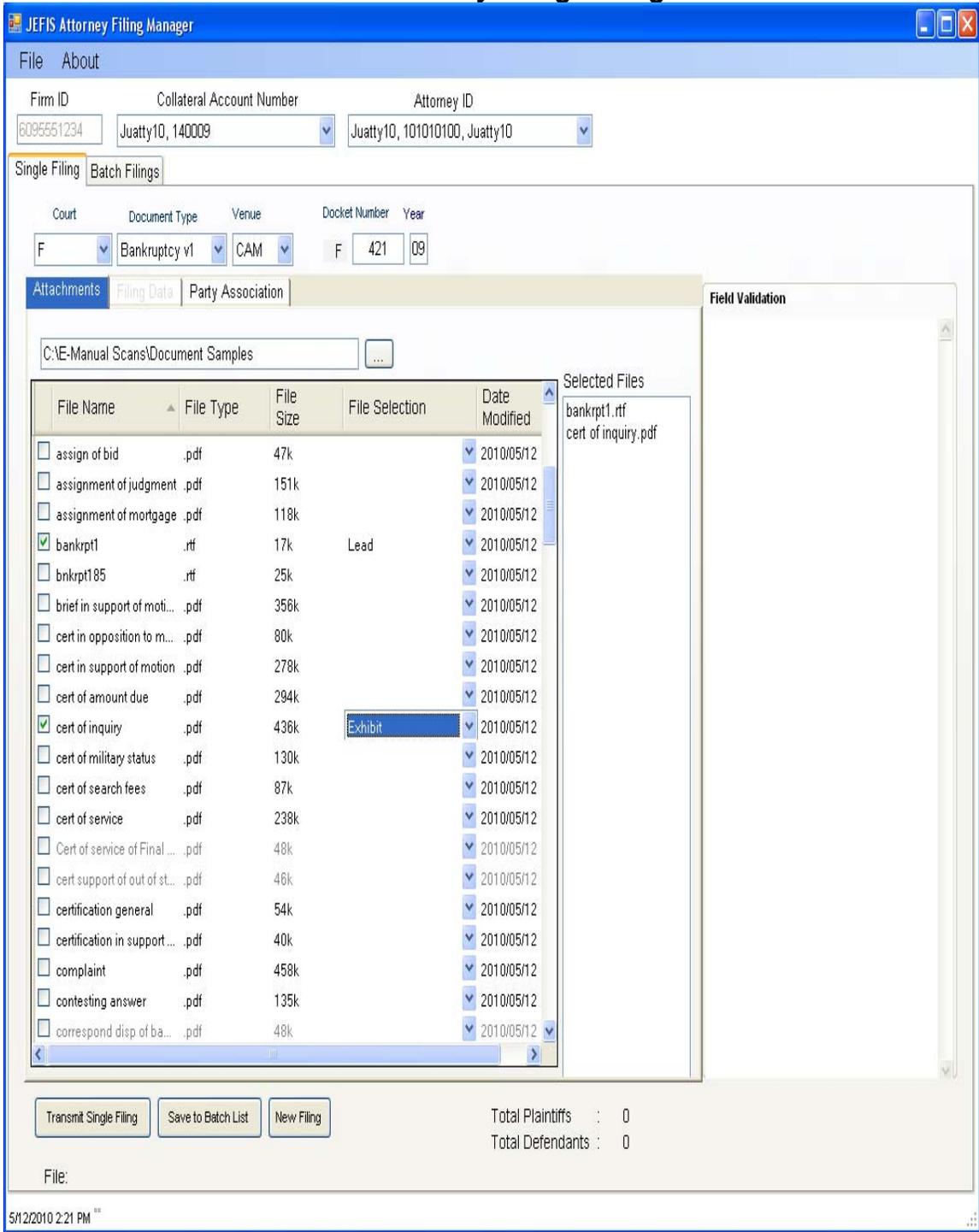
**NOTE:** See [COMMON PROCEDURES WHILE FILING](#) for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

### **Filing Bankruptcy**

To file for **Bankruptcy**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

1. Please select the collateral account number and attorney id for the specific Bankruptcy being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as “F” for Foreclosure and document type as “Bankruptcy”.
5. Enter the venue based upon the location of the property.
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for Bankruptcy from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the Attachments tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See [Accessing the JEFIS Attorney Filing Manager](#) for details.

### JEFIS Attorney Filing Manager



Please select the **Bankruptcy** file(s) by clicking the check box to the left of the file name and clicking the dropdown box to the right of the file name indicating if it is a **Lead** or **Exhibit** document. Only one **Lead** document can exist for each **Bankruptcy** that is filed but as many **Exhibits** as needed may be selected. File(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

## JEFIS Attorney Filing Manager

The screenshot shows the JEFIS Attorney Filing Manager interface. At the top, there are fields for Firm ID (6095551234), Collateral Account Number (Juatty10, 140009), and Attorney ID (Juatty10, 101010100, Juatty10). Below these are tabs for Single Filing and Batch Filings. The Single Filing tab is active, showing dropdowns for Court (F), Document Type (Bankruptcy v1), Venue (CAM), Docket Number (F 421), and Year (09). A 'Party Association' tab is selected, displaying a table with columns: Primary or Target, Party Last Name, Party First Name, Party Middle Initial, and a Help column. A 'Party Association' dialog box is open over the table, showing a table with columns: Description, Entry, Detail, and Help. The dialog box also has a 'Save' button and a note '\* indicates required field'.

Primary or Target	Party Last Name	Party First Name	Party Middle Initial	

Description	Entry	Detail	Help
Primary or Target *			P - Primary, T - Target
Party Last Name *			Maximum number of characters: Last Na
Party First Name *			Maximum number of characters: 9
Party Middle Initial			Maximum number of characters: 1

When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

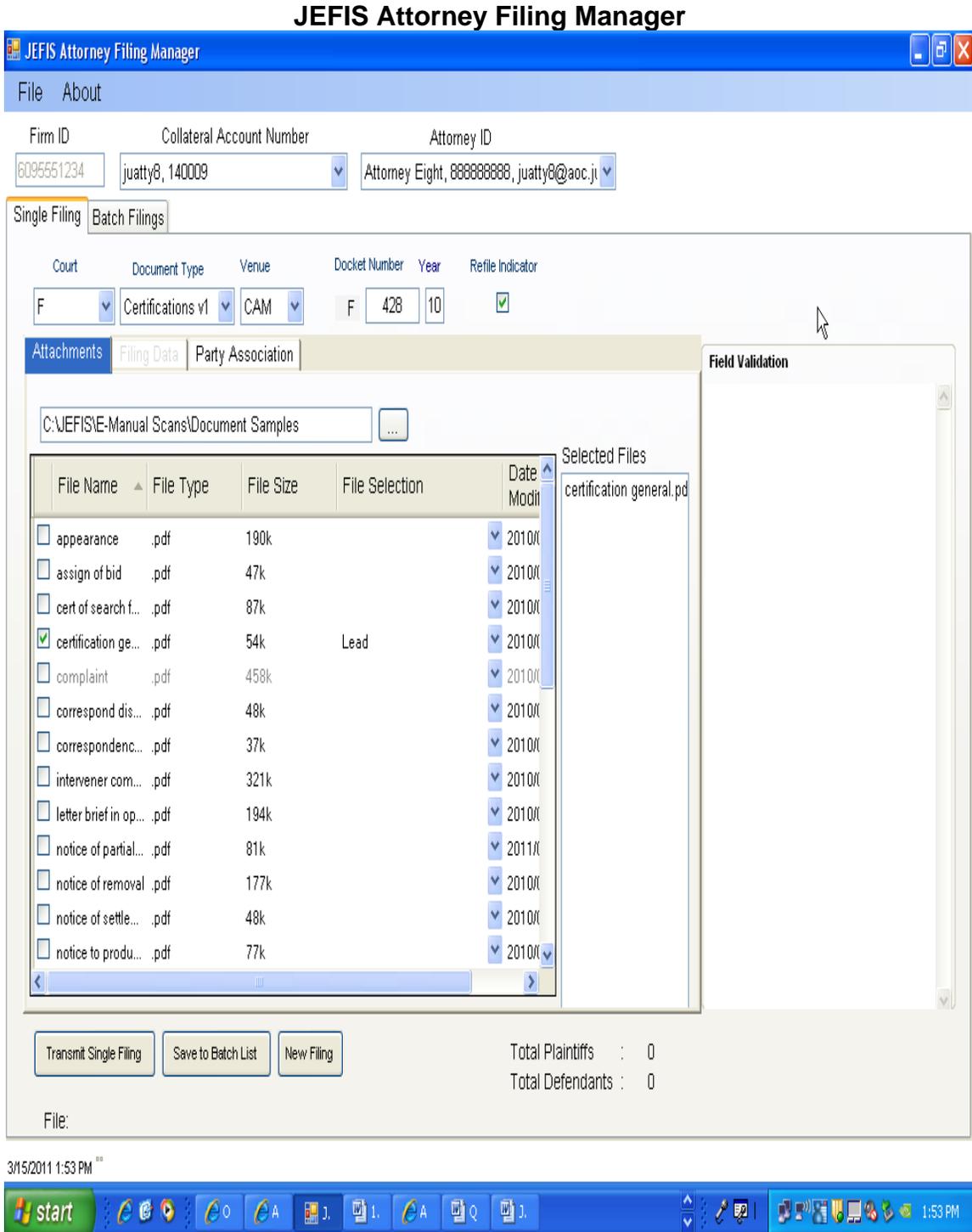
To access and implement the **Party Association** Tab please refer to the [Party Association](#) Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

**NOTE:** See [COMMON PROCEDURES WHILE FILING](#) for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

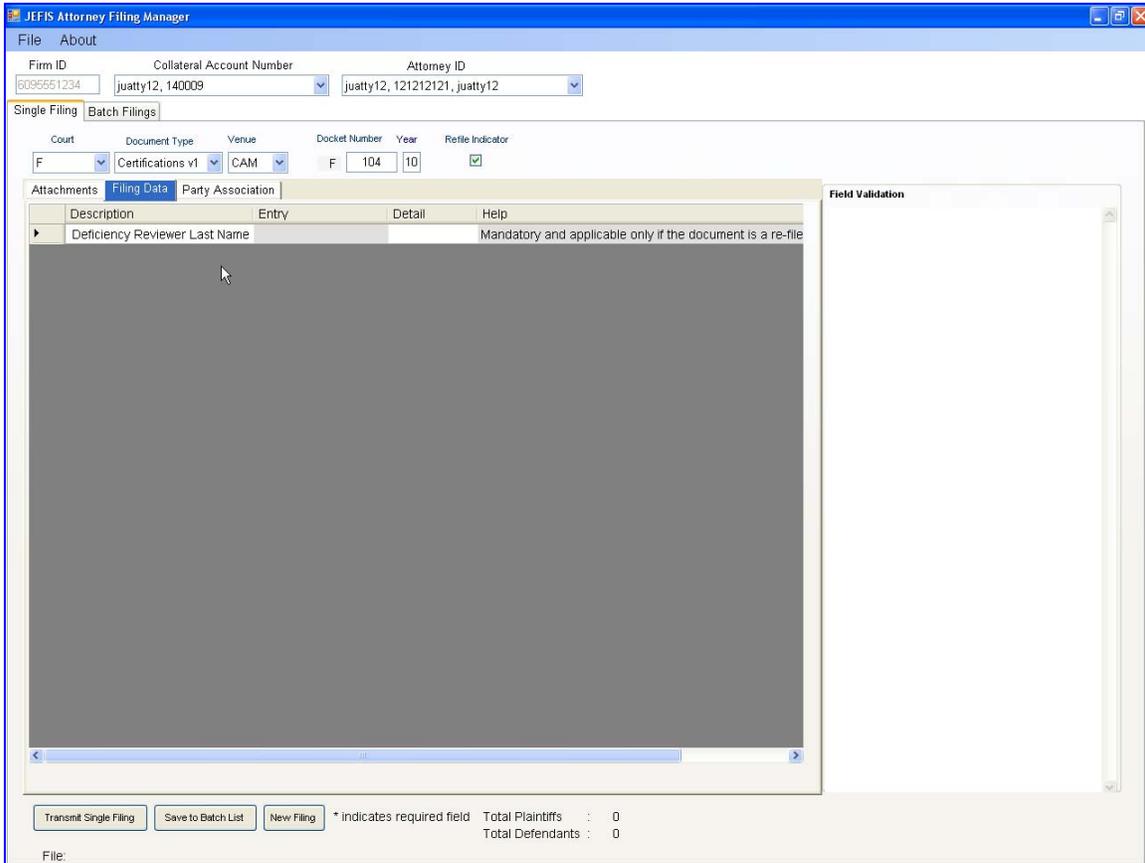
### **Filing Certifications v1**

To file **Certifications v1**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

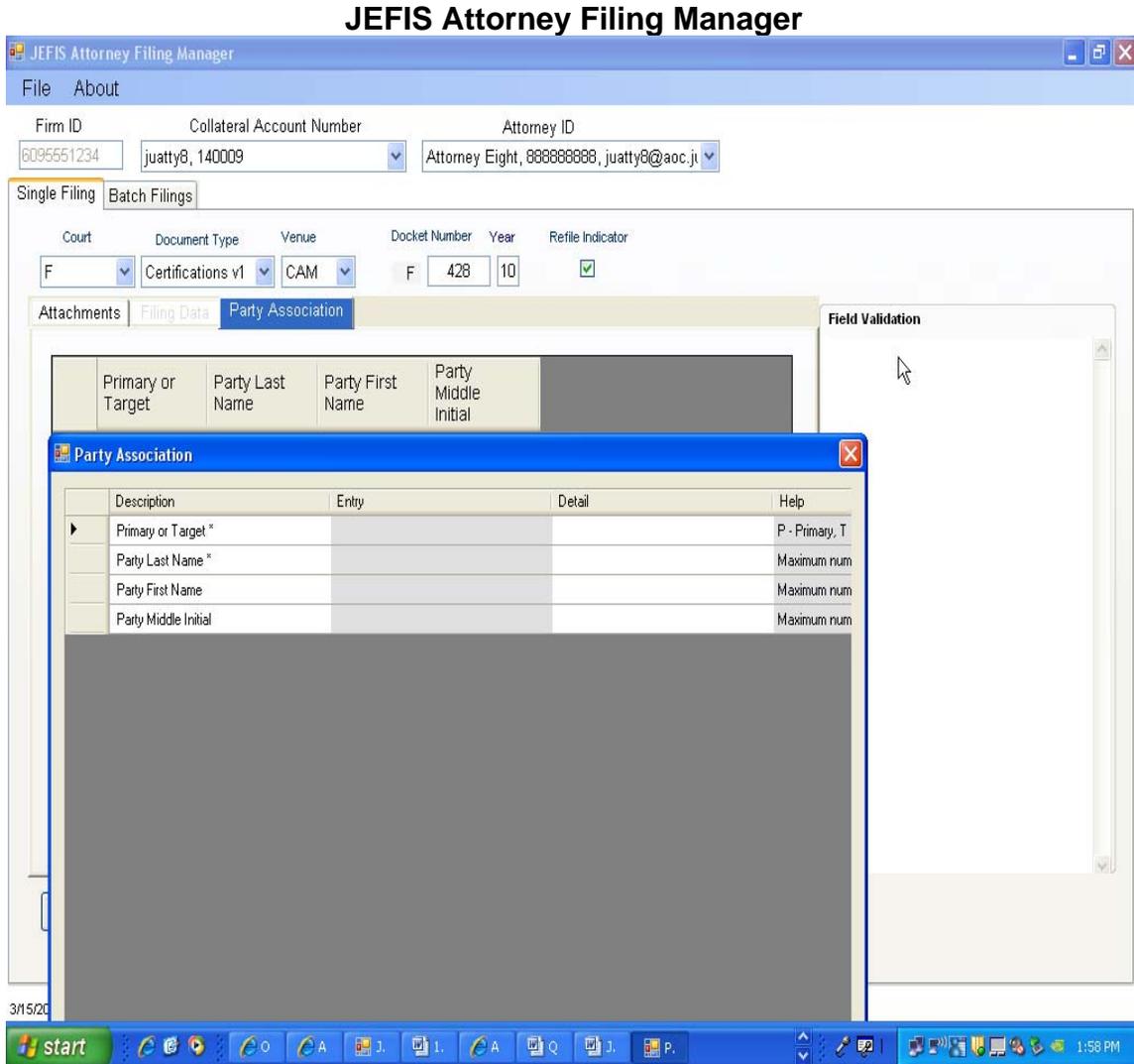
1. Please select the collateral account number and attorney id for the specific Certifications being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as “F” for Foreclosure and document type as “Certifications v1”.
5. Enter the venue based upon the location of the property.
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for Certifications v1 from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the Attachments tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See [Accessing the JEFIS Attorney Filing Manager](#) for details.



Please select the **Certifications v1** file(s) by clicking the check box to the left of the file name and clicking the dropdown box to the right of the file name indicating if it is a **Lead** or **Exhibit** document. Only one **Lead** document can exist for each **Certification v1** that is filed but as many **Exhibits** as needed may be selected. File(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.



Please click on the **“Filing Data”** tab. The JEFIS Attorney Filing Manager then displays the data entry fields for the **Certifications V1** related information where mandatory fields are marked with an asterisk in the **Description** column and Field validation / formats appear in the **Help** column. Please review the [APPENDIX A](#) for further detail regarding **Certifications V1** data entry fields



When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the [Party Association](#) Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

**NOTE:** See [COMMON PROCEDURES WHILE FILING](#) for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

## **Filing Certifications v2**

This document submission is to handle Affidavit for Due Diligence documents that would be submitted by attorney firms, reviewed and processed by court clerks to address Emergent Amendments to rules 1:5-6, 4:64-1 and 4:64-2. To file **Certifications v2**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

1. Please select the collateral account number and attorney id for the specific **Certifications v2** being filed.
2. Please select the court as “F” for Foreclosure and document type as “**Certifications v2**”.
3. System displays options for the user to select the court, document type, venue, docket number and mandatory payload value for case status
4. under “Filing Data” tab with Field Name **Rule 4:64-2(d) Affidavit \***:
5. Filing Data field values for Certifications v2 :  
“O” for Affidavit of due diligence for residential mortgage foreclosure actions pending.
6. “S” for Affidavit of due diligence for residential mortgage foreclosure actions in which judgment was entered but no sale of the property has yet occurred.  
\* Mandatory field
7. Please select the court as “F” for Foreclosure, “Certifications v2” for document type, venue based upon the location of the property for the document, enters the docket number for the related case and updates the indicator based on the status of the case jacket.
8. System validates docket number entry and displays user selections.
9. Enter the venue based upon the location of the property.
10. Enter the docket number applicable for the case.
11. Please select the required supporting documents for **Certifications v2** from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See [Accessing the JEFIS Attorney Filing Manager](#) for details.

### **JEFIS Attorney Filing Manager**

12. System displays options for the user to select the court, document type, venue, docket number and mandatory payload value for case status under "Filing Data" tab with the following values:

"O" for Affidavit of due diligence for residential mortgage foreclosure actions pending.

"S" for Affidavit of due diligence for residential mortgage foreclosure actions in which judgment was entered but no sale of the property has yet occurred.

Filing Data field for Certifications v2

Field Description: Rule 4:64-2(d) Affidavit \*

Field Values: "O", "S"

Help: "O": Pending residential mortgage foreclosure actions, "S": Judgment entered and awaiting sale of the property.

\* Mandatory field

13. User selects the court as "F" for Foreclosure, "Certifications v2" for document type, venue based upon the location of the property for the document, enters the docket number for the related case and updates the indicator based on the status of the case jacket.
14. System validates docket number entry and displays user selections.

Please select the **Certifications v2** file(s) by clicking the check box to the left of the file name and clicking the dropdown box to the right of the file name indicating if it is a **Lead** or **Exhibit** document. Only one **Lead** document can exist for each **Certification v2** that is filed but as many **Exhibits** as needed may be selected. File(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

### JEFIS Attorney Filing Manager

JEFIS Attorney Filing Manager

File About

Firm ID: 6095551234 Collateral Account Number: juatty8, 140009 Attorney ID: Attorney Eight, 8888888888, juatty8@aoc.ji

Single Filing Batch Filings

Court: F Document Type: Certifications v2 Venue: CAM Docket Number: F 421 Year: 10

Attachments Filing Data

C:\JEFIS\JEFIS Foreclosure Testing\Foreclosure Case Jack

File Name	File Type	File Size	File Selection	Date Modified
<input type="checkbox"/> F100708 Cert in opp...	.pdf	233k		2011
<input type="checkbox"/> F100708 Certificatio...	.pdf	221k		2011
<input type="checkbox"/> F100708 Certificatio...	.pdf	58k		2011
<input checked="" type="checkbox"/> F100708 Certificatio...	.pdf	140k	Lead	2011
<input type="checkbox"/> F100708 Certificatio...	.pdf	37k		2011
<input type="checkbox"/> F100708 Certificatio...	.pdf	161k		2011
<input type="checkbox"/> F100708 Certificatio...	.pdf	26k		2011
<input type="checkbox"/> F100708 Certificatio...	.pdf	14k		2011
<input type="checkbox"/> F100708 Certified m...	.pdf	58k		2011
<input type="checkbox"/> F100708 Certification...	.pdf	57k		2011
<input type="checkbox"/> F100708 Request of...	.pdf	290k		2011
<input type="checkbox"/> F100708 Request to...	.pdf	328k		2011

Field Validation

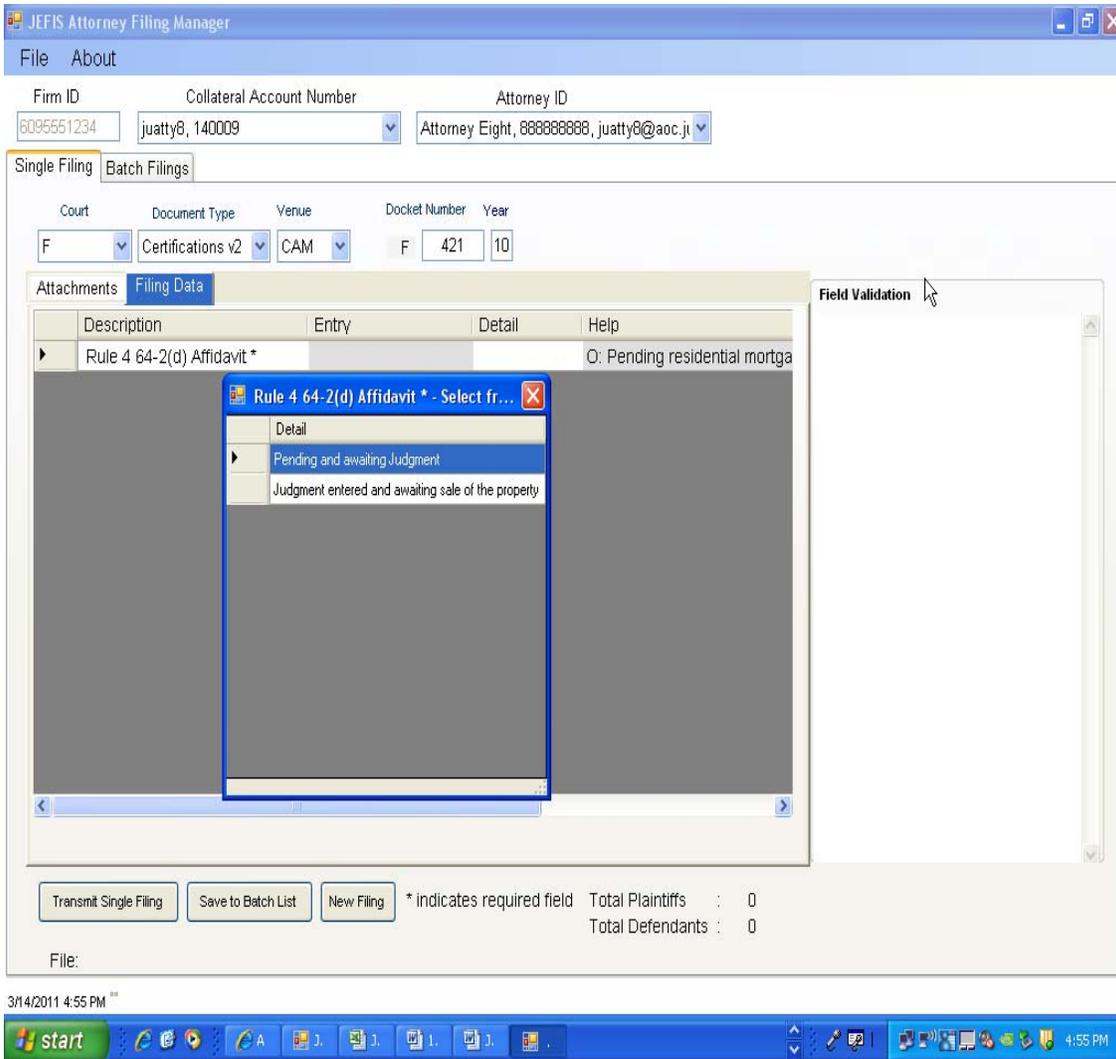
Selected Files: F100708 Certification d

Transmit Single Filing Save to Batch List New Filing \* indicates required field Total Plaintiffs : 0 Total Defendants : 0

File:

3/14/2011 4:53 PM





The JEFIS Attorney Filing Manager displays the entry fields for the **Certifications v2** document information where mandatory fields are marked with an asterisk in the **Description** column and Field validation / formats appear in the **Help** column.

Place entries in the **Entry** column using the information provided in the **Help** column as a guide to formatting and placing valid field entries. Click an entry in the **Help** column to view the entry's full text in the **Field Validation** section of the screen. Please review [APPENDIX A](#) for further detail regarding **Certification v2** fields.

***NOTE:*** See ***COMMON PROCEDURES WHILE FILING*** for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

### **Filing a Complaint**

To file a **Complaint**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

1. Select the Collateral Account Number and Attorney User Id for filing, if not prefilled.
2. Select the Document Type using the drop-down menu.
3. Select **Complaint V1** for:
  - Residential Mortgage Foreclosure

**OR**

4. Select **Complaint V2** for:
  - Condominium Foreclosure
  - Commercial Foreclosure
  - Optional Foreclosure Procedure
  - Time Share Foreclosure
  - Strict Foreclosure
5. Next, select the venue the foreclosure property is located
6. Select the Complaint LEAD document from the **Attachments tab** by clicking the check box to the left of the file name and clicking the dropdown box to the right of the file name indicating if it is a **Lead** or an **Exhibit** document. Only one **Lead** document can exist for each **Complaint**
7. Choose the required **supporting** documents for Complaint from the default work directory folder where the JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the Attachments tab screen on the JEFIS Attorney Filing Manager.

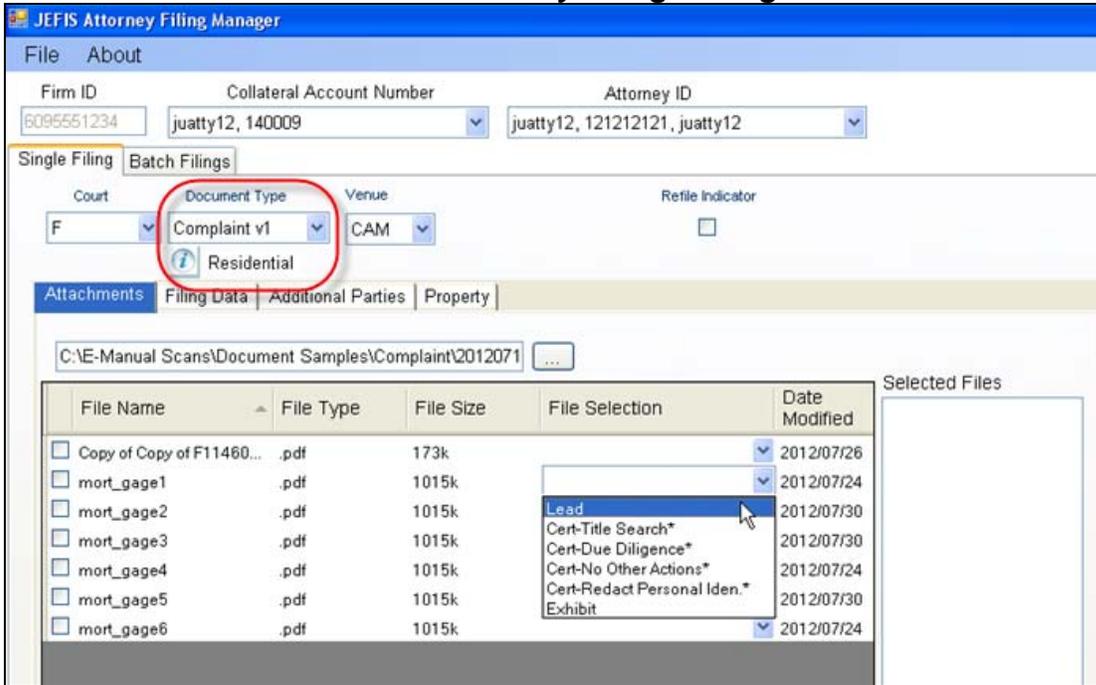
File(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

**Supporting Documents for Complaint V1:**

The following documents are mandatory to be a part of the Complaint V1 package when they are filed:

- Certification of Title Search (CertTitleSearch.xxx)
- Certification of Due Diligence (CertDueDiligence.xxx)
- Certification of No Other Actions (CertNoActions.xxx)
- Certification of Redaction of Personal Identifiers (CertRedaction.xxx)

**JEFIS Attorney Filing Manager**



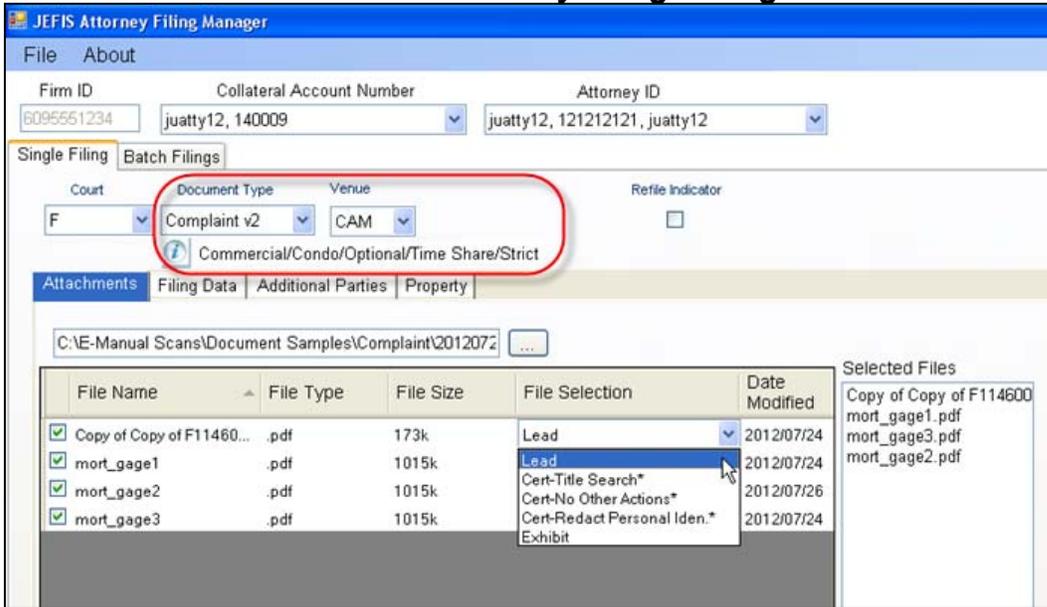
**Supporting Documents for Complaint V2:**

The following documents are mandatory to be a part of the Complaint V1 package when they are filed:

- Certification of Title Search (CertTitleSearch.xxx)
- Certification of No Other Actions (CertNoActions.xxx)
- Certification of Redaction of Personal Identifiers (CertRedaction.xxx)

**Note:** The Certification of Due Diligence is only required for residential mortgage foreclosures

## JEFIS Attorney Filing Manager



**Note:** The supporting documents must be added as separate documents from the Complaint.

A different folder may be selected if required. See [Step 2 – Accessing the JEFIS Attorney Filing Manager](#) for details.

**Note:** In Rem and In Personam complaints types should be mailed in paper.

### 8. Click the Filing Data tab

Use the mouse or Tab key to move the cursor to and enter information in the **Entry** column fields. The items followed by an asterisk (\*) in the **Description** column are fields that require an entry. Attempts to save the XML file without an entry in these fields will result in an error message.

### JEFIS Attorney Filing Manager

**JEFIS Attorney Filing Manager**

File About

Firm ID: 6095551234 Collateral Account Number: juatty12, 140009 Attorney ID: juatty12, 121212121, juatty12

Single Filing | Batch Filings

Court: F Document Type: Complaint v1 Venue: CAM Retile Indicator:

Attachments | **Filing Data** | Additional Parties | Property

Description	Entry	Detail	Help
Law Firm Case ID *	FW2345671R77		Attorney/Law Firm Internal Case ID
Foreclosure Case Type *	DRF	Residential ...	Valid Values: DRF-Residential Mortgage Foreclosure
Plaintiff Affiliation *	BNK	Bank	Valid Values: ADM - Administrator, AGY-Agency, BNK-I
Plaintiff Last Name/Corporati...	MajorBank		Maximum number of characters Last Name/Corporator
Plaintiff First Name			Maximum number of characters: 9
Plaintiff Middle Initial			Maximum number of characters: 1
Plaintiff Address 1			Maximum number of characters: 36
Plaintiff Address 2			Maximum number of characters: 36
Plaintiff City			Maximum number of characters: 16
Plaintiff State			Maximum number of characters: 2
Plaintiff Zip Code			Either 5 numbers or 9 numbers
Plaintiff Phone			Must be 10 numbers
Alternate Plaintiff Code			Valid Values: AK-Also Known As, DB-Doing Business /
Alternate Plaintiff Affiliation			Valid Values: B - Business, I - Individual
Alternate Plaintiff Last Name/...			Maximum number of characters Last Name/Corporator
Alternate Plaintiff First Name			Maximum number of characters: 9
Alternate Plaintiff Middle Initial			Maximum number of characters: 1
Defendant Affiliation *	IND	Individual	Valid Values: AGY-Agency, BNK-Bank, BUS-Business,
Defendant Last Name/Corpor...	Smith		Maximum number of characters Last Name/Corporator
Defendant First Name	John		Maximum number of characters: 9
Defendant Middle Initial			Maximum number of characters: 1
Defendant Address 1			Maximum number of characters: 36
Defendant Address 2			Maximum number of characters: 36
Defendant City			Maximum number of characters: 16
Defendant State			Maximum number of characters: 2
Defendant Zip Code			Either 5 numbers or 9 numbers
Defendant Phone			Must be 10 numbers

Additional Defendant Names | Additional Plaintiff Names

Transmit Single Filing | Save to Batch List | New Filing \* indicates required field

Total Plaintiffs : 0  
Total Defendants : 0

File:

Tables of valid entries are available for some fields that require the entry of a code. These tables are accessed by using the F1 key when the cursor is in the field or by double-clicking in the field. For example, placing the cursor in the **Entry** field for 'Foreclosure Case Type' and pressing F1 (or double-clicking the field) will display a table of valid case type entries.

### JEFIS Attorney Filing Manager

The screenshot shows the JEFIS Attorney Filing Manager interface. At the top, there are input fields for Firm ID (6095551234), Collateral Account Number (juatty12, 140009), and Attorney ID (juatty12, 121212121, juatty12). Below these are tabs for 'Single Filing' and 'Batch Filings'. Further down are dropdown menus for 'Court' (F), 'Document Type' (Complaint v2), and 'Venue' (CAM), along with a 'Refile Indicator' checkbox. A tabbed interface shows 'Attachments', 'Filing Data', 'Additional Parties', and 'Property'. The 'Filing Data' tab is active, displaying a table with columns: Description, Entry, Detail, and Help. A pop-up window titled 'Foreclosure Case Type \* - Select fro...' is overlaid on the table, showing a list of case types: Condominium Foreclosure, Commercial Foreclosure, Optional Foreclosure Procedure, Time Share Foreclosure, and Strict Foreclosure.

Description	Entry	Detail	Help
Law Firm Case ID *	FW1234565R77		Attorney/Law
Foreclosure Case Type *			Valid Values:
Plaintiff Affiliation *			ues:
Plaintiff Last Name/Corporati...			n num
Plaintiff First Name			n num
Plaintiff Middle Initial			n num
Plaintiff Address 1			n num
Plaintiff Address 2			n num
Plaintiff City			n num
Plaintiff State			n num
Plaintiff Zip Code			numb
Plaintiff Phone			10 nu
Alternate Plaintiff Code			ues:
Alternate Plaintiff Affiliation			ues:
Alternate Plaintiff Last Name/...			n num
Alternate Plaintiff First Name			n num
Alternate Plaintiff Middle Initial			Maximum num
Defendant Affiliation *			Valid Values:
Defendant Last Name/Corpor...			Maximum num

Clicking a **Foreclosure Case Type** in the table places the case type code in the corresponding **Entry** field on the **Filing Data** tab screen and places the code's description in the **Detail** column. The foreclosure case type will depend on the type of Complaint selected.

Similarly Plaintiff affiliation and Defendant affiliation are also selected from a pop-up menu or table of values as shown below:

### Plaintiff Affiliation

JEFIS Attorney Filing Manager

File About

Firm ID: 6095551234 Collateral Account Number: juatty12, 140009 Attorney ID: juatty12, 121212121, juatty12

Single Filing Batch Filings

Court: F Document Type: Complaint v1 Venue: CAM Refile Indicator:

Attachments Filing Data Additional Parties Property

Description	Entry	Detail	Help
Law Firm Case ID *	FW2345671R77		Attorney/Law F...
Foreclosure Case Type *	DRF	Residential ...	Valid Values: 0
▶ Plaintiff Affiliation *			Valid Values: A
Plaintiff Last Name/Corporati...			um numb
Plaintiff First Name			um numb
Plaintiff Middle Initial			um numb
Plaintiff Address 1			um numb
Plaintiff Address 2			um numb
Plaintiff City			um numb
Plaintiff State			um numb
Plaintiff Zip Code			5 numbe
Plaintiff Phone			e 10 num
Alternate Plaintiff Code			Valid Values: A
Alternate Plaintiff Affiliation			Valid Values: E
Alternate Plaintiff Last Name/...			um numb
Alternate Plaintiff First Name			um numb
Alternate Plaintiff Middle Initial			um numb
Defendant Affiliation *			Valid Values: A
Defendant Last Name/Corpor...			Maximum numb
Defendant First Name			Maximum numb
Defendant Middle Initial			Maximum numb

Plaintiff Affiliation \* - Select from List

- Detail
- ▶ Administrator
- Agency
- Bank
- Business
- Company
- Corporation
- County
- Estate
- Executor
- Individual
- Municipality

## Defendant Affiliation

The screenshot shows the 'JEFIS Attorney Filing Manager' application. At the top, there are fields for 'Firm ID' (6095551234), 'Collateral Account Number' (juatty12, 140009), and 'Attorney ID' (juatty12, 121212121, juatty12). Below these are tabs for 'Single Filing' and 'Batch Filings'. Further down are dropdown menus for 'Court' (F), 'Document Type' (Complaint v1), 'Venue' (CAM), and a 'Refile Indicator' checkbox. A table with columns 'Description', 'Entry', 'Detail', and 'Help' is shown. A dropdown menu is open over the 'Defendant Affiliation \*' row, listing various affiliation types: Administrator, Agency, Bank, Business, Company, Corporation, County, Estate, Executor, Heir, and Individual.

Description	Entry	Detail	Help
Law Firm Case ID *	FW2345671R77		Attorney/Law Firm Internal Ca
Foreclosure Case Type *	ORF	Residential ...	Valid Values: ORF-Residentia
Plaintiff Affiliation *	BNK	Bank	Valid Values: ADM - Administr
Plaintiff Last Name/Corporati...	MajorBank		Maximum number of characte
Plaintiff First Name			Maximum number of characte
Plaintiff Middle Initial			Maximum number of characte
Plaintiff Address 1			Maximum number of characte
Plaintiff Address 2			Maximum number of characte
Plaintiff City			Maximum number of characte
Plaintiff State			Maximum number of characte
Plaintiff Zip Code			Maximum number of characte
Plaintiff Phone			Maximum number of characte
Alternate Plaintiff Code			Maximum number of characte
Alternate Plaintiff Affiliation			Maximum number of characte
Alternate Plaintiff Last Name/...			Maximum number of characte
Alternate Plaintiff First Name			Maximum number of characte
Alternate Plaintiff Middle Initial			Maximum number of characte
Defendant Affiliation *			Maximum number of characte
Defendant Last Name/Corpor...			Maximum number of characte
Defendant First Name			Maximum number of characte
Defendant Middle Initial			Maximum number of characte
Defendant Address 1			Maximum number of characte

Continue to place entries in the **Entry** column using the information provided in the **Help** column as a guide to formatting and valid field entries.

Click on an entry in the **Help** column to view the entry's full text in the **Field Validation** section of the screen.

The screenshot shows a software interface with a table on the left and a 'Field Validation' pane on the right. The table has two columns: 'Detail' and 'Help'. The 'Help' column contains various validation rules and values. One entry in the 'Help' column is highlighted in blue. The 'Field Validation' pane on the right displays the full text of the selected entry: 'Maximum number of characters Last Name/Corporation: 20/30'.

Detail	Help
	Attorney/Law Firm Internal Case ID
Condominiu...	Valid Values: DCD-Condominium Foreclosure, DCF-Cc...
Bank	Valid Values: ADM - Administrator, AGY-Agency, BNK-I
	Maximum number of characters Last Name/Corporation
	Maximum number of characters: 9
	Maximum number of characters: 1
	Maximum number of characters: 36
	Maximum number of characters: 36
	Maximum number of characters: 16
	Maximum number of characters: 2
	Either 5 numbers or 9 numbers
	Must be 10 numbers
	Valid Values: AK-Also Known As, DB-Doing Business,
	Valid Values: B - Business, I - Individual
	Maximum number of characters Last Name/Corporation
	Maximum number of characters: 9
	Maximum number of characters: 1
Individual	Valid Values: AGY-Agency, BNK-Bank, BUS-Business,
	Maximum number of characters Last Name/Corporation
	Maximum number of characters: 9
	Maximum number of characters: 1
	Maximum number of characters: 36
	Maximum number of characters: 36
	Maximum number of characters: 16
	Maximum number of characters: 2
	Either 5 numbers or 9 numbers
	Must be 10 numbers

**NOTE:** The [APPENDIX A](#) contains a description of each **Entry** field on the **Filing Data** tab screen for **Complaint**.

9. Next, you may select the **Additional Parties** tab. All parties need to be identified when an initial complaint is filed.
10. Click 'Add Party' to display the Add Party screen. Enter all relevant details.

### JEFIS Attorney Filing Manager

The screenshot shows the JEFIS Attorney Filing Manager interface. At the top, there are fields for Firm ID (6095551234), Collateral Account Number (juatty12, 140009), and Attorney ID (juatty12, 121212121, juatty12). Below these are tabs for Single Filing and Batch Filings. The 'Additional Parties' tab is selected, showing a table with columns for Party Type, Affiliation Code, Party Last, Party First, Party Middle, Address 1, Address 2, and City. An 'Add Party' dialog box is open, displaying a list of fields for entry and detail. The fields include Party Type, Affiliation Code, Party Last Name/Corporation, Party First Name, Party Middle Initial, Address 1, Address 2, City, State, Zip Code, Phone, Party to Initial Complaint, Alternate Type Code, Alternate Affiliation Code, Alternate Last Name, Alternate First Name, and Alternate Middle Initial. The dialog box also includes a 'Validate Party' button and a legend indicating that asterisks denote required fields.

Select Party Type and Affiliation Code from the pop-up menu.

### Party Type

The screenshot shows the 'Add Party' form with the 'Party Type' dropdown menu open. The dropdown menu is titled 'Party Type \* - Select from List' and contains two options: 'Defendant' and 'Plaintiff'. The 'Party Type' field in the background form is currently empty. The form includes various fields for party information, such as name, address, and phone number, with a 'Validate Party' button at the bottom right.

### Affiliation Code

The screenshot shows the 'Add Party' form with the 'Affiliation Code' dropdown menu open. The dropdown menu is titled 'Affiliation Code \* - Select from List' and contains several options: 'Administrator', 'Agency', 'Bank', 'Business', 'Company', 'Corporation', 'County', 'Estate', 'Executor', 'Fictitious', and 'Fictitious Spouse'. The 'Affiliation Code' field in the background form is currently empty. The form includes various fields for party information, such as name, address, and phone number, with a 'Validate Party' button at the bottom right.

11. Click 'Validate Party' once all the details are entered. The system validates for any errors.

12. Select the Property Tab, and click 'Add Property' to enter the details of all the foreclosed properties.

The screenshot shows the 'JEFIS Attorney Filing Manager' application. At the top, there are fields for Firm ID (6095551234), Collateral Account Number (juatty12, 140009), and Attorney ID (juatty12, 121212121, juatty12). Below these are tabs for 'Single Filing' and 'Batch Filings'. The 'Single Filing' tab is active, showing dropdowns for Court (F), Document Type (Complaint v1), Venue (CAM), and a Refile Indicator checkbox. The 'Property' tab is selected, displaying a table with the following columns: Party Type, Municipality Block, Municipality Lot(s), County Name, Municipality Code, High Risk Mortgage, Affiliation Code, and Address 1. A dialog box titled 'frmAddProperty' is open, showing a table with the following data:

Description	Entry	Detail	Help
Party Type *	OR		Valid value
Municipality Block *			This field is
Municipality Lot(s) *			Max chara
County Name *			Use valid
Municipality Code *			Use valid
High Risk Mortgage *			Is this a hig
Affiliation Code *	FRP		Valid value
Address 1 *			Maximum r
Address 2			Maximum r
City *			Maximum r
State *	NJ		Maximum r
Zip Code *			Must be ei

A 'Save' button is located at the bottom right of the dialog box. An 'Add Property' button is visible at the bottom right of the main application window.

**NOTE:** Ensure that at least one venue of the properties listed, matches with the **base venue** selected for filing the complaint. For example-if while filing a Complaint the venue is 'Camden' then, at least one property listed in the property tab must have the venue as 'Camden'.

If the user clicks on "Transmit" for a Complaint document type without adding a Foreclosed Property (FRP) party to the complaint, the system displays an error message indicating that the user must add a Foreclosed Property (FRP) party to the complaint.

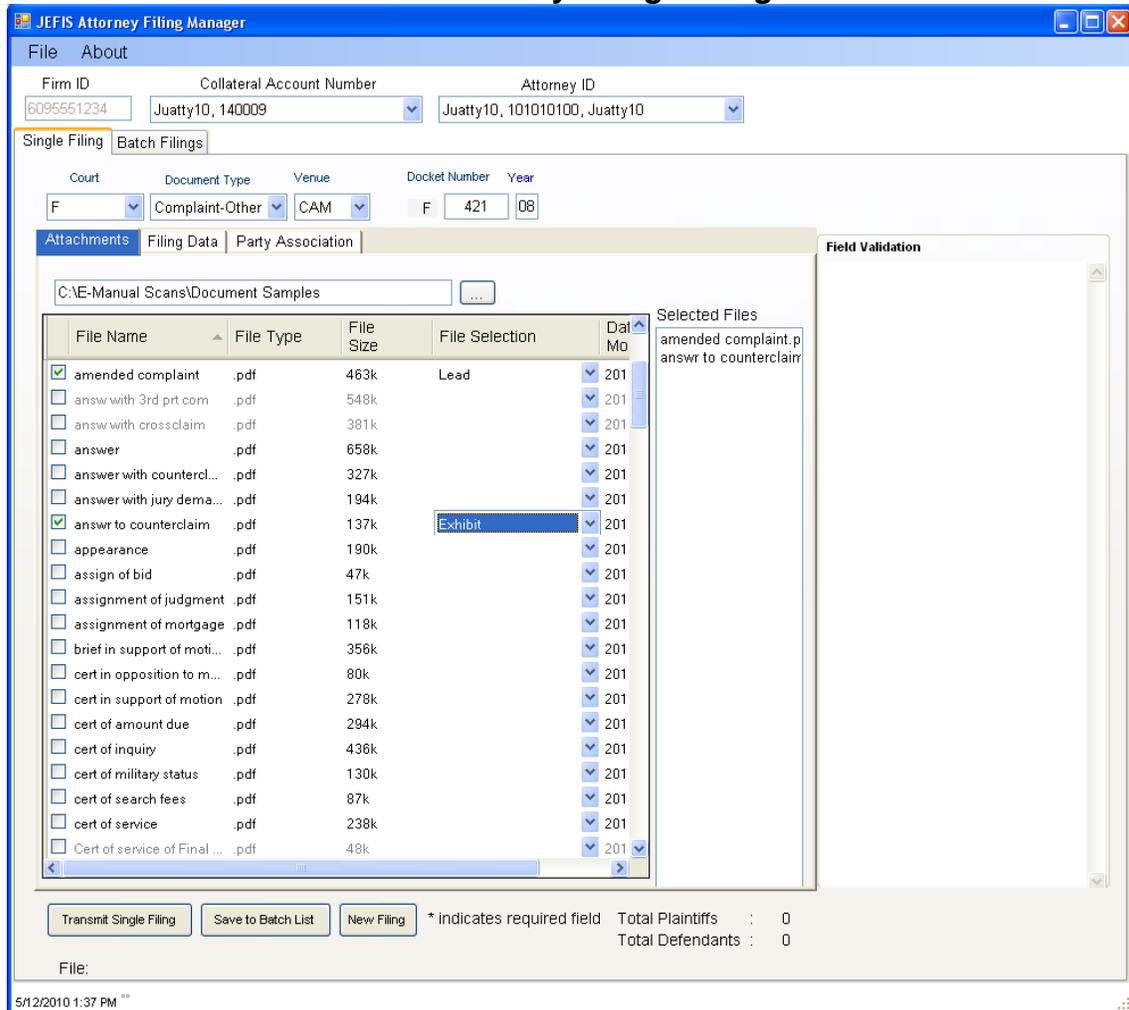
***NOTE:*** See [\*\*\*COMMON PROCEDURES WHILE FILING\*\*\*](#) for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents**.

**Filing Complaint-Other**

To file for ‘**Complaint-Other**’ **Document Type**, start by clicking the **New Filing** button (to remove any data retained from the previous XML file’s creation), select ‘**F**’ (Foreclosure) from the **Court** dropdown select the complaint’s RTF, PDF and/or TIF from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. Please select the **Complaint-Other** file(s) by clicking the check box to the left of the file name and clicking the dropdown box to the right of the file name indicating if it is a **Lead** or **Exhibit** document. Only one **Lead** document can exist for each **Complaint-Other** that is filed but as many **Exhibits** as needed may be selected. File(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. Then select the **Filing Data** tab to display the filing data.

On the **Attachments** tab screen, click the down arrow on the **Document Type** field and select **Complaint-Other**; and then click the down arrow on the **Venue** field and select a venue code.

**JEFIS Attorney Filing Manager**



Use the mouse or Tab key to move the cursor to and enter information in the **Entry** column fields. The items followed by an asterisk (\*) in the **Description** column are fields that require an entry. Attempts to save the XML file without an entry in these fields will result in an error message.

### JEFIS Attorney Filing Manager

Description	Entry	Detail	Help
Document Type *			Valid Values: C08-Amended Complaint, C12-Third Party
Reason to Amend Complaint			Valid values: Add Party/ Judgment Creditor, Add Party/ f
Comments			Max Message length: 72 Chars
Original Filing Date			Mandatory and applicable only if the document is a re-file

Tables of valid entries are available for some fields that require the entry of a code. These tables are accessed by using the F1 key when the cursor is in the field or by double-clicking in the field. For example, placing the cursor in the **Entry** field for **Document Type** and pressing F1 (or double-clicking the field) will display a table of valid **Document type** entries.

Clicking a **Document type** in the table places the **Document type** code in the corresponding **Entry** field on the **Filing Data** tab screen and places the code's description in the **Detail** column.

## JEFIS Attorney Filing Manager

The screenshot shows the JEFIS Attorney Filing Manager interface. At the top, there are fields for Firm ID (6095551234), Collateral Account Number (juatty12, 140009), and Attorney ID (juatty12, 121212121, juatty12). Below these are tabs for 'Single Filing' and 'Batch Filings'. The main form area includes dropdowns for Court (F), Document Type (Complaint-Other), Venue (CAM), Docket Number (F), Year (104), and Refile Indicator (checked). A table with columns 'Description', 'Entry', 'Detail', and 'Help' is visible. A 'Field Validation' pane is open on the right. A 'Document Type \* - Select from List' dialog box is overlaid on the table, showing a list of options: Amended Complaint, Third Party Complaint, Crossclaim, Counterclaim, and Intervener Complaint. At the bottom, there are buttons for 'Transmit Single Filing', 'Save to Batch List', and 'New Filing', along with a status bar showing 'Total Plaintiffs: 0' and 'Total Defendants: 0'.

Continue to place entries in the **Entry** column using the information provided in the **Help** column as a guide to formatting and valid field entries. Click on an entry in the **Help** column to view the entry's full text in the **Field Validation** section of the screen.

**NOTE:** The [APPENDIX A](#) contains a description of each **Entry** field on the **Filing Data** tab screen for **Complaint-Other**.

## JEFIS Attorney Filing Manager

The screenshot shows the JEFIS Attorney Filing Manager interface. At the top, there are fields for Firm ID (6095551234), Collateral Account Number (Juatty10, 140009), and Attorney ID (Juatty10, 101010100, Juatty10). Below these are tabs for 'Single Filing' and 'Batch Filings'. Under 'Single Filing', there are dropdown menus for Court (F), Document Type (Complaint-Other), and Venue (CAM), followed by Docket Number (F 421) and Year (08). The 'Party Association' tab is active, showing a table with columns: Primary or Target, Party Last Name, Party First Name, and Party Middle Initial. The table is currently empty. To the right of the table is a 'Field Validation' area. At the bottom of the window, there are buttons for 'Transmit Single Filing', 'Save to Batch List', and 'New Filing'. To the right of these buttons are status indicators: '\* Indicates required field', 'Total Plaintiffs : 0', and 'Total Defendants : 0'. The status bar at the bottom left shows the date and time: '5/12/2010 1:40 PM'.

When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the [Party Association](#) Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

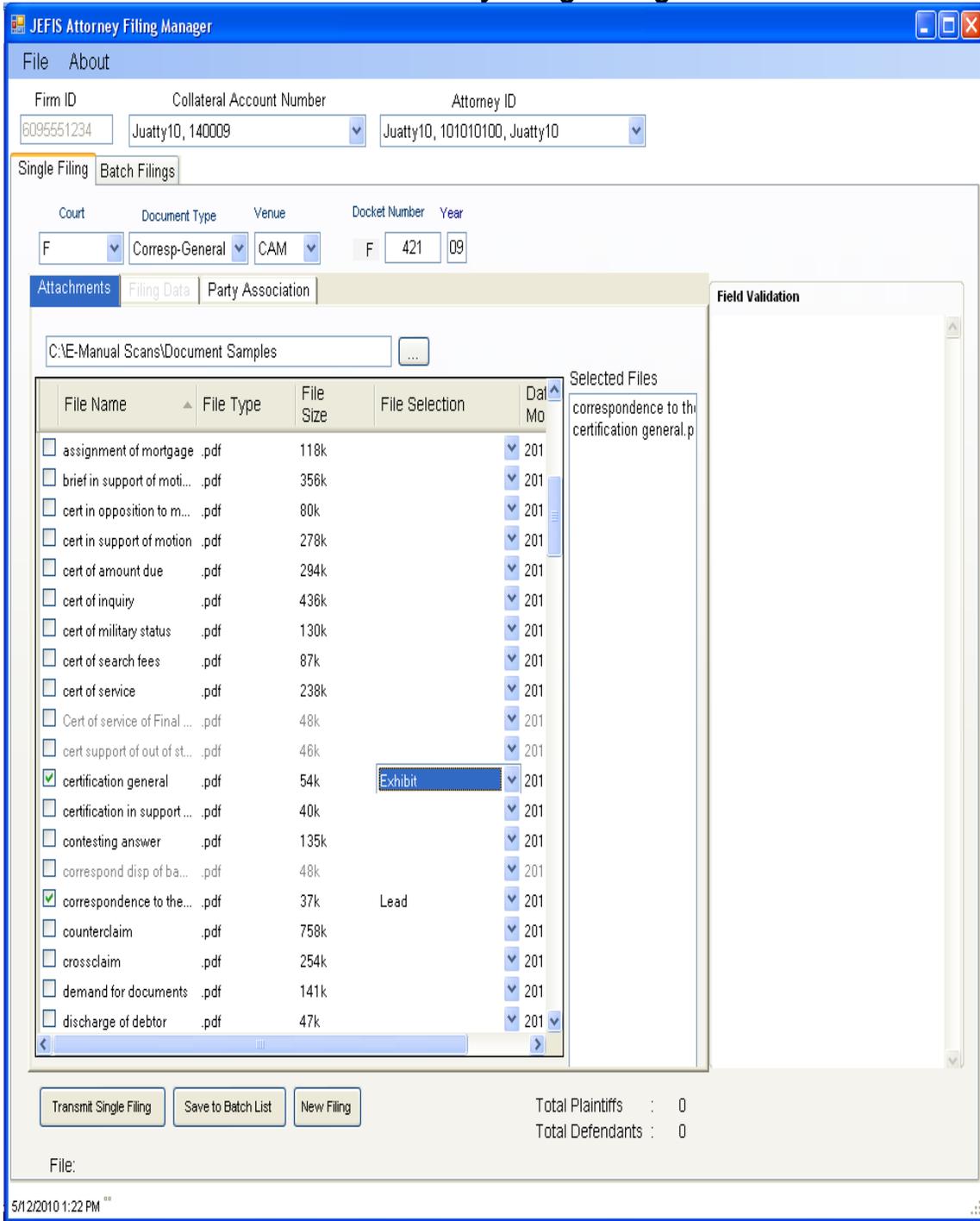
**NOTE:** See [COMMON PROCEDURES WHILE FILING](#) for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

### **Filing Correspondence-Gen(eral)**

To file **Correspondence-Gen (Correspondence General)**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

1. Please select the collateral account number and attorney id for the specific **Correspondence-Gen** being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as "F" for Foreclosure and document type as "**Correspondence-Gen**".
5. Enter the venue based upon the location of the property.
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for **Correspondence-Gen** from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See [Accessing the JEFIS Attorney Filing Manager](#) for details.

### JEFIS Attorney Filing Manager



Please select the **Correspondence-Gen** file(s) by clicking the check box to the left of the file name and clicking the dropdown box to the right of the file name indicating if it is a **Lead** or **Exhibit** document. Only one **Lead** document can exist for each **Correspondence-Gen** that is filed but as many **Exhibits** as needed may be selected. File(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

## JEFIS Attorney Filing Manager

The screenshot displays the JEFIS Attorney Filing Manager interface. At the top, there are input fields for Firm ID (6095551234), Collateral Account Number (Juatty10, 140009), and Attorney ID (Juatty10, 101010100, Juatty10). Below these are tabs for 'Single Filing' and 'Batch Filings'. The 'Single Filing' section includes dropdown menus for Court (F), Document Type (Corresp-General), Venue (CAM), and Docket Number (F 421 09). A 'Party Association' tab is active, showing a table with columns: Primary or Target, Party Last Name, Party First Name, and Party Middle Initial. A 'Field Validation' window is open over this table, listing validation rules for each field: 'Primary or Target \*' (P - Primary, T - Target), 'Party Last Name \*' (Maximum number of characters Last Na), 'Party First Name \*' (Maximum number of characters: 9), and 'Party Middle Initial' (Maximum number of characters: 1). A 'Save' button is visible at the bottom right of the validation window.

When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the [Party Association](#) Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

***NOTE:*** See [COMMON PROCEDURES WHILE FILING](#) for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

### **Filing EXC-CIRC V1**

To file Affidavit of Exceptional Circumstances start by clicking the **New Filing** button (to remove any data retained from the previous filing). The following steps can then be implemented:

1. Select the collateral account number and attorney id for the Affidavit of Exceptional Circumstance being filed unless The JEFIS Attorney Filing Manager has already correctly defaulted to the appropriate account number and attorney id.
2. If appropriate, change your work directory by clicking the button to the right of the **Default Work Directory** field and selecting another directory
3. Select the court as "F" for Foreclosure from the Court dropdown then click the down arrow on the Document Type field and select **EXC-CIRC**.
4. Click the down arrow on the Venue field and select a venue code; then enter a Docket Number and Year.
5. Select the required Lead and optional supporting documents for EXC-CIRC from the default or selected work directory folder by using the check box next to the file name. You may select a different folder, if required, using the browse button (...). The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder.
6. Please select a 'Lead' document by clicking the check box to the left of the file name and clicking from the File Selection column's dropdown for that specific row from the Attachments tab screen on the JEFIS Attorney Filing Manager. Files are displayed based on the order of selection.

## JEFIS Attorney Filing Manager

JEFIS Attorney Filing Manager

File About

Firm ID: 6096551234 Collateral Account Number: juatty12, 140009 Attorney ID: juatty12, 121212121, juatty12

Single Filing | Batch Filings

Court: F Document Type: Exc-Circ v1 Venue: CAM Docket Number: F 250 Year: 12 Refile Indicator:

Attachments | Filing Data | Party Association | Field Validation

C:\E-Manual Scans\Document Samples

File Name	File Type	File Size	File Selection	Date Modified
<input type="checkbox"/> ~\$ze_sample	.rtf	0k		2011/08/18
<input checked="" type="checkbox"/> Aff_EXC_Circum	.rtf	9248k	Lead	2012/10/22
<input checked="" type="checkbox"/> Attorneys Over 1,000 - Revis...	.rtf	96k	Exhibit	2012/05/15
<input type="checkbox"/> CertNoSrvDef2	.rtf	9248k		2012/05/15
<input type="checkbox"/> CertNoSrvDef3	.rtf	9248k		2012/10/22
<input type="checkbox"/> CertNoSrvDef4	.rtf	9248k		2012/10/15
<input type="checkbox"/> CertNoSrvDef4	.pdf	760k		2012/10/19
<input type="checkbox"/> CertNoSrvDef5	.rtf	9248k		2012/05/15
<input type="checkbox"/> CertOfInqy4	.pdf	151k		2012/05/09
<input type="checkbox"/> Copy of Attorneys Over 1,000...	.rtf	96k		2012/10/22
<input type="checkbox"/> Copy of Attorneys Over 1,000...	.rtf	81k		2012/06/11
<input type="checkbox"/> Copy of Copy of F1146008_...	.pdf	173k		2012/06/07
<input type="checkbox"/> Copy of pubaccess2	.rtf	185578k		2011/12/21
<input type="checkbox"/> Copy of Sample89436-R1	.rtf	50650k		2012/05/31
<input type="checkbox"/> F1146008 Summons	.pdf	198k		2012/07/16
<input type="checkbox"/> rent receivers bond	.pdf	198k		2012/05/29
<input type="checkbox"/> size_sample	.rtf	10690k		2011/12/21
<input type="checkbox"/> size_sample_1	.rtf	10457k		2011/10/05
<input type="checkbox"/> size_sample_2	.rtf	10499k		2011/12/21
<input type="checkbox"/> subpoena duces tecum	.pdf	116k		2011/12/21
<input type="checkbox"/> substitution of attorney	.pdf	176k		2011/08/29
<input type="checkbox"/> suggestion of bankruptcy	.pdf	45k		2011/09/06
<input type="checkbox"/> summons	.pdf	130k		2012/05/15

Selected Files  
Aff\_EXC\_Circum.rtf  
Attorneys Over 1,000 - Revis

Transmit Single Filing | Save to Batch List | New Filing \* indicates required field Total Plaintiffs : 0  
Total Defendants : 0

Following documents types are available for filing **EXC-CIRC V1**:

1. Lead
2. Exhibit

Click on the **Filing Data** tab to display the **Filing Data** columns for **Description**, **Entry**, **Detail** and **Help**. On the **Filing Data** tab screen while the **Single Filing** Tab remains active, the appropriate input is entered into the **Entry** column.

### JEFIS Attorney Filing Manager

JEFIS Attorney Filing Manager

File About

Firm ID: 6095551234 Collateral Account Number: juatty12, 140009 Attorney ID: juatty12, 121212121, juatty12

Single Filing | Batch Filings

Court: F Document Type: Exc-Circ v1 Venue: CAM Docket Number: F Year: 250 12 Refile Indicator:

Attachments | **Filing Data** | Party Association

Description	Entry	Detail	Help
	Deficiency Reviewer Last Name	Mandatory and applicable only if the document is a re-file	

Field Validation

Transmit Single Filing Save to Batch List New Filing \* indicates required field Total Plaintiffs : 0 Total Defendants : 0

Enter data only if it is a re-file.

## JEFIS Attorney Filing Manager

The screenshot displays the JEFIS Attorney Filing Manager interface. At the top, there are fields for Firm ID (609551234), Collateral Account Number (juatty12, 140009), and Attorney ID (juatty12, 121212121, juatty12). Below these are tabs for 'Single Filing' and 'Batch Filings'. The 'Single Filing' tab is active, showing dropdowns for Court (F), Document Type (Exc-Circ v1), Venue (CAM), Docket Number (250), and Year (12). A 'Refile Indicator' checkbox is present. A 'Party Association' dialog box is open, displaying a table with columns: Description, Entry, Detail, and Help. The table contains rows for 'Primary or Target \*' (Entry: P, Help: P - Primary, T), 'Party Last Name \*' (Entry: Jones, Help: Maximum num), 'Party First Name' (Help: Maximum num), and 'Party Middle Initial' (Help: Maximum num). A 'Save' button is at the bottom of the dialog. The main window also has an 'Associate Party' button. At the bottom, there are buttons for 'Transmit Single Filing', 'Save to Batch List', and 'New Filing', along with status indicators for 'Total Plaintiffs' and 'Total Defendants' (both at 0).

When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and the lender would be the Target.

To access and implement the **Party Association** Tab please refer to the [Party Association](#) Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

**NOTE:** See [COMMON PROCEDURES WHILE FILING](#) for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

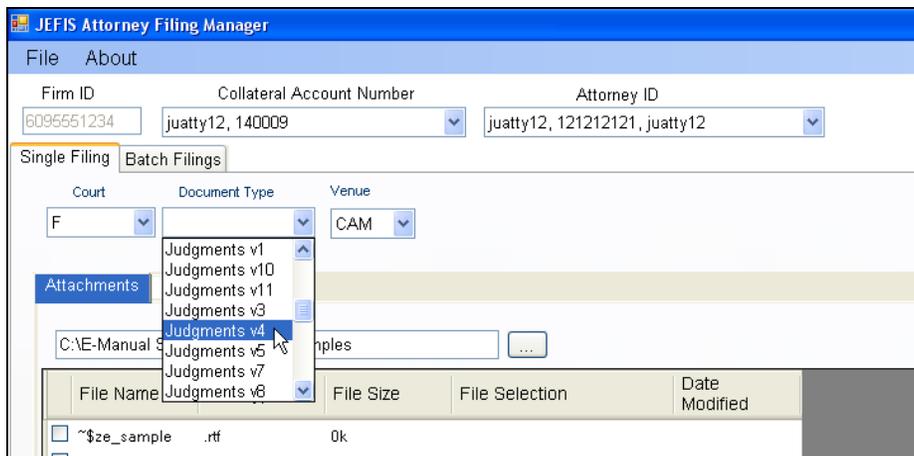
**Note:** The [APPENDIX A](#) contains a list of each **Document Type** and definition.

## **Filing Judgments**

There are multiple Judgment types.

To file **any** type of judgment, start by clicking the **New Filing** button (to remove any data retained from the previous filing). The following steps can then be implemented:

1. Select the collateral account number and attorney id for the specific judgment being filed unless The JEFIS Attorney Filing Manager has already correctly defaulted to the appropriate account number and attorney id.
2. Select the court as “F” for Foreclosure from the Court dropdown then click the down arrow on the Document Type field and select the appropriate Judgment type.



3. If appropriate, change your work directory by clicking the button to the right of the Default Work Directory field and selecting another directory
4. Click the down arrow on the Venue field and select a venue code; then enter a Docket Number and Year.
5. Select the required and optional supporting documents for the selected Judgment type from the default or selected work directory folder by using the check box next to the file name. You may select a different folder, if required, using the browse button (...). The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder.
6. Please select a ‘Lead’ document by clicking the check box to the left of the file name and clicking from the File Selection column’s dropdown for that specific row from the Attachments tab screen on the JEFIS Attorney Filing Manager. Documents marked with an asterisk in the File Selection dropdown box are mandatory to file a judgment package. Files are displayed based on the order of selection.

## JEFIS Attorney Filing Manager

**JEFIS Attorney Filing Manager**

File About

Firm ID: 609551234 Collateral Account Number: juatty12, 140009 Attorney ID: juatty12, 121212121, juatty12

Single Filing Batch Filings

Court: F Document Type: Judgments v1 Venue: CAM Docket Number: 277 Year: 12 Refile Indicator:

JudgRes

Attachments Filing Data Party Association Property Field Validation

C:\E-Manual Scans\Document Samples\judgements

File Name	File Type	File Size	File Selection	Date Modified
<input type="checkbox"/> FOR JUD METES...	.rtf	2k		2012/11/08
<input checked="" type="checkbox"/> FOR JUD MORT ...	.rtf	2k	True Copy of Mortgage*	2012/11/08
<input checked="" type="checkbox"/> FOR JUD NOTE ...	.rtf	2k	True Copy of Note*	2012/11/08
<input checked="" type="checkbox"/> FOR JUD PROP ...	.rtf	2k	Proposed Judgment*	2012/11/08
<input type="checkbox"/> FOR JUD TAX CO...	.rtf	2k		2012/11/08
<input type="checkbox"/> FORECLOSURE ...	.rtf	2k		2012/11/08
<input type="checkbox"/> FORECLOSURE ...	.rtf	4k		2012/11/08
<input type="checkbox"/> FORECLOSURE ...	.TIF	146k		2012/11/08
<input type="checkbox"/> FORECLOSURE j...	.rtf	12k		2012/11/08
<input checked="" type="checkbox"/> FORECLOSURE ...	.rtf	2k	PrfSvc Ntc Mtn Entr Final ...	2012/11/08
<input checked="" type="checkbox"/> FORECLOSURE ...	.rtf	2k	Lead	2012/11/08
<input type="checkbox"/> JugmntMetesBnd...	.pdf	17k		2012/11/08
<input type="checkbox"/> JugmntPOSNtcJd...	.pdf	57k		2012/11/08
<input type="checkbox"/> JugmntAffDgntInq	.pdf	50k		2012/11/08
<input type="checkbox"/> JugmntAffNonMil...	.pdf	145k		2012/11/08
<input type="checkbox"/> JugmntAffSrchFee	.pdf	35k		2012/11/08
<input checked="" type="checkbox"/> JugmntCertMailD...	.pdf	75k	Cert Due Diligence (CODI)*	2012/11/08
<input type="checkbox"/> JugmntFnJdMnt	.pdf	74k		2012/11/08
<input type="checkbox"/> JugmntLedCrtPrf...	.pdf	76k		2012/11/08
<input type="checkbox"/> JugmntMortTruCpy	.pdf	1278k		2012/11/08
<input checked="" type="checkbox"/> JugmntNoteTruCpy	.pdf	248k	True Copy of Note*	2012/11/08
<input type="checkbox"/> JugmntPOS NtcC...	.pdf	180k		2012/11/08
<input type="checkbox"/> JugmntPrfMail	.pdf	739k	Cert Costs to be Taxed*	2012/11/08
<input type="checkbox"/> JugmntTaxCstCert	.pdf	35k		2012/11/08
<input type="checkbox"/> JugmntWrEx	.pdf	81k		2012/11/08

Selected Files

- FORECLOSURE JUD TRUE
- FORECLOSURE JUD PROF
- JugmntCertMailDftReq.pdf
- LeadCertPrfAmntDue.pdf
- aff nonmil\_20110107152907
- JugmntNoteTruCpy.pdf
- pos ntc cure\_201101071533
- CertNoSvcDef4.rtf
- FOR JUD MORT TRUE COF
- FOR JUD NOTE TRUE COF
- FOR JUD PROP JUD.rtf
- WritExecution.pdf
- taxcost cert\_201101071529

Transmit Single Filing Save to Batch List New Filing \* indicates required field Total Plaintiffs : 0 Total Defendants : 0

Each Judgment type has its own set of attachments, out of which some may be mandatory. Refer to [Appendix C](#) for the attachment list for each judgment type.

## JEFIS Attorney Filing Manager

Description	Entry	Detail	Help
Notice of Motion for Final Jud...	Y	"Y" for Yes	Valid value: "Y" for Yes
Mortgagee Name	Thomas Hardy		Current Mortgage Owner. Format: First Name, Middle
Default Amount \$ *	200150.00		Unpaid principal balance of the mortgage loan on the c
Last Contracted Due Date *	08012010		The date the loan went into default, such as typical ten
Date of Amount Due Stateme...	10012010		The date the lender or lender's servicer prepares and
Default Rate of Interest	2.345		Interest Rate authorized by the Note upon default; repr
Interest Rate at Origination *	2.340		The Interest Rate of the loan at origination; report 3 de
Per Diem \$ *	2.33		Dollar amount of interest accruing on the principal and
Date Late Charges Accrue *	09152010		The Date when late charges began to accrue on the lo
Final Late Charge Date *	10152010		Date can not be later than Complaint date. Format: MM
Monthly Late Charges \$ *	123.66		Dollar amount of monthly late charge. Format: 999999
Months Past Due *	3		Number of months between the reporting date and the
Requesting Interest on Adva...	y		Valid Values: (Y) Yes, (N) No
First Advance Date	05012008		Date on which the first advance for taxes or insurance
Last Advance Date	08012008		Date on which the last advance for taxes or insurance
Advance Real Estate Taxes \$ *	2345.75		Amount paid for property taxes by the lender. Format:
Advance Home Owners Insur...	2345.00		Amount paid for property insurance by the lender. For
Advances Mortgage Insuranc...	765.00		Amount paid for property mortgage insurance by the le
Advances Inspections \$ *	1234.00		Amount paid for property inspections by the lender. Fr
Advances Winterizing/Securi...	5432.00		Amount paid for property winterizing/securing by the le
Advances Others \$ (Itemize)			All other amounts paid for property claimed by the lenc
Less Escrow Monies \$ *	2000.00		Escrow amounts held by lender and applied in satisfac
Advances Accrual Start Date	06012008		First date on which the lender is calculating interest on
Advances Accrual End Date	08312008		Last date on which the lender is calculating interest on
Interest on Advances \$ *	2345.00		Format: 99999.99
Other Charges \$			Format: 99999.99
Fee for Filing Lis Pendens \$ *	765.00		Format: 999.99

Transmit Single Filing   Save to Batch List   New Filing   \* indicates required field   Total Plaintiffs : 0  
Total Defendants : 0

- Click on the **Filing Data** tab to display the **Filing Data** columns for **Description, Entry, Detail and Help**. On the **Filing Data** tab screen while the **Single Filing** Tab remains active the appropriate input is entered into the **Entry** column.

**NOTE:** A simple order for judgment must be e-filed as an **Orders-no-Motion** document type and not as a **Judgment** document type. Use the mouse or Tab key to move to and enter information in the **Entry** column fields. The items followed by an asterisk (\*) in the **Description** column are fields that require an entry. Attempts to save the XML file without an entry in these fields will result in an error message.

## JEFIS Attorney Filing Manager

Description	Entry	Detail	Help
Advances Accrual End Date			te on which the lender is calculating interest on
Interest on Advances \$ *			99999.99
Other Charges \$			99999.99
Fee for Filing Lis Pendens \$ *			999.99
Number of Motion(s) Filed *			of motions claimed by the lender to the taxed c
Title Search Fees \$ *			999999.99
Costs on Application for Writ ...			99999.99
Original Loan Amount \$ *			iginal principal amount of the debt secured by th
Debt Instrument Execution D...			te of execution of the note/bond. Format: MMD
Type of Mortgage			valid values only
Mortgage Execution Date *			te of execution of the mortgage. Format: MMDC
Mortgage Recording Date *			Clerk's/Registrar's mortgage recording date. F
Mortgage Recording County *			where the mortgage on the subject property is
Mortgage Book *			mortgage book volume where the mortgage on
Mortgage Page *			County mortgage book page in the mortgage book vol
ARM Reset Date			The date on which the next ARM reset is due to occur.
Next ARM Reset Rate			The expected interest rate on an ARM loan at the next

Tables of valid entries are available for some fields that require the entry of a code. These tables are accessed by using the F1 key when the cursor is in the field or by double-clicking in the field. For example, placing the cursor in the **Entry** field for **'Type of Mortgage'** and pressing F1 (or double-clicking the field) displays a table of valid document entries.

Clicking a **Detail** item places the code that corresponds to the text shown on the **'Type of Mortgage'** Detail field in the **Filing Data's 'Type of Mortgage' Entry** field.

**NOTE:** The [APPENDIX A](#) contains a list of each **Document Type** and field definition. For each Judgment document type, each data field to be submitted with an electronic filing is listed with both, the basic technical requirements and common descriptions.

### Appendix A- Judgment Types

- [Judgments V1- JudgRes](#)
- [Judgments V10- JudgOSTOpSt](#)
- [Judgments V11- JudgStrict](#)
- [Judgments V3- JudgComm](#)
- [Judgments V4- JudgInRem](#)
- [Judgments V5- JudgOpt](#)
- [Judgments V7- JudgOSTTax](#)
- [Judgments V8- JudgPers](#)
- [Judgments V9- JudgPersUSA](#)

## JEFIS Attorney Filing Manager

The screenshot displays the JEFIS Attorney Filing Manager interface. At the top, there are fields for Firm ID (6095551234), Collateral Account Number (juatty12, 140009), and Attorney ID (juatty12, 121212121, juatty12). Below these are tabs for 'Single Filing' and 'Batch Filings'. The 'Single Filing' section includes dropdowns for Court (F), Document Type (Judgments v1), Venue (CAM), and checkboxes for Docket Number (F), Year (277), and Refile Indicator (12). A 'JudgRes' checkbox is also present. The 'Party Association' tab is selected, displaying a table with columns: Description, Entry, Detail, and Help. The table lists fields like 'Primary or Target \*', 'Party Last Name/Corporation \*', 'Party First Name', 'Party Middle Initial', 'Defendant Type', 'Form of Service', and 'Amount of Service' with their respective validation rules. A 'Save' button is at the bottom right of the table. A 'Field Validation' panel is visible on the right side of the main window.

Description	Entry	Detail	Help
Primary or Target *			P - Primary, T
Party Last Name/Corporation *			Maximum num
Party First Name			Maximum num
Party Middle Initial			Maximum num
Defendant Type			Select valid v:
Form of Service			Select valid v:
Amount of Service			Format: 99995

When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and the lender would be the Target.

To access and implement the **Party Association** Tab please refer to the [Party Association](#) Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

**NOTE:** See [COMMON PROCEDURES WHILE FILING](#) for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents**.

## JEFIS Attorney Filing Manager

The screenshot displays the JEFIS Attorney Filing Manager interface. At the top, there are fields for Firm ID (6095551234), Collateral Account Number (juatty12, 140009), and Attorney ID (juatty12, 121212121, juatty12). Below these are tabs for 'Single Filing' and 'Batch Filings'. The 'Single Filing' section includes dropdowns for Court (F), Document Type (Judgments v1), Venue (CAM), Docket Number (F 277), and Year (12), along with a 'Refile Indicator' checkbox and a 'JudgRes' link. The main area has tabs for 'Attachments', 'Filing Data', 'Party Association', and 'Property'. The 'Property' tab is active, showing a table with columns: Party Type, Municipality Block, Municipality Lot(s), County Name, Municipality Code, Address 1, Address 2, and City. A smaller dialog box titled 'frmAddProperty' is overlaid on this table, containing a table with columns: Description, Entry, Detail, and Help. The dialog box also has a 'Save' button at the bottom right. The 'City' field in the main table is populated with 'Bridgetown'.

Next, click the **Property** Tab to enter the property details for the judgment being filed. This is a mandatory requirement for all judgment types.

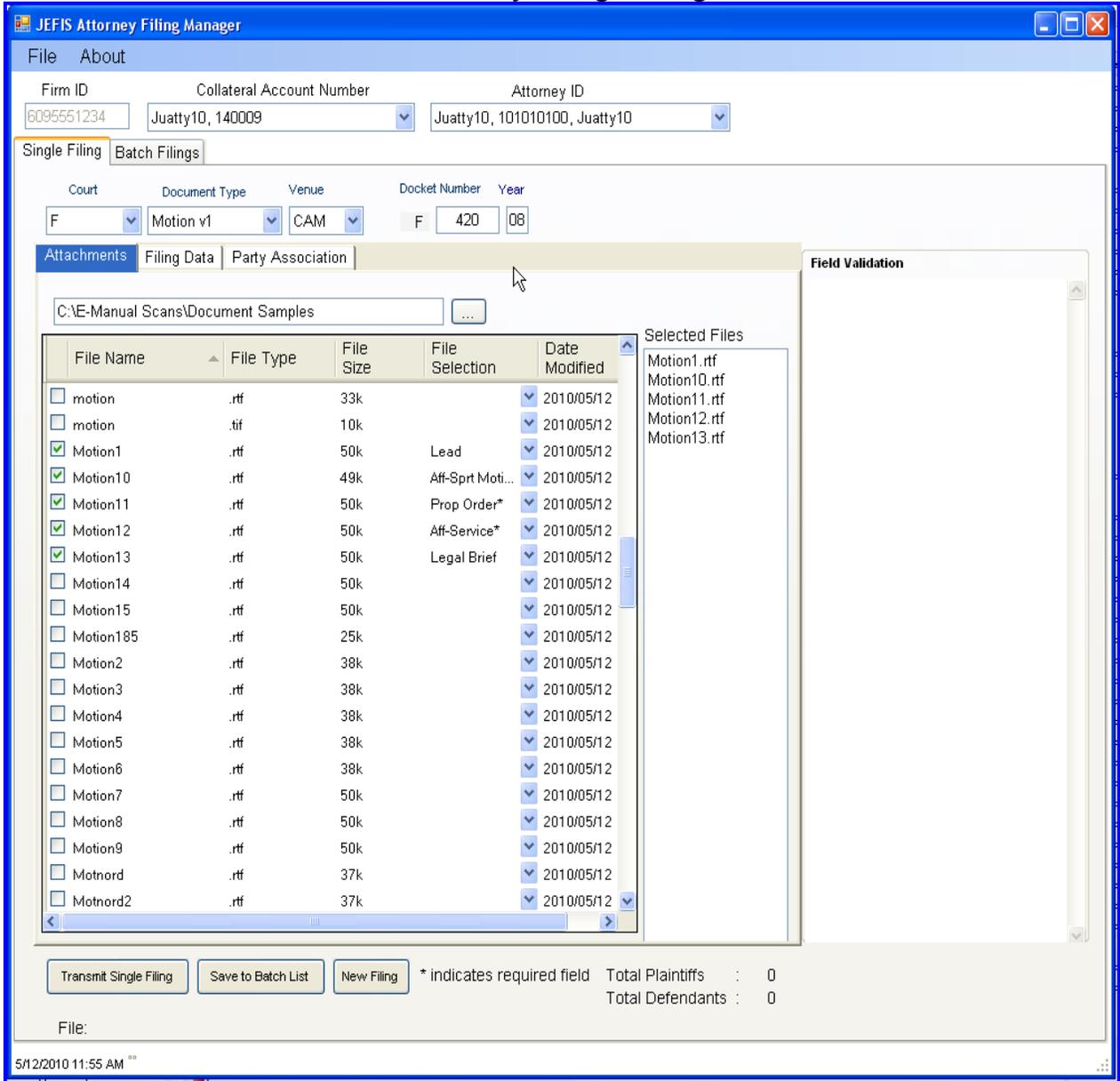
### **Filing Motion or Motion-OF(Office of Foreclosure)**

To file **Motion or Motion-OF (Motion - Office of Foreclosure)**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

- Please select the collateral account number and attorney id for the specific motion being filed.
- The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on settings.
- Please select the court as “F” for Foreclosure and document type as “Motion” / “Motion-OF” based upon the type of motion, venue based upon the location of the property for the document and enter the docket number for the case.
- The JEFIS Attorney Filing Manager displays options for you to select the court, document type and venue.
- The JEFIS Attorney Filing Manager validates the format to check if a valid docket entry is made and displays available selections.
- Please select the required supporting documents from the default work directory folder. A different folder may be selected if required using the browse button (...).
- The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder.
- Please select a ‘Lead’ document by clicking the check box to the left of the file name and clicking from the **File Selection** column’s dropdown for that specific row from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. Documents marked with an asterisk in the **File Selection** dropdown box are mandatory to file a motion. Files are displayed based on the order of selection with an option to assign a document type for each selected file.
- Following documents types are available for filing **Motion / Motion-OF** :
  - a. Notice of motion (is the lead document for **Motion/Motion-OF**) \*
  - b. Certification in support of motion \*
  - c. Proposed form of order \*
  - d. Certification of service \*
  - e. Exhibit A
  - f. Exhibit B
  - g. Exhibit C
  - h. Exhibit D
  - i. Exhibit E
  - j. Exhibit

You can select multiple documents with a document type of **Exhibit**. All those marked with ‘\*’ are required documents.

## JEFIS Attorney Filing Manager



Document types filed as “**Exhibit**” are stored alphabetically example: if you files 3 documents with a document type of “**Exhibit**” they are stored as Exhibit F, Exhibit G and Exhibit H.

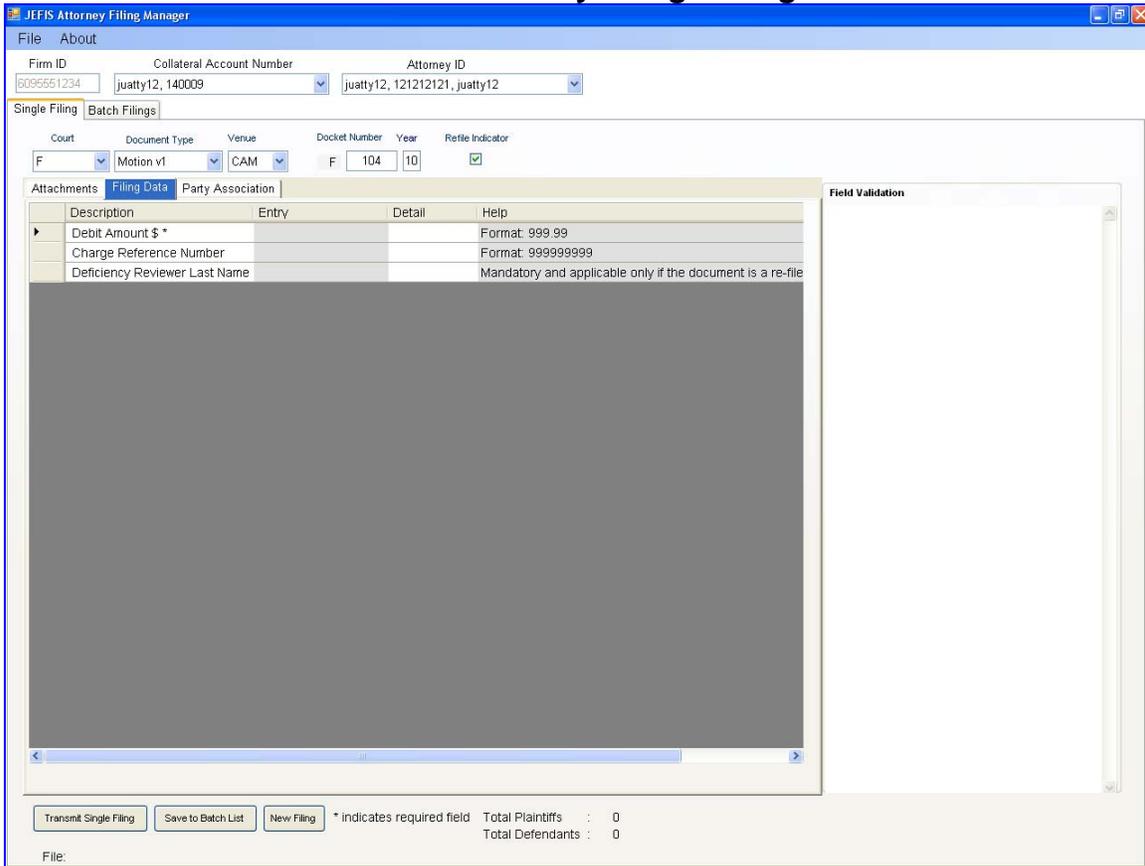
“Notice of motion” is the lead document for the motion / motion-of package and only one Lead document can exist for each package that is filed.

Document types are mandatory for all the selected files and documents marked with an asterisk are mandatory to file a motion / motion-of package. Assign a document type for all the selected files.

Selected file(s) are displayed based on the order of selection.

Please click on “Filing Data” tab.

### JEFIS Attorney Filing Manager



The JEFIS Attorney Filing Manager displays the additional data entry fields for the **Motion or Motion-OF** related information, where mandatory fields are marked with an asterisk in the **Description** column and Field validation / formats appear in the **Help** column. Please review the [APPENDIX A](#) for further detail regarding **Motion or Motion-OF** data entry fields.

## JEFIS Attorney Filing Manager

When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the [Party Association](#) Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

**NOTE:** See [COMMON PROCEDURES WHILE FILING](#) for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

### **Filing Motion-Surp-Fun (Motion for Surplus Funds)**

To file ***Motion-Surp-Fun (Motion for Surplus Funds)***, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

- Please select the collateral account number and attorney id for the specific motion being filed.
- The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on your settings.
- Please select the court as “F” for Foreclosure and document type as “***Motion-Surp-Fun***” based upon the type of motion, venue based upon the location of the property for the document and enter the docket number for the case.
- The JEFIS Attorney Filing Manager displays options for you to select the court, document type and venue.
- The JEFIS Attorney Filing Manager validates the format to check if a valid docket entry is made and displays your selections.
- Please select the required supporting documents from the default work directory folder. A different folder may be selected if required using the browse button (...).
- The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder.
- Please select a ‘Lead’ document by clicking the check box to the left of the file name and clicking from the **File Selection** column’s dropdown for that specific row from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. Documents marked with an asterisk in the **File Selection** dropdown box are mandatory to file a Motion for Surplus Funds. Files are displayed based on the order of selection with an option to assign a document type for each selected file.
- Following documents types are available for filing ***Motion-Surp-Fun***:
  - a. Notice of motion (is the lead document for ***Motion-Surp-Fun***) \*
  - b. Certification in support of motion \*
  - c. Proposed form of order \*
  - d. Certification of service \*
  - e. Exhibit A
  - f. Exhibit B
  - g. Exhibit C
  - h. Exhibit D
  - i. Exhibit E
  - j. Exhibit

You can select multiple documents with a document type of **Exhibit**. Documents showing ‘\*’ are required.

### JEFIS Attorney Filing Manager

File About

Firm ID: 6095551234 Collateral Account Number: Juatty10, 140009 Attorney ID: Juatty10, 101010100, Juatty10

Single Filing | Batch Filings

Court: F Document Type: Motion-Surp-Fun Venue: CAM Docket Number: 412 Year: 08

Attachments | Filing Data | Party Association

C:\E-Manual Scans\Document Samples

File Name	File Type	File Size	File Selection	Date Modified
<input type="checkbox"/> acknowledgement of fi...	.pdf	121k	<input type="checkbox"/>	2010/05/12
<input type="checkbox"/> acknowledgement of s...	.pdf	46k	<input type="checkbox"/>	2010/05/12
<input type="checkbox"/> adjournment request	.pdf	57k	<input type="checkbox"/>	2010/05/12
<input type="checkbox"/> affidavit general	.pdf	56k	<input type="checkbox"/>	2010/05/12
<input type="checkbox"/> affidavit of service	.pdf	130k	<input type="checkbox"/>	2010/05/12
<input type="checkbox"/> alias writ of execution	.pdf	149k	<input type="checkbox"/>	2010/05/12
<input type="checkbox"/> amend answer	.pdf	457k	<input type="checkbox"/>	2010/05/12
<input type="checkbox"/> amended complaint	.pdf	463k	<input type="checkbox"/>	2010/05/12
<input type="checkbox"/> answ with 3rd prt com	.pdf	548k	<input type="checkbox"/>	2010/05/12
<input type="checkbox"/> answ with crossclaim	.pdf	381k	<input type="checkbox"/>	2010/05/12
<input type="checkbox"/> answer	.pdf	658k	<input type="checkbox"/>	2010/05/12
<input type="checkbox"/> answer with countercl...	.pdf	327k	<input type="checkbox"/>	2010/05/12
<input type="checkbox"/> answer with jury dema...	.pdf	194k	<input type="checkbox"/>	2010/05/12
<input type="checkbox"/> answr to counterclaim	.pdf	137k	<input type="checkbox"/>	2010/05/12
<input type="checkbox"/> appearance	.pdf	190k	<input type="checkbox"/>	2010/05/12
<input type="checkbox"/> assign of bid	.pdf	47k	<input type="checkbox"/>	2010/05/12
<input type="checkbox"/> assignment of judgment	.pdf	151k	<input type="checkbox"/>	2010/05/12
<input type="checkbox"/> assignment of mortgage	.pdf	118k	<input type="checkbox"/>	2010/05/12
<input type="checkbox"/> brief in support of moti...	.pdf	356k	<input type="checkbox"/>	2010/05/12
<input type="checkbox"/> cert in opposition to m...	.pdf	80k	<input type="checkbox"/>	2010/05/12

Selected Files

- motion.rtf
- Motion11.rtf
- Motion10.rtf
- mortgage.pdf
- Motion1.rtf

Transmit Single Filing | Save to Batch List | New Filing \* indicates required field

Total Plaintiffs : 0  
Total Defendants : 0

File:

5/12/2010 11:48 AM

Document types are mandatory for all the selected files and documents marked with an asterisk are mandatory to file a **Motion-Surp-Funds v1**. Please assign a document type for all the selected files.

Selected file(s) are displayed based on the order of selection.

Please click on “Filing Data” tab.

### JEFIS Attorney Filing Manager

File About

Firm ID: 6095551234 Collateral Account Number: juatty12, 140009 Attorney ID: juatty12, 121212121, juatty12

Single Filing | Batch Filings

Court: F Document Type: Motion-Surp-Fun Venue: CAM Docket Number: F Year: 104 Refile Indicator:

Description	Entry	Detail	Help
Plaintiff Full Name *			Format: First Name, Middle Initial, Last Name or full name
First Defendant Full Name *			Format: First Name, Middle Initial, Last Name or full name
Name of Attorney or Law Fir...			Format: First Name, Middle Initial, Last Name or full name
Claimant's Name *			Format: First Name, Middle Initial, Last Name or full name
Requested Amount \$ *			All or portion of surplus money claimed due. Format: 999
Amount Claimed Due \$ *			Format: 9999999999.99
Street Address *			Maximum number of characters: 40
Municipality *			Maximum number of characters: 40
County *			Maximum number of characters: 40
Mortgagors/Owner's Names *			Format: First Name, Middle Initial, Last Name or full name
Former Owner-Defendant's N...			Format: First Name, Middle Initial, Last Name or full name
Representation of Business ...			Maximum number of characters: 40
Debit Amount *			Format: 999.99
Charge Reference Number			Format: 9999999999
Deficiency Reviewer Last Name			Mandatory and applicable only if the document is a re-file

Field Validation

Transmit Single Filing Save to Batch List New Filing \* Indicates required field Total Plaintiffs : 0 Total Defendants : 0

File:

**NOTE:** The [APPENDIX A](#) contains a list of each **Document Type** and definition. For each document type, each data field to be submitted with an electronic filing is listed with both the basic technical requirements and common descriptions, where appropriate.

## JEFIS Attorney Filing Manager

The screenshot displays the JEFIS Attorney Filing Manager interface. At the top, there are input fields for Firm ID (6095551234), Collateral Account Number (Juatty10, 140009), and Attorney ID (Juatty10, 101010100, Juatty10). Below these are tabs for 'Single Filing' and 'Batch Filings'. The 'Party Association' tab is selected, showing a table with columns: Primary or Target, Party Last Name, Party First Name, Party Middle Initial, and Field Validation. A smaller 'Party Association' dialog box is overlaid on top, containing a table with columns: Description, Entry, Detail, and Help. The dialog box table lists 'Primary or Target \*', 'Party Last Name \*', 'Party First Name \*', and 'Party Middle Initial' with their respective help text. A 'Save' button is at the bottom right of the dialog box. The status bar at the bottom left shows the date and time: 5/12/2010 11:50 AM.

When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the [Party Association](#) Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

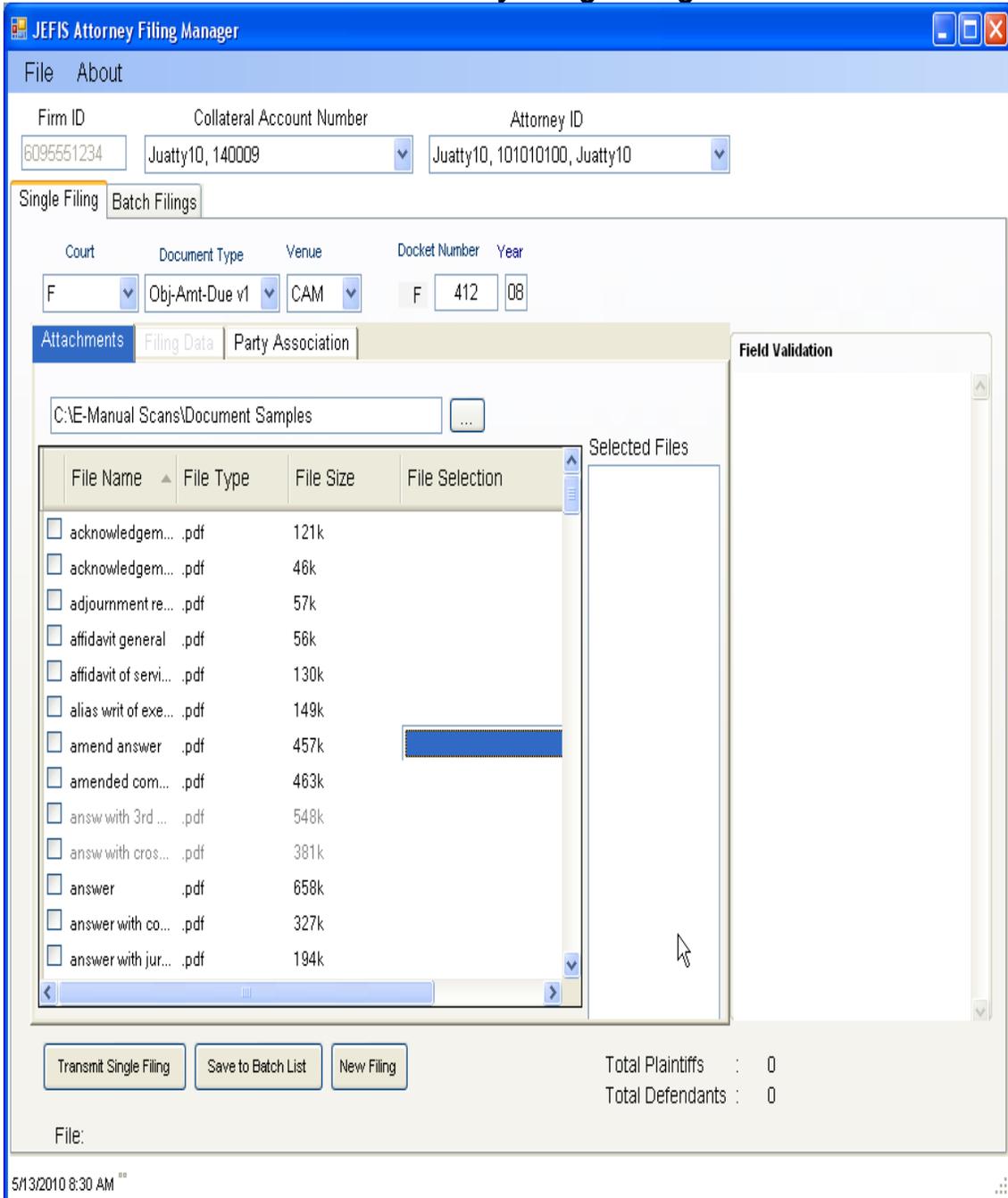
**NOTE:** See [COMMON PROCEDURES WHILE FILING](#) for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents**.

### **Filing Obj-Amt-Due (Objection to Amount Due)**

To file an **Obj-Amt-Due (Objection to Amount Due)**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

1. Please select the collateral account number and attorney id for the specific **Obj-Amt-Due** being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as “F” for Foreclosure and document type as “**Obj-Amt-Due**”.
5. Enter the venue based upon the location of the property.
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for **Obj-Amt-Due** from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See [Accessing the JEFIS Attorney Filing Manager](#) for details.

### JEFIS Attorney Filing Manager



Please select a 'Lead' document by clicking the check box to the left of the file name and clicking from the **File Selection** column's dropdown for that specific row from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. Indicate if it is a **Lead** document or **Exhibit**. Only one **Lead** document can exist for each **Obj-Amt-Due** that is filed but as many **Exhibits** as needed may be selected. Files are displayed based on the order of selection with an option to assign a document type for each selected file.

## JEFIS Attorney Filing Manager

The screenshot displays the JEFIS Attorney Filing Manager interface. At the top, there are fields for Firm ID (6095551234), Collateral Account Number (Juatty10, 140009), and Attorney ID (Juatty10, 101010100, Juatty10). Below these are tabs for Single Filing and Batch Filings. The Single Filing tab is active, showing fields for Court (F), Document Type (Obj-Amt-Due v1), Venue (CAM), Docket Number (F), and Year (412, 08). A 'Party Association' dialog box is open in the foreground, displaying a table with columns: Description, Entry, Detail, and Help. The table lists 'Primary or Target \*', 'Party Last Name \*', 'Party First Name \*', and 'Party Middle Initial' with their respective help text. A 'Save' button is at the bottom right of the dialog. The status bar at the bottom left shows the date and time: 5/12/2010 11:32 AM.

When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the [Party Association](#) Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

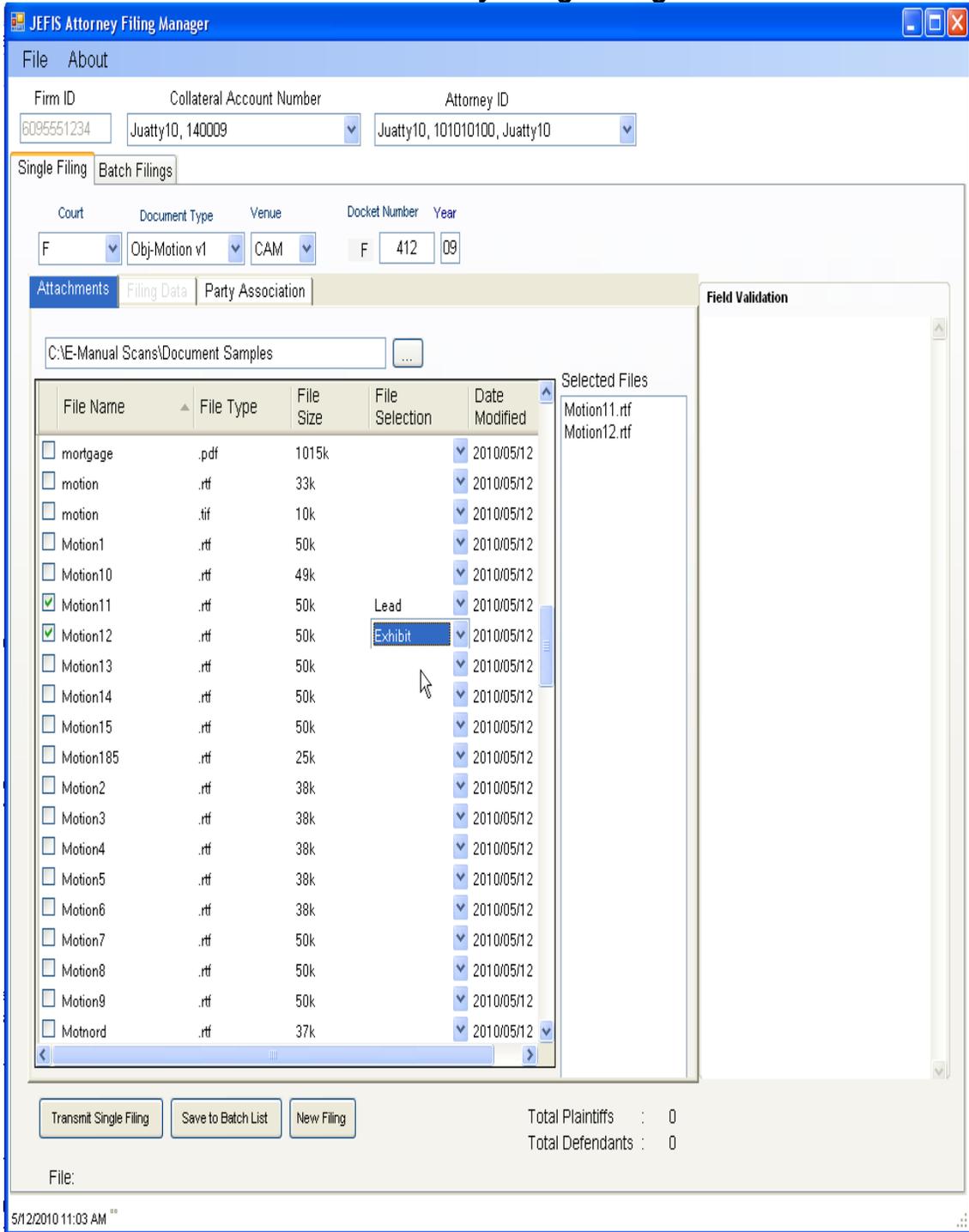
***NOTE:*** See [COMMON PROCEDURES WHILE FILING](#) for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

### **Filing Obj-Motion (Objection to Motion)**

To file an **Obj-Motion (Objection to Motion)**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

1. Please select the collateral account number and attorney id for the specific **Obj-Motion** being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as "F" for Foreclosure and document type as "**Obj-Motion**",
5. Enter the venue based upon the location of the property.
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for **Obj-Motion** from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See [Accessing the JEFIS Attorney Filing Manager](#) for details.

### JEFIS Attorney Filing Manager



Please select the **Obj-Motion** file by using the check box to the left of the file name and indicating if it is a **Lead** document or **Exhibit** using the dropdown box to the right. Only one **lead** document can exist for each **Obj-Motion** that is filed but as many **Exhibits** as needed may be selected. Selected file(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

## JEFIS Attorney Filing Manager

The screenshot displays the JEFIS Attorney Filing Manager interface. At the top, there are fields for Firm ID (6095551234), Collateral Account Number (Juatty10, 140009), and Attorney ID (Juatty10, 101010100, Juatty10). Below these are tabs for 'Single Filing' and 'Batch Filings'. The 'Single Filing' tab is active, showing fields for Court (F), Document Type (Obj-Motion v1), Venue (CAM), Docket Number (F 412), and Year (09). A 'Party Association' tab is highlighted, and a modal dialog box titled 'Party Association' is open. This dialog contains a table with columns for Description, Entry, Detail, and Help. The table lists 'Primary or Target \*', 'Party Last Name \*', 'Party First Name \*', and 'Party Middle Initial', each with a 'Maximum num' help text. A 'Save' button is at the bottom right of the dialog. The status bar at the bottom left shows the date and time: 5/12/2010 11:04 AM.

When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the [Party Association](#) Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

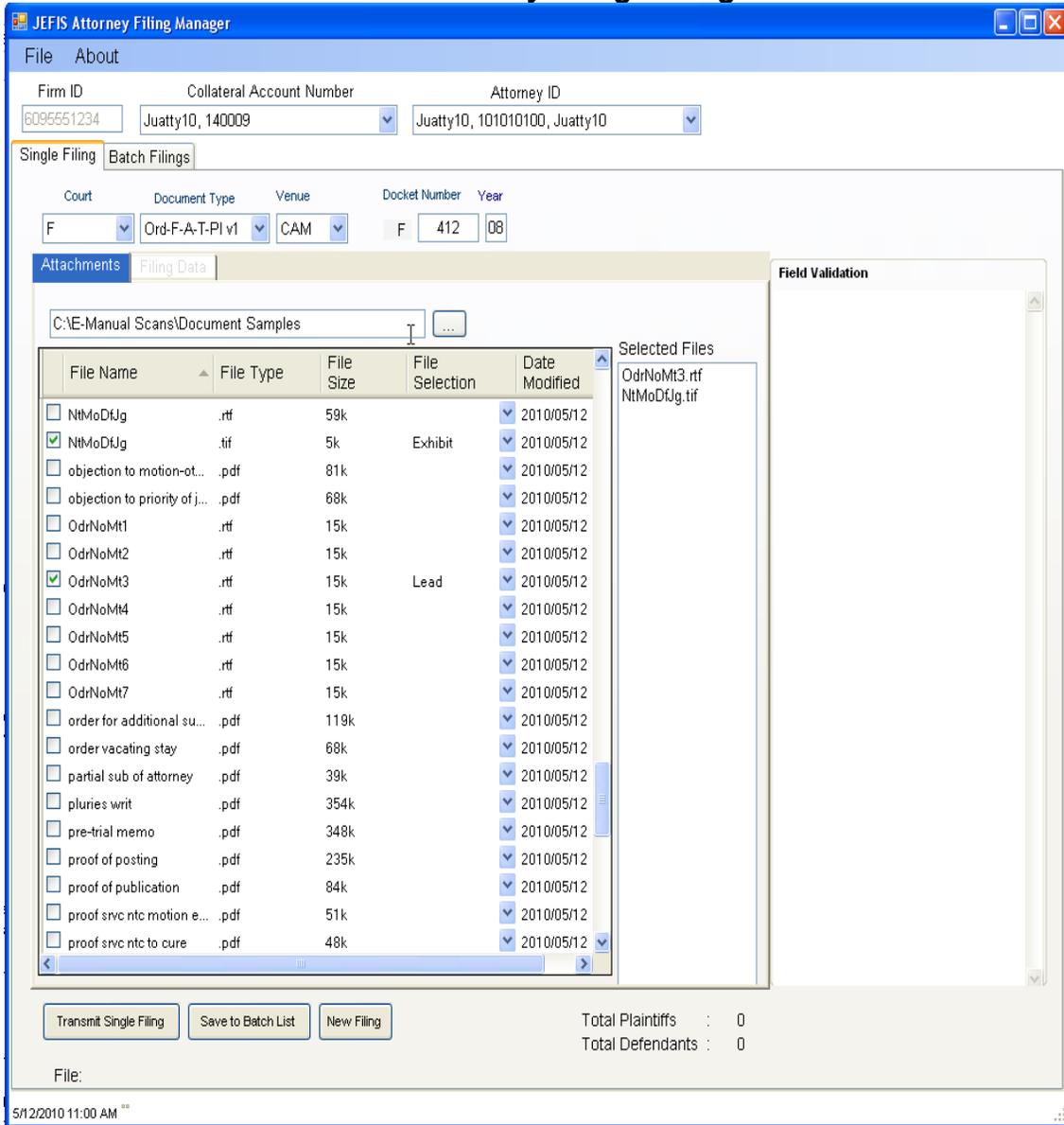
**NOTE:** See [COMMON PROCEDURES WHILE FILING](#) for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

**Filing Ord-F-A-T-PI (Order Fixing Amount Time and Place)**

To file an **Ord-F-A-T-PI (Order Fixing Amount Time and Place)**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

1. Please select the collateral account number and attorney id for the specific Ord-F-A-T-PI being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as "F" for Foreclosure and document type as "Ord-F-A-T-PI".
5. Enter the venue based upon the location of the property
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for Ord-F-A-T-PI from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the Attachments tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See [Accessing the JEFIS Attorney Filing Manager](#) for details.

## JEFIS Attorney Filing Manager



Please select the **Ord-F-A-T-PI** file by using the check box to the left of the file name and indicating if it is a **Lead** document or **Exhibit** using the dropdown box to the right. Only one **lead** document can exist for each **Ord-F-A-T-PI** that is filed but as many **Exhibits** as needed may be selected. Selected file(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

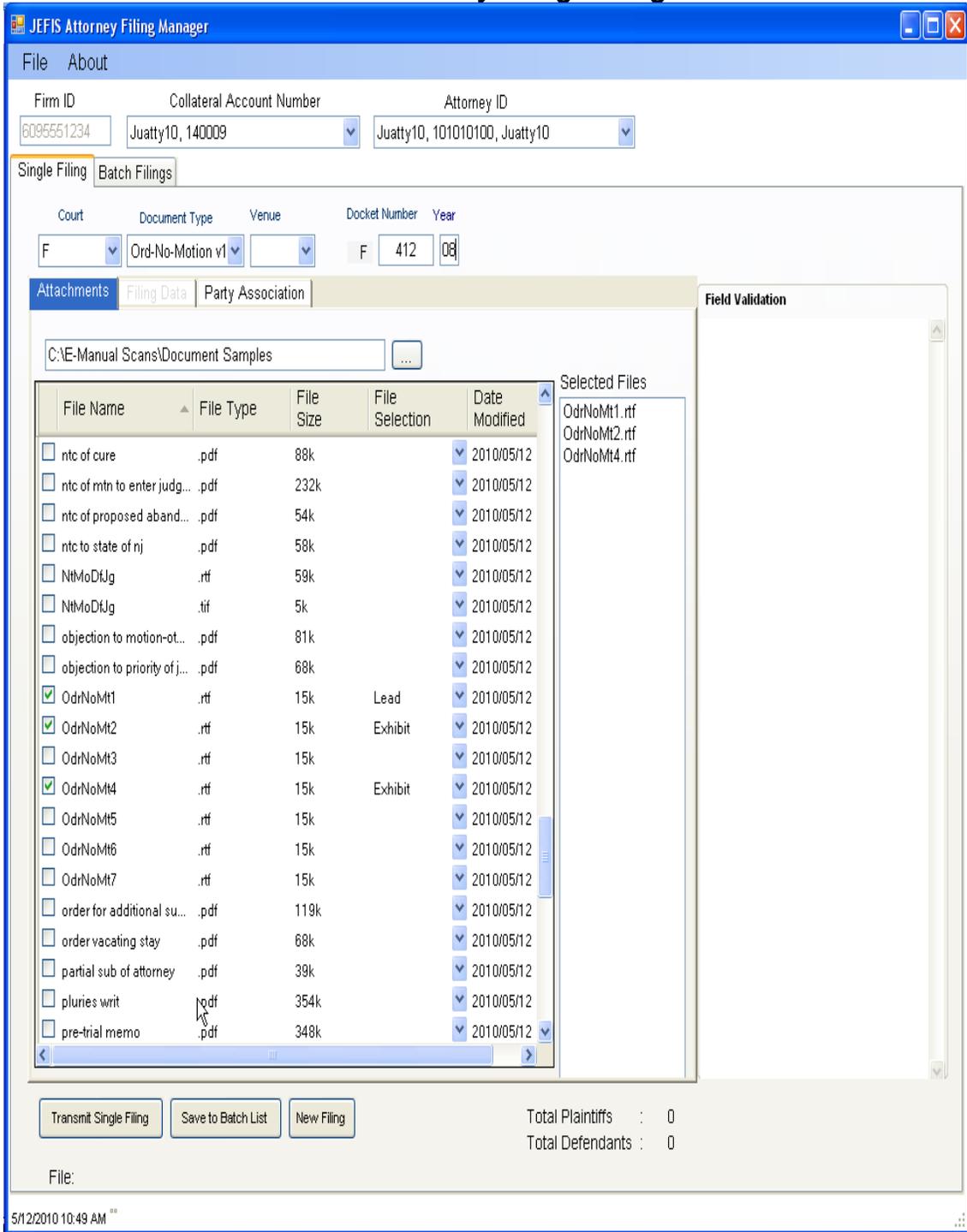
**NOTE:** See **COMMON PROCEDURES WHILE FILING** for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

**Filing Ord-No-Motion (Orders No Motion)**

To file an **Ord-No-Motion (Orders No Motion)**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

1. Please select the collateral account number and attorney id for the specific **Ord-No-Motion** being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as "F" for Foreclosure and document type as "**Ord-No-Motion**".
5. Enter the venue based upon the location of the property.
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for **Ord-No-Motion** from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See [Accessing the JEFIS Attorney Filing Manager](#) for details.

### JEFIS Attorney Filing Manager



Please select the **Ord-No-Motion** file by using the check box to the left of the file name and indicating if it is a **Lead** document or **Exhibit** using the dropdown box to the right. Only one **lead** document can exist for each **Ord-No-Motion** that is filed but as many **Exhibits** as needed may be selected. Selected file(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

## JEFIS Attorney Filing Manager

The screenshot displays the JEFIS Attorney Filing Manager interface. At the top, there are fields for Firm ID (6095551234), Collateral Account Number (Juatty10, 140009), and Attorney ID (Juatty10, 101010100, Juatty10). Below these are tabs for 'Single Filing' and 'Batch Filings'. The 'Single Filing' tab is active, showing fields for Court (F), Document Type (Ord-No-Motion v1), Venue (CAM), Docket Number (F 412), and Year (08). A 'Party Association' tab is also visible, which is expanded into a separate dialog box. This dialog box contains a table with columns: Primary or Target, Party Last Name, Party First Name, Party Middle Initial, and Help. The table lists four rows: 'Primary or Target \*' (Help: P - Primary, T), 'Party Last Name \*' (Help: Maximum num), 'Party First Name \*' (Help: Maximum num), and 'Party Middle Initial' (Help: Maximum num). A 'Save' button is at the bottom right of the dialog. The status bar at the bottom left shows the date and time: 5/12/2010 10:55 AM.

When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the [Party Association](#) Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

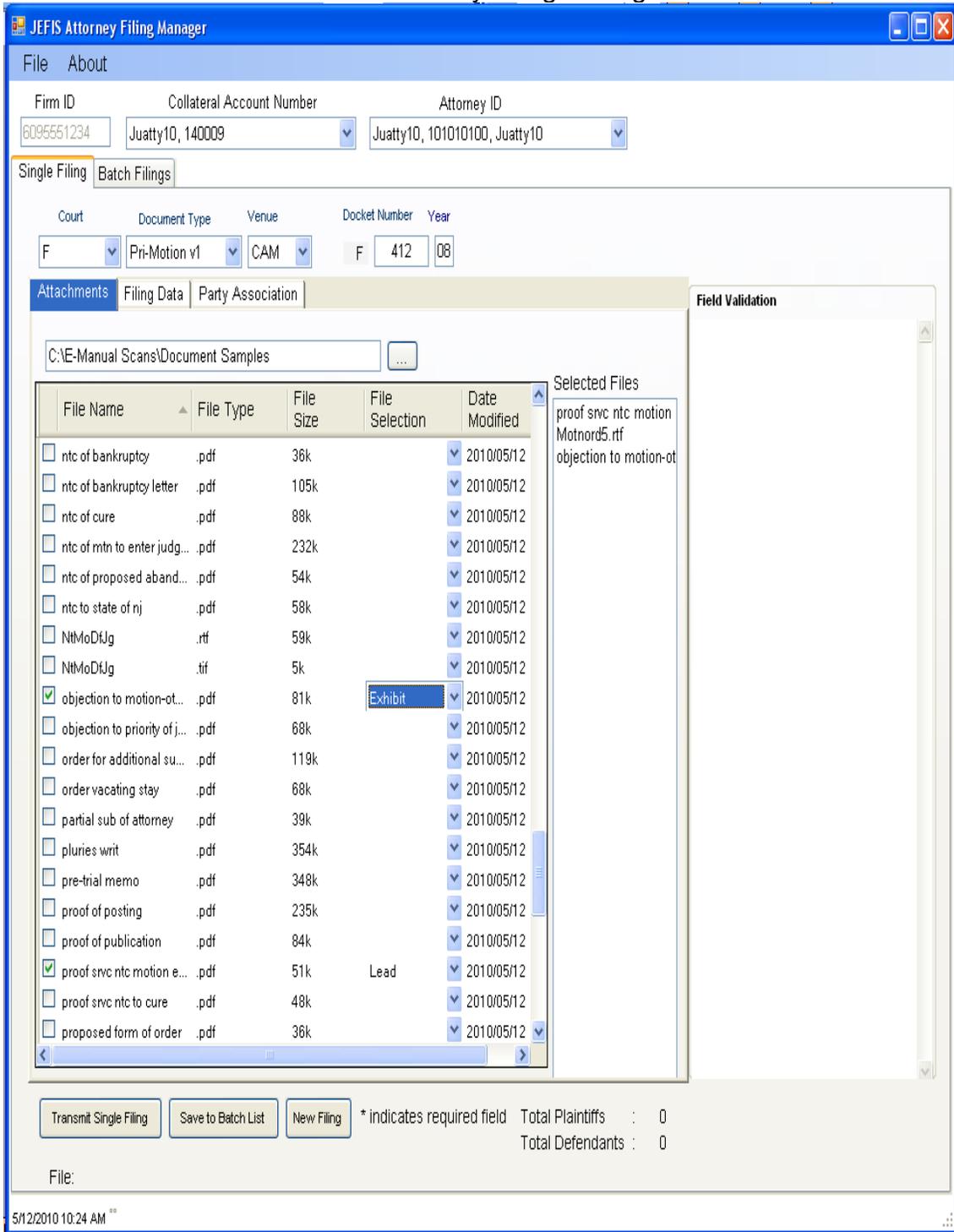
**NOTE:** See [COMMON PROCEDURES WHILE FILING](#) for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

**Filing Pri-Motion (Priority Motion Documents)**

To file a **Pri-Motion (Priority Motion Documents)**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

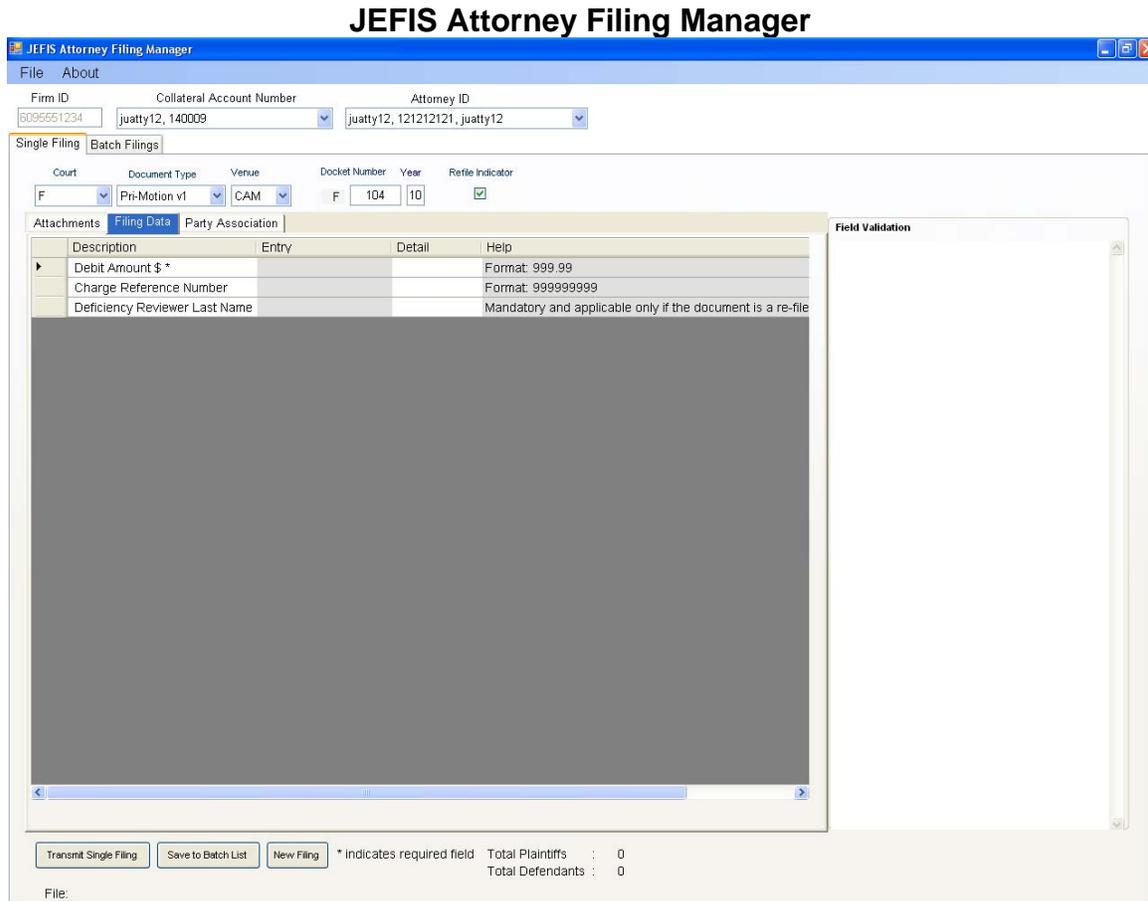
1. Please select the collateral account number and attorney id for the specific motion being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on Your settings.
3. Please select the court as "F" for Foreclosure and document type as "**Pri-Motion**" based upon the type of motion
4. Enter the venue based upon the location of the property for the document.
5. Enter the docket number for the case.
6. The JEFIS Attorney Filing Manager validates the format to check if a valid docket entry is made and displays selections.
7. Please select the required supporting documents from the default work directory folder. A different folder may be selected if required using the browse button (....).
8. The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder.

### JEFIS Attorney Filing Manager



Please select the **Pri-Motion** file by using the check box to the left of the file name and indicating if it is a **Lead** document or **Exhibit** using the dropdown box to the right. Only one **Lead** document can exist for each **Pri-Motion** that is filed but as many **Exhibits** as needed may be selected. Selected file(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

Please click on “Filing Data” tab.



Please click on “**Filing Data**” tab. The JEFIS Attorney Filing Manager displays the following additional data entry fields for the **Pri-Motion** related information and where mandatory fields are marked with an asterisk in the **Description** column and Field validation / formats appear in the **Help** column.

**NOTE:** The [APPENDIX A](#) contains a list of each **Document Type** and definition. For each document type, each data field to be submitted with an electronic filing is listed with both the basic technical requirements and common descriptions, where appropriate.

## JEFIS Attorney Filing Manager

The screenshot displays the JEFIS Attorney Filing Manager interface. At the top, there are fields for Firm ID (6095551234), Collateral Account Number (Juatty10, 140009), and Attorney ID (Juatty10, 101010100, Juatty10). Below these are tabs for 'Single Filing' and 'Batch Filings'. The 'Single Filing' section includes dropdowns for Court (F), Document Type (Pri-Motion v1), and Venue (CAM), along with input fields for Docket Number (412) and Year (08). A 'Party Association' tab is active, showing a table with columns: Primary or Target, Party Last Name, Party First Name, Party Middle Initial, and Field Validation. A smaller 'Party Association' dialog box is overlaid on top, displaying a table with columns: Description, Entry, Detail, and Help. The dialog box table lists: Primary or Target \* (P - Primary, T), Party Last Name \* (Maximum num), Party First Name \* (Maximum num), and Party Middle Initial (Maximum num). A 'Save' button is located at the bottom right of the dialog box. The status bar at the bottom left indicates the date and time: 5/12/2010 10:29 AM.

When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the [Party Association](#) Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

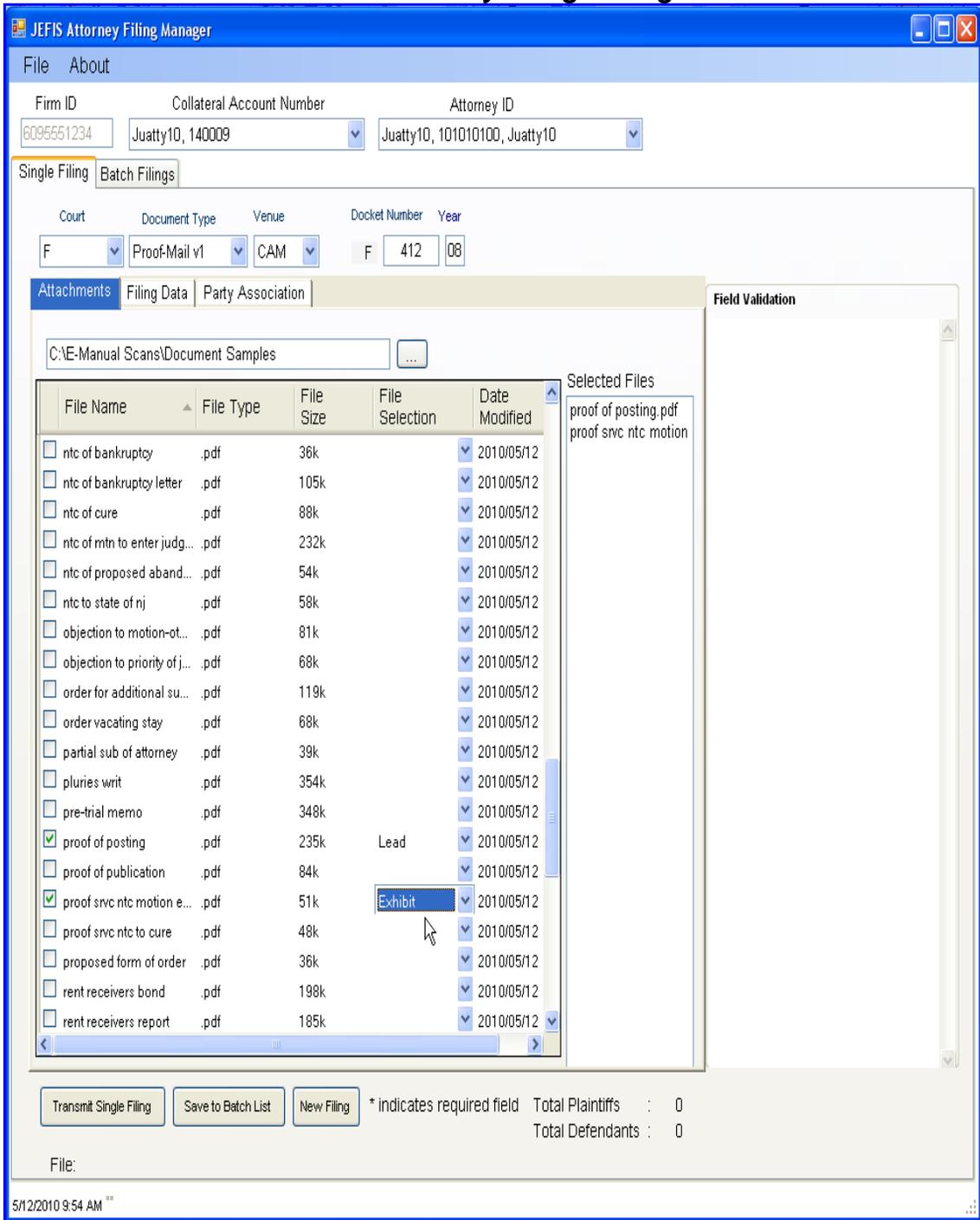
**NOTE:** See [COMMON PROCEDURES WHILE FILING](#) for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

**Filing Proof-Mail (Proof of Mailing)**

To file a **Proof-Mail (Proof of Mailing)**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

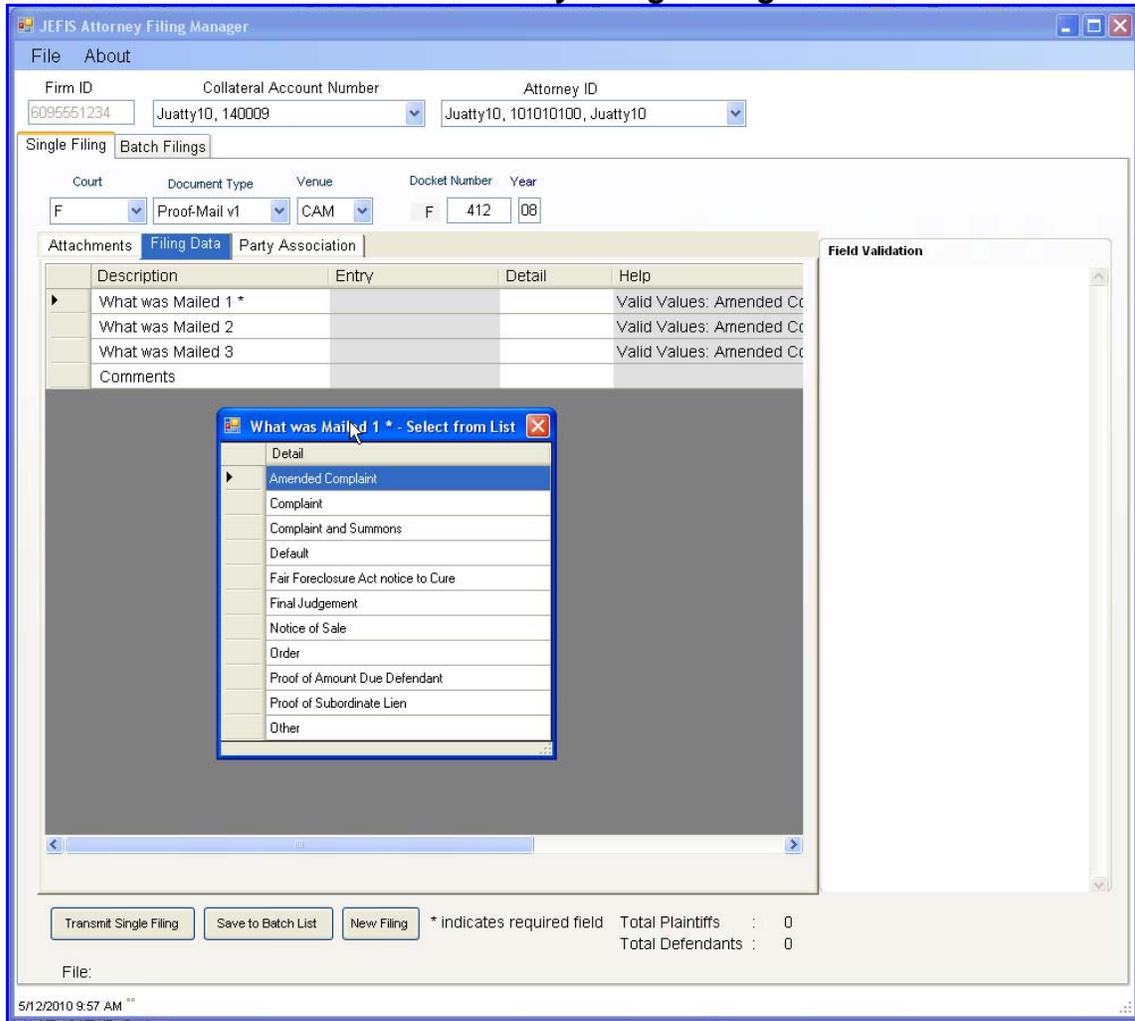
1. Please select the collateral account number and attorney id for the specific **Proof of Mailing** document(s) being submitted.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as "F" for Foreclosure and document type as "**Proof-Mail**".
5. Enter the venue based upon the location of the property.
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for Proof-Mail from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen. A different folder may be selected if required using the browse button (...).

### JEFIS Attorney Filing Manager



Please select the **Proof-Mail** file by using the check box to the left of the file name and indicating if it is a **Lead** document or **Exhibit** using the dropdown box to the right. Only one **Lead** document can exist for each **Proof-Mail** that is filed but as many **Exhibits** as needed may be selected. Selected file(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

## JEFIS Attorney Filing Manager



Please click on “**Filing Data**” tab. The JEFIS Attorney Filing Manager displays the following additional data entry fields for the **Proof-Mail** related information and where mandatory fields are marked with an asterisk in the **Description** column and Field validation / formats appear in the **Help** column.

Tables of valid entries are available for some fields that require the entry of a code. These tables are accessed by using the F1 key when the cursor is in the field or by double-clicking in the field. For example, placing the cursor in the **Entry** field for ‘**What was Mailed 1**’ and pressing F1 (or double-clicking the field) displays a table of valid document entries.

Clicking a **Detail** item in the table places the code the table assigns the ‘**What was Mailed 1**’ **Detail** field to the **Filing Data**’s ‘**What was Mailed 1**’ **Entry** field.

**NOTE:** The [APPENDIX A](#) contains a list of each **Document Type** and definition. For each document type, each data field to be submitted with an electronic filing is listed with both the basic technical requirements and common descriptions, where appropriate.

## JEFIS Attorney Filing Manager

The screenshot displays the JEFIS Attorney Filing Manager interface. At the top, there are input fields for Firm ID (6095551234), Collateral Account Number (Juatty10, 140009), and Attorney ID (Juatty10, 101010100, Juatty10). Below these are tabs for 'Single Filing' and 'Batch Filings'. The 'Party Association' tab is selected, showing a table with columns: Primary or Target, Party Last Name, Party First Name, Party Middle Initial, and a Help column. A smaller 'Party Association' dialog box is overlaid on top, displaying a table with the same columns and a 'Save' button. The status bar at the bottom shows the date and time: 5/12/2010 9:58 AM.

When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the [Party Association](#) Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

**NOTE:** See [COMMON PROCEDURES WHILE FILING](#) for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

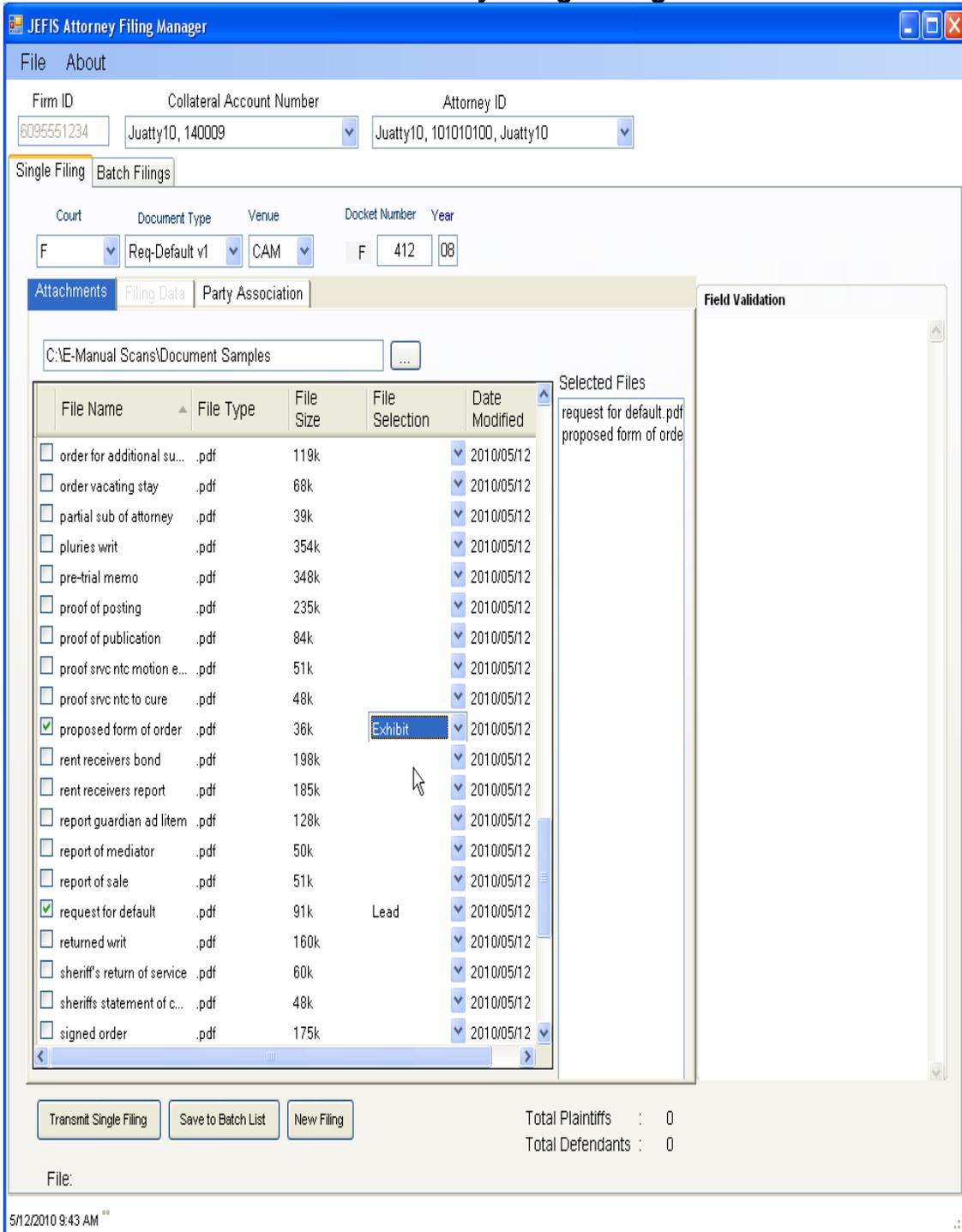
**Filing Req-Default (Request for Default)**

To file a **Req-Default (Request for Default)**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

1. Please select the collateral account number and attorney id for the specific answer being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as “F” for Foreclosure and document type as “**Req-Default**”.
5. Enter the venue based upon the location of the property.
6. Enter the docket number applicable for the case.

Please select the required supporting documents for **Req-Default** from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required using the browse button

### JEFIS Attorney Filing Manager



Please select the **Req-Default** file by using the check box to the left of the file name and indicating if it is a **Lead** document or **Exhibit** using the dropdown box to the right. Only one **Lead** document can exist for each **Req-Default** that is filed but as many **Exhibits** as needed may be selected. Selected file(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

## JEFIS Attorney Filing Manager

The screenshot displays the JEFIS Attorney Filing Manager interface. At the top, there are input fields for Firm ID (6095551234), Collateral Account Number (Juatty10, 140009), and Attorney ID (Juatty10, 101010100, Juatty10). Below these are tabs for 'Single Filing' and 'Batch Filings'. A form section includes dropdowns for Court (F), Document Type (Req-Default v1), Venue (CAM), and input fields for Docket Number (412) and Year (08). A 'Party Association' tab is active, displaying a table with columns: Primary or Target, Party Last Name, Party First Name, Party Middle Initial, and a Help column. A 'Party Association' dialog box is open over the table, showing a list of fields with their descriptions and help text. The dialog box has a 'Save' button and a note that '\*' indicates a required field. The status bar at the bottom left shows the date and time: 5/12/2010 9:47 AM.

Description	Entry	Detail	Help
Primary or Target *			P - Primary, T
Party Last Name *			Maximum num
Party First Name *			Maximum num
Party Middle Initial			Maximum num

When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the [Party Association](#) Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

***NOTE:*** See [COMMON PROCEDURES WHILE FILING](#) for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

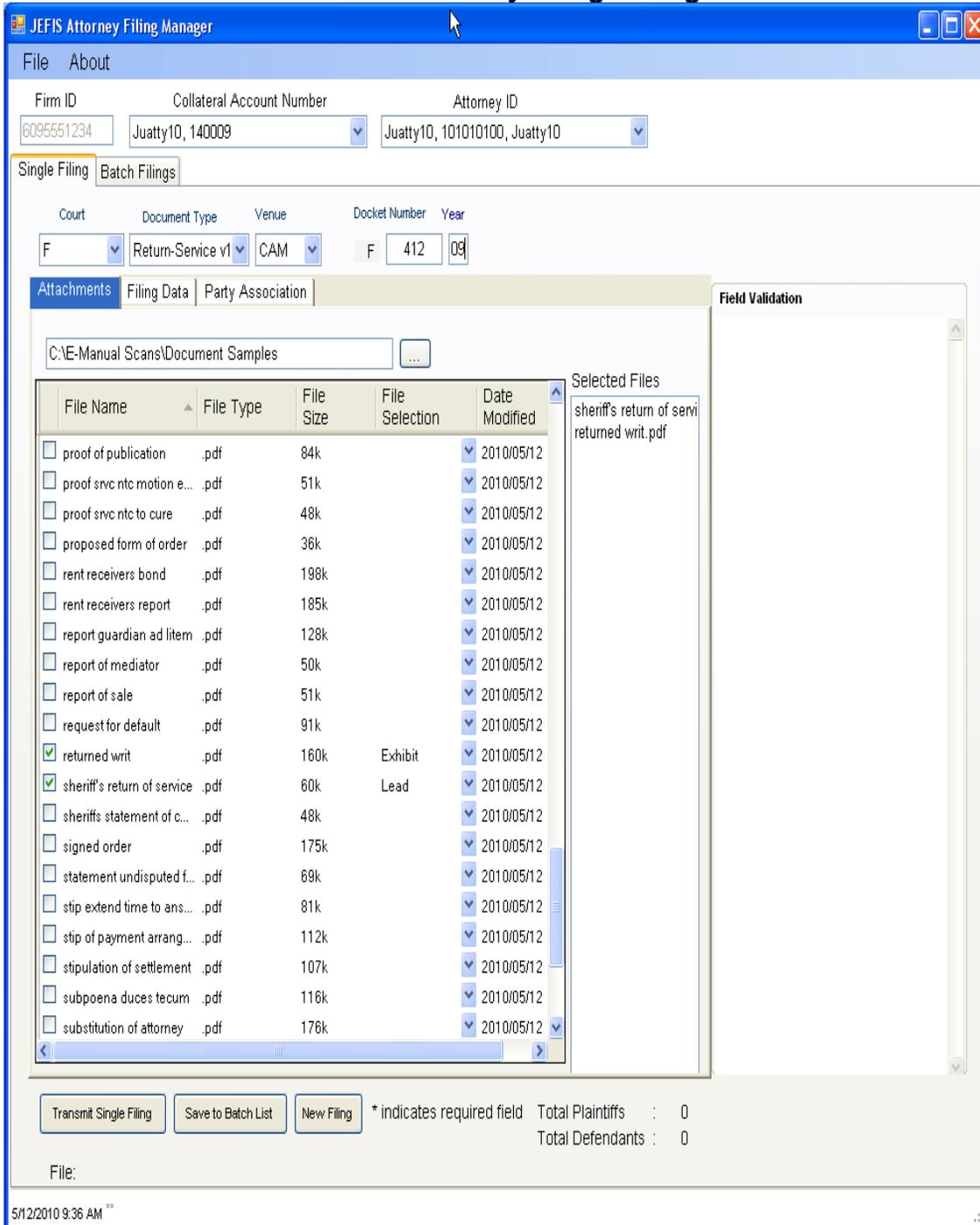
### **Filing Return-Service**

To file a **Return-Service**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

1. Please select the collateral account number and attorney id for the specific Return-Service being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as "F" for Foreclosure and document type as "**Return-Service**".
5. Enter the venue based upon the location of the property.
6. Enter the docket number applicable for the case.

Please select the required supporting documents for Return-Service from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See [Accessing the JEFIS Attorney Filing Manager](#) for details.

### JEFIS Attorney Filing Manager



Please select the **Return-Service** file by using the check box to the left of the file name and indicating if it is a **Lead** document or **Exhibit** using the dropdown box to the right. Only one **Lead** document can exist for each **Return-Service** that is filed but as many **Exhibits** as needed may be selected. Selected file(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

## JEFIS Attorney Filing Manager

The screenshot shows the JEFIS Attorney Filing Manager interface. The 'Filing Data' tab is active, displaying a table of fields for data entry. A dialog box titled 'Service Type \* - Select from List' is open, showing a list of service types. The 'Service Type \*' field in the table is highlighted, and the dialog box is positioned over it. The table has columns for Description, Entry, Detail, and Help. The 'Service Type \*' row is expanded, showing a list of options: Personal, Regular Mail, Certified Mail RRR, Service on Attorney, Acknowledgement of Service, Publication, Posting, Attempted Service, and Other. The 'Detail' column for 'Personal' is selected. The 'Field Validation' window is also visible on the right side of the interface.

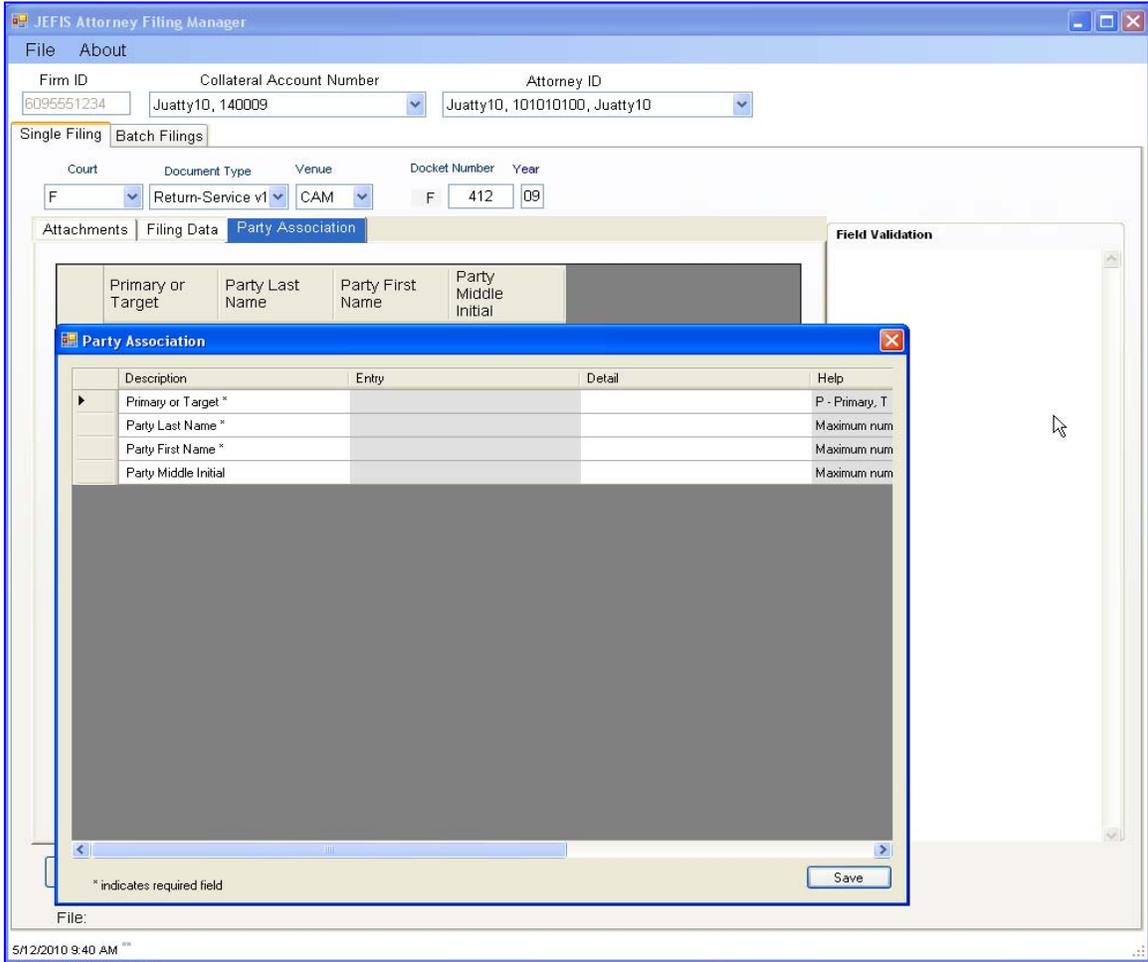
Please click on “**Filing Data**” tab. The JEFIS Attorney Filing Manager displays the following additional data entry fields for the Return-Service related information and

Tables of valid entries are available for some fields that require the entry of a code. These tables are accessed by using the F1 key when the cursor is in the field or by double-clicking in the field. For example, placing the cursor in the **Entry** field for ‘**Service Type**’ and pressing F1 (or double-clicking the field) displays a table of valid document entries.

Clicking a **Detail** item in the table places the code the table assigns the ‘**Service Type**’ **Detail** field to the **Filing Data**’s ‘**Service Type**’ **Entry** field.

**NOTE:** The [APPENDIX A](#) contains a list of each **Document Type** and definition. For each document type, each data field to be submitted with an electronic filing is listed with both the basic technical requirements and common descriptions, where appropriate.

## JEFIS Attorney Filing Manager



When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the [Party Association](#) Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

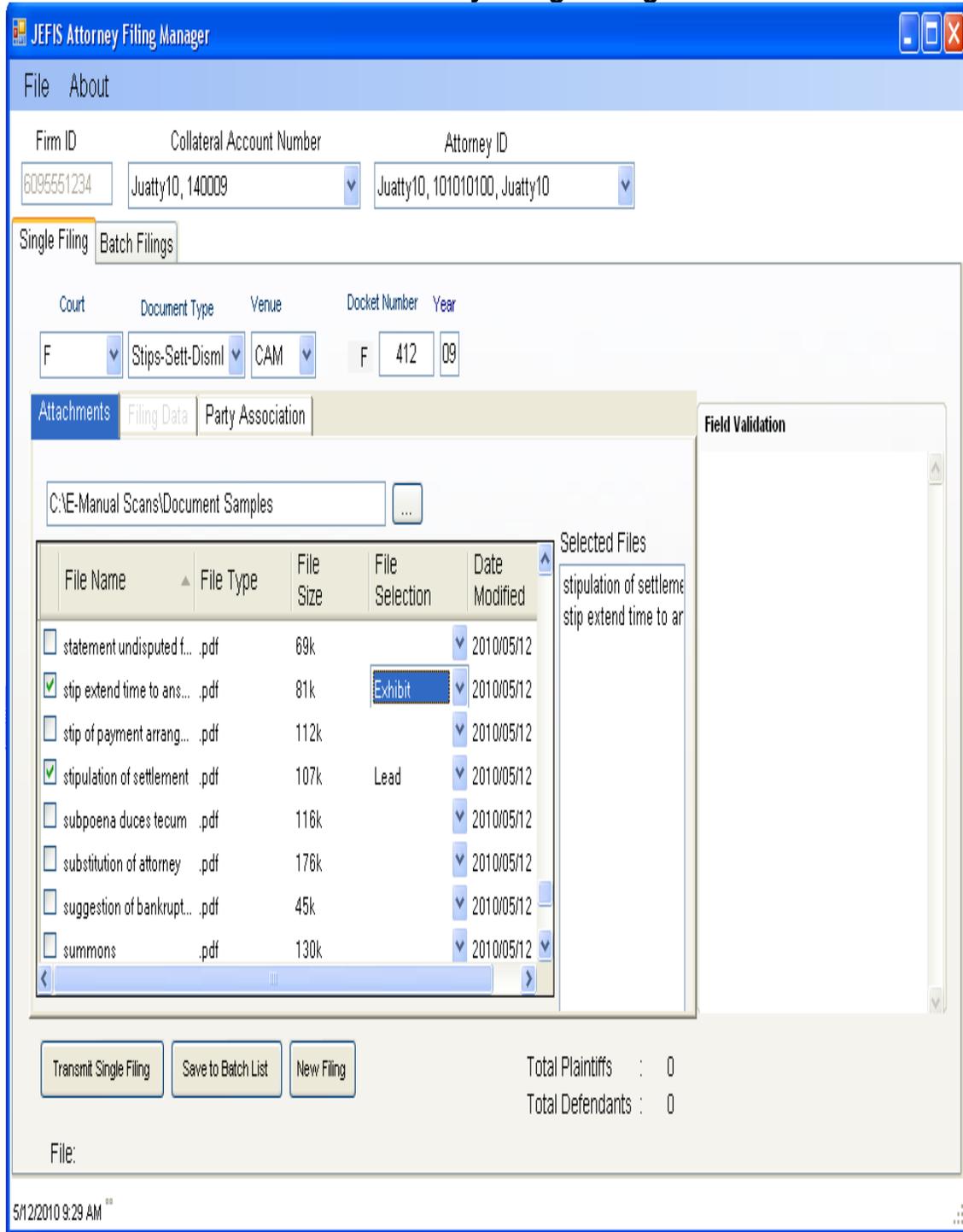
***NOTE:*** See [COMMON PROCEDURES WHILE FILING](#) for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

**Filing Stips-Sett-DismI (Stipulation of Settlement Dismissal)**

To file a **Stips-Sett-DismI (Stipulation of Settlement Dismissal)**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

1. Please select the collateral account number and attorney id for the specific **Stips-Sett-DismI** being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as “F” for Foreclosure and document type as “**Stips-Sett-DismI**”.
5. Enter the venue based upon the location of the property.
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for **Stips-Sett-DismI** from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See [Accessing the JEFIS Attorney Filing Manager](#) for details.

### JEFIS Attorney Filing Manager



Please select the **Stips-Sett-Disml** file by using the check box to the left of the file name and indicating if it is a **Lead** document or **Exhibit** using the dropdown box to the right. Only one **Lead** document can exist for each **Stips-Sett-Disml** that is filed but as many **Exhibits** as needed may be selected. Selected file(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

## JEFIS Attorney Filing Manager

The screenshot displays the JEFIS Attorney Filing Manager interface. At the top, there are input fields for Firm ID (6095551234), Collateral Account Number (Juatty10, 140009), and Attorney ID (Juatty10, 101010100, Juatty10). Below these are tabs for 'Single Filing' and 'Batch Filings'. A form section includes dropdowns for Court (F), Document Type (Stips-Sett-Disml), and Venue (CAM), along with input fields for Docket Number (412) and Year (09). A 'Party Association' tab is active, showing a table with columns: Primary or Target, Party Last Name, Party First Name, Party Middle Initial, and a Help column. A 'Party Association' dialog box is open over the table, listing fields: Primary or Target \*, Party Last Name \*, Party First Name \*, and Party Middle Initial, with their respective help text: 'P - Primary, T', 'Maximum num', 'Maximum num', and 'Maximum num'. A 'Save' button is at the bottom right of the dialog. The status bar at the bottom left shows the date and time: 5/12/2010 9:31 AM.

When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the [Party Association](#) Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

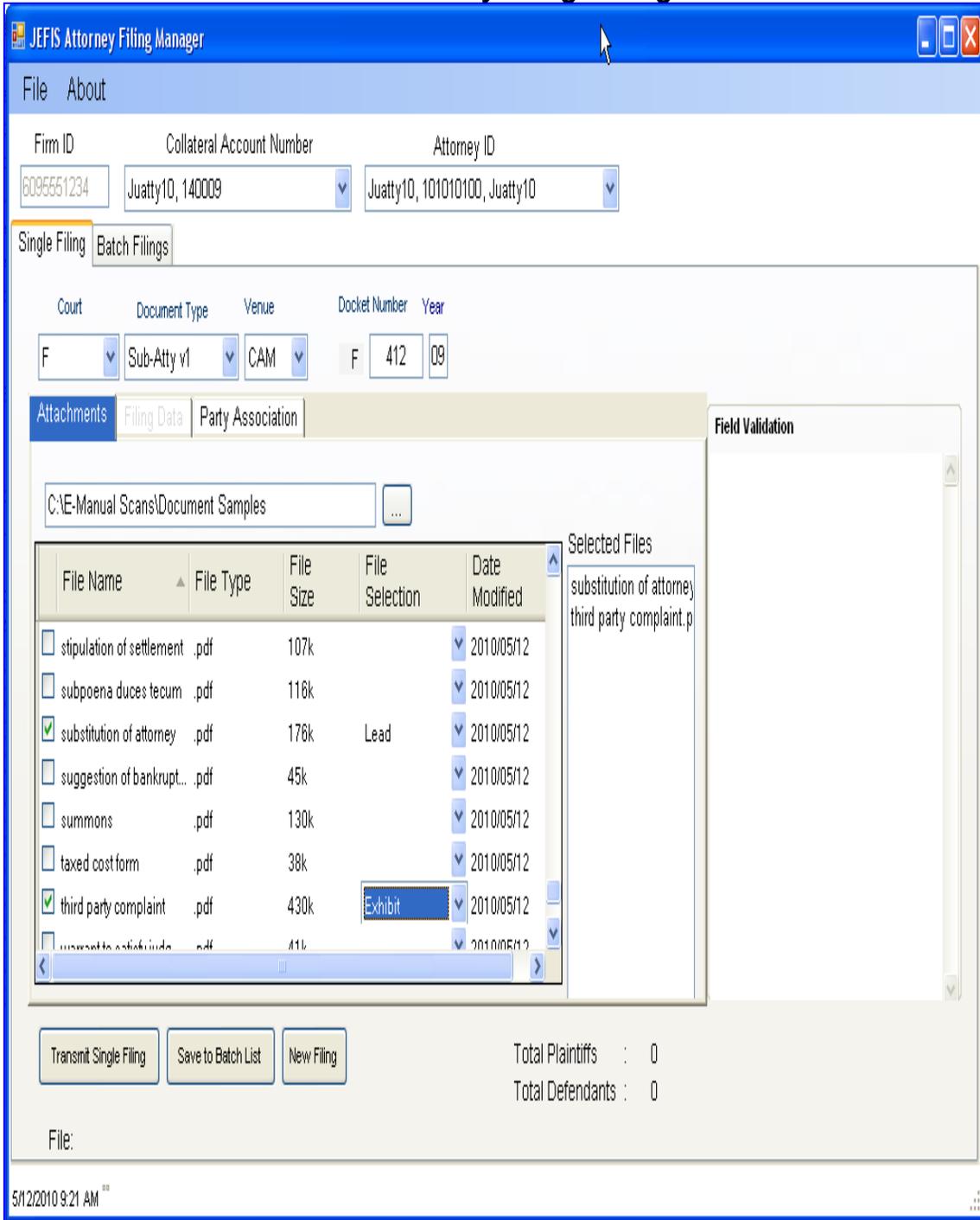
***NOTE:*** See [COMMON PROCEDURES WHILE FILING](#) for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

**Filing Sub-Atty (Substitution of Attorney)**

To file a **Sub-Atty (Substitution of Attorney)**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

1. Please select the collateral account number and attorney id for the specific **Sub-Atty** being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as “F” for Foreclosure and document type as “**Sub-Atty**”.
5. Enter the venue based upon the location of the property
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for **Sub-Atty** from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See [Accessing the JEFIS Attorney Filing Manager](#) for details.

### JEFIS Attorney Filing Manager



Please select the **Sub-Atty** file by using the check box to the left of the file name and indicating if it is a **Lead** document or **Exhibit** using the dropdown box to the right. Only one **Lead** document can exist for each **Sub-Atty** that is filed but as many **Exhibits** as needed may be selected. Selected file(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

## JEFIS Attorney Filing Manager

The screenshot displays the JEFIS Attorney Filing Manager interface. At the top, there are fields for Firm ID (6095551234), Collateral Account Number (Juatty10, 140009), and Attorney ID (Juatty10, 101010100, Juatty10). Below these are tabs for Single Filing and Batch Filings. The Party Association tab is active, showing a table with columns: Primary or Target, Party Last Name, Party First Name, Party Middle Initial, and a Help column. A 'Party Association' dialog box is open over the table, showing a list of fields with their descriptions and help text. The dialog box has a 'Save' button at the bottom right. The status bar at the bottom left shows the date and time: 5/12/2010 4:32 PM.

Description	Entry	Detail	Help
Primary or Target *			P - Primary, T
Party Last Name *			Maximum num
Party First Name *			Maximum num
Party Middle Initial			Maximum num

\* indicates required field

When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the [Party Association](#) Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

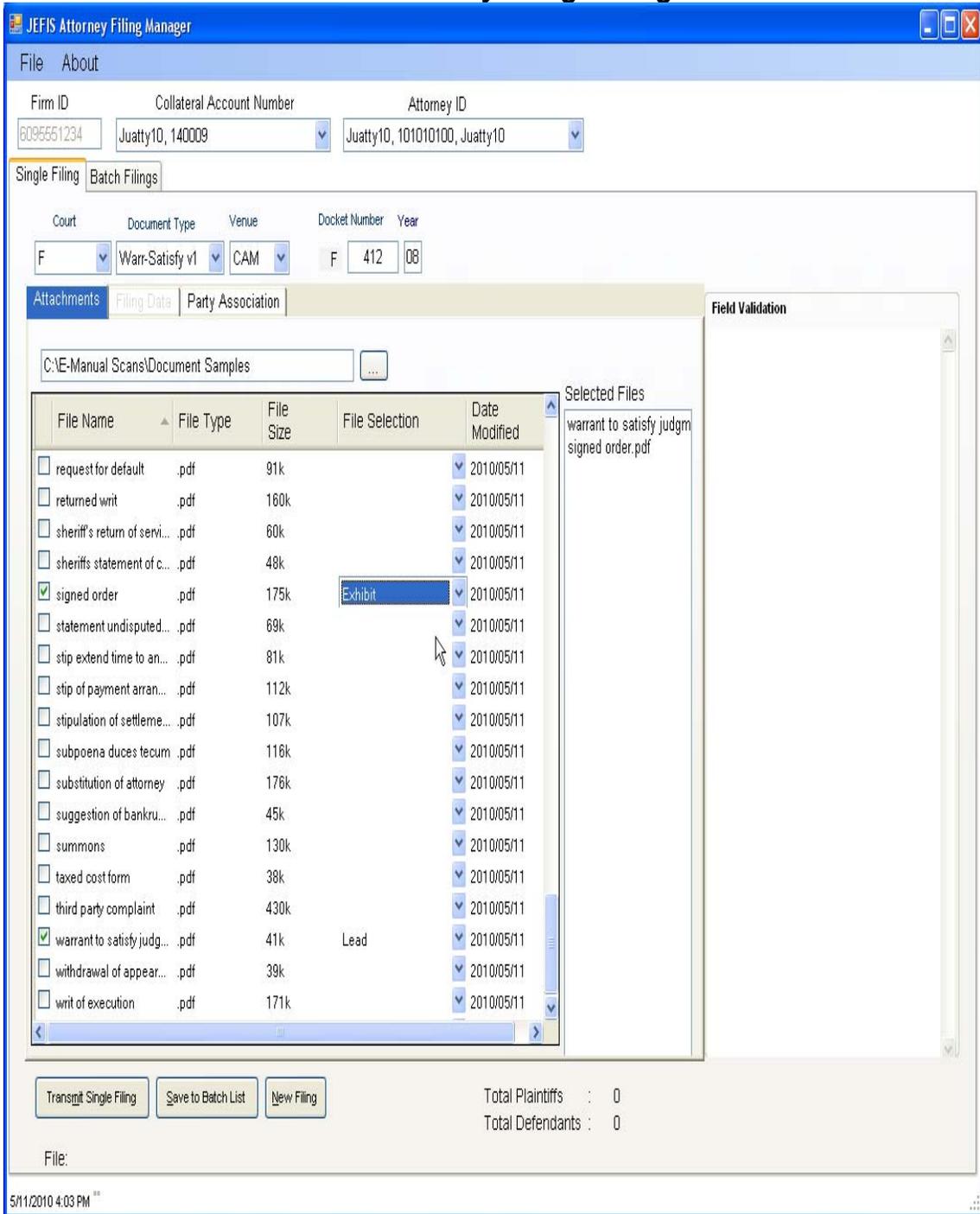
**NOTE:** See [COMMON PROCEDURES WHILE FILING](#) for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

### **Filing Warr-Satisfy (Warrant to Satisfy)**

To file a **Warr-Satisfy (Warrant to Satisfy)**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

1. Please select the collateral account number and attorney id for the specific **Warr-Satisfy** being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as “F” for Foreclosure and document type as “**Warr-Satisfy**”.
5. Enter the venue based upon the location of the property
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for **Warr-Satisfy** from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See [Accessing the JEFIS Attorney Filing Manager](#) for details.

### JEFIS Attorney Filing Manager



Please select the **Warr-Satisfy** file(s) by clicking the check box to the left of the file name and clicking the dropdown box to the right of the file name indicating if it is a **lead** or **exhibit** document. Only one **lead** document can exist for each **Warr-Satisfy** that is filed but as many **Exhibits** as needed may be selected. Those file(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

## JEFIS Attorney Filing Manager

The screenshot displays the JEFIS Attorney Filing Manager interface. At the top, there are input fields for Firm ID (6096551234), Collateral Account Number (Juatty10, 140009), and Attorney ID (Juatty10, 101010100, Juatty10). Below these are tabs for 'Single Filing' and 'Batch Filings'. A section for filing details includes Court (F), Document Type (Warr-Satisfy v1), Venue (CAM), Docket Number (F 412), and Year (08). The 'Party Association' tab is selected, showing a table with columns: Primary or Target, Party Last Name, Party First Name, Party Middle Initial, and a Help column. A smaller 'Party Association' dialog box is overlaid on top, showing a table with columns: Description, Entry, Detail, and Help. The dialog box table lists 'Primary or Target \*', 'Party Last Name \*', 'Party First Name \*', and 'Party Middle Initial' with their respective help text. A 'Save' button is at the bottom right of the dialog box. A 'Field Validation' window is also visible on the right side of the main window.

When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the [Party Association](#) Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

**NOTE:** See [COMMON PROCEDURES WHILE FILING](#) for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

### **Filing WD-Motion (Withdrawn Motion)**

To file a **WD-Motion (Withdrawn Motion)**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

1. Please select the collateral account number and attorney id for the specific WD-Motion being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as “F” for Foreclosure and document type as “WD-Motion”.
5. Enter the venue based upon the location of the property.
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for WD-Motion from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See [Accessing the JEFIS Attorney Filing Manager](#) for details.

## JEFIS Attorney Filing Manager

File: \_\_\_\_\_

5/11/2010 3:59 PM

Please select the **WD-Motion** file(s) by clicking the check box to the left of the file name and clicking the dropdown box to the right of the file name indicating if it is a **Lead** or **Exhibit** document. Only one **Lead** document can exist for each **WD-Motion** that is filed but as many **Exhibits** as needed may be selected. Those file(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

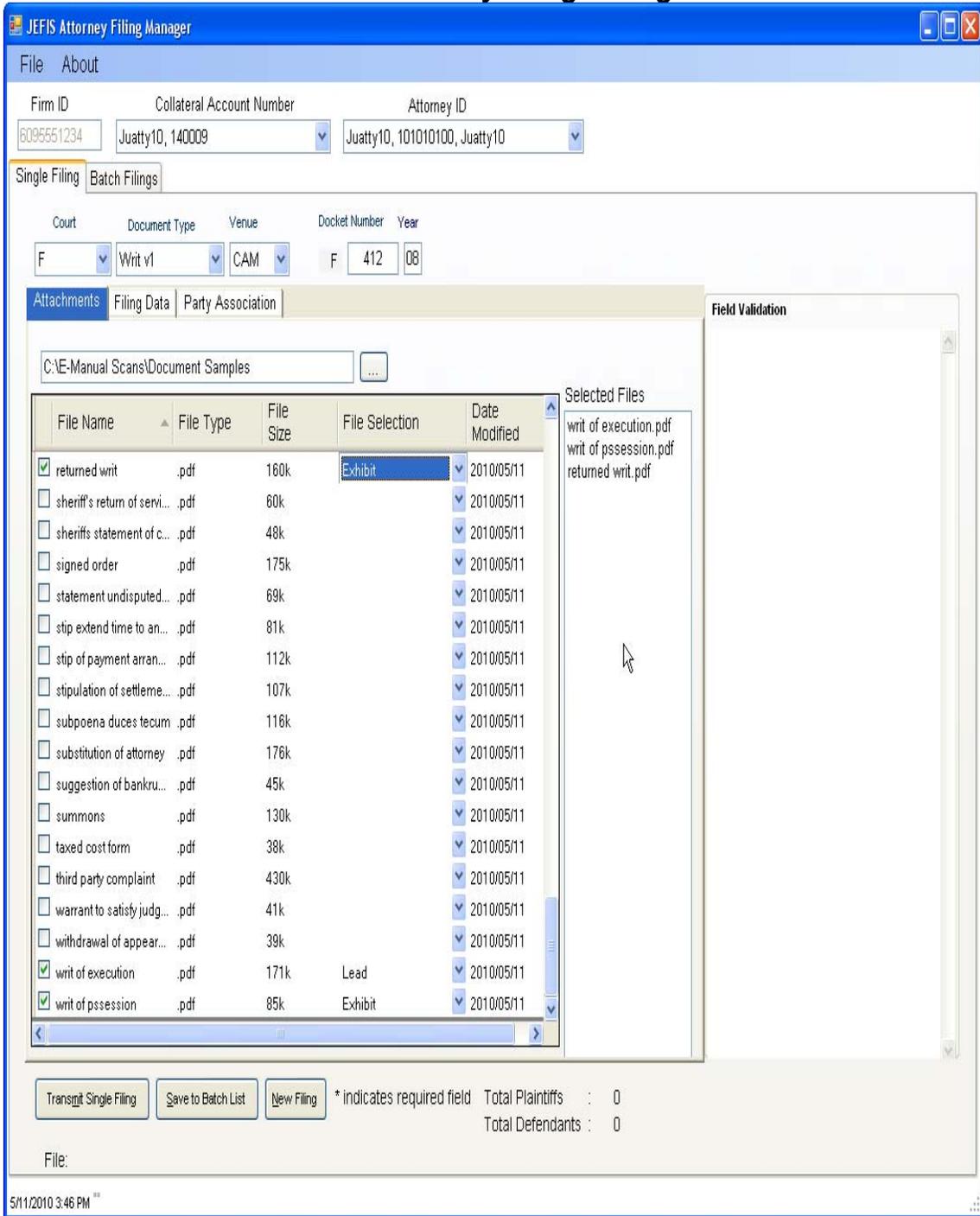
***NOTE:*** See [COMMON PROCEDURES WHILE FILING](#) for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

### **Filing Writ**

To file a **Writ**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

1. Please select the collateral account number and attorney id for the specific **Writ** being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as "F" for Foreclosure and document type as "**Writ**".
5. Enter the venue based upon the location of the property.
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for **Writ** from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See [Accessing the JEFIS Attorney Filing Manager](#) for details.

### JEFIS Attorney Filing Manager



Please select the **Writ** file(s) by clicking the check box to the left of the file name and clicking the dropdown box to the right of the file name indicating if it is a **Lead** or **Exhibit** document. Only one **Lead** document can exist for each **Writ** that is filed but as many **Exhibits** as needed may be selected. Those file(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

## JEFIS Attorney Filing Manager

File About

Firm ID: 6095551234 Collateral Account Number: juatty12, 140009 Attorney ID: juatty12, 121212121, juatty12

Single Filing | Batch Filings

Court: F Document Type: Writ v1 Venue: CAM Docket Number: F Year: 104 Refile Indicator:

Description	Entry	Detail	Help
Plaintiff Name *			Format: First Name Middle Initial Last Name or Full Name
Defendant Name *			Format: First Name Middle Initial Last Name or Full Name
Judgment Date *			MMDDYYYY
Street Address *			Max Address length: 72 chars
Municipality Name *			Max Name length: 40 chars
Purchasers Name			Format: First Name Middle Initial Last Name or Full Name
Writ Type			Valid Values: Writ of Execution(E), Writ of Possession (P)
Deficiency Reviewer Last Name			Mandatory and applicable only if the document is a re-file

Field Validation

Transmit Single Filing Save to Batch List New Filing \* Indicates required field Total Plaintiffs : 0 Total Defendants : 0

File:

Please click on “**Filing Data**” tab. The JEFIS Attorney Filing Manager displays the following additional data entry fields for the Writ related information and mandatory fields are marked with an asterisk in the **Description** column and Field validation / formats appear in the **Help** column.

Tables of valid entries are available for some fields that require the entry of a code. These tables are accessed by using the F1 key when the cursor is in the field or by double-clicking in the field. For example, placing the cursor in the **Entry** field for ‘**Writ Type**’ and pressing F1 (or double-clicking the field) displays a table of valid document entries.

Clicking a **Detail** item in the table places the code the table assigns the ‘**Writ Type**’ **Detail** field to the **Filing Data**’s ‘**Writ Type**’ **Entry** field.

**NOTE:** The [APPENDIX A](#) contains a list of each **Document Type** and definition. For each document type, each data field to be submitted with an electronic filing is listed with both the basic technical requirements and common descriptions, where appropriate.

## JEFIS Attorney Filing Manager

The screenshot shows the JEFIS Attorney Filing Manager interface. At the top, there are fields for Firm ID (6095551234), Collateral Account Number (Juatty10, 140009), and Attorney ID (Juatty10, 101010100, Juatty10). Below these are tabs for Single Filing and Batch Filings. The Single Filing tab is active, showing fields for Court (F), Document Type (Writ v1), Venue (CAM), Docket Number (F 412), and Year (08). A 'Party Association' tab is selected, displaying a table with columns: Primary or Target, Party Last Name, Party First Name, Party Middle Initial, and a Help column. A 'Party Association' dialog box is overlaid on the table, showing a table with columns: Description, Entry, Detail, and Help. The dialog box also has a 'Save' button and a note '\* indicates required field'.

When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the [Party Association](#) Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

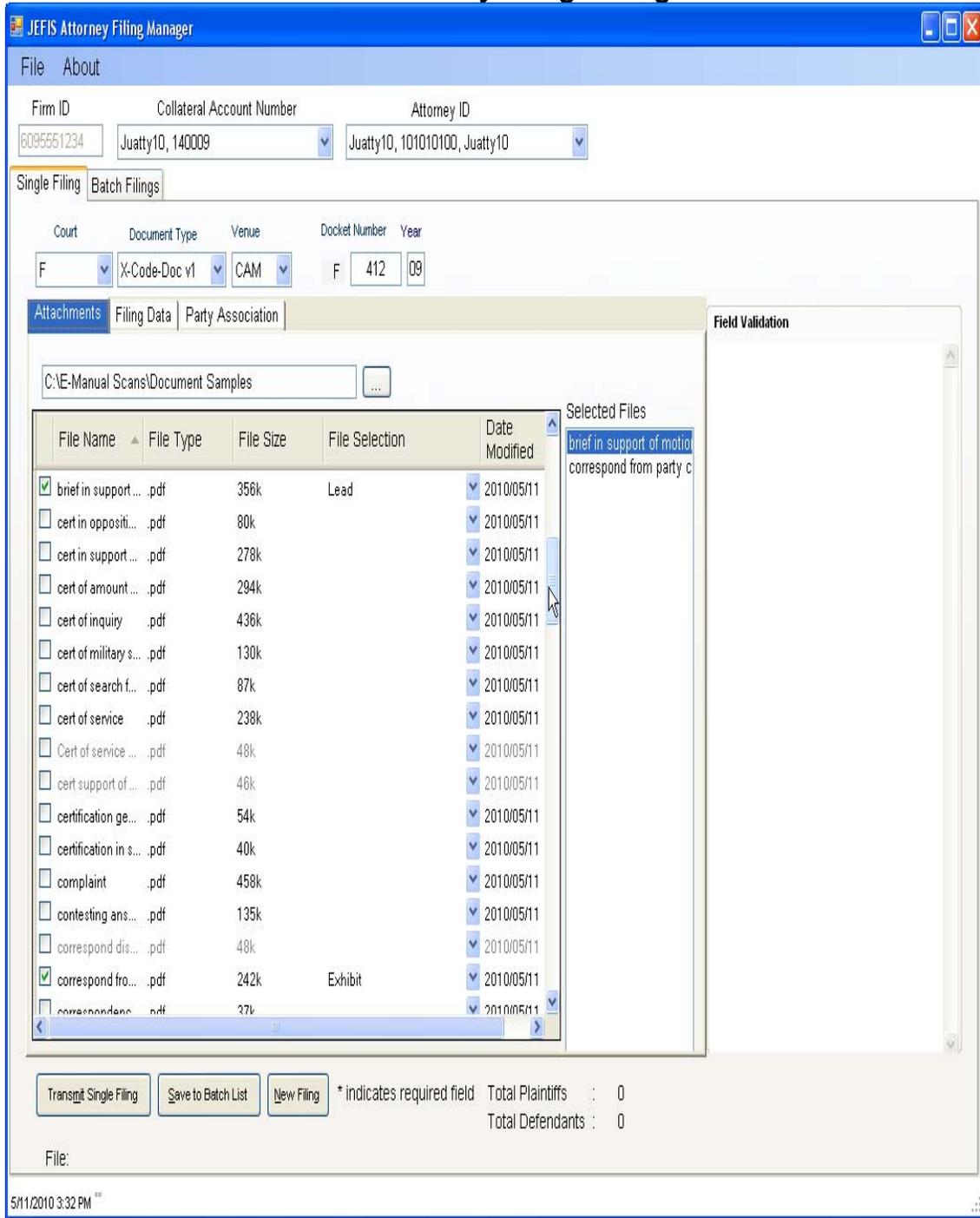
**NOTE:** See [COMMON PROCEDURES WHILE FILING](#) for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

### **Filing X-Code-Doc**

To file an **X-Code-Doc**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

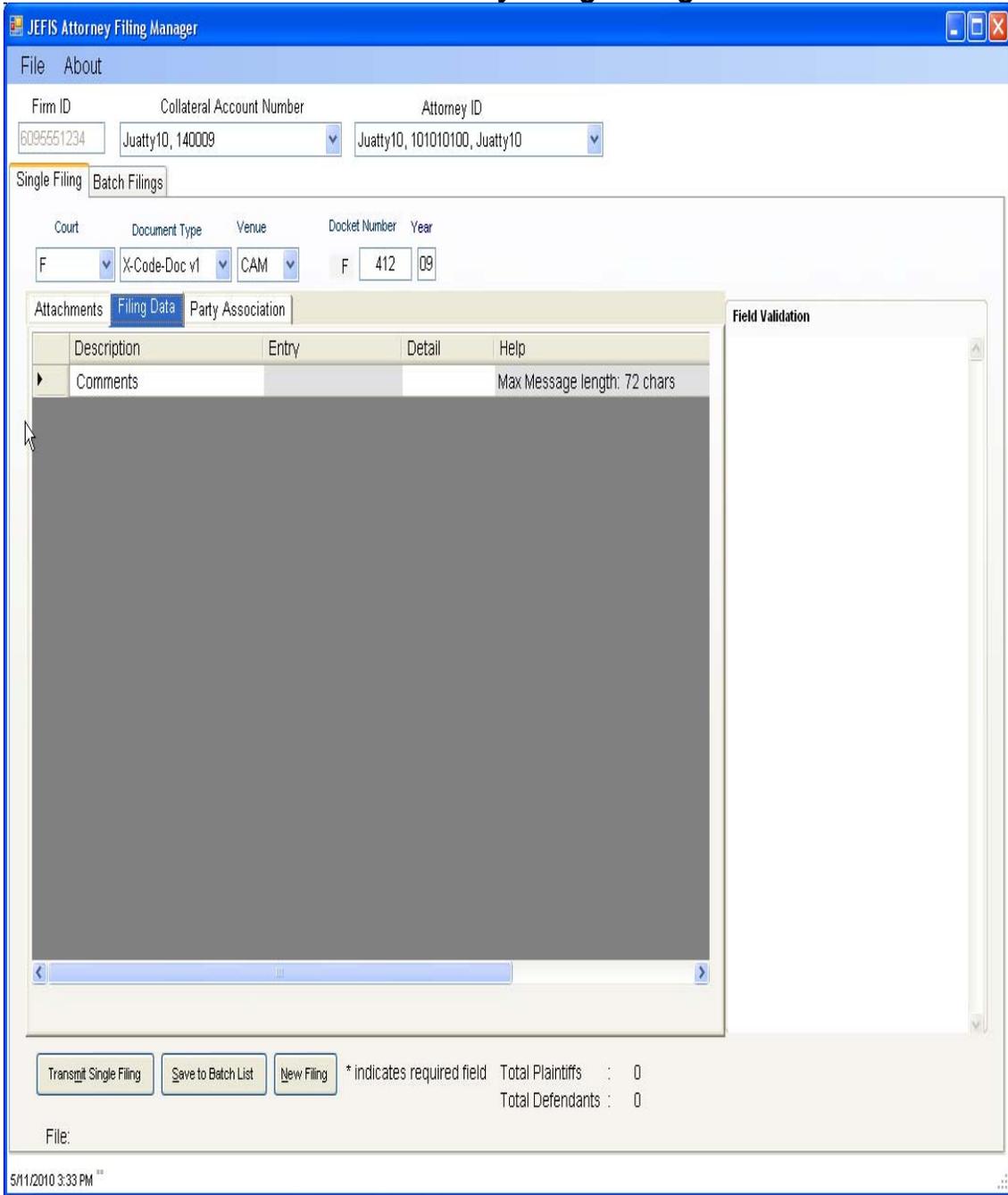
1. Please select the collateral account number and attorney id for the specific **X-Code-Doc** being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as "F" for Foreclosure and document type as "**X-Code-Doc**".
5. Enter the venue based upon the location of the property
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for **X-Code-Doc** from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See [Accessing the JEFIS Attorney Filing Manager](#) for details.

### JEFIS Attorney Filing Manager



Please select the **X-Code-Doc** file(s) by clicking the check box to the left of the file name and clicking the dropdown box to the right of the file name indicating if it is a **Lead** or **Exhibit** document. Only one **Lead** document can exist for each **X-Code-Doc** that is filed but as many **Exhibits** as needed may be selected. File(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

### JEFIS Attorney Filing Manager



Please click on “**Filing Data**” tab. The JEFIS Attorney Filing Manager then displays the following data entry fields for the **X-Code-Doc** related information where mandatory fields are marked with an asterisk in the **Description** column and Field validation / formats appear in the **Help** column.

**NOTE:** The [APPENDIX A](#) contains a list of each **Document Type** and definition. For each document type, each data field to be submitted with an electronic filing is listed with both the basic technical requirements and common descriptions, where appropriate.

## JEFIS Attorney Filing Manager

The screenshot shows the JEFIS Attorney Filing Manager interface. At the top, there are input fields for Firm ID (6095551234), Collateral Account Number (Juatty10, 140009), and Attorney ID (Juatty10, 101010100, Juatty10). Below these are tabs for 'Single Filing' and 'Batch Filings'. A section for filing details includes dropdowns for 'Court' (F), 'Document Type' (X-Code-Doc v1), 'Venue' (CAM), and input fields for 'Docket Number' (F 412) and 'Year' (09). Below this are tabs for 'Attachments', 'Filing Data', and 'Party Association'. The 'Party Association' tab is active, showing a table with columns: Primary or Target, Party Last Name, Party First Name, Party Middle Initial, and a Help column. A 'Party Association' dialog box is overlaid on the table, showing a table with columns: Description, Entry, Detail, and Help. The dialog box table has rows for 'Primary or Target \*', 'Party Last Name \*', 'Party First Name \*', and 'Party Middle Initial'. A 'Save' button is at the bottom right of the dialog box. A 'Field Validation' window is also visible on the right side of the main interface.

When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the [Party Association](#) Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

**NOTE:** See [COMMON PROCEDURES WHILE FILING](#) for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

## RE-File a DOCUMENT

If a document has been returned because of a deficiency it should resubmitted though the Attorney Filing Manager.

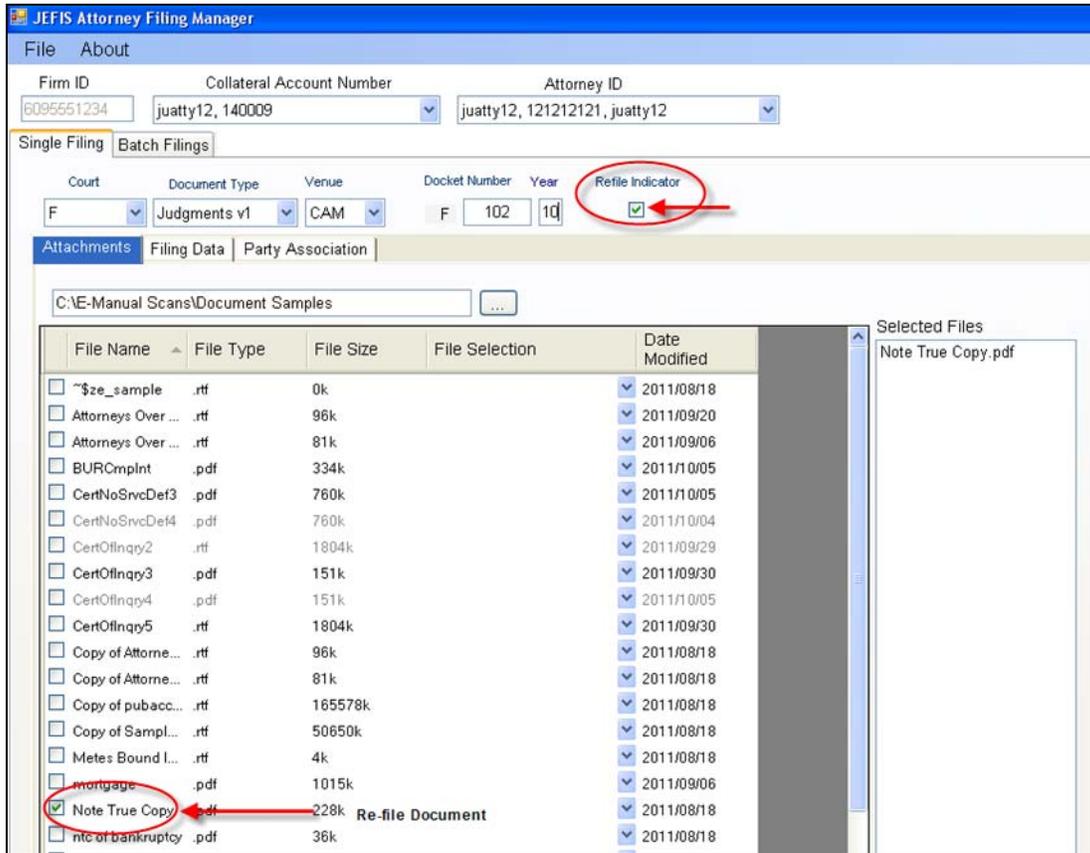
Any corrected or amended documents should also be resubmitted through the Re-file procedure outlined below.

The table below specifies the document types which may be re-filed and the corresponding filing data that needs to be included.

Document Type	Re-File Indicator	Additional field added on "Filing Data" Tab	New Field Mandatory (Y/N)
Ans-Non-Contest v1	Y	Deficiency Reviewer Last Name	Y
Answer v1	Y	Deficiency Reviewer Last Name	Y
Bankruptcy v1	N	N/A	N/A
Certifications v1	Y	Deficiency Reviewer Last Name	Y
Certifications v2	N	N/A	N/A
Complaint v1	Y	Original Filing Date	Y
Complaint-Other v1	Y	Original Filing Date	Y
Corresp-General v1	Y	N/A	N/A
Judgmentsv1	Y	Original Filing Date	Y
Judgments v2	N	Original Filing Date	Y
Judgments Opt-Forecl v1	Y	Original Filing Date	Y
Motion v1	Y	Deficiency Reviewer Last Name	Y
Motion-OF v1	Y	Deficiency Reviewer Last Name	Y
Motion-Surp-Funds v1	Y	Deficiency Reviewer Last Name	Y
Obj-Amt-Due v1	Y	N/A	N/A
Obj-Motion v1	Y	N/A	N/A
Ord-F-A-T-PI v1	Y	N/A	N/A
Ord-No-Motion v1	Y	N/A	N/A
Post-J-Doc v1	N	N/A	N/A
Pri-Motion v1	Y	Deficiency Reviewer Last Name	Y
Proof-Mail v1	Y	N/A	N/A
Req-Default v1	Y	N/A	N/A
Return-Service v1	Y	N/A	N/A
Stips-Set-Disml v1	N	N/A	N/A
Sub-Attny v1	N	N/A	N/A
Warr-Satisfy v1	N	N/A	N/A
WD Motion v1	N	N/A	N/A
Writ v1	Y	Deficiency Reviewer Last Name	Y
X-Code-Doc v1	N	N/A	N/A

## Procedure

If the Re-file Indicator is checked for any document type, user is mandated to enter mandated fields as submitted in original filing and in addition include **re-file fields** as listed in the table above. A screen shot is provided below:



## Required Attachments

When re-filing a document or documents, the user will not be mandated to include certain attachments as filed when they submitted the original filing. The user may choose which attachments they are submitting, which is provided in the File Selection drop down.

Mandated attachment selections will not be applicable at the time of re-filing. The user may choose to send only a single document. The only required attachment a user must select while re-filing is the "LEAD" document.

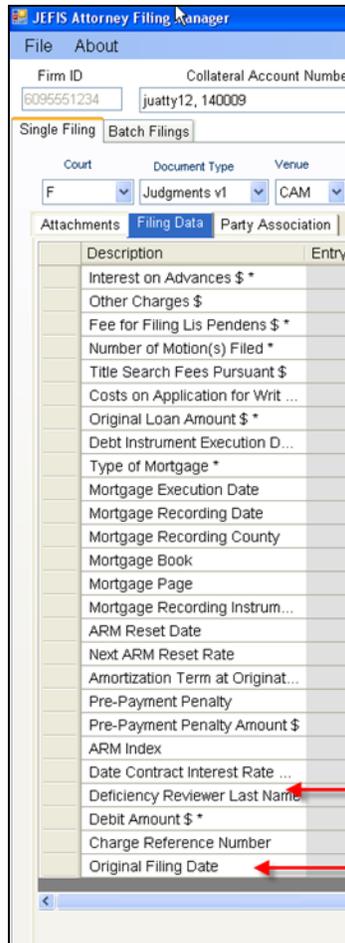
If **needed**, all original documents may also be resubmitted but it is not necessary, unless requested by the Office of Foreclosure or Foreclosure Processing Services.

## Original Filing v. Re-file Filing

### Example of a Re-file for Judgment

Features	Judgment	Judgment –Re-file
Attachments	8 attachments are mandatory	Attachments are not mandatory
Filing Data		
Deficiency Reviewers Last Name	Reviewer’s last name is not mandatory	Reviewer’s last name is mandatory
Original Filing Date	Original Filing Date is not mandatory	Original Filing Date is mandatory
Party Association	Mandatory for P and T	Mandatory for P and T

After selecting the Filing Data tab some fields need to be entered. This would depend on the **document type**. Refer to the table above for reference. See the screen shot below:



Depending on the document type that is being re-filed, the two new fields include DEFICIENCY REVIEWER LAST NAME and ORIGINAL FILING DATE.

**Deficiency Reviewer Last Name** – Last name of reviewer that has requested re-file of documents. This information may be found on the Deficiency Notice returned to filer. Mandatory and applicable only if the document is a re-file. Maximum number of characters is 30.

**Original Filing Date** – The date the original filing was transmitted. Mandatory and applicable only if the document is a Re-file. Format: MMDDYYYY.

NOTE: Where attorneys have developed mechanized attorney filer processes, the attribute below has to be included. The default value can be either blank ("") - or- set to "N" when NOT performing a re-file. Value is set to "Y" only when performing a re-file.

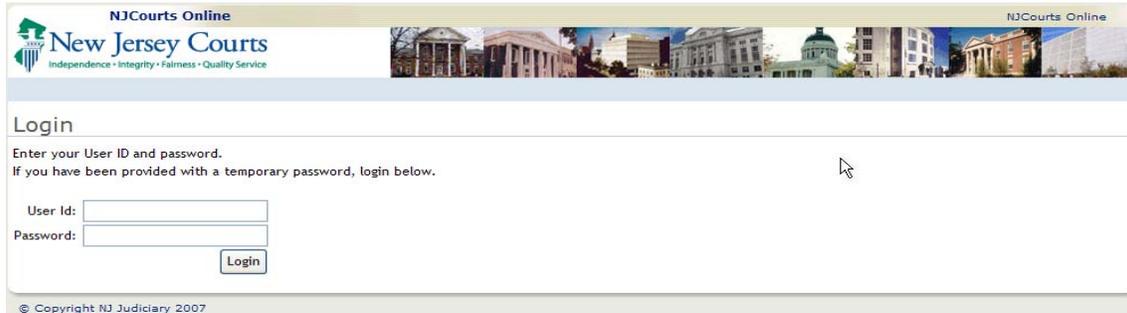
```
<fields documentType="Answer" division="GEQ" court="F" venue="ATL"
docketNumber="ATLF 00009999" collateralAccount="123456" caseTitle=""
refile="" version="1">
```

## AUTOMATED CASE MANAGEMENT SYSTEM - PUBLIC ACCESS

The JEFIS e-filing application provides free access to the Automated Case Management System – Public Access (ACMS-PA) for e-filing attorneys.

To enter ACMS-PA, start by accessing the **NJ Courts Online** Login page at the following address:

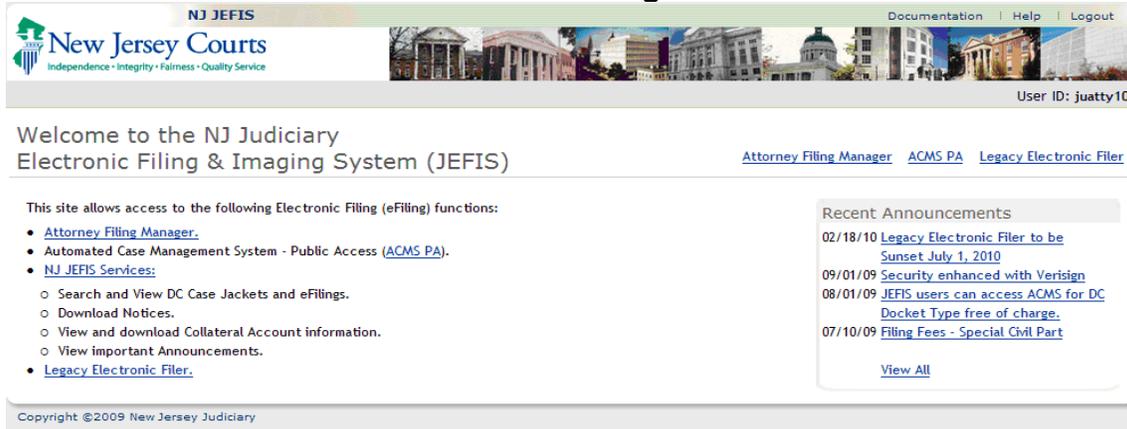
<https://njcourts.judiciary.state.nj.us/jefis/>



When the **NJ Courts Online** Login page displays, enter your **ID** and **Password** (as provided by the Superior Court Clerk’s Office during the JEFIS participation process) and click the **Login** button. The **NJ JEFIS** page then displays.

**NOTE:** The login screen only appears once per session and will not display if access to the JEFIS Attorney Filing Manager was established prior to accessing ACMS-PA.

### NJ JEFIS Page



Click the **ACMS PA** link to display the ACMS-PA application.

**NOTE:** Refer to the manual at this link for instruction on using the ACMS-PA application.

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

## COMMON PROCEDURES WHILE FILING

### Saving the File

To save a filing package containing the entries on the **Attachments** tab, **Filing Data** tab, the **Party Association** tab and/or the **Additional Parties** tab screen (if applicable) click one of the following buttons on the JEFIS Attorney Filing Manager:

**Transmit Single Filing** – Click this button to allow the filing of a foreclosure document and its related RTF, PDF and/or TIF attachments. Upon successful transmission, the files are saved in a subdirectory automatically created and named with the transmission date by the JEFIS Attorney Filing Manager application. The Correcting Invalid Field Entries section on the next page explains the process of correcting invalid entries that prevent a single filing transmission.

**Save to Batch List** – Click this button to save the package of attachments and filing data for e-filing at a later time. This function is explained on the following pages after instruction on correcting invalid entries that prevent a successful batch save.

NOTE: The RTF , PDF and/or TIF file attached to an XML file that was saved to batch and waiting to be transmitted will appear grayed-out on the **Single Filing, Attachments** tab screen where it will remain until the XML file is transmitted.

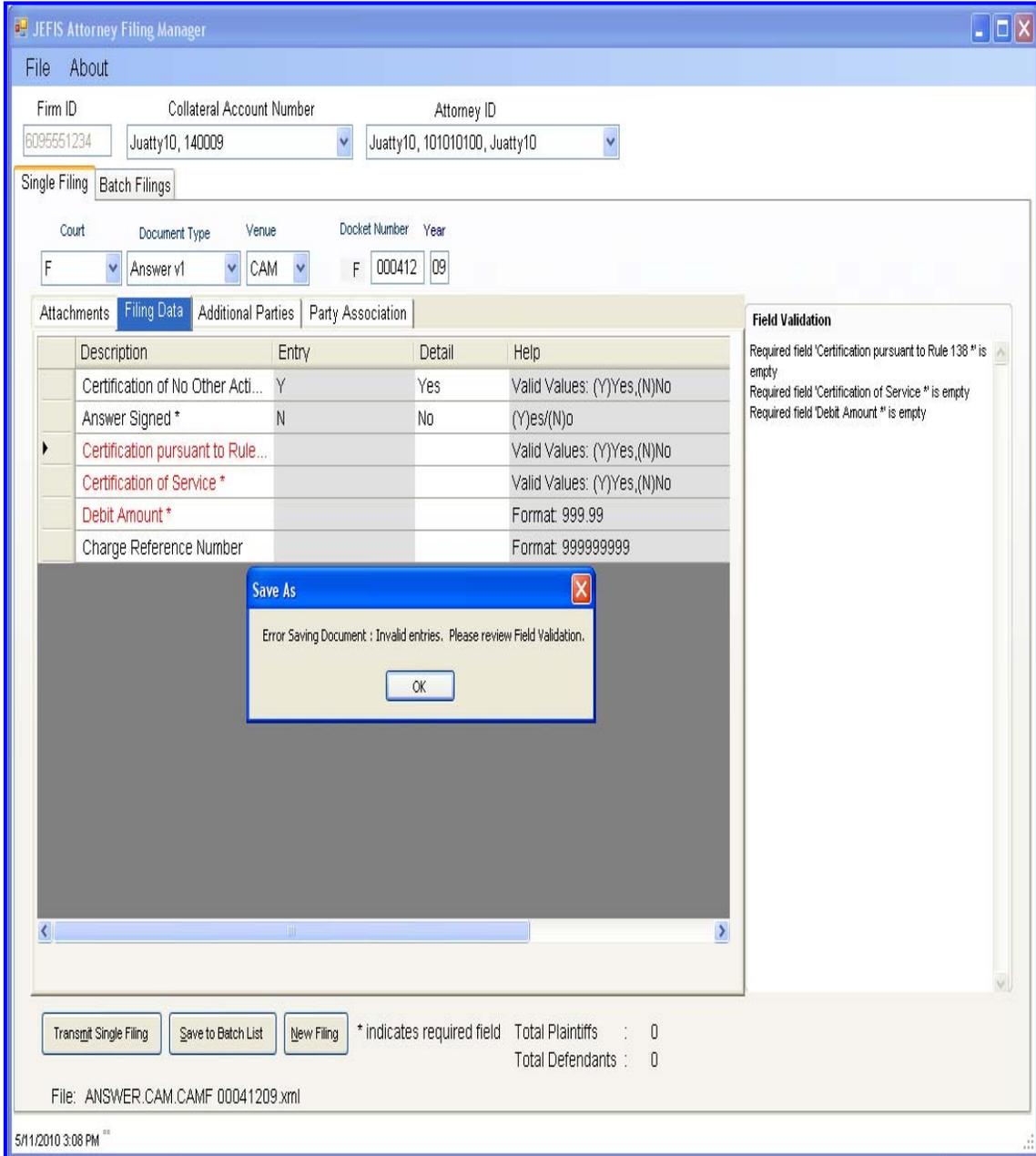
The 'Total Plaintiffs' and 'Total Defendants' on the JEFIS Attorney Filing Manager are automatically calculated during the process of saving an XML file through the **Transmit Single Filing** or **Save to Batch List** buttons.

### JEFIS Attorney Filing Manager Detail

Total Plaintiffs	: 1
Total Defendants	: 2

**Correcting Invalid Field Entries**

If an invalid entry is placed in the **Entry** column on the **Filing Data** tab screen, the following error message will display when clicking the **Transmit Single Filing** or **Save to Batch List** buttons.



If the message above displays, click the **OK** button to return to the JEFIS Attorney Filing Manager and correct the invalid entries on the **Filing Data** tab **Entry** column aligned with the row(s) beneath the **Description** column highlighted in RED.

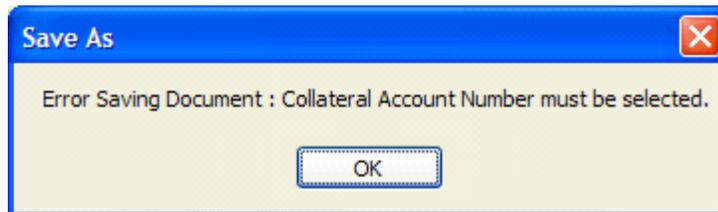
### **Save to Batch List**

To save filing package for e-filing at a later time, click the **Save to Batch List** button on the JEFIS Attorney Filing Manager.

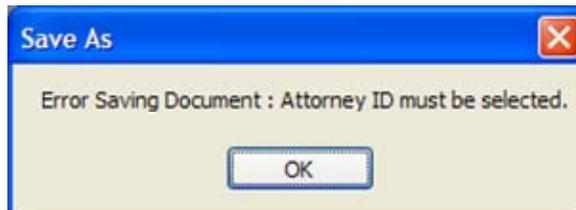
If more than one collateral account number or attorney ID was entered on the **Account Information** window during the process of downloading and installing the JEFIS Attorney Filing Manager, the **Collateral Account Number** and/or **Attorney ID** fields on the JEFIS Attorney Filing Manager may be blank.

NOTE: See the section titled [Accessing the JEFIS Attorney Filing Manager](#) of this manual for direction on changing **Account Information** window settings.

Attempts to save a document with a blank collateral account number will result in the following error message after clicking the **Save to Batch List** button.



Attempts to save a document with a blank attorney ID will result in the following error message after clicking the **Save to Batch List** button.



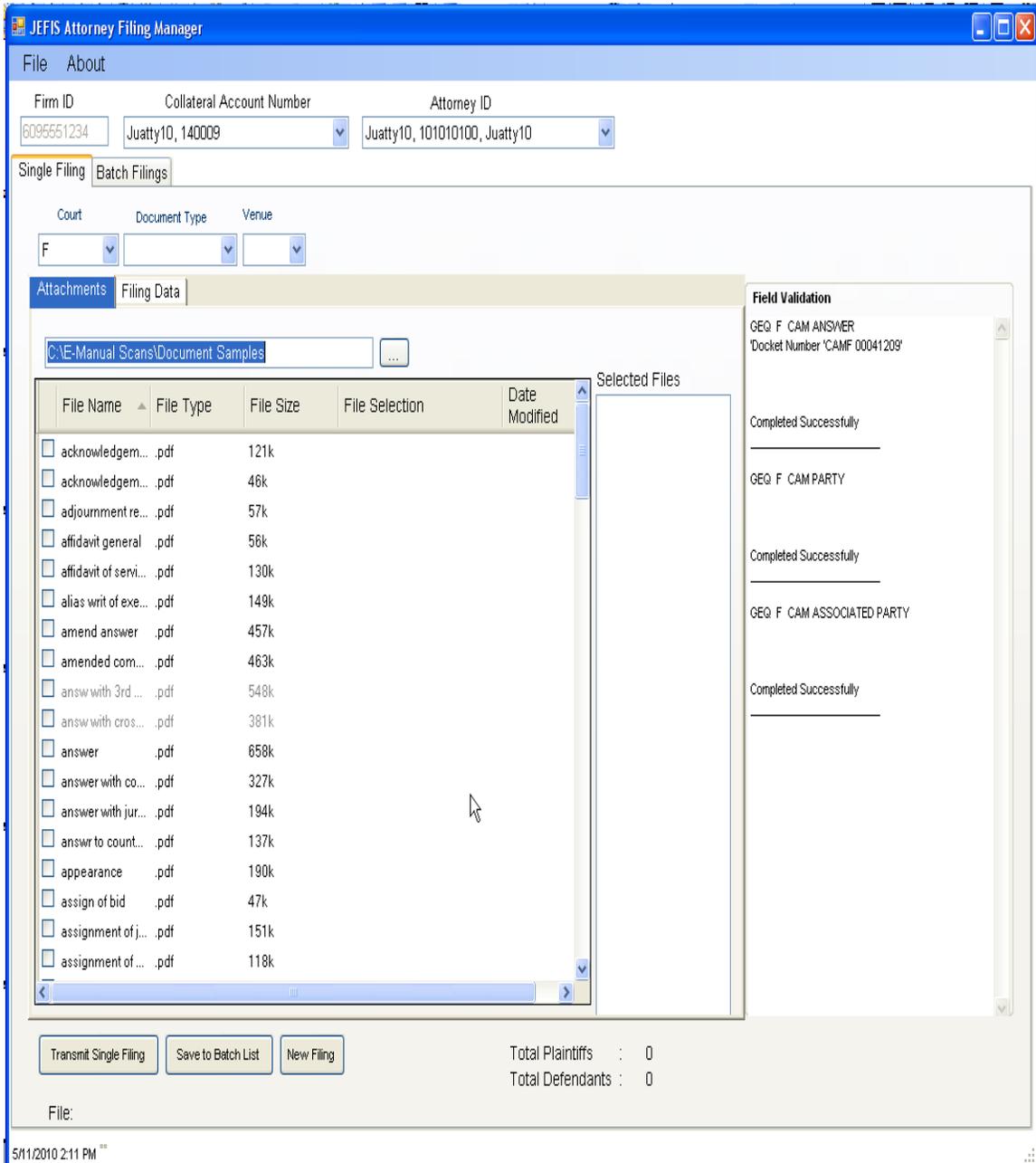
Click the **OK** button on the collateral account number error message or the attorney ID error message to return to the JEFIS Attorney Filing Manager. Select a collateral account number or attorney ID by clicking the down arrow on the **Collateral Account Number** or **Attorney ID** fields on the JEFIS Attorney Filing Manager.

Click the **Save to Batch List** button again to save the package for e-filing later.

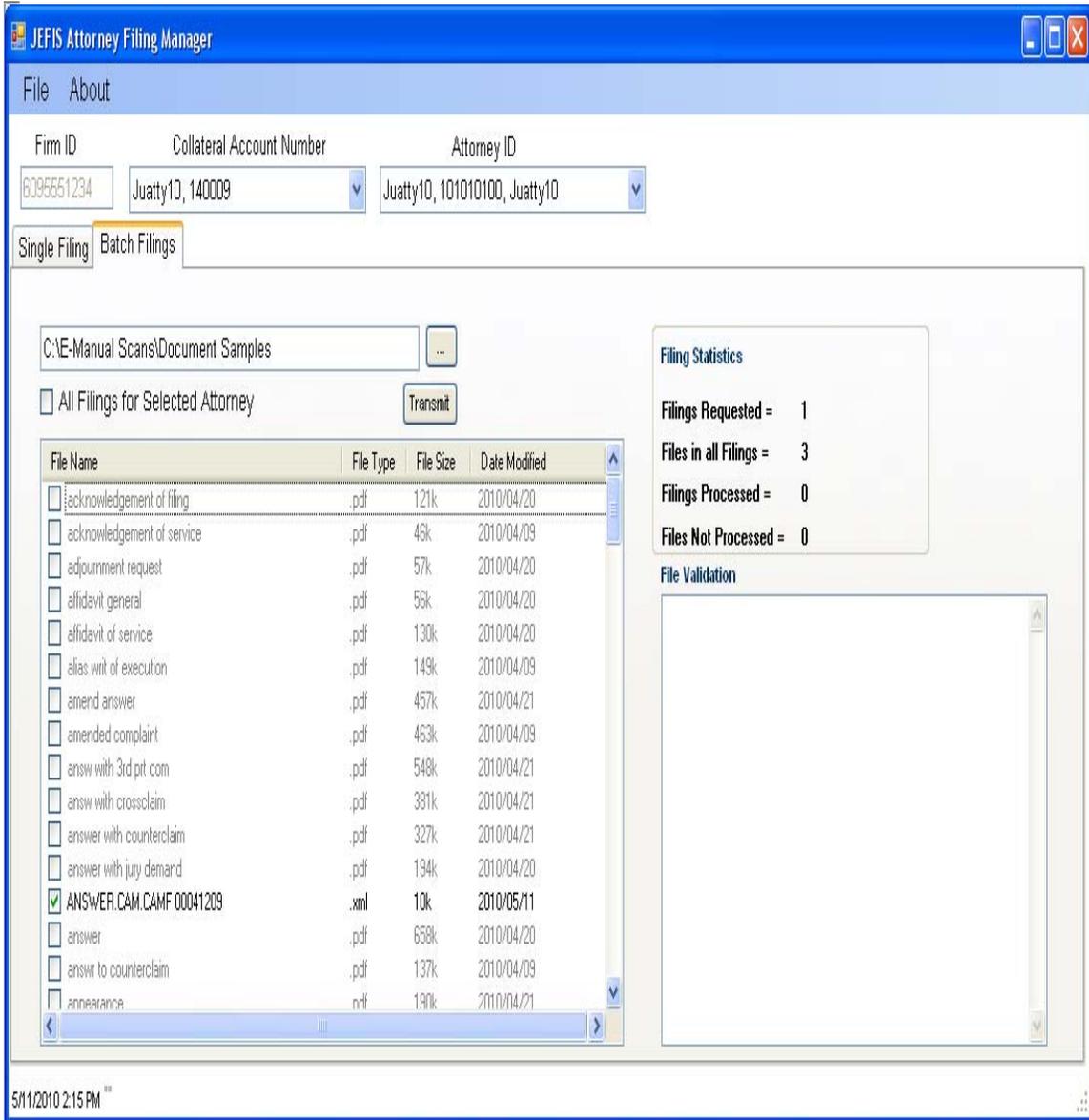
The XML file is saved to a folder automatically created and dated with the transmission date and placed inside the directory where the RTF, PDF and/or TIF files were retrieved. The file name consists of the document type, venue code, e-filing date and internal tracking number. For example, the following file name contains the document type (**ANSWER**), venue code (**CAM- Camden**), **Docket Number (CAMF 00041209)**.

**ANSWER.CAM.05112010161145.XML**

Once the XML file has been saved, the **Field Validation** section on the JEFIS Attorney Filing Manager displays the message 'Completed Successfully.'



The saved XML file name also appears in the **File Name** list on the **Batch Filings** tab screen.



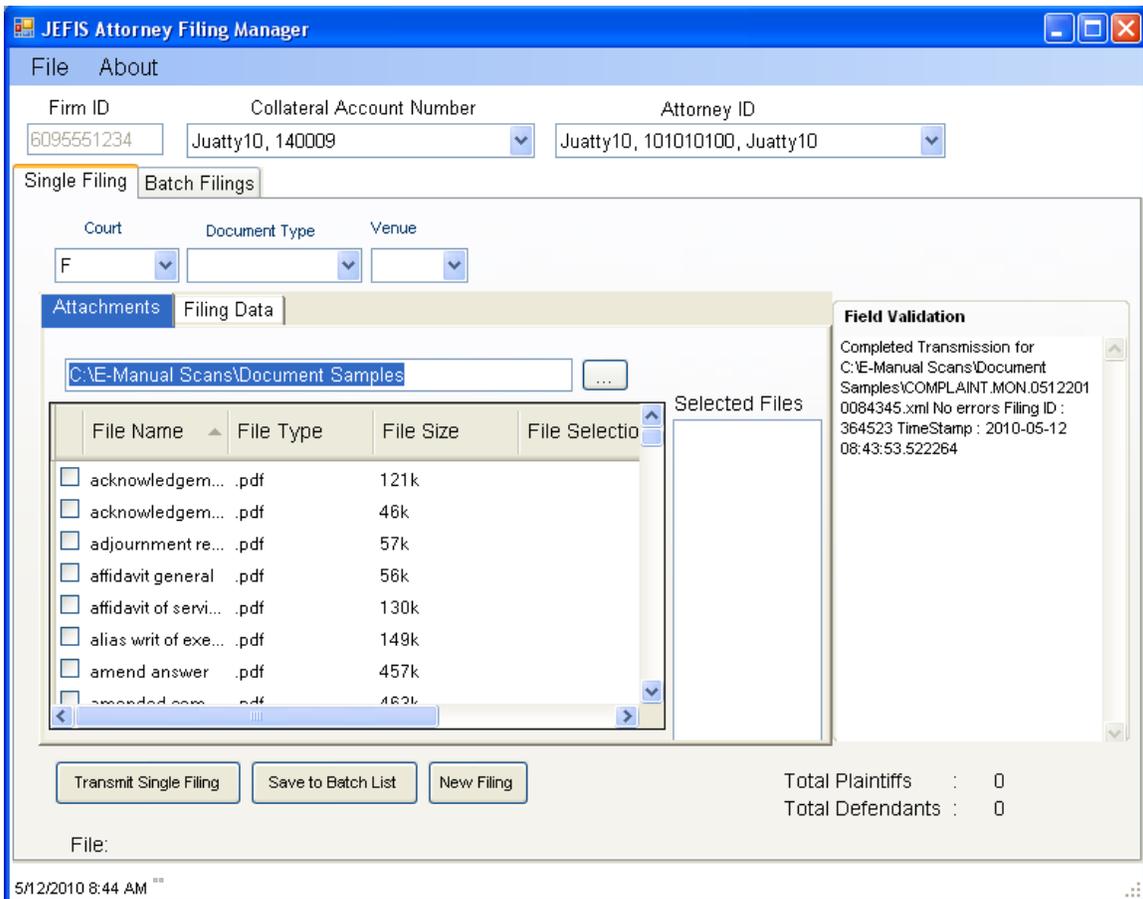
The file is now ready to be e-filed at a later time using the **Transmit** button on the **Batch Filings** tab screen. See the section titled **COMMON PROCEDURES WHILE FILING** in this manual for detailed instructions on e-filing documents using the [Batch Filings](#) tab screen.

**NOTE:** Please be mindful that the **JEFIS Attorney Filing Manager** will NOT provide a warning if a file needs to be saved prior to accessing another attachment or exiting the application. To ensure that the file is saved successfully, click the **Transmit Single Filing** or **Save to Batch List** buttons prior to accessing another attachment or exiting the application. This will also perform data validation and call attention to any data values that require change.

If the **Transmit Single Filing** button was not yet clicked, the **Attorney Filer Login** will display.



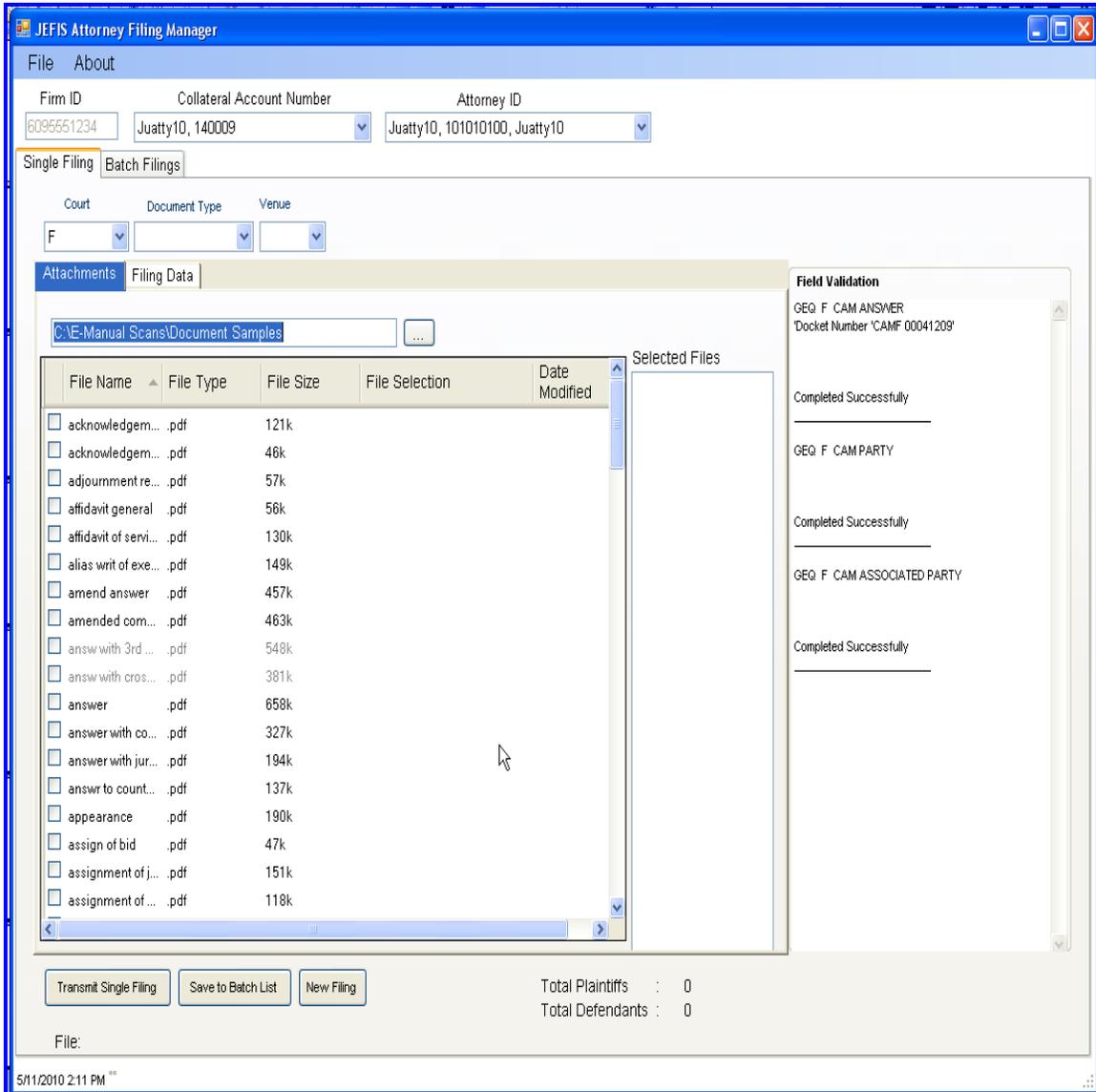
Enter your name's **Password** and click the **OK** button to save the additional alternate names, process the e-filing and return to the JEFIS Attorney Filing Manager.



The **Field Validation** section of the JEFIS Attorney Filing Manager indicates that the file was successfully transmitted.

**NOTE:** See the section titled **COMMON PROCEDURES WHILE FILING** in this manual for detailed instructions on e-filing documents using the [Transmit Single Filing](#) function.

If the **Save to Batch List** button was clicked prior to entering additional alternate names, the JEFIS Attorney Filing Manager displays.

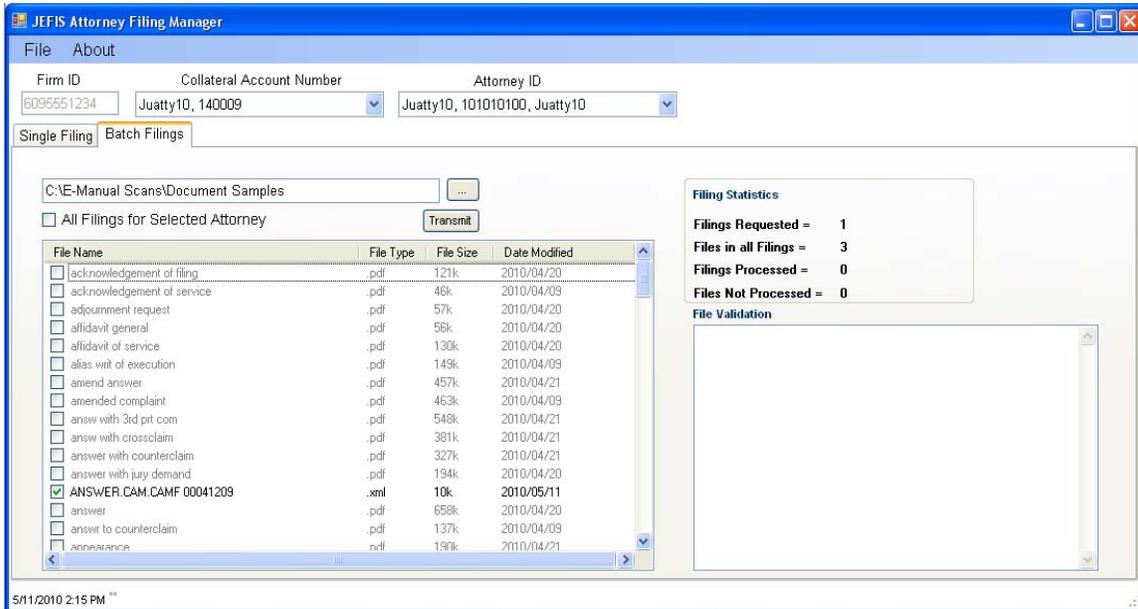


The **Field Validation** section of the JEFIS Attorney Filing Manager indicates that the file and related additional alternate names were successfully saved to the **Batch Filings** tab screen for transmission at a later time.

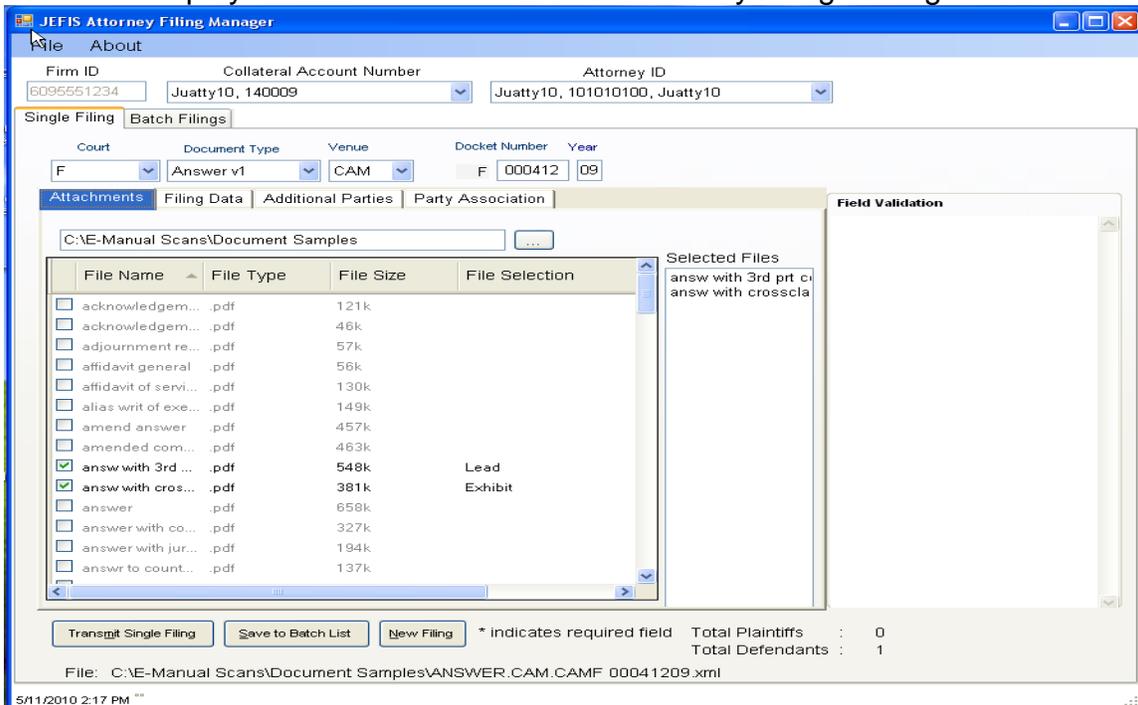
NOTE: See the section titled *Save to Batch List* within the **Common Procedures While Filing** section of this manual for detailed instructions on using the **Save to Batch List** button.

### Editing Batch Filings

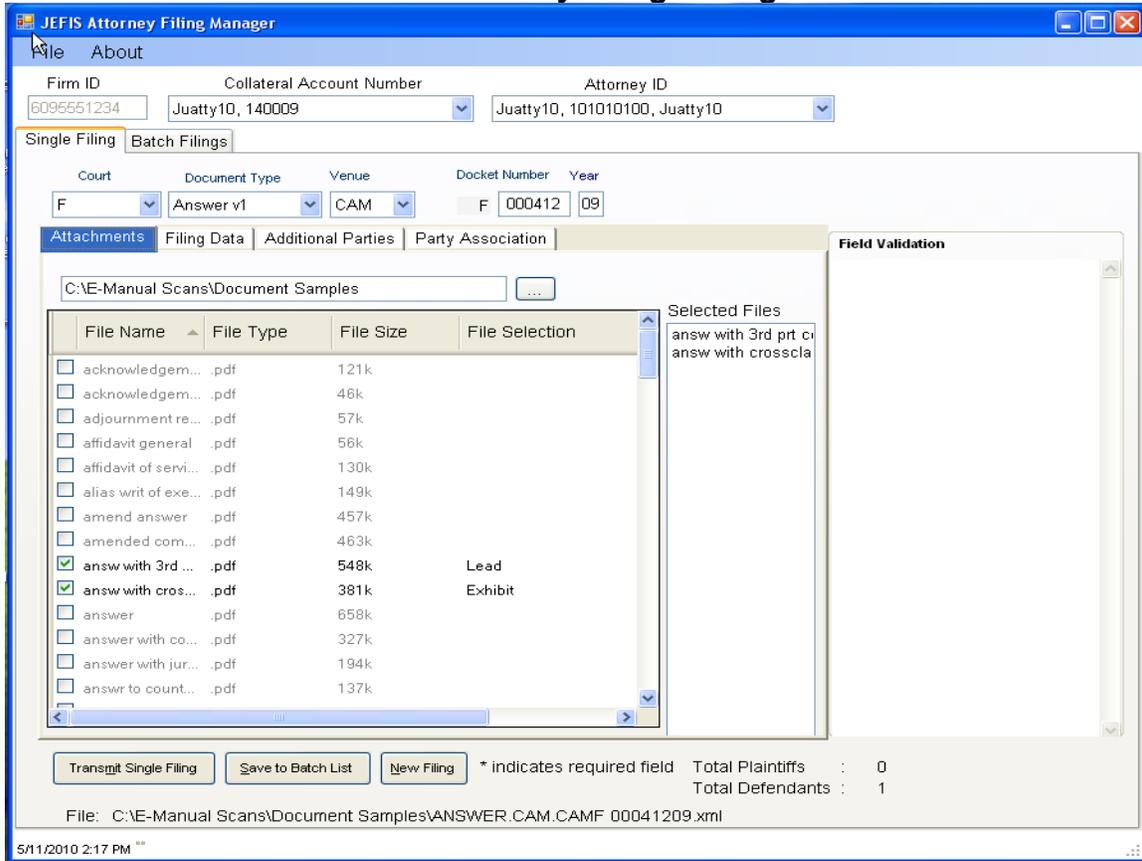
To edit an existing XML file start at the **Batch Filings** tab screen of the JEFIS Attorney Filing Manager and double-click the XML file name to be edited. Be sure to point to the subdirectory you created and now store the XML and other associated files for this transmission.



The RTF, PDF and/or TIF file(s) attached to the XML file will reopen and the file name will display at the bottom of the JEFIS Attorney Filing Manager.

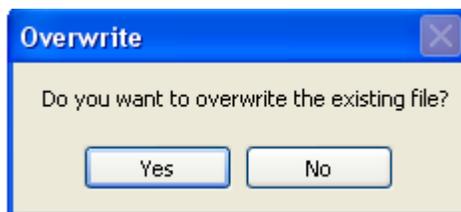


## JEFIS Attorney Filing Manager



An RTF, PDF and/or TIF file is attached to a reopened XML file so it can also be unselected. To edit the selected file name on the **Attachments** tab screen return to the subdirectory within which it currently resides and open in the respective editor(s) used for .PDF, .RTF or .TIF.

Unchecking the file will prevent the attachment from being selected and saved by overwriting the existing XML file. Clicking the **Transmit Single Filing** or **Save to Batch List** button will result in the following **Overwrite** message.



To save the edited XML file, click the **Yes** button when asked to overwrite the existing file. Click the **No** button to cancel the editing operation to save the previous XML file. Any updates will be lost.

RTF, PDF and/or TIF documents accompanied by XML files can be e-filed to the New Jersey Courts using the **Transmit Single Filing** function or the **Batch Filings** tab screen of the JEFIS Attorney Filing Manager.

### **Transmit Single Filing**

To e-file a single document (having a PDF, RTF and/or TIF attachment and required XML file), access the JEFIS Attorney Filing Manager, select an RTF, PDF and/or TIF file from the **Attachments** tab screen, complete the **Filing Data** tab screen and, if applicable, the **Additional Parties** and/or **Party Association** tabs, and click the **Transmit Single Filing** button.

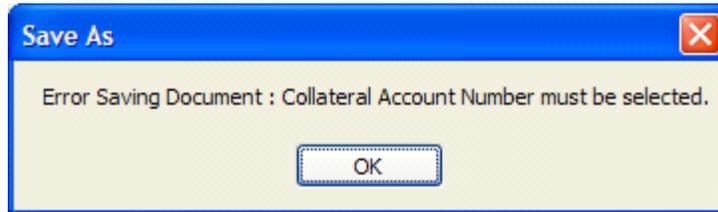
**NOTE:** See the section titled ***Filing Using the JEFIS Attorney Filing Manager*** in this manual for detailed instructions on using the **Attachments**, **Filing Data**, **Associate Parties** and **Party Association** tab screens, as well as instructions on filing for all JEFIS Attorney Filing Manager **Document Types**.

The following Steps will likely follow:

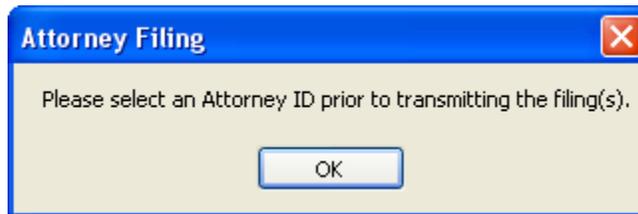
- Review the data entry and click on “**Transmit Single Filing**”.
- The JEFIS Attorney Filing Manager performs field validation to check if mandatory fields have been entered. All errors are listed under the “**Field Validation**” section and data fields with an error are marked in red for correction.
- Make the required changes and click on “**Transmit Single Filing**”.
- The JEFIS Attorney Filing Manager prompts you for credentials if transmitting for the first time.
- Enter the credentials if transmitting for the first time.
- The JEFIS Attorney Filing Manager validates the credentials and provides a confirmation message if data has been transmitted successfully.
- The JEFIS Attorney Filing Manager will generate an XML file and create a new folder with the current date if one does not exist. The new folder contains the generated XML file along with the supporting files used for e-filing.
- The JEFIS Attorney Filing Manager sends an Acknowledgement email once the **Document Type** has been received.

If more than one collateral account number or attorney ID was entered on the **Account Information** window during the process of downloading and installing the JEFIS Attorney Filing Manager, the **Collateral Account Number** and/or **Attorney ID** fields on the JEFIS Attorney Filing Manager may be blank.

Attempts to e-file a document with a blank collateral account number will result in the following error message after clicking the **Transmit Single Filing** button.



Attempts to e-file a document with a blank attorney ID will result in the following error message after clicking the **Transmit Single Filing** button.



Click the **OK** button on the collateral account number error message or the attorney ID error message to return to the JEFIS Attorney Filing Manager. Select a collateral account number or attorney ID by clicking the down arrow on the **Collateral Account Number** or **Attorney ID** fields.

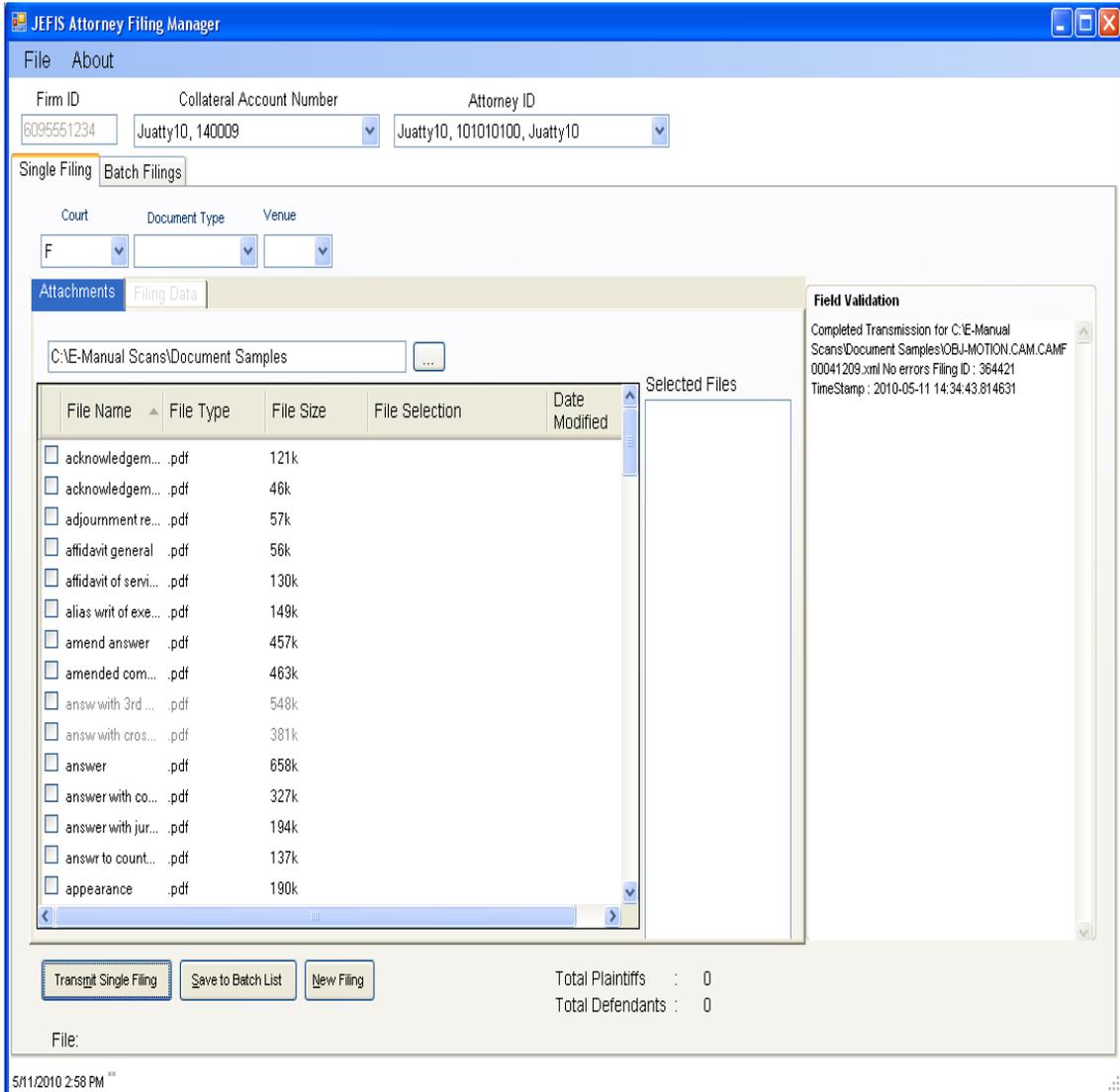
Click the **Transmit Single Filing** button again. If the file to be transmitted is a complaint with an alternate plaintiff and/or defendant name, a message will appear allowing the entry of additional alternate plaintiff and/or defendant names when the **Transmit Single Filing** button is clicked. To add additional alternate plaintiff or alternate defendant names, click the **Yes** button on the **Save Filing** message to display the **Add Additional Alternate Names** window.

Click the **Transmit Single Filing** button again to begin the transmission process through the **Attorney Filer Login**.

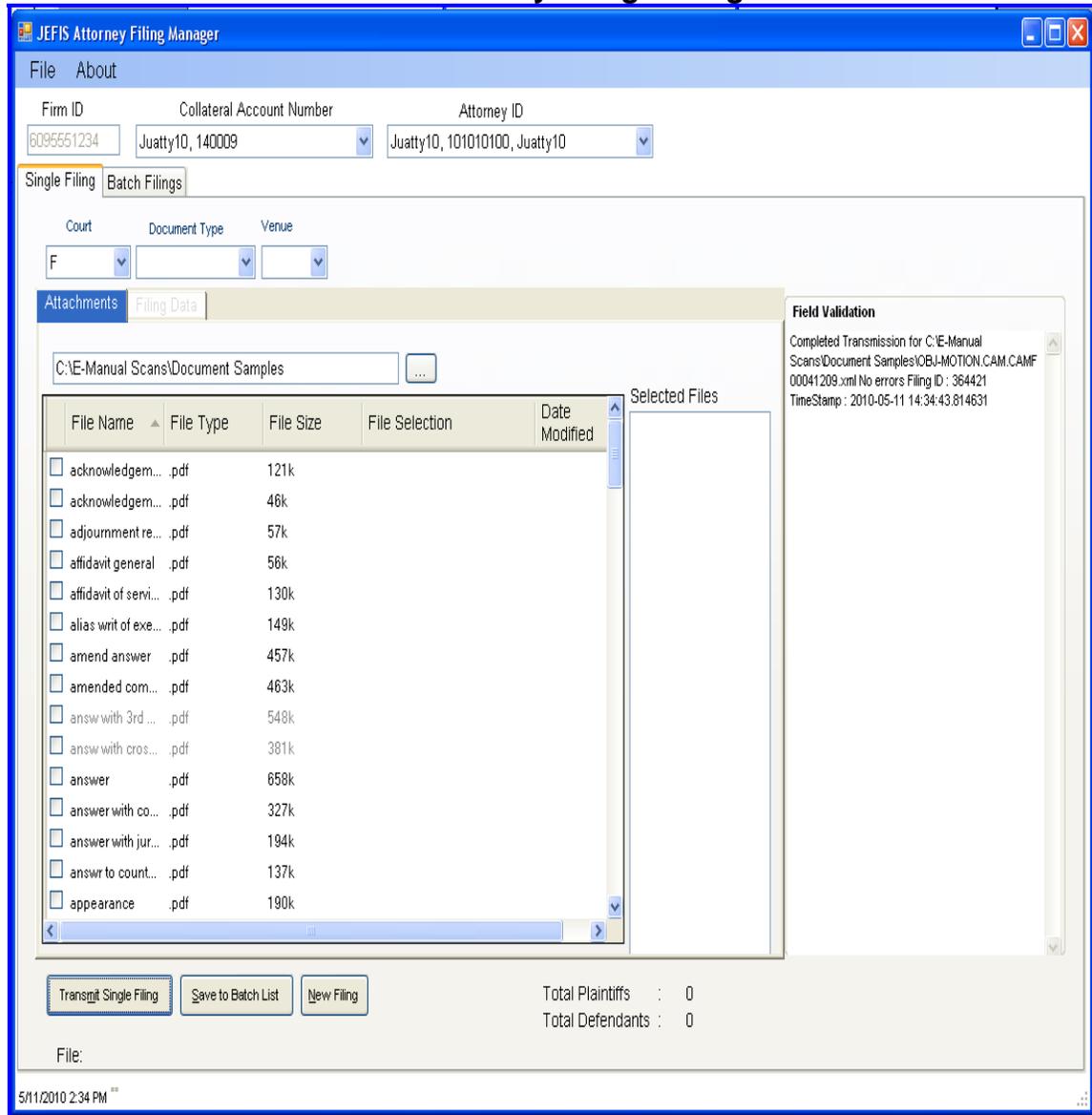
## Attorney Filer Login



Enter your name's **Password** and click the **OK** button to process the e-filing and return to the JEFIS Attorney Filing Manager.



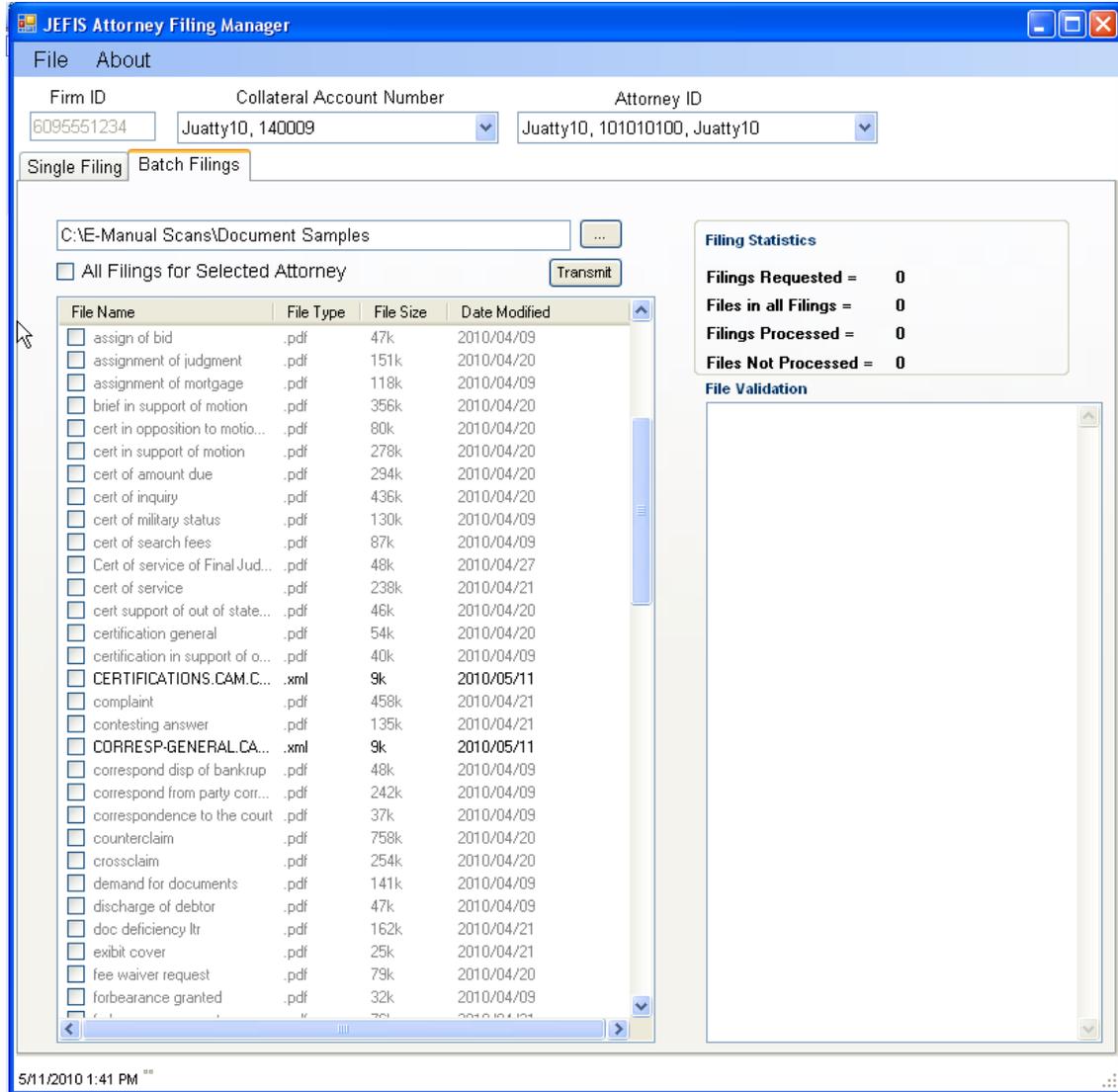
## JEFIS Attorney Filing Manager



The attachments that were e-filed are removed from the **File Name** list and the **Field Validation** section displays the status of the e-filing. In the example above, no errors were encountered during the transmission process and the XML file and its attachment were e-filed successfully. Should an error occur, the **Field Validation** section will display the name of the invalid field now highlighted in red on its associated Tab and the error that needs to be corrected prior to e-filing the XML file, its RTF, PDF and/or TIF attachment again.

**NOTE:** The **Attorney Filer Login** only requires the entry of a password during the initial single e-filing. The **Attorney Filer Login** will retain the password for subsequent single e-filings until a different attorney ID is selected or the JEFIS Attorney Filing Manager is closed and reopened.

Successfully transmitted e-filings are saved in a folder automatically created by the JEFIS Attorney Filing Manager and placed inside the directory where the RTF (PDF and/or TIF, if applicable) file(s) was(were) retrieved for e-filing. The subdirectory name is the date the successful e-filing transmission occurred in YYYYMMDD format.



In the above example, XML and associated files were successfully e-filed on May 11, 2010. Copies of the files are automatically placed in a folder named with the current date that is created by the JEFIS Attorney Filing Manager application within the directory of 'C:\E-Manual Scans\Document Samples.'

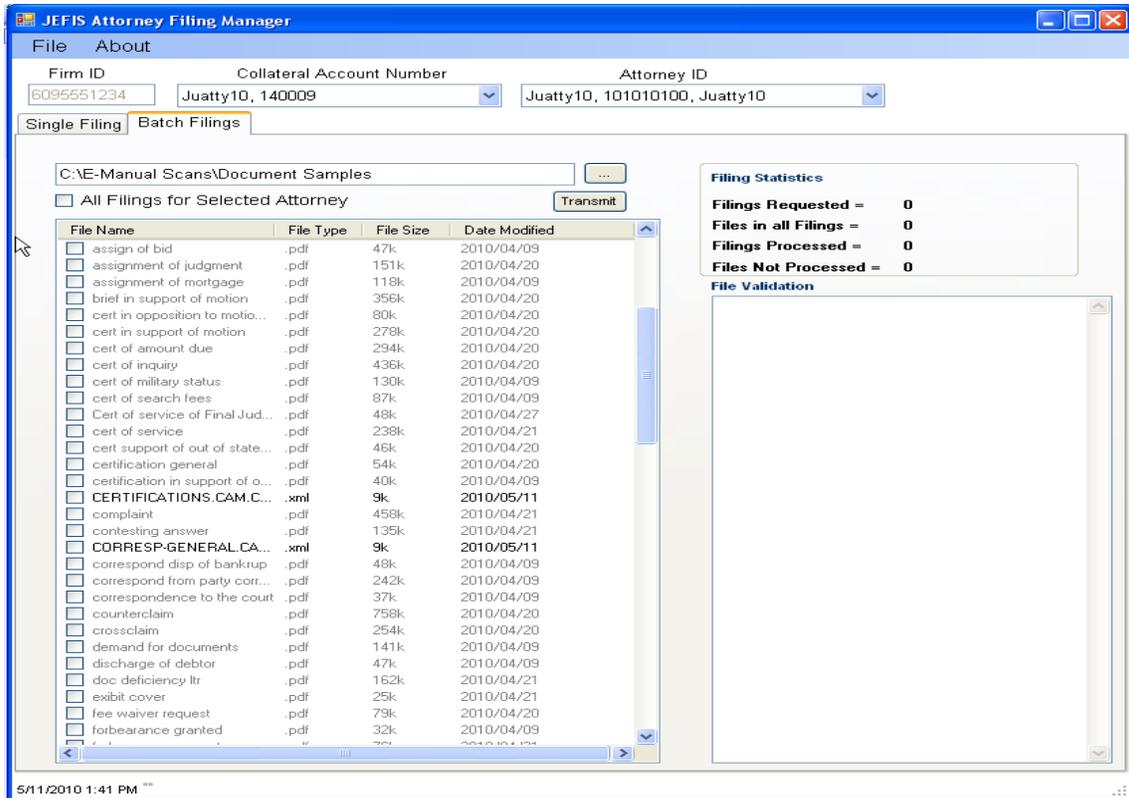
See the section titled **Confirmation of E-filed Documents** within the **Common Procedures While Filing** chapter of this manual for information on an error that may display during the e-filing process and for information on confirmations sent from the Judiciary verifying receipt of e-filed documents.

### **Batch Filings**

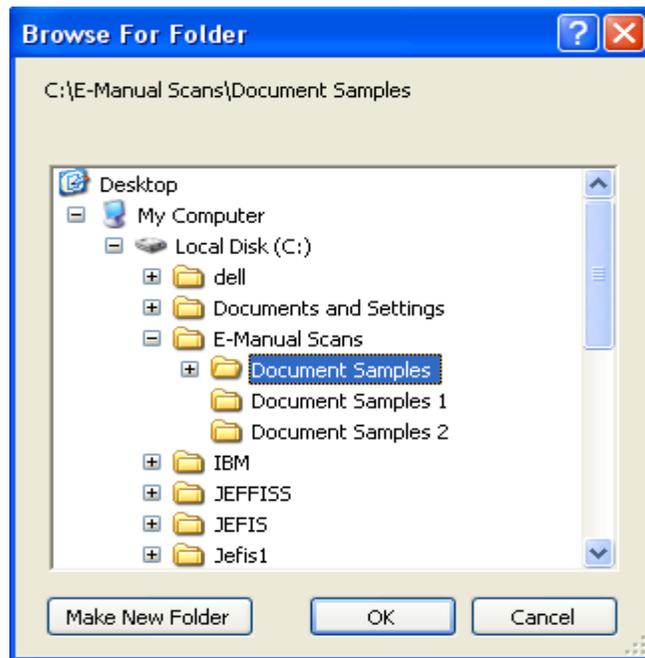
Documents (each having an RTF, XML, PDF and/or TIF extension) saved using the **Save to Batch List** function, can be e-filed using the **Batch Filings** tab screen on the JEFIS Attorney Filing Manager.

The following steps and explanations capture the key tasks The JEFIS Attorney Filing Manager will need to e-file documents in batch:

- Enter the data and instead of transmitting the document as a single filing click on the **Batch Filings** tab on the JEFIS Attorney Filing Manager to display the **Batch Filings** tab screen. This allows the option of creating a batch list file that would allow you to transmit multiple document types as a batch.
- The JEFIS Attorney Filing Manager validates your input and if no errors persist will generate an XML file and store the supporting files for batch transmission. All the files are displayed on the batch filings tab.
- You can choose to transmit individual files for the selected attorney, or use the check box to transmit all filings for that attorney
- The JEFIS Attorney Filing Manager displays the XML files for the selected attorney and the “Filing Statistics” section displays the total files being included in the batch transmission.
- Please click Transmit button after your selection(s).
- The JEFIS Attorney Filing Manager transmits the batch files and provides a confirmation message if data has been transmitted successfully.
- The JEFIS Attorney Filing Manager creates a new folder with the current date if one does not exist. The new folder contains the generated XML file along with the supporting files used for e-filing.
- The JEFIS Attorney Filing Manager sends an acknowledgement email once the batch file has been reviewed for technical errors.

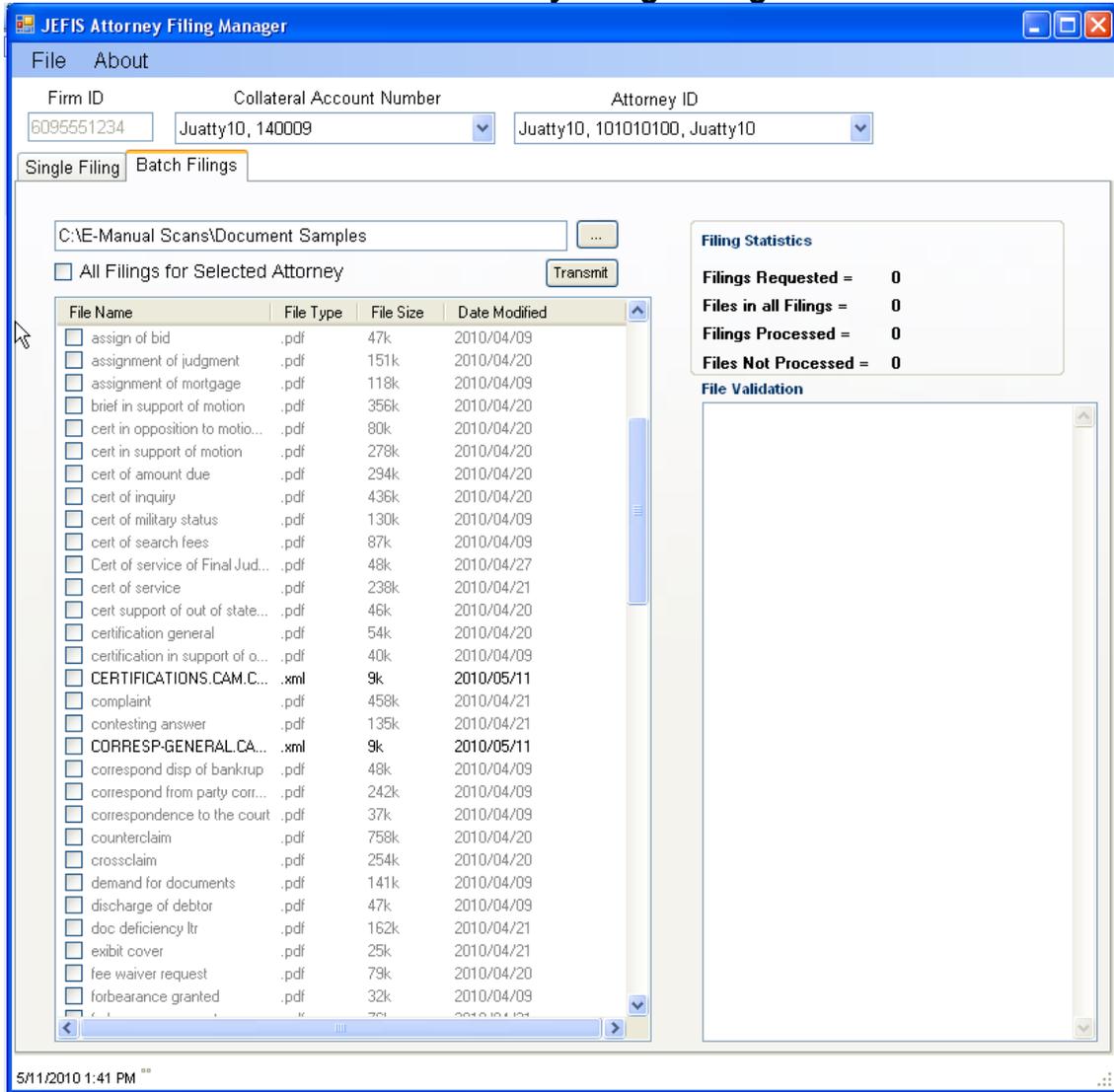


To display the files of a different directory, click the button to the right of the default directory name to display the **Browse for Folder** window.



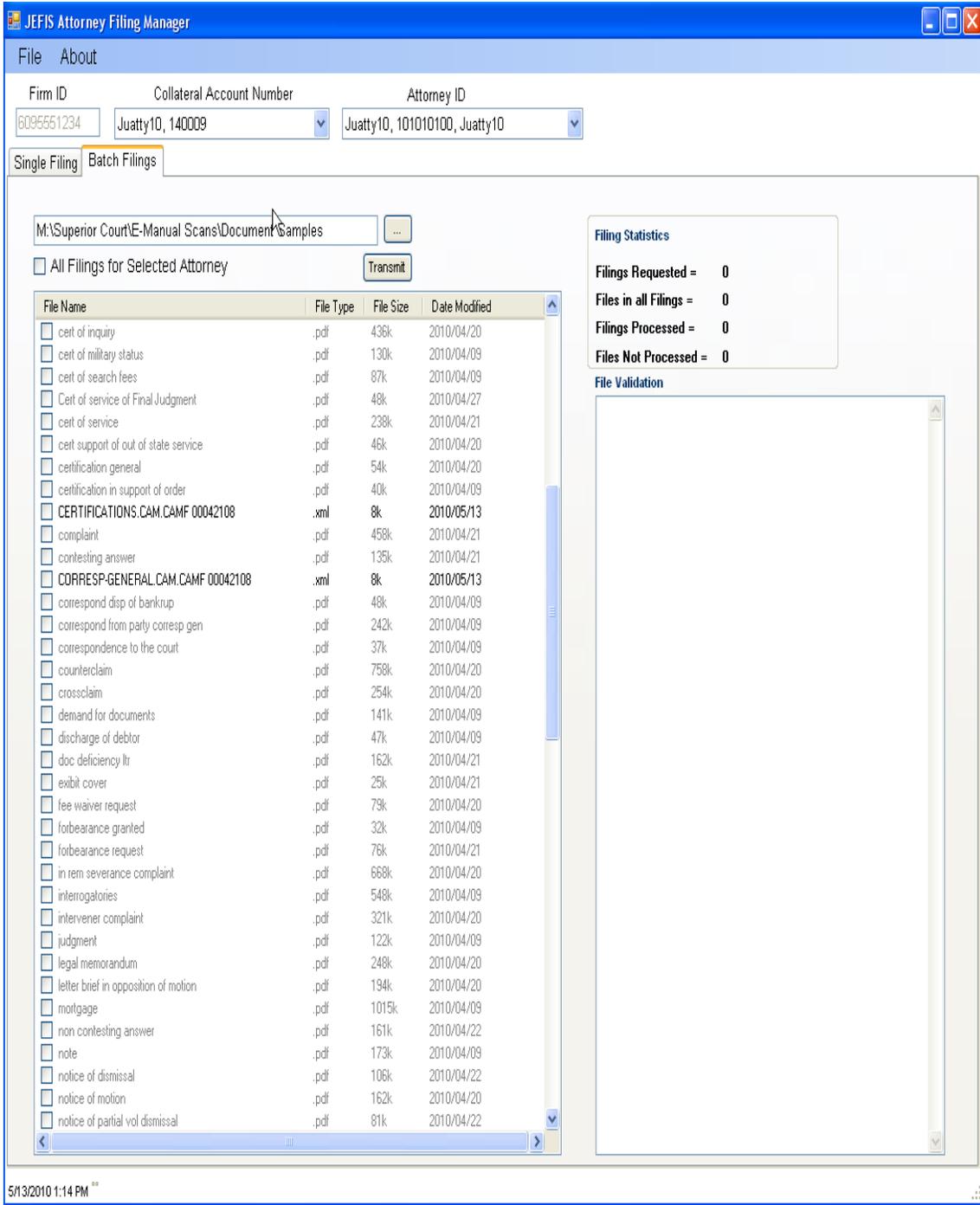
Select the desired directory from the **Browse for Folder** window and then click the **OK** button to return to the JEFIS Attorney Filing Manager.

### JEFIS Attorney Filing Manager



To refresh the file list, click **File, Refresh File List**. This will allow files that were added to the default work directory after the JEFIS Attorney Filing Manager was accessed to display on the current application session.

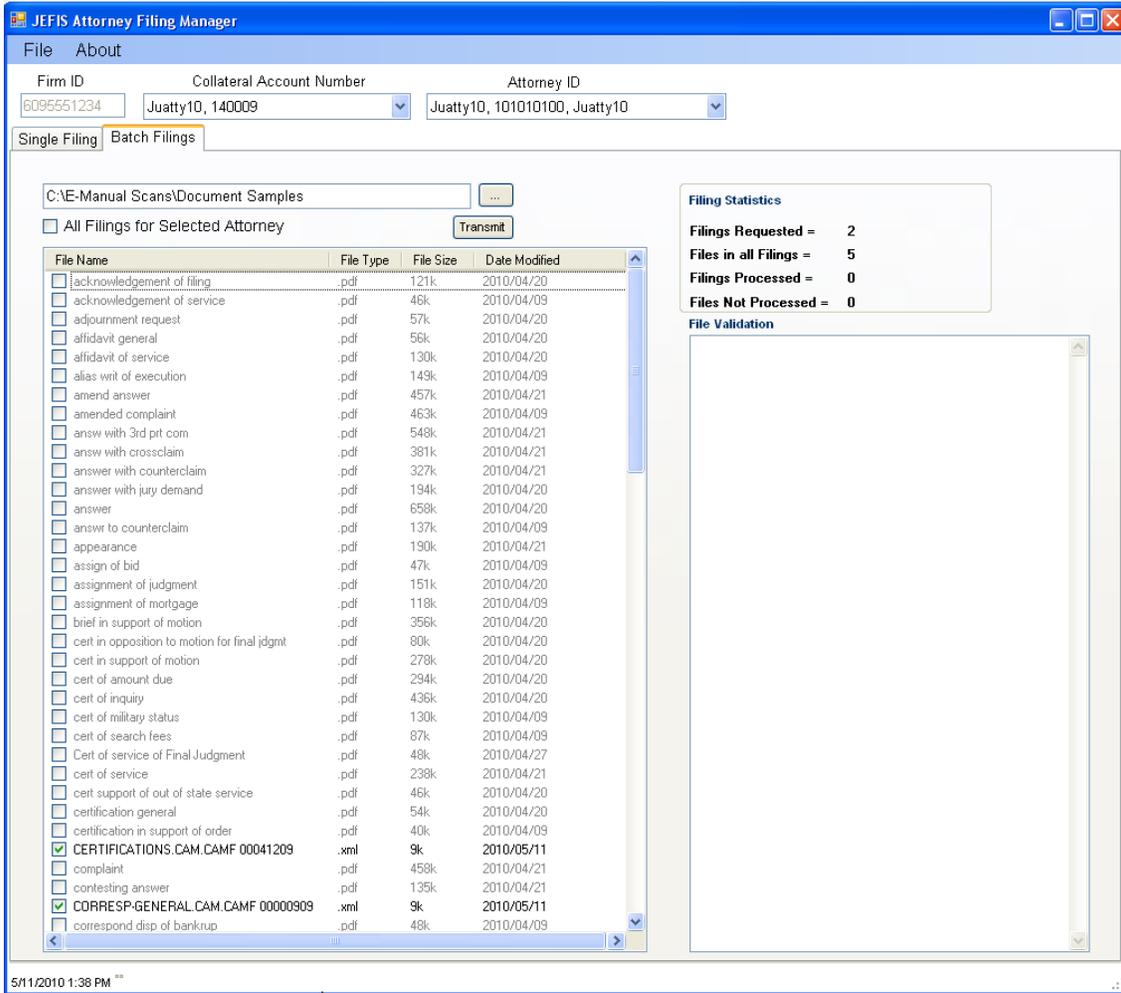




To select all the XML files created by the attorney displayed in the **Attorney ID** field at the top of the JEFIS Attorney Filing Manager, click the box to the left of the **All Filings for Selected Attorney** field. This will place a checkmark next to each of the XML files created by the attorney in the **Attorney ID** field.

Alternately, XML files created by the attorney in the **Attorney ID** field can be selected individually by clicking in the box to the left of the file name. Note that any file can be selected; however, if it is not for the selected attorney an error will result.

## JEFIS Attorney Filing Manager



**Filing Statistics** are recorded as XML files are selected. In the example above, the **Filing Statistics** section of the **Batch Filings** tab screen records the selection of three XML files. The total files contained in the e-filing are calculated as five.

Click the **Transmit** button to begin the process of e-filing the selected XML files and display the **Attorney Filer Login**.

**NOTE:** Selecting and e-filing XML files created by an attorney other than the attorney displayed in the **Attorney ID** field at the top of the JEFIS Attorney Filing Manager will result in an incomplete transmission error. Be sure the attorney displayed in the **Attorney ID** field is the attorney who created the XML file to be transmitted.

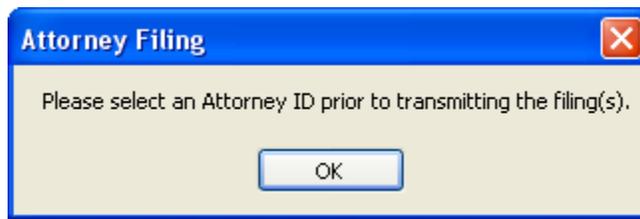
If more than one collateral account number or attorney ID was entered on the **Account Information** window during the process of downloading and installing the JEFIS Attorney Filing Manager, the **Collateral Account Number** and/or **Attorney ID** fields on the JEFIS Attorney Filing Manager may be blank.

**NOTE:** See the section titled [Accessing the JEFIS Attorney Filing Manager](#) within the **ACCESSING THE JEFIS FORECLOSURE ATTORNEY FILING MANAGER** chapter of this manual for direction on changing **Account Information** window settings.

Attempts to e-file a document with a blank collateral account number will result in the following error message after clicking the **Transmit** button.



Attempts to e-file a document with a blank attorney ID will result in the following error message after clicking the **Transmit** button.



Click the **OK** button on the collateral account number error message or the attorney ID error message to return to the JEFIS Attorney Filing Manager. Select a collateral account number or attorney ID by clicking the down arrow on the **Collateral Account Number** or **Attorney ID** fields.

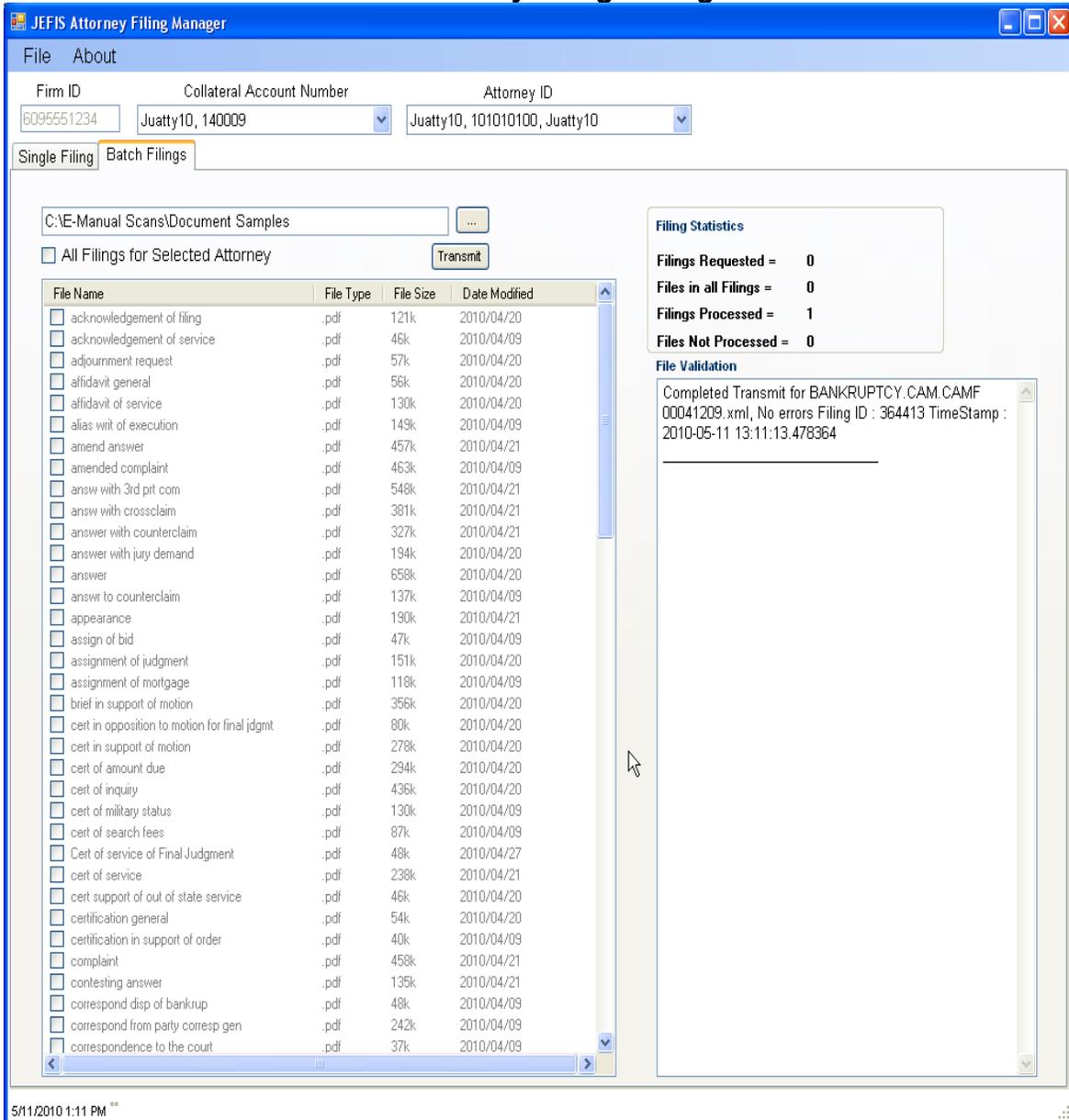
Click the **Transmit** button on the **Batch Filings** tab screen again to display the **Attorney Filer Login**.

### Attorney Filer Login



Enter **Password** and click the **OK** button to process the e-filing and return to the JEFIS Attorney Filing Manager.

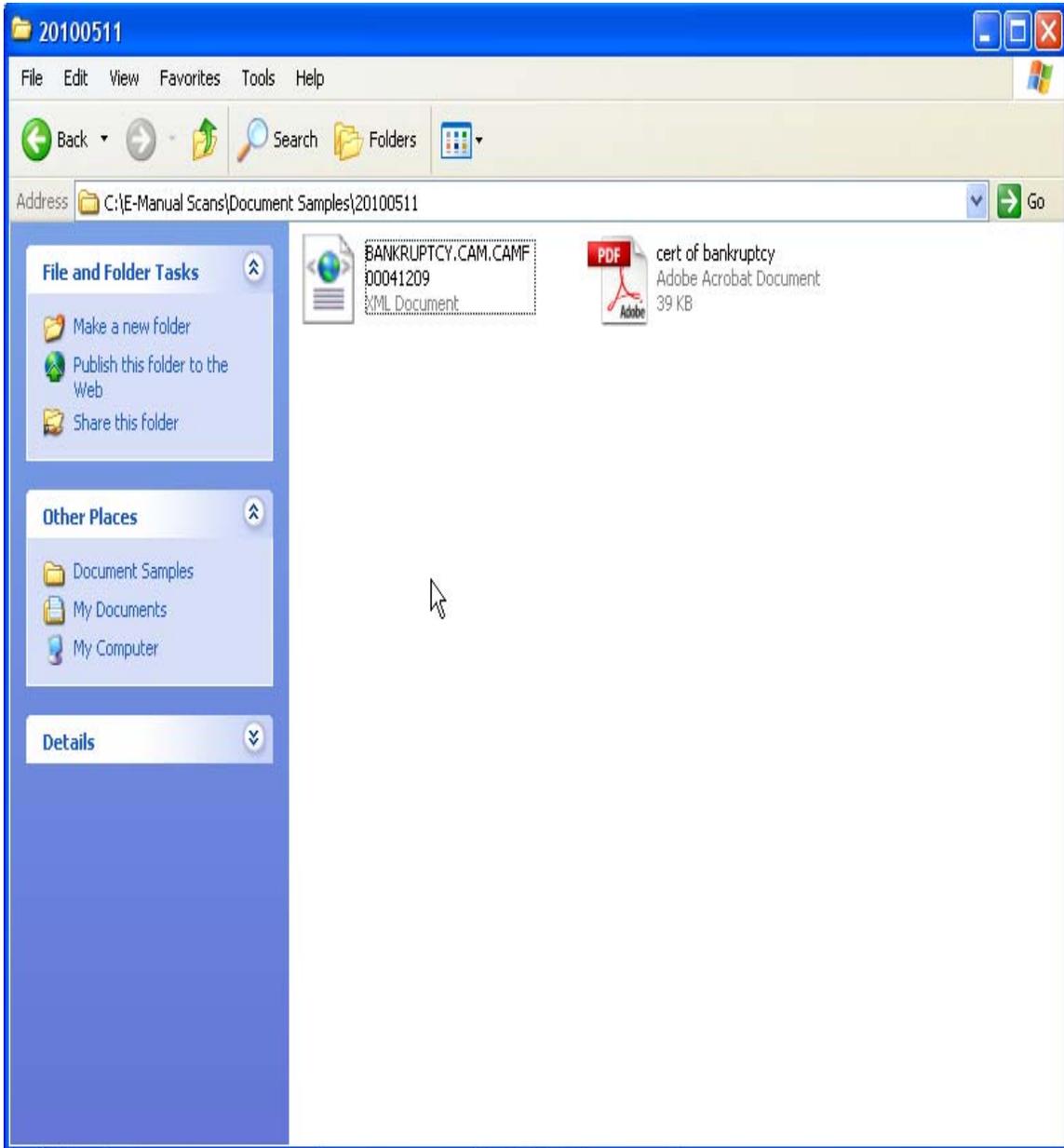
## JEFIS Attorney Filing Manager



The XML files that were e-filed are removed from the **File Name** list and the **File Validation** section displays the status of the e-filed XML files. In the example above, no errors were encountered during the transmission process and the XML file and PDF attachment was e-filed successfully. Should an error occur, the **File Validation** section will note the error(s) that affect required fields first then those that fail data validation tests for optional fields.

**NOTE:** The **Attorney Filer Login** only requires the entry of a password during the initial batch e-filing for a selected attorney ID. The **Attorney Filer Login** will retain the password for subsequent batch e-filings until a different attorney ID is selected or the JEFIS Attorney Filing Manager is closed and reopened.

Successfully transmitted e-filings are saved in a folder automatically created by the JEFIS Attorney Filing Manager and placed inside the directory where the RTF, PDF and/or TIF file was retrieved for e-filing. The subdirectory name is the date the successful e-filing transmission occurred in YYYYMMDD format.



In the above example, XML and associated PDF files were successfully e-filed on May 11, 2010. Copies of the files are automatically placed in the subdirectory '20100511' created by the JEFIS Attorney Filing Manager application within the directory of 'C:\E-Manual Scans\Document Samples.'

Confirmation of E-filed Documents

Confirmations of receipt of e-filed documents will be returned from the Judiciary through e-mail.

### **Confirmation of E-filed Documents**

Confirmations of receipt of e-filed documents will be returned from the Judiciary through e-mail.

To view confirmations of receipt of e-filings, click the **Inbox** folder of the e-mail account that was provided to the Superior Court Clerk's Office in the participation agreement..

The **Inbox** folder contains confirmations of received e-filings along with a message displaying the type of document received, the name of the receiving county, related attachment(s) and **Filing ID**. This **Filing ID** is the same ID that appears in the **Field Validation section when transmitting the files**.

**From:** "jefisae@mailbox@judiciary.state.nj.us" <jefisae@mailbox@judiciary.state.nj.us>  
**To:** larry@abclender.com  
**Sent:** Thu, May 6, 2010 2:14:16 PM  
**Subject:** E-Filing Received by 798265930: COMPLAINT.CAM.CAMF 01371600.xml

Your Complaint has been received by SCCO.  
Your attachment(s) are: complaint.pdf, exhibit.tif  
Any questions regarding your filing, please refer to Transaction number or Filing ID  
201075D1392700, 363033.

@SCCO|Complaint|201075D1392700| complaint.pdf| exhibit.tif

Sample confirmation message

**NOTE:** Do NOT reply to a JEFIS email confirmation as such replies are not received by the courts and are automatically deleted.

In the example above, the **Inbox** folder contains confirmation of a complaint from Camden County, its attachments (complaint.pdf, exhibit.tif) and its **Transaction number and Filing ID**.

The **Inbox** folder may also contain messages indicating that an electronic filing was rejected, the reason for its rejection, the receiving county, transaction ID and instructions to correct the invalid file.

**From:** "jefisae@mailbox@judiciary.state.nj.us" <jefisae@mailbox@judiciary.state.nj.us>  
**To:** larry@abclender.com  
**Sent:** Thu, May 7, 2010 11:34:00 AM  
**Subject:** Re: Certifications

Your Electronic filing has been rejected because the Docket Number was not found for venue: CAM.  
 Transaction number 201075E13809800  
 Please resend with a valid docket number

Sample rejection message

In the example above, the **Inbox** folder contains a message indicating an e-filed certification was rejected due to an invalid docket number. Instruction is provided to correct the docket number prior to re-filing the certification electronically.

**Party Association**

To associate parties to a Document Type, click the **Party Association** tab on the JEFIS Attorney Filing Manager to display the **Party Association** tab screen.

Follow the steps outlined below:

- Review the data and click on the **Party Association** tab.
- The JEFIS Attorney Filing Manager displays the **Party Association** tab and an option to “**Associate Party**”
- Please click on “**Associate Party**”.
- The JEFIS Attorney Filing Manager displays “**Party Association**” screen with the following data entry fields for all document types except **Judgment** and **Judgment-OptF**:

Field Name	Mandatory (Y / N)	Help Values
Primary or Target	Y	Valid values: P Primary, T Target
Party Last Name	Y except when Party Affiliation Code is ‘FRP – Forclosure Property’ Not Mandatory, N.	Maximum no of characters : 30
Party First Name	N	Maximum no. of characters : 9
Party Middle Initial	N	Maximum no. of characters : 1

- Mandatory fields are displayed on the screen with an asterisk next to the field name.
- Enter the data values and if in doubt press F1 or move the mouse-over the data entry field for additional information about the valid values / format to be used for the specific field.

**NOTE:** The **Party Association** tab will only display when a document type is selected on the **Filing Data** tab screen and that type has the **Party Association** tab enabled.

Click the **Associate Party** button on the **Party Association** tab screen to display the **Party Association** window.

### Party Association

Description	Entry	Detail	Help
Primary or Target *			P - Primary, T
Party Last Name/Corporation *			Maximum num
Party First Name			Maximum num
Party Middle Initial			Maximum num
Defendant Type			Select valid v...
Form of Service			Maximum num
Amount of Service			Format: 9999E

\* indicates required field

Save

Transmit Single Filing Save to Batch List New Filing \* indicates required field Total Plaintiffs : 0 Total Defendants : 0

7/15/2011 2:11 PM



The items followed by an asterisk (\*) in the **Description** column are required fields. Attempts to save the **Party Association** without an entry in these fields will result in an error message. ONLY [Judgments](#) and [Judgments-OptF](#) have the **Party Association** fields as shown above.

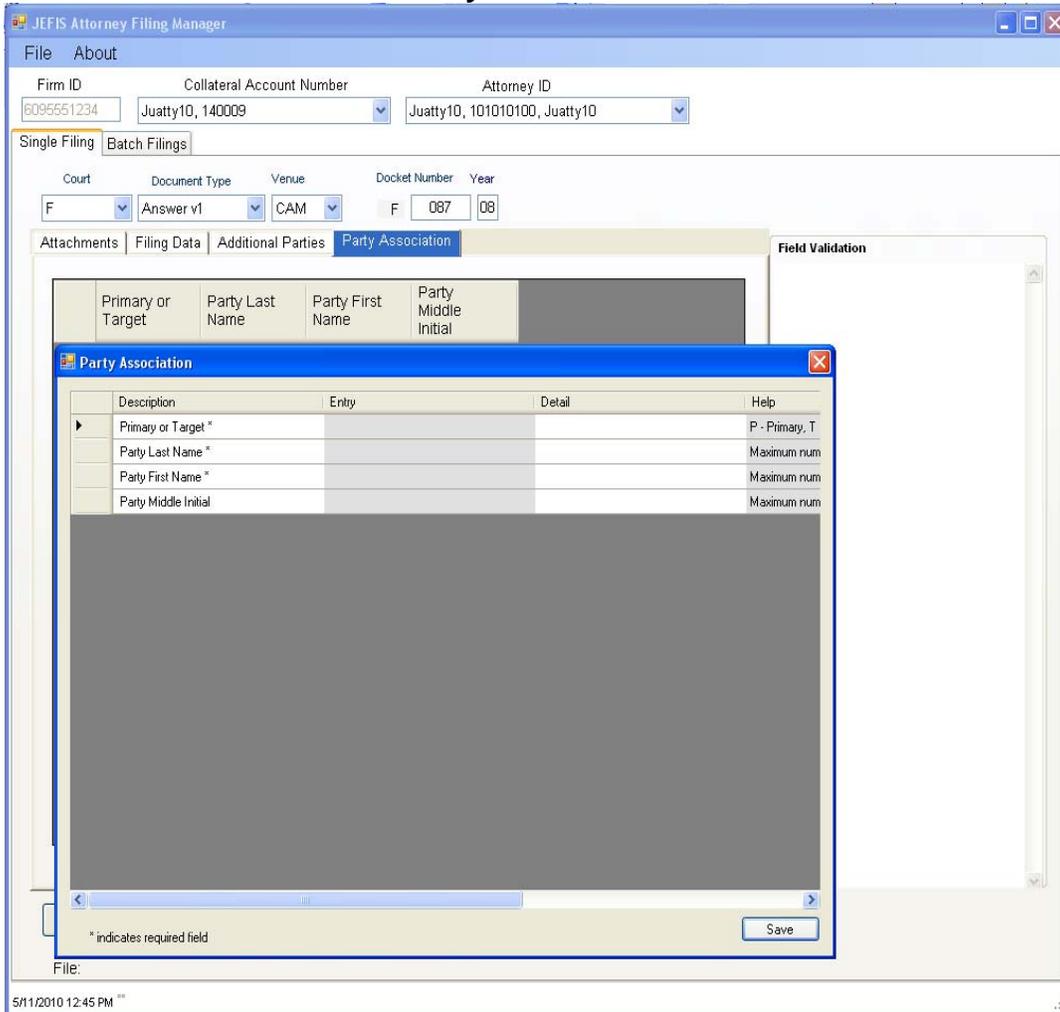
Continue to place entries in the **Entry** column using the information provided in the **Help** column as a guide to formatting and valid field entries.

Click the **Save** button when completed placing entries in the **Entry** column. If entry errors exist, an error message will display indicating the fields with invalid or missing entries. In the example below, the 'Party Last Name' field is blank and requires an entry prior to saving.

If an error message displays, click the **OK** button to return to the **Party Association** window and correct the error prior to clicking the **Save** button again.

If no entry errors exist, clicking the **Save** button on the **Party Association** window will display the JEFIS Attorney Filing Manager with the Additional parties.

### Party Association

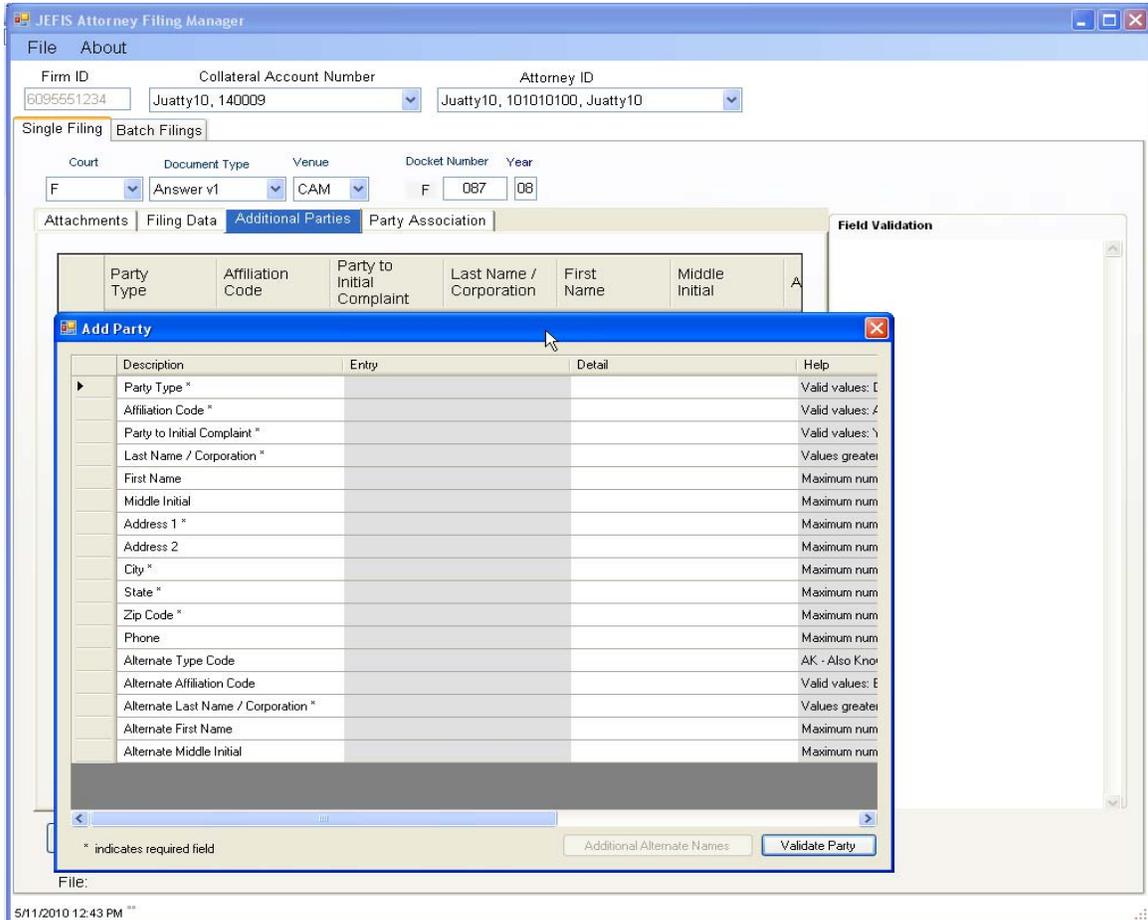


**NOTE:** Double-clicking on a party displayed in the **Party Association** tab screen will provide access to the entries recorded for the party on the **Party Association** window.

## **Additional Parties**

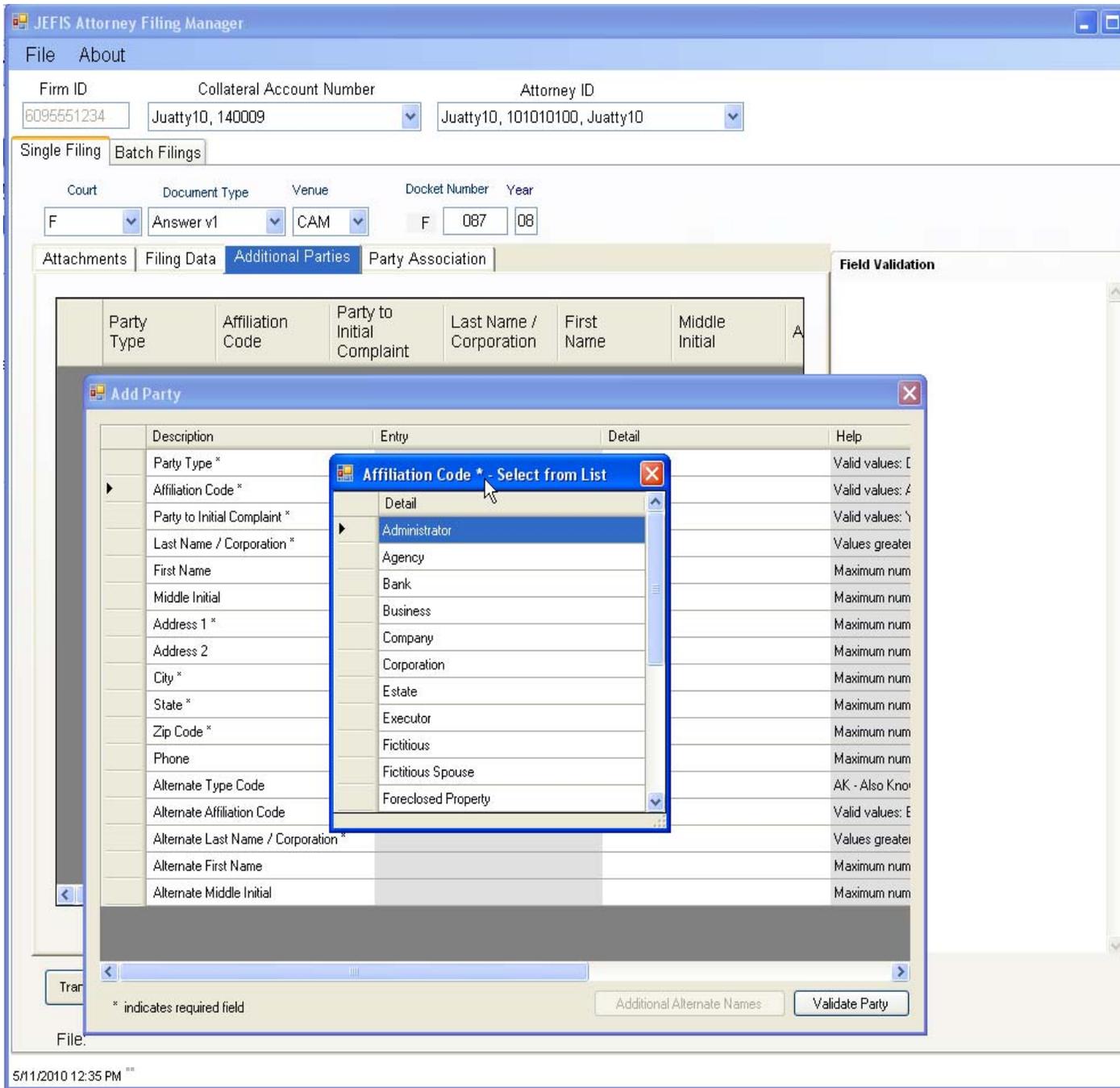
If Additional Parties exist, click the **Additional Parties** tab on the JEFIS Attorney Filing Manager to display the **Additional Parties** tab screen.

**NOTE:** The ability to add an additional party is based on the **Document Type** selected on the **Filing Data** tab screen. See the **APPENDIX** for a list of document types that can contain Additional Parties and their detailed data description.



On the **Additional Parties** tab screen, click the **Add Party** button to display the **Add Party** window. The items followed by an asterisk (\*) in the **Description** column are required fields. Attempts to validate a party without an entry in these fields will result in an error message.

Tables of valid entries are available for some fields that require the entry of a code. These tables are accessed by using the F1 key when the cursor is in the field or by double-clicking in the field. For example, clicking in the **Entry** column next to the 'Affiliation Code' **Description** and pressing F1 (or double-clicking in the field) displays a table of valid party type entries.



Clicking an 'Affiliation Code' in the table places the Affiliation Code value in the corresponding **Entry** field on the **Add Party** window and places the code's description in the **Detail** column.

**NOTE:** The *APPENDIX* contains a description of each **Entry** field on the **Additional Parties** window.

Continue to place entries in the **Entry** column on the **Add Party** window using the information provided in the **Help** column as a guide to formatting and valid field entries. When completed, click the **Validate Party** button.

## Add Party Window

JEFIS Attorney Filing Manager

File About

Firm ID: 6095551234 Collateral Account Number: Juatty10, 140009 Attorney ID: Juatty10, 101010100, Juatty10

Single Filing | Batch Filings

Court: F Document Type: Answer v1 Venue: CAM Docket Number: F 087 08 Year: 08

Attachments | Filing Data | **Additional Parties** | Party Association

Field Validation

Party Type	Affiliation Code	Party to Initial Complaint	Last Name / Corporation	First Name	Middle Initial	A
------------	------------------	----------------------------	-------------------------	------------	----------------	---

**Add Party**

Description	Entry	Detail	Help
Party Type *			Valid values: [
Affiliation Code *			Valid values: /
Party to Initial Complaint *			Valid values: \
Last Name / Corporation *			Values greater
First Name			Maximum num
Middle Initial			Maximum num
Address 1 *			Maximum num
Address 2			Maximum num
City *			Maximum num
State *			Maximum num
Zip Code *			Maximum num
Phone			Maximum num
Alternate Type Code			AK - Also Kno
Alternate Affiliation Code			Valid values: E
Alternate Last Name / Corporation *			Values greater
Alternate First Name			Maximum num
Alternate Middle Initial			Maximum num

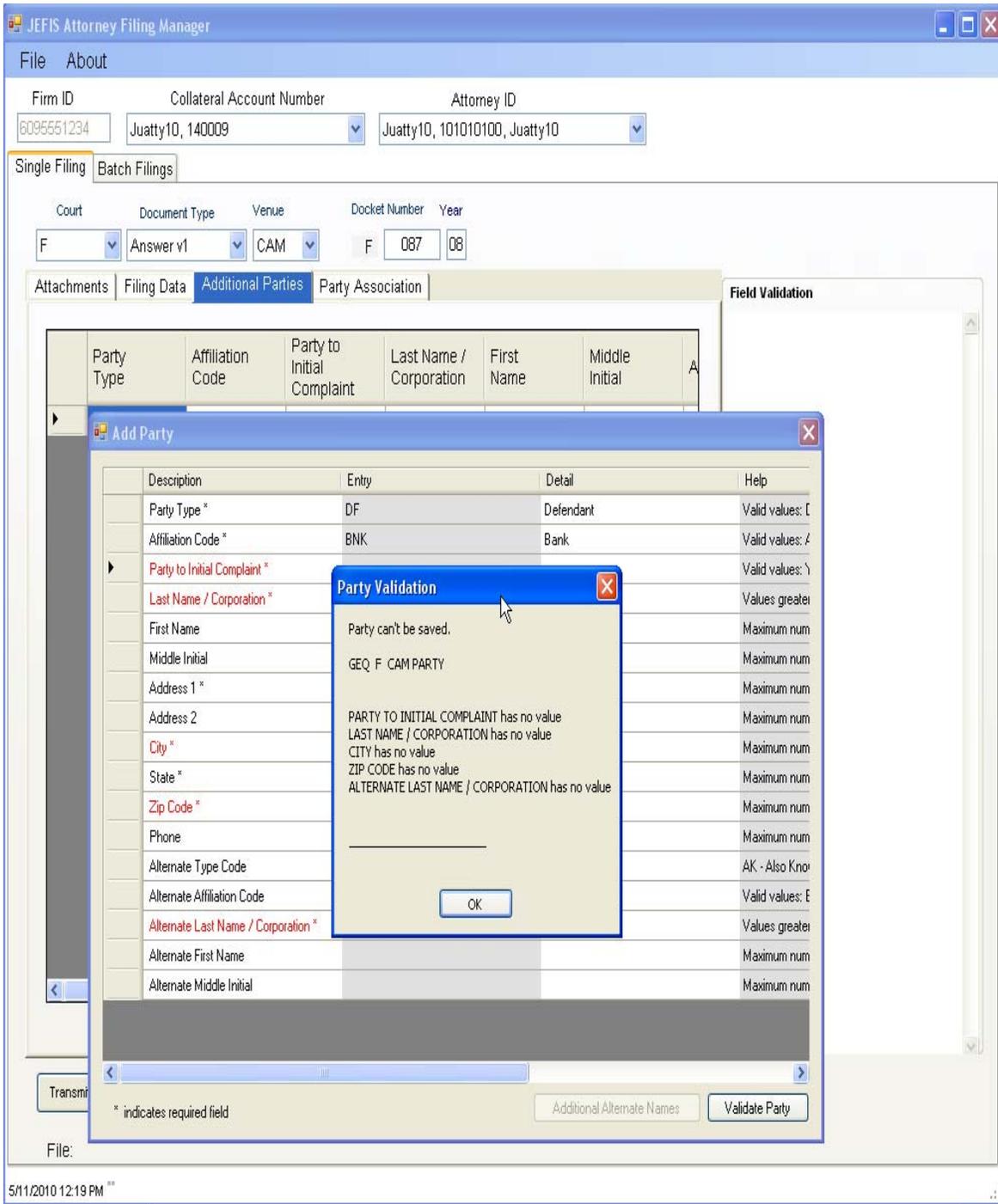
\* indicates required field

Additional Alternate Names

File:

5/11/2010 12:43 PM

If an invalid entry is placed in the **Entry** column, an error message will display indicating the reason the additional party cannot be validated. Also, the text found in the **Description** Column will turn **RED**.



If an error message displays, click the **OK** button to return to the **Add Party** window and correct the invalid entries prior to clicking the **Validate Party** button again.

File About

Firm ID: 6095551234 Collateral Account Number: Juatty10, 140009 Attorney ID: Juatty10, 101010100, Juatty10

Single Filing | Batch Filings

Court: F Document Type: Answer v1 Venue: CAM Docket Number: F 087 Year: 08

Attachments | Filing Data | **Additional Parties** | Party Association

Party Type	Affiliation Code	Party to Initial Complaint	Last Name / Corporation	First Name
DF	AGY	Y	Bennets	

Add Party

Transmit Single Filing | Save to Batch List | New Filing

\* indicates required field Total Plaintiffs : 0  
Total Defendants : 0

File:

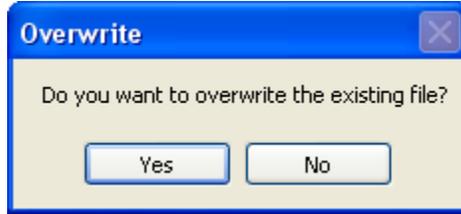
5/11/2010 12:10 PM

If no entry errors exist, clicking the **Validate Party** button on the **Add Party** window will display the JEFIS Attorney Filing Manager with the Additional Parties.

**Certification Overwrite Issue**

**Scenario 1:** User tries to save a Certification v1 to the batch file containing Certification v2 for the same case jacket.

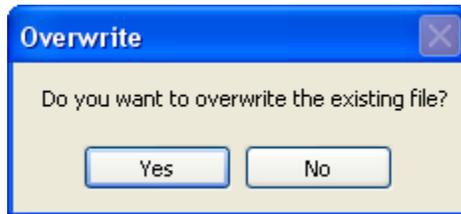
System prompts the user to overwrite the existing file in the batch file (Certification v2) with Certification v1.



If user clicks "Yes" for the above message system overwrites Certification v2 with Certification v1 in the batch file.

**Scenario 2:** User tries to save a Certification v2 to the batch file containing Certification v1 for the same case jacket.

System prompts the user to overwrite the existing file in the batch file (Certification v1) with Certification v2.



If user clicks "Yes" for the above message system overwrites Certification v1 with Certification v2 in the batch file.

**Resolution:** In either of the above scenarios the user will be able to file only one of the certification files for a case jacket.

Users can resolve this issue by using different work directories for Certification v1 and Certification v2 or filing them as separate batch lists.

## APPENDIX A

The following glossary is arranged by document type, with each section relating to a specific document type, or category of documents, which can be electronically filed via JEFIS Foreclosure. For each document type, each data field to be submitted with an electronic filing is listed with both the basic technical requirements and common descriptions, where appropriate. Depending on the data field it may include the following elements:

Element	Example
Field Name	Defendant First Name
Required/Not Required	Required
Size	72 Characters
Data Type	Numeric
Data Format	MMDDYYYY
Available Codes and Descriptions	B – Business
Description/Purpose of the Field Data	To record the municipal tax map block of the property

**A sample XML specification is shown below:**

```

GEQ, F, Additional Parties, 2
Order, Display Id, Map Id, Rule Type, Rule
01, Primary or Target, PT ID, VALUES,
<rows><reqParentDocs></reqParentDocs><row><display>Primary</display><submit>P</submit></row><row><di
splay>Target</display><submit>T</submit></row></rows>
01, Primary or Target, PT ID, REQUIRED, True
02, Party Last Name/Corporation, PLast Name, REQUIRED, True
02, Party Last Name/Corporation, PLast Name, REGEX, ([A-Za-z ]{1,20})^([a-zA-Z]{0})$
03, Party First Name, PFirst Name, REQUIRED, True
03, Party First Name, PFirst Name, REGEX, ([A-Za-z ]{1,9})^([a-zA-Z]{0})$
04, Party Middle Initial, PMid Ini, OPTIONAL, None
04, Party Middle Initial, PMid Ini, REGEX, ([A-Za-z ]{1,1})^([a-zA-Z]{0})$
04, Party Middle Initial, PMid Ini, LENGTH, 0,1
05, Defendant Type, Def Type, VALUES, <rows><row><display>Certificate of Debt</display><submit>Certificate
of Debt</submit></row><row><display>Condominium/Homeowner Association Lien</display><submit>Condo
Assoc Lien</submit></row><row><display>Docketed Judgment</display><submit>Docketed
Judgment</submit></row><row><display>Mortgagor</display><submit>Mortgagor</submit></row><row><displa
y>Obligor</display><submit>Obligor</submit></row><row><display>Obligor and
Mortgagor</display><submit>Oblig and Mortgagor</submit></row><row><display>Superior
Mortgage</display><submit>Superior Mortgage</submit></row><row><display>Subordinate
Mortgage</display><submit>Subordinate Mortgage</submit></row><row><display>Tax
Lien</display><submit>Tax
Lien</submit></row><row><display>Tenant</display><submit>Tenant</submit></row><row><display>Spouse</
display><submit>Spouse</submit></row><row><display>Other</display><submit>Other</submit></row></rows>
05, Defendant Type, Def Type, REQUIRED, True
06, Form of Service, Form of Svc, VALUES, <rows><row><display>Acknowledgement of
Service</display><submit>Ackngmt of Service</submit></row><row><display>First
Class</display><submit>First Class</submit></row><row><display>Certified Mail</display><submit>Certified
Mail</submit></row><row><display>Registered Mail</display><submit>Registered
Mail</submit></row><row><display>Regular Mail</display><submit>Regular
Mail</submit></row><row><display>Publication</display><submit>Publication</submit></row><row><display>P
rocess Server</display><submit>Process
Server</submit></row><row><display>Sheriff</display><submit>Sheriff</submit></row></rows>
06, Form of Service, Form of Svc, REQUIRED, True
07, Amount of Service, Amt of Svc, REQUIRED, True
07, Amount of Service, Amt of Svc, REGEX, (\b\d{1,5}\. \d{2,2}\b)
    
```

**Data Format Standards**

When entering a name in the JEFIS Attorney Filing Manager, do not include a hyphen, apostrophe, period, comma or slash and if possible, do not use 'THE' prior to a name. Names submitted in the correct format will experience faster court processing time than names submitted in the wrong format. Examples of wrong and correct name formats are below.

- Do not include a hyphen in a name.

<b>WRONG FORMAT</b>	<b>CORRECT FORMAT</b>
Claire Smith-Todd	Claire Smith Todd
Jo-Ellen Brown	Jo Ellen Brown
L-C-Y Corporation	L C Y Corporation

- Do not include an apostrophe in a name

<b>WRONG FORMAT</b>	<b>CORRECT FORMAT</b>
Kate O'Brien	Kate Obrien
John La'Ray	John LaRay
Saint Mary's Church	Saint Marys Church

- Do not include a period in a name

<b>WRONG FORMAT</b>	<b>CORRECT FORMAT</b>
Donald Smith Jr.	Donald Smith Jr
Melissa St. Laurent	Melissa St Laurent
Div. of Public Works	Div of Public Works

- Do not include a comma in a name

<b>WRONG FORMAT</b>	<b>CORRECT FORMAT</b>
Benjamin Harrison, III	Benjamin Harrison III
Robert Nelson, Jr	Robert Nelson Jr
Daily News, Inc	Daily News Inc

- Do not include a slash in a name

<b>WRONG FORMAT</b>	<b>CORRECT FORMAT</b>
Susan Smith/Varney	Susan Smith Varney
State/Local Initiative	State Local Initiative
Office of EEB/CBA	Office of EBB CBA

- Do not include THE at the beginning of a name, if possible

<b>WRONG FORMAT</b>	<b>CORRECT FORMAT</b>
The State of NJ	State of NJ
The Automobile Association	Automobile Association
The First National Bank	First National Bank

## ANSWER

### **Answer Data Fields**

The following fields are used to create an XML file for an answer document. The fields are presented in the order they appear on the **Filing Data** tab screen for answers on the JEFIS Attorney Filing Manager.

**Certification of No Other Action** – A required field allowing the following codes:

- N – No
- Y – Yes

**Answer Signed** – A required field allowing the following codes:

- N – No
- Y – Yes

**Certification Pursuant to Rule 1:38** – A required field allowing the following codes:

- N – No
- Y – Yes

**Certification of Service** – A required field allowing the following codes:

- N – No
- Y – Yes

**Debit Amount** – A required numeric field with a 999.99 format that records the amount charged for filing.

**Charge Reference Number** – An optional numeric field allowing up to 9 digits.

**Deficiency Reviewer Last Name** – Mandatory and applicable only if the document is a re-file. Maximum number of characters is 30.

### **Additional Parties**

**Party Type** – A required field allowing the following codes:

- DF – Defendant
- PF – Plaintiff
- OR – Other

**Affiliation Code** – A required field allowing the following codes:

- ADM – Administrator
- AGY – Agency
- BNK – Bank

## ANSWER

- BUS – Business
- COM – Company
- CRP – Corporation
- EST – Estate
- EXE – Executor
- FIC – Fictitious
- FSP – Fictitious Spouse
- FRP – Foreclosed Property
- HEI – Heir
- IND – Individual
- JCR – Judgment Creditor
- LIE – Subordinate Lienholder
- REG – Registered Agent
- SNJ – State of New Jersey
- SUP – Superior Lienholder
- TNT – Tenant
- OTH – Other

**Party to Initial Complaint** – A required alpha field allowing the following codes:

- N – No
- Y – Yes

**Last Name/Corporation** – A required alpha/numeric field allowing up to 20 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the First Name and Middle Initial fields.

**First Name** – An optional alpha/numeric field allowing up to 9 characters/digits.

**Middle Initial** – An optional alphabetic field allowing only 1 character.

**Address1** – A required alpha/numeric field allowing up to 36 characters/digits.

**Address2** – An optional alpha/numeric field allowing up to 36 characters/digits.

**City** – A required alpha/numeric field allowing up to 16 characters/digits.

**State** – A required alphabetic field allowing two characters.

**Zip Code** – A required numeric field allowing either 5 or 9 digits

**Phone** – An optional alpha/numeric field allowing 10 characters/digits.

**Alternate Type Code** – An optional field allowing the following codes:

- AK – Also Known As
- DB – Doing Business As

## ANSWER

- FK – Formerly Known As
- FL – Full Spell
- NK – Now Known As
- OB – On Behalf Of
- SC – Successor
- SU – Surrogate
- TA – Trading As

**Alternate Affiliation Code** – An optional field allowing the following codes:

- B – Business
- I – Individual

**Alternate Last Name/Corporation** – An optional alpha/numeric field allowing up to 20 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the Alternate First Name and Alternate Middle Initial fields.

**Alternate First Name** – An optional alpha/numeric field allowing up to 9 characters/digits.

**Alternate Middle Initial** – An optional alphabetic field allowing only 1 character.

### Party Association

**Primary or Target** – A required alpha field of 1 character allowing the following values:

- P – Primary
- T – Target

**Party Last Name** – A required alpha/numeric field allowing up to 20 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the Party First Name and Party Middle Initial fields.

**Party First Name** – An optional alpha/numeric field allowing up to 9 characters/digits.

**Party Middle Initial** – An optional alphabetic field allowing only 1 character.

## NON-CONTESTING ANSWER

### Answer Non-Contesting Data Fields

The following fields are used to create an XML file for a non-contesting answer document. The fields are presented in the order they appear on the **Filing Data** tab screen for non-contesting answers on the JEFIS Attorney Filing Manager.

**Certification of No Other Action** – A required field allowing the following codes:

- N – No
- Y – Yes

**Answer Signed** – A required field allowing the following codes:

- N – No
- Y – Yes

**Certification Pursuant to Rule 1:38** – A required field allowing the following codes:

- N – No
- Y – Yes

**Certification of Service** – A required field allowing the following codes:

- N – No
- Y – Yes

**Debit Amount** – A required numeric field with a 999.99 format that records the amount charged for filing.

**Charge Reference Number** – An optional numeric field allowing up to 9 digits.

**Deficiency Reviewer Last Name** – Mandatory and applicable only if the document is a re-file. Maximum number of characters is 30.

### Party Entry

**Party Type** – A required field allowing the following codes:

- DF – Defendant
- PF – Plaintiff
- OR – Other

**Affiliation Code** – A required field allowing the following codes:

## NON-CONTESTING ANSWER

- ADM – Administrator
- AGY – Agency
- BNK – Bank
- BUS – Business
- COM – Company
- CRP – Corporation
- EST – Estate
- EXE – Executor
- FIC – Fictitious
- FSP – Fictitious Spouse
- FRP – Foreclosed Property
- HEI – Heir
- IND – Individual
- JCR – Judgment Creditor
- LIE – Subordinate Lienholder
- REG – Registered Agent
- SNJ – State of New Jersey
- SUP – Superior Lienholder
- TNT – Tenant
- OTH – Other

**Party to Initial Complaint** – A required alpha field allowing the following codes:

- N – No
- Y – Yes

**Last Name/Corporation** – A required alpha/numeric field allowing up to 20 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the First Name and Middle Initial fields.

**First Name** – An optional alpha/numeric field allowing up to 9 characters/digits.

**Middle Initial** – An optional alphabetic field allowing only 1 character.

**Address1** – A required alpha/numeric field allowing up to 36 characters/digits.

**Address2** – An optional alpha/numeric field allowing up to 36 characters/digits.

**City** – A required alpha/numeric field allowing up to 16 characters/digits.

**State** – A required alphabetic field allowing two characters.

**Zip Code** – A required numeric field allowing either 5 or 9 digits.

**Phone** – An optional alpha/numeric field allowing 10 characters/digits.

**Alternate Type Code** – An optional field allowing the following codes:

## NON-CONTESTING ANSWER

- AK – Also Known As
- DB – Doing Business As
- FK – Formerly Known As
- FL – Full Spell
- NK – Now Known As
- OB – On Behalf Of
- SC – Successor
- SU – Surrogate
- TA – Trading As

**Alternate Affiliation Code** – An optional field allowing the following codes:

- B – Business
- I – Individual

**Alternate Last Name/Corporation** – An optional alpha/numeric field allowing up to 20 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the Alternate First Name and Alternate Middle Initial fields.

**Alternate First Name** – An optional alpha/numeric field allowing up to 9 characters/digits.

**Alternate Middle Initial** – An optional alphabetic field allowing only 1 character

### **Party Association**

**Primary or Target** – A required alpha field of 1 character allowing the following values:

- P – Primary
- T – Target

**Party Last Name** – A required alpha/numeric field allowing up to 20 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the Party First Name and Party Middle Initial fields.

**Party First Name** – An optional alpha/numeric field allowing up to 9 characters/digits.

**Party Middle Initial** – An optional alphabetic field allowing only 1 character.

## **BACKLOADING**

### **Backloading**

This document type is visible in the JEFIS Attorney Filing Manager, but it should not be used. It is for administrative purposes only.

## **BANKRUPTCY**

### **Bankruptcy Data Fields**

The following fields are used to create an XML file for a bankruptcy document.

#### **Party Association**

**Primary or Target** – A required alpha field of 1 character allowing the following values:

- P – Primary
- T – Target

**Party Last Name** – A required alpha/numeric field allowing up to 20 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the Party First Name and Party Middle Initial fields.

**Party First Name** – An optional alpha/numeric field allowing up to 9 characters/digits.

**Party Middle Initial** – An optional alphabetic field allowing only 1 character.

## **Certification V1 & V2**

### **Certification v1 Data Field**

**Deficiency Reviewer Last Name** – Mandatory and applicable only if the document is a re-file. Maximum number of characters is 30.

### **Certification v2 Data Field**

The following field is used to create an XML file for a Certification v2 document. The field is presented as it appears on the **Filing Data** tab screen for Certifications v2 on the JEFIS Attorney Filing Manager.

**Rule 4 64-2(d) Affidavit** \*- A required field which elicits the following codes:

- “O” for Affidavit of due diligence for residential mortgage foreclosure actions pending.
- “S” for Affidavit of due diligence for residential mortgage foreclosure actions in which judgment was entered but no sale of the property has yet occurred.

\* Mandatory field

## Complaint

### **Complaint V1 and V2 Data Fields for all case types except 088 (in personam) and 089 (in rem)**

The following fields are used to create an XML file for a complaint document. The fields are presented in the order they appear on the **Filing Data** tab screen for complaints on the JEFIS Attorney Filing Manager.

**Law Firm Case ID-** a required alphanumeric field allowing up to 12 characters/digits. This refers to the Attorney/Law firm internal ID.

**Foreclosure Case Type (V1)** – A required field allowing the following code:

- ORF- Residential

**Foreclosure Case Type (V2)** – A required field allowing the following codes:

- 091 – Strict Foreclosure
- 0CD – Condominium or Homeowner’s Association Lien Foreclosure
- 0CF – Commercial Mortgage Foreclosure
- 0FP – Optional Foreclosure Procedure
- 0RF – Residential Mortgage Foreclosure
- 0TS – Time Share

**Plaintiff Affiliation** – A required field allowing the following codes:

- ADM – Administrator
- AGY – Agency
- BNK – Bank
- BUS – Business
- COM – Company
- CRP – Corporation
- CTY- County
- EST – Estate
- EXE – Executor
- IND – Individual
- MUN- Municipality
- SNJ – State of New Jersey

**NOTE:** BUS (Business) and COM (Company) can be used interchangeably.

## Complaint

<b>Plaintiff Last Name/Corporation</b> – An alphanumeric field allowing up to 20/30 characters/digits.	Refer to <a href="#">APPENDIX B</a> for detailed description
<b>Plaintiff First Name</b> – An alphanumeric field allowing up to 9 characters/digits.	
<b>Plaintiff Middle Initial</b> – An optional alphabetic field allowing only 1 character.	

**Plaintiff Address 1** – An optional alpha/numeric field allowing up to 36 characters/digits. This field is required if any other part of address is entered (Addr2, City, State, Zip)

**Plaintiff Address 2** – An optional alpha/numeric field allowing up to 36 characters/digits

**Plaintiff City** – An alphabetic field allowing up to 16 characters. This field is required if any other part of address is entered (Addr2, City, State, Zip).

**Plaintiff State** – An alphabetic field allowing 2 characters. This field is required if any other part of address is entered (Addr2, City, State, Zip)

**Plaintiff Zip Code** – A numeric field allowing either 5 or 9 digits. This field is required if any other part of address is entered (Addr2, City, State, Zip).

**Plaintiff Phone** – A numeric field allowing 10 characters/digits.

**Alternate Plaintiff Code** – An optional field allowing the following codes:

- AK – Also Known As
- DB – Doing Business As
- FK – Formerly Known As
- FL – Full Spell
- NK – Now Known As
- OB – On Behalf Of
- SB – Subrogee
- SC – Successor
- SU – Surrogate
- TA – Trading As

This field is required if Alternate Plaintiff code or any part of Plaintiff Alternate Name is entered

## Complaint

**Alternate Plaintiff Affiliation** – An optional field allowing the following codes:

- B – Business
- I – Individual

This field is required if Alternate Party Code or any part of Alternate Party Name is entered

<b>Alternate Plaintiff Last Name/Corporation</b> – An alphanumeric field allowing up to 20/30 characters/digits.	Refer to <a href="#">APPENDIX B</a> for detailed description
<b>Alternate Plaintiff First Name</b> – An alphanumeric field allowing up to 9 characters/digits.	
<b>Alternate Plaintiff Middle Initial</b> – An optional alphabetic field allowing only 1 character.	

**Defendant Affiliation** – A required field allowing the following codes:

- ADM – Administrator
- AGY – Agency
- BNK – Bank
- BUS – Business
- COM – Company
- CRP – Corporation
- CTY- County
- EST – Estate
- EXE – Executor
- HEI – Heir
- IND – Individual
- JCR – Judgment Creditor

NOTE: BUS (Business) and COM (Company) may be used interchangeably.

<b>Defendant Last Name/Corporation</b> – An alphanumeric field allowing up to 20/30 characters/digits	Refer to <a href="#">APPENDIX B</a> for detailed description
<b>Defendant First Name</b> – An alphanumeric field allowing up to 9 characters/digits	
<b>Defendant Middle Initial</b> – An optional alphabetic field allowing only 1 character	

## Complaint

**Defendant Address 1** – An optional alpha/numeric field allowing up to 36 characters/digits. This field is required if any other part of address is entered.

**Defendant Address 2** – An optional alpha/numeric field allowing up to 36 characters/digits.

**Defendant City** – An alphabetic field allowing up to 16 characters. This field is required if any other part of address is entered.

**Defendant State** – An alphabetic field allowing 2 characters. This field is required if any other part of address is entered.

**Defendant Zip Code** – A numeric field allowing either 5 or 9 digits. This field is required if any other part of address is entered.

**Defendant Phone** – An optional numeric field allowing 10 characters/digits.

**Alternate Defendant Code** – An optional field allowing the following codes:

- AK – Also Known As
- DB – Doing Business As
- FK – Formerly Known As
- FL – Full Spell
- NK – Now Known As
- OB – On Behalf Of
- SB – Subrogee
- SC – Successor
- SU – Surrogate
- TA – Trading As

This field is required if Alternate Defendant Code or any part of Defendant Alternate Name is entered

**Alternate Defendant Affiliation** – An optional field allowing the following codes:

- B– Business
- I – Individual

This field is required if Alternate Defendant Code or any part of Alternate Party Name is entered

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## Complaint

<b>Alternate Defendant Last Name/Corporation –</b> An alphanumeric field allowing up to 20/30 characters/digits.	Refer to <a href="#">APPENDIX B</a> for detailed description
<b>Alternate Defendant First Name –</b> An alpha/numeric field allowing up to 9 characters/digits.	
<b>Alternate Defendant Middle Initial –</b> An optional alphabetic field allowing only 1 character.	

**Charge Reference Number –** An optional numeric field allowing up to 9 digits.

**Original Filing Date –** Mandatory and applicable only if the document is a Re-file. Format: MMDDYYYY.

## Complaint

### Complaint- Additional Party Data Fields

The following fields are used to create additional parties as part of an XML file. The fields are presented in the order they appear on the **Add Party** window of the **Additional Parties** tab screen on the JEFIS Attorney Filing Manager.

**Party Type** – A required field allowing only the following code:

DF- Defendant

PF- Plaintiff

**Affiliation Code** – A required field allowing the following codes:

- ADM – Administrator
- AGY – Agency
- BNK – Bank
- BUS – Business
- COM – Company
- CRP – Corporation
- CTY- County
- EST – Estate
- EXE – Executor
- FIC-Fictitious
- FSP-Fictitious Spouse
- HEI-Heir
- IND-Individual
- JCR-Judgment Creditor
- LIE-Subordinate Lien holder
- MUN-Municipality
- REG-Registered Agent
- SNJ – State of New Jersey
- SUP-Superior Lien holder
- TNT-Tenant

<b>Party Last Name /Corporation</b> - A required alphanumeric field allowing up to 20/30 characters/digits	Refer to <a href="#">APPENDIX B</a> for detailed description
<b>Party First Name</b> - An optional alpha/numeric field allowing up to 9 characters/digits.	
<b>Party Middle Initial</b> - An optional alphabetic field allowing only 1 character	

**Address1** – A required field allowing up to 36 characters/digits

## Complaint

**Address2** – A required field allowing up to 36 characters/digits

**City** – A required alphabetic field allowing up to 16 characters

**State** – A required alphabetic field allowing two characters-must be NJ

**Zip Code** – A required numeric field to record the code designated by the postal service to direct the delivery of physical mail or which corresponds to a physical location. This is either a 5-digit form (Zip Code) or a 9-digit form (Zip +4).

**Phone** – An optional numeric field allowing 10 characters/digits.

**Party to Initial Complaint** – A required alpha field allowing only the values:

Y – Yes

N - No

**Alternate Type Code** – An optional field allowing the following codes:

- AK – Also Known As
- DB – Doing Business As
- FK – Formerly Known As
- FL – Full Spell
- NK – Now Known As
- OB – On Behalf Of
- SB – Subrogee
- SC – Successor
- SU – Surrogate
- TA – Trading As

**Alternate Affiliation Code-** An optional field allowing the following codes:

- B – Business
- I – Individual

<b>Alternate Last Name</b> -An optional field of 30 alphanumeric characters	Rules are same as per Party Last Name/ Corporation, Party First Name and Party Middle Initial
<b>Alternate First Name</b> -Maximum characters is 9	
<b>Alternate Middle Initial</b> - Maximum character is 1	

## Complaint

### Complaint: Foreclosure Property Data Fields

**Note: If more than one property is included, the address for at least one must match the filing venue**

**Party Type:** A 2 character Code defaulted to 'OR'

**Municipal Block** – A required alpha/numeric field (mandatory for the foreclosed property) to record the municipal tax map block of the property allowing up to 10 characters/digits.

**Municipal Lot(s)** – A required alpha/numeric field (mandatory for the foreclosed property) to record the municipal tax map lot(s) of the property allowing up to 10 characters/digits.

**County-** Select the 3 letter county code from the help menu by using the F1 key or by double-clicking the field.

**Municipality Code** – A required numeric field (mandatory for the foreclosed property) to record the municipal code of the property allowing up to 4 digits. It must match the county for FRP address that is included

**High Risk Mortgage Pursuant to P.L.2009,c.84 and P.L.2008,c.127** – A required field (mandatory for the foreclosed property) to record if the mortgage is high risk pursuant to P.L.2009,c.84 and P.L.2008,c.127 allowing the following codes:

- N – No
- Y – Yes

**Affiliation Code**-a 3 letter code defaulted to 'FRP'

**Address1** – A required field allowing up to 36 characters/digits

**Address2** – A required field allowing up to 36 characters/digits

**City** – A required alphabetic field allowing up to 16 characters

**State** – A required alphabetic field allowing two characters-must be NJ

**Zip Code** – A required numeric field to record the code designated by the postal service to direct the delivery of physical mail or which corresponds to a physical location. This is either a 5-digit form (Zip Code) or a 9-digit form (Zip +4).

**Pro se Indicator** – A field allowing 1 character: Values 'N' or 'Y'

**Party to Initial Complaint** – A required alpha field allowing only the value:  
Y – Yes, N - No

## Complaint-Other

### Complaint-Other Data Fields

The following fields are used to create an XML file for a complaint-other that includes Amended Complaints, Third Party Complaints, Cross claims, Counterclaims, and Intervener Complaints. The fields are presented in the order they appear on the **Filing Data** tab screen for complaint-other documents on the JEFIS Attorney Filing Manager.

**Document Type** – A required field allowing the following values:

- C08–Amended Complaint
- C12–Third Party Complaint
- C10–Crossclaim
- C20–Counterclaim
- C06–Intervener Complaint

**Reason to Amend Complaint** – A required field only for amended complaints allowing the following values:

- Add Party/ Judgment Creditor
- Add Party/ Property Owner
- Add Party/ Borrower or Mortgagor
- Add Party/ Subordinate Mortgagee
- Add Party/ Docketed Certificate of Debt
- Add Party/ Tax Lien
- Add Party/ Other Lien
- Correct Party's Name
- Add Count(s)
- Modify Count(s)
- Other (also used for Third Party Complaints, Crossclaims, Counterclaims, and Intervener Complaints)

**Comments** – An optional alpha/numeric field allowing up to 72 characters/digits to record the reason for the complaint.

**Original Filing Date** – Mandatory and applicable only if the document is a Re-file. Format : MMDDYYYY.

### Party Association

**Primary or Target** – A required alpha field of 1 character allowing the following values:

- P – Primary
- T – Target

## **Complaint-Other**

**Party Last Name** – A required alpha/numeric field allowing up to 20 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the Party First Name and Party Middle Initial fields.

**Party First Name** – An optional alpha/numeric field allowing up to 9 characters/digits.

**Party Middle Initial** – An optional alphabetic field allowing only 1 character.

## **EXC-CIRC**

### **EXC-CIRC Data Field**

**Deficiency Reviewer's Last Name-** Enter this field only if it is a re-file.

## JUDGMENT

### Judgment Data Fields

#### Judgment V1- JudgRes

The following fields are used to create an XML file for a judgment. The fields are presented in the order they appear on the **Filing Data** tab screen for judgments on the JEFIS Attorney Filing Manager.

**Notice of Motion for Final Judgment Attached-** This is a required field with a default value of 'Y as a 'Notice of Motion' attachment is mandatory to this judgment type

**Mortgagee Name** – An optional alpha/numeric field for the current mortgage owner in the format of first name, middle initial and last name, or the full name of the business entity, allowing up to 30 characters/digits.

**Default Amount** – A required numeric field with a 9999999999.99 format for the unpaid principal balance of the mortgage loan on the date of default.

**Last Contracted Due Date** – A required numeric field with a MMDDYYYY format for the date the loan went into default, such as typical term, 30 days after the payment is due.

**Date of Amount Due Statement** – A required numeric field with a MMDDYYYY format for the date the lender or lender's servicer prepares and signs the certification and schedule of the amount due.

**Default Rate of Interest** – An optional numeric field with a 999.999 format for the interest rate authorized by the Note upon default.

**Interest Rate at Origination** – An optional numeric field with a 999.999 format for the interest rate of the loan at origination.

**Per Diem** – An optional numeric field with a 99999.999 format for the dollar amount of interest accruing on the principal and advances amount in default.

**Date Late Charges Accrue** – A required numeric field with a MMDDYYYY format for the date when late charges began to accrue on the loan, such as typical term, 15 days after the payment is due.

**Final Late Charge Date** – A required numeric field with a MMDDYYYY format (Note: The date cannot be later than the date of the complaint).

**Monthly Late Charges** – A required numeric field with a 9999999999.99 format for the dollar amount of the monthly late charge.

## JUDGMENT

**Months Past Due** – A required numeric field allowing up to 5 digits for the number of months between the reporting date and the last paid installment date if the first paid installment date is the first day of the month. If the first paid installment date is not the first day of the month, then Loan Delinquent Months Count is the number of months between the reporting date and the last paid installment date, minus one month.

**Requesting Interest on Advances** – A required field requesting Interest on Advances? Format :Y or N

**First Advance Date** – An optional numeric field with a MMDDYYYY format for the date on which the first advance for taxes or insurance was disbursed. This is mandatory if **Requesting Interest on Advances** is 'Y'

**Last Advance Date** – An optional numeric field with a MMDDYYYY format for the date on which the last advance for taxes or insurance was disbursed. This is mandatory if **Requesting Interest on Advances** is 'Y'

**Advance Real Estate Taxes** – A required numeric field with a 999999.99 format for the amount paid for property taxes by the lender.

**Advance Home Owners Insurance Premiums** – A required numeric field with a 999999.99 format for the amount paid for property insurance by the lender

**Advances Mortgage Insurance Premiums** – A required numeric field with a 999999.99 format for the amount paid for property mortgage insurance by the lender.

**Advances Inspections** – A required numeric field with a 999999.99 format for the amount paid for property inspections by the lender.

**Advances Winterizing / Securing** – A required numeric field with a 999999.99 format for the amount paid for property winterizing / securing by the lender.

**Advances Others (Itemize)** – An optional numeric field with a 999999.99 format for all other amounts paid for property claimed by the lender to be permitted under the loan documents.

**Less Escrow Monies** – A required numeric field with a 999999.99 format for escrow amounts held by the lender and applied in satisfaction of any advances claimed for principal or interest.

**Advances Accrual Start Date** – An optional numeric field with a MMDDYYYY format for the first date on which the lender is calculating interest on any

## JUDGMENT

advances. If **Requesting Interest on Advances** is a “Y” then this field should be mandatory

**Advances Accrual End Date** – An optional numeric field with a MMDDYYYY format for the last date on which the lender is calculating interest on any advances. If **Requesting Interest on Advances** is a “Y” then this field should be mandatory

**Interest on Advances** – A required numeric field with a 99999.99 format.

**Other Charges** – An optional numeric field with a 9999.99 format.

**Fee for Filing Lis Pendens** – A required numeric field with a 999.99 format.

**Number of Motion(s) Filed** – A required numeric field allowing 3 digits for the number of motions claimed by the lender to the taxed cost.

**Title Search Fees** – A required numeric field with a 999999.99 format.

**Costs on Application for Writ of Execution** – A required numeric field with a 99999.99 format.

**Original Loan Amount** – A required numeric field with a 9999999999.99 format for the original principal amount of the debt secured by the mortgage. The face value on the note at origination (i.e., the amount borrowed by the mortgagor).

**Debt Instrument Execution Date** – A required field with a MMDDYYYY format for the date of execution of the note/ bond.

**Type of Mortgage** – A required field allowing the following codes:

- Balloon Mortgage Loan
- Convertible ARM Mortgage Loan
- Fixed Rate Mortgage Loan
- Fixed-Period ARM Mortgage Loan
- Graduated Payment Mortgage Loan
- Hybrid ARM Mortgage Loan
- Interest-Only Mortgage Loan
- Option ARM Mortgage Loan
- Reverse Mortgage

**Mortgage Execution Date** – A required field with a MMDDYYYY format for the date of execution of the mortgage.

**Mortgage Recording Date** – A required field with a MMDDYYYY format for the County Clerk’s / registrar’s mortgage recording date.

## JUDGMENT

**Mortgage Recording County** – A required alphabetic field allowing up to 20 characters for the county where the mortgage on the subject property was recorded

**Mortgage Book** – A required numeric field allowing up to 5 digits for the county mortgage book volume where the mortgage on the subject property is recorded.

**Mortgage Page** – An optional numeric field allowing up to 5 digits for the county mortgage book page in the mortgage book volume where the mortgage on the subject property is recorded

**ARM Reset Date (if applicable)** – An optional numeric field with a MMDDYYYY format for the date on which the next ARM reset is due to occur.

**Next ARM Reset Rate (if applicable)** – A required numeric field if 'Arm Reset Date' is entered. The format is 999.999. The expected interest rate on an ARM loan at the next ARM reset date given the reset date. If the reset date is outside of anticipated date of entry of judgment, use current Note rate.

**Amortization Term at Origination** – An optional numeric field with allowing 3 digits for the number of months between the scheduled first payment due date and the maturity date of the mortgage, expressed in months.

**Is there a Pre-payment penalty** – A required field with the following valid values:

- N – No
- Y – Yes

**Pre-Payment Penalty Amount** – A required numeric field with a 999999.999 format if the **Pre-Payment Penalty** is "Y"

**Date Contract Interest Rate Calculated Thru** – A required numeric field with a MMDDYYYY format for the date through which interest is calculated on the proof of amount due schedule.

**Deficiency Reviewer Last Name** – A required alpha/numeric field allowing 30 characters/digits only if the document is a re-file.

**Charge Reference** – An optional numeric field allowing 9 digits. It is the transaction reference number for the charge that is deducted from the collateral account for the specific submission.

**Mortgage Assigned** – A required field with valid values of 'Y' or 'N'

## JUDGMENT

**Originating Mortgagee Name** – If Mortgage Assigned is 'Y' then this is a required field . Format- First Name, Middle Name, Last Name of a person or Full Name of business entity allowing 30 characters.

**Last Assignment Date** – If **Mortgage Assigned** is 'Y' then this field is mandatory. Format: MMDDYY

**Last Assignment Recording Date** - If **Mortgage Assigned** is 'Y' then this field is required. Format DDMMYY

**Last Assignment Mortgage Book** - If **Mortgage Assigned** is 'Y' then this field is required. Mortgage book volume where the assignment mortgage is recorded.  
Format: 99999

**Last Assignment Mortgage Page** – If **Mortgage Assigned** is 'Y' then this field is required. Mortgage book page in the mortgage book volume where the assignment mortgage is recorded. Format: 99999

## JUDGMENT

### Judgments V10 – JudgOSTOpSt

**Notice of Motion for Final Judgment Attached-** This is a required field with a default value of 'N' as a 'Notice of Motion' attachment is not required for this judgment type

**Mortgagee Name** – An optional alpha/numeric field for the current mortgage owner in the format of first name, middle initial and last name, or the full name of the business entity, allowing up to 30 characters/digits.

**Default Amount** – A required numeric field with a 9999999999.99 format for the unpaid principal balance of the mortgage loan on the date of default.

**Last Contracted Due Date** – A required numeric field with a MMDDYYYY format for the date the loan went into default, such as typical term, 30 days after the payment is due.

**Date of Amount Due Statement** – A required numeric field with a MMDDYYYY format for the date the lender or lender's servicer prepares and signs the certification and schedule of the amount due.

**Default Rate of Interest** – An optional numeric field with a 999.999 format for the interest rate authorized by the Note upon default.

**Interest Rate at Origination** – A required numeric field with a 999.999 format for the interest rate of the loan at origination

**Per Diem** – A required numeric field with a 99999.999 format for the dollar amount of interest accruing on the principal and advances amount in default.

**Date Late Charges Accrue** – A required numeric field with a MMDDYYYY format for the date when late charges began to accrue on the loan, such as typical term, 15 days after the payment is due.

**Final Late Charge Date** – A required numeric field with a MMDDYYYY format (Note: The date cannot be later than the date of the complaint).

**Monthly Late Charges** – A required numeric field with a 9999999999.99 format for the dollar amount of the monthly late charge.

**Months Past Due** – A required numeric field allowing up to 5 digits for the number of months between the reporting date and the last paid installment date if the first paid installment date is the first day of the month. If the first paid installment date is not the first day of the month, then Loan Delinquent Months Count is the number of months between the reporting date and the last paid installment date, minus one month.

## JUDGMENT

**Requesting Interest on Advances** – A required field requesting Interest on Advances? Format :Y or N

**First Advance Date** – An optional numeric field with a MMDDYYYY format for the date on which the first advance for taxes or insurance was disbursed. This is mandatory if **Requesting Interest on Advances** is 'Y'

**Last Advance Date** – An optional numeric field with a MMDDYYYY format for the date on which the last advance for taxes or insurance was disbursed. This is mandatory if **Requesting Interest on Advances** is 'Y'

**Advance Real Estate Taxes** – A required numeric field with a 999999.99 format for the amount paid for property taxes by the lender.

**Advance Home Owners Insurance Premiums** – A required numeric field with a 999999.99 format for the amount paid for property insurance by the lender

**Advances Mortgage Insurance Premiums** – A required numeric field with a 999999.99 format for the amount paid for property mortgage insurance by the lender.

**Advances Inspections** – A required numeric field with a 999999.99 format for the amount paid for property inspections by the lender.

**Advances Winterizing / Securing** – A required numeric field with a 999999.99 format for the amount paid for property winterizing / securing by the lender.

**Advances Others (Itemize)** – An optional numeric field with a 999999.99 format for all other amounts paid for property claimed by the lender to be permitted under the loan documents.

**Less Escrow Monies** – A required numeric field with a 999999.99 format for escrow amounts held by the lender and applied in satisfaction of any advances claimed for principal or interest.

**Advances Accrual Start Date** – An optional numeric field with a MMDDYYYY format for the first date on which the lender is calculating interest on any advances. If **Requesting Interest on Advances** is a "Y" then this field should be mandatory

**Advances Accrual End Date** – An optional numeric field with a MMDDYYYY format for the last date on which the lender is calculating interest on any advances. If **Requesting Interest on Advances** is a "Y" then this field should be mandatory

## JUDGMENT

**Interest on Advances** – A required numeric field with a 99999.99 format.

**Other Charges** – An optional numeric field with a 9999.99 format.

**Fee for Filing Lis Pendens** – A required numeric field with a 999.99 format.

**Number of Motion(s) Filed** – A required numeric field allowing 3 digits for the number of motions claimed by the lender to the taxed cost.

**Title Search Fees** – A required numeric field with a 999999.99 format.

**Costs on Application for Writ of Execution** – A required numeric field with a 99999.99 format.

**Original Loan Amount** – A required numeric field with a 9999999999.99 format for the original principal amount of the debt secured by the mortgage. The face value on the note at origination (i.e., the amount borrowed by the mortgagor).

**Debt Instrument Execution Date** – A required field with a MMDDYYYY format for the date of execution of the note/ bond.

**Type of Mortgage** – An optional field allowing the following codes:

- Balloon Mortgage Loan
- Convertible ARM Mortgage Loan
- Fixed Rate Mortgage Loan
- Fixed-Period ARM Mortgage Loan
- Graduated Payment Mortgage Loan
- Hybrid ARM Mortgage Loan
- Interest-Only Mortgage Loan
- Option ARM Mortgage Loan
- Reverse Mortgage

**Mortgage Execution Date** – A required field with a MMDDYYYY format for the date of execution of the mortgage.

**Mortgage Recording Date** – A required field with a MMDDYYYY format for the County Clerk's / registrar's mortgage recording date.

**Mortgage Recording County** – A required alphabetic field allowing up to 20 characters for the county where the mortgage on the subject property was recorded

**Mortgage Book** – A required numeric field allowing up to 5 digits for the county mortgage book volume where the mortgage on the subject property is recorded.

## JUDGMENT

**Mortgage Page** – An optional numeric field allowing up to 5 digits for the county mortgage book page in the mortgage book volume where the mortgage on the subject property is recorded

**ARM Reset Date (if applicable)** – An optional numeric field with a MMDDYYYY format for the date on which the next ARM reset is due to occur.

**Next ARM Reset Rate (if applicable)** – A required numeric field if 'Arm Reset Date' is entered. The format is 999.999. The expected interest rate on an ARM loan at the next ARM reset date given the reset date. If the reset date is outside of anticipated date of entry of judgment, use current Note rate.

**Amortization Term at Origination** – An optional numeric field with allowing 3 digits for the number of months between the scheduled first payment due date and the maturity date of the mortgage, expressed in months.

**Is there a Pre-payment penalty** – A required field with the following valid values:

- N – No
- Y – Yes

**Pre-Payment Penalty Amount** – A required numeric field with a 999999.999 format if the **Pre-Payment Penalty** is "Y"

**Date Contract Interest Rate Calculated Thru** – A required numeric field with a MMDDYYYY format for the date through which interest is calculated on the proof of amount due schedule.

**Deficiency Reviewer Last Name** – A required alpha/numeric field allowing 30 characters/digits **only** if the document is a **re-file**.

**Charge Reference** – An optional numeric field allowing 9 digits. It is the transaction reference number for the charge that is deducted from the collateral account for the specific submission.

**Mortgage Assigned** – A required field with valid values of 'Y' or 'N'

**Originating Mortgagee Name** – If **Mortgage Assigned** is 'Y' then this is a required field. Format- First Name, Middle Name, Last Name of a person or Full Name of business entity allowing 30 characters.

**Last Assignment Date** – If **Mortgage Assigned** is 'Y' then this field is mandatory. Format: MMDDYY

## **JUDGMENT**

**Last Assignment Recording Date - If Mortgage Assigned** is 'Y' then this field is required. Format DDMMYY

**Last Assignment Mortgage Book - If Mortgage Assigned** is 'Y' then this field is required. Mortgage book volume where the assignment mortgage is recorded.

Format: 99999

**Last Assignment Mortgage Page – If Mortgage Assigned** is 'Y' then this field is required. Mortgage book page in the mortgage book volume where the assignment mortgage is recorded. Format: 99999

## JUDGMENT

### Judgments V11- JudgStrict

**Notice of Motion for Final Judgment Attached** – A required field indicating whether a ‘Notice of Motion’ is attached. Valid values- ‘Y’ or ‘N’.

**Charge reference Number** - An optional numeric field allowing 9 digits. It is the transaction reference number for the charge that is deducted from the collateral account for the specific submission.

### Judgments V3- JudgComm

**Notice of Motion for Final Judgment Attached-** This is a required field with a default value of ‘Y as a ‘Notice of Motion’ attachment is mandatory to this judgment type

**Mortgagee Name** – An optional alpha/numeric field for the current mortgage owner in the format of first name, middle initial and last name, or the full name of the business entity, allowing up to 30 characters/digits.

**Default Amount** – A required numeric field with a 9999999999.99 format for the unpaid principal balance of the mortgage loan on the date of default.

**Last Contracted Due Date** – A required numeric field with a MMDDYYYY format for the date the loan went into default, such as typical term, 30 days after the payment is due.

**Date of Amount Due Statement** – A required numeric field with a MMDDYYYY format for the date the lender or lender’s servicer prepares and signs the certification and schedule of the amount due.

**Default Rate of Interest** – An optional numeric field with a 999.999 format for the interest rate authorized by the Note upon default.

**Interest Rate at Origination** – A required numeric field with a 999.999 format for the interest rate of the loan at origination

**Per Diem** – A required numeric field with a 99999.999 format for the dollar amount of interest accruing on the principal and advances amount in default.

**Date Late Charges Accrue** – A required numeric field with a MMDDYYYY format for the date when late charges began to accrue on the loan, such as typical term, 15 days after the payment is due.

**Final Late Charge Date** – A required numeric field with a MMDDYYYY format (Note: The date cannot be later than the date of the complaint).

## JUDGMENT

**Monthly Late Charges** – A required numeric field with a 9999999999.99 format for the dollar amount of the monthly late charge.

**Months Past Due** – A required numeric field allowing up to 5 digits for the number of months between the reporting date and the last paid installment date if the first paid installment date is the first day of the month. If the first paid installment date is not the first day of the month, then Loan Delinquent Months Count is the number of months between the reporting date and the last paid installment date, minus one month.

**Requesting Interest on Advances** – A required field requesting Interest on Advances? Format :Y or N

**First Advance Date** – An optional numeric field with a MMDDYYYY format for the date on which the first advance for taxes or insurance was disbursed. This is mandatory if **Requesting Interest on Advances** is 'Y'

**Last Advance Date** – An optional numeric field with a MMDDYYYY format for the date on which the last advance for taxes or insurance was disbursed. This is mandatory if **Requesting Interest on Advances** is 'Y'

**Advance Real Estate Taxes** – A required numeric field with a 999999.99 format for the amount paid for property taxes by the lender.

**Advance Home Owners Insurance Premiums** – A required numeric field with a 999999.99 format for the amount paid for property insurance by the lender

**Advances Mortgage Insurance Premiums** – A required numeric field with a 999999.99 format for the amount paid for property mortgage insurance by the lender.

**Advances Inspections** – A required numeric field with a 999999.99 format for the amount paid for property inspections by the lender.

**Advances Winterizing / Securing** – A required numeric field with a 999999.99 format for the amount paid for property winterizing / securing by the lender.

**Advances Others (Itemize)** – An optional numeric field with a 999999.99 format for all other amounts paid for property claimed by the lender to be permitted under the loan documents.

**Less Escrow Monies** – A required numeric field with a 999999.99 format for escrow amounts held by the lender and applied in satisfaction of any advances claimed for principal or interest.

## JUDGMENT

**Advances Accrual Start Date** – An optional numeric field with a MMDDYYYY format for the first date on which the lender is calculating interest on any advances. If **Requesting Interest on Advances** is a “Y” then this field should be mandatory

**Advances Accrual End Date** – An optional numeric field with a MMDDYYYY format for the last date on which the lender is calculating interest on any advances. If **Requesting Interest on Advances** is a “Y” then this field should be mandatory

**Interest on Advances** – A required numeric field with a 99999.99 format.

**Other Charges** – An optional numeric field with a 9999.99 format.

**Fee for Filing Lis Pendens** – A required numeric field with a 999.99 format.

**Number of Motion(s) Filed** – A required numeric field allowing 3 digits for the number of motions claimed by the lender to the taxed cost.

**Title Search Fees** – A required numeric field with a 999999.99 format.

**Costs on Application for Writ of Execution** – A required numeric field with a 99999.99 format.

**Original Loan Amount** – A required numeric field with a 9999999999.99 format for the original principal amount of the debt secured by the mortgage. The face value on the note at origination (i.e., the amount borrowed by the mortgagor).

**Debt Instrument Execution Date** – A required field with a MMDDYYYY format for the date of execution of the note/ bond.

**Type of Mortgage** – An optional field allowing the following codes:

- Balloon Mortgage Loan
- Convertible ARM Mortgage Loan
- Fixed Rate Mortgage Loan
- Fixed-Period ARM Mortgage Loan
- Graduated Payment Mortgage Loan
- Hybrid ARM Mortgage Loan
- Interest-Only Mortgage Loan
- Option ARM Mortgage Loan
- Reverse Mortgage

**Mortgage Execution Date** – A required field with a MMDDYYYY format for the date of execution of the mortgage.

## JUDGMENT

**Mortgage Recording Date** – A required field with a MMDDYYYY format for the County Clerk's / registrar's mortgage recording date.

**Mortgage Recording County** – A required alphabetic field allowing up to 20 characters for the county where the mortgage on the subject property was recorded

**Mortgage Book** – A required numeric field allowing up to 5 digits for the county mortgage book volume where the mortgage on the subject property is recorded.

**Mortgage Page** – An optional numeric field allowing up to 5 digits for the county mortgage book page in the mortgage book volume where the mortgage on the subject property is recorded

**ARM Reset Date (if applicable)** – An optional numeric field with a MMDDYYYY format for the date on which the next ARM reset is due to occur.

**Next ARM Reset Rate (if applicable)** – A required numeric field if 'Arm Reset Date' is entered. The format is 999.999. The expected interest rate on an ARM loan at the next ARM reset date given the reset date. If the reset date is outside of anticipated date of entry of judgment, use current Note rate.

**Amortization Term at Origination** – An optional numeric field with allowing 3 digits for the number of months between the scheduled first payment due date and the maturity date of the mortgage, expressed in months.

**Is there a Pre-payment penalty** – A required field with the following valid values:

- N – No
- Y – Yes

**Pre-Payment Penalty Amount** – A required numeric field with a 999999.999 format if the **Pre-Payment Penalty** is "Y"

**Date Contract Interest Rate Calculated Thru** – A required numeric field with a MMDDYYYY format for the date through which interest is calculated on the proof of amount due schedule.

**Deficiency Reviewer Last Name** – A required alpha/numeric field allowing 30 characters/digits **only** if the document is a **re-file**.

**Charge Reference** – An optional numeric field allowing 9 digits. It is the transaction reference number for the charge that is deducted from the collateral account for the specific submission.

**Mortgage Assigned** – A required field with valid values of 'Y' or 'N'

## JUDGMENT

**Originating Mortgagee Name – If Mortgage Assigned is ‘Y’** then this is a required field . Format- First Name, Middle Name, Last Name of a person or Full Name of business entity allowing 30 characters.

**Last Assignment Date – If Mortgage Assigned is ‘Y’** then this field is mandatory. Format: MMDDYY

**Last Assignment Recording Date - If Mortgage Assigned is ‘Y’** then this field is required. Format DDMMYY

**Last Assignment Mortgage Book - If Mortgage Assigned is ‘Y’** then this field is required. Mortgage book volume where the assignment mortgage is recorded.  
Format: 99999

**Last Assignment Mortgage Page – If Mortgage Assigned is ‘Y’** then this field is required. Mortgage book page in the mortgage book volume where the assignment mortgage is recorded. Format: 99999

## JUDGMENT

### Judgments V4- JudgInRem

**Notice of Motion for Final Judgment Attached** – A required field indicating whether a ‘**Notice of Motion**’ is attached. Valid values- ‘Y’ or ‘N’.

**Charge reference Number** - An optional numeric field allowing 9 digits. It is the transaction reference number for the charge that is deducted from the collateral account for the specific submission.

### Judgments V5-JudgOpt

**Notice of Motion for Final Judgment Attached** – A required field defaulting to ‘Y’ as a ‘**Notice of Motion**’ is mandatory for this type.

**Charge reference Number** - An optional numeric field allowing 9 digits. It is the transaction reference number for the charge that is deducted from the collateral account for the specific submission.

### Judgments V7- JudgOSTTax

**Notice of Motion for Final Judgment Attached-** A required field with a default value of ‘N’ indicating a ‘**Notice of Motion**’ is not required for this type.

**Tax Certificate Date** – It is an optional field indicating the date the Tax certificate was issued. Format –MMDDYY.

**Purchaser of Tax Certificate** - It is a required field. Format is First Name Middle Initial Last Name for a person or Full Name for a Business entity.

**Date of Amount Due Statement-** It is a required field. The date the lender or lender’s servicer prepares and signs the certification and schedule of the amount due.

**Per Diem** – It is an optional field with a format: 99999.99  
Dollar amount of interest accruing on the principal and advances amount in default.

**Tax Certificate #** - It is a required field. Format: 99-99999

**Other Charges-** It is an optional field. Format: 99999.99

**Fee for Filing Lis Pendens-** It is a required field. Format: 99999.99

**Number of Motion(s) Filed** – Number of motions claimed by the lender to the taxed cost. Format: Numeric field allowing 3 digits

## JUDGMENT

**Title Search Fees** – It is a required field. Format: 999999.99

**Costs on Application for Writ of Execution** – It is an optional field. It is mandatory if USA is defendant. Format: 99999.99

**Tax Sale Date**- It is a required field with the date of actual sale. Format: MMDDYYYY

**Tax Certificate Recording Date**- It is a required field to enter the County Clerk's / registrar's tax recording date. Format: MMDDYYYY

**Tax Certificate Recording County**- It is a required field. Enter the county where the tax on the subject property is recorded. Format: User may select value from help list for field

**Tax Certificate Recording Book**- It is a required field to enter the county book where the tax on the subject property is recorded. Format: Numeric 99999

**Tax Certificate Page**- It is a required field to enter county book page where the tax certificate on the subject property is recorded. Format: Numeric 99999

**Tax Certificate Purchase Amount**- A required field wherein the total amount of purchase or sale is to be entered. Format: 999999.99

**Tax Certificate Interest rate**- A required field for the interest on the certificate. Format: 999.99

**Tax Certificate Premium Amount**- An optional field for the premium amount paid for the certificate. Format: 999999.99

**Subsequent Taxes Paid**- A required field to enter if Subsequent Taxes have been paid? Format: Enter Y or N

**Subsequent Taxes Amount Paid**- A required field if **Subsequent Taxes Paid** is 'Y'. Enter Amount of subsequent taxes paid. Format: 999999.99

**Subsequent Tax Interest Amount** - A required field if **Subsequent Taxes Paid** is 'Y'. Enter the Amount of subsequent tax interest. Format: 999999.99

**Recording Fees Paid**- Fees Paid for Recording. Format: 99999.99

**Date Tax Certificate Contract Interest Calculated Thru**- Date through which interest is calculated on the proof of amount due schedule. Format: MMDDYYYY

**Deficiency Reviewer Last Name**- Required and applicable only if the document is a re-file.

## JUDGMENT

**Charge Reference Number-** An optional numeric field allowing 9 digits. It is the transaction reference number for the charge that is deducted from the collateral account for the specific submission

**Originating Name on Tax Certificate -** First Name Middle Initial Last Name of a person or Full Name of Entity

**Tax Certificate Assigned?** - A required field. Format: Y or N

**Last Tax Certificate Assignment Date –**

**Last Tax Certificate Assignment Recording Date-** It is required if **Tax Certificate Assigned** field is a 'Y' Enter Date of Assignment.  
Format: MMDDYYYY

**Last Tax Certificate Assignment Book Number-** It is required if **Tax Certificate Assigned** field is a "Y". Format: Numeric field allowing up to 4 digits.

**Last Tax Certificate Assignment Mortgage Page-** It is required if **Tax Certificate Assigned** field is a 'Y'. Format: Numeric field allowing up to 4 digits.

**Place of Redemption-** It is a required field allowing a maximum of 72 characters to include the 'Street Address and suite of the municipality'.

## JUDGMENT

### Judgments V8- JudgPers

**Notice of Motion for Final Judgment Attached** – A required field indicating whether a ‘**Notice of Motion**’ is attached. Valid values- ‘Y’ or ‘N’.

**Charge reference Number** - An optional numeric field allowing 9 digits. It is the transaction reference number for the charge that is deducted from the collateral account for the specific submission.

### Judgments V9- JudgPersUSA

**Notice of Motion for Final Judgment Attached** – A required field indicating whether a ‘**Notice of Motion**’ is attached. Valid values- ‘Y’ or ‘N’.

**Charge reference Number** - An optional numeric field allowing 9 digits. It is the transaction reference number for the charge that is deducted from the collateral account for the specific submission.

## JUDGMENT

### Party Association

**Primary or Target** – A required alpha field of 1 character allowing the following values:

- P – Primary
- T – Target

**Party Last Name** – A required alpha/numeric field allowing up to 20 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the Party First Name and Party Middle Initial fields.

**Party First Name** – An optional alpha/numeric field allowing up to 9 characters/digits.

**Party Middle Initial** – An optional alphabetic field allowing only 1 character.

### Defendant Party Fields

**Defendant Type** – A required alpha field allowing up to 20 characters allowing the following values:

- Certificate of Debt
- Condominium/ Homeowner Association Lien
- Docketed Judgment
- Mortgagor
- Obligor
- Obligor and Mortgagor
- Superior Mortgage
- Subordinate Mortgage
- Tax Lien
- Tenant
- Spouse
- Other

**Form of Service** – A required alpha field allowing up to 20 characters allowing the following values:

- Acknowledgement of Service
- First Class
- Certified Mail
- Registered Mail
- Regular Mail

## **JUDGMENT**

- Publication
- Process Server
- Sheriff

**Amount of Service** – A required numeric field with a 99999.99 format

## MOTION

### Motion Data Fields

The following fields are used to create an XML file for a motion. The fields are presented in the order they appear on the **Filing Data** tab screen for motions on the JEFIS Attorney Filing Manager.

**Debit Amount** – A required numeric field with a 999.99 format that records the amount charged for filing.

**Charge Reference Number** – An optional numeric field allowing up to 9 digits.

**Deficiency Reviewer Last Name** – Mandatory and applicable only if the document is a re-file. Maximum number of characters is 30.

### Party Association

**Primary or Target** – A required alpha field of 1 character allowing the following values:

- P – Primary
- T – Target

**Party Last Name** – A required alpha/numeric field allowing up to 20 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the Party First Name and Party Middle Initial fields.

**Party First Name** – An optional alpha/numeric field allowing up to 9 characters/digits.

**Party Middle Initial** – An optional alphabetic field allowing only 1 character.

## PROOF OF MAILING

### **Proof of Mailing Data Fields**

The following fields are used to create an XML file for a proof of mailing. The fields are presented in the order they appear on the **Filing Data** tab screen for proof of mailing on the JEFIS Attorney Filing Manager.

**What was Mailed-1** – A required alpha/numeric field allowing the following codes:

- Amended Complaint
- Complaint
- Complaint and Summons
- Default
- Fair Foreclosure Act Notice to Cure
- Final Judgment
- Notice of Sale
- Order
- Proof of Amount Due Defendant
- Proof of Subordinate Lien
- Other

**What was Mailed-2** – An optional alpha/numeric field allowing the following codes:

- Amended Complaint
- Complaint
- Complaint and Summons
- Default
- Fair Foreclosure Act Notice to Cure
- Final Judgment
- Notice of Sale
- Order
- Proof of Amount Due Defendant
- Proof of Subordinate Lien
- Other

**What was Mailed-3** – An optional alpha/numeric field allowing the following codes:

- Amended Complaint
- Complaint
- Complaint and Summons
- Default
- Fair Foreclosure Act Notice to Cure
- Final Judgment

## **PROOF OF MAILING**

- Notice of Sale
- Order
- Proof of Amount Due Defendant
- Proof of Subordinate Lien
- Other

**Comments** – An optional alpha/numeric field allowing up to 72 characters/digits.

### **Party Association**

**Primary or Target** – A required alpha field of 1 character allowing the following values:

- P – Primary
- T – Target

**Party Last Name** – A required alpha/numeric field allowing up to 30 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the Party First Name and Party Middle Initial fields.

**Party First Name** – An optional alpha/numeric field allowing up to 9 characters/digits.

**Party Middle Initial** – An optional alphabetic field allowing only 1 character

## **POST JUDGMENT SHERIFF'S DOCUMENT**

### **Post Judgment Sheriff's Document Data Fields**

This document type is visible in the JEFIS Attorney Filing Manager, but it should not be used. It is for administrative purposes only.

## REQUEST FOR DEFAULT

### **Request for Default Data Fields**

The following fields are used to create an XML file for a request for default. The fields are presented in the order they appear on the **Filing Data** tab screen for request for default on the JEFIS Attorney Filing Manager.

### **Party Association**

**Primary or Target** – A required alpha field of 1 character allowing the following values:

- P – Primary
- T – Target

**Party Last Name** – A required alpha/numeric field allowing up to 20 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the Party First Name and Party Middle Initial fields.

**Party First Name** – An optional alpha/numeric field allowing up to 9 characters/digits.

**Party Middle Initial** – An optional alphabetic field allowing only 1 character.

## RETURN SERVICE

### **Return Service Data Fields**

The following fields are used to create an XML file for a return service document including Affidavit of Service, Acknowledgment of Service, Notice to State of New Jersey, Proof of Publication, Summons, and Proof of Service. The fields are presented in the order they appear on the **Filing Data** tab screen for return service documents on the JEFIS Attorney Filing Manager.

**Proof/Service Date** – A required numeric field with a MMDDYYYY.

**Service Type** – A required field allowing the following codes:

- Personal
- Regular Mail
- Certified Mail RRR
- Service on Attorney
- Acknowledgment of Service
- Publication
- Posting
- Attempted Service
- Other

**If Substituted Service was utilized, is an Affidavit of Diligent Inquiry Attached?** – A required field only when the Service Type field does not contain the value 'Personal' allowing the following codes:

- N – No
- Y – Yes

**Who was Served if not Defendant** – An optional field, but it must be completed if someone other than defendant was served allowing the following values:

- Agent
- Household Member Over age 14
- Registered Agent
- Officer/Director/Partner
- Attorney
- Other

**What was Published/Served** – A required alpha/numeric field allowing the following values:

- Summons and Complaint
- Amended Complaint
- Other

## **RETURN SERVICE**

**Does the Publication Comply with Rule 4:4–5(c) Service on Absent Defendants** – An optional field that must be completed if the Service Type field contains the value 'Publication' allowing the following codes:

- N – No
- Y – Yes

## MOTION FOR SURPLUS FUNDS

### Motion for Surplus Funds Data Fields

The following fields are used to create an XML file for a surplus money motion. The fields are presented in the order they appear on the **Filing Data** tab screen for surplus money motion documents on the JEFIS Attorney Filing Manager.

**Plaintiff Full Name** – A required alpha/numeric field in the format of first name, middle initial and last name, or the full name of the business entity allowing up to 40 characters/digits.

**First Defendant Full Name** – A required alpha/numeric field in the format of first name, middle initial and last name, or the full name of the business entity allowing up to 40 characters/digits.

**Name of Attorney or Law Firm or Self Represented Claimant** – A required alpha/numeric field in the format of first name, middle initial and last name, or the full name of the firm allowing up to 40 characters/digits.

**Claimant's Name** – A required alpha/numeric field in the format of first name, middle initial and last name, or the full name of the business entity allowing up to 40 characters/digits.

**Requested Amount** – A required numeric field to record all or a portion of the surplus money claimed due with a 9999999999.99 format.

**Amount Claimed Due** – A required numeric field with a 9999999999.99 format.

**Street Address** – A required alpha/numeric field for the property's commonly known street address (street number and street name) and, if applicable, the unit number of the subject property allowing up to 72 characters/digits.

**Municipality Name** – A required alpha/numeric field for the name of the municipality where the subject property is located allowing up to 40 characters/digits.

**County** – A required alpha/numeric field for the name of the county where the subject property is located allowing up to 40 characters/digits.

**Mortgagors/Owners' Names** – A required alpha/numeric field in the format of first name, middle initial and last name, or the full name of the business entity allowing up to 40 characters/digits.

**Former Owner-Defendant's Name** – A required alpha/numeric field in the format of first name, middle initial and last name, or the full name of the business entity allowing up to 40 characters/digits.

## MOTION FOR SURPLUS FUNDS

**Representation of Business Entity** – A required alpha/numeric field in the format of first name, middle initial and last name, or the full name of the business entity allowing up to 40 characters/digits.

**Debit Amount** – A required numeric field with a 999.99 format.

**Charge Reference Number** – An optional numeric field allowing up to 9 digits.

**Deficiency Reviewer Last Name** – Mandatory and applicable only if the document is a re-file. Maximum number of characters is 30.

### **Party Association**

**Primary or Target** – A required alpha field of 1 character allowing the following values:

- P – Primary
- T – Target

**Party Last Name** – A required alpha/numeric field allowing up to 30 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the Party First Name and Party Middle Initial fields.

**Party First Name** – An optional alpha/numeric field allowing up to 9 characters/digits.

**Party Middle Initial** – An optional alphabetic field allowing only 1 character

## WRIT

### **Writ Data Fields**

The following fields are used to create an XML file for a writ. The fields are presented in the order they appear on the **Filing Data** tab screen for writs on the JEFIS Attorney Filing Manager.

**Plaintiff Full Name** – A required alpha/numeric field in the format of first name, middle initial and last name, or the full name of the business entity allowing up to 40 characters/digits.

**First Defendant Full Name** – A required alpha/numeric field in the format of first name, middle initial and last name, or the full name of the business entity allowing up to 40 characters/digits.

**Judgment Date** – A required numeric field with a MMDDYYYY format.

**Street Address** – A required alpha/numeric field for the property's commonly known street address (street number and street name) and, if applicable, the unit number of the subject property allowing up to 72 characters/digits.

**Municipality Name** – A required alpha/numeric field for the name of the municipality where the subject property is located allowing up to 30 characters/digits.

**Purchaser Name** – An optional alpha/numeric field in the format of first name, middle initial and last name, or the full name of the business entity allowing up to 30 characters/digits that is required when the Writ Type contains the value 'Writ of Possession'.

**Writ Type** – A required field allowing the following codes:

- E – Writ of Execution
- P – Writ of Possession

**Deficiency Reviewer Last Name** – Mandatory and applicable only if the document is a re-file. Maximum number of characters is 30.

### **Party Association**

**Primary or Target** – A required alpha field of 1 character allowing the following values:

- P – Primary
- T – Target

## **WRIT**

**Party Last Name** – A required alpha/numeric field allowing up to 20 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the Party First Name and Party Middle Initial fields.

**Party First Name** – An optional alpha/numeric field allowing up to 9 characters/digits.

**Party Middle Initial** – An optional alphabetic field allowing only 1 character.

## **X-CODE DOCUMENTS**

### **X-Code Document Data Fields**

The following fields are used to create an XML file for an x-code document. These documents include correspondence that is to be filed with the court but is not specifically required to be submitted under a pre-defined document type. The fields are presented in the order they appear on the **Filing Data** tab screen for x-code document data on the JEFIS Attorney Filing Manager.

**Comments** – An optional alpha/numeric field allowing up to 72 characters/digits to record the document type being filed.

### **Party Association**

**Primary or Target** – A required alpha field of 1 character allowing the following values:

- P – Primary
- T – Target

**Party Last Name** – A required alpha/numeric field allowing up to 20 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the Party First Name and Party Middle Initial fields.

**Party First Name** – An optional alpha/numeric field allowing up to 9 characters/digits.

**Party Middle Initial** – An optional alphabetic field allowing only 1 character.

## **'OTHER' DOCUMENTS**

### **The Following Documents will be Filed as 'Other' Documents:**

- Adjourment Request
- Certification
- Affidavit
- Substitution of Attorney
- Stipulation of Settlement or Stipulation of Dismissal
- Voluntary Dismissal
- Warrant of Satisfaction
- Withdrawn Motion
- Objection to Amount Due
- Objection to Motion
- Correspondence

### **Other Document Data Fields**

'Other' document types do not require the use of the **Filing Data** tab screen. The resulting XML file will not include data elements normally contained on the **Filing Data** tab screen

### **Party Association**

**Primary or Target** – A required alpha field of 1 character allowing the following values:

- P – Primary
- T – Target

**Party Last Name** – A required alpha/numeric field allowing up to 20 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the Party First Name and Party Middle Initial fields.

**Party First Name** – An optional alpha/numeric field allowing up to 9 characters/digits.

**Party Middle Initial** – An optional alphabetic field allowing only 1 character.

### APPENDIX B

Party Affiliations			Alternate Plaintiff Code/Affiliation		Last Name 30 Chars	Last Name 20 Chars	First Name 9 Chars	Middle Init <sup>(1)</sup>	Last Name 46 Chars
Plaintiff	Defendant	Additional Parties	Type	Affiliation					
Administrator	Administrator	Administrator				Required	Optional	Optional	
Agency	Agency	Agency			Required				
Bank	Bank	Bank			Required				
Business	Business	Business			Required				
Company	Company	Company			Required				
Corporation	Corporation	Corporation			Required				
County	County	County			Required				
Estate	Estate	Estate				Required	Optional	Optional	
Executor	Executor	Executor				Required	Optional	Optional	
		Fictitious				Required	Optional	Optional	
		Fictitious Spouse				Required	Required	Optional	
	Heir	Heir				Required	Optional	Optional	
Individual	Individual	Individual				Required	Required	Optional	
	Judgment Creditor	Judgment Creditor				Required	Optional	Optional	
		Subordinate Lien holder				Required	Optional	Optional	
Municipality		Municipality			Required				
		Registered Agent				Required	Optional	Optional	
State of New Jersey		State of New Jersey			Required				
		Superior Lien holder				Required	Optional	Optional	
		Tenant				Required	Optional	Optional	
United States of America	United States of America	United States of America			Required				
			Full Spell						Required
				Business	Required				
				Individual		Required	Required	Optional	

(1) Middle initial is only acceptable if the "First Name" field is populated, otherwise, the field should be left blank.

BACK

### APPENDIX C

JudgRes - V1	JudgComm - V3	JudgOSTopSt - V10
Lead (Ntc Mtn Entr Final Judg)*	Lead (Ntc Mtn Entr Final Judg)*	Lead (Prf Amt Due and Schedule)*
PrfSvc Ntc Mtn Entr Final Judg*	PrfSvc Ntc Mtn Entr Final Judg*	Cert Costs to be Taxed*
Cert Due Diligence (CODI)*	Prf Amt Due and Schedule*	Affidavit of Search Fees*
Prf Amt Due and Schedule*	Cert Costs to be Taxed*	True Copy of Mortgage*
Cert Costs to be Taxed*	True Copy of Mortgage*	True Copy of Note*
Affdvt NonMil Service*	True Copy of Note*	
PrfSvc FFA NtcCure*	Proposed Judgment*	Cert Due Diligence (CODI)
Cert Svc Mediation Pkg*	Proposed Writ*	Affdvt NonMil Service
True Copy of Mortgage*		PrfSvc FFA NtcCure
True Copy of Note*	Cert Due Diligence (CODI)	Cert Svc Mediation Pkg
Proposed Judgment*	True Copy of Assignments	True Copy of Assignments
Proposed Writ*	True Copy of Loan Mod	True Copy of Loan Mod
	True Copy of Guaranty	Merged CertSvc Reqd Ntcs
True Copy of Assignments	TruCpy Rec UCC-1 FinStmt	CertSvc NtcRts Res Tnts
True Copy of Loan Mod	Merged CertSvc Reqd Ntcs	Cert Re Bankruptcy Stay
Merged CertSvc Reqd Ntcs	CertSvc NtcRts Res Tnts	Cert Mail Filed Default
CertSvc NtcRts Res Tnts	Cert Re Bankruptcy Stay	
Cert Re Bankruptcy Stay	Cert of Counsel Fees	
Cert Mail Filed Default	Affdvt NonMil Service	
CertReApplc FFA MedPrg	Cert Mail Filed Default	
CertNonApplc FFA		
CertNonApplc FFA MedPkt		

<b>JudgOSTTax – V7</b>	<b>JudgHOA – (Not in this release)</b>	<b>JudgPers – V8</b>	<b>JudgPerUSA – V9</b>
Lead (Prf Amt Due and Schedule)*	Lead (Proposed Judgment)*	Lead (Proposed Judgment)*	Lead (Proposed Judgment)*
Cert Costs to be Taxed*	Prf Amt Due and Schedule*	Cert Non Redemption*	Prf Amt Due and Schedule*
	Cert Costs to be Taxed*		Cert Costs to be Taxed*
Affidavit of Search Fees	Proposed Writ*	Ntc Mtn Entr Final Judg	Copy of Cert of Sale*
True Copy of Assignments	Claim Lien Unpd Cmmn Chgs*	PrfSvc Ntc Mtn Entr Final Judg	Proposed Writ*
Certification-Other		Cert of Tax Collector	Cert Non Redemption*
Cert Mail Filed Default	Ntc Mtn Entr Final Judg	PrfPub OrdNotRdmpt	
	PrfSvc Ntc Mtn Entr Final Judg	PrfMail OrdSetTimePlcRdmpt	Ntc Mtn Entr Final Judg
	Cert of Counsel Fees	PrfMail NtcEntryDefault	PrfSvc Ntc Mtn Entr Final Judg
	Cert Mail Filed Default	Affdvt PstNtcRdmptn	Cert of Tax Collector
	Copy of Assoc Agreement	Affdvt NonMil Service	Cert Mail Pre-Filing Ntc
	CpyOrdAllwLglFeesCstsInclFnJdg	Proposed Judgment	True Cpy Assign Tax Sale Cert
	Affdvt NonMil Service		Affdvt NonMil Service
	Proposed Judgment		Proposed Judgment

<b>JudgStrict – V 11</b>	<b>JudgOpt – V5</b>	<b>JudgInRem – V4</b>
Lead (Proposed Judgment)*	Lead (Ntc Mtn Entr Final Judg)*	Lead (Proposed Judgment)*
Cert Non Redemption*	PrfSvc Ntc Mtn Entr Final Judg*	Ack Flng Cmplnt*
	Cert Due Diligence (CODI)*	Cert of Publication*
Property Legal Description	PrfSvc FFA NtcCure*	Cert Post*
Proposed Judgment	Proposed Judgment*	Cert of Mailing*
PrfMail OrdSetTimePlcRdmpt	Cert Non Redemption*	Cert of Tax Collector*
Cert of Publication		
Affdvt NonMil Service	Affdvt NonMil Service	Affdvt No Answer
Ntc Mtn Entr Final Judg	Cert of Publication	Request to Enter Default
PrfSvc Ntc Mtn Entr Final Judg	Cert Post	Cert 60 Year Search
	Cert of Mailing	
	Cert Svc Mediation Pkg	
	True Copy of Assignments	
	True Copy of Loan Mod	
	Merged CertSvc Reqd Ntcs	
	CertSvc NtcRts Res Tnts	
	Cert Re Bankruptcy Stay	
	Cert Mail Filed Default	

Back