

Judiciary Electronic Document Submission (JEDS) Frequently Asked Questions (FAQs)

What is JEDS?

The Judiciary Electronic Document Submission (JEDS) system is a website that facilitates the submission of documents electronically to the New Jersey Courts.

Who can use JEDS?

JEDS can be used by self-represented litigants. Attorneys may also use JEDS for anything that cannot be filed in eCourts.

REGISTRATION

How do I access JEDS?

You must register with the courts by creating a User ID and password using the following link:
<https://portalselfreg-cloud.njcourts.gov/prweb/PRServletPublicAuth?AppName=ESSO&RegAppID=ECOURTS>

Are eCourts users required to register separately to file in JEDS?

No

Why didn't I receive an activation link after I completed my registration?

Please check your email after a few minutes and be sure to check your junk/spam folder for the activation email. You can request a new activation email with the following link:
<https://portalactivation-cloud.njcourts.gov/prweb/PRServletPublicAuth?AppName=ActivationEmail>

ACCESS

How do I access JEDS?

JEDS can be accessed via any internet browser using the following link: <https://portalefile-cloud.njcourts.gov/prweb/PRAuth/EFILESAMLAAuth?AppName=EFILE>

Why am I getting an unauthorized message after logging in?

If you are receiving this message, please clear the cache (browsing history and cookies) in your browser. Then close your browser and reopen it to try again. You may also try using a different

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browser when you get this message. JEDS is compatible with Chrome, Microsoft Edge, and Safari.

Why am I getting a PEGA blue screen asking me to log in again after logging into JEDS?

If you are receiving this message, please clear the cache (browsing history and cookies) in your browser. Then close your browser and reopen it to try again. You may also try using a different browser when you get this message. JEDS is compatible with Chrome, Microsoft Edge, and Safari.

To clear the cache in Microsoft Edge:

<https://support.microsoft.com/en-us/microsoft-edge/view-and-delete-browser-history-in-microsoft-edge-00cf7943-a9e1-975a-a33d-ac10ce454ca4>

To clear the cache in Chrome:

<https://support.google.com/accounts/answer/32050?co=GENIE.Platform%3DDesktop&hl=en>

To clear the cache in Internet Explorer:

<https://support.microsoft.com/en-us/help/17438/windows-internet-explorer-view-delete-browsing-history>

To clear the cache in Safari:

<https://support.apple.com/guide/safari/clear-your-browsing-history-sfri47acf5d6/mac>

Can I use a mobile device?

Currently JEDS is not compatible with mobile devices.

FILING DOCUMENTS

Where should I submit my document?

Use the table below to determine where to submit a document.

Court / Division	Docket Type	If you are an Attorney, use:	If you are Self-represented Litigant, use:
Civil	Law	eCourts	JEDS
Criminal	Criminal – Existing Cases	eCourts	JEDS
Family	Child Support/Custody	JEDS	JEDS
Family	Divorce	JEDS	JEDS
Family	Child Abuse/Neglect	eCourts	N/A
Family	Child Placement Review	eCourts	N/A

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Family	Termination of Parental Rights	eCourts	N/A
Family	Kinship/Legal Guardianship	eCourts	N/A
Family	Domestic Violence Contempt	JEDS	JEDS
Family	Domestic Violence/Sexual Assault Survivor Protection Act (SASPA)	JEDS	JEDS
General Equity	Chancery	JEDS	JEDS
General Equity	Foreclosure	eCourts	JEDS
Special Civil	District Court	eCourts	JEDS
Special Civil	Landlord Tenant	JEDS	JEDS
Special Civil	Small Claims	JEDS	JEDS
SCCO	Judgment Processing	JEDS	JEDS
SCCO	Records Requests	JEDS	JEDS
Tax	Local Property Tax	eCourts	eCourts
Tax	State Tax	eCourts	eCourts
Tax	State Tax (School Aid)	JEDS	JEDS

Can another attorney in the same firm as the attorney of record submit a filing on behalf of the attorney of record under?

Another attorney in the firm can file on behalf of the attorney of record.

How do I know how much a filing will cost and if I am paying the correct amount?

The filing types displays the fee associated known as the "Filing Fee". If additional fees associated with the filing type are required, you will answer them in the filing process. Visit https://www.njcourts.gov/forms/11112_courtfees.pdf?c=scM for a list of all filing fees to verify you are paying the correct amount.

DOCUMENT SELECTION

What types of documents cannot be submitted in JEDS?

Discovery, evidence, civil commitments, guardianship, and estates.

Is there a file size limit that I can upload?

The maximum file size for each document is 35 MB. If you have a larger document, consider breaking it into smaller documents.

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I am filing a submission; do I file one document at a time, or can I put 4-5 attachments in one filing?

You can attach all related documents at the time of filing for one submission. Each document should not exceed the 35 MB of size.

Can I upload video or audio files in JEDS?

No. The only acceptable file formats accepted are pdf, .docx and jpegs.

What if I am not able to attach a file?

The only acceptable file formats accepted are pdf, .docx and jpegs and the character limit for a file name is 58 characters which includes any spaces.

FEES/PAYMENTS

What payment method can I use?

You can pay a filing fee with either a debit or credit card. You can also use your checking or savings account through an Automated Clearing House (ACH) wire payment. Judiciary Account Charge System (JACS) is for attorney use only.

I don't see 'Judiciary Account Charge System (JACS)' as a payment type. How can I pay with my JACS account?

If the user name that is logging into JEDS isn't the attorney bar ID that is associated to the JACS account, JACS will not be available as a payment option.

I have received a message that payment could not be processed, and status is Pending payment?

You can retrieve the filing and submit the payment again. The filing will not be received by the courts until the status says 'Resolved-completed'.

Are the filing fees in JEDS automatically handled by the eCourts account?

Filings fees are not handled by the eCourts account automatically. As of now, you can pay using credit card, ACH or JACS in JEDS.

MY SUBMISSIONS

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Will documents submitted online before midnight receive that date as the filing and received date?

Yes.

If a complaint was submitted to the wrong court, would I receive a refund, and how is the refund processed?

Court Staff have technical ability to change the court of the submitted document if it was submitted incorrectly. For more information regarding specific refund questions, please contact the Superior Court Clerk's Office (SCCO).

How can I remove a filing from JEDS?

As of now, deleting is not allowed nor does it exist in JEDS. Court staff can mark the document as "Completed".

How can I get a filed copy of my submitted documents or obtain proof of my filing?

You can view Judiciary stamped documents by going to "My Submissions" in JEDS and selecting "Documents" next to your filing. Documents listed under "Court Stamped Documents" have been date and time stamped by the court. If the documents you submitted are not listed under "Court Stamped Documents", you will receive an email from court staff containing your stamped documents.

Can I export "My Submissions" list to a PDF or Excel?

As of now, ability to export the filings to PDF or Excel is not available in JEDS.

COURT PROCESSING

When are documents processed by the court?

Documents are processed by the court during normal business hours, Monday – Friday between 8:30 a.m. and 4:30 p.m. Documents received after 4:30 p.m. Friday through the weekend will be processed on Monday.

If this is an emergent matter, please go to

<https://www.njcourts.gov/selfhelp/emergent.html?lang=eng> for details on emergent matters.

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Is there a timeline as to when we can expect a filed copy of the document to appear in eCourts?

For existing eCourts cases, documents that are filed through JEDS utilizing the docket number will be sent automatically to the eCourts Case Jacket. For new cases, court staff need to create a new case and process the documents so there is no specific timeline for when the documents will be uploaded into eCourts. Each county may differ in their processing times.

Does the Court email you that the documents have been eFiled in eCourts?

The filer will get a confirmation e-mail to notify that the documents have been filed in eCourts. Parties on the case that receive electronic notifications will also receive eCourts Notifications.

QUESTIONS/ISSUES

What if I have a technical problem accessing the system or submitting a document?

For technical issues with JEDS, send an e-mail including the technical issues you are experiencing to JEDSSupport.Mailbox@njcourts.gov.

What if I have questions about what I should submit, where I should submit something new or a previous submission?

Please contact your county ombudsman or local county court for assistance. For information about the ombudsman and the county ombudsman list, please visit the following link: <https://njcourts.gov/public/ombuds.html?lang=eng>.