

# Judiciary Electronic Document Submission (JEDS)

## 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. Users can use this system for the submission of documents related to new or existing cases. The system maintains a list of all documents submitted by the user.

The JEDS system is intended for self-represented litigants who need to submit a document to the court. Attorneys may also use JEDS for anything that cannot be filed in eCourts. If you are an attorney with the ability to file in eCourts, you should continue to do so; JEDS is for individuals who do not have the ability to file through eCourts.

If you need assistance with what to submit, where to submit something new, or about a previous submission, contact the county ombudsman at <https://njcourts.gov/public/ombuds.html?lang=eng>.

If you need technical assistance with the JEDS system, please send an email to [JEDSSupport.Mailbox@njcourts.gov](mailto:JEDSSupport.Mailbox@njcourts.gov).

## Where to Submit Documents

Self-represented litigants can submit documents for emergent matters via JEDS or an email to the emergent matters email box that has been set up in each county. The county email addresses can be found at "Representing Yourself in an Emergent Matter":

<https://www.njcourts.gov/selfhelp/emergent.html>.

JEDS is not a replacement for eCourts. All attorneys must file in eCourts when the docket is in eCourts or in JEDS for all other matters, even for emergent applications.

Court / Division	Docket Type	Attorneys use:	Self-represented 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
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	N/A
Tax	*State Tax	JEDS	JEDS

**\*NOTE:** To submit State tax documents, indicate the county in which you reside.

## Documents That Must NOT Be Submitted

The following documents must NOT be submitted through JEDS:

- Civil Commitments
- Guardianship
- Estates
- Discovery
- Evidence

## Registering for JEDS

In order to 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>



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## Accessing JEDS

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

## Document File Size

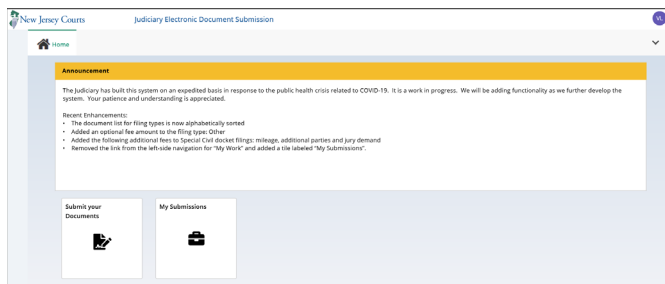
Maximum file size for each document is 35 MB.

## Court Processing

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> for details on emergent matters.

## Submit a Document

1. On the Home Page, select the **Submit Your Documents** tile.



2. Enter the **Case Details** and select **Next**.

**NOTE:** To submit a document on an existing case, go to step 3. To submit a document on a new case, go to step 5.

3. Select what you are filing from the list of documents and select **Next**.

4. Search for your case by entering the case number and select **Search**.

5. Verify and select the case and select **Next**.

6. Select **Attach** to attach a document.

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**NOTE:** Red asterisk indicates a required document.

Document type	Document description	Attachment
Complaint*	Complaint	— Attach
Summons	Summons	— Attach

7. Select a document to attach and **Submit**.

Attach File

Drag and drop files here or Select file

8. Select + **Add optional documents** to add additional documents.

Document type	Document description	Attachment
Complaint*	Complaint	JEDS Text PDF.pdf Remove
Summons	Summons	— Attach

9. Select **Next**.

10. If a payment is required, select your **Payment Type** and the fee will display.

Fee payment

Payment type

ACH

Credit card

Exempt

Judiciary account charge system (ACS)

11. Complete the payment process/information and select **Submit**.

12. Complete the **Certification to submit filing** by selecting the checkbox and then select **Accept**.

Certification to submit filing

I understand that:

- Once the documents are submitted they cannot be cancelled or corrected. Any corrections may require the filing of a motion or an amended document.
- No refunds will be offered in the event a filing with a court fee is submitted in error.
- By clicking the Accept button, I certify that I have reviewed ALL information and documents to make sure everything is correct before submitting.

Cancel Accept

13. A confirmation screen will display. Select **Close**.

Your filing has been successfully submitted.

Case details	Vendor	Docx type	Case number
Special Civil Part	ATLANTIC	Suing or being sued for up to \$15,000 (special civil part cases)	—

Filing details	Filing date	Filing submitted by	Filing type
Transaction ID EF-6065	8/28/2020	Brittany Test	Complaint for less than \$3000

Payment details	Transaction fee	Amount Paid	Exempt reason
Exempt	\$0.00	\$0.00	You have an order Order Waiving Filing Fees

14. A confirmation email is sent to the filer.

## View My Submissions


1. From the Home Page, select **My Submissions** tile to get a list of your submissions.

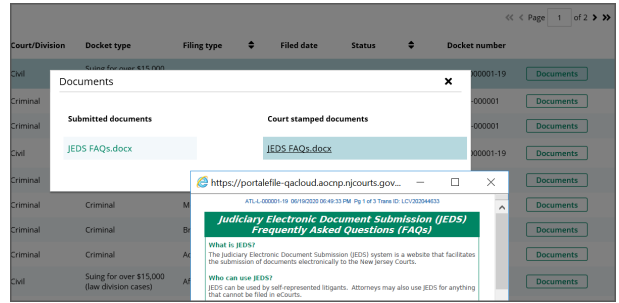
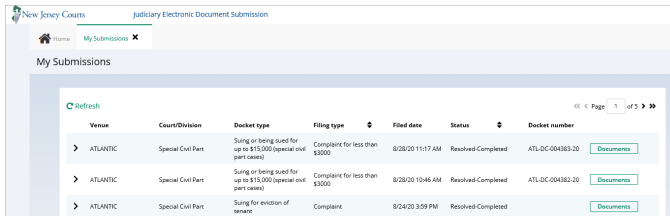
Announcement

Submit your Documents My Submissions

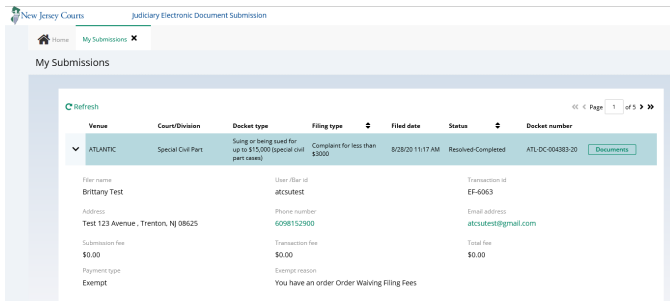
# Judiciary Electronic Document Submission (JEDS)

2. Your submissions will display. Select **Refresh** to update your list.

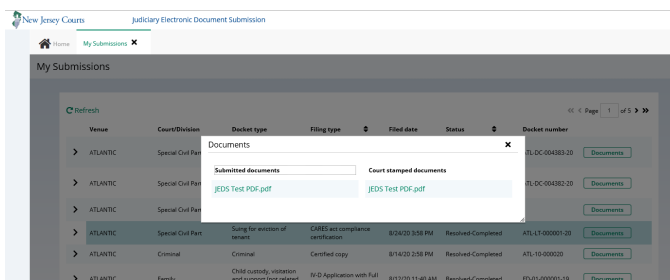
**NOTE:** To sort by a column, select the arrows , when available.



3. Select the > next to the submission to view the details of a filing.



4. Select **Documents** to see your submitted documents and the court stamped documents.



5. For documents on an existing case, you can select the **Court Stamped Documents** to view your document with the date and time court stamp that appears at the top. The court stamp will appear for new cases once staff processes the documents.