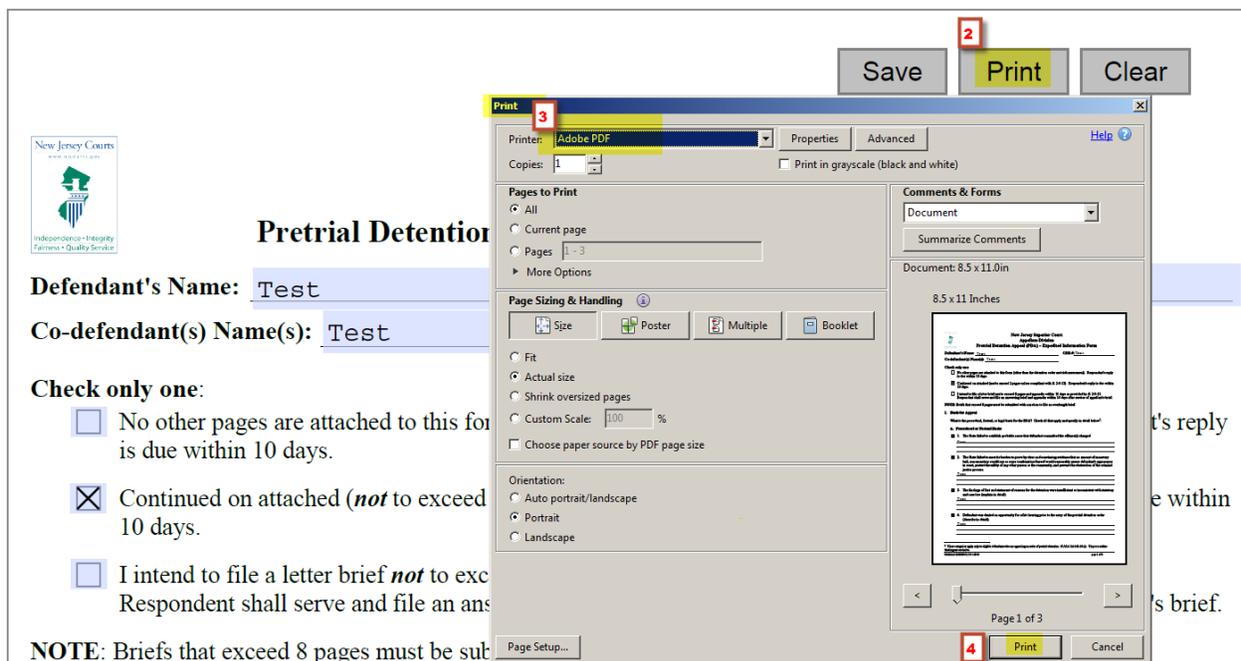


If the user has filled out the "PDA Expedited Information" or "Expedited State Response" form (fillable template) on-line and wants to upload that pdf form into eCourts Appellate system, then please follow these instructions.

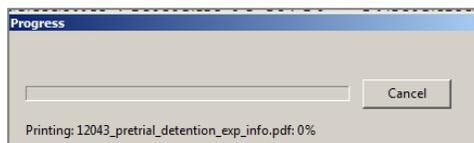
Adobe Acrobat Professional

If the user has the Adobe Acrobat on his/her machine, follow these instructions to convert the form into a pdf file. This option is only available for Adobe Acrobat Professional.

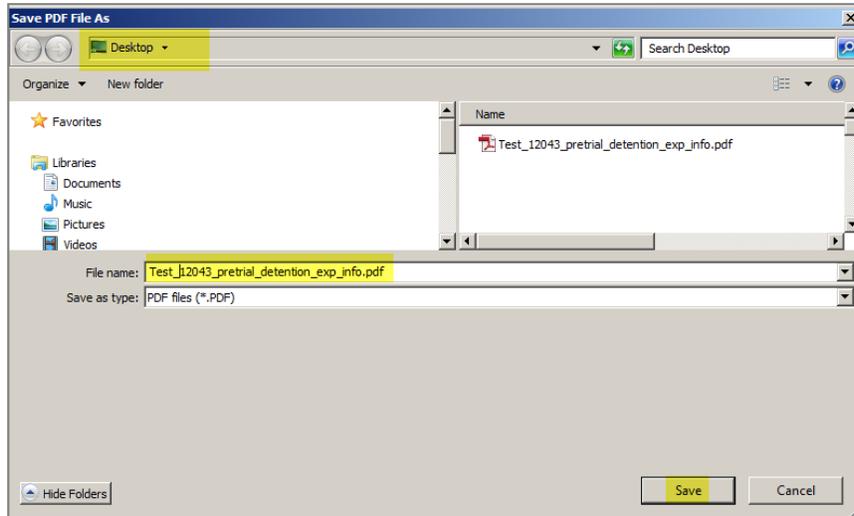
1. Open "PDA Expedited Information form (fillable template) from the home page and fill it out.
2. Click on "Print" button on the template.
3. Select Printer as "Adobe PDF" on the print popup.
4. Click on "Print" button on the print popup.



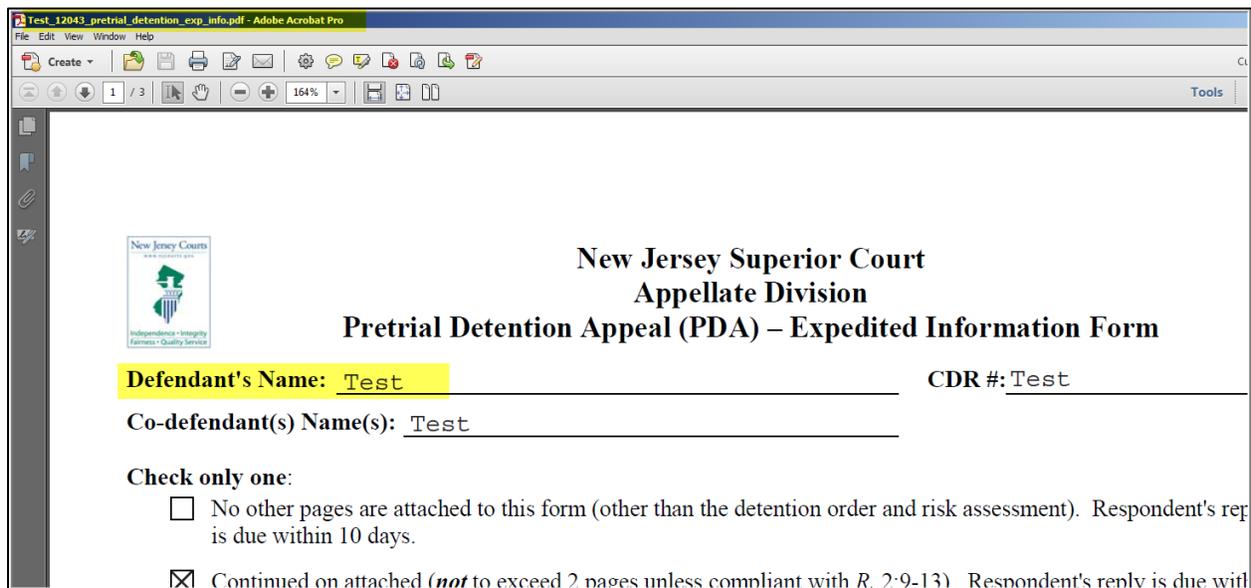
5. It will display the progress bar.



6. Select the folder location on your machine where you want to save this pdf document (PDA Expedited Information form) and give it a file name.



- It will convert the form into a pdf document (PDA Expedited Information form) from the template.



- On the "List of Documents" page, select the edit button for the PDA Expedited Information form.

DOCUMENT / FILE NAME	FILING PARTY	FIRM NAME / ATTORNEY ATTENTION	CATEGORY / DOCUMENT TYPE	SOURCE	DATE POSTED	STATUS	OPERATION
TRANSCRIPTS REQUEST FORM	DECKER JONES	MARY SMITH HANLEY - MARY SMITH HANLEY	APPELLATE DOCUMENTS - TRANSCRIPT ORDER FORM	SYSTEM GENERATED	12/20/2016	READY TO SUBMIT	  
PDA FORM	DECKER JONES	MARY SMITH HANLEY - MARY SMITH HANLEY	APPELLATE DOCUMENTS - PDA EXPEDITED INFORMATION FORM	UPLOAD	12/20/2016	DRAFT	  
TRIAL COURT ORDER	DECKER JONES	MARY SMITH HANLEY - MARY SMITH HANLEY	APPELLATE DOCUMENTS - TRIAL COURT ORDER/JUDGMENT/DECISION	UPLOAD	12/20/2016	DRAFT	  
NOTICE OF APPEAL	DECKER JONES	MARY SMITH HANLEY - MARY SMITH HANLEY	APPELLATE DOCUMENTS - NOTICE OF APPEAL	SYSTEM GENERATED	12/20/2016	READY TO SUBMIT	  

- Select your saved pdf document (PDA Expedited Information form) for upload.

GETTING STARTED CASE DATA PARTY/ATTORNEY DOCUMENTS

Add Document

DOCUMENT INFORMATION

*CATEGORY APPELLATE DOCUMENTS

*DOCUMENT TYPE PDA EXPEDITED INFORMATION FORM

SEALED DOCUMENTS FOR THE COURT

*FILING PARTY RAHMAN HALL

Select file to upload by portal.njcourts.gov

Look in: Desktop

Name	Item type	Size	Date
Test_12043_pretrial_detention_exp_info.pdf	Adobe Acrobat ...	29 KB	12/3

File name:

Files of type: PDF Files (*.PDF)

Open Cancel

Upload Documents Cancel Uploads

10. After it completes the upload, click on "Continue" button.

GETTING STARTED CASE DATA PARTY/ATTORNEY DOCUMENTS

Add Document

DOCUMENT INFORMATION

*CATEGORY APPELLATE DOCUMENTS Category Description

*DOCUMENT TYPE PDA EXPEDITED INFORMATION FORM

SEALED DOCUMENTS FOR THE COURT'S VIEWING ONLY MUST BE SUBMITTED IN PAPER FORM.

*FILING PARTY RAHMAN HALL

Test_12043_pretrial_detention_exp_info.pdf

Complete.

Upload Documents Cancel Uploads

Note: System accepts documents in PDF format only.
 If your upload file exceeds the size limit of 25 MB, you need to break it up into multiple smaller files. (?)
 To save your attachment once uploaded, click on "Continue" button.

Back to Document List Continue

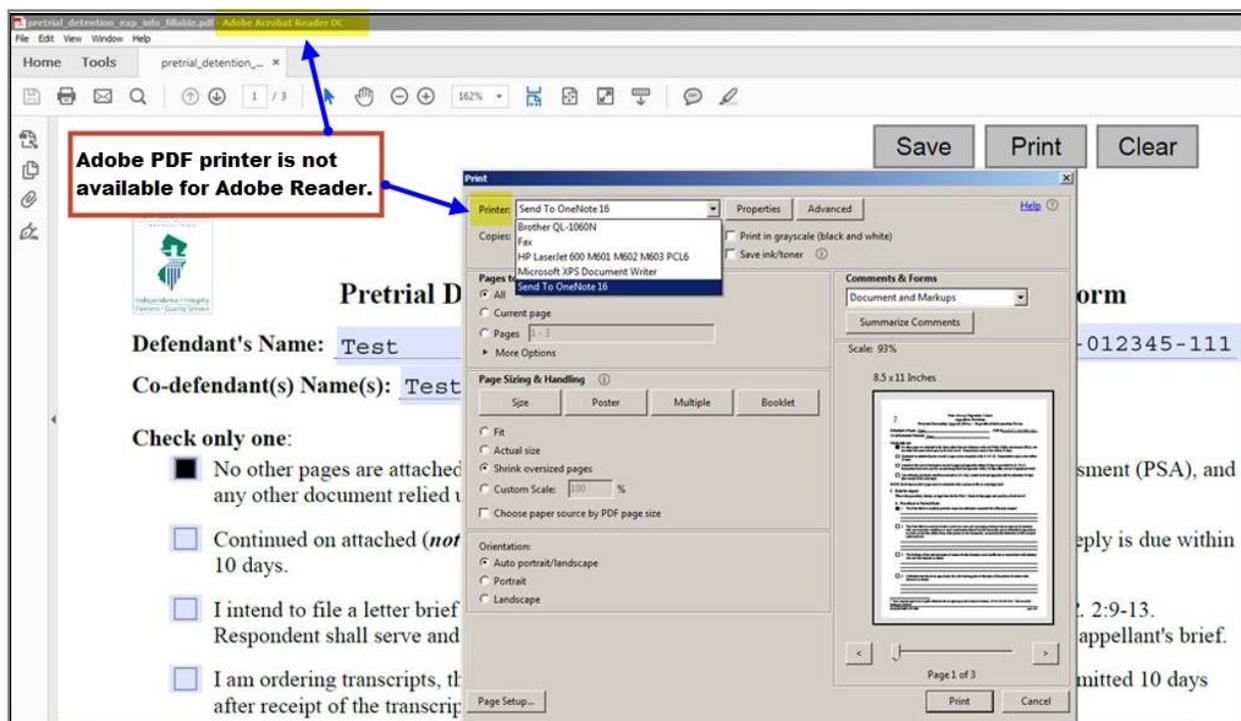
11. It will be displayed on the List of Documents page.

DOCUMENT / FILE NAME	FILING PARTY	FIRM NAME / ATTORNEY ATTENTION	CATEGORY / DOCUMENT TYPE	SOURCE	DATE POSTED	STATUS	OPERATION
PDA EXPEDITED INFORMATION FORM	RAHMAN HALL	TESTING AND TESTING - INTERNET BILLING TESTING	APPELLATE DOCUMENTS - PDA EXPEDITED INFORMATION FORM	UPLOAD	12/30/2016	READY TO SUBMIT	  

Adobe Reader

Most of the users have the free Adobe Reader on their machines and they need to follow these instructions since the Adobe Reader does not come with "Adobe PDF" printer to convert the form into a pdf file.

1. Open "PDA Expedited Information form (fillable template) from the home page and fill it out.
2. Print the form and signed it.
3. Scan your printed and signed form into a text searchable pdf using OCR (Optical Character Recognition).
4. Follow the same instructions 8-11 as above to upload the scanned pdf file into the eCourts Appellate application.



The screenshot shows the Adobe Reader interface with a print dialog box open. A red box highlights the printer selection area, containing the text: "Adobe PDF printer is not available for Adobe Reader." The printer list includes "Send To OneNote 16", "Brother QL-1060N", "Fax", "HP LaserJet 600 M601 M602 M603 PCL6", and "Microsoft XPS Document Writer". The form in the background is titled "Pretrial D" and has the following text:

Defendant's Name: Test

Co-defendant(s) Name(s): Test

Check only one:

- No other pages are attached and any other document relied upon
- Continued on attached (not) 10 days.
- I intend to file a letter brief Respondent shall serve and
- I am ordering transcripts, th after receipt of the transcrip

Other visible text on the form includes "Pretrial D", "012345-111", "ment (PSA), and", "eply is due within", "t. 2:9-13.", "appellant's brief.", and "mitted 10 days". The print dialog box also shows "Page 1 of 3" and "Scale: 93%".