

Creating a Criminal Appeal in eCourts Appellate Manual



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Creating a Criminal Appeal

To file an appeal:

- Select **File New Case**.

NOTE If you have previously created a draft Appeal without submitting, it can be accessed through **My Case List**.

The screenshot shows the New Jersey Courts eCourts Appellate homepage. The header includes the New Jersey Courts logo and navigation links: [File NEW Case](#), [My Case List](#), [Logout](#), and [Help](#). A user login message states: "You are currently logged in as JONATHAN A. SMITH (012341999)".

The main content area is titled "Welcome To eCourts Appellate" and features a "MESSAGES FROM THE CLERK'S OFFICE" section with buttons for [File NEW Case](#) and [My Case List](#).

A sidebar on the left contains navigation links: Home, My Profile (Update Email), Search (Case Search, My Case List), Quick Reference (Appellate Division Rules, Emergent Application Information, Notices to the Bar), and Customer Support (eCourts Appellate Help Line, NJeDATAnotices.mailbox, Pre-trial Detention Appeals (PDA) Help Line, AppellatePDA.mailbox).

The "SUPPORT & REFERENCE LINKS" section is divided into three columns:

- eCourts Appellate Documents:** Appellate eFiling Checklist, Common Filing Deficiencies, User Agreement, eCourts Appellate System Generated Forms, List of Fees, Helpful Tips, Glossary.
- PDA Documents:** R. 2:9-13, PDA instruction form, PDA Expedited Information form, PDA Expedited Information form (fillable template), Instructions to upload template, Instructions for Filing a Pretrial Detention Appeal.
- Help Documents:** Frequently Asked Questions, Criminal Manual, Civil Manual, Steps for filing a Substitution of Attorney, Steps for filing an Internal Staff Change (Substitution or Designated Attorney).

File New Case Page

- Select the type of filing you are creating from the drop-down menu.

The screenshot shows the "File New Case" form. At the top, a red warning message states: "Once you start your filing, we will automatically save your information for 180 days or it will be deleted." Below this, instructions read: "To file a **NEW** case, use the drop down menu below."

The form includes a radio button for "File" and a dropdown menu currently set to "NEW APPEAL or MOTION FOR LEAVE TO APPEAL" in the "APPELLATE DIVISION". A blue arrow points to the dropdown menu. Below the dropdown, the text says: "Click [here](#) for [more information](#) on the [eCourts Appellate](#) formats."

Instructions below the dropdown state: "Select the **Case Type** to start an appeal process and enter the Trial Court/Agency Docket #."

At the bottom, there is a field for "CASE TYPE:" with a dropdown arrow.

- Select from Case Type: "Criminal"

Select the Case Type to start an appeal process and enter the Trial Court/Agency Docket #.

*CASE TYPE:

CRIMINAL
CIVIL
FAMILY
STATE AGENCY

- Enter the Indictment/Accusation number or the Complaint (CDR) number.
 - The trial court docket number MUST match exactly as it appears in the eCourts case jacket.
 - If the trial court number does not meet the requirements for an eCourts match, i.e., municipal, expungement, investigations, or extreme risk protective orders, you can type in a free form docket number by clicking on the hyperlink below.

File New Case

Once you start your filing, we will automatically save your information for 180 days or it will be deleted.

To file a **NEW** case, use the drop down menu below.

File in **APPELLATE DIVISION**

Click [here](#) to see the Trial Court/Agent Docket # Formats.

Select the Case Type to start an appeal process and enter the Trial Court/Agency Docket #.

*CASE TYPE: **Megan's Law appeals must be filed as a Civil Case Type and Megan's Law Case Category.**

Enter Indictment/Accusation #: - - - -

Example: Atlantic 13 12 12345 I

OR:

Enter Complaint (CDR) #:

Example: S 2010 012345 1111

OR: For municipal, expungement, investigations or extreme risk protective orders click [here](#).

For free form text box, click "here"

Trial Court Information

On the Trial Court Information Page:

- Select the relevant case, party and order.

NOTE If using the free form field to enter the docket number, this page will be skipped.

Filing Progress... 2%
✔ GETTING STARTED

Trial Court Information
Finality Question
Case Related Questions

CASE DATA
Case Details
Additional Case Details
Transcript

PARTY/ATTORNEY
List of Parties

DOCUMENTS
List of Documents
Add Documents
Proof of Service

FEES / PAYMENTS
Fees Charged / Payments

SUMMARY / SUBMIT
Case Summary
Submit

GETTING STARTED
Trial Court Information

Trial Court Information

1. If more than one number appears below, please select the Promis/Gavel case number that is linked to your case.

CASE NUMBER	CASE CAPTION	JUDGE
<input checked="" type="radio"/> ATL-19-000001	STATE OF NEW JERSEY VS TWORRUNH V OMSPTTEST,ORDERMODU FORTESTINGDONOTUSE	ANDREW . JACKSON

2. Edit the docket number if you have made a mistake by clicking on the button. **EDIT DOCKET NUMBER**

Party Information

3. Choose the appealing party or if the filing is on behalf of State of New Jersey choose the primary defendant.

NAME	SEQ#	SBI#	REPRESENTED BY IN THE TRIAL COURT
<input type="radio"/> TWORRUNH V OMSPTTEST	1		Attorney ALLEN SOOHOO (GOLDEN ROTHSCHILD SPAGNOLA ET AL, PC)
<input checked="" type="radio"/> ORDERMODU FORTESTINGDONOTUSE	2	940008H	Attorney GEORGE T DAGGETT (DAGGETT KRAEMER KOVACH & GJELSVIK)

Document Information

4. Select from the list of the Trial Court order(s) below. If it does not appear, you may upload the order later on the List of Documents page.

Please select the primary order or judgement of conviction for the appeal. The "Entry Date" is the "Date of Final Order/Judgement".

TRANSACTION ID	FILED DATE	DOCUMENT TYPE	JUDGE NAME	ENTRY DATE	ORDER
<input type="radio"/> CRM202013310	07/10/2020	MOTION ORDER	ANDREW JACKSON	07/10/2020	

None of the above, the order/JOC will be uploaded instead

Cancel **Continue**

1. You will see the docket with the Promis/Gavel case number and the Case Caption. If multiple Promis/Gavel case numbers appear, you will need to select the case that is linked to your appeal.
2. If this is not your case you may click on the EDIT DOCKET NUMBER button, to edit the docket number. You will receive a box that will allow you to enter the correct docket number.
3. If the Promis/Gavel case number is correct or the only match, choose the primary party, **OR** if you are appealing on behalf of the State of New Jersey, please choose the respondent/defendant. Click continue. If there are multiple defendants, you will be able to add them on the List of Parties Page.
4. After choosing the primary defendant, all signed orders available in the eCourts case jacket will be listed. Choose the order you are appealing (you may only choose one). If none of the orders apply, the order/JOC must be uploaded. The "Entry Date" will automatically populate as the "Date of Final Order/Judgment" on the Case Details page. If you are appealing more than one order, you will be able to add additional orders on a later screen.

Finality Question

Is the order you are appealing from FINAL?

- Select **Yes** if you have a **final** order/judgment
- Select **No** if the order/judgment is **not final**.

NOTE If you chose **Yes** the ORDER/JUDGMENT is final, select why the appeal is final in Part 2.

** **Finality Rule:** A case in the trial court is considered final, and can be appealed, when a decision or decisions (order, judgment, dismissal, etc.) are filed concluding the actions against all involved parties (you must be able to produce a copy of these decisions for the Appellate Division). If there is anything scheduled before the trial court judge or waiting to be scheduled, or you do not have a decision affecting each party, then your case is not ready to be appealed and you must file a **MOTION FOR LEAVE TO APPEAL**.

Finality Question
<p>PART 1</p> <p>Read Carefully: Choose Yes or No from one of the options below. The answer determines whether you are creating a Notice of Appeal (R. 2:2-3) or a Motion for Leave to Appeal from an interlocutory order (R. 2:2-4; R. 2:5-6).</p> <p>IS THE ORDER/JUDGMENT YOU ARE APPEALING FINAL?</p> <p>1. <input checked="" type="radio"/> Yes, the ORDER/JUDGMENT is final (closed below or appealable as of right) and falls under one of the following categories below. (R. 2:2-3). This will create a system generated Notice of Appeal.</p> <p>2. <input type="radio"/> No, the ORDER/JUDGMENT is not final (not closed below or appealing an interlocutory order). This will create a system generated Motion For Leave to Appeal.</p> <p>OR, IS THE ORDER/JUDGMENT YOU ARE APPEALING PRE-TRIAL DETENTION?</p> <p>3. <input type="radio"/> Yes, the ORDER/JUDGMENT being appealed is from an order GRANTING Pre-Trial Detention. This will create a system generated Notice of Appeal.</p> <p>4. <input type="radio"/> No, the ORDER/JUDGMENT being appealed is from an order DENYING Pre-Trial Detention. This will create a system generated Motion For Leave to Appeal.</p> <hr/> <p>PART 2</p> <p>Choose <u>One</u> button from the following to indicate why the appeal is final.</p> <p>FROM THE FINAL ORDER/JUDGMENT OF:</p> <ul style="list-style-type: none"><input type="radio"/> The Superior Court trial divisions,<input type="radio"/> In summary contempt proceedings in all trial courts except municipal courts; <p>OR FROM THE EXCEPTIONS THAT SHALL INCLUDE BELOW:</p> <ul style="list-style-type: none"><input type="radio"/> R. 3:28-6(c) (order enrolling defendant into the pretrial intervention program over the objection of the prosecutor),<input type="radio"/> R. 3:26-3 (material witness order),<input type="radio"/> R. 4:42-2 (certification of interlocutory order),<input type="radio"/> R. 4:53-1 (order appointing statutory or liquidating receiver),<input type="radio"/> R. 5:8-6 (final custody determination in bifurcated family action), and<input type="radio"/> R. 5:10-9 (order on preliminary hearing in adoption action).<input type="radio"/> An order granting or denying a motion to extend the time to file a notice of tort claim pursuant to N.J.S.A. 59:8-9, whether entered in the cause or by a separate action, and<input type="radio"/> An order compelling or denying arbitration, whether the action is dismissed or stayed, shall also be deemed a final judgment of the court for appeal purposes.

Pre-Trial Detention Appeals or Motions for Leave to Appeal:

- Select **Yes** if you have an order **GRANTING** pretrial detention, which will create a system generated Notice of Appeal.
- Select **No** if you have an order **DENYING** pretrial detention and are challenging the terms of release, which will create a system generated Motion for Leave to Appeal.

PART 1

Read Carefully: Choose Yes or No from one of the options below. The answer determines whether you are creating a Notice of Appeal (R. 2:2-3) or a Motion for Leave to Appeal from an interlocutory order (R. 2:2-4; R. 2:5-6).

IS THE ORDER/JUDGMENT YOU ARE APPEALING FINAL?

- Yes, the ORDER/JUDGMENT is final (closed below or appealable as of right) and falls under one of the following categories below. (R. 2:2-3). **This will create a system generated Notice of Appeal.**
- No, the ORDER/JUDGMENT is not final (not closed below or appealing an interlocutory order). **This will create a system generated Motion For Leave to Appeal.**

OR, IS THE ORDER/JUDGMENT YOU ARE APPEALING PRE-TRIAL DETENTION?

- Yes, the ORDER/JUDGMENT being appealed is from an order **GRANTING** Pre-Trial Detention. **This will create a system generated Notice of Appeal.**
- No, the ORDER/JUDGMENT being appealed is from an order **DENYING** Pre-Trial Detention. **This will create a system generated Motion For Leave to Appeal.**

PART 2

THE APPEAL IS FINAL PER THE EXCEPTION BELOW:

- R. 2:9-13** Orders granting pretrial detention, pursuant to N.J.S.A. 2A:162-18 (c).

Case Related Questions

1. Select whether you are appealing a Judgment or an Order.
2. Select Payment Type from the list of options.
3. If not appealing the entire judgment, use the box provided to specify those portions in detail.

GETTING STARTED

Case Related Questions

1. Buttons are pre-filled to display on appeal, if the case is from a judgment or order, and will also display the appropriate court. Only change if necessary. Motion for leave to appeal information must be filled in.

This case is from A JUDGMENT AN ORDER in a

- STATE AGENCY
- TRIAL COURT
- TAX COURT

2. Select payment type. The Fee for filing a NOTICE OF APPEAL is \$250.00

- I am filing with payment in full.
- I am filing under an exempt status by statute.
- I am filing as an indigent with a trial court order, which needs to be included.
- I am filing as an indigent with a motion.

3. IF NOT APPEALING THE ENTIRE JUDGMENT, ORDER OR AGENCY DECISION, SPECIFY WHAT PARTS OR PARAGRAPHS ARE BEING APPEALED.

500 characters left

[Return to Case List](#) [Previous](#) [Continue](#)

Case Details Page

This covers the creation of the front page of the Notice of Appeal.

- Enter all required Trial Court information. Some fields are pre-filled based on information entered on previous screens. If any pre-filled information is incorrect, such as the trial court docket number or order date, you will need to go back to previous screens to correct or choose the correct information.

***NOTE* CASE CAPTION** - The case caption will be pre-filled with the defendant that you chose on the Trial Court Information page. If there are co-defendants, you will need to edit the case caption to include all party names. **Case Caption must conform to the Trial Court Order Case Caption.**

GETTING STARTED CASE DATA

Case Details - TRIAL COURT

TRIAL COURT DOCKET# 19-03-00011-1

*DATE OF ORDER/JUDGMENT/DECISION ON APPEAL: 03/13/2020

DATE OF ORDER BEING APPEALED: This date is the date that made the case final or in interlocutory matters it is the date of the interlocutory order. The date is used for the calculation of time.

*** IF APPEALING ADDITIONAL ORDER DATES** (if different from this date), those are required to be added on the Additional Details page. See R. 2:5-1(e) (3). All orders listed must be uploaded. All orders listed on the notice of appeal must be the same orders listed on the case information statement.

*CASE CAPTION

STATE OF NEW JERSEY
V
TWORRUNH V. OMSPTTEST

NOTE: Enter the full and complete caption as it appears on the order being appealed or last amended complaint without et al or abbreviations, including all parties involved.

If the trial court order case caption inserted here is not complete or has the incorrect spelling, you must fix the caption here.

4954 characters left

For Case Caption samples, [click here](#).

SENTENCE ONLY Check if Sentence Only (click [here](#) for a list of issues). Check this box if the issue(s) on this appeal focus **only** on the sentence imposed. See R. 2:9-1

SEALED CASE Check if this is a **SEALED** case based upon court rule, statute, case law or court order.

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

*CASE TYPE CRIMINAL

*CASE CATEGORY INDICTMENT

*TRIAL COURT COUNTY ATLANTIC

*TRIAL COURT JUDGE

Judge Name from the Trial Court: **ANDREW JACKSON**
Type a portion of the first or last name to get a partial list of judges. For a full list click on the arrow.

Fields marked with * are REQUIRED.

Return to Case List Previous Save Continue

Additional Case Details

Additional Trial Court Information

You **must** select Yes or No to continue with your filing.

- Select Yes **IF** you are appealing an additional trial court order(s).
 - Enter the additional trial court information in the popup. You can add up to 10 trial court orders at a time using the popup.

Related Appellate Case Information

You **must** search for possible related appeals.

- Click on the link to determine if there are any related appeals. If none exist, click continue on the pop-up.

You will not be able to continue past this screen until you complete the search.

GETTING STARTED CASE DATA

Additional Case Details

Additional Trial Court Information

⌘ Are you appealing other trial court orders? Yes No

All order(s), judgment(s) or decision(s) being appealed must be included.

Related Appellate Case Information

The primary trial court docket number you have entered for this case is: HNT-L-555-22

Note: To continue, you are required to search for related cases using the main trial court docket number. This search will review the Appellate Case Management system and will then display any cases for that docket number.

Initially, click on this required [link](#) to determine if there are any cases related to your filing for this trial court docket number.

Click [here](#), if you would like to add the related appellate cases using other parameters (i.e., same issues or co-defendants or prior appeals).

[Return to Case List](#) [Previous](#) [Save](#) [Continue](#)

Case Related Questions – Criminal

Fill in or check off the appropriate answers to the questions. Everything with a red asterisk is required. *Note* Statement of the offense, what the appeal is from, and defendant's counsel can all be found on the trial court order.

GETTING STARTED	CASE DATA
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Case Related Questions - Criminal

For criminal, quasi-criminal and juvenile actions only:

*Give a concise statement of the offense and the judgment including date entered and any sentence or disposition imposed:

500 characters left

This appeal is from a conviction post judgment motion post-conviction relief
 pre-trial detention

If post-conviction relief, is it the 1st 2nd other (Specify)

*Is defendant incarcerated? Yes No

*Was bail granted or the sentence or disposition stayed? Yes No

If in custody, select the place of confinement:

*Defendant was represented below by:
 Public Defender Self Private Counsel (Specify trial counsel's name)

[Return to Case List](#) [Previous](#) [Continue](#)

Filing Time

*** PLEASE NOTE THAT THE FILING TIME IS STRICTLY ENFORCED. THE COUNTING OF 45 DAYS (OR 7 DAYS FOR PRE-TRIAL DETENTION) INCLUDES WEEKENDS AND HOLIDAYS.**

If the appeal is filed after 45 days (7 days for Pre-Trial Detention), a required Notice of Motion form will be system generated and will automatically be inserted on the List of Documents section on a later screen.

Unless the case falls under one of the exceptions below, you will check the radio button indicating that good cause applies and that a motion to file As Within Time is being filed.

If none of the exceptions apply or if you are not making a motion, choose "Other."

GETTING STARTED CASE DATA

Filing Time - 45 Day Rule

YOUR APPEAL IS OUT OF TIME:

Appeals must be filed within 45 days from Judgments, Orders, Decisions and Actions (R.2:4-1).

Good cause and in absence of prejudice applies (R.2:4-4).
**I AM FILING A MOTION TO FILE AS WITHIN TIME WITH SUPPORTING DOCUMENT.
(A motion and supporting document will be added to the list of documents section.)**

Exemptions (R.2:4-3). Select reasons that apply from the list below.

Death of aggrieved party. (R.2:4-3(a))

Death, disbarment, resignation, or suspension of the attorney of record. (R.2:4-3(a))

CRIMINAL: Timely filing and service of a MOTION to the trial court for judgment (R.3:18-2) OR for a new trial (R.3:20) OR in arrest of judgment (R.3:21-9) OR for Rehearing or to amend or make additional findings of fact (R.1:7-4) (R.2:4-3(c)). **Supporting documentation is required. A miscellaneous submission entry will be added to the list of documents section.**

CRIMINAL: By the insanity of the defendant. (R.2:4-3(d))

CIVIL: Timely filing and service of a MOTION to the trial court for rehearing OR to Amend or make additional findings of fact (R.1:7-4) OR for judgment (R.4:40-2) OR for a new trial (R.4:49-1) OR for rehearing or reconsideration seeking to alter or amend the judgment or order (R.4:49-2) (R.2:4-3(e)). **Supporting documentation is required. A miscellaneous submission entry will be added to the list of documents section.**

Other: Time was extended due to Supreme Court order, delayed service of trial court order, or other court approved protocol.
Explain your reason in the text box below, attach a copy of the Supreme Court order or other substantiating documentation.

Check here if no order or substantiating document is available. **If the box is not checked, a miscellaneous submission entry will be added to the list of documents section.**

Note: A motion for reconsideration stops the time running. Please calculate your time from the date the motion was made and then add to it the time after the order on reconsideration is filed. This will give you the accurate time. Both the original order and the order on reconsideration must be uploaded.

Return to Case List Previous Continue

Transcript Request Verification Form

Select the option that applies. **All transcript dates must be entered** either showing they are ordered or in your possession, click the radio button to enter dates.

GETTING STARTED CASE DATA

Transcript Request Form Verification

A certified transcript is required for each hearing date. **All dates must be entered below including those already in your possession.**
If you are not ordering the transcripts, please select the reason from the drop down list.

I am not ordering transcripts because

I am ordering transcripts or adding the dates of those in my possession.

[Return to Case List](#) [Previous](#) [Continue](#)

If ordering transcripts **OR** they are in your possession select delivery speed or Attorney Possession from drop down.

I am ordering transcripts or adding the dates of those in my possession.
 I am making a motion for transcripts at public expense.
Note to filer: You must enter the transcript date(s) via the Add Hearing Dates button below. The system will insert a notice of motion and you will be required to upload your motion supporting document in order to proceed with your filing.

Indicate the delivery schedule for your transcript request:
**** These time Frames are for the completion of the transcript. The prices above are effective through June 30,2020. You may request to us**

Standard (30 Days) - Original \$4.68 per page; Copy \$0.78 per page
Expedited (7-10 Days) - Original \$7.02 per page; Copy \$1.17 per page
Daily (Overnight) - Original \$9.36 per page; Copy \$1.56 per page
Attorney Possession

For Public Defender only: Please add your R.O. #

Click **Add Hearing Dates**.

To Add New Hearing Dates, click on [Add Hearing Dates](#). You can add maximum of 10 Hearing Dates at a time.

On the pop-up enter the **Proceeding Date, Type, and Name of Judge**. Check the box **to Order Transcript** or select reason for not ordering from the drop-down menu. Click the plus (+) sign to add additional dates (up to 10).

The form is automatically sent to the Appellate Division's Transcript Unit. You will be contacted by the transcript agency for payment.


DATE OF PROCEEDINGS(MM/DD/YYYY)	TYPE OF PROCEEDING	NAME OF JUDGE/AGENCY	CHECK BOX TO ORDER TRANSCRIPT	OR SELECT REASON FOR NOT ORDERING
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Transcripts in Attorney Possession

When you indicate that transcripts are in attorney possession you must upload the transcripts through the add document function in eCourts Appellate. You will be notified by your case manager when to submit the filed stamped copies to the Appellate Clerk's office.

Further information on filing the transcripts can be found in the [Transcripts](#) section.

List of Parties

The List of Parties page will automatically insert the appellant and respondent parties. Both parties will show in red, indicating that you need to finalize information for each party. Click the edit  button under the operation column for each party.


GETTING STARTED CASE DATA **PARTY/ATTORNEY**


List of Parties - Additional Party Entry

Add all parties that apply in this matter.




The primary party cannot be deleted. To change the primary party, click on the **Trial Court Information** link in the menu on the left and select the correct party from the **Party Information** section.

- [Add/Edit Trial Court Party\(ies\)](#)
- [Add Movant\(s\)](#) Add Amicus or Intervenor only if you have an order admitting the party in the Trial Court (The Trial Court order needs to be uploaded).

To **ADD** a new Attorney association to a Party or modify the Party information, please use the  **EDIT** button in line with the Party in this list below.

To **REMOVE** an Attorney association to a Party, please use the  **DELETE** button and re-add the Party with the correct attorney using the above **ADD** buttons.

Below are **All the parties** involved in this case.

PARTY NAME	PARTY ROLE	PARTY STATUS	PARTY DESIGNATION	FIRM NAME - ATTORNEY NAME / ATTORNEY ROLE	ADDRESS	OPERATION
STATE OF NEW JERSEY	PLAINTIFF		RESPONDENT			 
JOHN DOE	DEFENDANT (Primary)		APPELLANT	LAW OFFICES OF JANE SEYMOUR - JANE SEYMOUR (ATTORNEY OF RECORD) (e)	200 MARKET STREET, TRENTON, NJ 08625 609-984-4800	

[Return to Case List](#) [Previous](#) [Continue](#)

Appellant - Party Information

The system will prefill most information. Carefully review and modify selections as needed.

Party Name must match the trial court order exactly. If the pre-filled name is not an exact match to the order, such as, a middle name or suffix needs to be added, use the [Click Here](#) to edit.

[Click HERE](#) to edit party name.

GETTING STARTED CASE DATA PARTY/ATTORNEY

Update Appellant Party

Select from the following options:

* This entity is an INDIVIDUAL This party is a Juvenile.
 ORGANIZATION
 INITIALS ONLY
 STATE OF NEW JERSEY
 MULTIPLE PARTIES
 (Use if filing ONE brief on behalf of all parties)

* Role of party in the Trial court/Agency: PLAINTIFF
 DEFENDANT
 OTHER

* Status of party as of date of appeal: Participated below
 Dismissed with Prejudice
 Dismissed without Prejudice
 Defaulted below
 New Party
 Settled (Party will not be participating in appeal)

Party Name: *FIRST NAME TWORRUNH *LAST NAME OMSPTTEST MIDDLE NAME V SUFFIX

[Click HERE](#) to edit party name.
[Click HERE](#) to enter other names this party has used(AKA).

Appellant Attorney(s) Information:

Multiple Parties

**This option is only available for case categories of: Expungements, Municipal Appeals, Other, and Extreme Risk Protective Orders. These case types are not matched with the eCourts case jacket.

The Multiple Parties option is for attorneys representing multiple parties within the case **and** will be filing **ONE** brief for all parties. Your brief should reflect the additional parties that you represent.

Add Co-Counsel

To add Co-Counsel, Designated Counsel, Of Counsel, Consolidated Counsel, Counsel On the Brief or Argument, click the **Add** button to add a new field.

Appellant Attorney(s) Information:

Attorney name: KLAUS HARGREEVES Attorney Role (Req.): ATTORNEY OF RECORD

FIRM ID	FIRM NAME	ADDRESS	PHONE	EMAIL
<input checked="" type="radio"/> F00001494	HARGREEVES LAW LLP (e)	740 MOUNTAIN AVE MORRISTOWN, NJ 07960	973-516-1050	TEST@ABC.COM

Case Specific Email: Interested parties will receive filing notices but have no case access.

You may search by the attorney's name or by firm name using the radio buttons.

Double Click on the attorney to enter data into the fields.

Attorney Search			
Attorney Name	Firm Name	Good Stand	Firm Status
WILLIAM P WELAJ	WILLIAM WELAJ	01	01

Select the attorney role from the drop down menu and click continue. If the attorney does not have a confirmed email entered in eCourts, eCourts Appellate or eCourts Supreme, you are required to enter their email address in the case specific email field.

Respondent – Party/Attorney Information

For all Trial Court Docket Numbers ending in "I", "A" or "S":

The Respondent will automatically be added by the system, appearing in red. You must review/enter additional information to proceed. Click on the edit icon on the same line as the Respondent.

PARTY NAME	PARTY ROLE	PARTY STATUS	PARTY DESIGNATION	FIRM NAME - ATTORNEY NAME / ATTORNEY ROLE	ADDRESS	OPERATION
STATE OF NEW JERSEY	PLAINTIFF		RESPONDENT	ATTORNEY GENERAL CRIMINAL JUSTICE - CAROL M HENDERSON (ATTORNEY OF RECORD) (e)	25 MARKET STREET, PO BOX 085 TRENTON, NJ 08625 609-984-6500	

- a. Entity – The system will automatically choose State of New Jersey. This cannot be changed.
- b. Role of Party – The system will automatically choose the party role as Plaintiff. This cannot be changed.
- c. Status of Party – The system will automatically choose Participated Below.
- d. Party Name – The party name will prefill with State of New Jersey. This cannot be changed.
- e. Attorney Name
 - 1. Notices of Appeal - The system will automatically prefill Carol Henderson from the Attorney General's Office as the attorney of record.
 - 2. Motions for Leave to Appeal - The system will automatically prefill the lead prosecutor for the county as the attorney of record.
 - 3. Pre-Trial Detention (Notices of Appeal and Motions for Leave to Appeal) - Search for the county prosecutor by name.

Additional Parties

GETTING STARTED
CASE DATA
PARTY/ATTORNEY

List of Parties - Additional Party Entry

Add all parties that apply in this matter.

The primary party cannot be deleted. To change the primary party, click on the **Trial Court Information** link in the menu on the left and select the correct party from the **Party Information** section.

1. Add/Edit Trial Court Party(ies)

If additional defendants exist in the eCourts case jacket and are involved in the appeal, click the Add/Edit Trial Court Party(ies) button. Check the YES box for the additional party and select the party designation. Click confirm to proceed.

List of Trial Court Parties X

Primary defendant cannot be deleted, if you want to change primary defendant, please click on the Trial Court Information link in the menu on the left.

Please select defendants involved in the appeal.
You must select the party designation: Appellant = Case Filer, Respondent = All others

Yes	Party Designation	PARTY NAME	SEQ#	SBI#	Name	TC Attorney Name
<input checked="" type="checkbox"/>	▼ APPELLANT RESPONDENT	ORDERMODU FORTESTINGDONOTUSE	2	940008H	ORDERMODU FORTESTINGDONOTUSE	GEORGE T DAGGETT (DAGGETT KRAEMER KOVACH & GJELSVIK)
<input type="checkbox"/>		TWORRUNH V OMSPTTEST	1		TWORRUNH V OMSPTTEST	ALLEN SOOHOO (GOLDEN ROTHSCHILD SPAGNOLA ET AL, PC)

Cancel
Confirm to proceed

Once added, the party(ies) will appear, in red, in the List of Parties. You will need to review/add additional information before you can continue by clicking the edit icon.

The party name will prefill, however, if the name is not an exact match to the order, such as, a middle name or if a suffix needs to be added, use the [Click Here](#) to edit.

Amicus/Intervenor

To add an amicus or intervenor party that was admitted in the trial court, click the Add Movant(s) button. Note, a copy of the trial court order admitting the party will need to be uploaded on the List of Documents page.

GETTING STARTED CASE DATA **PARTY/ATTORNEY**

List of Parties - Additional Party Entry

Add all parties that apply in this matter.

The primary party cannot be deleted. To change the primary party, click on the **Trial Court Information** link in the menu on the left and select the correct party from the **Party Information** section.

1. Add/Edit Trial Court Party(ies)
2. Add Movant(s) Add Amicus or Intervenor only if you have an order admitting the party in the Trial Court (The Trial Court order needs to be uploaded).

List of Documents

Documents listed on this page are required to file your appeal.

Documents in **black** have been system generated/created by the data previously entered and do not need to be edited.

Documents in **red** are in Draft form and need additional information.

Click on the edit  button to complete a document that is in Draft form.

Click on Add Documents button if you want to add additional documents to the filing.


When documents are complete the status will reflect ready to submit.
















GETTING STARTED CASE DATA PARTY/ATTORNEY **DOCUMENTS**

LIST OF DOCUMENTS


Return to Case List
Previous
Add Document
Continue







Adding Multiple Orders or Documents to the Case: A separate entry must be added for each document. Click the Add Document button. On the Add Document Information page, choose the appropriate Category and Document type. Click the Upload Document button. Once the document is successfully uploaded, click the Continue button to return to the List of Documents page. Repeat these steps for each additional order or document that needs to be uploaded.

Completing the Document List: Below are the documents necessary for your case to proceed. The items in black are completed based upon the data you already entered. The items in **RED** are in draft form, click the Edit icon  to complete these document entries. Once ALL documents are in "READY TO SUBMIT" status, click the Continue button to proceed. Click the Continue button on the subsequent pages to reach the submission page. Important Note: a document/case is not considered submitted until you receive a Transaction ID from the eCourts Appellate application.

DOCUMENT / FILE NAME	FILING PARTY	FIRM NAME / ATTORNEY ATTENTION	CATEGORY / DOCUMENT TYPE	SOURCE	CREATED	DATE DOCUMENT CREATED	STATUS	OPERATION
FILING TIME EXEMPTION	CONNIE BURCH	FISHER & PHILLIPS LLP - BRIAN WILSON	APPELLATE DOCUMENTS - FILING TIME EXEMPTION	SYSTEM GENERATED	SYSTEM	03/06/2023	READY TO SUBMIT	 
MISCELLANEOUS DOCUMENT	CONNIE BURCH	FISHER & PHILLIPS LLP - BRIAN WILSON	APPELLATE DOCUMENTS - MISC SUBMISSIONS	UPLOAD	SYSTEM	03/06/2023	DRAFT	  
TRANSCRIPTS REQUEST FORM	CONNIE BURCH	FISHER & PHILLIPS LLP - BRIAN WILSON	APPELLATE DOCUMENTS - TRANSCRIPT REQUEST FORM (TO ORDER OR AMEND PRIOR REQUEST)	SYSTEM GENERATED	SYSTEM	03/06/2023	READY TO SUBMIT	 
NOTICE OF APPEAL	CONNIE BURCH	FISHER & PHILLIPS LLP - BRIAN WILSON	APPELLATE DOCUMENTS - NOTICE OF APPEAL	SYSTEM GENERATED	SYSTEM	03/06/2023	READY TO SUBMIT	 
CASE INFORMATION STATEMENT	CONNIE BURCH	FISHER & PHILLIPS LLP - BRIAN WILSON	APPELLATE DOCUMENTS - CASE INFO STATEMENT	SYSTEM GENERATED	SYSTEM	03/06/2023	DRAFT	  
TRIAL COURT ORDER/JUDGMENT/DECISION	CONNIE BURCH	FISHER & PHILLIPS LLP - BRIAN WILSON	APPELLATE DOCUMENTS - TRIAL COURT ORDER/JUDGMENT/DECISION (PULL FROM TRIAL COURT CASE JACKET)	INTERFACE	SYSTEM	03/06/2023	READY TO SUBMIT	  

Motions

If a motion is required for your filing, the system will add it to the List of Documents (e.g., Motion to File as Within Time or Motion for Leave to Appeal). The system will add two documents, a Notice of Motion and a place to add the supporting document. Click on the edit button  for each entry to review the Notice of Motion and to upload the supporting document.

DOCUMENT / FILE NAME	FILING PARTY	FIRM NAME / ATTORNEY ATTENTION	CATEGORY / DOCUMENT TYPE	SOURCE	CREATED	DATE DOCUMENT CREATED	STATUS	OPERATION
MOTION CERTIFICATION/SUPPORTING DOCUMENT 	CONNIE BURCH	SMITH & JONES LLP - LLP - SAMANTHA B JONES	MOTION SUPPORTING DOCUMENTS/ANSWERS/OPOSITIONS/ATTACHMENTS - MOTION CERTIFICATION/SUPPORTING DOCUMENT	UPLOAD	SYSTEM	03/16/2023	DRAFT	 
MOTION TO FILE AS WITHIN TIME 	CONNIE BURCH	SMITH & JONES LLP - LLP - SAMANTHA B JONES	MOTION - TO FILE NOTICE OF APPEAL AS WITHIN TIME	SYSTEM GENERATED	SYSTEM	03/16/2023	DRAFT	 

When reviewing the Notice of Motion, if appropriate, you may add additional reliefs and/or additional text. To add additional reliefs, click the button [Add Other Reliefs](#) and choose the additional reliefs from the list. The text box should be used for adding specific text not found in the list such as a due date in a request for extension or a list of docket numbers in a motion to consolidate.

To complete the (MOTION FOR LEAVE TO APPEAL) information add text in the below text box. Add additional relief by clicking the below button.

This box is only for relief not found in the motion drop down list. For example, a motion "Other" which requires additional text, or a due date for an extension, or list of docket numbers in a motion to consolidate. Your certification explains the motion. Space is limited to 50 characters.

MOTION FOR LEAVE TO APPEAL

50 characters left

[Add Other Reliefs](#)

[Back to Document List](#) [Continue](#)





GETTING STARTED CASE DATA PARTY/ATTORNEY DOCUMENTS

Add Other Reliefs

Motion Issue:

- TO COMPEL
- TO CONSOLIDATE APPEAL
- TO CROSS-APPELLANT'S BRIEF AS WITHIN TIME
- TO DISMISS APPEAL
- TO DISMISS CROSS-APPEAL
- TO EXTEND TIME
- TO EXTEND TIME TO FILE APPELLANT'S BRIEF
- TO EXTEND TIME TO FILE CROSS-APPELLANT'S BRIEF
- TO EXTEND TIME TO FILE CROSS-APPELLANT'S REPLY BRIEF
- TO EXTEND TIME TO FILE CROSS-RESPONDENT'S BRIEF
- TO EXTEND TIME TO FILE MOTION BRIEF
- TO EXTEND TIME TO FILE MOTION FOR LEAVE TO APPEAL
- TO EXTEND TIME TO FILE NOTICE OF APPEAL
- TO EXTEND TIME TO FILE REPLY BRIEF
- TO EXTEND TIME TO FILE RESPONDENT'S BRIEF
- TO FILE A REPLY TO MOTION ANSWER
- TO FILE APPELLANT'S BRIEF AS WITHIN TIME
- TO FILE AS WITHIN TIME
- TO FILE CROSS APPEAL AS WITHIN TIME
- TO FILE CROSS-APPELLANT'S REPLY BRIEF AS WITHIN TIME

TO EXTEND TIME

Used to add/remove

Use to reorder relief added

[Cancel](#) [Continue](#)

Case Information Statement

CIS-Page 1

Many responses are prefilled based on earlier responses.

GETTING STARTED CASE DATA PARTY/ATTORNEY DOCUMENTS

Case Information Statement - CRIMINAL APPEAL (1/4)

*** Give Date and Summary of Judgment or Order Being Appealed:**

Be specific

0 characters entered (Minimum: 25 / No Max)

*** Are there any issues below in this action involving defendant which have not been disposed of?** Yes No
(If so, leave to appeal must be sought. R. 2:2-4, 2:5-6)

*** Is the validity of a statute, regulation, executive order, franchise or constitutional provision of this State being questioned? (R. 2:5-1(g))** Yes No

*** Is defendant presently confined?** Yes No

*** Is defendant on bail?** Yes No

Provide any State Bureau of Identification (SBI) number :

Save Continue

CIS-Page 2

GETTING STARTED CASE DATA PARTY/ATTORNEY DOCUMENTS

Case Information Statement - CRIMINAL APPEAL (2/4)

*** Will the issue(s) in this appeal involve only whether the trial court imposed a proper sentence?** Yes No
If so, briefs shall not be filed without leave of court. (R. 2:9-11)

*** Are there co-defendants?** Yes No
If so, state their names and whether they were tried with the defendant or shared any pretrial motion.

29998 characters left

*** Give a brief statement of the facts and procedural history:**




0 characters entered (Minimum: 25 / No Max)

Enter as much detail as possible.

Save Previous Continue

If you are in the middle of a paragraph click the save button to save your work. The continue button will always save the page.

CIS-Page 3

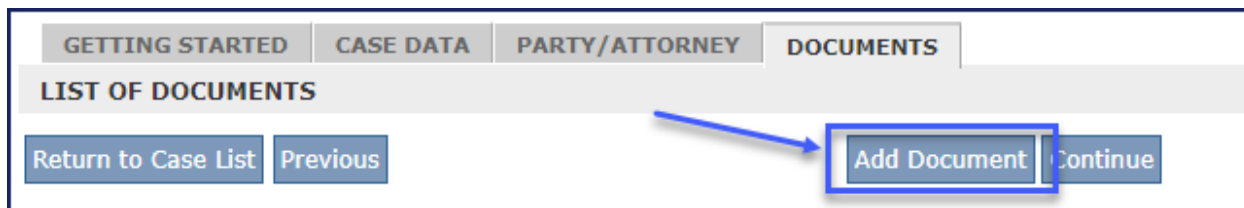
GETTING STARTED	CASE DATA	PARTY/ATTORNEY	DOCUMENTS
Case Information Statement - CRIMINAL APPEAL (3/4)			
<p>*To the extent possible, list the proposed issues to be raised on the appeal as they will be described in appropriate point headings pursuant to R. 2:5-2(a)(6). (Appellant or cross-appellant only.):</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;">Be specific.</div> <div style="border: 1px solid gray; height: 50px; width: 100%;"></div> <p>0 characters entered (Minimum: 25 / No Max)</p>			
<p>If you are appealing from a judgment entered by a trial judge sitting without a jury or from an order of the trial court, complete the following:</p>			
<p>*1. Did the trial judge issue oral findings or an opinion? If so, on what date? <input type="text"/>  <input type="radio"/> Yes <input type="radio"/> No</p>			
<p>*2. Did the trial judge issue written findings or an opinion? If so, on what date? (Attach a copy.) <input type="text"/>  <input type="radio"/> Yes <input type="radio"/> No</p>			
<p>*3. Will the trial judge be filing a statement or an opinion pursuant to R. 2:5-1(b)? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> UNKNOWN</p> <p>Caution: Before you indicate that there was neither findings nor an opinion, you should inquire of the trial judge to determine whether findings or an opinion was placed on the record out of counsel's presence or whether the judge will be filing a statement or opinion pursuant to R. 2:5-1(b).</p>			
<p>Date of Your Inquiry: <input type="text"/> </p>			
<p><input type="button" value="Save"/> <input type="button" value="Previous"/> <input type="button" value="Continue"/></p>			
<p>If you are in the middle of a paragraph click the save button to save your work. The continue button will always save the page.</p>			

CIS-Page 4

GETTING STARTED	CASE DATA	PARTY/ATTORNEY	DOCUMENTS												
Case Information Statement - CRIMINAL APPEAL (4/4)															
<p>1. Is there any case now pending or about to be brought before this court which:</p> <p>* (A) Arises from substantially the same case or controversy as this appeal? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> UNKNOWN</p> <p>* (B) Involves an issue that is substantially the same, similar or related to an issue in this appeal? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> UNKNOWN</p>															
<p>2. *Was there any prior appeal involving this case or controversy? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> UNKNOWN</p>															
<p>If the answer to either 1 or 2 above is Yes, state:</p> <p>Prior or related appeals selected from the case search completed on the Additional Case Details page appear below (for example co-defendants or co-parents that previously filed an appeal). To add other related appeals that did not appear in the case search (for example, appeals with related issues), click here.</p>															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Case Type</th> <th style="width: 15%;">Appellate #</th> <th style="width: 20%;">Trial Court/ Agency Docket #</th> <th style="width: 20%;">Case Title</th> <th style="width: 15%;">Disposition Date</th> <th style="width: 15%;">Status</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: center; color: red;">No record found.</td> </tr> </tbody> </table>				Case Type	Appellate #	Trial Court/ Agency Docket #	Case Title	Disposition Date	Status	No record found.					
Case Type	Appellate #	Trial Court/ Agency Docket #	Case Title	Disposition Date	Status										
No record found.															
<p><input type="button" value="Save"/> <input type="button" value="Previous"/> <input type="button" value="Continue"/></p>															
<p>If you are in the middle of a paragraph click the save button to save your work. The continue button will always save the page.</p>															

Uploading Trial Court Order

The trial court order that you chose on the [Trial Court Information](#) page, will automatically be inserted into the case. If you need to upload additional trial court orders, click on the Add Documents button at the top of the List of Documents screen.



There are two ways of uploading your additional Trial Court Orders.

- 1) If there are additional signed Trial Court Orders from the eCourts case jacket choose the CATEGORY: Appellate Documents and the DOCUMENT TYPE: Trial Court Order/Judgment/Decision (Pull From Trial Court Case Jacket). Choose the order that you need to add from the list.

The screenshot shows the 'Add Document' form. It has a navigation bar with tabs: GETTING STARTED, CASE DATA, PARTY/ATTORNEY, and DOCUMENTS. Below the tabs is the title 'Add Document'. The form is titled 'DOCUMENT INFORMATION' and has two dropdown menus: '*CATEGORY' (set to 'APPELLATE DOCUMENTS') and '*DOCUMENT TYPE' (set to 'TRIAL COURT ORDER/JUDGMENT/DECISION (PULL FROM TRIAL COUR)'). There is a 'Category Description' button next to the first dropdown. Below the dropdowns is a table with columns: TRANSACTION ID, FILED DATE, DOCUMENT TYPE, JUDGE NAME, ENTRY DATE, and ORDER. The table contains 10 rows of data. At the bottom of the form, there is a checkbox labeled 'THIS IS A SEALED DOCUMENT BASED ON COURT RULE, STATUTE OR COURT ORDER. (NOTE: SEALED DOCUMENTS FOR THE COURT'S VIEWING ONLY MUST BE SUBMITTED IN PAPER FORM.)' and a field for '*FILING PARTY' (set to 'CONNIE BURCH').

TRANSACTION ID	FILED DATE	DOCUMENT TYPE	JUDGE NAME	ENTRY DATE	ORDER
<input type="radio"/> CRM20173339	05/01/2017	MOTION ORDER	MICHAEL DONIO	05/04/2017	
<input type="radio"/> CRM20173973	05/25/2017	MOTION ORDER	MICHAEL DONIO	05/25/2017	
<input type="radio"/> CRM20174104	05/30/2017	MOTION ORDER	MICHAEL DONIO	05/30/2017	
<input type="radio"/> CRM201713946	11/01/2017	MOTION ORDER	MICHAEL DONIO	11/01/2017	
<input type="radio"/> CRM201717727	12/18/2017	MOTION ORDER	MICHAEL DONIO	12/18/2017	
<input type="radio"/> CRM201717525	12/11/2017	MOTION ORDER	MICHAEL DONIO	12/11/2017	
<input type="radio"/> CRM20181213	02/22/2018	MOTION ORDER	MICHAEL DONIO	02/22/2018	
<input type="radio"/> CRM20181772	03/20/2018	MOTION ORDER	MICHAEL DONIO	03/20/2018	
<input type="radio"/> CRM20182047	03/29/2018	MOTION ORDER	MICHAEL DONIO	03/29/2018	
<input type="radio"/> CRM202219666	12/19/2022	MOTION ORDER	MICHAEL DONIO	12/19/2022	

- 2) If the documents are not uploaded in eCourts Case Jacket, you must upload them yourself. CATEGORY: Appellate Documents and DOCUMENT TYPE: Trial Court Order/Judgment/Decision.

Uploading Documents

Choose the appropriate Category and Document Type from the corresponding dropdown lists. Click the Upload Documents button then locate and select the document you want to upload on your computer.

The screenshot shows the 'Add Document' form with the following fields and options:

- GETTING STARTED** | **CASE DATA** | **PARTY/ATTORNEY** | **DOCUMENTS**
- Add Document**
- DOCUMENT INFORMATION**
- *CATEGORY**: APPELLATE DOCUMENTS (dropdown menu) | Category Description
- *DOCUMENT TYPE**: TRIAL COURT ORDER/JUDGMENT/DECISION (dropdown menu)
- THIS IS A SEALED DOCUMENT BASED ON COURT RULE, STATUTE OR COURT ORDER.**
(NOTE: SEALED DOCUMENTS FOR THE COURT'S VIEWING ONLY MUST BE SUBMITTED IN PAPER FORM.)
- *FILING PARTY**: CONNIE BURCH
- Adding Multiple Orders or Documents to the Case:** A separate entry must be added for each document. Complete the current entry by selecting the appropriate Category and Document type. Click the Upload Document button; once the document is successfully uploaded, click the Continue button to return to the List of Documents page. To add another document, on the List of Documents page click the Add Document button. Repeat these steps for each additional order or document that needs to be uploaded.
- File Upload Requirements:** Only PDF files accepted. Files cannot be password protected and must be text searchable. The file size cannot exceed 28 MB. To reduce file size when scanning hard copy material: scanner resolution should be no more than 300 dpi, compressed and in black and white are recommended. Filers should also refer to their scanner manual. If the file size exceeds 28 MB, you will need to break it up into multiple smaller files.
- Upload Documents** (highlighted in yellow) | **Cancel Uploads**
- Back to Document List** | **Continue**

Once the document has successfully uploaded, the progress bar will turn green and read "success."

The screenshot shows the document upload progress bar for 'Trial Court Order.pdf'. The progress bar is green and indicates 'success' with a completion rate of '0.00 MB / 0.00 MB (100%)'. Below the progress bar are the following buttons:

- Upload Documents** (disabled)
- Cancel Uploads** (disabled)
- Back to Document List**
- Continue**

Click Continue to return to the list of documents screen to upload additional documents or continue with your filing.

****DO NOT CLICK the Upload Documents button again****

Clicking the Upload Documents button will override any document you have previously uploaded. You must return to the List of Documents screen to add additional documents.

Forms and Fillable PDFs

The system has upload requirements that include restricting fillable pdf's from being uploaded. This is necessary to prevent form fields from being edited. If you require further assistance, please refer to the "Instructions to upload template" under PDA Documents on the eCourts Appellate home page.

Click **Continue** on the list of documents page which will take you to the Certification of Confidential Identifiers page

Certification of Confidential Identifiers

The Certification of Confidential Identifiers is a system-generated document required for all documents included in a filing transaction. On the Certification of Confidential Identifiers page, the filer selects the appropriate box in Section #1 of the certification, then chooses the relevant document(s) that correspond to the selected checkbox. Additional certifications can be created if necessary. The filer cannot proceed until a certification exists for all documents in the filing.

Amended Certification of Confidential Identifiers: The document type 'Certification of Confidential Identifiers (Upload)' can be found in the dropdown menu under 'Appellate Documents.' This upload option is available when an amended certification is requested, and no amended document is required.

Certification of Confidential Identifiers

This certification is required for all documents submitted by any party who files a document in a public court matter in the Supreme Court or in the Appellate Division of the Superior Court.

A certification will be generated based off the selections below. If additional certifications are required, click Save and Add New. Once all documents have an accompanying certification you can proceed with your filing.

1. Confidential information / confidential personal identifiers (must select one): I certify that I have reviewed Rules 1:38-3, 1:38-5, and 1:38-7 and:

- This document does not contain any confidential information or any confidential personal identifiers; **OR**
- This document; previously contained confidential information or confidential personal identifiers, which have been redacted (meaning removed or made anonymous by using fictitious first names or initials, where applicable). The cover of the redacted version of the document contains the word "REDACTED." I acknowledge that a non-redacted version must be filed simultaneously with the redacted version in matters where the confidential information is necessary to the disposition of the matter: **OR**
- This document contains confidential information, but redaction is not required because the document is excluded from public access pursuant to court order, Rule, statute, or other authority. If applicable, skip paragraphs 2 and 3.

2. Return and resubmission:

I certify that if any confidential information is discovered in this submission and brought to the court's attention, the court will return the document to me, and I will be responsible to redact or remove the confidential information before resubmission. I understand the court could impose sanctions, including suppression of the brief, dismissal in extraordinary cases, and other measures for a failure to accurately make this certification or for the discovery of confidential information in a document that has been filed.

3. Briefs posted online:

I understand that the presence of confidential information or confidential personal identifiers in a document that has been posted on the Judiciary's public website will be grounds for the removal of such online posting, pending correction by the filing party, on an expedited timeline. The court in its discretion could postpone further proceedings pending the resubmission of the document.

Select all documents this certification pertains to:

<input type="checkbox"/> NOTICE OF APPEAL	<input type="checkbox"/> CASE INFORMATION STATEMENT
<input type="checkbox"/> TRIAL COURT ORDER/JUDGMENT/DECISION (02/18/2025)	<input type="checkbox"/> TRANSCRIPTS REQUEST FORM

[Previous](#) [SAVE AND CONTINUE](#) [SAVE AND ADD NEW](#)

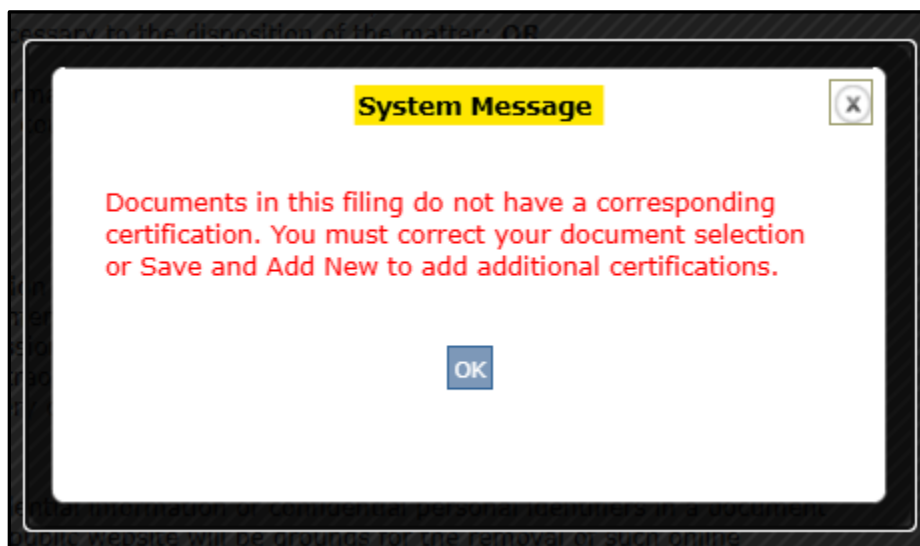
The filer must and can only select one radio button (check box should appear on system generated form) under point #1. All radio buttons should be enabled allowing the user to change their selection.

System will insert a list of documents included in the filing, each with a check box, after at least one document is selected, the Save and Continue and Save and Add New Buttons are enabled.

Select all documents this certification pertains to:

<input type="checkbox"/> NOTICE OF APPEAL	<input type="checkbox"/> CASE INFORMATION STATEMENT
<input type="checkbox"/> TRIAL COURT ORDER/JUDGMENT/DECISION (02/18/2025)	<input type="checkbox"/> TRANSCRIPTS REQUEST FORM

If there are multiple documents and not all were selected, and the filer clicks save and continue – a popup is presented, and filer cannot move forward. They click the ok button on the popup to close and remain on Certification of Confidential Identifiers page to modify their answer or choose Save and Add New.



If filer selects save and continue and all conditions are met, the system generates the certification and inserts on the list of documents page. The filer moves on to the POS page. The POS should not be recognized by the system as requiring a certification.

Proof of Service

The system will electronically serve the trial court judge, the division manager/state agency, and the prosecutor. If transcripts have been ordered, the transcript request form will be sent electronically to the Appellate Division's Transcript Unit; the transcription office will contact the requester directly with the applicable amount due.

If the adversary has entered an eCourts email address for court notices, the system will display an **(e)** next to their firm name on the Proof of Service page. They will be served electronically.


If the adversary has **NOT** entered an eCourts email address for court notices and you had to enter a case specific email in the attorney section of the party information page, the Date of Mailing field is required. The party **must** be served in paper. The system generated Proof of Service will reflect both the email address for electronic notification and the date of mailing if applicable.

Proof of Service		
NOTICE OF APPEAL, CASE INFORMATION STATEMENT, TRIAL COURT ORDER/JUDGMENT/DECISION, TRANSCRIPTS REQUEST FORM, CERTIFICATION OF CONFIDENTIAL IDENTIFIERS, PROOF OF SERVICE will be served on the trial court staff or state agency office and party listed below upon submission of this filing.		
TRIAL COURT STAFF/STATE AGENCY OFFICE		
TRIAL COURT JUDGE	ALAN A. ROCKOFF	
TRIAL COURT DIVISION MANAGER	OCEAN	
TRANSCRIPT OFFICE	APPELLATE TRANSCRIPT OFFICE	
NAME AND DESIGNATION	ATTORNEY CONTACT INFORMATION	DATE OF MAILING (if required)
DEF O (RESPONDENT)	DIANE T TESTA, Esq. (e) TESTA & DE CARLO 865 BROAD AVE RIDGEFIELD NJ 07658 201-945-3900 aaa@aaa.sss	
<p>* Filers must provide all self-represented litigants with a copy of the printed document and a Date of Mailing is required.</p> <p>* (e) denotes the attorney has entered an eCourts email for filing notifications and service. Attorneys requiring a Date of Mailing have not entered an eCourts email however, if there is an email, then service is complete.</p>		
Return to Case List	Previous	Continue

Fees / Payments

The **Fees/Payments** page lists the fee incurred for your filing. Select either **Judiciary Account Charge System** or **Credit Card**. If you select to pay via credit card, you are required to accept the service fee by checking the applicable box. Click on the [Service Fees for Credit Cards](#) link for a list of fees. Click **Continue**.


Your filing is not considered submitted until payment is successfully processed on a later page.

GETTING STARTED	CASE DATA	PARTY/ATTORNEY	DOCUMENTS	FEES / PAYMENTS	
Fees					
FEE TYPE	FEE AMOUNT	FEE STATUS	FEE PAID	PAYMENT DATE	AMOUNT DUE
FILING FEE	\$250.00	FEE PENDING	\$0.00		\$250.00
	\$250.00		\$0.00		\$250.00
Select Payment Method					
<input type="radio"/> JUDICIARY ACCOUNT CHARGE SYSTEM You must have an active JACS account to continue with this payment option. If you do not have an account, click here or contact the appropriate person in your firm authorized to establish a JACS account. If you are paying the filing fee by JACS, to receive today's filing date, you must submit your filing before 11:59 pm.		*ALL fees are non-refundable without a court order directing the return of any such fees. In this circumstance, if ordered, a check will be issued by the Treasurer of the State of New Jersey.			
<input type="radio"/> Credit Card  THE CREDIT CARD PAYMENT SERVICE IS UNAVAILABLE FROM 11:30 PM UNTIL MIDNIGHT DAILY. If you are paying the filing fee by credit card, to receive today's filing date, you must submit your filing before 11:30 pm. For security reasons, staff are not permitted to request or receive confidential information such as, credit card information, social security numbers, etc. You must accept the service fee to continue with this payment option.		<input type="checkbox"/> Accept Service Fee Service Fees for Credit Cards			
If you wish to file a MOTION FOR LEAVE TO PROCEED AS AN INDIGENT , click here to be returned to the Case Related Questions page to make that selection.					
Your filing is not considered submitted until payment is successfully processed on a later page.					
Return to Case List	Previous	Continue			

Case Summary Page

From this screen you may view and/or print all the documents.

To View or Print Case Summary report, click [here](#).

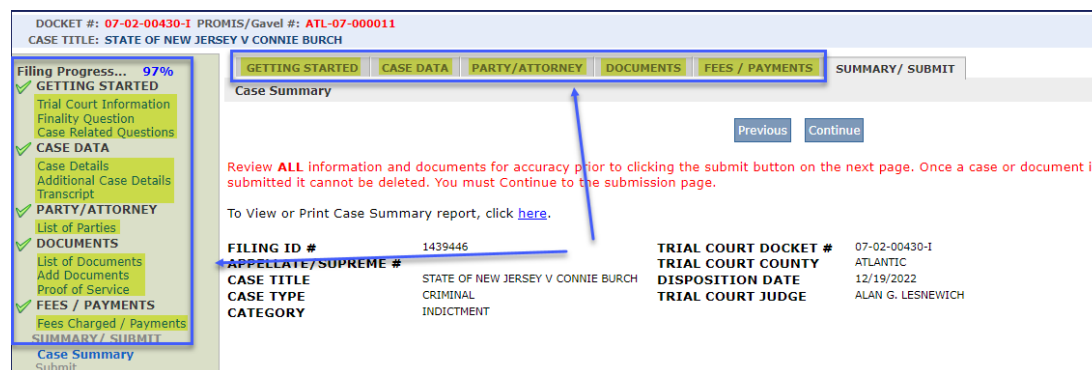
Or to view individual documents, scroll down to **Documents** and click the view icon  on the far right of the document of each document.

MAKE SURE THE DOCUMENTS ARE CORRECT BEFORE SUBMISSION. ALL DOCUMENTS SUBMITTED ARE A PART OF THE RECORD. DEFICIENT DOCUMENTS CANNOT BE REMOVED UNLESS THEY WOULD CAUSE IRREPARABLE HARM. ANY CORRECTIONS WOULD REQUIRE THE FILING OF AN AMENDED DOCUMENT. TO MAKE ANY NECESSARY CORRECTIONS, REFER TO THE NEXT SECTION FOR RETURNING TO A PRIOR PAGE.

Returning to a Prior Page

If corrections are required and you have not submitted your filing, you can return to prior sections by clicking on the tabs at the top or the blue links in the left navigation bar to edit. Once your changes have been made, click **Continue** through the remaining screens.

If you have already submitted your filing and received a filing Transaction ID number, you will not be able to go back to edit information.



DOCKET #: 07-02-00430-1 PROMIS/Gavel #: ATL-07-000011
CASE TITLE: STATE OF NEW JERSEY V CONNIE BURCH

GETTING STARTED CASE DATA PARTY/ATTORNEY DOCUMENTS FEES / PAYMENTS SUMMARY / SUBMIT

Case Summary

Previous Continue

Review **ALL** information and documents for accuracy prior to clicking the submit button on the next page. Once a case or document is submitted it cannot be deleted. You must Continue to the submission page.

To View or Print Case Summary report, click [here](#).

FILING ID #	1439446	TRIAL COURT DOCKET #	07-02-00430-1
APPELLATE/SUPREME #		TRIAL COURT COUNTY	ATLANTIC
CASE TITLE	STATE OF NEW JERSEY V CONNIE BURCH	DISPOSITION DATE	12/19/2022
CASE TYPE	CRIMINAL	TRIAL COURT JUDGE	ALAN G. LESNEWICH
CATEGORY	INDICTMENT		

Submit

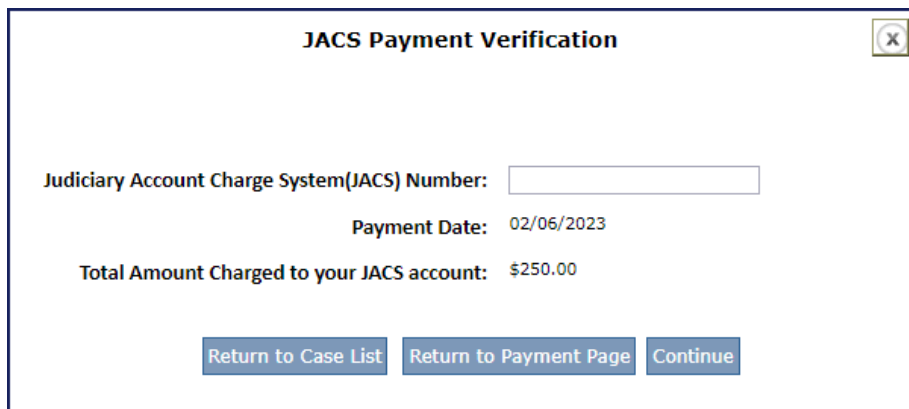
Check the four-(4) certification boxes and click Submit. A Transaction ID will be generated and you will receive an email confirmation of your filing after you have entered your payment information. If you are exempt from filing fees, a Transaction ID will be generated after clicking Submit and you will receive an email confirmation of your filing.

- I certify that all confidential personal identifiers are redacted from documents now submitted to the court, and will be redacted from all documents submitted in the future in accordance with **R. 1:38-7(b)** excluding **SEALED** cases or confidential documents submitted separately under seal.
- I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment (**R. 1:4-4(b)**).
- I certify that unless exempt, or not required, the filing fee required by **N.J.S.A. 22A:2** is being submitted along with this filing.
- I certify that the email addresses displayed below are current and correct for this case.

JACS Payment Screens

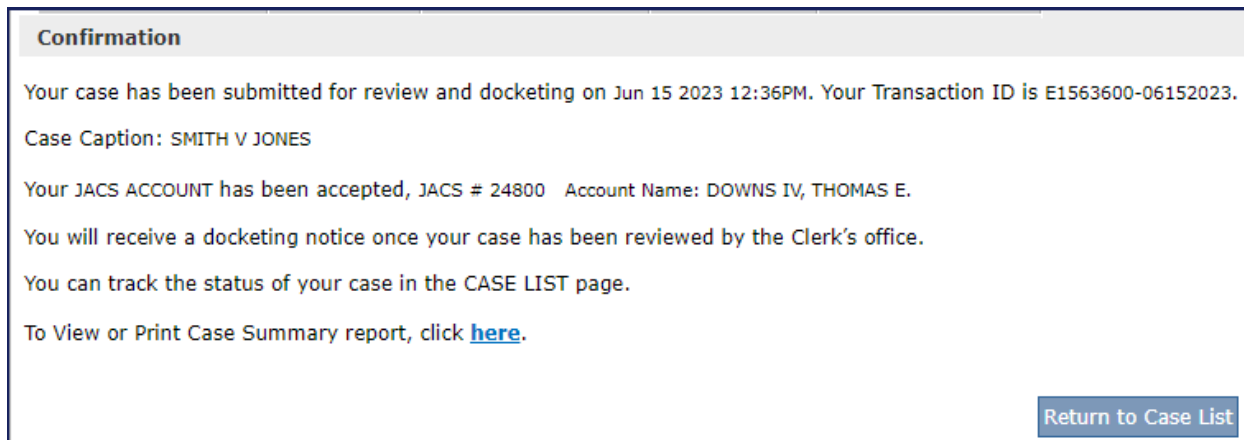
Unless the filer has exempt status, they must pay the fees at the time of filing. The filing is not considered submitted until payment is successfully processed.

Enter your account number on the JACS Payment Verification popup. Click **Continue**.



The screenshot shows a window titled "JACS Payment Verification" with a close button in the top right corner. Inside the window, there is a text input field for "Judiciary Account Charge System(JACS) Number:". Below this, the "Payment Date:" is displayed as "02/06/2023". The "Total Amount Charged to your JACS account:" is shown as "\$250.00". At the bottom of the window, there are three buttons: "Return to Case List", "Return to Payment Page", and "Continue".

The **Confirmation** page will provide your Transaction ID and the JACS account number charged. You will also receive email confirmation of your filing. Click the **Return to Case List** button.



The screenshot shows a "Confirmation" page with a grey header. The main content area contains the following text: "Your case has been submitted for review and docketing on Jun 15 2023 12:36PM. Your Transaction ID is E1563600-06152023." followed by "Case Caption: SMITH V JONES". Below that, it says "Your JACS ACCOUNT has been accepted, JACS # 24800 Account Name: DOWNS IV, THOMAS E." and "You will receive a docketing notice once your case has been reviewed by the Clerk's office." It also states "You can track the status of your case in the CASE LIST page." and "To View or Print Case Summary report, click [here](#)." A "Return to Case List" button is located in the bottom right corner.

Credit Card Payment Screens

Unless the filer has exempt status, they must pay the fees at the time of filing. The filing is not considered submitted until payment is successfully processed.

Enter the required information on the Payment Details page. Click **Next**

Note: The credit card payment service is unavailable from 11:30 pm until midnight daily. All filings must be submitted prior to 11:30 pm in order to receive the same date of filing.

The system will return a message indicating if your payment was successful. Click **Continue**. If payment is not successful, please provide the Filing ID number listed when contacting the Appellate eFiling unit.

Payment successful!

Docket #: 07-02-00430-I
Case Title: STATE OF NEW JERSEY V CONNIE BURCH
FilingID: 1439446
ePaylite Token: 93619912-a412-4d5a-94f5-835eb8d441db
Amount: \$257.50
Credit card type: DISCOVER
Last 4 numbers: 0004


The **Confirmation** page will provide your transaction ID and the E-Pay Transaction #/Order ID. You will also receive email confirmation of your filing. Click the **Return to Case List** button.






GETTING STARTED	CASE DATA	PARTY/ATTORNEY	DOCUMENTS	FEES / PAYMENTS	SUMMARY/ SUBMIT
Confirmation					
Your case has been submitted for review and docketing on Mar 29 2023 11:13AM. Your Transaction ID is E1439446-03132023.					
Case Caption: STATE OF NEW JERSEY V CONNIE BURCH					
Your Credit Card has been accepted, E-Pay Transaction # / Order ID 67110306					
You will receive a docketing notice once your case has been reviewed by the Clerk's office.					
You can track the status of your case in the CASE LIST page.					
To View or Print Case Summary report, click here .					
					<input type="button" value="Return to Case List"/>


Email Notification of Case Activity

Following any case activity, an email notification with a brief description is sent to all valid email addresses in the case. To view specifics, you will need to log in to eCourts Appellate.

Updating a Draft Filing

A draft filing is any case or document that has not been submitted to the court. To complete a case or document in draft status, click the **Edit** button  under Operation either on the same line as the case title or the line of the draft filing. Click the Edit Draft button in the Edit Draft popup.

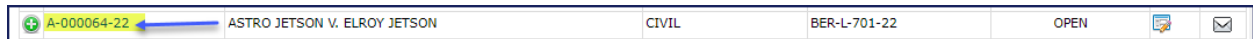
APPELLATE DOCKET #	CASE TITLE	CASE TYPE	TRIAL COURT DOCKET #	CASE STATUS	OPERATION	
	STATE OF NEW JERSEY V CONNIE BURCH	CRIMINAL	07-02-00430-I	OPEN		
FILING TYPE	DRAFT CREATED	FILING PARTY - FILING ATTORNEY	FILING ID	DATE SUBMITTED	FILING STATUS	OPERATION
NOTICE OF APPEAL	03/06/2023	CONNIE BURCH - LAURA K. MILLER	1439446		DRAFT	  

Edit Draft 

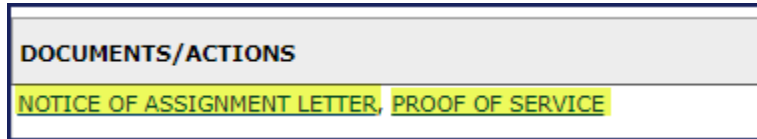
APPELLATE DOCKET #	FILING TYPE	FILING PARTY - FILING ATTORNEY	FILING ID	FILING STATUS
	NOTICE OF APPEAL	JACK FROST - LAURA K. MILLER	1439262	DRAFT

Viewing documents in a Case

From “My Case List” page, click on the docket number link to view filings in a case that have been accepted.



Click on the document link under Documents/Actions to view actual documents.



Amending an Appeal

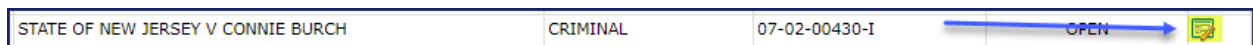
If you receive notification that your appeal is deficient due to an error in the case data or details, you will need to amend the Notice of Appeal.

Click on My Case List button.



Select Case to Edit

Click edit button  by the case for which you want to add the Amended NOA.



Select the Filing Type

Click on the radio button for **File an AMENDED NOTICE OF APPEAL**. Click continue with your filing.

If you represent multiple parties, the system will allow you to select only one party name. If the document you are filing applies to both parties, select the radio button for the lead party (the first party entered) in the case. Select **File an AMENDED NOTICE OF APPEAL** and click continue with your filing.

Below are all the parties that you represent in this case. Select one.

BUGS BUNNY
 ROAD RUNNER

Below actions are only associated with the selected party.

File an **AMENDED NOTICE OF APPEAL**.
 Add **DOCUMENTS**.
 Add **SUBSTITUTION OF ATTORNEY**.
 Add/Edit **ATTORNEYS, DESIGNATED OR CO-COUNSEL information** in the current case.
 Update **CASE SPECIFIC EMAIL ADDRESS** in the current case.

Explain Reason for Amended Appeal

GETTING STARTED | Case Related Questions

Buttons are pre-filled to display on appeal, if the case is from a judgment or order, and will also display the appropriate court. Only change if necessary. Motion for leave to appeal information must be filled in.

This case is from A JUDGMENT AN ORDER in a STATE AGENCY TRIAL COURT TAX COURT

IF NOT APPEALING THE ENTIRE JUDGMENT, ORDER OR AGENCY DECISION, SPECIFY WHAT PARTS OR PARAGRAPHS ARE BEING APPEALED.

500 characters left

***EXPLAIN BRIEFLY THE REASON FOR AMENDING THE NOTICE OF APPEAL.**

500 characters left

After entering a short explanation for filing the Amended Notice of Appeal, hit Continue. The application will then take you through the same screens as the initial Notice of Appeal where you will make the necessary edits.

Amended Case Information Statement

Any changes made to the case details and/or party names require an amended CIS. To file an amended CIS, on the Documents page, click the Add Document button.

GETTING STARTED | CASE DATA | PARTY/ATTORNEY | DOCUMENTS

LIST OF DOCUMENTS

From the dropdown lists provided choose CATEGORY: APPELLATE DOCUMENTS and DOCUMENT TYPE: CASE INFORMATION STATEMENT.

GETTING STARTED | **CASE DATA** | **PARTY/ATTORNEY** | **DOCUMENTS**

Add Document

DOCUMENT INFORMATION

* **CATEGORY** APPELLATE DOCUMENTS Category Description

* **DOCUMENT TYPE** ▼

- ADDITIONAL CITATION - RULE 2:6-11(d)
- ADDITIONAL CITATION RESPONSE - RULE 2:6-11(d)
- APPLICATION FOR EMERGENT RELIEF - RULE 2:9-8
- AS WITHIN TIME CERTIFICATION
- AVAILABILITY LETTER FOR ORAL ARGUMENT
- BRIEF-LETTER OF NON-PARTICIPATION
- CASE INFORMATION STATEMENT**
- CASE INFORMATION STATEMENT RESPONDENT UPLOAD
- CERTIFICATION OF TRANSCRIPT COMPLETION AND DELIVERY
- EXHIBIT LETTER
- FILING TIME EXEMPTION
- FINALITY RESPONSE
- INDIGENCY AFFADAVIT
- LETTER FROM APPELLANT TO CREATE FOLDER
- LETTER JOINING/RELYING ON BRIEF
- LETTER OF COMMUNICATION
- LETTER REQUEST FOR EXTENTION OF TIME TO FILE BRIEF
- MISCELLANEOUS SUBMISSIONS
- NON-PARTICIPATION LETTER

* **FILING PARTY**

Adding Multiple Orders or Documents: After selecting the appropriate Category and Document Type, click the Continue button to return to the Home page. Repeat these steps for each additional document.

File Upload Requirements: Only PDF files accepted. Files cannot be password protected and must be text searchable. The file size cannot exceed 28 MB. To reduce file size when scanning hard copy material: scanner resolution should be no more than 300 dpi, compressed and in black and white are recommended. Filers should also refer to their scanner manual. If the file size exceeds 28 MB, you will need to break it up into multiple smaller files.

MURT ORDER. (ED IN PAPER FORM.)

Check off that this is an Amended Document and provide an explanation in the box provided.

THIS IS AN AMENDED DOCUMENT.

Once you have entered an explanation, hit continue. The application will then take you through the same screens as the initial Case Information Statement where you will make the necessary edits.

Transcripts


Filing Transcripts

Transcripts that are ordered with the notice of appeal through a transcript request form are submitted to the Clerk's office by the court reporter or transcription agency. The Clerk's office will automatically upload the ordered transcript when the official certified transcript has been sent to the Appellate Division. You will be notified by your case manager when to submit the filed stamped copies to the Appellate Clerk's office. Your adversary will have access to the transcripts through eCourts Appellate.

If transcripts are in your possession, upload them through the add document function in eCourts Appellate. You will be notified by your case manager when to submit the filed stamped copies to the Appellate Clerk's office.

To upload transcripts, go to My Case List

[My Case List](#)

Click edit button  by the case you want to add the transcript(s).

Below actions are only associated with the selected party.

- File an **AMENDED NOTICE OF APPEAL**.
- Add DOCUMENTS.**
- Add **SUBSTITUTION OF ATTORNEY**.
- Add/Edit **ATTORNEYS, DESIGNATED OR CO-COUNSEL information** in the current case.
- Update **CASE SPECIFIC EMAIL ADDRESS** in the current case.

Click Add Document at the top of the screen.

GETTING STARTED CASE DATA PARTY/ATTORNEY DOCUMENTS

LIST OF DOCUMENTS

Under Category, choose Transcript. Under Document Type, pick the type of transcript you are uploading. **You must fill out the 2 required fields:** "Proceeding Date" and "Volume Number" as shown below.


GETTING STARTED CASE DATA PARTY/ATTORNEY DOCUMENTS

Add Document

DOCUMENT INFORMATION

*CATEGORY

*DOCUMENT TYPE

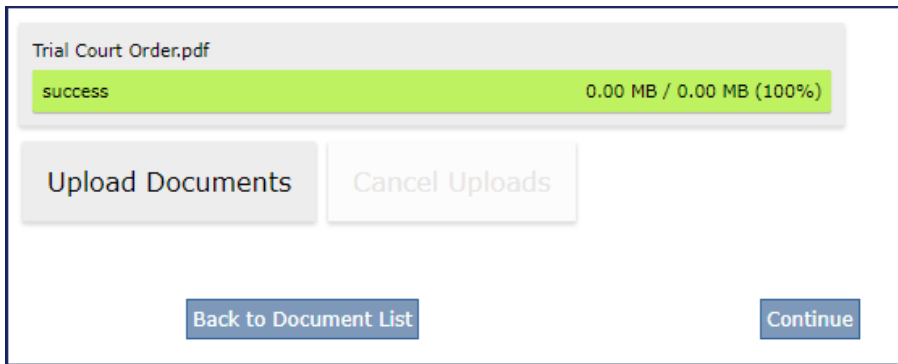
*PROCEEDING DATE 

*VOLUME NUMBER

Click the Upload Documents button towards the bottom of the screen, then locate and select the transcript you want to upload from your computer.

File Upload Requirements: Only PDF files accepted. Files cannot be password protected and must be text searchable. The file size cannot exceed 28 MB. To reduce file size when scanning hard copy material: scanner resolution should be no more than 300 dpi, compressed and in black and white are recommended. Filers should also refer to their scanner manual. If the file size exceeds 28 MB, you will need to break it up into multiple smaller files.

Once the document has successfully uploaded, the progress bar will turn green and read "success."



Click Continue to return to the list of documents screen to continue filing or upload additional transcripts.


****DO NOT CLICK the Upload Documents button again****

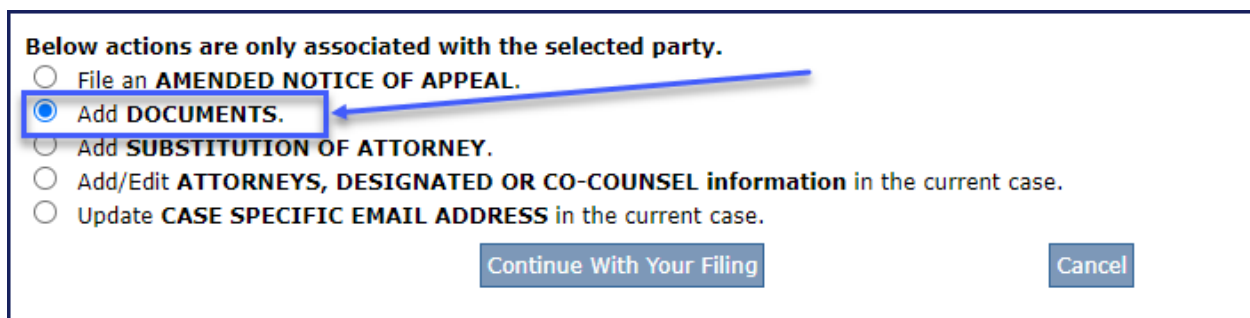
Clicking the Upload Documents button will override any document you have previously uploaded. You must return to the List of Documents screen to add additional documents/transcripts.

Ordering Transcripts After Appeal is Submitted

Select Case to Edit

Go to My Case List [My Case List](#)

Click on Edit button  for the case you want to order transcripts and choose Add DOCUMENTS on the popup. If you represent multiple parties, the system will allow you to select only one party name. If the document you are filing applies to both parties, select the radio button for the lead party (the first party entered) in the case. Select Add DOCUMENTS and click continue with your filing.



On the list of documents page, click Add Document at the top of the screen.



Document Information

From the Document Information screen, choose Category: Appellate Documents and Document Type: TRANSCRIPT REQUEST FORM (TO ORDER OR AMEND PRIOR

REQUEST). **IF** you are amending a previously submitted Transcript Request Form, check the Amended Box.

GETTING STARTED CASE DATA PARTY/ATTORNEY DOCUMENTS

Add Document

DOCUMENT INFORMATION

*CATEGORY APPELLATE DOCUMENTS Category Description

*DOCUMENT TYPE TRANSCRIPT REQUEST FORM (TO ORDER OR AMEND PRIOR REQUEST)

THIS IS AN **AMENDED** DOCUMENT.

THIS IS A **SEALED** DOCUMENT BASED ON COURT RULE, STATUTE OR COURT ORDER.
(NOTE: SEALED DOCUMENTS FOR THE COURT'S VIEWING ONLY MUST BE SUBMITTED IN PAPER FORM.)

*FILING PARTY LOGAN ROY

Back to Document List Continue

Hit continue. The application will then take you to a similar screen as described in the [Transcript Request Verification Form](#) section. After you fill out the form, hit continue. You will be returned to the List of Documents page, click Continue through to the submission page.