

eCourts Civil Part – eFiling a Document on an Existing Case

This Guide is for eCourts-registered Attorneys

Other Civil Part Reference Guides: eCourts Civil Part - eFiling a New Case
eCourts Civil Part – Case Jacket

To Access Online Help

Click **Help** at the top right of the screen.

A window will open that provides information on the current screen and show the Table of Contents for the current eCourts application.

The screenshot displays the 'Judiciary eCourts System - Civil Part' interface. At the top right, the 'Help' link is highlighted with a red box. Below the navigation bar, the 'eFILING' tab is also highlighted with a red box. A search window is open, showing a table of contents for the eCourts application. The search window includes a search bar with a red box around the '- Search -' button. The search results list various topics such as 'How to Use Help', 'Home', 'eFiling Tab', and 'Upload Document - Case Initiation'.

Begin eFiling

Click on the **eFiling** tab and then the **eFile** button. The "Enter a new Case/Search and Existing Case" screen displays

Search an Existing Case

Enter the Docket number and click on the **Search** button. The Select Document Type screen will display.

Select Document Type

Select the **Filing Type** from the drop down. Select the **Filing Description**, which is different for each filing type and click **Continue**.

Note: To view the case jacket, click on **View Case Jacket** link.

eCOURTS HOME **eFILING** CASE JACKET User: _____

Welcome to eCourts

Select Court/Division: **eFile**

Judiciary Help Desk: 1-800-343-7002 or 609-633-2275
eCourts Support: 8:00 AM - 5:00 PM Normal Business Days

Announcements

There are no announcements.

eCOURTS HOME **eFILING** CASE JACKET User: _____

Enter a New Case/Search an Existing Case

Enter the docket number to file against an existing case: - Submit filing to other cases?: Yes No

OR

Enter a new case:

OR

Continue a Pending Filing:

Pending Filings

		Pending Title	Attorney	Law Firm Case ID	Created	Last Modified
Retrieve	Delete	test VS test test	LE PORE, TEST S		3-8-2017	3-8-2017
Retrieve	Delete	In the Matter of asd asd assume test test	LE PORE, TEST S		3-9-2017	3-9-2017

Select Document Type

Case Details | Case Number: BUR-L-000201-17

Case Caption: ABC CORPORATION VS ANYMAN
Court Type: Civil Part Venue: BURLINGTON Case Initiation Date: 04/12/2017
Case Type: Personal Injury Case Status: ACTIVE Jury Demand: NONE
Case Track: 3 Judge: CLAYPOOLE, SUSAN, L Team: 3
Original Discovery End Date: Current Discovery End Date: # of DED Extensions: 0
Original Arbitration Date: Current Arbitration Date: # of Arb Adjournments: 0
Original Trial Date: Current Trial Date: # of Trial Date Adjournments: 0


Select Filing Type: *Select Filing Description:

Select Movant(s)/ Adversary(s)

Select the Movant (party filing this answer) and one or more Adversary.

Note: Hover over the [AKA](#) with your mouse to see any alternate party names.

Click on the party name to see a summary of party and attorney information. Click **Close** to close the window.

To add additional parties, click on the blue plus  sign.

Select Movant(s)/Adversary(s)

[Back](#)

Case Details | Case Number: ATL-L-000385-17

[View Case Jacket](#)

Case Caption: WELSH VS LANGLEY

Court Type: Civil Part

Case Type: LAW AGAINST DISCRIMINATION (LAD) CASES

Case Track: 3

Original Discovery End Date:

Original Arbitration Date:

Original Trial Date:

Venue: ATLANTIC

Case Status: ACTIVE

Judge: MARCZYK, JOSEPH, L

Current Discovery End Date:

Current Arbitration Date:

Current Trial Date:

Case Initiation Date: 04/24/2017

Jury Demand: NONE

Team: 3

of DED Extensions: 0

of Arb Adjournments: 0

of Trial Date Adjournments: 0

Select Movant(s)/Adversary(s)

Movant	Adversary	Party Type	Name	Special Accommodations?	AKA	Modify/Delete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PLAINTIFF	WELSH, PETE	Special Accommodations?	AKA	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	RESPONDENT	LANGLEY, BLAKE	Special Accommodations?	AKA	



[AT HOMES](#) [Back](#) [Continue](#)

Details: WELSH, PETE

Party Description:

Address Line1: 555 DODGE ST

City: BRUNSWICK

Email Address:

Phone:

Attorney Name: TESTNAMELAST,
TESTNAMEFIRST TESTNAME MIDDLE

Address Line2: APT 2012

State: NJ

Attorney Bar ID: 007411998

Zip: 08997

[Close](#)

Select Movant(s)/Adversary(s)

Movant	Adversary	Party Type	Name	Special Accommodations?	AKA	Modify/Delete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PLAINTIFF	CHASE BANK	Special Accommodations?	AKA	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DEFENDANT	HALL MARK	Special Accommodations?	AKA	
+						

[Back](#) [Continue](#)

Upload Documents

In the Upload Documents section, after all confidential personal information has been redacted, check the certify checkbox which enables the **Browse** button function.

Click the **Browse** button and the screen **Choose File to Upload** displays.

Double-click the file you want to upload or single click and then click Open button.

The Upload screen lists the selected file in the File Name column.

Upload Documents

[Back](#)

Case Details | Case Number: ATL-L-000166-17
[View Case Jacket](#)

Case Caption: CVS VS ATTY GENERAL OFFICE		
Court Type: Civil Part	Venue: ATLANTIC	Case Initiation Date: 03/09/2017
Case Type: NAME CHANGE	Case Status: ACTIVE	Jury Demand: NONE
Case Track: 1	Judge: MARCZYK, JOSEPH, L	Team: 1
Original Discovery End Date:	Current Discovery End Date:	# of DED Extensions: 0
Original Arbitration Date:	Current Arbitration Date:	# of Arb Adjournments: 0
Original Trial Date:	Current Trial Date:	# of Trial Date Adjournments: 0

File(s)
CVS - ATTORNEY

Adversary(s)
ATTY GENERAL OFFICE PUBLIC ENTITY

Upload Required Documents

To upload documents please accept the following:

- I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7.

Document Name	Document Description	Access Restrictions	File Name
* ADDED CROSSCLAIM, COUNTERCLAIM, CLAIM OF CONTRIB AND 3RD PARTY	ADDED CROSSCLAIM, COUNTERCLAIM, CLAIM OF CONTRIB AND 3RD PARTY		<input type="text" value=""/> Browse...

★ Favorites

Libraries

- Documents
- Music
- Pictures
- Videos

Computer

- PBTest (\\ITN12COSTOR3) (G:)
- Taxapp (\\courts\taxcourt) (I:)
- AOC Shared Files (M:)

Name	Date modified	Type	Size
_BurnedAnnotations.pdf	2/1/2013 2:37 PM	Adobe Acrobat Doc...	635 KB
Answer-3rd party 62-16.pdf	12/9/2015 8:42 AM	Adobe Acrobat Doc...	44 KB
Answer-Counter 62-16.pdf	12/9/2015 8:42 AM	Adobe Acrobat Doc...	44 KB
Answer-CrossClaim 62-16.pdf	12/9/2015 8:42 AM	Adobe Acrobat Doc...	44 KB
Complaint 2015 6627.pdf	12/9/2015 8:42 AM	Adobe Acrobat Doc...	43 KB
Complaint 2015_202.pdf	12/9/2015 8:42 AM	Adobe Acrobat Doc...	44 KB
Complaint 2015_3139.pdf	12/9/2015 8:42 AM	Adobe Acrobat Doc...	44 KB
Miscellaneous.pdf	12/9/2015 8:42 AM	Adobe Acrobat Doc...	44 KB
Motion 2015 6627.pdf	12/9/2015 8:42 AM	Adobe Acrobat Doc...	43 KB
Motion 2015_202.pdf	12/9/2015 8:42 AM	Adobe Acrobat Doc...	44 KB

Upload Required Documents

To upload documents please accept the following:

- I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7.

Document Name	Document Description	Access Restrictions	File Name
* COMPLAINT	COMPLAINT		Complaint2.pdf
Affidavit	affidavit		Affidavit.pdf

Motions

Motions require the associated proposed order to be uploaded as a Word document. All other documents must be PDF files.

In the Motion Details section, respond yes or no to Oral Argument question.

In the Fee section, enter the appropriate information in the fields provided.

Click the **Submit** Button.

A pop-up asks if you want to submit this filing. If so, click **Yes** to continue.

Upload Required Documents

To upload documents please accept the following:

* I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7.

	Document Name	Document Description	Access Restrictions	File Name
	* MOTION TO INTERVENE	MOTION TO INTERVENE		notice of motion.pdf
	* Proposed Order	Proposed Order		Proposed Order.docx
	Brief/Letter Brief	Brief/Letter Brief		Letter.pdf
	Affidavit/Certification in Support of Motion	Affidavit/Certification in Support of Motion		<input type="text"/> Browse...
	Proof of Service	Proof of Service		<input type="text"/> Browse...

Enter Motion Details

* Are You Requesting Oral Arguments? Yes No Only if an opposition is filed.

* Is this a Cross Motion? Yes No

* Select a Proof of Service Date:

Proposed Return/Hearing Date:

Fee

I certify that I am exempt from the fee charge associated with this filing.

Filing Fee: \$ 50.00

Total: \$ 50.00

*Select Payment Method:

*Enter Account Number:

Attorney Client Reference Number:

Submit Filing?

ATL-L-000171-17: CHASE BANK VS HALL MARK

MOTION TO INTERVENE

Review ALL information and documents for accuracy prior to submitting the filing.

Once submitted it cannot be deleted.

Any corrections may require the filing of amendment documents or a motion to remove the contents from case jacket.

No refunds will be offered in the event a filing with a court fee is submitted erroneously.

Confirmation

Each filing is assigned a unique eCourts transaction ID.

The confirmation lists the documents that are included in the filing, the filing received date (by eCourts) and the total filing fee.


Click on the **Print** button to view or print the Confirmation.


Click **View Case Jacket** to see the case jacket for the filing just submitted..


Click the **New Case** button to return to the Enter a New Case/Search Existing Case screen.

eCOURTS HOME | eFILING | CASE JACKET | User: C

Confirmation

 **Print**

 Your filing has been successfully submitted. A confirmation has been sent to the email address you provided.


Case Details | Case Number: ATL-L-000171-17 |  **View Case Jacket**

Case Caption: CHASE BANK VS HALL MARK	Venue: ATLANTIC	Case Initiation Date: 03/10/2017
Court Type: Civil Part	Case Status: ACTIVE	Jury Demand: NONE
Case Type: ACCUTANE/ISOTRETINOIN	Judge: JOHNSON, NELSON, C	Team: 1
Case Track: 4	Original Discovery End Date:	# of DED Extensions: 0
Original Discovery End Date:	Current Discovery End Date:	# of Arb Adjournments: 0
Original Arbitration Date:	Current Arbitration Date:	# of Trial Date Adjournments: 0
Original Trial Date:	Current Trial Date:	

Transaction Information:

Transaction ID: LCV201718314	Received by eCourts on: 05/12/2017	Total Payment Amount: \$50.00
------------------------------	------------------------------------	-------------------------------

Documents Received:
MOTION TO INTERVENE
Proposed Order
Brief/Letter Brief

 **New Case**