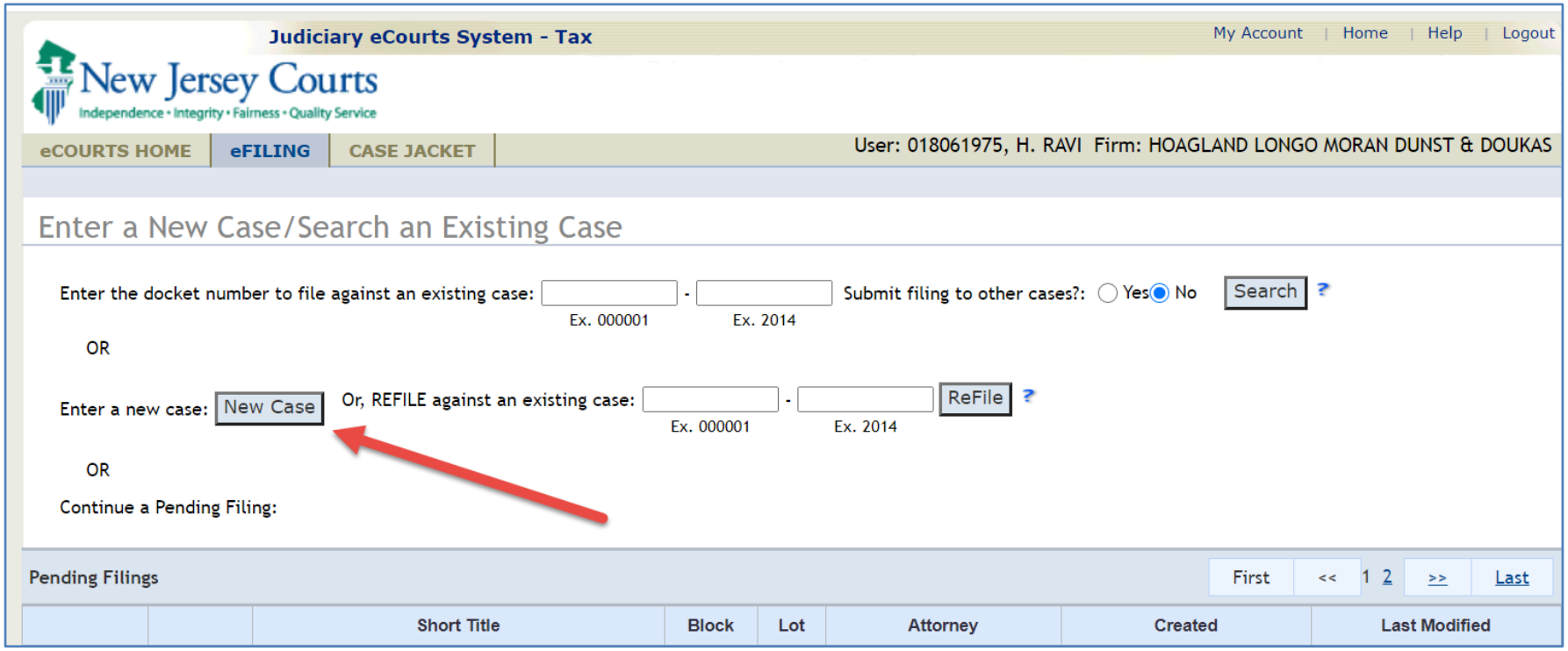
# Tax Local Property eFiling - Walkthrough

April 25, 2025

- eFile - New Case
- eFile – Existing Case

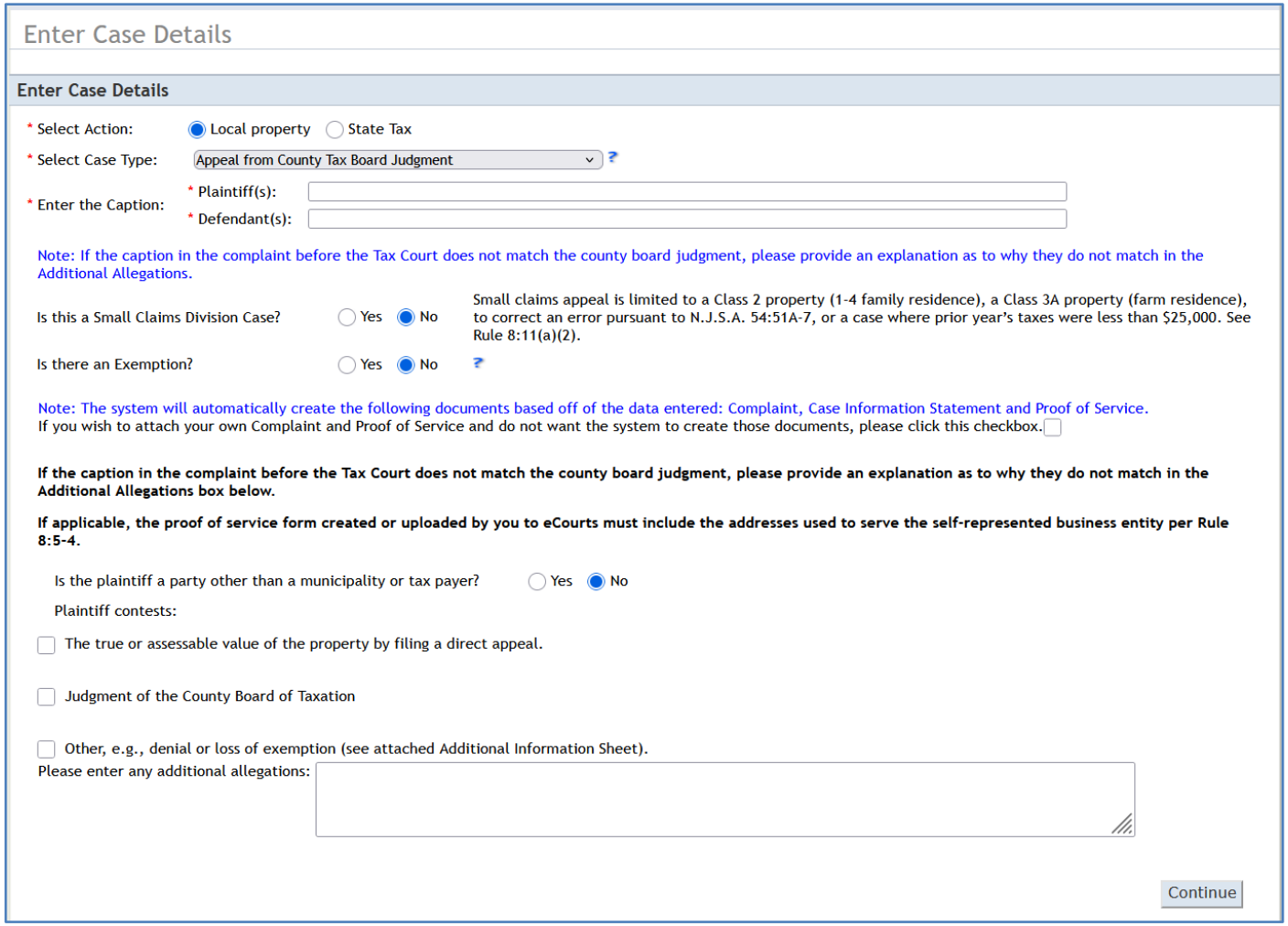
# eFile New Case

# eFiling Home Page



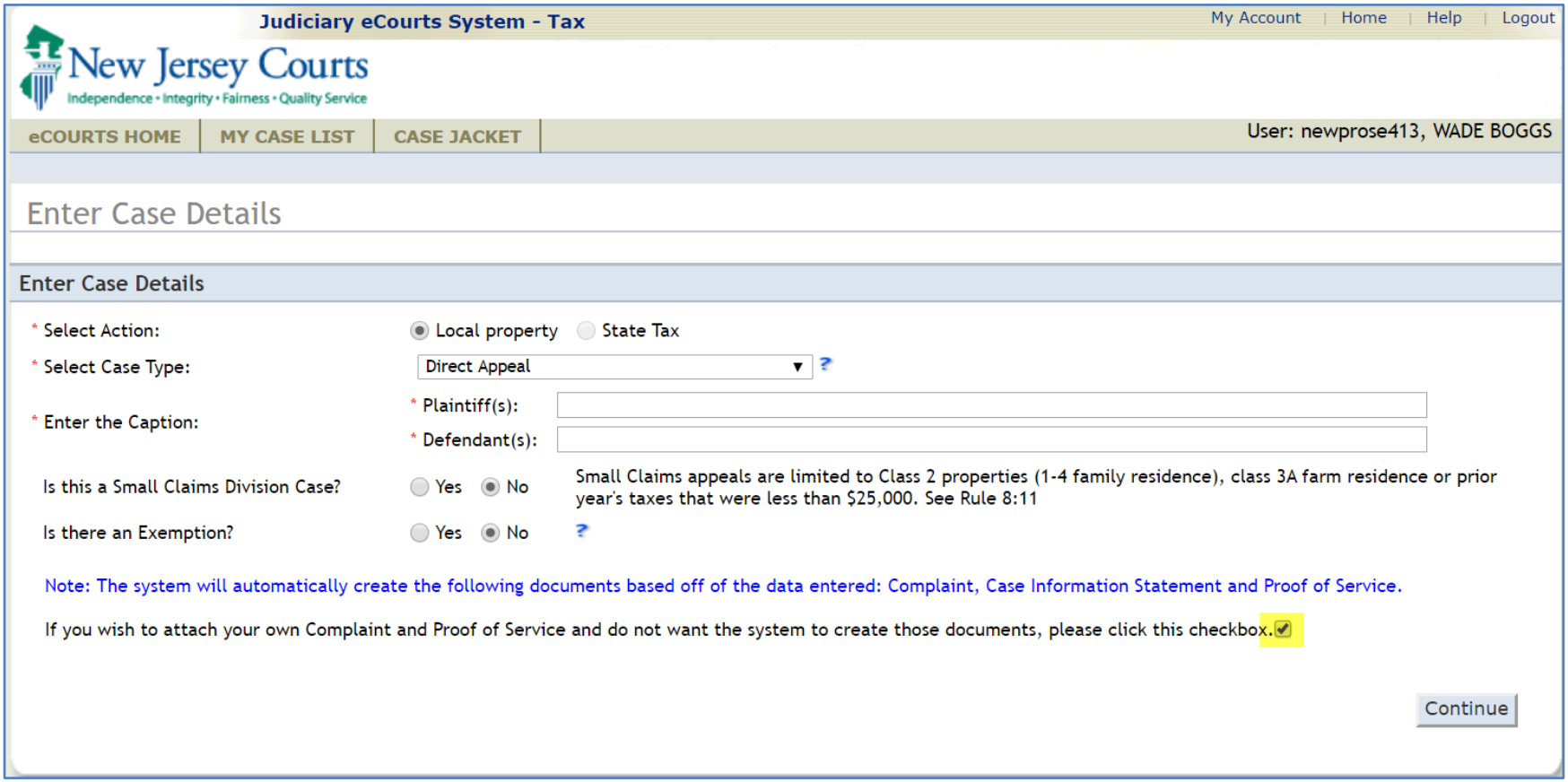

To initiate a new case, regardless of whether the complaint involves a Local Property or State Tax case type, the filer will click the “New Case” button to launch the complaint filing process.

# eFiling –Enter Case Details



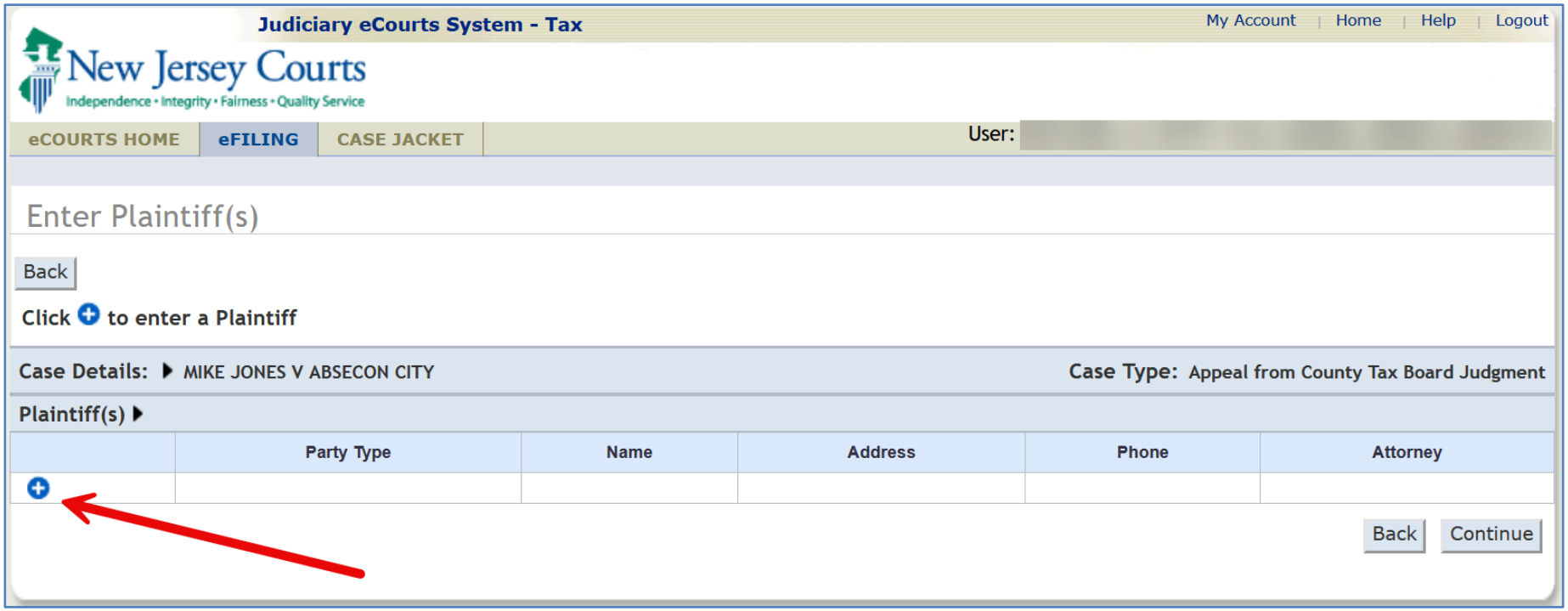

For select case types, eCourts will offer to create the complaint, CIS and, if needed, the proof of service for both attorney and SRL filers. Lastly, an Additional Allegations textbox will display, and the user can enter data into that field if needed.

# eFiling –Enter Case Details



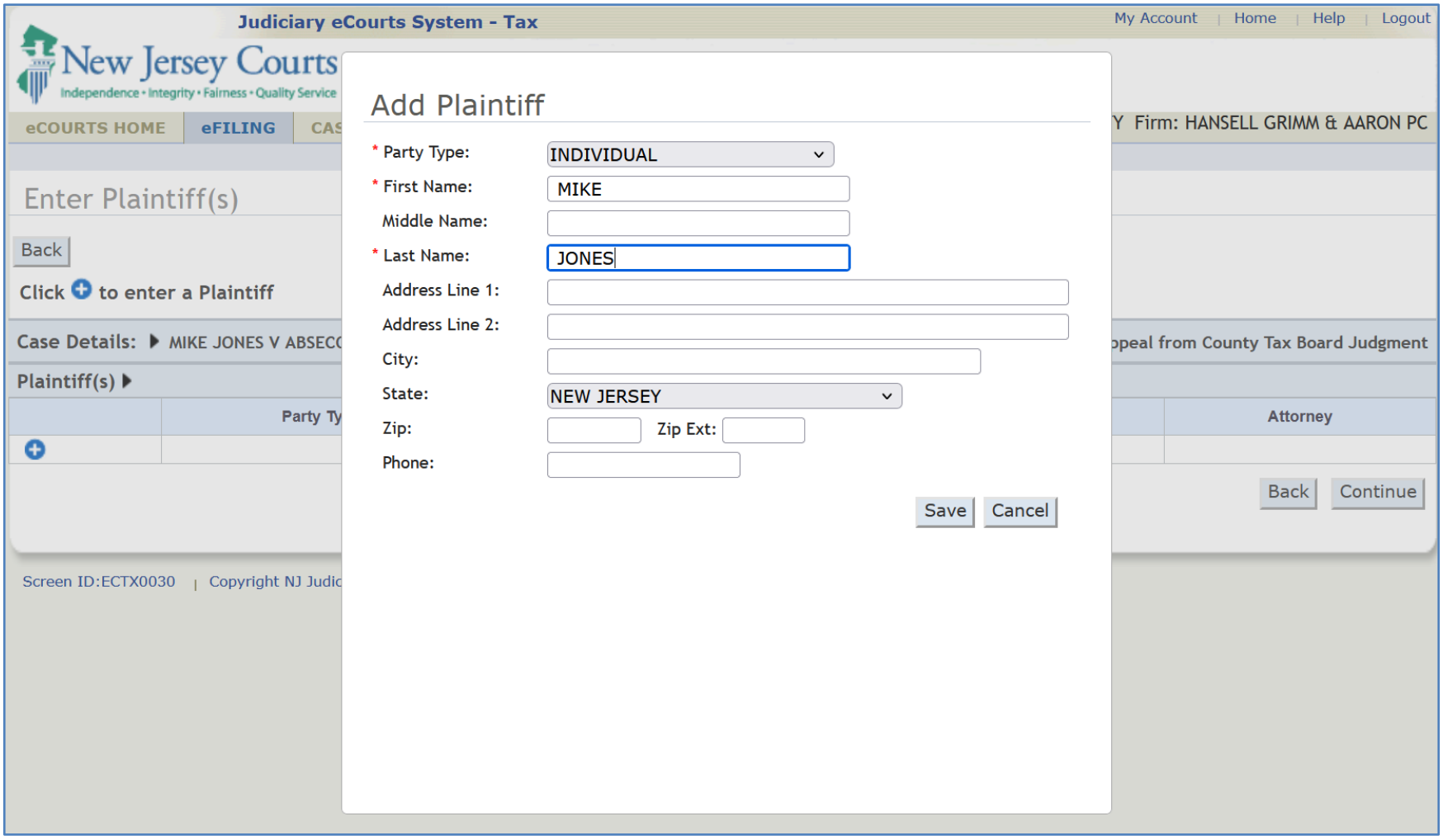

The user can opt-out of the auto-creation process for the Complaint and Proof of Service. If they do so, the Additional Allegations textbox will no longer display on the screen.

# eFiling – Add Plaintiff

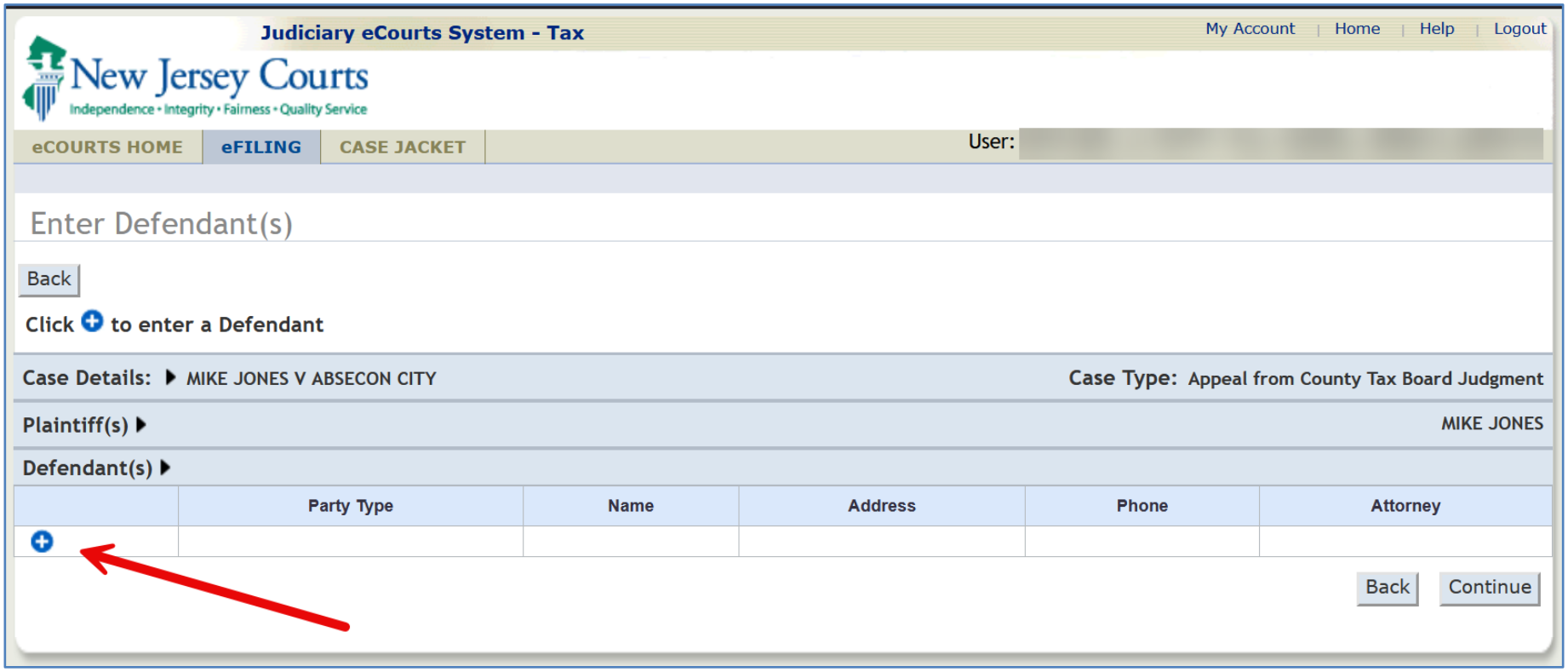



Users will need to add at least one plaintiff for Local Property cases.

# eFiling – Add Plaintiff

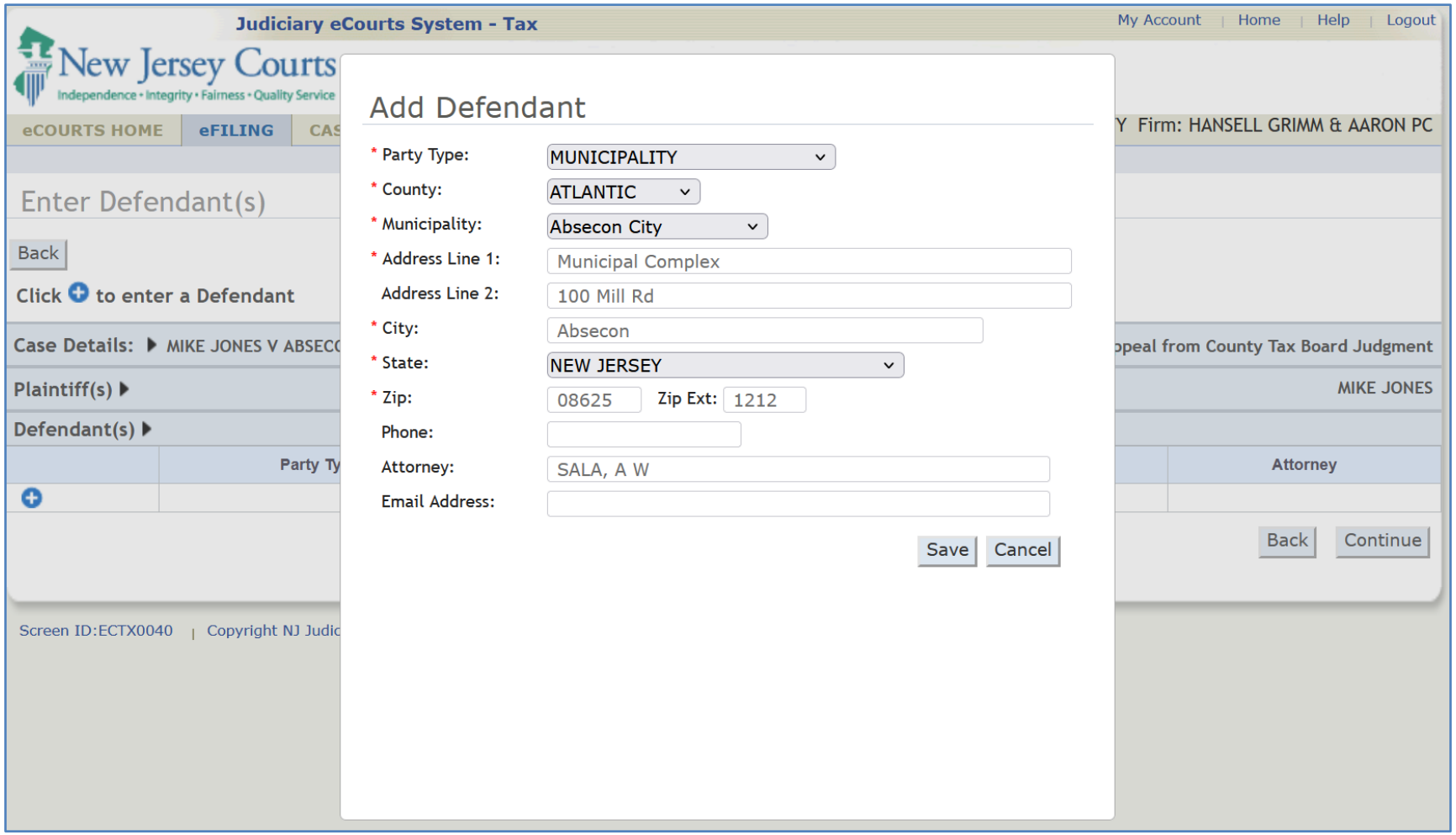


# eFiling – Enter Defendant

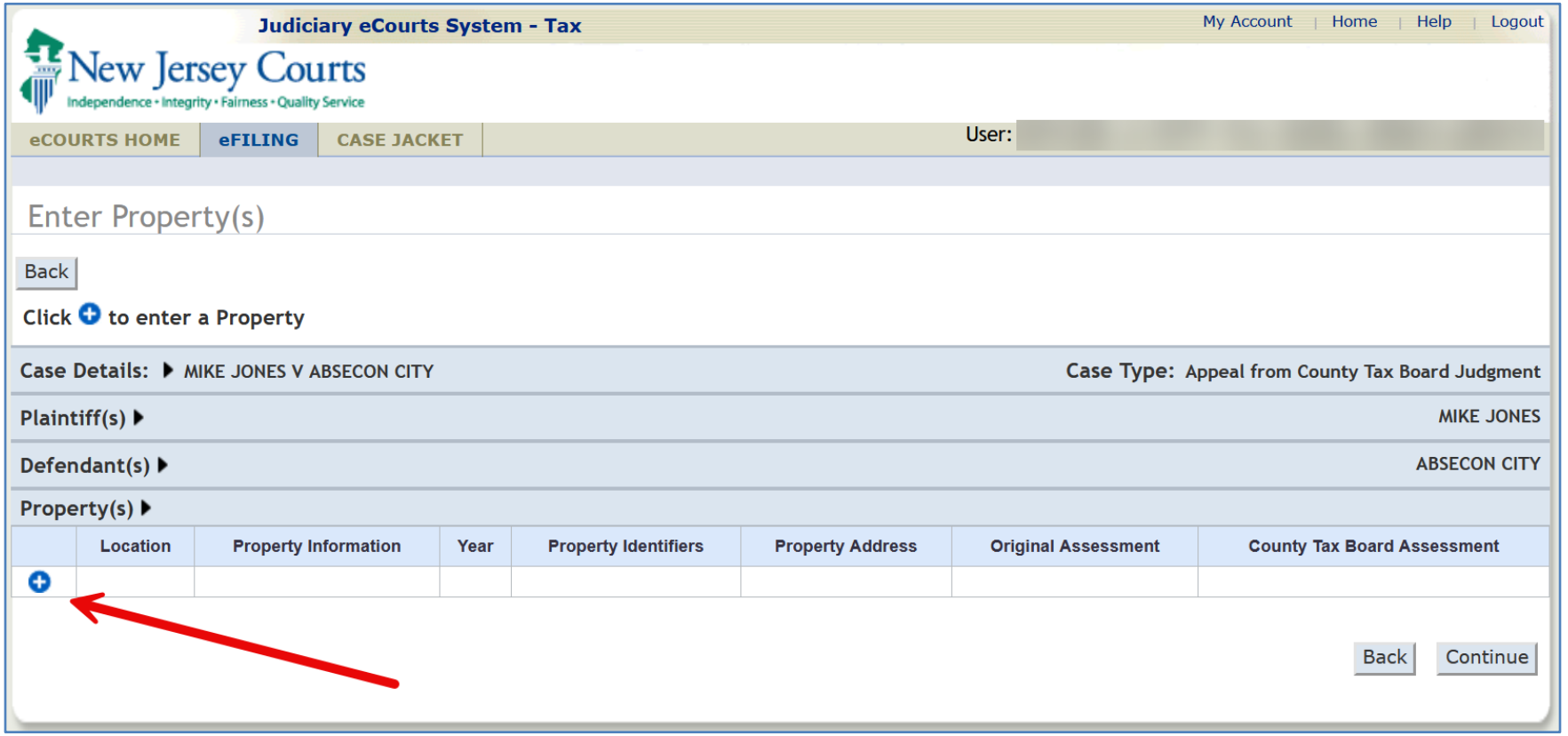



Users will need to add at least one defendant for Local Property cases.

# eFiling – Enter Defendant

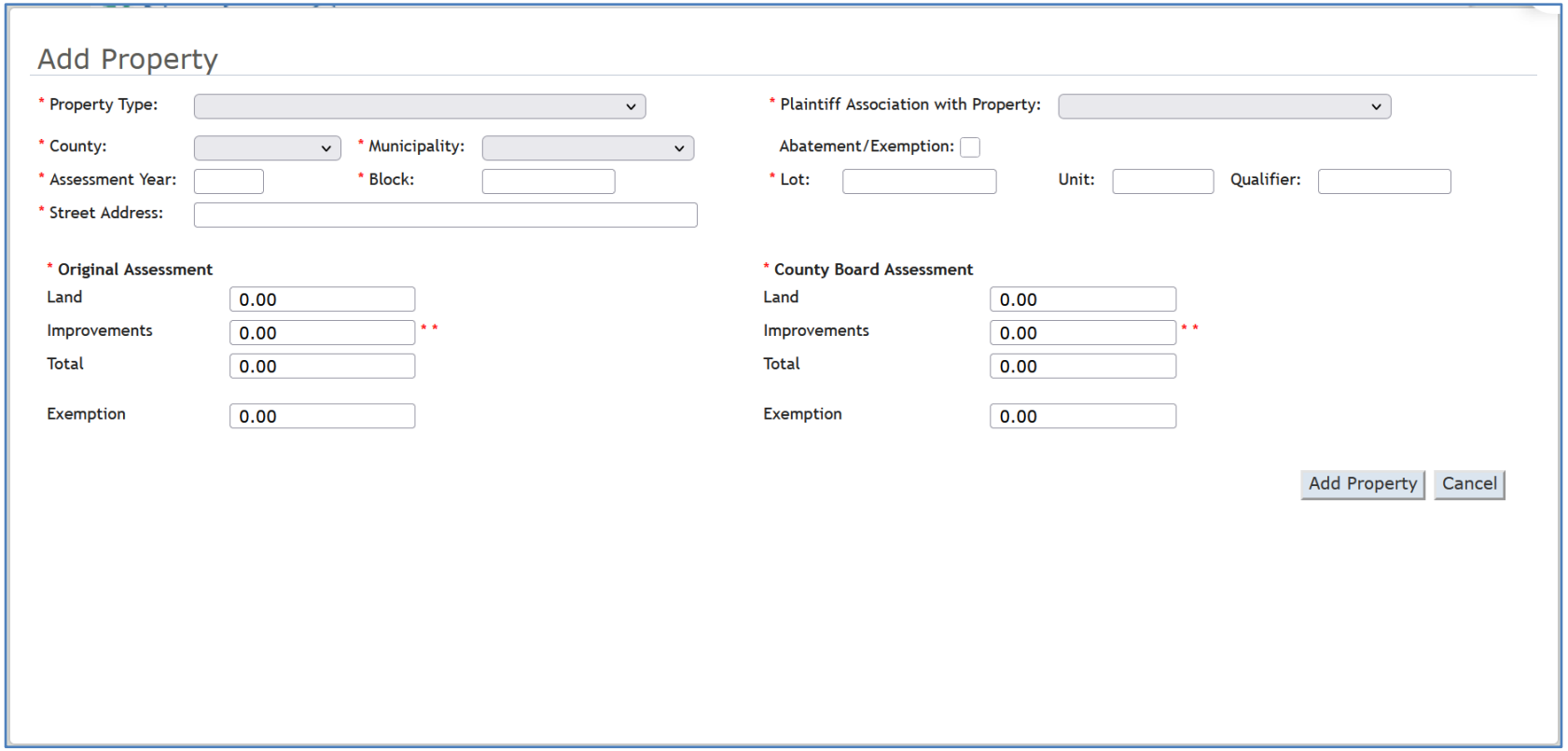


# eFiling – Enter Property

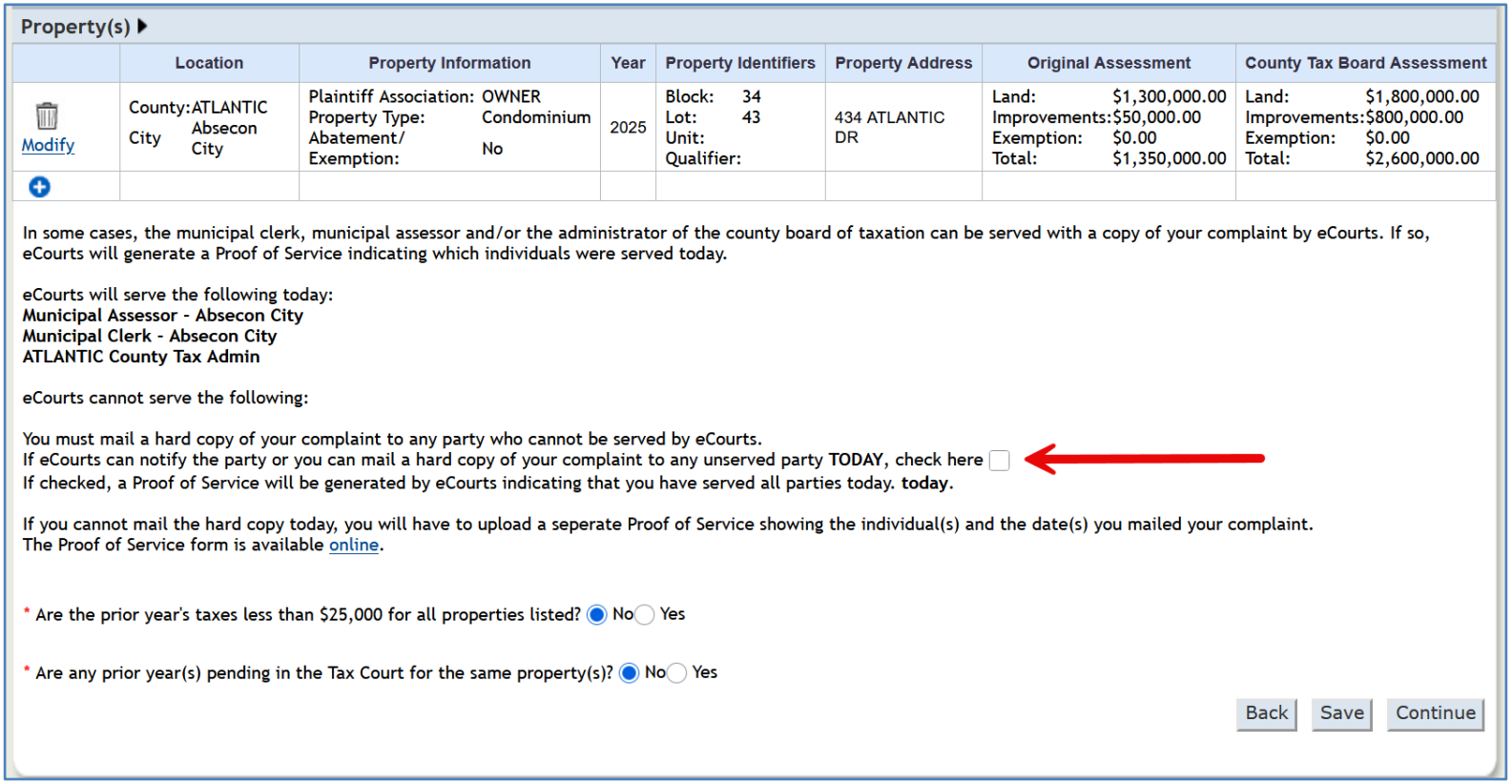



Users will need to add at least one property for Local Property cases.

# eFiling – Enter Property



# eFiling –Enter Property



Property(s)

| | Location | Property Information | Year | Property Identifiers | Property Address | Original Assessment | County Tax Board Assessment |
|---|---|---|---|---|---|---|---|
| Modify | County: ATLANTIC<br>City: Absecon City | Plaintiff Association: OWNER<br>Property Type: Condominium<br>Abatement/ Exemption: No | 2025 | Block: 34<br>Lot: 43<br>Unit:<br>Qualifier: | 434 ATLANTIC DR | Land: $1,300,000.00<br>Improvements: $50,000.00<br>Exemption: $0.00<br>Total: $1,350,000.00 | Land: $1,800,000.00<br>Improvements: $800,000.00<br>Exemption: $0.00<br>Total: $2,600,000.00 |

In some cases, the municipal clerk, municipal assessor and/or the administrator of the county board of taxation can be served with a copy of your complaint by eCourts. If so, eCourts will generate a Proof of Service indicating which individuals were served today.

eCourts will serve the following today:
**Municipal Assessor - Absecon City**
**Municipal Clerk - Absecon City**
**ATLANTIC County Tax Admin**

eCourts cannot serve the following:

You must mail a hard copy of your complaint to any party who cannot be served by eCourts.
If eCourts can notify the party or you can mail a hard copy of your complaint to any unserved party **TODAY**, check here ☐
If checked, a Proof of Service will be generated by eCourts indicating that you have served all parties today. **today**.

If you cannot mail the hard copy today, you will have to upload a seperate Proof of Service showing the individual(s) and the date(s) you mailed your complaint.
The Proof of Service form is available online.

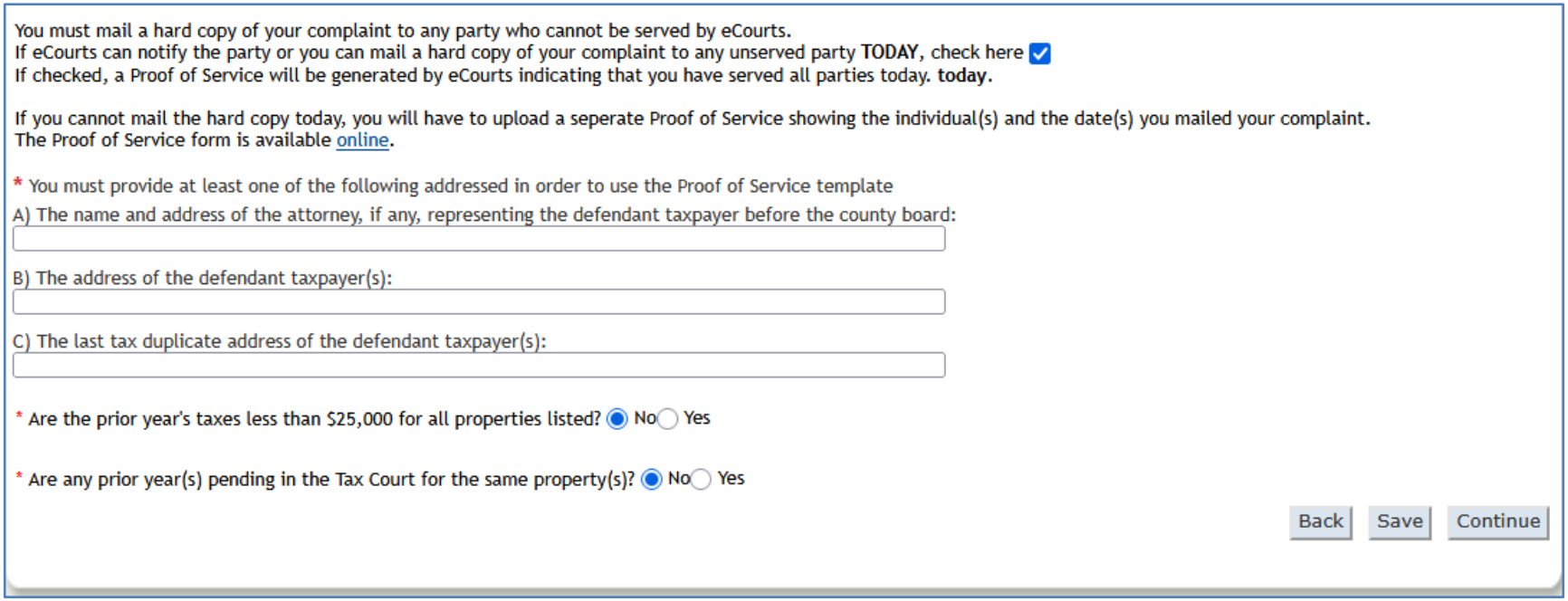
* Are the prior year's taxes less than $25,000 for all properties listed? ◉ No ○ Yes

* Are any prior year(s) pending in the Tax Court for the same property(s)? ◉ No ○ Yes

Back Save Continue

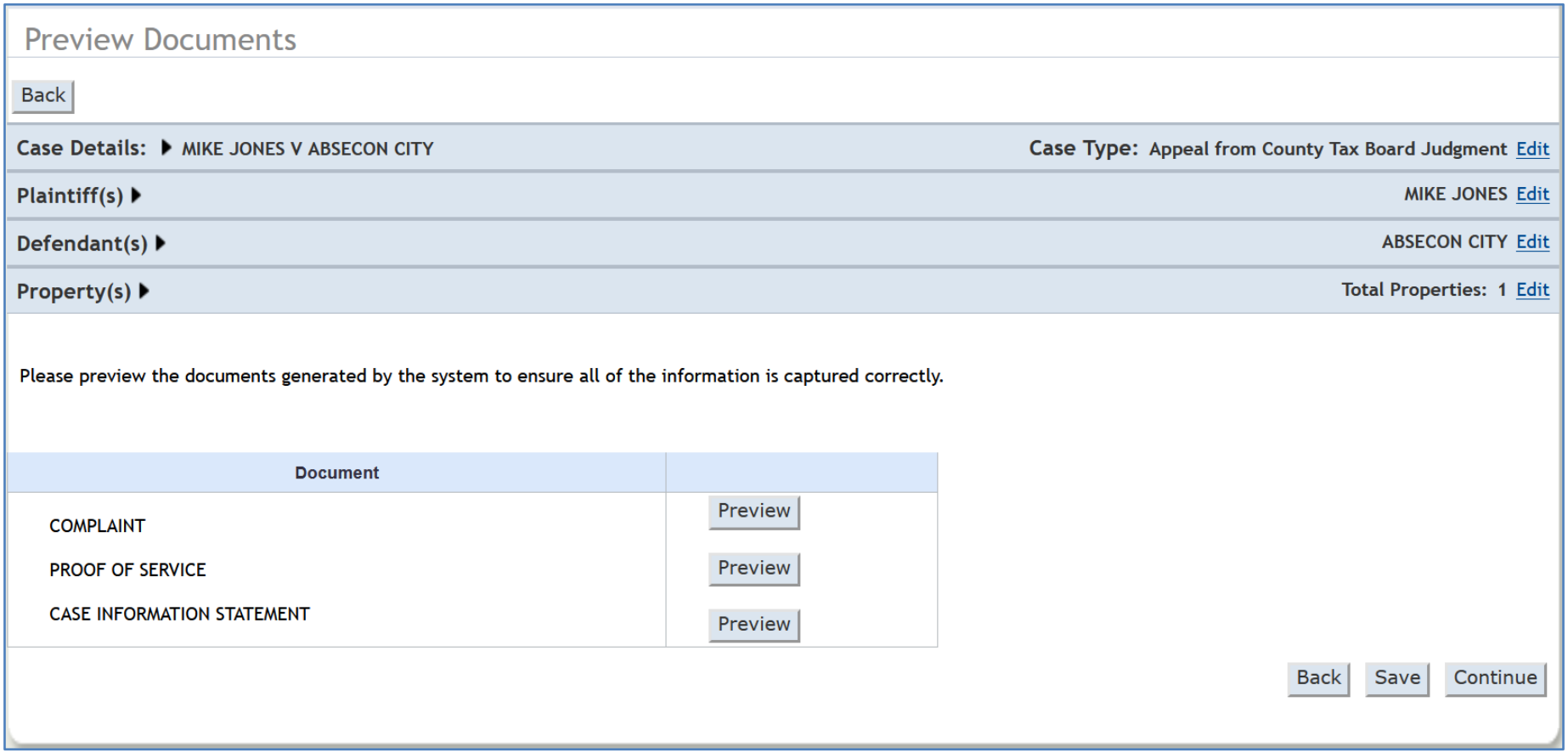
After adding the property, if the filer has enabled the system to create the templates, once they have completed entering the property, the system will let the user know which of the municipal clerk, assessor and county board can be and can not be notified by eCourts. Also, for users not notified by eCourts, the system will offer to create a Proof of Service template, if the user acknowledges that they can serve all the unserved parties via hard copy on the same day as filing.

# eFiling –Enter Property



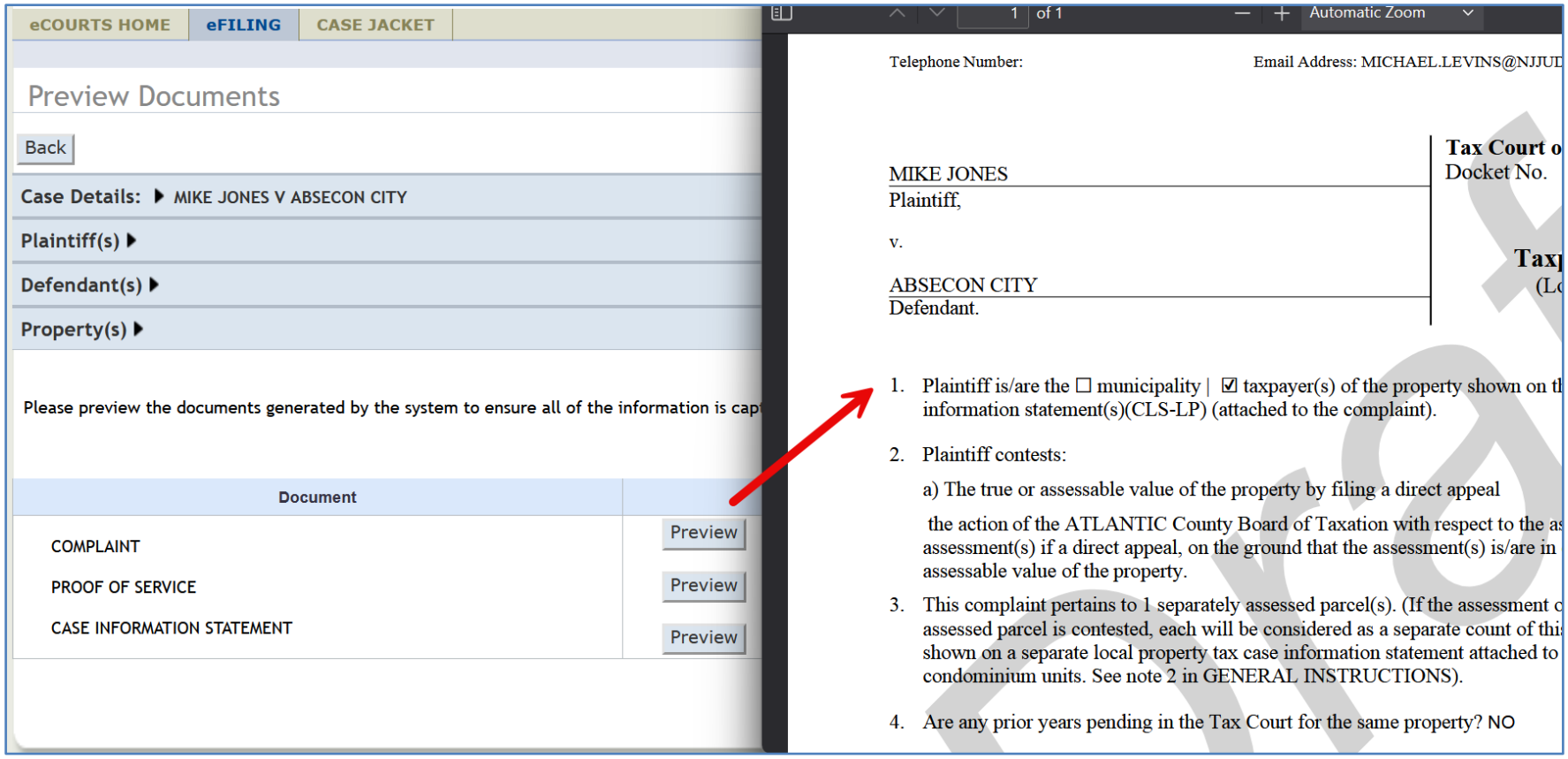

In the event that the plaintiff filer is a municipality and the defendant taxpayer is an individual or business, if the proof of service template is being used, the system will also prompt the user to enter address information related to the service of the defendant taxpayer(s).

# eFiling – Preview Documents

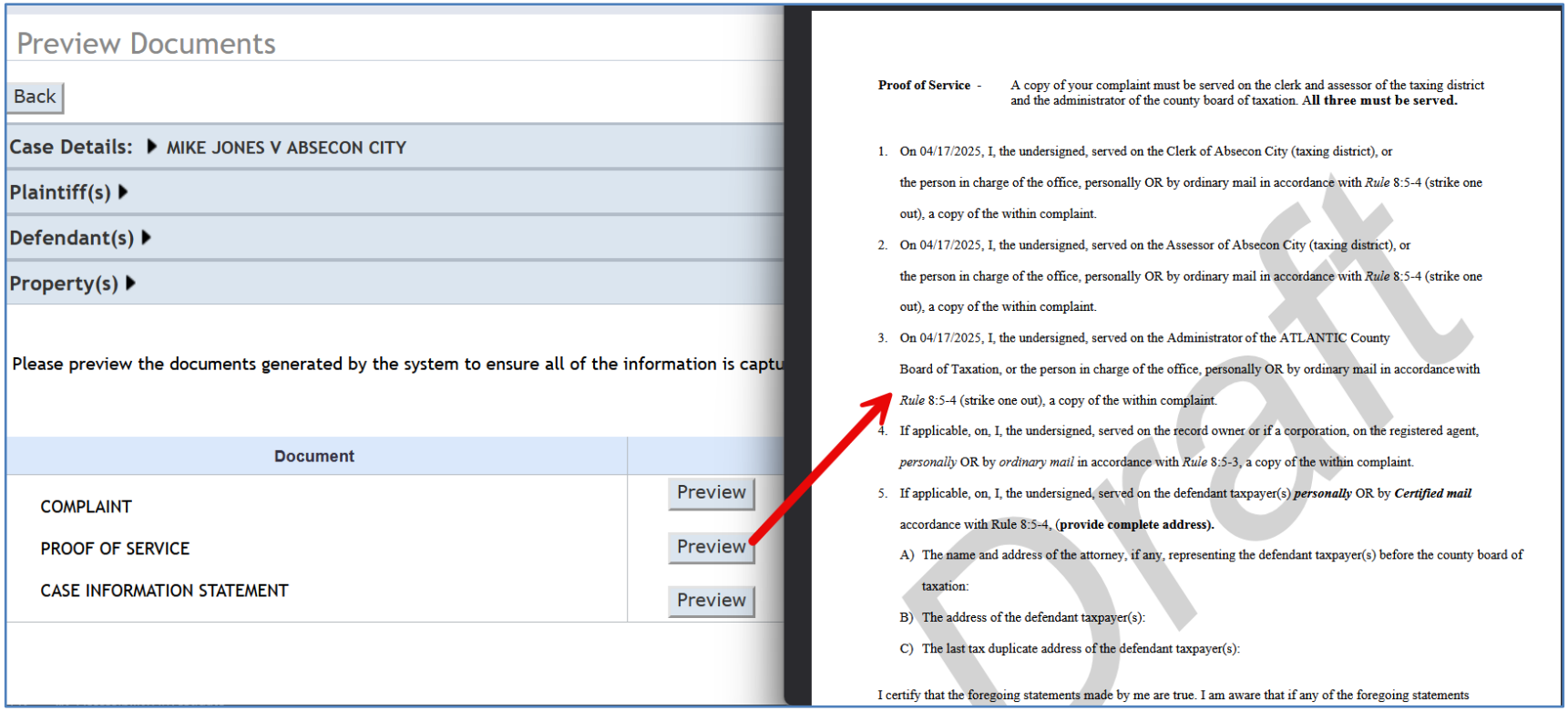



If templates have been enabled, once all the party and property data has been entered, the user can preview the Complaint, CIS and, if applicable, the Proof of Service.

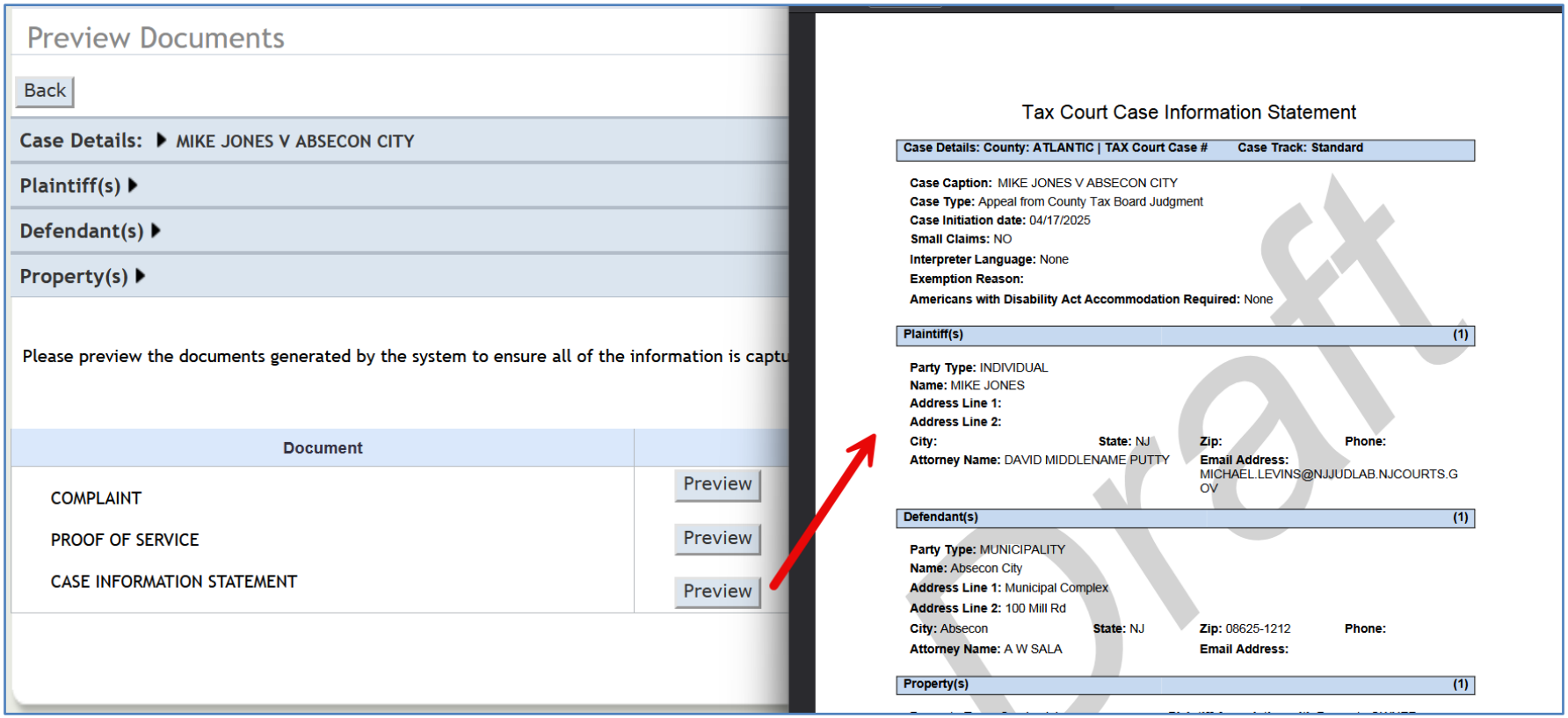
# eFiling – Preview Documents



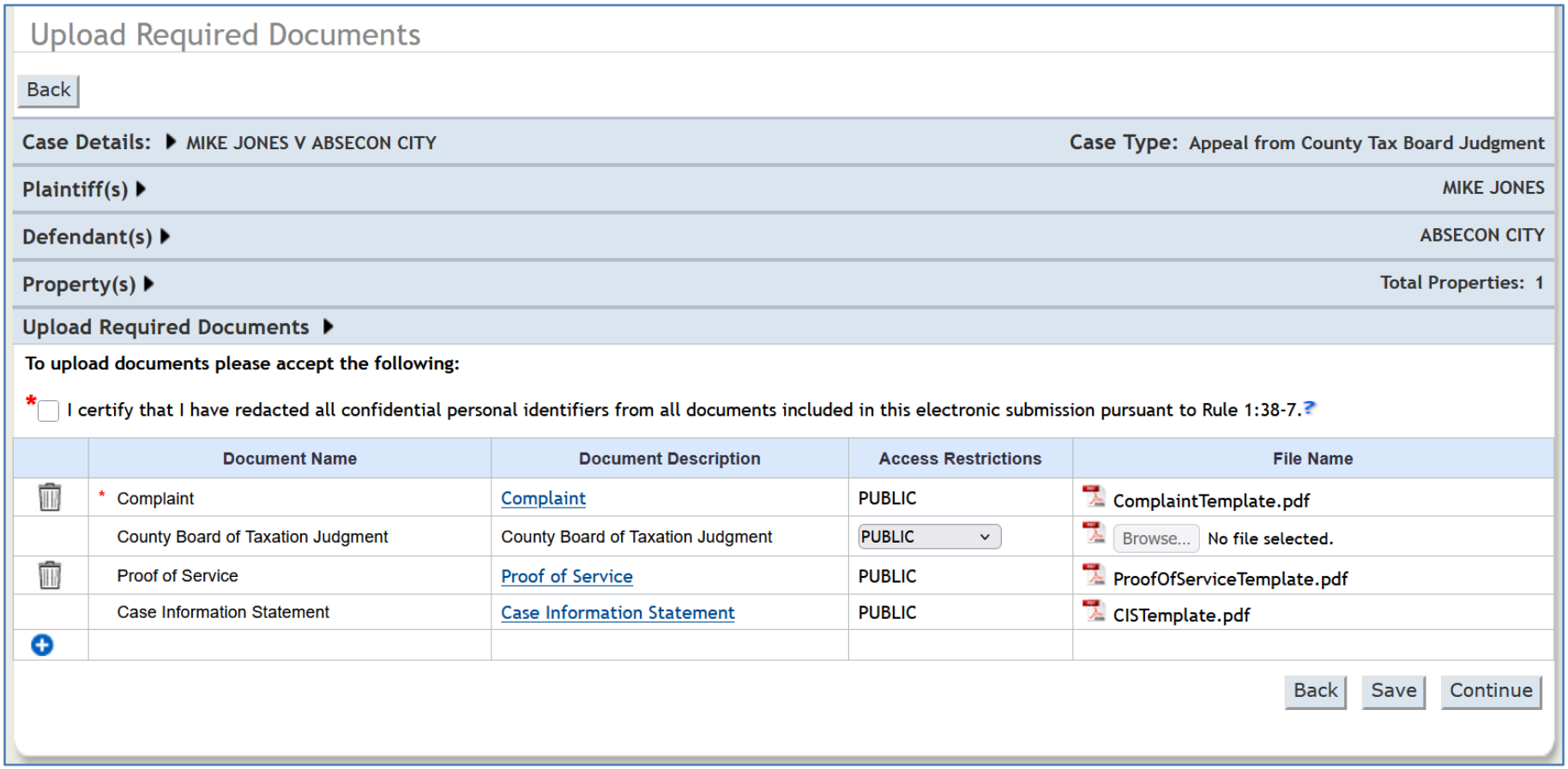
# eFiling – Preview Documents



# eFiling – Preview Documents

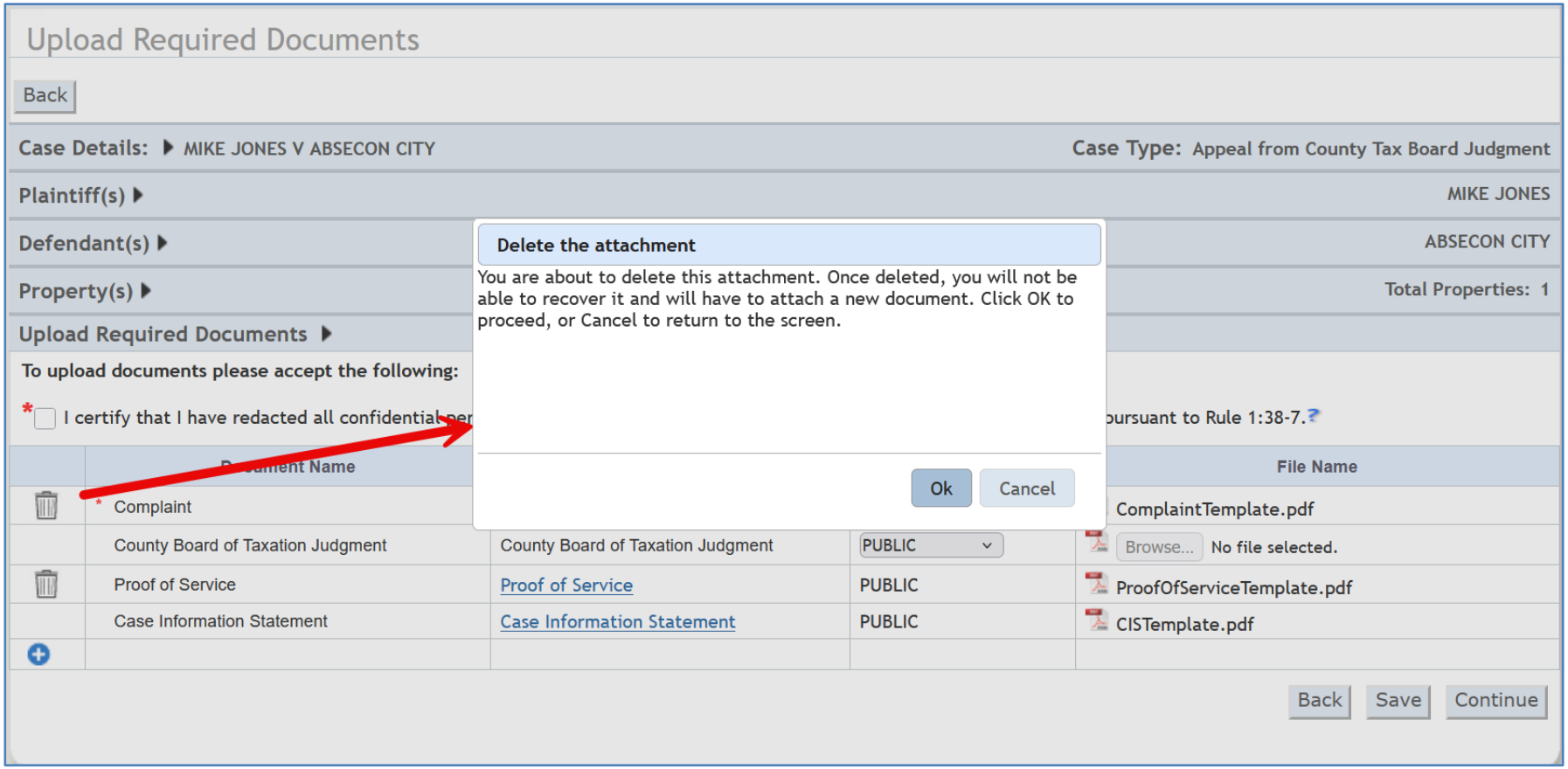


# eFiling –Attach Documents



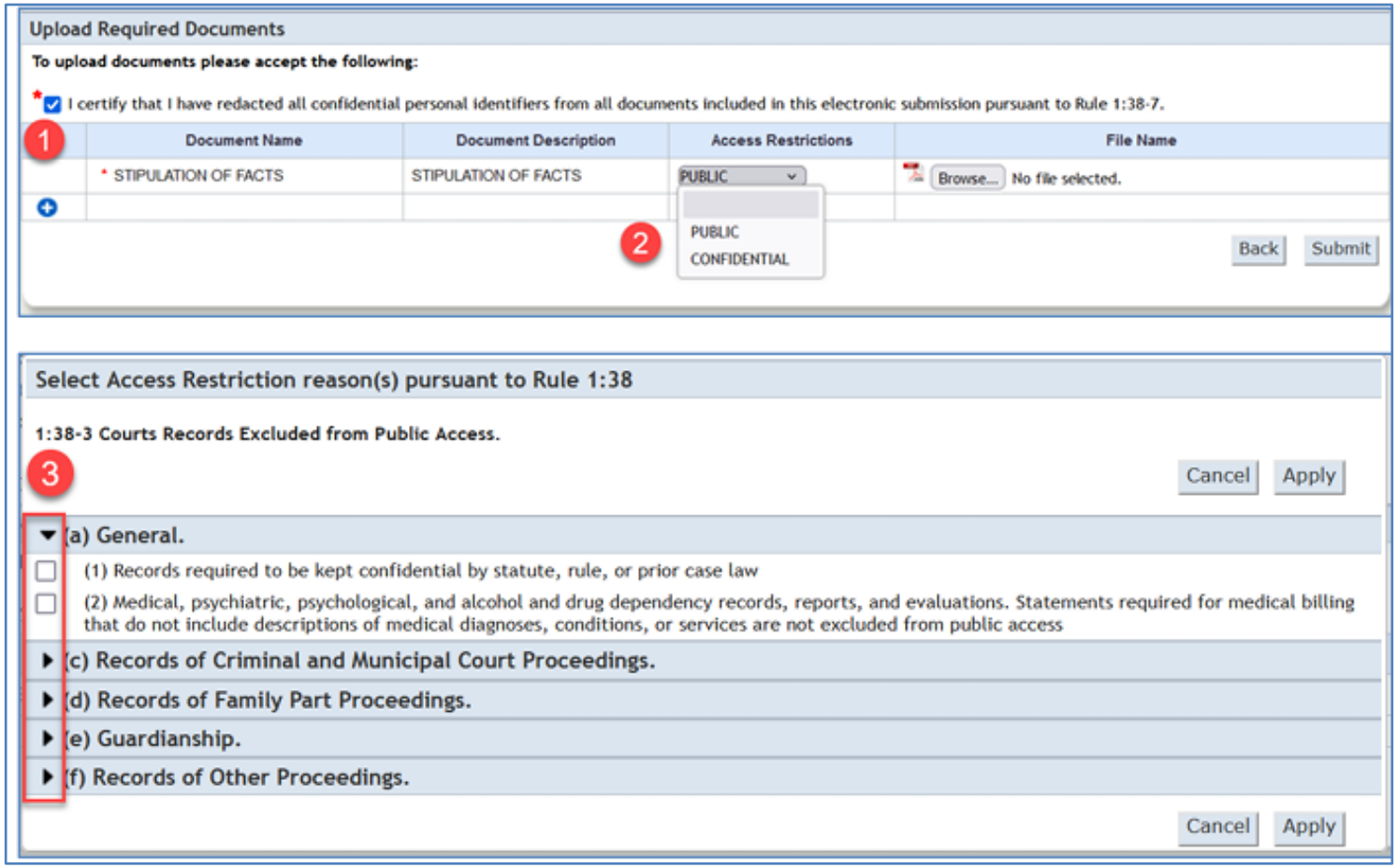

If templates are enabled, the system would automatically attach the Complaint, Proof of Service (if applicable) and the CIS. This functionality would be open to attorney and SRL filers alike.

# eFiling –Attach Documents



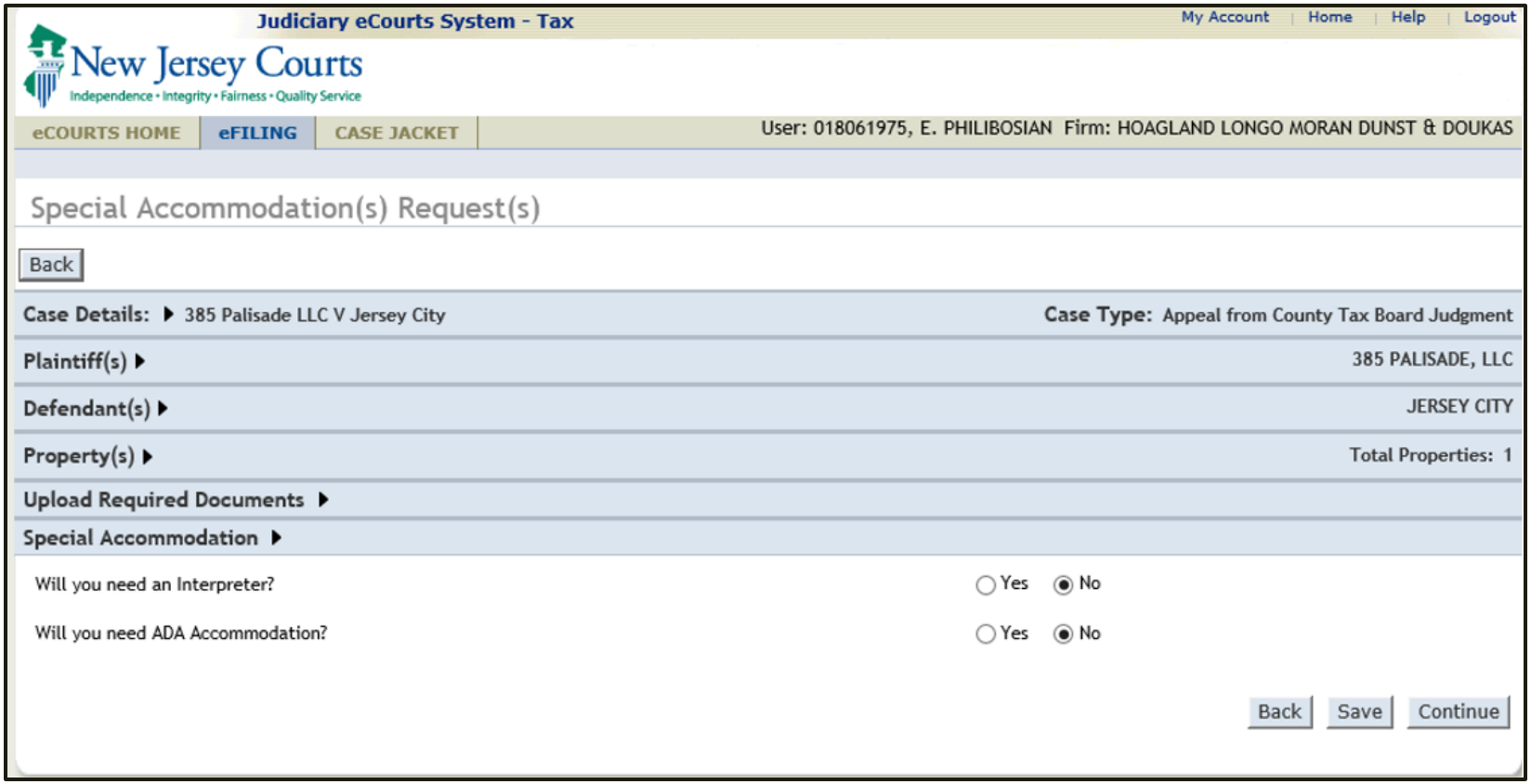

If the user does not want to utilize the pre-attached templates, they can click the trash can icon and remove the attachment.

# eFiling – Document Security



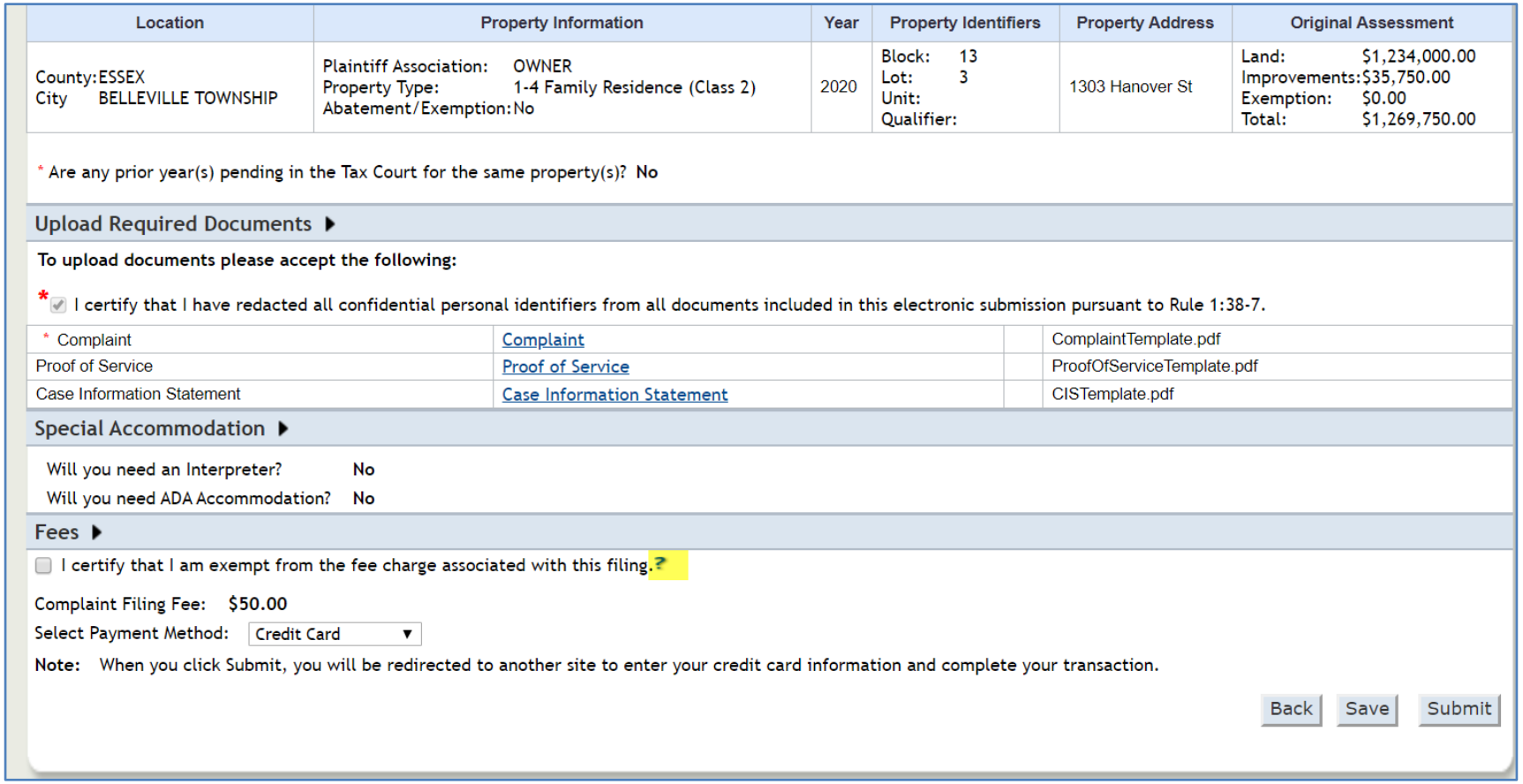

Document security can also be enabled for filing attachments. For more information, please consult the reference guide.

# eFiling – Accommodations




Users would still be able to indicate any accommodations that would be needed.

# eFiling – Payment



| Location | Property Information | Year | Property Identifiers | Property Address | Original Assessment |
|---|---|---|---|---|---|
| County: ESSEX<br>City BELLEVILLE TOWNSHIP | Plaintiff Association: OWNER<br>Property Type: 1-4 Family Residence (Class 2)<br>Abatement/Exemption: No | 2020 | Block: 13<br>Lot: 3<br>Unit:<br>Qualifier: | 1303 Hanover St | Land: $1,234,000.00<br>Improvements: $35,750.00<br>Exemption: $0.00<br>Total: $1,269,750.00 |

* Are any prior year(s) pending in the Tax Court for the same property(s)? **No**

**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.

| | | | |
|---|---|---|---|
| * Complaint | Complaint | | ComplaintTemplate.pdf |
| Proof of Service | Proof of Service | | ProofOfServiceTemplate.pdf |
| Case Information Statement | Case Information Statement | | CISTemplate.pdf |

**Special Accommodation**

Will you need an Interpreter? **No**

Will you need ADA Accommodation? **No**

**Fees**

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

Complaint Filing Fee: **$50.00**

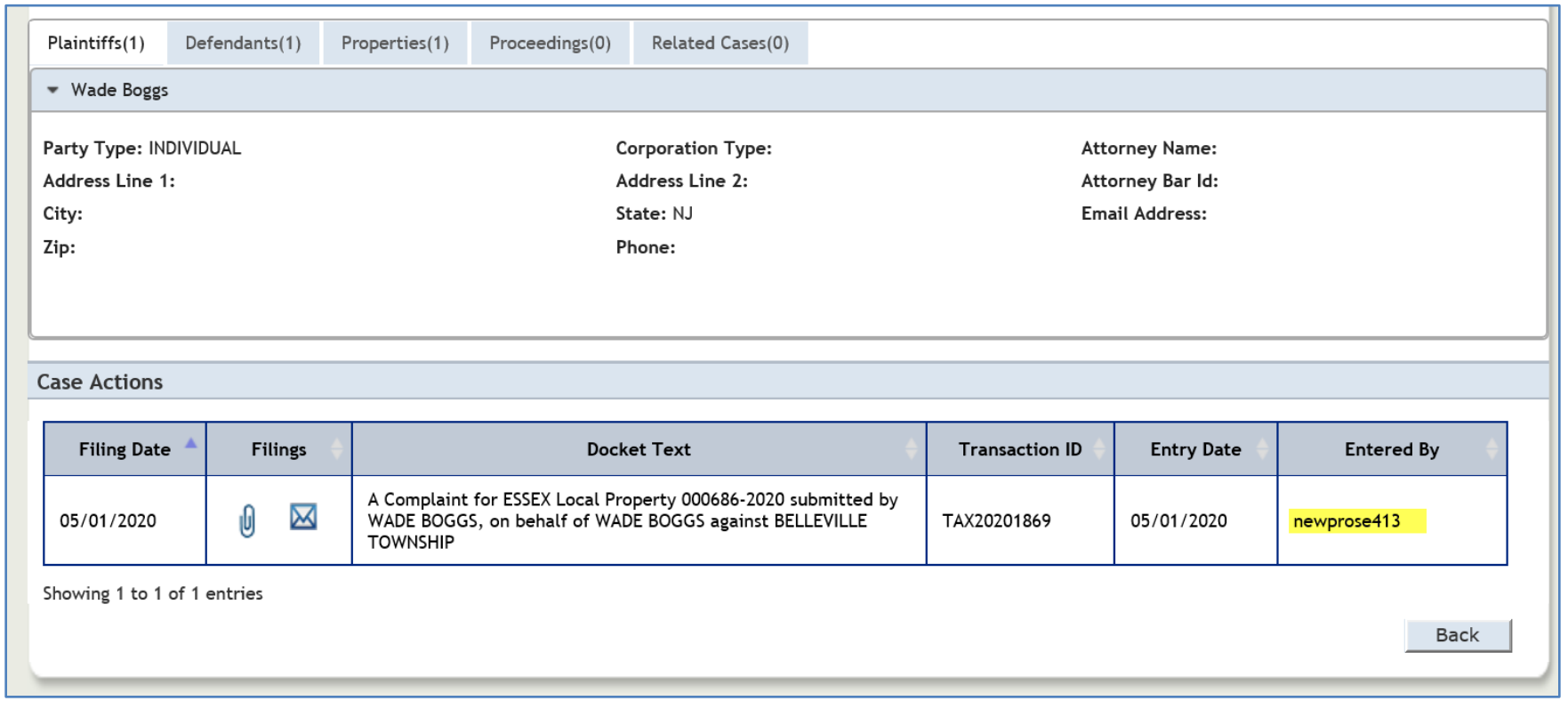
Select Payment Method: Credit Card

**Note:** When you click Submit, you will be redirected to another site to enter your credit card information and complete your transaction.

Back Save Submit

If the system recognizes that a SRL is filing, they will only see payment options (Credit Card, ACH) that apply to them. If an attorney is filing, they would also be able use their JACS account. The user would then submit their complaint filing.

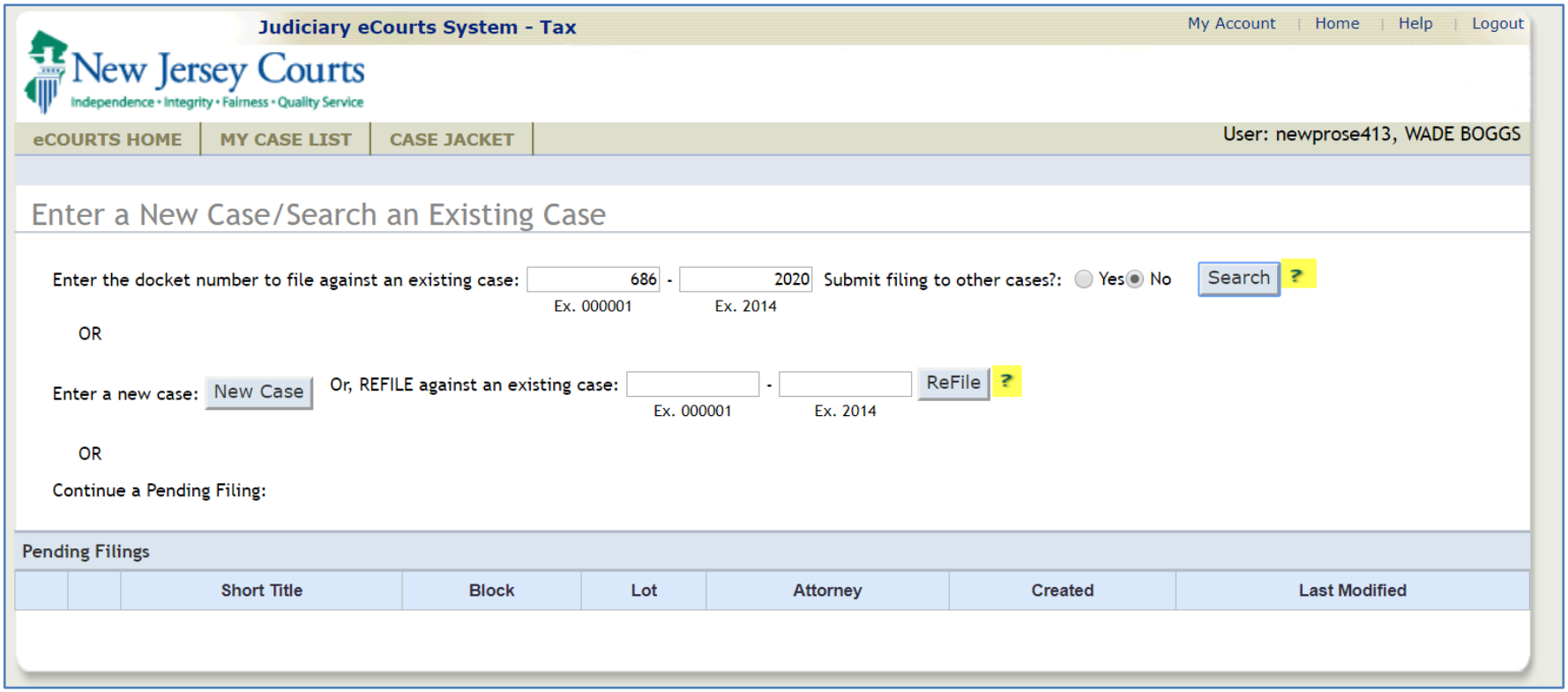
# eFiling – eCourts Case Jacket




The filing will be stored to the eCourts Case Jacket, with the Bar ID or SSO ID of the pro se displayed under the Entered By column.

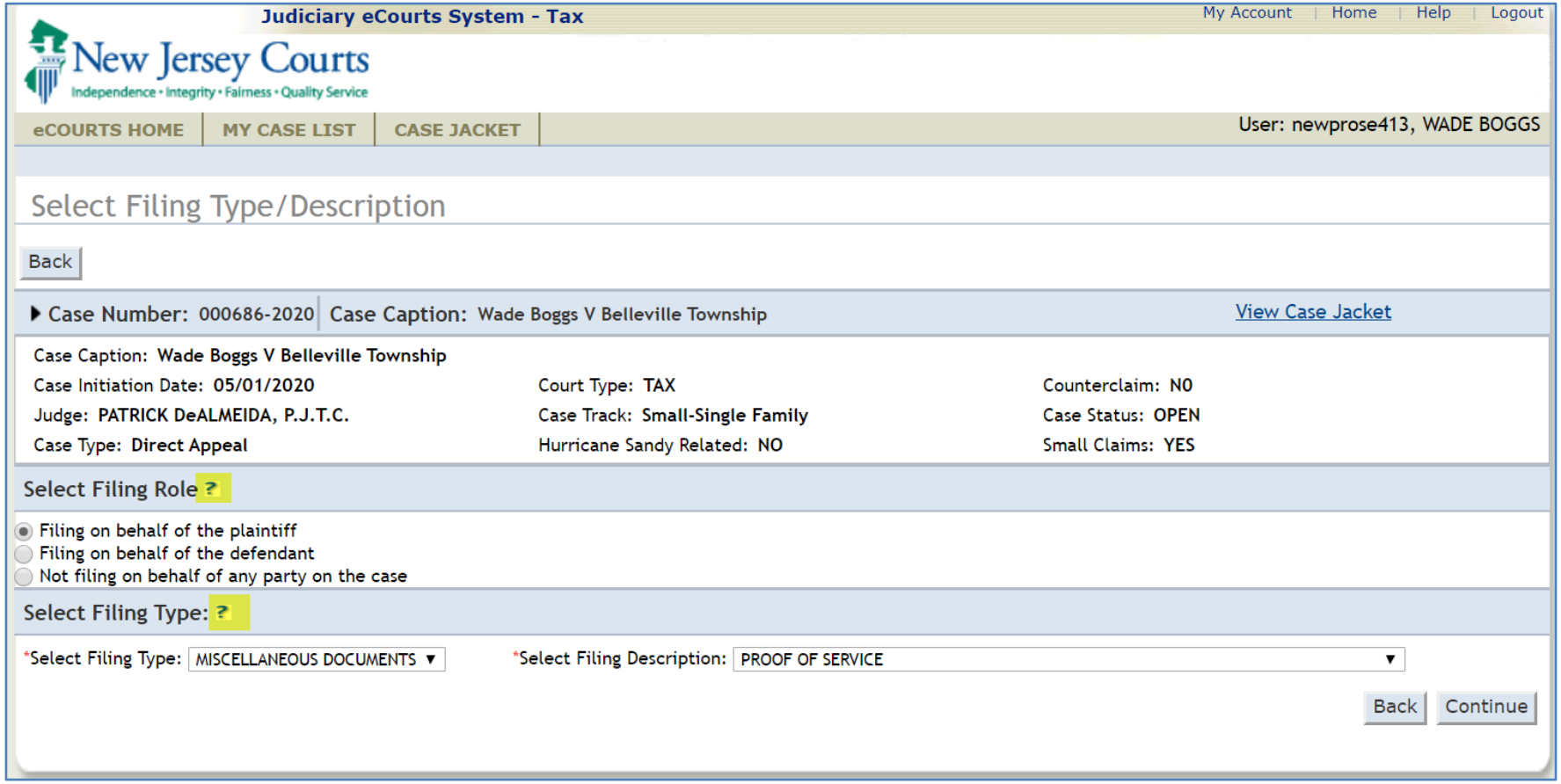
# eFile Existing Case

# eFiling – Existing Case



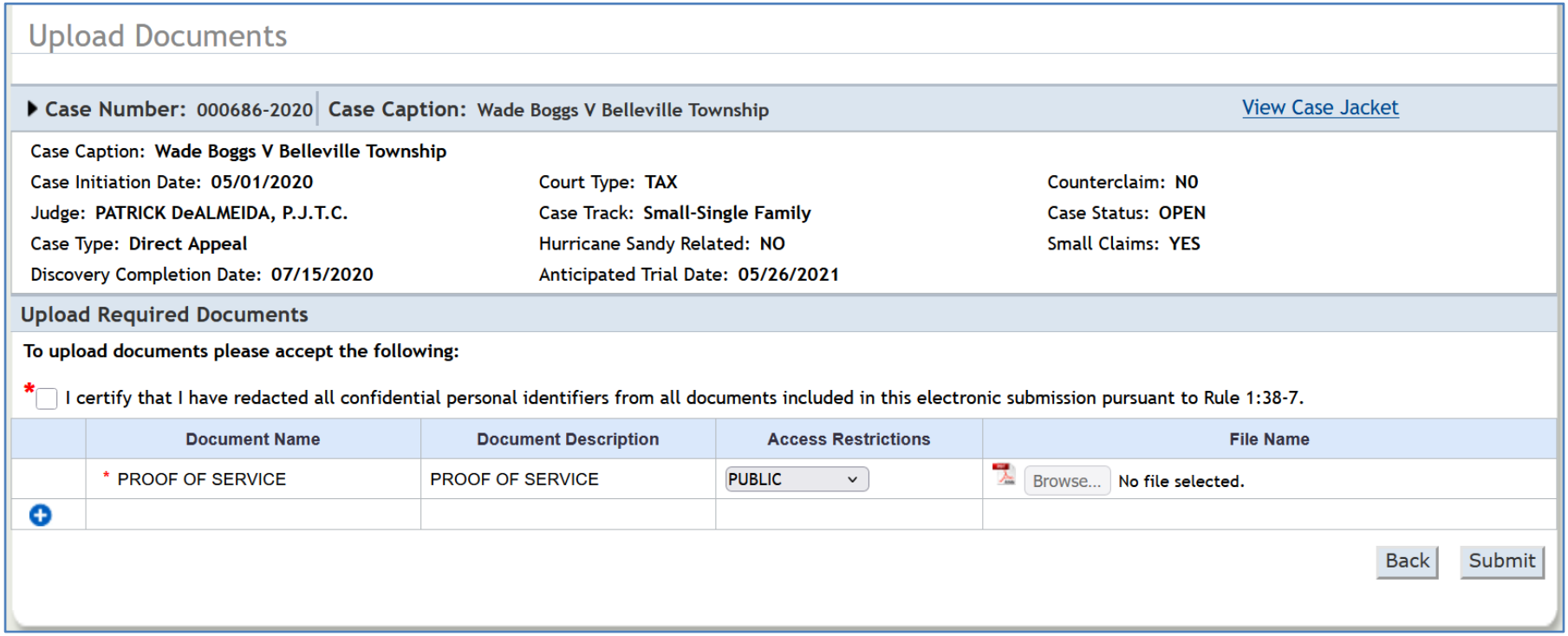

To file against an existing case, the user would enter the docket number into the top row and click Search.

# eFiling – Existing Case



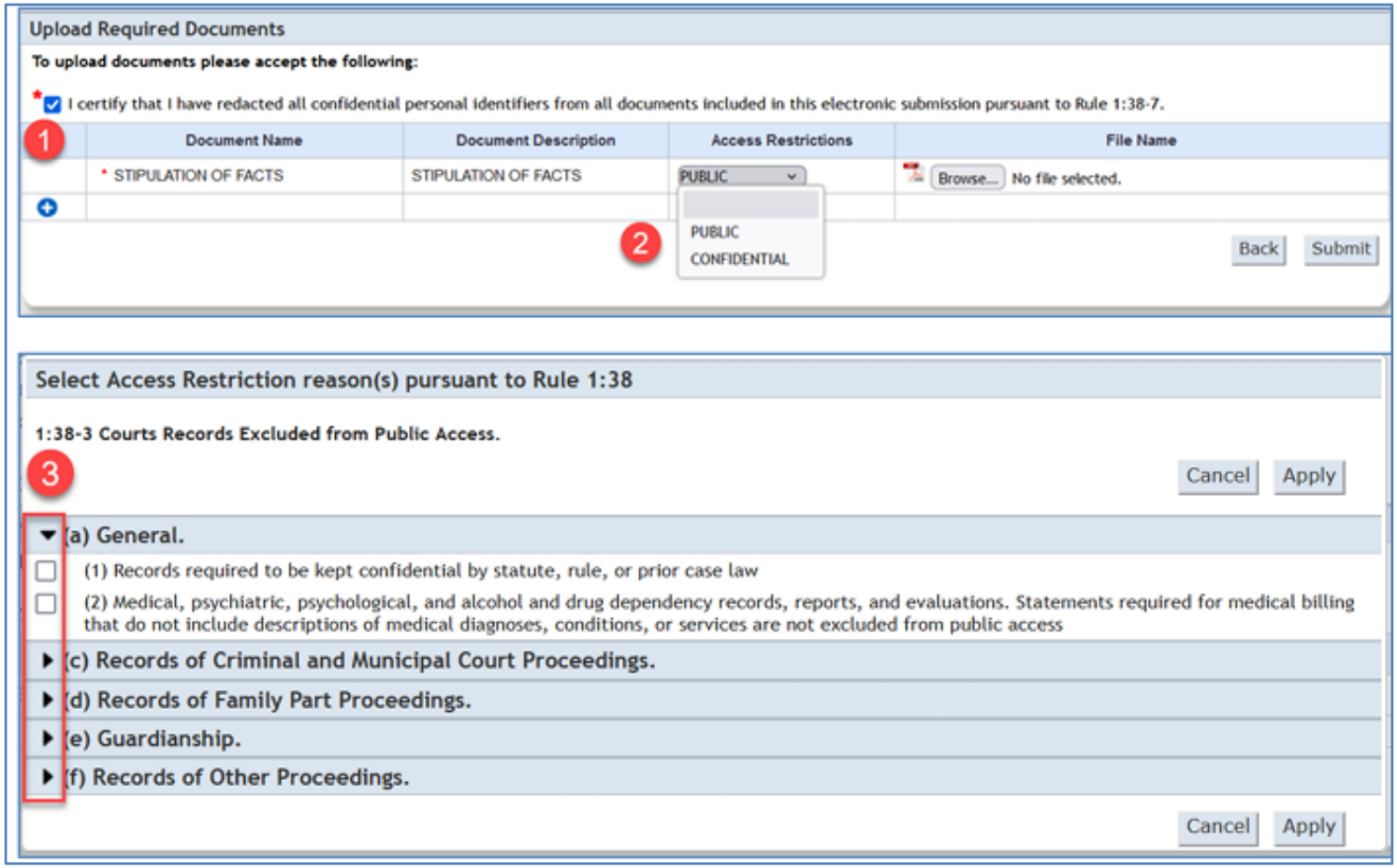

The filer would then select their role on the case and select the type of document they wish to submit.

# eFiling – Existing Case



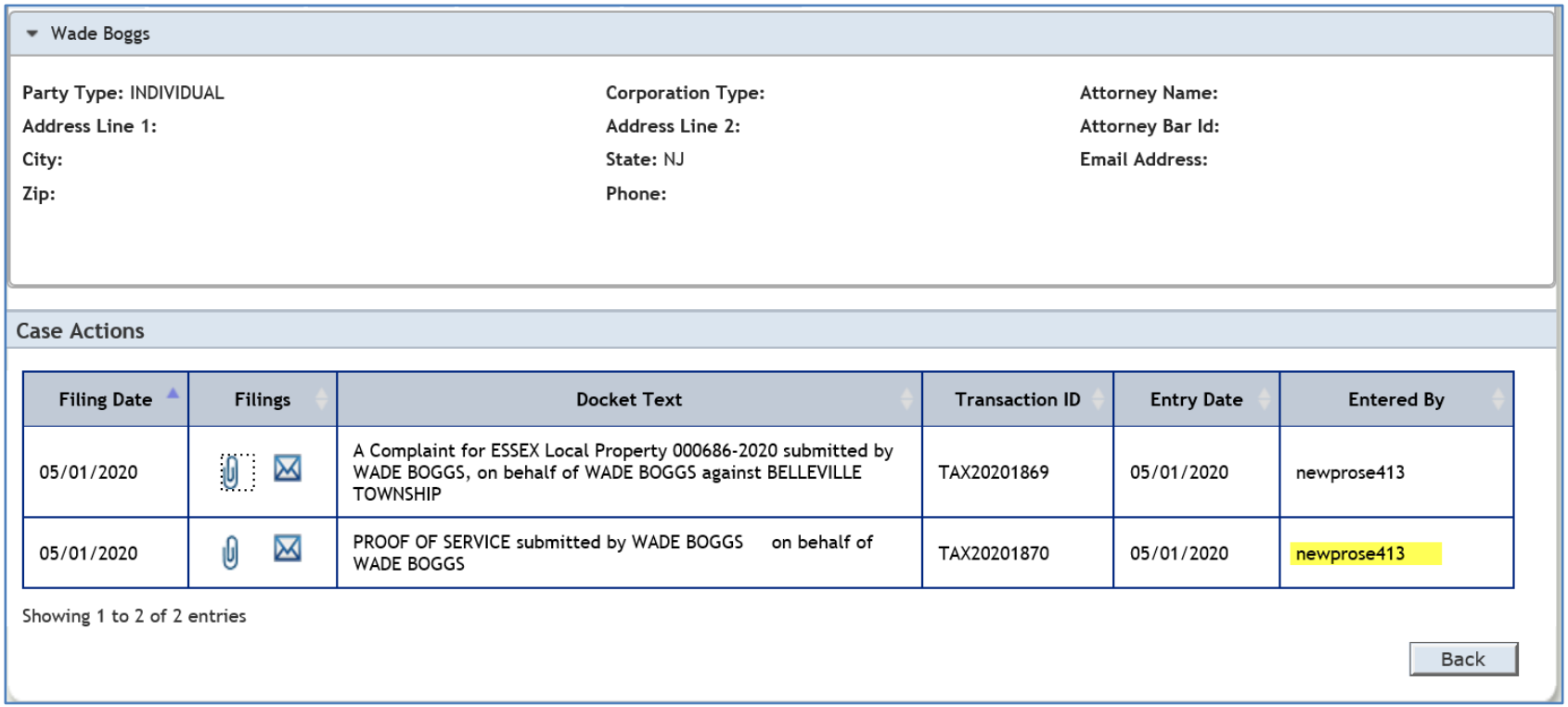

The user would then acknowledge the certification of redaction and attach their filing. Depending on the filing type, the attachment will need to be in either PDF or Microsoft Word format.

# eFiling – Document Security




Document security can also be enabled for filing attachments. For more information, please consult the reference guide.

# eFiling – Existing Case




Again, once submitted, the filing will be stored to the eCourts case jacket, with the pro se ESSO ID or attorney Bar ID captured in the Entered By column.

# The End