



New Jersey Courts

Independence • Integrity • Fairness • Quality Service


Tax Self-Represented eFiling - Walkthrough

August 1, 2024

- eFile - New Case
- eFile - Existing Case

eFile New Case

Judiciary eCourts System - Tax My Account | Home | Help | Logout

 **New Jersey Courts**
Independence • Integrity • Fairness • Quality Service

eCOURTS HOME | **eFILING** | CASE JACKET User: 018061975, H. RAVI Firm: HOAGLAND LONGO MORAN DUNST & DOUKAS

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 ?

Ex. 000001 Ex. 2014

OR

Enter a new case: Or, REFILE against an existing case: - ?

Ex. 000001 Ex. 2014

OR

Continue a Pending Filing:


Pending Filings << 1 2 >>

		Short Title	Block	Lot	Attorney	Created	Last Modified

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

Judiciary eCourts System - Tax My Account | Home | Help | Logout

 **New Jersey Courts**
Independence • Integrity • Fairness • Quality Service

eCOURTS HOME | **MY CASE LIST** | **CASE JACKET** User: newprose413, WADE BOGGS

Enter Case Details

Enter Case Details

* Select Action: Local property State Tax

* Select Case Type: Direct Appeal

* Enter the Caption:

* Plaintiff(s):

* Defendant(s):

Is this a Small Claims Division Case? Yes No Small Claims appeals are limited to Class 2 properties (1-4 family residence), class 3A farm residence or prior year's taxes that were less than \$25,000. See Rule 8:11

Is there an Exemption? Yes No

Note: The system will automatically create the following documents based off of the data entered: Complaint, Case Information Statement and Proof of Service.


If you wish to attach your own Complaint and Proof of Service and do not want the system to create those documents, please click this checkbox.

Please enter any additional allegations:

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. Info tips will display on the screen to provide the user with additional information if needed. Also, an Additional Allegations textbox will display, and the user can enter data into that field if needed.

eFiling –Enter Case Details

Judiciary eCourts System - Tax My Account | Home | Help | Logout

 **New Jersey Courts**
Independence • Integrity • Fairness • Quality Service

eCOURTS HOME | MY CASE LIST | CASE JACKET User: newprose413, WADE BOGGS

Enter Case Details

Enter Case Details

* Select Action: Local property State Tax

* Select Case Type: Direct Appeal ?

* Enter the Caption: * Plaintiff(s):
* Defendant(s):

Is this a Small Claims Division Case? Yes No Small Claims appeals are limited to Class 2 properties (1-4 family residence), class 3A farm residence or prior year's taxes that were less than \$25,000. See Rule 8:11

Is there an Exemption? Yes No ?


Note: The system will automatically create the following documents based off of the data entered: Complaint, Case Information Statement and Proof of Service.

If you wish to attach your own Complaint and Proof of Service and do not want the system to create those documents, please click this checkbox.

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 – New Case

Judiciary eCourts System - Tax My Account | Home | Help | Logout

 **New Jersey Courts**
Independence • Integrity • Fairness • Quality Service



eCOURTS HOME | **eFILING** | CASE JACKET

Enter Plaintiff(s)

Click  to enter a Plaintiff

Case Details: ▶ 385 Palisade LLC V Jersey City Case Type: Appeal from County Tax Board Judgment


Plaintiff(s) ▶

	Party Type	Name	Address	Phone	Attorney
 Modify	CORPORATION LLC	385 Palisade, LLC	NJ		
					

The Enter Plaintiff screen will display the same fields as it currently does.


eFiling – New Case

Judiciary eCourts System - Tax My Account | Home | Help | Logout

 **New Jersey Courts**
Independence • Integrity • Fairness • Quality Service

[eCOURTS HOME](#) | [eFILING](#) | [CASE JACKET](#)



Enter Defendant(s)

Click  to enter a Defendant

Case Details: ▶ 385 Palisade LLC V Jersey City **Case Type:** Appeal from County Tax Board Judgment

Plaintiff(s) ▶ 385 PALISADE, LLC

Defendant(s) ▶

	Party Type	Name	Address	Phone	Attorney
 Modify	MUNICIPALITY	Jersey City	City Hall 280 Grove St Jersey City NJ 07302	201-547-5147	MATTHEW J O'DONNELL
					

The Enter Defendant screen will display the same fields as it currently does.

eFiling –Enter Property

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

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:
County Board of Taxation - ESSEX

eCourts cannot serve the following:
Municipal Clerk - BELLEVILLE TOWNSHIP
Municipal Assessor - BELLEVILLE TOWNSHIP

You must mail a hard copy of your complaint to any individual(s) who cannot be served by eCourts.
If you can mail a hard copy of your complaint to the individual(s) indicated TODAY, check here

If checked, a Proof of Service will be generated by eCourts indicating that you have served all parties today.

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

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 – Preview Documents

Preview Documents

[Back](#)

Case Details: ▶ Wade Boggs V Absecon Township Case Type: Direct Appeal [Edit](#)

Plaintiff(s) ▶ WADE BOGGS [Edit](#)

Defendant(s) ▶ BELLEVILLE TOWNSHIP [Edit](#)

Property(s) ▶ Total Properties: 1 [Edit](#)

Please preview the documents generated by the system to ensure all of the information is captured correctly.

Document	
COMPLAINT	Preview
PROOF OF SERVICE	Preview
CASE INFORMATION STATEMENT	Preview

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

If templates have been enabled, once all of 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

Preview Documents

[Back](#)

Case Details: ▶ Wade Boggs V Absecon Township

Plaintiff(s) ▶

Defendant(s) ▶

Property(s) ▶

Please preview the documents generated by the system to ensure

Document
COMPLAINT
PROOF OF SERVICE
CASE INFORMATION STATEMENT

Managed bookmarks Ext QA Int QA eCourts Home EXT JEDS

Proof of Service - A copy of your complaint must be served on the clerk and assessor of the and the administrator of the county board of taxation. **All three must b**

1. On 05/01/2020, I, the undersigned, served on the Clerk of BELLEVILLE TOWNSHIP (taxin the person in charge of the office, personally OR by ordinary mail in accordance with *Rule 8:* out), a copy of the within complaint.
2. On 05/01/2020, I, the undersigned, served on the Assessor of BELLEVILLE TOWNSHIP (ta the person in charge of the office, personally OR by ordinary mail in accordance with *Rule 8:* out), a copy of the within complaint.
3. On 05/01/2020, I, the undersigned, served on the Administrator of the ESSEX County

Screen ID:ECTX0060 | Copyright NJ Judiciary 2014

eFiling – Preview Documents

Preview Documents

Back

Case Details: ▶ Wade Boggs V Absecon Township

Plaintiff(s) ▶

Defendant(s) ▶

Property(s) ▶

Please preview the documents generated by the system to ensure accuracy.

Document
COMPLAINT
PROOF OF SERVICE
CASE INFORMATION STATEMENT

previewDocs.faces 1 / 2

Tax Court Case Information Statement

Case Details: County: ESSEX | TAX Court Case # **Case Track: Standard**

Case Caption: Wade Boggs V Absecon Township
Case Type: Direct Appeal
Case Initiation date: 05/01/2020
Small Claims: YES
Interpreter Language: None
Exemption Reason: Americans with Disability Act Accommodation Required: None

Plaintiff(s)

Party Type: INDIVIDUAL

eFiling – Attach Documents

Upload Required Documents

[Back](#)

Case Details: ▶ Wade Boggs V Absecon Township Case Type: Direct Appeal


Plaintiff(s) ▶ WADE BOGGS








Defendant(s) ▶ BELLEVILLE TOWNSHIP

Property(s) ▶ Total Properties: 1

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		 ComplaintTemplate.pdf
	County Board of Taxation Judgment	County Board of Taxation Judgment		 <input type="button" value="Choose File"/> No file chosen
	Proof of Service	Proof of Service		 ProofOfServiceTemplate.pdf
	Case Information Statement	Case Information Statement		 CISTemplate.pdf
				

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

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

Case Details: ▶ Wade Boggs V Absecon Township Case Type: Direct Appeal

Plaintiff(s) ▶ WADE BOGGS

Defendant(s) ▶ BELLEVILLE TOWNSHIP

Property(s) ▶ Total Properties: 1

Upload Required Documents ▶

To upload documents please accept the following:

* I certify that I have redacted all confidential per

Delete the attachment

You are about to delete this attachment. Once deleted, you will not be able to recover it and will have to attach a new document. Click OK to proceed, or Cancel to return to the screen.

	Document Name	File Name
	* Complaint	ComplaintTemplate.pdf
	County Board of Taxation Judgment	<input type="button" value="Choose File"/> No file chosen
	Proof of Service	ProofOfServiceTemplate.pdf
	Case Information Statement	CISTemplate.pdf

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

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
* STIPULATION OF FACTS	STIPULATION OF FACTS	PUBLIC	<input type="button" value="Browse..."/> No file selected.

Select Access Restriction reason(s) pursuant to Rule 1:38


1:38-3 Courts Records Excluded from Public Access.

- ▼ (a) General.
 - (1) Records required to be kept confidential by statute, rule, or prior case law
 - (2) Medical, psychiatric, psychological, and alcohol and drug dependency records, reports, and evaluations. Statements required for medical billing that do not include descriptions of medical diagnoses, conditions, or services are not excluded from public access
- ▶ (c) Records of Criminal and Municipal Court Proceedings.
- ▶ (d) Records of Family Part Proceedings.
- ▶ (e) Guardianship.
- ▶ (f) Records of Other Proceedings.

Document security can also be enabled for filing attachments. For more information, please consult the [reference guide](#).

eFiling – Accommodations

Judiciary eCourts System - Tax My Account | Home | Help | Logout

 **New Jersey Courts**
Independence • Integrity • Fairness • Quality Service

[eCOURTS HOME](#) | [eFILING](#) | [CASE JACKET](#) | User: 018061975, E. PHILIBOSIAN Firm: HOAGLAND LONGO MORAN DUNST & DOUKAS

Special Accommodation(s) Request(s)

[Back](#)

Case Details: ▶ 385 Palisade LLC V Jersey City	Case Type: Appeal from County Tax Board Judgment
Plaintiff(s) ▶	385 PALISADE, LLC
Defendant(s) ▶	JERSEY CITY
Property(s) ▶	Total Properties: 1
Upload Required Documents ▶	
Special Accommodation ▶	
Will you need an Interpreter?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Will you need ADA Accommodation?	<input type="radio"/> Yes <input checked="" type="radio"/> No

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

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 City: BELLEVILLE TOWNSHIP	Plaintiff Association: OWNER Property Type: 1-4 Family Residence (Class 2) Abatement/Exemption: No	2020	Block: 13 Lot: 3 Unit: Qualifier:	1303 Hanover St	Land: \$1,234,000.00 Improvements: \$35,750.00 Exemption: \$0.00 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:

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

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



eFiling – eCourts Case Jacket

Plaintiffs(1) Defendants(1) Properties(1) Proceedings(0) Related Cases(0)

▼ Wade Boggs

Party Type: INDIVIDUAL Corporation Type: Attorney Name:
Address Line 1: Address Line 2: Attorney Bar Id:
City: State: NJ Email Address:
Zip: Phone:

Case Actions

Filing Date ▲	Filings ⇅	Docket Text ⇅	Transaction ID ⇅	Entry Date ⇅	Entered By ⇅
05/01/2020	 	A Complaint for ESSEX Local Property 000686-2020 submitted by WADE BOGGS, on behalf of WADE BOGGS against BELLEVILLE TOWNSHIP	TAX20201869	05/01/2020	newprose413

Showing 1 to 1 of 1 entries

Back

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.

The screenshot displays the 'DOCUMENT' entry screen in the TCMS system. At the top, there is a toolbar with icons for home, back, forward, print, refresh, and help. Below the toolbar, the document details are as follows:

- Doc #:** 000686-2020
- Title:** WADE BOGGS V BELLEVILLE TOWNSHIP
- Status:** OPEN
- RelCase:** N
- DocType:** LS
- Com:** N

On the left side, there is a list of document types with their respective dates and checkboxes:

Document Type	Date	Checked
Proof of Service	05/01/2020	<input checked="" type="checkbox"/>
Case Information Statement	05/01/2020	<input type="checkbox"/>
Complaint	05/01/2020	<input type="checkbox"/>

On the right side, there is a form for entering filing details:

- Date Filed:** 05/01/2020
- Status:** (dropdown menu)
- Filer:** Plaintiff
- Document:** Proof of Service
- Comment:** (text area)
- Efiling user:** newprose413


A 'Save File' button is located at the bottom right of the form area.

The filing will automatically be entered into TCMS, and if filed by a SRL, the pro se ESSO ID will be captured as the filer.

eFile Existing Case

eFiling – Existing Case

Judiciary eCourts System - Tax My Account | Home | Help | Logout

 **New Jersey Courts**
Independence • Integrity • Fairness • Quality Service

eCOURTS HOME | MY CASE LIST | CASE JACKET User: newprose413, WADE BOGGS

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 ?

Ex. 000001 Ex. 2014

OR

Enter a new case: Or, REFILE against an existing case: - ?

Ex. 000001 Ex. 2014

OR

Continue a Pending Filing:


Pending Filings

	Short Title	Block	Lot	Attorney	Created	Last Modified

All other filing functionality for SRL's, such as filing against an existing case, would match the current flow for attorneys. Again the only difference going forward would be the inclusion of those info tips/help functionalities built into the screens throughout the filing process.

eFiling – Existing Case

Judiciary eCourts System - Tax My Account | Home | Help | Logout

 **New Jersey Courts**
Independence • Integrity • Fairness • Quality Service

eCOURTS HOME | **MY CASE LIST** | **CASE JACKET** User: newprose413, WADE BOGGS

Select Filing Type/Description

[Back](#)

▶ **Case Number:** 000686-2020 | **Case Caption:** Wade Boggs V Belleville Township [View Case Jacket](#)

Case Caption: Wade Boggs V Belleville Township	Court Type: TAX	Counterclaim: NO
Case Initiation Date: 05/01/2020	Case Track: Small-Single Family	Case Status: OPEN
Judge: PATRICK DeALMEIDA, P.J.T.C.	Hurricane Sandy Related: NO	Small Claims: YES
Case Type: Direct Appeal		

Select Filing Role ?

Filing on behalf of the plaintiff
 Filing on behalf of the defendant
 Not filing on behalf of any party on the case

Select Filing Type: ?

*Select Filing Type: *Select Filing Description:

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

eFiling – Document Security

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
* STIPULATION OF FACTS	STIPULATION OF FACTS	PUBLIC	Browse... No file selected.

1

2

Back Submit

Select Access Restriction reason(s) pursuant to Rule 1:38

1:38-3 Courts Records Excluded from Public Access.

3

Cancel Apply

- ▼ (a) General.
 - (1) Records required to be kept confidential by statute, rule, or prior case law
 - (2) Medical, psychiatric, psychological, and alcohol and drug dependency records, reports, and evaluations. Statements required for medical billing that do not include descriptions of medical diagnoses, conditions, or services are not excluded from public access
- ▶ (c) Records of Criminal and Municipal Court Proceedings.
- ▶ (d) Records of Family Part Proceedings.
- ▶ (e) Guardianship.
- ▶ (f) Records of Other Proceedings.

Cancel Apply





Document security can also be enabled for filing attachments. For more information, please consult the [reference guide](#).

eFiling – Existing Case

▼ Wade Boggs

Party Type: INDIVIDUAL Corporation Type: Attorney Name:
Address Line 1: Address Line 2: Attorney Bar Id:
City: State: NJ Email Address:
Zip: Phone:

Case Actions

Filing Date ▲	Filings ▼	Docket Text ▼	Transaction ID ▼	Entry Date ▼	Entered By ▼
05/01/2020	 	A Complaint for ESSEX Local Property 000686-2020 submitted by WADE BOGGS, on behalf of WADE BOGGS against BELLEVILLE TOWNSHIP	TAX20201869	05/01/2020	newprose413
05/01/2020	 	PROOF OF SERVICE submitted by WADE BOGGS on behalf of WADE BOGGS	TAX20201870	05/01/2020	newprose413

Showing 1 to 2 of 2 entries

Back

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

The End