



New Jersey Courts

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State Tax eFiling - Walkthrough

August 1, 2024

- This document will go through the New Case Initiation process as it pertains to State Tax case types.
- This functionality will be open to attorneys and self-represented litigant filers.

eFile State Tax Complaint

eFiling Home Page

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

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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

eCOURTS HOME eFILING CASE JACKET User: 007412001, D. PUTTY Firm: ANSELL GRIMM & AARON PC

Enter Case Details

Enter Case Details

* Select Action: Local property State Tax

* Select Case Type: 

* Enter the Caption:

The “State Tax” radio button is now enabled for users to select, and if selected, users will have the ability to file either a “Fair Homestead Rebate”, “Senior Freeze (PTR)” or “Other - State Tax” complaint.

Note: Only complaints for the State Equalization – School Aid case types are not currently accepted through eCourts at this time.

eFiling –Enter Case Details

Enter Case Details

* Select Action: Local property State Tax

* Select Case Type: Fair Homestead Rebate ▾

* Enter the Caption: * Plaintiff(s):
* Defendant(s): Director, Division Of Taxation

Note: The system will automatically create the following documents based off of the data entered: Complaint 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.

* Select Home ownership type: Type:

* Enter the address of the residence that is the basis of the application: Address Line 1:
Address Line 2:
City:
County:
State: NEW JERSEY ▾
Zip: Zip Ext:

* Enter how many years you have lived at this address: Years:

* I have met all of the eligibility requirements for the Tax Relief Program that is selected above

* List the years for which you were eligible: Eligible Years:

* Set forth reasons why you believe your application should have been granted:

* 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.

Similar to the Local Property complaints, eCourts can automatically create template documents for the filer. The system will display a series of questions that will be utilized to pre-fill the templates accordingly. The example above shows the questions for Fair Homestead Rebate and Senior Freeze case types.

eFiling – Enter Case Details

Enter Case Details

Enter Case Details

* Select Action: Local property State Tax

* Select Case Type: ▾ ▾

* Enter the Caption:

* Plaintiff(s):

* Defendant(s):

Note: The system will automatically create the following documents based off of the data entered: Complaint and Case Information Statement.
If you wish to attach your own Complaint and do not want the system to create those documents, please click this checkbox.

* Select one:

Tax assessment(s) made by the Director of Division of Taxation, as shown on the attached information schedules which is/are made a part of this complaint.

The denial of plaintiff's claim for refund(s) by the Director of Division of Taxation, as shown on the attached information schedule(s) which is/are made a part of this complaint

Please enter any facts or contentions that support your complaint:

Above is the screen layout when “Other – State Tax” is selected as the case type.

eFiling –Enter Case Details

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Enter Case Details

Enter Case Details

* Select Action: Local property State Tax

* Select Case Type: ▾

* Enter the Caption:

* Plaintiff(s):

* Defendant(s):

Note: The system will automatically create the following documents based off of the data entered: Complaint 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.

However, if the filer wishes to attach their own documents, they can click the “opt out” checkbox and the system will no longer display the additional questions nor will it create the templates.

eFiling – Enter Plaintiff

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Enter Plaintiff(s)

Click  to enter a Plaintiff

Case Details: ▶ Rob Jones V Director, Division Of Taxation Case Type: Fair Homestead Rebate

Plaintiff(s) ▶

	Party Type	Name	Address	Phone	Attorney
 Modify	INDIVIDUAL	Jones, Rob	NJ		HENRY EMIL RAVI
					

The Enter Plaintiff screen will display the same fields as it currently does for Local Property case types.

eFiling – Enter Defendant

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Enter Defendant(s)

Case Details: ▶ Rob Jones V Director, Division Of Taxation Case Type: Fair Homestead Rebate

Plaintiff(s) ▶ ROB JONES

Defendant(s) ▶

Party Type	Name	Address	Phone	Attorney
STATE/QUASI STATE AGENCY	Division Of Taxation,Director	50 Barracks Street Trenton NJ 08695		DAVID MIDDLENAME PUTTY

Since the defendant party in all State Tax case types is the “Director, Division of Taxation”, eCourts will pre-fill this data for the filer and no manual entry is required on this screen. Note: For “Other – State Tax” case types, the filer can include additional defendants if needed.

eFiling – Enter Count

The screenshot shows the 'Add Count' form in the New Jersey Judiciary eCourts System. The form is titled 'Add Count' and contains the following fields and options:

- * Select State Tax Case Type: [Dropdown menu]
- * Select Tax Year: [Dropdown menu]
- * N.J.S.A Citation: [Text input field]
- * Amount of Tax in dispute: [Text input field with value 0.00]
- * Have the interest, tax and penalty been paid? Yes No
- * Is any action in a related matter pending before the Tax Court for prior years? Yes No
- * Select one:
 - A copy of the final determination will be attached.
 - If there is no final determination, a copy of the notice of assessment or denial of claim will be attached

Buttons for 'Save' and 'Cancel' are located at the bottom right of the form. The background interface shows the 'Enter Count(s)' section with a plus sign button highlighted by a red arrow.

For “Other – State Tax” case types specifically, the system will require the filer to enter the counts of the complaint. The filer can enter multiple counts as needed, which will impact the ensuing filing fee calculation as well.

eFiling – Preview Documents

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Preview Documents

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Case Details: ▶ Rob Jones V Director,Division Of Taxation Case Type: Fair Homestead Rebate [Edit](#)

Plaintiff(s) ▶ ROB JONES [Edit](#)

Defendant(s) ▶ DIVISION OF TAXATION,DIRECTOR [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

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

If templates have been enabled, once the party data and count data, if applicable, has been entered, the user can preview the documents accordingly. If templates are not enabled, the system will skip this screen.

eFiling – Preview Documents

eCOURTS HOME | eFILING | CASE JACKET | Us

Preview Documents

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Case Details: ▶ Rob Jones V Director, Division Of Taxation

Plaintiff(s) ▶

Defendant(s) ▶

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

Document	
COMPLAINT	Preview
PROOF OF SERVICE	Preview

TAX COURT OF NEW JERSEY
Docket Number:

Name: HENRY EML RAVI
NI Attorney ID Number: 058061975
Address: 37 JOHN ST UPDATE 5-16-16 PFF QA CAMS PO BOX 480, NEW BRUNSWICK, NJ 08903
Email Address: ANURADHA.MADDULURI@LAW.JUDICIARY.STATE.NJ.US
Telephone Number:

Rob Jones,
Plaintiff,

v. **COMPLAINT Tax Relief Programs**
Director, Division Of Taxation,
Defendant.

1. I meet the eligibility requirements for the Fair Homebased Rebate.
2. I am the Home Owner of a principal residence for 8 years located at: 123 Main St Anytown, in the County of Burlington, for the tax year(s) of 2019 2020 2021.
3. Reasons why I believe the application should have been granted are: (250 characters)
Reasons to be granted:
4. Will an interpreter be needed? No Language:
5. Does the plaintiff have any needs under the Americans with Disabilities Act? No
Requirements or accommodations required:

I understand that any document submitted by me through eCourts is considered a public document and can be viewed by the public.

I certify that confidential personal identifiers have been redacted from the documents now submitted to the court and will be redacted from all documents submitted in the future in accordance with [N.J.A.C. 17:28-7\(b\)](#).

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.

07/24/2020 /s/HENRY EML RAVI

ON 10/17 (Tax Relief Programs Complaint)

Note: For “Other-State Tax” complaints, the Proof of Service document will not be automatically generated at this time.

eFiling – Attach Documents

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

Upload Required Documents

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Case Details: ▶ Rob Jones V Director, Division Of Taxation Case Type: Fair Homestead Rebate

Plaintiff(s) ▶ ROB JONES

Defendant(s) ▶ DIVISION OF TAXATION, DIRECTOR

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.?

* I understand that any document of form submitted by me is considered a public document and can be viewed by the public

	Document Name	Document Description	Access Restrictions	File Name
	* Complaint	Complaint		ComplaintTemplate.pdf
	Final Determination of Director	Final Determination of Director		Choose File No file chosen
	Proof of Service	Proof of Service		ProofOfServiceTemplate.pdf
	Redacted Gross Income Tax Form NJ-1040	Redacted Gross Income Tax Form NJ-1040		Choose File No file chosen

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

For Fair Homestead Rebate and Senior Freeze cases, if templates are enabled, the system would automatically attach the Complaint and Proof of Service. This functionality will be open to attorney and SRL filers alike. Any additional documentation would need to be manually attached.

eFiling – Attach Documents

Upload Required Documents

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Case Details: ▶ Plaintiff V Director, Division Of Taxation Case Type: Other ▾ State Tax

Plaintiff(s) ▶ PLAINTIFF ONE

Defendant(s) ▶ DIVISION OF TAXATION, DIRECTOR

Count(s) ▶ Total no. of count(s): 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.?

* I understand that any document or form submitted by me is considered a public document and can be viewed by the public

	Document Name	Document Description	Access Restrictions	File Name
	* Complaint	Complaint		ComplaintTemplate.pdf
	Final Determination of Director	Final Determination of Director		<input type="button" value="Choose File"/> No file chosen
	Notice of Assessment/Denial of Claim	Notice of Assessment/Denial of Claim		<input type="button" value="Choose File"/> No file chosen
	Case Information Statement	Case Information Statement		CISTemplate.pdf

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

For “Other – State Tax” case types, if templates are enabled, the system would automatically attach the Complaint and CIS. Any additional documentation would need to be manually attached.

Note: The Proof of Service document will *not* be automatically created for this case type at this time, and if applicable, would need to be manually attached.

eFiling – Attach Documents

Upload Required Documents

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Case Details: ▶ Rob Jones V Director, Division Of Taxation Case Type: Fair Homestead Rebate

Plaintiff(s) ▶ ROB JONES

Defendant(s) ▶ DIVISION OF TAXATION, DIRECTOR

Upload Required Documents ▶

To upload documents please accept the following:

* I certify that I have redacted all confidential per

* I understand that any document of form submitte

pursuant to Rule 1:38-7.?

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.

[Ok](#) [Cancel](#)

	Document Name		File Name
	* Complaint	Complaint	 ComplaintTemplate.pdf
	Final Determination of Director	Final Determination of Director	 Choose File No file chosen
	Proof of Service	Proof of Service	 ProofOfServiceTemplate.pdf
	Redacted Gross Income Tax Form NJ-1040	Redacted Gross Income Tax Form NJ-1040	 Choose File No file chosen
			

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

If, at this point, 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

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Special Accommodation(s) Request(s)

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Case Details: ▶ Rob Jones V Director, Division Of Taxation **Case Type:** Fair Homestead Rebate

Plaintiff(s) ▶ ROB JONES

Defendant(s) ▶ DIVISION OF TAXATION, DIRECTOR

Upload Required Documents ▶

Special Accommodation ▶

Will you need an Interpreter? Yes No

Will you need ADA Accommodation? Yes No

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Filers will still be able to indicate any interpreter or accommodation requests that might be needed.

eFiling – Review and Submit

Review and Submit

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Case Details: ▶ Rob Jones V Director,Division Of Taxation
Case Type: Fair Homestead Rebate

Home Ownership Type: Home Owner
 Address of the residence that is the basis of the application: 123 Main St, Anytown, Burlington, NJ 08052
 Years lived at the address: 8
 * I have met all of the eligibility requirements for the tax relief program that is selected above
 Years in which you were eligible: 2019 2020 2021

Plaintiff(s) ▶ ROB JONES

Party Type	Name	Address	Phone	Attorney
INDIVIDUAL	Jones, Rob	NJ		HENRY EMIL RAVI

Defendant(s) ▶ DIVISION OF TAXATION,DIRECTOR

Party Type	Name	Address	Phone	Attorney
STATE/QUASI STATE AGENCY	Division Of Taxation,Director	Division Of Taxation Newark NJ 07102		Division Of Taxation,Director

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.

* I understand that any document of form submitted by me is considered a public document and can be viewed by the public

* Complaint	Complaint	ComplaintTemplate.pdf
Proof of Service	Proof of Service	ProofOfServiceTemplate.pdf

Special Accommodation ▶

Will you need an Interpreter? No

Will you need ADA Accommodation? No

Prior to submission, the filer will have a final chance to review the data they have entered to ensure no further edits are needed. No filing fees are applicable for “Fair Homestead Rebate” or “Senior Freeze (PTR)” state tax case types. Once reviewed, the filer can submit the complaint.

eFiling – Review and Submit

Case Details: ▶ Plaintiff V Director,Division Of Taxation				Case Type: Other ▾ State Tax	
Home Ownership Type: Address of the residence that is the basis of the application: , NJ Years lived at the address: * <input checked="" type="checkbox"/> I have met all of the eligibility requirements for the tax relief program that is selected above Years in which you were eligible:					
Plaintiff(s) ▶					PLAINTIFF ONE
Party Type		Name	Address	Phone	Attorney
INDIVIDUAL		One, Plaintiff	NJ		DAVID MIDDLENAME PUTTY
Defendant(s) ▶					DIVISION OF TAXATION,DIRECTOR
Party Type		Name	Address	Phone	Attorney
STATE/QUASI STATE AGENCY		Division Of Taxation,Director	Division Of Taxation Newark NJ 07102		DAVID MIDDLENAME PUTTY
Count(s) ▼					Total no. of count(s): 1
Case Type: Business Excise N.J.S.A Citation 312.A		Tax Amount in Dispute 254 Interest, tax and penalty paid: No		Tax Court actions pending from prior years ? No A copy of the final determination will be attached	
Upload Required Documents ▶					
Special Accommodation ▶					
Will you need an Interpreter? No					
Will you need ADA Accommodation? No					
Fees ▶					
<input type="checkbox"/> I certify that I am exempt from the fee charge associated with this filing. ?					
Complaint Filing Fee: \$50.00					
Select Payment Method:		Collateral Account ▼			
Select Account Number:		2065 ▼			
Attorney's Client Reference Number: <input type="text"/>					
				Back Save Submit	

As mentioned earlier, when filing a complaint with “Other – State Tax” selected as the case type, the system will automatically calculate a base filing fee of either \$50 or \$250 depending on whether the case is small claims or non-small claims. Note: Additional fees may be calculated by TCMO once the complaint is reviewed.

eFiling – eCourts Case Jacket

CASE JACKET					User: HENRY.RAVI
Case Number: 000859 - 2020					
Back		Create Summary Report			
Case Caption: Rob Jones V Director, Division Of Taxation			Court Type: Tax		Counter Claim: NO
Case Initiation Date: 07/24/2020					Case Status: OPEN
Judge: STATE CASE TO BE ASSIGNED					Small Claims: YES
Case Type: State - Fair Homestead Rebate					
Plaintiffs(1)	Defendants(1)	Case Types(1)	Proceedings(0)	Related Cases(0)	
▼ Rob Jones					
Party Type: INDIVIDUAL		Corporation Type:		Attorney Name: HENRY EMIL RAVI	
Address Line 1:		Address Line 2:		Attorney Bar Id: 018061975	
City:		State: NJ		Email Address: ANURADHA.MADDULURI@LAB.JUDICIARY.STATE.NJ.US	
Zip:		Phone:			
Case Actions					
Filing Date	Filings	Docket Text	Transaction ID	Entry Date	
07/24/2020	 	A Complaint for State Tax 000859-2020 submitted by HENRY EMIL RAVI, HOAGLAND LONGO MORAN DUNST & DOUKAS on behalf of ROB JONES against DIVISION OF TAXATION, DIRECTOR	TAX20202193	07/24/2020	

Upon submission, the complaint will be auto-docketed into TCMS and the filing will be stored to the eCourts Case Jacket.

eFiling – Complaint Notification

Notice has been electronically mailed to:

Plaintiff Attorney

HENRY EMIL RAVI

ERIC.DAWSON@LAB.JUDICIARY.STATE.NJ.US
ANURADHA.MADDULURI@LAB.JUDICIARY.STATE.NJ.US
RAVI.JOSHI@LAB.JUDICIARY.STATE.NJ.US

Defendant Attorney

CAROLYN LURRY-MAPP

CAROLYN.LURRY-MAPP@DOLL.LPS.STATE.NJ.US
TAXATION.DIRECTOR@TREAS.NJ.GOV

Attorney General

LINDA MUNTER
ELLEN SEITZ

LINDA.MUNTER@LAW.NJOAG.ORG
ELLEN.SEITZ@LAW.NJOAG.ORG

Notice was not electronically mailed to:

Login to eCourts to view the case jacket. You will need a valid user ID(Bar ID) to view the submitted documents.

For questions, please contact the Tax Court Management Office.

This communication is for notification purposes only.

This email was sent from a notification-only address that cannot accept incoming mail. Please do not reply to this message.

By default, when the complaint is stored to the Case Jacket, the system will automatically notify pre-designated users from the Division of Taxation for all state tax cases. For Senior Freeze, Fair Homestead Rebate, Fair Tenant Rebate and NJ Saver Rebate case types specifically, the system will also notify pre-designated users from the Attorney General's Office as well.

The End