



New Jersey Courts

Independence • Integrity • Fairness • Quality Service

eCourts Criminal eFiling Document Security

Overview

- The eCourts Document Security enhancement allows users to limit access to selected uploaded documents in a filing, or the entire filing, by setting an access restriction based on Court Rule 1:38.
- There are four levels of Document Security:
 1. Public – Viewable to all
 2. Confidential – Viewable to all case attorneys and the Court
 3. Restricted – Viewable to case Prosecutor, Defense Attorney (Defendant-specific) and Court
 4. Protected – Viewable to only the filer and the Court
- The Case Jacket will display the access restriction level and selected section Court Rule 1:38
- Please note the Court may require the re-filing of a document, or an entire filing, if an inappropriate access level is selected.

eFiling – Filing Steps

- Search for a Case using Promis/Gavel Case No., Indictment/Accusation No. or Complaint No.
- Confirm case. You will receive notification if any party on the case requires paper notification.
- Select filing type and description, plus motion type, if filing is motion related.
- Select your filing role.
- Select defendant.
- Select additional cases you want to submit this filing for.
- Remaining steps are displayed in the following slides as the enhancement is described.

Uploading a Document to a Filing – Reference Link

By selecting the link, highlighted below, a copy of Court Rule 1:38 will appear for reference.

eCOURTS HOME eFILING CASE JACKET OPEN CASES User: 005481977, T. MADING Firm: THOMAS B MADING

Upload Documents & Enter Filing Details

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Case Details: County: ATLANTIC | Indictment/Accusation No.: 12-34-56789-I | P/G Case #: 20000010-001
Case Caption: STATE OF NEW JERSEY VS ERRAN S, ET AL Case Initiation Date: 06/13/2017 Prosecutor: MOODY, LESLIE

Document to be Filed
Selected Filing Type: MOTION RELATED Selected Filing Description: FILE A NEW MOTION Selected Motion Type: BAIL REDUCTION

Filing Role in Case
Selected Filing Role in the Case: DEFENSE ATTY/DFNT

Upload Required Documents
All documents are considered to be available to the public unless otherwise provided by Rule 1:38 et. seq. [Click here](#) for additional information.
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 [R. 1:38-7](#), unless otherwise required by statute, rule, administrative directive, or court order.

Please Note: Each required document must be submitted as individual attachments. Use the [+](#) button to add any extra documents and their respective information.

Document Type	Access Restriction (?):	File Name	Document Description
* NOTICE OF MOTION	PUBLIC	Choose File No file chosen	
BRIEF	PUBLIC	Choose File No file chosen	BRIEF Upload
+			

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Uploading a Document to a Filing - Certification

Certify that all personal identifiers have been redacted prior to uploading the document(s).

eCOURTS HOME | eFILING | CASE JACKET | OPEN CASES | User: 005481977, T. MADING Firm: THOMAS B MADING

Upload Documents & Enter Filing Details

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Case Details: County: ATLANTIC | Indictment/Accusation No.: 12-34-56789-I | P/G Case #: 2000010-001

Case Caption: STATE OF NEW JERSEY VS ERRAN S, ET AL Case Initiation Date: 06/13/2017 Prosecutor: MOODY, LESLIE

Document to be Filed

Selected Filing Type: MOTION RELATED Selected Filing Description: FILE A NEW MOTION Selected Motion Type: BAIL REDUCTION

Filing Role in Case

Selected Filing Role in the Case: DEFENSE ATTY/DFNT

Upload Required Documents

All documents are considered to be available to the public unless otherwise provided by Rule 1:38 et. seq. [Click here](#) for additional information.

To upload documents please accept the following:

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Please Note: Each required document must be submitted as individual attachments. Use the **+** button to add any extra documents and their respective information.

Document Type	Access Restriction (?)	File Name	Document Description
* NOTICE OF MOTION	PUBLIC	Choose File No file chosen	
BRIEF	PUBLIC	Choose File No file chosen	BRIEF Upload
+			

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Uploading a Document to a Filing – Selecting Access Level

Hovering over the (?) in the column header will provide a pop-up explaining the available access restriction levels.

eCOURTS HOME | eFILING | CASE JACKET | OPEN CASES | User: 005481977, T. MADING Firm: THOMAS B MADING

Upload Documents & Enter Filing Details

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Case Details: County: ATLANTIC | Indictment/Accusation No.: 12-34-56789-I | P/G Case #: 20000010-001

Case Caption: STATE OF NEW JERSEY VS ERRAN S, ET AL Case Initiation Date: 06/13/2017 Prosecutor: MOODY, LESLIE

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Selected Filing Role in the Case: DEFENSE ATTY/DFNT

Upload Required Documents

All documents are considered to be available to the public unless otherwise provided by Rule 1:38 et. seq. [Click here](#) for additional information.

To upload documents please accept the following:

I certify that I have redacted all confidential information from this filing in accordance with the provisions of Rule 1:38-7, unless otherwise required by statute, rule, administrative directive or court order.

Please Note: Each required document must be submitted in accordance with the provisions of Rule 1:38-7, unless otherwise provided by statute, rule, administrative directive or court order. You may add any extra documents and their respective information.

Document Type	Access	Document Description
* NOTICE OF MOTION	PUBLIC	Choose File No file chosen
BRIEF	PUBLIC	Choose File No file chosen

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Public: ALL
Confidential: All Case Attorneys and Court
Restricted: Defense Attorney*, Prosecutor and Court
Protected: Filer and Court Only
*Defendant-specific

Uploading a Document to a Filing – Selecting Access Level

Once the Access restriction level is selected, a pop-up box is displayed.

Select the applicable section(s) of Rule 1:38, by using the checkboxes, to indicate the specific reason(s) the document is not Public.

Each section can be expanded and collapsed using the arrow icons in the blue section header.

Cancel and Apply buttons can be found at the top and bottom of the screen.

The screenshot shows the eCOURTS HOME eFILING interface. At the top, there are navigation tabs: eCOURTS HOME, eFILING, CASE JACKET, and OPEN CASES. The user information is displayed as 'User: 005481977, T. MADING Firm: THOMAS B MADING'. A pop-up box titled '* Select Access Restriction reason(s) pursuant to Rule 1:38' is open. The box contains the following text: '1:38-3 Court Records Excluded from Public Access. Rule 1:38 et. seq. [Click here](#)'. Below this, there are two main sections: '(a) General.' and '(c) Records of Criminal and Municipal Court Proceedings.'. Under '(a) General.', there are two checkboxes: (1) Records required to be kept confidential by statute, rule, or prior case law (unchecked) and (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 (unchecked). Under '(c) Records of Criminal and Municipal Court Proceedings.', there are ten checkboxes: (1) Discovery materials (unchecked), (2) Writs to produce prisoners (unchecked), (3) Sealed Indictments (checked), (4) Records relating to grand jury proceedings (unchecked), (5) Records for participants in Drug Court Programs and Pre-trial Intervention (unchecked), (6) Victim statements (unchecked), (7) Expunged records (unchecked), (8) Reports of the Diagnostic Center (ADTC/Avenel) (unchecked), (9) Records relating to child victims of sexual assault or abuse (unchecked), and (10) Search warrants and the affidavit or testimony the warrant is based on (unchecked). At the top right of the pop-up box, there are 'Cancel' and 'Apply' buttons. At the bottom left, there is a 'Please Note:' section.

Uploading a Document to a Filing – Attach the Document

Select the Choose File button to attach a document.

The screenshot shows the New Jersey Courts eFiling interface. A file selection dialog box is open, displaying a list of files in the 'Testing Docs' folder. The file 'QA - Notice of Motion' is selected. Below the dialog, a table lists document types for upload. The 'NOTICE OF MOTION' row has a 'Choose File' button highlighted with a red circle. The 'BRIEF' row also has a 'Choose File' button. The 'Upload' button is visible for the 'BRIEF' row.

Document Type	Access Restriction (?)	File Name	Document Description
* NOTICE OF MOTION	CONFIDENTIAL	Choose File No file chosen	
BRIEF	PUBLIC	Choose File No file chosen	BRIEF <input type="text"/> <input type="button" value="Upload"/>

Uploading a Document to a Filing – Reviewing Selections

After attaching a document, the access restriction level will be a hyperlink that, when selected, displays the section(s) of Court Rule 1:38 that was selected.

The screenshot shows the eCourts Home interface. At the top, there are navigation tabs: eCOURTS HOME, eFILING, CASE JACKET, and OPEN CASES. The user information is "User: 005481977, T. MADING Firm: THOMAS B MADING". The main heading is "Upload Documents & Enter Filing Details". Below this is a "Back" button and case details: "Case Details: County: ATLANTIC | Indictment/Accusation No.: 12-34-56789-I | P/G Case #: 20000010-001". The case caption is "STATE OF NEW JERSEY VS ERRAN S, ET AL" with a case initiation date of "06/13/2017" and prosecutor "MOODY, LESLIE".

The "Document to be Filed" section shows "Selected Filing Type: MOTION RELATED", "Selected Filing Description: FILE A NEW MOTION", and "Selected Motion Type: BAIL REDUCTION".

The "Filing Role in Case" section has a "Selected" dropdown. Below it is an "Upload Reason" section with a "To upload" checkbox and a "I certify that the information is true and correct" checkbox.

An "Access Restriction Reason(s)" dialog box is open, showing a table with the following data:

Rule	Description
1:38-3 (c) (3)	Sealed Indictments

An orange arrow points from the "1:38-3 (c) (3)" rule in the dialog to the "CONFIDENTIAL" access restriction level in the main table below. The main table has columns: Document Type, Access Restriction (?), File Name, and Document Description.

Document Type	Access Restriction (?):	File Name	Document Description
NOTICE OF MOTION	CONFIDENTIAL	QANoticeofMotion.pdf	BAIL REDUCTION
BRIEF	PUBLIC	Choose File No file chosen	BRIEF <input type="text"/> <input type="button" value="Upload"/>

Case Jacket

Attorneys who are not Attorneys of record are only allowed to view Public documents/filings.

The following warning message displays to an external attorney filer that tries to access a case jacket for which they are not the attorney of record.

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

New Jersey Courts
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CASE JACKET User: 005481977, T.MADING

Attention: The system does not recognize you as the attorney of record nor the prosecutor assigned to this case. Only the attorney of record and assigned prosecutor receive notifications regarding this case. For more information, please contact the Help Desk at 1-800-343-7002 or [click here](#).

Case Number: HUD-16-000009

[Back](#) [Create Summary Report](#)

Case Caption: STATE OF NJ VS PAM DEFENDANT **Case Initiation Date:** 02/27/2007 **Crime Type:** ASSAULT
Assigned To: Judge C S SAMUEL **Case Status:** ACTIVE

Case Detail

Prosecutor: DEB PROSECUTOR **Phone:** (999) 999-9999
Address: ESSEX COUNTY PROSECUTOR OFFICE 50 W MARKET STREET, NEWARK, NJ 071020000 **Email:** SOYRA.CANTOS@LAB.JUDICIARY.STATE.NJ.US

Case Jacket

When an access restriction level other than Public is selected for all documents, the entire filing will be marked as Confidential.

10/03/2024	S, ERRAN	 	CONFIDENTIAL Motion - BAIL REDUCTION has been filed by Thomas B Mading, Thomas B Mading on behalf of Erran S	CRM202415978	10/03/2024
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Otherwise, only the specific document within the filing will be marked with the selected access restriction.

10/03/2024	S, ERRAN	 	Motion - BAIL REDUCTION has been filed by Thomas B Mading, Thomas B Mading on behalf of Erran S	CRM202415978	10/03/2024
10/05/2023	S, ERRAN		<div style="border: 1px solid #ccc; padding: 5px;"> <p>Documents</p> <p><input type="checkbox"/> Select All</p> <p><input type="checkbox"/> Notice of Motion</p> <p>BAIL REDUCTION</p> <p><input type="checkbox"/> Access Restriction</p> <p><input type="checkbox"/> CONFIDENTIAL Rule 1:38-3(c)(3)</p> <p><input type="checkbox"/> Proposed Form of Order</p> <p><input type="checkbox"/> Brief</p> <p><input type="checkbox"/> Access Restriction</p> <p><input type="checkbox"/> CONFIDENTIAL Rule 1:38-3(c)(11)</p> </div>	928	10/02/2024
09/24/2024	S, ERRAN			597	09/24/2024
09/17/2024	S, ERRAN			417	09/17/2024
09/17/2024	S, ERRAN			416	09/17/2024

Technical Assistance

If you require technical assistance with the Criminal Case Management portal, please contact the Help Desk:

Judiciary Help Desk: 609-421-6100
After Hours: 1-800-343-7002