

Topic: eCourts – Landlord-Tenant Amended Complaint & Reservice

Summary: This guide will explain how attorneys can efile a Landlord-Tenant Amended Complaint or Reservice that includes a system-generated LT summons.

Audience: eCourts registered attorneys.

Support:
 For support, please call 609-421-6100.

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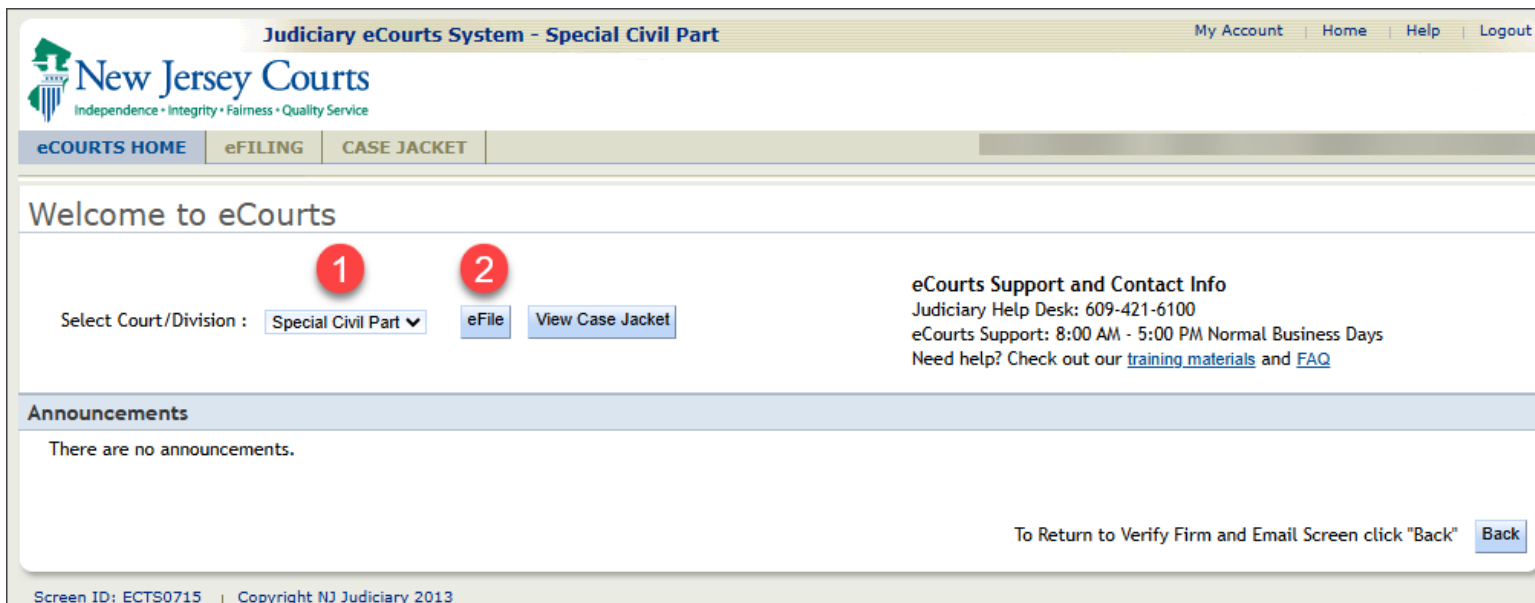
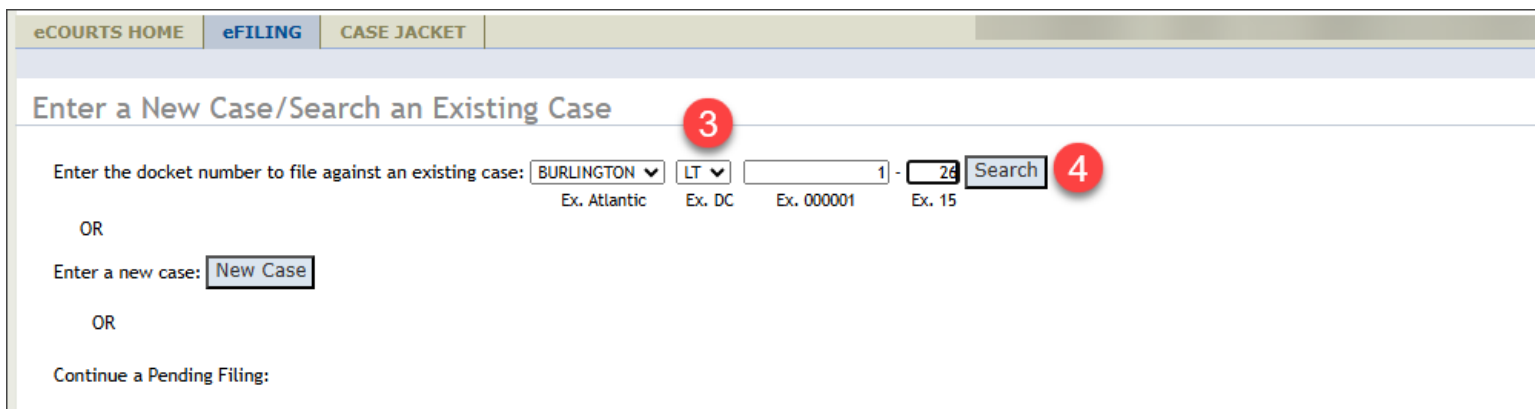
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eFile Amended Complaint

1. To begin the filing process, select **Special Civil Part** from the dropdown.
2. Click the **eFile** button.
3. On the following screen, enter the LT case number.
4. Click **Search**.

Select Document Type

1. Select **Miscellaneous Documents** as the *Filing Type*.
2. Select **Amended Complaint** as the *Filing Description*.
3. Click **Continue**.

eCOURTS HOME
eFILING
CASE JACKET

Select Document Type

Back

Case Details

Case Number: BUR-LT-000001-26

[View Case Jacket](#)

Case Caption: MOYER VS HENRY JAMES
Court Type: Special Civil Part Section: Landlord Tenant Venue: BURLINGTON Case Initiation Date: 01/09/2026
Case Type: RESIDENTIAL NON-PAYMENT Case Status: ACTIVE Demand Amount: \$0.00
Case Track: Judge: Jury Demand: NONE
Case Disposition: OPEN Disposition Date: Statewide Lien:

Select Filing Type:

*Select Filing Type: MISCELLANEOUS DOCUMENTS
*Select Filing Description: AMENDED COMPLAINT

Back Continue

Select Movants & Adversaries

1. Under the **Movants** column, select **all active plaintiffs**.
2. Under the **Adversary** column, select **all active defendants**.

NOTE: To add new parties, click **+**.

3. Click **Continue**.

eCOURTS HOME
eFILING
CASE JACKET

Select Movant(s)/Adversary(s)

Back

Click **+** to add a party

Case Details

Case Number: BUR-LT-000001-26

[View Case Jacket](#)

Case Caption: MOYER VS HENRY JAMES
Court Type: Special Civil Part Section: Landlord Tenant Venue: BURLINGTON Case Initiation Date: 01/09/2026
Case Type: RESIDENTIAL NON-PAYMENT Case Status: ACTIVE Demand Amount: \$0.00
Case Track: Judge: Jury Demand: NONE
Case Disposition: OPEN Disposition Date: Statewide Lien:

Select Movant(s)/Adversary(s)

Movant	Adversary	Party Type	3rd	Name	Modify/Delete
☒	☐	PLAINTIFF		MOYER, SAMANTHA	
☐	☒	DEFENDANT		HENRY, JAMES	
☐	☒	DEFENDANT		HENRY, DANA	
+					

Back
Continue

Update Adversary Addresses

1. All active defendants will display on the *Update Adversary Address* screen. Any new defendants that were added on the previous screen will also display. Review the addresses and edit them if needed.

NOTE:

- If a personal address was entered with the initial complaint, it will automatically display on this screen along with the primary rental address.
- The updated rental addresses entered on this screen will display on the LT Summons.

2. Click **Continue**.

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

Update Adversary(s) Address for Amended Complaint

[Back](#)

Case Details
Case Number: BUR-LT-000001-26
 [View Case Jacket](#)

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 Court Type: Special Civil Part Section: Landlord Tenant Venue: BURLINGTON Case Initiation Date: 01/09/2026
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 Case Track: Judge: Jury Demand: NONE
 Case Disposition: OPEN Disposition Date: Statewide Lien:

Movant(s)

Name	Type
MOYER, SAMANTHA	Individual

Adversary(s)

Name	Type	Address
HENRY, JAMES	Individual	10 KINGS HWY, MAPLE SHADE, NJ 08052
HENRY, DANA	Individual	10 KINGS HWY, MAPLE SHADE, NJ 08052

Update Adversary(s) Address

HENRY, JAMES
 RENTAL ADDRESS
 * Address Line 1: 10 KINGS HWY
 Address Line 2:
 * City: MAPLE SHADE
 * State: NEW JERSEY
 * Zip: 08052 Zip Ext:

HENRY, DANA
 RENTAL ADDRESS
 * Address Line 1: 10 KINGS HWY
 Address Line 2:
 * City: MAPLE SHADE
 * State: NEW JERSEY
 * Zip: 08052 Zip Ext:

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

Upload Documents

1. Select the checkbox certifying that you've redacted all personal identifiers.

2. Click **Choose File** to attach the amended complaint.

If needed, click **+** to upload additional documents.

3. Click **View/Print Summons** to view a draft version of the summons.

4. Once all the information has been confirmed, click **Submit**.

eCOURTS HOME	eFILING	CASE JACKET		
Upload Documents				
Back				
Case Details		View Case Jacket		
Case Number: BUR-LT-000001-26				
Case Caption: MOYER VS HENRY JAMES				
Court Type: Special Civil Part	Section: Landlord Tenant	Venue: BURLINGTON		
Case Type: RESIDENTIAL NON-PAYMENT	Case Status: ACTIVE	Case Initiation Date: 01/09/2026		
Case Track:	Judge:	Demand Amount: \$0.00		
Case Disposition: OPEN	Disposition Date:	Jury Demand: NONE		
		Statewide Lien:		
Movant(s)				
Name		Type		
MOYER, SAMANTHA		Individual		
Adversary(s)				
Name	Type	Address		
HENRY, JAMES	Individual	10 KINGS HWY, MAPLE SHADE, NJ 08052		
HENRY, DANA	Individual	10 KINGS HWY, MAPLE SHADE, NJ 08052		
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, unless otherwise required by statute, rule, administrative directive or court order.				
	Document Name	Document Description	Access Restrictions	File Name
	* AMENDED COMPLAINT	AMENDED COMPLAINT	PUBLIC	Choose File No file chosen
+				
Fee				
☐ I certify that I am exempt from the fee charge associated with this filing.				
Service Fee:	\$ 8.00	*Select Payment Method:		Collateral Account
CO Service Fee:	\$ 7.00	*Enter Account Number:		146835
Total:	\$ 15.00	Attorney Client Reference Number:		
		3 View/Print Summons		4 Back Submit

View Draft Summons

After clicking

[View/Print Summons](#)

, users can review and verify the data captured in the draft summons.

Placeholders for the trial date, time, and location will appear in the first paragraph. They will be populated after court staff process the amended complaint.

Tenancy Summons and Return of Service (R. 6:2-1)		Court Officer's Return of Service (For Court Use Only)
NOTICE: This is a public document, which means the document as submitted will be available to the public upon request. Therefore, do not enter personal identifiers on it, such as Social Security number, driver's license number, vehicle plate number, insurance policy number, active financial account number, active credit card number or military status. Plaintiff or Filing Attorney Information: Name: CHARLES SAMUEL BATZEL NJ Attorney ID Number: 029262010 Address: 25 MARKET AVENUE 8TH FLOOR NORTH TRENTON, NJ 08625-0000 Telephone: 609-633-7451 Superior Court of New Jersey Law Division, Special Civil Part BURLINGTON County BURLINGTON County Courthouse 49 RANOCAS ROAD MOUNT HOLLY, NJ 08060-0000 Docket Number: BUR-LT-000001-26 Plaintiff(s) SAMANTHA MOYER versus Defendant (s) JAMES HENRY, DANA HENRY Defendant Information: Name: JAMES HENRY, DANA HENRY Address: 10 KINGS HWY MAPLE SHADE, NJ 08052-0000 Phone: Civil Action SUMMONS LANDLORD/TENANT RESIDENTIAL NON-PAYMENT NOTICE TO TENANT: The purpose of the attached complaint is to permanently remove you and your belongings from the premises. If you want the court to hear your side of the case, you must appear in court on this date and time: «trialDate» at «trialTime», or the court may rule against you. REPORT TO: «trailCourtAddrSt1», «trailCourtAddrCity», «trailCourtAddrState» «trailCourtAddrZip». You may contact the Office of the Special Civil Part at 609-288-9500 ext.38094 regarding your case. Please go to njcourts.gov for general information on landlord/tenant actions. If you cannot afford to pay for a lawyer, contact Legal Services at 609-261-1088 to see if you qualify for free legal advice. If you can afford to pay a lawyer but do not know one, you may call the Lawyer Referral Services of your local county Bar Association at 609-261-4862. You might be eligible for housing assistance. To determine your eligibility, you must immediately contact the welfare agency in your county at 795 WOODLANE RD., MOUNT HOLLY, NJ, 08060-3335, telephone number 609-261-1000. If you need an interpreter or an accommodation for a disability, you must notify the court immediately. NOTIFICACIÓN AL (A LA) INQUILINO(A) El objetivo de la denuncia adjunta es desalojarle a usted y sacar sus pertenencias permanentemente del sitio alquilado. Se le notificará la fecha cuando se haya programado el procedimiento judicial. Sirvase comunicarse sobre su caso con la Oficina de la Parte Civil Especial llamando al 609-288-9500 ext.38094. Para obtener información general sobre las acciones de propietarios/inquilinos, vaya a njcourts.gov. Si no puede pagar los servicios de un abogado, póngase en contacto con la oficina de Servicios Legales llamando al 609-261-1088 para averiguar si reúne las condiciones para recibir asesoramiento legal gratis. Si puede pagarle a un abogado, pero no conoce a ninguno, llame al Servicio de Referencia de Abogados del Colegio de Abogados local de su condado llamando al 609-261-4862. Es posible que reúna los requisitos para recibir ayuda con la vivienda. Para que se haga esa determinación, tiene que ponerse en contacto inmediatamente con la agencia de bienestar social de su condado en 795 WOODLANE RD., MOUNT HOLLY, NJ, 08060-3335, número de teléfono 609-261-1000. Si necesita un intérprete o un arreglo especial por una discapacidad, tiene que notificárselo al tribunal de inmediato. acomodación para un impedimento físico, tiene que notificárselo inmediatamente al tribunal. Date: 01/29/2026 /s/ Michelle M. Smith CLERK OF THE SUPERIOR COURT		Docket Number: _____ Date: _____ Time: _____ WM _____ WF _____ BM _____ Other _____ Ht _____ Wt _____ Age _____ Mustache _____ Beard _____ Glasses _____ Name: _____ Relationship: _____ Efforts Made to Personally Serve: _____ Description of Premises if Posted: _____ I hereby certify the above to be true and accurate: _____ Special Civil Part Officer Docket Number: LT- _____
page 1 of 2 página 1 de 2		page 2 of 2 página 2 de 2

**Confirmation + Manual
Step Required by Court
Staff**

Once submitted, a confirmation screen will display.

An email will be sent to confirm that the filing was received, **but the filing will not appear in the case jacket immediately.** Court staff must *manually* process the amended complaint by selecting a trial date and time for the case so it displays on the summons.

Once that manual step is completed, the filing will display in the case jacket and electronic notifications will be sent automatically.

eCOURTS HOME	eFILING	CASE JACKET
Confirmation Print ✓ Your filing has been successfully submitted. A confirmation has been sent to the email address you provided.		
Case Details Case Number: BUR-LT-000001-26 View Case Jacket		
Case Caption: MOYER VS HENRY JAMES Court Type: Special Civil Part Section: Landlord Tenant Venue: BURLINGTON Case Initiation Date: 01/09/2026 Case Type: RESIDENTIAL NON-PAYMENT Case Status: ACTIVE Demand Amount: \$0.00 Case Track: Judge: Jury Demand: NONE Case Disposition: OPEN Disposition Date: Statewide Lien: No		
Transaction Information:		
Transaction ID: SCP2026386 Received by eCourts on: 01/29/2026 Total Payment Amount: \$15.00 Documents Received: AMENDED COMPLAINT Summons		
New Case		

Case Jacket

After court staff select a trial date and time for the case, the amended complaint will display in the case jacket.

Click  to view the documents.

Click  view who has or has not been electronically notified.

CASE JACKET

Docket Number: BUR LT 000001 - 26

Back

Create Summary Report

Case Caption: Moyer Vs Henry James
Court: Special Civil Part
Case Type: Res N-Pay
Case Track:
Case Disposition: Open

Venue: Burlington
Case Status: Active
Judge:
Statewide Lien:

Case Initiation Date: 01/09/2026
Demand Amount: \$0.00
Jury Demand: None

Age: 0 YR 00 MO 20 DY
Disposition Date:

Plaintiffs (1)

Defendants (2)

Case Proceedings (1)

ACMS Documents (1)

Fees (1)

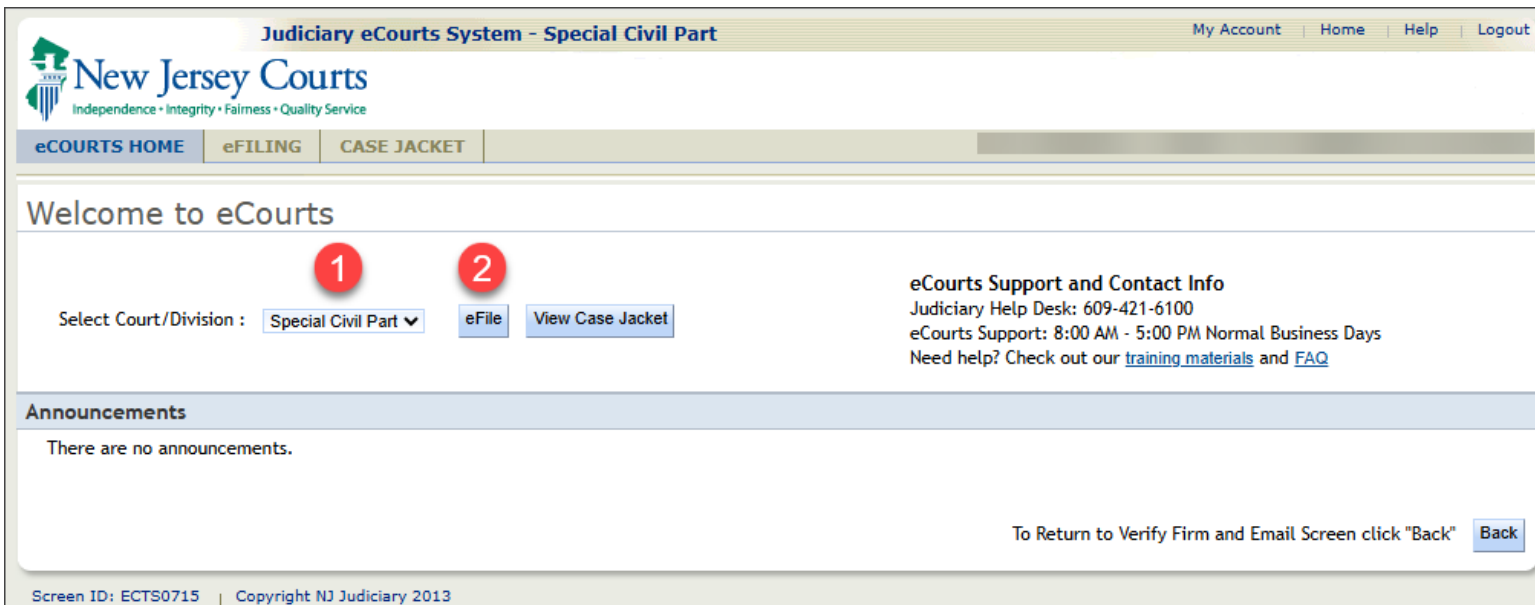
▶ Samantha Moyer (Party No. 1)

Case Actions

Filed Date ▲	Filings ▼	Docket Text ▼	Transaction ID ▼	Entry Date ▼
01/09/2026	 	Complaint submitted by BATZEL, CHARLES SAMUEL, ANDREWS & AA LAW FIRM5 on behalf of SAMANTHA MOYER against JAMES HENRY, DANA HENRY, assigned to court officer JENKINS, KENNON, D. Trial scheduled for 01/30/2026 at 09:00 AM	SCP2026125	01/09/2026
01/09/2026	 	Summons Served/Trial Notice submitted by Case Management	SCP2026126	01/09/2026
01/29/2026	 	AMENDED COMPLAINT submitted by BATZEL, CHARLES, SAMUEL	SCP2026386	01/29/2026

eFile Reservice

1. To begin the filing process, select **Special Civil Part** from the dropdown.
2. Click the **eFile** button.
3. On the following screen, enter the LT case number.
4. Click **Search**.



Judiciary eCourts System - Special Civil Part

My Account | Home | Help | Logout

New Jersey Courts
 Independence • Integrity • Fairness • Quality Service

eCOURTS HOME eFILING CASE JACKET

Welcome to eCourts

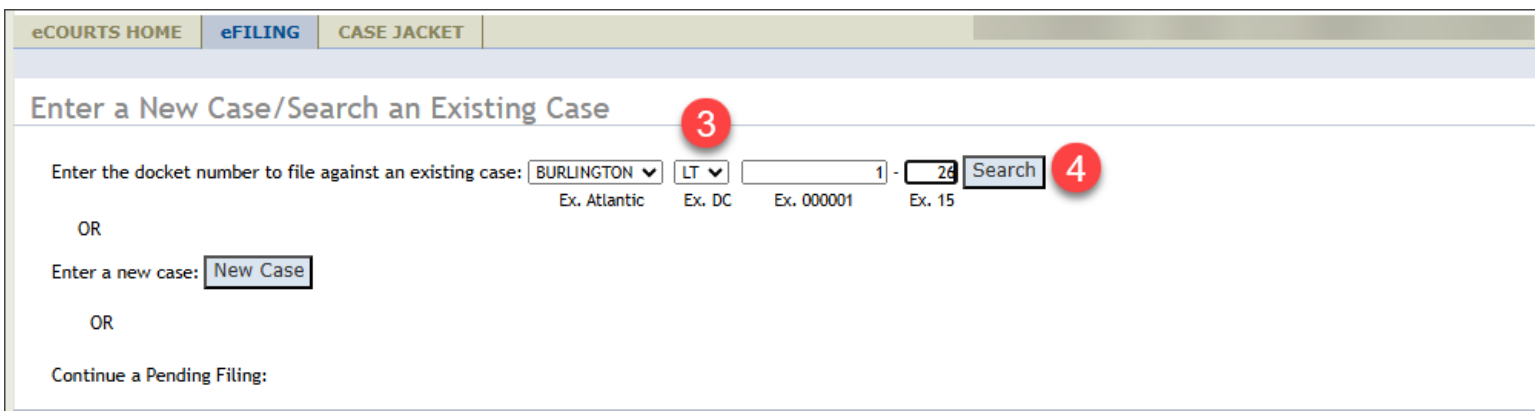
Select Court/Division : Special Civil Part eFile View Case Jacket

eCourts Support and Contact Info
 Judiciary Help Desk: 609-421-6100
 eCourts Support: 8:00 AM - 5:00 PM Normal Business Days
 Need help? Check out our [training materials](#) and [FAQ](#)

Announcements
 There are no announcements.

To Return to Verify Firm and Email Screen click "Back" Back

Screen ID: ECTS0715 | Copyright NJ Judiciary 2013



eCOURTS HOME eFILING CASE JACKET

Enter a New Case/Search an Existing Case

Enter the docket number to file against an existing case: BURLINGTON LT Search

Ex. Atlantic Ex. DC Ex. 000001 Ex. 15

OR

Enter a new case: New Case

OR

Continue a Pending Filing:

Select Document Type

1. Select **Miscellaneous Documents** as the *Filing Type*.
2. Select **Reservice** as the *Filing Description*.
3. Click **Continue**.

eCOURTS HOME
eFILING
CASE JACKET

Select Document Type

Back

Case Details

Case Number: BUR-LT-000001-26

[View Case Jacket](#)

Case Caption: MOYER VS HENRY JAMES
Court Type: Special Civil Part Section: Landlord Tenant Venue: BURLINGTON Case Initiation Date: 01/09/2026
Case Type: RESIDENTIAL NON-PAYMENT Case Status: ACTIVE Demand Amount: \$0.00
Case Track: Judge: Jury Demand: NONE
Case Disposition: OPEN Disposition Date: Statewide Lien:

Select Filing Type:

*Select Filing Type: MISCELLANEOUS DOCUMENTS
*Select Filing Description: RESERVICE

Back Continue

Select Movants & Adversaries

1. Under the **Movants** column, select the **plaintiff(s)**.
2. Under the **Adversary** column, select the **specific defendant(s)** to be re-served.
3. Click **Continue**.

eCOURTS HOME
eFILING
CASE JACKET

Select Movant(s)/Adversary(s)

Back

Case Details

Case Number: BUR-LT-000001-26

[View Case Jacket](#)

Case Caption: MOYER VS HENRY JAMES
Court Type: Special Civil Part Section: Landlord Tenant Venue: BURLINGTON Case Initiation Date: 01/09/2026
Case Type: RESIDENTIAL NON-PAYMENT Case Status: ACTIVE Demand Amount: \$0.00
Case Track: Judge: Jury Demand: NONE
Case Disposition: OPEN Disposition Date: Statewide Lien:

Select Movant(s)/Adversary(s)

Movant	Adversary	Party Type	3rd	Name	Modify/Delete
☒	☐	PLAINTIFF		MOYER, SAMANTHA	
☐	☒	DEFENDANT		HENRY, JAMES	
☐	☒	DEFENDANT		HENRY, DANA	

Back
Continue

Update Adversary Addresses

1. The *Update Adversary Address* screen will display the specific defendants that were selected from the *Movant/Adversary* screen.
2. Select the reservice locations for each defendant – **Rental Address, Personal Address, or Both.**

eCOURTS HOME
eFILING
CASE JACKET

Update Adversary(s) Address for Reservice

Back

Case Details

Case Number: BUR-LT-000001-26

[View Case Jacket](#)

Case Caption: MOYER VS HENRY JAMES
Court Type: Special Civil Part Section: Landlord Tenant Venue: BURLINGTON Case Initiation Date: 01/09/2026
Case Type: RESIDENTIAL NON-PAYMENT Case Status: ACTIVE Demand Amount: \$0.00
Case Track: Judge: Jury Demand: NONE
Case Disposition: OPEN Disposition Date: Statewide Lien:

Movant(s)

Name	Type
MOYER, SAMANTHA	Individual

Adversary(s) 1

Name	Type	Address
HENRY, JAMES	Individual	10 KINGS HWY, MAPLE SHADE, NJ 08052
HENRY, DANA	Individual	10 KINGS HWY, MAPLE SHADE, NJ 08052

Update Adversary(s) Address

HENRY, JAMES

* Please select the location(s) for reservice and edit the address details if needed.

2

☐ Rental Address
☐ Personal Address
☐ Both

HENRY, DANA

* Please select the location(s) for reservice and edit the address details if needed.

☐ Rental Address
☐ Personal Address
☐ Both

Back Continue

3. After selecting the address type(s) for reservice, the address details on file will display. Please review them and make changes if needed.

NOTE:

- If a personal address was not entered with the initial complaint, one can be added on this screen.
- The updated rental addresses entered on this screen will display on the LT Summons.

4. Click **Continue** .

Update Adversary(s) Address 3

HENRY, JAMES
 * Please select the location(s) for reservice and edit the address details if needed.

☒ Rental Address
 ☐ Personal Address
 ☐ Both

RENTAL ADDRESS

* Address Line 1:
 Address Line 2:
 * City:
 * State:
 * Zip: Zip Ext:

HENRY, DANA
 * Please select the location(s) for reservice and edit the address details if needed.

☒ Rental Address
 ☐ Personal Address
 ☐ Both

RENTAL ADDRESS

* Address Line 1:
 Address Line 2:
 * City:
 * State:
 * Zip: Zip Ext:

4

Upload Documents

1. Select the checkbox certifying that you've redacted all personal identifiers.

2. Click **Choose File** to attach the complaint for reservice.

If needed, click **+** to upload additional documents.

3. Click **View/Print Summons** to view a draft version of the summons.

4. Once all the information has been confirmed, click **Submit**.

eCOURTS HOME	eFILING	CASE JACKET		
Upload Documents				
Back				
Case Details Case Number: BUR-LT-000001-26 View Case Jacket				
Case Caption: MOYER VS HENRY JAMES Court Type: Special Civil Part Section: Landlord Tenant Venue: BURLINGTON Case Initiation Date: 01/09/2026 Case Type: RESIDENTIAL NON-PAYMENT Case Status: ACTIVE Demand Amount: \$0.00 Case Track: Judge: Jury Demand: NONE Case Disposition: OPEN Disposition Date: Statewide Lien:				
Movant(s)				
Name		Type		
MOYER, SAMANTHA		Individual		
Adversary(s)				
Name	Type	Address		
HENRY, JAMES	Individual	10 KINGS HWY, MAPLE SHADE, NJ 08052		
HENRY, DANA	Individual	10 KINGS HWY, MAPLE SHADE, NJ 08052		
Upload Required Documents 1				
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, unless otherwise required by statute, rule, administrative directive or court order.				
	Document Name	Document Description	Access Restrictions	File Name
	* RESERVICE	RESERVICE	PUBLIC	Choose File No file chosen 2
+				
Note: As part of this reservice filing, please include a copy of the complaint that will be served				
Fee				
☐ I certify that I am exempt from the fee charge associated with this filing.				
Service Fee: \$ 8.00		*Select Payment Method: Collateral Account		
CO Service Fee: \$ 7.00		*Enter Account Number: 146835		
Total: \$ 15.00		Attorney Client Reference Number:		
		3 View/Print Summons Back Submit 4		

View Draft Summons

After clicking

[View/Print Summons](#)

, users can review and verify the data captured in the draft summons.

Placeholders for the trial date, time, and location will appear in the first paragraph. They will be populated after court staff process the reservice.

Tenancy Summons and Return of Service (R. 6:2-1)		Court Officer's Return of Service (For Court Use Only)
NOTICE: This is a public document, which means the document as submitted will be available to the public upon request. Therefore, do not enter personal identifiers on it, such as Social Security number, driver's license number, vehicle plate number, insurance policy number, active financial account number, active credit card number or military status. Plaintiff or Filing Attorney Information: Name: CHARLES SAMUEL BATZEL NJ Attorney ID Number: 029262010 Address: 25 MARKET AVENUE 8TH FLOOR NORTH TRENTON, NJ 08625-0000 Telephone: 609-633-7451 Superior Court of New Jersey Law Division, Special Civil Part BURLINGTON County BURLINGTON County Courthouse 49 RANOCAS ROAD MOUNT HOLLY, NJ 08060-0000 Docket Number: BUR-LT-000001-26 Plaintiff(s) SAMANTHA MOYER versus Defendant (s) JAMES HENRY, DANA HENRY Defendant Information: Name: JAMES HENRY, DANA HENRY Address: 10 KINGS HWY MAPLE SHADE, NJ 08052-0000 Phone: Civil Action SUMMONS LANDLORD/TENANT RESIDENTIAL NON-PAYMENT NOTICE TO TENANT: The purpose of the attached complaint is to permanently remove you and your belongings from the premises. If you want the court to hear your side of the case, you must appear in court on this date and time: «trialDate» at «trialTime», or the court may rule against you. REPORT TO: «trailCourtAddrSt1», «trailCourtAddrCity», «trailCourtAddrState» «trailCourtAddrZip». You may contact the Office of the Special Civil Part at 609-288-9500 ext.38094 regarding your case. Please go to njcourts.gov for general information on landlord/tenant actions. If you cannot afford to pay for a lawyer, contact Legal Services at 609-261-1088 to see if you qualify for free legal advice. If you can afford to pay a lawyer but do not know one, you may call the Lawyer Referral Services of your local county Bar Association at 609-261-4862. You might be eligible for housing assistance. To determine your eligibility, you must immediately contact the welfare agency in your county at 795 WOODLANE RD., MOUNT HOLLY, NJ, 08060-3335, telephone number 609-261-1000. If you need an interpreter or an accommodation for a disability, you must notify the court immediately. NOTIFICACIÓN AL (A LA) INQUILINO(A) El objetivo de la denuncia adjunta es desalojarle a usted y sacar sus pertenencias permanentemente del sitio alquilado. Se le notificará la fecha cuando se haya programado el procedimiento judicial. Sírvase comunicarse sobre su caso con la Oficina de la Parte Civil Especial llamando al 609-288-9500 ext.38094. Para obtener información general sobre las acciones de propietarios/inquilinos, vaya a njcourts.gov. Si no puede pagar los servicios de un abogado, póngase en contacto con la oficina de Servicios Legales llamando al 609-261-1088 para averiguar si reúne las condiciones para recibir asesoramiento legal gratis. Si puede pagarle a un abogado, pero no conoce a ninguno, llame al Servicio de Referencia de Abogados del Colegio de Abogados local de su condado llamando al 609-261-4862. Es posible que reúna los requisitos para recibir ayuda con la vivienda. Para que se haga esa determinación, tiene que ponerse en contacto inmediatamente con la agencia de bienestar social de su condado en 795 WOODLANE RD., MOUNT HOLLY, NJ, 08060-3335, número de teléfono 609-261-1000. Si necesita un intérprete o un arreglo especial por una discapacidad, tiene que notificárselo al tribunal de inmediato. acomodación para un impedimento físico, tiene que notificárselo inmediatamente al tribunal. Date: 01/29/2026 /s/ Michelle M. Smith CLERK OF THE SUPERIOR COURT		Docket Number: _____ Date: _____ Time: _____ WM _____ WF _____ BM _____ Other _____ Ht _____ Wt _____ Age _____ Mustache _____ Beard _____ Glasses _____ Name: _____ Relationship: _____ Efforts Made to Personally Serve: _____ Description of Premises if Posted: _____ I hereby certify the above to be true and accurate: _____ Special Civil Part Officer Docket Number: LT- _____
page 1 of 2 página 1 de 2		page 2 of 2 página 2 de 2

**Confirmation + Manual
Step Required by Court
Staff**

Once submitted, a confirmation screen will display.

An email will be sent to confirm that the filing was received, **but the filing will not appear in the case jacket immediately.** Court staff must *manually* process the reservice by selecting a trial date and time for the case so it displays on the summons.

Once that manual step is completed, the filing will display in the case jacket and electronic notifications will be sent automatically.

eCOURTS HOME	eFILING	CASE JACKET															
Confirmation Print ✓ Your filing has been successfully submitted. A confirmation has been sent to the email address you provided.																	
Case Details Case Number: BUR-LT-000001-26 View Case Jacket																	
<table border="0"> <tr> <td colspan="3">Case Caption: MOYER VS HENRY JAMES</td> </tr> <tr> <td>Court Type: Special Civil Part</td> <td>Section: Landlord Tenant</td> <td>Venue: BURLINGTON</td> </tr> <tr> <td colspan="2">Case Type: RESIDENTIAL NON-PAYMENT</td> <td>Case Status: ACTIVE</td> </tr> <tr> <td>Case Track:</td> <td>Judge:</td> <td>Jury Demand: NONE</td> </tr> <tr> <td>Case Disposition: OPEN</td> <td>Disposition Date:</td> <td>Statewide Lien: No</td> </tr> </table>			Case Caption: MOYER VS HENRY JAMES			Court Type: Special Civil Part	Section: Landlord Tenant	Venue: BURLINGTON	Case Type: RESIDENTIAL NON-PAYMENT		Case Status: ACTIVE	Case Track:	Judge:	Jury Demand: NONE	Case Disposition: OPEN	Disposition Date:	Statewide Lien: No
Case Caption: MOYER VS HENRY JAMES																	
Court Type: Special Civil Part	Section: Landlord Tenant	Venue: BURLINGTON															
Case Type: RESIDENTIAL NON-PAYMENT		Case Status: ACTIVE															
Case Track:	Judge:	Jury Demand: NONE															
Case Disposition: OPEN	Disposition Date:	Statewide Lien: No															
Transaction Information:																	
<table border="0"> <tr> <td>Transaction ID: SCP2026387</td> <td>Received by eCourts on: 01/29/2026</td> <td>Total Payment Amount: \$15.00</td> </tr> <tr> <td colspan="3">Documents Received:</td> </tr> <tr> <td colspan="3">Reservice-Complaint Summons</td> </tr> </table>			Transaction ID: SCP2026387	Received by eCourts on: 01/29/2026	Total Payment Amount: \$15.00	Documents Received:			Reservice-Complaint Summons								
Transaction ID: SCP2026387	Received by eCourts on: 01/29/2026	Total Payment Amount: \$15.00															
Documents Received:																	
Reservice-Complaint Summons																	
New Case																	

Case Jacket

After court staff select a trial date and time for the case, the reservice will display in the case jacket.

Click  to view the documents.

Click  view who has or has not been electronically notified.

CASE JACKET				
Docket Number: BUR LT 000001 - 26				
Back		Create Summary Report		
Case Caption: Moyer Vs Henry James Court: Special Civil Part Case Type: Res N-Pay Case Track: Case Disposition: Open		Venue: Burlington Case Status: Active Judge: Statewide Lien:	Case Initiation Date: 01/09/2026 Demand Amount: \$0.00 Jury Demand: None	Age: 0 YR 00 MO 20 DY Disposition Date:
Plaintiffs (1)	Defendants (2)	Case Proceedings (1)	ACMS Documents (1)	Fees (1)
▶ Samantha Moyer (Party No. 1)				
Case Actions				
Filed Date ▲	Filings ▼	Docket Text ▼	Transaction ID ▼	Entry Date ▼
01/09/2026	 	Complaint submitted by BATZEL, CHARLES SAMUEL, ANDREWS & AA LAW FIRM5 on behalf of SAMANTHA MOYER against JAMES HENRY, DANA HENRY, assigned to court officer JENKINS, KENNON, D. Trial scheduled for 01/30/2026 at 09:00 AM	SCP2026125	01/09/2026
01/09/2026	 	Summons Served/Trial Notice submitted by Case Management	SCP2026126	01/09/2026
01/29/2026	 	AMENDED COMPLAINT submitted by BATZEL, CHARLES, SAMUEL	SCP2026386	01/29/2026
01/29/2026	 	RESERVICE submitted by BATZEL, CHARLES, SAMUEL	SCP2026387	01/29/2026
Showing 1 to 4 of 4 entries				