

**Topic:**

eCourts – Adjourment Request Template

**Summary:**

When filing an Adjourment Request in Tax Court, the filer will be presented the option to have the system auto generate an electronically signed Adjourment Request in a PDF format. Additionally, the filer can opt-out of the automated document generation and upload their own pdf document.

**This Guide is for:**

External filers in Tax Court, that are filing an Adjourment Request and wish to have the Adjourment Request auto generated.

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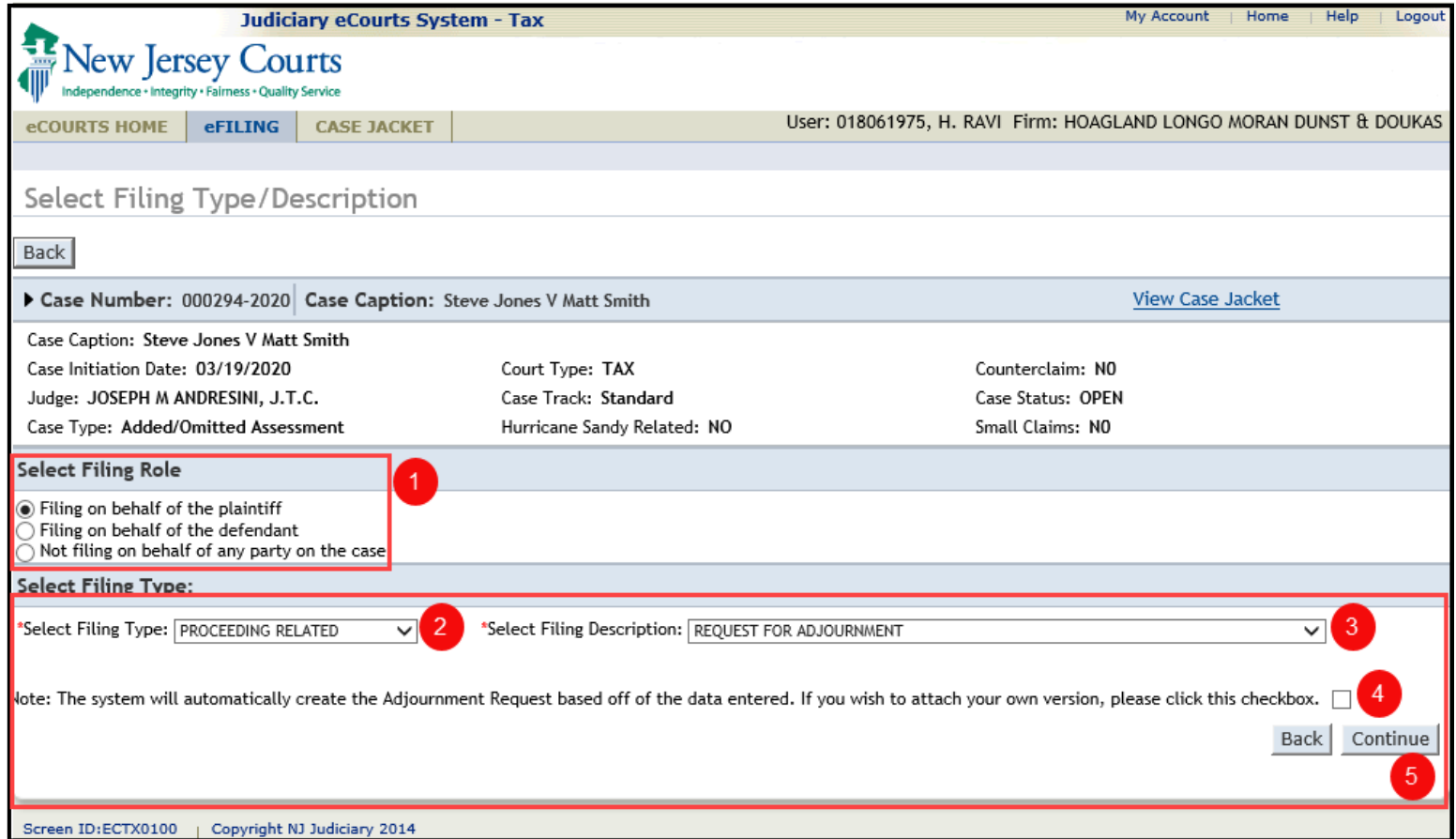
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### Select Filing- Adjudgment Request

1. Select the appropriate filing role.
2. Select “Proceeding Related” from the filing type dropdown.
3. Select “Adjudgment Request” from the Filing Description Dropdown. Once selected a Note informing the user that a Adjudgment Request document will be auto generated will appear.
4. If the user desires to not use or “OPT OUT” of having the Adjudgment Request document auto generated, click the checkbox.
5. To Continue, the user will click continue.



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

### Select Filing Type/Description

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▶ **Case Number:** 000294-2020 | **Case Caption:** Steve Jones V Matt Smith [View Case Jacket](#)

Case Caption: Steve Jones V Matt Smith  
 Case Initiation Date: 03/19/2020  
 Judge: JOSEPH M ANDRESINI, J.T.C.  
 Case Type: Added/Omitted Assessment

Court Type: TAX  
 Case Track: Standard  
 Hurricane Sandy Related: NO

Counterclaim: NO  
 Case Status: OPEN  
 Small Claims: NO

**Select Filing Role** 1

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: PROCEEDING RELATED 2 \*Select Filing Description: REQUEST FOR ADJOURNMENT 3


Note: The system will automatically create the Adjudgment Request based off of the data entered. If you wish to attach your own version, please click this checkbox.  4

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**Adjourment Details**

1. If the user utilizes the auto generating option, the Adjourment Details screen will display.
2. Certify that the Adversary has consented to the Adjourment Request.
3. Select the proceeding the the table that you wish to adjourn.
4. Select the desired amount of cycles from the Requested Adjourment dropdown.
5. Enter any additional comments if desired.
6. When done, click continue.



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### Adjourment Details

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▶ **Case Number:** 000294-2020 | **Case Caption:** Steve Jones V Matt Smith

[View Case Jacket](#)

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Judge: JOSEPH M ANDRESINI, J.T.C.

Case Type: Added/Omitted Assessment

Court Type: TAX

Case Track: Standard

Hurricane Sandy Related: NO

Counterclaim: NO

Case Status: OPEN

Small Claims: NO

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**Adjourment Details** 1

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\*  I certify that my adversary has consented to the adjournment request. 2

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	Proceeding Description	Calendar Date	Judge
3	<input checked="" type="radio"/> Calendar Call	03/25/2020	JOSEPH M ANDRESINI, J.T.C.
<input type="radio"/>	Trial	03/31/2020	JOSEPH M ANDRESINI, J.T.C.
<input type="radio"/>	Hearing	03/31/2020	JOSEPH M ANDRESINI, J.T.C.

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\* Requested Adjourment: One Cycle 4

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5

Additional Comments:

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I certify that my adversary has consented and request that the Calendar Call scheduled on 03/25/2020 before Judge JOSEPH M ANDRESINI, J.T.C. be adjourned for One Cycle.

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**Upload and Preview Documents**

1. Certify that you have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7


2. If the user had the auto generated document created, preview it by clicking the document hyper link. See the preview below.

**NOTE:** If the user did not have the documents auto generated, upload your own Adjournment Request document by clicking Browse

4. Click submit when done.

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**Upload Documents**

▶ **Case Number:** 000294-2020 | **Case Caption:** Steve Jones V Matt Smith [View Case Jacket](#)

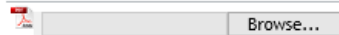
Case Caption: Steve Jones V Matt Smith  
 Case Initiation Date: 03/19/2020      Court Type: TAX      Counterclaim: NO  
 Judge: JOSEPH M ANDRESINI, J.T.C.      Case Track: Standard      Case Status: OPEN  
 Case Type: Added/Omitted Assessment      Hurricane Sandy Related: NO      Small Claims: NO

**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. 1

	Document Name	Document Description	Access Restrictions	File Name
	* REQUEST FOR ADJOURNMENT	<a href="#">REQUEST FOR ADJOURNMENT</a> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">2</span>		ADJTemplate.pdf

3  Browse... 4 Back Submit

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**Auto Generated  
Template**

User preview of the auto generated Adjournment Request.

HENRY EMIL RAVI  
018061975

, NJ -

Tax Court of New Jersey

STEVE JONES vs.  
MATT SMITH

Docket No.000294-2020

**Adjournment Request**

I certify that my adversary has consented and request that the Calendar Call scheduled on 03/25/2020 before JOSEPH M ANDRESINI, J.T.C. be adjourned.

Adjournment requested for One Cycle.

/S/ HENRY EMIL RAVI

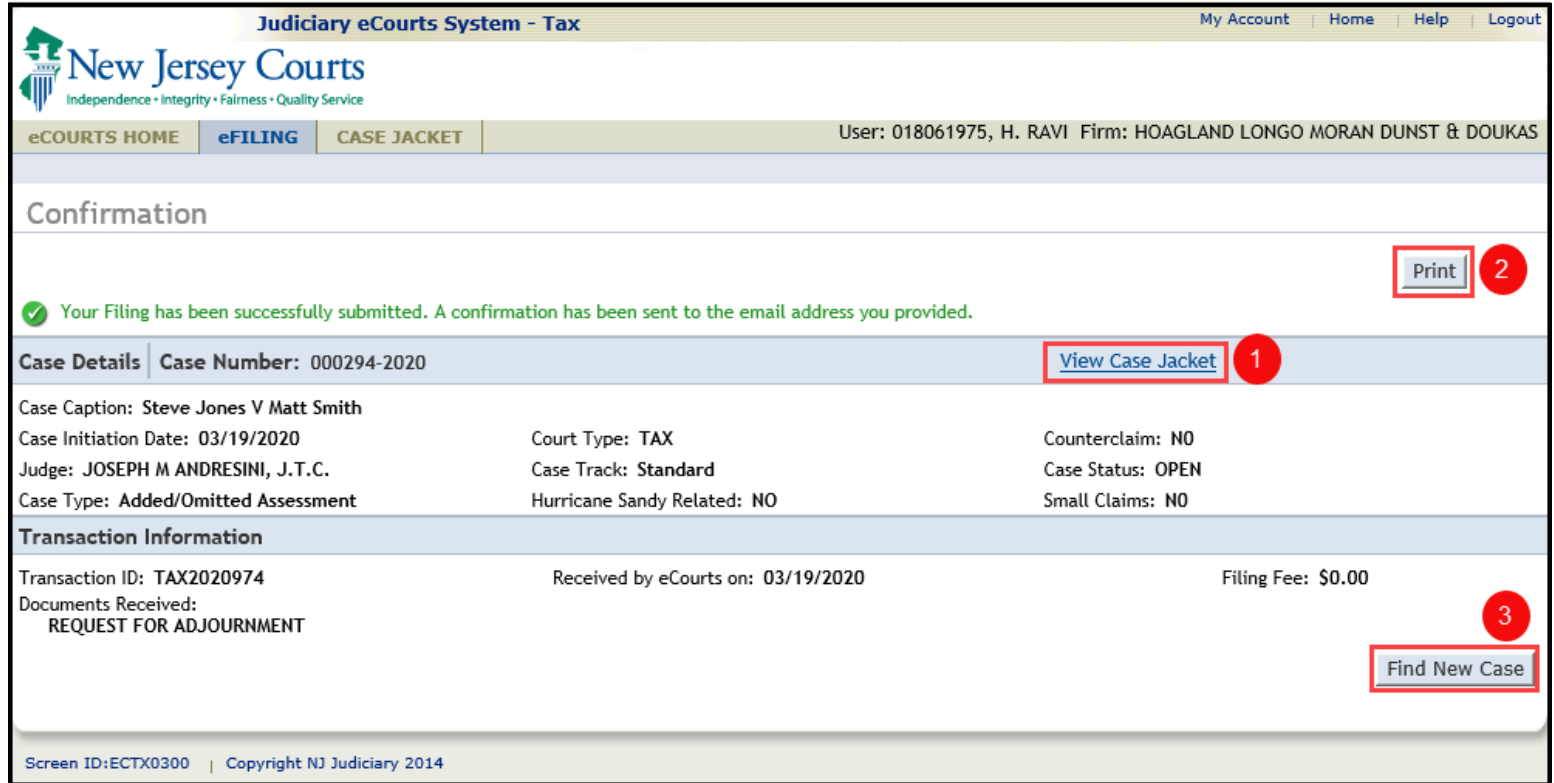
**Confirmation**

On Submit of the Adjournment Request filing, the confirmation screen will display.


1. If desired, view the case jacket by clicking the 'View Case Jacket' hyperlink.

2. Print the confirmation by clicking the 'Print' button.

3. To return to the 'Upload Document' screen, click the 'Find New Case' button.



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**Confirmation**

[Print](#) 2

✔ Your Filing has been successfully submitted. A confirmation has been sent to the email address you provided.

**Case Details** | Case Number: 000294-2020 [View Case Jacket](#) 1

Case Caption: Steve Jones V Matt Smith	Court Type: TAX	Counterclaim: NO
Case Initiation Date: 03/19/2020	Case Track: Standard	Case Status: OPEN
Judge: JOSEPH M ANDRESINI, J.T.C.	Hurricane Sandy Related: NO	Small Claims: NO
Case Type: Added/Omitted Assessment		

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**Transaction Information**

Transaction ID: TAX2020974	Received by eCourts on: 03/19/2020	Filing Fee: \$0.00
Documents Received: REQUEST FOR ADJOURNMENT		

[Find New Case](#) 3

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