

Topic:

eCourts – Self Represented Litigant (SRL) Request to Associate to Case

Summary: *This guide will provide an overview of the workflow for submitting a SRL association requests.*

This Guide is for: *External users who wish to associate to a case for the purpose of receiving electronic service.*

Table of Contents

Submitting a Request to Associate to a Case 2
 Approved Requests..... 6
 Denied Requests 8

Submitting a Request to Associate to a Case

External users must first register and create an ESSO ID with the Judiciary. Once that is done, they can log into the online portal.


From the portal home page, the user will click the “eCourts Home” tile.

The screenshot shows the NJCourts login interface. At the top, there is a navigation bar with links for 'Request Activation Email', 'Request User ID Information', and 'Reset Password'. Below the navigation bar is a header with the NJCourts logo and a banner image of various court buildings. The main content area is titled 'Login' and contains the following text: 'Enter your User ID and Password. If you have been provided with a temporary password, login below.' There are two input fields: 'User ID:' with the value 'newprose413' and 'Password:' with masked characters. A 'Login' button is positioned below the password field.

The screenshot shows the NJCourts home page. At the top left, there is a 'Home' button with a house icon. Below the navigation bar is a red alert banner that says 'You have 3 Alerts'. Underneath the alert is a 'Generic Message' section with the text: 'Internet Explorer Version Issue: There is a known issue with Internet Explorer Version 11 running on Windows 10 which is causing users to attempt to login multiple times unsuccessfully. If you encounter this issue, please use another browser (e.g., Chrome, Microsoft Edge, Safari, Firefox). A 'Show more' link is provided below the message. At the bottom of the page, there are two tiles: 'eCourts Home' and 'Judiciary Electronic Document Submission'. Both tiles feature a document icon and a link icon. A red arrow points to the 'eCourts Home' tile.

The user will then verify their contact information before proceeding.

Judiciary eCourts System - Special Civil Part My Account | Home | Help | Logout

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

User: newprose413

Judiciary Help Desk: 609-421-6100
 eCourts Support: 8:00 AM - 5:00 PM Normal Business Days

Verify Information and Enter Email Address

eFiling Contact Information

Please verify the following information to begin electronic filing.
 Please review or edit, if necessary, the email addresses for electronic notification. All filing correspondence and notification will be sent to email addresses provided.
 To return to Registration & Contact Information, please click 'My Account' above.

Agency Name and Address *	Email Addresses for Electronic Notifications
123 main st anytown, NJ 08052	* Email 1 <input type="text" value="michael.levins1@lab.judiciary.state.nj.us"/> Email 2 <input type="text"/> Email 3 <input type="text"/>

Certification of Information

I certify that all the information is true and accurate.

[Continue](#)

The user will click the “Associate to a Case – Service Notifications” tab.

Note: This tab will only appear if the user selects one of the following Court/Divisions: Tax, Civil Part (L docket), Special Civil Part (LT dockets only) or General Equity – Foreclosure.

Judiciary eCourts System - Special Civil Part My Account | Home | Help | Logout

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[eCOURTS HOME](#) | **ASSOCIATE TO A CASE - SERVICE NOTIFICATIONS** | [MY CASE LIST](#) | [CASE JACKET](#) User: newprose413

Welcome to eCourts

Select Court/Division: [View Case Jacket](#) [Associate to Case](#)


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 Agency and Email Screen click "Back" [Back](#)

The user will input the docket number of their case.



Judiciary eCourts System - Special Civil Part My Account | Home | Help | Logout

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eCOURTS HOME **ASSOCIATE TO CASE - SERVICE NOTIFICATIONS** MY CASE LIST CASE JACKET User: newprose413, WADE BOGGS

ASSOCIATE TO A CASE

Enter Docket Number of Your Case

Case County: Docket Type: Docket Number: Docket Year:

The system will return the case details, and a list of parties currently designated as pro se.



Judiciary eCourts System - Special Civil Part My Account | Home | Help | Logout

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eCOURTS HOME **ASSOCIATE TO CASE - SERVICE NOTIFICATIONS** MY CASE LIST CASE JACKET User: newprose413, WADE BOGGS

Docket Number: ATL-LT-000985-06

Case Caption: ATLANTIC VILLAS APTS VS BRYANT BERNARD
 Court: Special Civil Part Venue: ATLANTIC Case Initiation Date: 02/21/2006
 Case Type: TENANCY Case Status: ACTIVE
 Case Track: Judge:
 Case Disposition: OPEN Disposition Date:

Notification Information

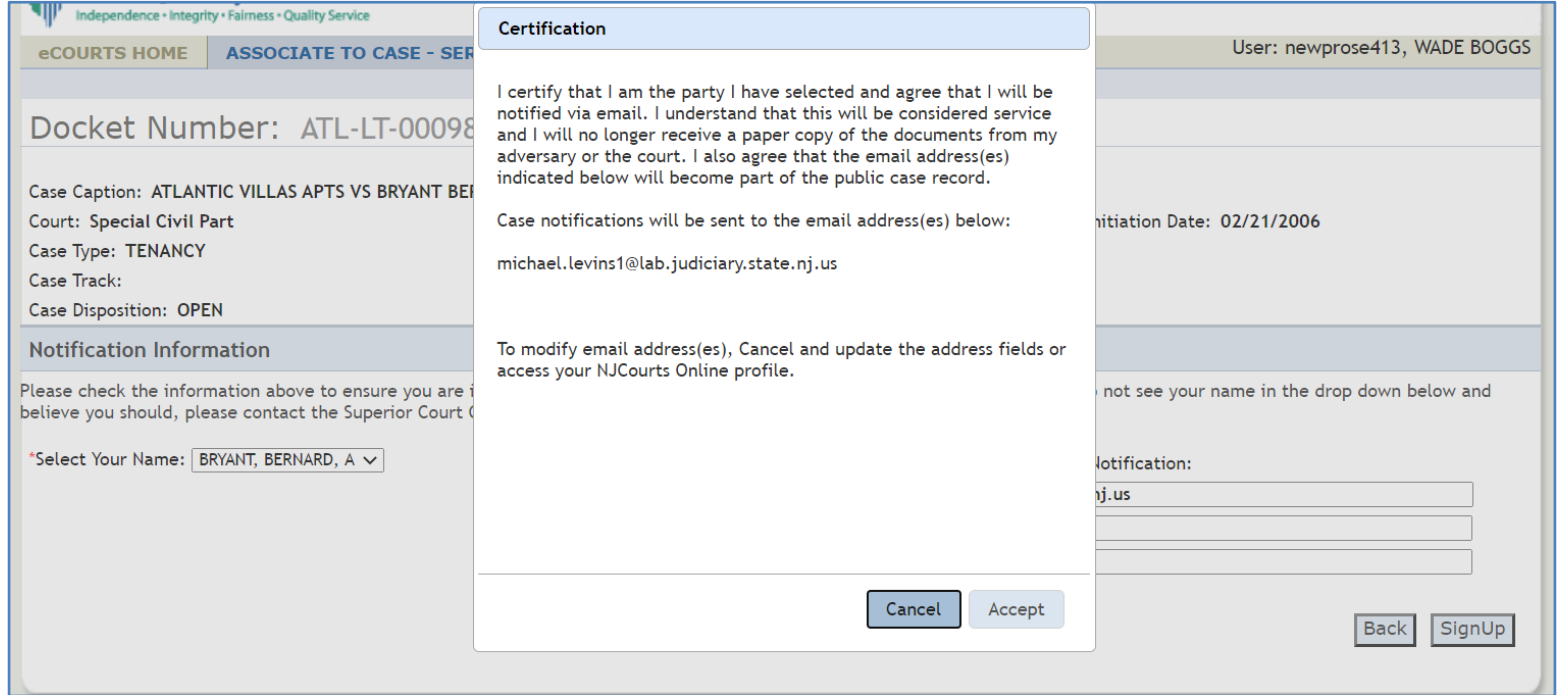
Please check the information above to ensure you are in correct case. The red asterisks(*) indicate required fields. Note: If you do not see your name in the drop down below and believe you should, please contact the Superior Court Clerk's Office at (609) 421-6100.

*Select Your Name:

Please Enter Email Address(es) for Electronic Notification:
 * Email 1:
 Email 2:
 Email 3:

The user will then select the party they wish to associate with, and they can also update the email address(es) at which they will receive eCourts notifications.

Prior to submitting their association request, the user must accept the terms of the certification agreement.



certification

I certify that I am the party I have selected and agree that I will be notified via email. I understand that this will be considered service and I will no longer receive a paper copy of the documents from my adversary or the court. I also agree that the email address(es) indicated below will become part of the public case record.

Case notifications will be sent to the email address(es) below:

michael.levins1@lab.judiciary.state.nj.us

To modify email address(es), Cancel and update the address fields or access your NJCourts Online profile.

Cancel Accept

Once the certification has been acknowledged, the user will receive a confirmation message.



Confirmation

- ✓ Your request to be associated to LT-000985-006 has been received, and will be reviewed by the Superior Court Clerk's Office.
- ✓ Once access has been granted, you will receive an email with further instructions.

Associate to Another Case

Approved Requests

If the request is approved by the court, the system will generate a notification back to the user.

Also, an entry will be added to the eCourts Case Jacket, alerting all parties to the fact that the SRL has agreed to the terms of electronic service.

Note: For L and LT dockets, associated users will be able to access their case jacket regardless of whether the case meets the criteria for public access viewership.

Approval Notice-Special Civil Part ATL-LT-000985-06

eCourts

To: [Michael Levins](#)

***** THIS IS A TEST EMAIL PLEASE IGNORE *****

*****IMPORTANT: This is an automated response. Please do not reply to this email.*****
 Your request has been approved, and you will now receive electronic notifications regarding your case.
 You can access eCourts, via this [Login](#)

*****IMPORTANT: This is an automated response. Please do not reply to this email.*****

User: Michael.Levins1

CASE JACKET

Docket Number: ATL LT 000985 - 06

Case Caption: Atlantic Villas Apts Vs Bryant Bernard
 Court: Special Civil Part Venue: Atlantic Case Initiation Date: 02/21/2006 Age: 14 YR 07 MO
 Case Type: Case Status: Active Demand Amount: \$250.00
 Case Track: Judge: Jury Demand: None Disposition Date:
 Case Disposition: Open Statewide Lien:

▶ Atlantic Villas Apts

Case Actions

Filed Date	Filings	Docket Text	Transaction ID	Entry Date	Entered By
10/13/2020		NOTICE: Self represented litigant BRYANT, BERNARD, A has certified and agreed to receive electronic service	SCP202011434	10/13/2020	Michael.Levins1

Along with that entry in the case jacket, the system will store a copy of the certification agreement that was previously acknowledged by the filer.

The user will then be able to view all their associated cases directly from the "My Case List" tab in eCourts.

QA ATL-LT-000985-06 10/13/2020 3:52:13 PM Pg 1 of 1 Trans ID: SCP202011434

Certification: Agreement to Service

I certify that I am the party I have selected and agree that I will be notified via email. I understand that this will be considered service and I will no longer receive a paper copy of the documents from my adversary or the court. I also agree that the email address(es) indicated below will become part of the public case record.

Case notifications will be sent to the email address(es) below:

michael.levins1@lab.judiciary.state.nj.us

/s/Wade Boggs

Judiciary eCourts System - Special Civil Part My Account | Home | Help | Logout

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eCOURTS HOME ASSOCIATE TO A CASE - SERVICE NOTIFICATIONS MY CASE LIST CASE JACKET User: newprose413

Welcome to eCourts

Select Court/Division:

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 Agency and Email Screen click "Back"

The tab will contain a table that lists the user's associated cases, and the user can switch between Tax, Special Civil Part and General Equity Foreclosure as needed.

My Account | Home | Help | Logout

Judiciary eCourts System - Special Civil Part

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eCOURTS HOME ASSOCIATE TO A CASE - SERVICE NOTIFICATIONS **MY CASE LIST** CASE JACKET User: newprose413

Select Court/Division:

Docket List For Associated Cases ?

County ↕	Docket Number ↕	Case Caption ↕	Case Status ↕	
ATL	ATL-LT-000990-06	ATLANTIC VILLAS APTS VS DIAZ ALICE	DISMISSED BY COURT WITH PREJUDICE	View Case Jacket
ATL	ATL-LT-000985-06	ATLANTIC VILLAS APTS VS BRYANT BERNARD	OPEN	View Case Jacket

Denied Requests

If the court denies the request, the filer would receive a notice informing them that their request was denied, and to contact the Superior Court Clerk's Office for additional information.

Denial Notice-Special Civil Part ATL-LT-000987-06

eCourts

To: Michael Levins

Tuesday, October 13, 2020 4:09 PM

***** THIS IS A TEST EMAIL PLEASE IGNORE *****

*****IMPORTANT: This is an automated response. Please do not reply to this email.*****
 Your request has been denied. For more informaton, please contact the Superior Court Clerk's Office at (609) 421-6100.
 Do not contact your local county or courthouse

*****IMPORTANT: This is an automated response. Please do not reply to this email.*****