

Judiciary Electronic Document Submission (JEDS)

Submit a deficiency correction filing to Superior Court

The quick reference guide below is a step-by-step	o process for submitting a deficiency correction filing to Superior Court.
Process	<u>Screenshot</u>
 Login to the ESSO Portal (<u>https://portal-cloud.njcourts.gov/prweb/PRAuth/CloudSAM LAuth?AppName=ESSO</u>) 	Log in help To request information about your existing ID click Forgot User ID? Follow the steps below if you're receiving "Authentication Failed" error message when attempting to log in 1. Click the Forgot Password? Inik 9. Answer the security questions when prompted 3. An email will be sent to the email address used to activate the account 4. Open the email and follow the instructions If you have not received an activation email after regetting your password, please contact the Help Desk at 609-421-6100 for assistance. If you have not received an activation email after regetting, click Resend Activation Email to request the activation email to be sent again. To access the New Jersey Courts website, click NJCourts gov Browser compatibility There is a hoom 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).
 On the New Jersey Courts – Portal Home Page, select 'Judiciary Electronic Document Submission'. 	New Jersey Courts - Portal Home Page

3. On the Home Page, select 'Create a Filing' tile	
	Home
	Judiciary Electronic Document Submission
	✓ Recent enhancements X
	 Filers now have the option to submit filings to Municipal Court for the following municipalities: Brick Township (1506), Maplewood Township (0711), Trenton (1111), Livingston (0710), Pemberton Boro (0329), Pemberton Twp (0330), Medford Lakes (0322), and Beveriy City (0302). Bug fixes and stability improvements.
	Create a Filing : Filings You Have Submitted Submitted Submitted
Select 'Superior Court'	
	Home
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	Files now have the option to submit filings to Municipal Court for the following municipalities: Brick Township (1506), Maplewood Township (0711), Trenton (1111), Livingston (0710), Pemberton Boro (0329), Pemberton Twp (0330), Medie of Law (0322), and Every (10) (0302). Bug fives and stability improvements.
	Create a Filing Filings You Have Not Submitted Filings You Have Submitted
	+ 12 342
	Municipal Court Superior Court
4. Verify filer screen will display for self-	
represented litigants. Self-represented	Home EF-19668 X
litigants will need to verify that the filer	Judiciary Electronic Document Submission
information is correct and certify the	Create Filing Submit Payment
information is true and accurate	Verify Filer > Enter Filing Details Add Document(s) Review and Submit Filing
information is true and accurate	Filer information Any updates to the name, address information and/or email addresses need to be done in your user profile before proceeding.
	Please review and verify the information below is correct. All filing correspondence will be sent to the email addresses provided. Name/Address Email address for notifications
	Jeds Test Qa test@gmail.com 123 Qa Test
	Trenton, NJ 08625
	Cancel Next

Select firm/address screen will display for attorneys. Attorneys will need to select the firm/address and certify the information is true and accurate

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5. Once all required information is completed, the 'Next' button will be enabled to select	Self represented litigant:
	Home EF-19668 X
	Judiciary Electronic Document Submission
	Create Filing Submit Payment
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	Filer information Any updates to the name, address information and/or email addresses need to be done in your user profile before proceeding.
	Please review and verify the information below is correct. All filing correspondence will be sent to the email addresses provided. Name/Address Email address for notifications
	Name/Address Email address for notifications Jeds Test CQ test@gmail.com 123 Qa Test Trenton, NJ 06625 I certify that all information is true and accurate.
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	Attorney:
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	O Piluso Test Firm — 123 Main St. —
	Territor, NJ 08628
	Cancel Next
6. Select the Court/Division, Docket type and	
	Home EF-19668 X
Venue where the deficient filing is and select	Judiciary Electronic Document Submission
'General' from the Filing category	Create Filing Submit Payment
	Verify Filer > Enter Filing Details > Add Document(s) Review and Submit Filing Filing details
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7. Select 'Deficiency correction' from the "What						
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are you filing" list and select 'Next'		ic Document Submission				
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		What are you filing?				Fee
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		Affidavit Brief/Letter Brief				\$0.00 \$0.00
		Certification				\$0.00
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		Notice of Bankruptcy				\$0.00
		 Notice of Dismissal 				\$0.00
		Notice of Settlement				\$0.00
		Other Proceeding Documents				\$0.00
		Proof of Service				\$0.00
		 Request to Enter Default Jun 	lgment			\$0.00
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'Transaction ID' field to see your full list.	Deficient filings
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10.Select 'Attach'							
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		 By clicking the check box, you certify that you have checked and removed confidential personal identifiers from the paperwork you are submitting, unless that information is required in a court form, court filing, or court order. A confidential personal identifier under NJ Court Rules includes: Social Security number, driver's license number, license plate number, insurance policy number, active bank account number, active redit card number and a person's military status. For most cases, such as lawsuits for money, confidential personal identifiers are not needed and should not be included in your submission. 					
				Back	Cancel Next		
11.Select the file on your device or drag and drop		Attach single file	Drag and drop files here or Select file	Cancel Attach	you are numbe bur subr		

12.Once your file appears on the screen, select								
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To add additional documents, select '+ Add	-	Verify Filer > Enter Filing Details > Enter Addit	ional Filing Details > Add Document(s) > Review and S	ubmit Filing				
and follow steps 8-9	t	Documents						
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		Other Documents (Optional) + Add Optional Document(s)						
		By clicking the check box, you certify that you have checked and removed confidential personal identifiers from the paperwork you are submitting, unless that information is required in a court form, court filing, or court order.						
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14.Once you have attached all of your						
documents, select 'Next'		v clicking the check box, you certify that 	you have checked and removed confidentia , court filing, or court order.	al personal identifiers from the paperv	vork you are submitting, unless that	
	•	A confidential personal identifier under active bank account number, active crec	NJ Court Rules includes: Social Security num dit card number and a person's military state	nber, driver's license number, license p us.	olate number, insurance policy number,	
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Note: Civil, Special Civil, General						
Equity/Chancery and SCCO will require you	 By clicking the check box, you certify that you have checked and removed confidential personal identifiers from the paperwork you are submitting, unless that information is required in a court form, court filing, or court order. A confidential personal identifier under NJ Court Rules includes: Social Security number, driver's license number, license plate number, insurance policy number, active bank account number, active credit card number and a person's military status. 					
to certify before selecting 'Next'						
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					Back Cancel Next	
15. Review all the information you have added	Home EF-28304 🗙					
for the filing and make any changes by		Document Submission				
selecting 'Back'. Once you are ready to		Create Filing		Submit Payment		
submit, select 'Submit'			Enter Additional Filing Details > Add Docume	ent(s) > Review and Submit Filing		
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		test@test.com test1@test.com 				
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		Court	Docket type	Venue	Filing category	
		Special Civil Part	Suing or being sued for up to \$15,000 or Unpaid Rent Collection Covid-19 (DC cases)	Burlington	General	
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		 A confidential personal identifier under NJ Court Rules includes: Social Security number, driver's license number, license plate number, insurance policy number, active bank account number, active credit card number and a person's military status. For most cases, such as lawsuits for money, confidential personal identifiers are not needed and should not be included in your submission. 				
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16.Select the checkbox to certify and select 'Accept'	Filings with a fee:
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17. If the filing does not have a fee, a confirmation screen will display, and an	Home EF-28304 X Judiciary Electronic Document Submission
email is sent to the filer If the filing has a fee, see the <u>QRG – Filing</u> <u>Fee Payment Process</u> .	✓ Your filing has been successfully submitted. A confirmation has been sent to the email address(es) you provided. Case details Court Venue Docket type Case number Special Civil Part Burlington Suing or being sued for up to \$15,000 ×BUR-DC-00008-21 Unpaid Rent Collection Covid-19 (DC cases) Filing details Transaction ID Filing date Filing submitted by Filing type EF-28304 4/28/2022 jeds Test Qa Deficiency correction Documents received Filing fee EIDE Test FDP-pdf \$0.00
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