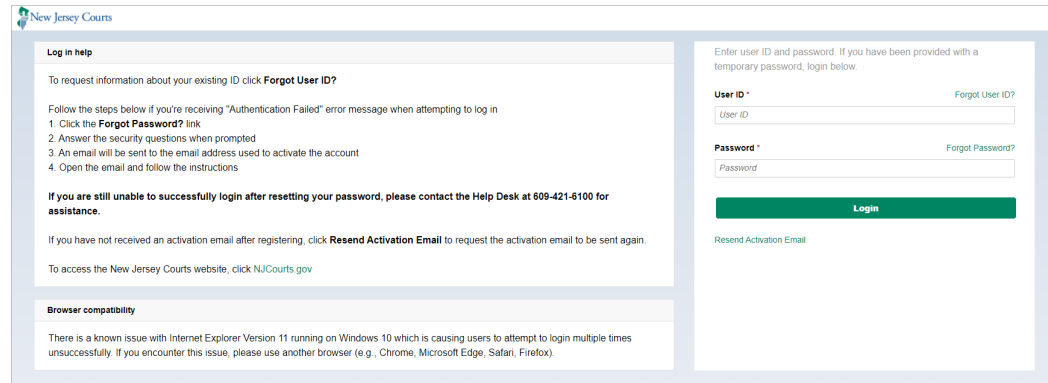


The quick reference guide below is a step-by-step process for submitting a Municipal Court filing.

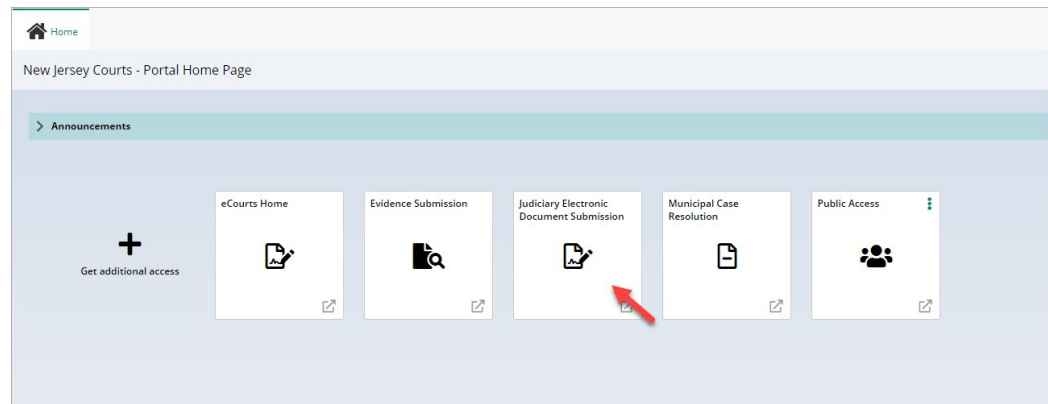
Process

Screenshot

1. Login to the ESSO Portal (<https://portal-cloud.njcourts.gov/prweb/PRAuth/CloudSAMLAuth?AppName=ESSO>)

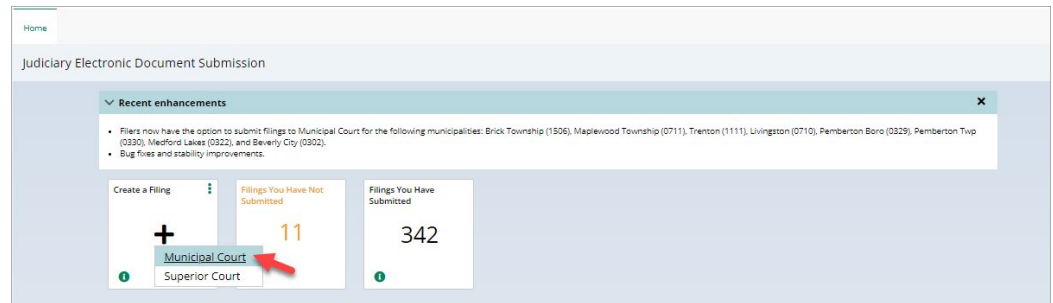
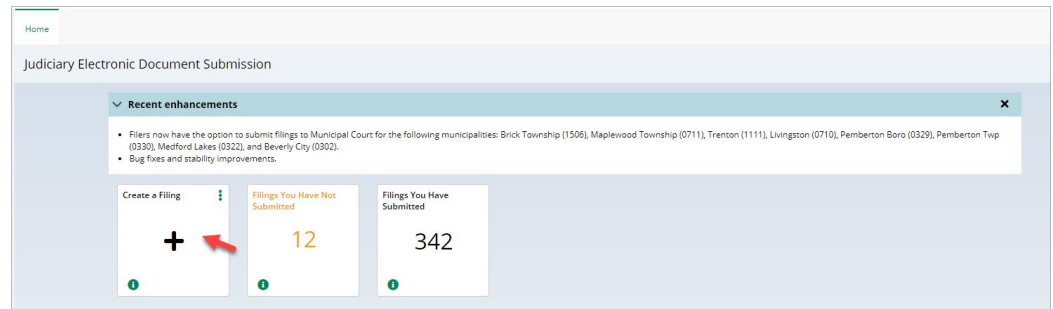


2. On the New Jersey Courts – Portal Home Page, select 'Judiciary Electronic Document Submission'.



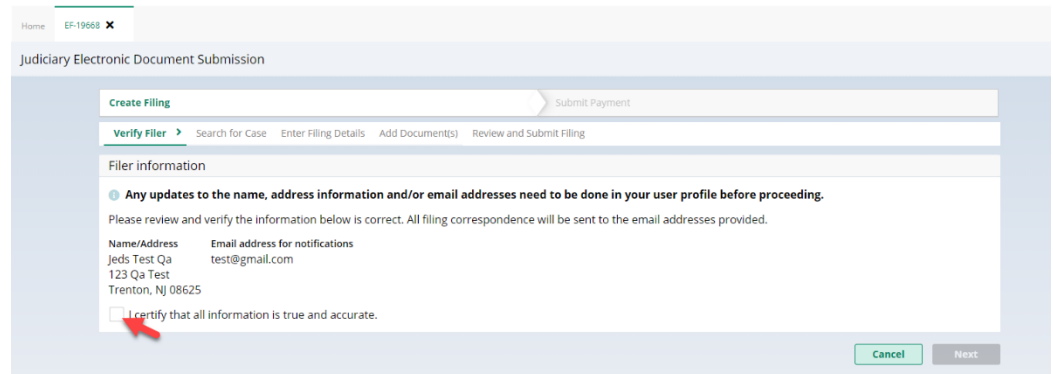
3. On the Home Page, select 'Create a Filing' tile.

Select 'Municipal Court'.



4. Verify filer screen will display for self-represented litigants. Self-represented litigants will need to verify that the filer information is correct and certify the information is true and accurate.

Self represented litigant:



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

Attorney:

Home EF-28312 X

Judiciary Electronic Document Submission

Create Filing Submit Payment

Select Firm/Address Search for Case Enter Filing Details Add Document(s) Review and Submit Filing

Filer information

Any updates to the firm name, address information and/or email address(es) need to be done in your attorney registration profile before proceeding.

Select the appropriate firm name and address to begin electronic filing. All filing correspondence will be sent to the email address(es) provided below.

Firm name/address *	Email address for notifications
<input type="radio"/> Private Firm Test 1 Test Ln Trenton, NJ 08625	test@test.com test1@test.com ---
<input type="radio"/> Piluso Test Firm 123 Main St Trenton, NJ 08628	--- ---

I certify that all information is true and accurate.

Cancel Next

Home EF-28312 X

Judiciary Electronic Document Submission

Create Filing Submit Payment

Select Firm/Address Search for Case Enter Filing Details Add Document(s) Review and Submit Filing

Filer information

Any updates to the firm name, address information and/or email address(es) need to be done in your attorney registration profile before proceeding.

Select the appropriate firm name and address to begin electronic filing. All filing correspondence will be sent to the email address(es) provided below.

Firm name/address *	Email address for notifications
<input checked="" type="radio"/> Private Firm Test 1 Test Ln Trenton, NJ 08625	test@test.com test1@test.com ---
<input type="radio"/> Piluso Test Firm 123 Main St Trenton, NJ 08628	--- ---

I certify that all information is true and accurate.

Cancel Next

5. Once all required information is completed, the 'Next' button will be enabled to select.

Self represented litigant:

The screenshot shows the 'Self represented litigant' form. At the top, there is a breadcrumb trail: Home > EF-19668. Below this is the title 'Judiciary Electronic Document Submission'. A progress bar shows 'Create Filing' as the current step, with 'Submit Payment' as the next step. Underneath the progress bar is a navigation menu: 'Verify Filer' (selected), 'Search for Case', 'Enter Filing Details', 'Add Document(s)', and 'Review and Submit Filing'. The main section is titled 'Filer information' and contains a warning: 'Any updates to the name, address information and/or email addresses need to be done in your user profile before proceeding.' Below the warning is a request to review the information. The form fields are: 'Name/Address' with the value 'Jeds Test Qa, 123 Qa Test, Trenton, NJ 08625' and 'Email address for notifications' with the value 'test@gmail.com'. There is a checked checkbox for 'I certify that all information is true and accurate.' At the bottom right, there are 'Cancel' and 'Next' buttons, with a red arrow pointing to the 'Next' button.

Attorney:

The screenshot shows the 'Attorney' form. At the top, there is a breadcrumb trail: Home > EF-28312. Below this is the title 'Judiciary Electronic Document Submission'. A progress bar shows 'Select Firm/Address' as the current step, with 'Submit Payment' as the next step. Underneath the progress bar is a navigation menu: 'Select Firm/Address' (selected), 'Search for Case', 'Enter Filing Details', 'Add Document(s)', and 'Review and Submit Filing'. The main section is titled 'Filer information' and contains a warning: 'Any updates to the firm name, address information and/or email address(es) need to be done in your attorney registration profile before proceeding.' Below the warning is a request to select the appropriate firm name and address. The form fields are: 'Firm name/address' with a radio button selected for 'Private Firm Test' (1 Test Ln, Trenton, NJ 08625) and another radio button for 'Piluso Test Firm' (123 Main St, Trenton, NJ 08628). The 'Email address for notifications' field has 'test@test.com' for the 'Private Firm Test' and 'test1@test.com' for the 'Piluso Test Firm'. There is a checked checkbox for 'I certify that all information is true and accurate.' At the bottom right, there are 'Cancel' and 'Next' buttons, with a red arrow pointing to the 'Next' button.

6. Select from the following case type:
'Municipal complaint' or 'Traffic ticket'

If you are unsure of which to select, you can
select the 'i' icon for additional information

Home EF-19677 x

Judiciary Electronic Document Submission

Create Filing Submit Payment

Verify Filer > Search for Case > Enter Filing Details Add Document(s) Review and Submit Filing

Search case

Court Municipal Case type x ⓘ

Reset Search

Back Cancel Next

Home EF-19677 x

Judiciary Electronic Document Submission

Create Filing Submit Payment

Verify Filer > Search for Case > Enter Filing Details Add Document(s) Review and Submit Filing

Search case

Court Municipal Case type x ⓘ

Reset Search

Back Cancel Next

Case type is the type of Municipal case you are filing documents to/for.

- Traffic tickets may include traffic tickets, parking tickets, driving while intoxicated, municipal ordinance violations and boating violations.

Example:

Court ID	Venue	Prefix	Ticket number	Court Name
2222	XYZ	000000		Municipal Court of Angewen 123 Main Street Angewen, NJ 00000

YOU ARE HEREBY SUMMONED TO APPEAR BEFORE THIS COURT TO ANSWER
THIS COMPLAINT CHARGING YOU WITH THE OFFENSE LISTED:

- Municipal complaints may include disorderly persons and petty disorderly persons offenses, animal abuse complaints, municipal ordinance violations, boating violations, fish and game violations, weights and measure violations and penalty enforcement actions.

Example:

COMPLAINT NUMBER				THE STATE OF NEW JERSEY VS.
2222	S	2021	000107	
COURT CODE	PREFIX	YEAR	SEQUENCE NO.	

7. Enter the applicable ticket or complaint number

Traffic ticket:

The screenshot shows the 'Search case' section of the 'Judiciary Electronic Document Submission' application. The 'Court' dropdown is set to 'Municipal' and the 'Case type' dropdown is set to 'Traffic tickets'. Below these, the 'Ticket number' section includes three input fields: 'Venue', 'Prefix', and 'Ticket number'. A red arrow points to the 'Ticket number' field. To the right of the input fields are 'Reset' and 'Search' buttons. At the bottom of the form are 'Back', 'Cancel', and 'Next' buttons.

Municipal complaint:

The screenshot shows the 'Search case' section of the 'Judiciary Electronic Document Submission' application. The 'Court' dropdown is set to 'Municipal' and the 'Case type' dropdown is set to 'Municipal complaints'. Below these, the 'Complaint number' section includes four input fields: 'Venue', 'Prefix', 'Year', and 'Sequence number'. A red arrow points to the 'Sequence number' field. To the right of the input fields are 'Reset' and 'Search' buttons. At the bottom of the form are 'Back', 'Cancel', and 'Next' buttons.

8. Select 'Search'

Traffic ticket:

The screenshot shows the 'Search case' section of the 'Judiciary Electronic Document Submission' interface. The breadcrumb trail is 'Verify Filer > Search for Case > Enter Filing Details > Add Document(s) > Review and Submit Filing'. The 'Create Filing' progress bar is at the 'Search for Case' step. The 'Case type' dropdown is set to 'Traffic tickets'. The 'Ticket number' section has three input fields: 'Venue' with '1214', 'Prefix' with 'sa', and 'Ticket number' with '777777'. A red arrow points to the 'Search' button. At the bottom, there are 'Back', 'Cancel', and 'Next' buttons.

Municipal complaint:

The screenshot shows the 'Search case' section of the 'Judiciary Electronic Document Submission' interface. The breadcrumb trail is 'Verify Filer > Search for Case > Enter Filing Details > Add Document(s) > Review and Submit Filing'. The 'Create Filing' progress bar is at the 'Search for Case' step. The 'Case type' dropdown is set to 'Municipal complaints'. The 'Complaint number' section has four input fields: 'Venue' with '1214', 'Prefix' with 's', 'Year' with '2012', and 'Sequence number' with '000178'. A red arrow points to the 'Search' button. At the bottom, there are 'Back', 'Cancel', and 'Next' buttons.

9. Select the case and select 'Next'

Traffic ticket:

Home EF-19677 X

Judiciary Electronic Document Submission

Create Filing Submit Payment

Verify Filer Search for Case Enter Filing Details Add Document(s) Review and Submit Filing

Search case

Court Case type
Municipal Traffic tickets

Ticket number

Venue Prefix Ticket number
1214 sa 777777

Reset Search

1 result found

Court/Venue	Ticket number	Defendant	Offense	Offense date
1214 - New Brunswick Municipal Court	1214-sa-777777	John Jones	101010 - Testing Sanctions	08/30/2018

Quick links
Look Up Ticket Number

Back Cancel Next

Municipal complaint:

Home EF-19677 X

Judiciary Electronic Document Submission

Create Filing Submit Payment

Verify Filer Search for Case Enter Filing Details Add Document(s) Review and Submit Filing

Search case

Court Case type
Municipal Municipal complaints

Complaint number

Venue Prefix Year Sequence number
1214 s 2013 000178

Reset Search

1 result found

Court/Venue	Case number	Case caption	Offense date	Issue date
1214 - NEW BRUNSWICK MUNICIPAL COURT	1214-s-2013-000178	State of New Jersey vs David Jones	04/01/2012	08/22/2013

Quick links
Look Up Complaint Number

Back Cancel Next

10. Select the 'Filing category' and 'Filing type' and select 'Next'

Home EF-19677 x

Judiciary Electronic Document Submission

Create Filing Submit Payment

Verify Filer > Search for Case > Enter Filing Details > Add Document(s) Review and Submit Filing

Filing category * Filing type *

Back Cancel Next

11. Select 'Attach' next to the document you would like to upload

Note: Red asterisk indicates a required document.

Home EF-19677 x

Judiciary Electronic Document Submission

Create Filing Submit Payment

Verify Filer > Search for Case > Enter Filing Details > Add Document(s) Review and Submit Filing

Filing category * Filing type * Filing fee

Record requests Disposition request \$0.00

This option allows you to submit a request for a record of the disposition of your municipal court matter. You must complete a record request form to make this request. Please upload a completed form to have your request reviewed by municipal court staff.

Back Cancel Next

Home EF-19677 x

Judiciary Electronic Document Submission

Read before attaching documents to the filing.

The following restrictions apply when filing documents:

- The document cannot be encrypted and/or password protected
- The file name cannot be longer than 56 characters, including spaces and cannot contain "&" special character
- The file size cannot exceed 35 MB
- The file must be in one of the following formats - .pdf, .docx and .jpg

Create Filing Submit Payment

Verify Filer > Search for Case > Enter Filing Details > Add Document(s) > Review and Submit Filing

Documents

Required documents	Document description	Attachment
Record request form *	Completed record request form	Attach

Quick links

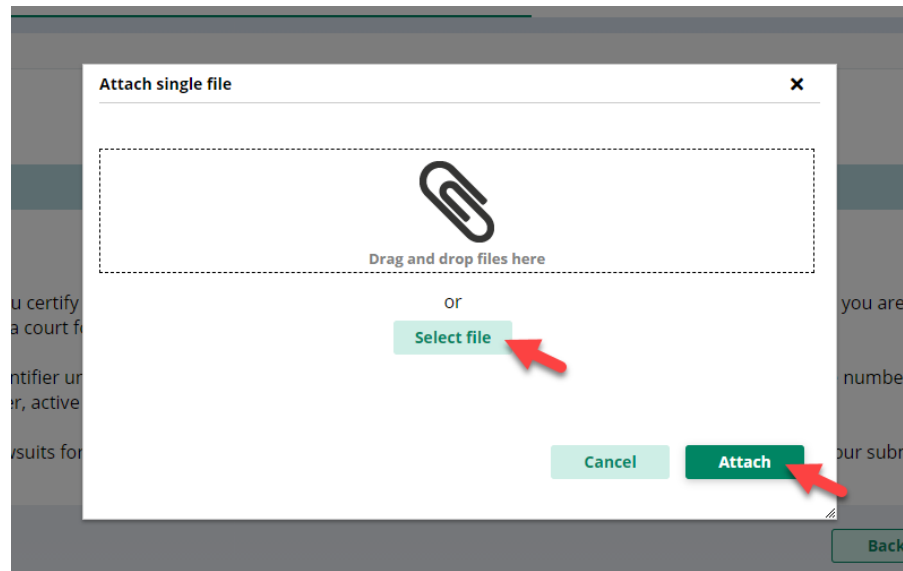
Record Request Form

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.

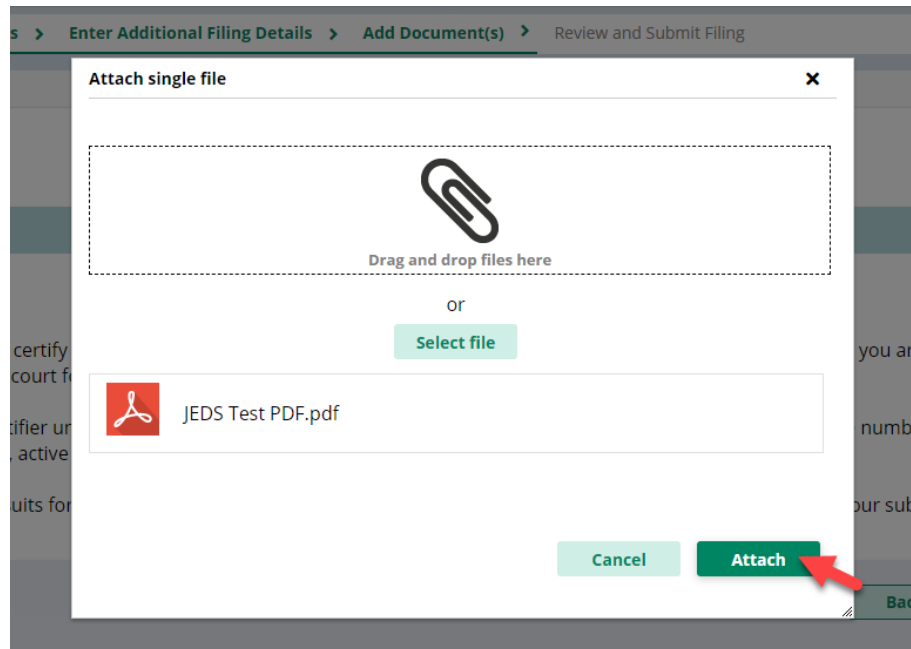
- A confidential personal identifier under NJ Court Rules includes: Social Security number, driver's license number, license plate number, insurance policy number, active bank account number, active credit card number and a person's military status.
- For most cases, such as lawsuits for money, confidential personal identifiers are **not** needed and should **not** be included in your submission.

Back Cancel Next

12. Select the file on your device or drag and drop



13. Once your file appears on the screen, select 'Attach'



14. The file you uploaded will display on the screen.

To add additional documents, select '+ Add and follow steps 10-11

Home EF-19677 x

Judiciary Electronic Document Submission

Read before attaching documents to the filing.

The following restrictions apply when filing documents:

- The document cannot be encrypted and/or password protected
- The file name cannot be longer than 56 characters, including spaces and cannot contain "&" special character
- The file size cannot exceed 35 MB
- The file must be in one of the following formats - .pdf, .docx and .jpg

Create Filing Submit Payment

Verify Filer > Search for Case > Enter Filing Details > **Add Document(s)** > Review and Submit Filing

Documents

Document type	Document description	Attachment
Record request form *	Completed record request form	JEDS Test PDF.pdf Remove

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.

- 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.

[Back](#) [Cancel](#) [Next](#)

15. Once you have attached all of your documents, certify and select 'Next'

Home EF-19677 x

Judiciary Electronic Document Submission

Read before attaching documents to the filing.

The following restrictions apply when filing documents:

- The document cannot be encrypted and/or password protected
- The file name cannot be longer than 56 characters, including spaces and cannot contain "&" special character
- The file size cannot exceed 35 MB
- The file must be in one of the following formats - .pdf, .docx and .jpg

Create Filing Submit Payment

Verify Filer > Search for Case > Enter Filing Details > **Add Document(s)** > Review and Submit Filing

Documents

Document type	Document description	Attachment
Record request form *	Completed record request form	JEDS Test PDF.pdf Remove

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.

- 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.

[Back](#) [Cancel](#) [Next](#)

16. Review all the information you have added for the filing and make any changes by selecting 'Back'. Once you are ready to submit, select 'Submit'

The screenshot shows the 'Judiciary Electronic Document Submission' interface. At the top, there is a breadcrumb trail: 'Home > EF-19677 > Create Filing > Submit Payment > Verify Filer > Search for Case > Enter Filing Details > Add Document(s) > Review and Submit Filing'. The 'Review and Submit Filing' step is currently active.

Filer information

Name	Attorney bar/User ID	Address	Phone number
Jeds Test Qa	BRTesT-QA	123 Qa Test, Trenton, NJ 08625	609-815-2900

Email address for notifications: test@gmail.com

Case search

Court	Ticket number	Case caption
Municipal	1214-sa-777777	101010 - Testing Sanctions

Filing details

Filing category	Filing type	Filing fee
Record requests	Disposition request	\$0.00

Documents

Document type	Document description	Attachment
Record request form	Completed record request form	JEDS Test PDF.pdf

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.
- For most cases, such as lawsuits for money, confidential personal identifiers are **not** needed and should **not** be included in your submission.

At the bottom right, there are three buttons: 'Back', 'Cancel', and 'Submit'. A red arrow points to the 'Submit' button.

17. Select the checkbox to certify and select 'Accept'

The screenshot shows a 'Certification to submit filing' dialog box. It has a title bar with a close button (X) and a checked checkbox next to the text 'I understand that:'. Below this, there are three bullet points:

- Once the documents are submitted they cannot be cancelled or corrected. Any corrections may require the filing of a motion or an amended document.
- No refunds will be offered in the event a filing with a court fee is submitted in error.
- By clicking the Accept button, I certify that I have reviewed ALL information and documents to make sure everything is correct before submitting.

At the bottom right, there are two buttons: 'Cancel' and 'Accept'. A red arrow points to the 'Accept' button.

18. A confirmation screen will display, and an email is sent to the filer

Home EF-19677 ✕

Judiciary Electronic Document Submission

Your filing has been successfully submitted.

Case details			
Court	Venue	Case type	Ticket number
Municipal	1214 - New Brunswick Municipal Court	Traffic tickets	1214-sa-777777
Filing details			
Transaction ID	Filing date	Filing submitted by	Filing type
EF-19677	9/9/2021	Jeds Test Qa	Disposition request
Documents received	Filing fee		
JEDS Test PDF.pdf	\$0.00		

Print Close