

Judiciary Electronic Document Submission (JEDS)

**Quick Reference Guide – Filings You Have Not Submitted** 

The quick reference guide below is a step-by-step process for viewing the list of filings that have not been submitted.	
Process	<u>Screenshot</u>
<ol> <li>Login to the ESSO Portal (<u>https://portal-cloud.njcourts.gov/prweb/PRAuth/CloudSAM LAuth?AppName=ESSO</u>)</li> </ol>	Log in help         To request information about your existing ID click Forgot User ID?         Follow the staps below if you're existing ID click Forgot User ID?         Follow the staps below if you're existing ID click Forgot User ID?         Follow the staps below if you're existing ID click Forgot User ID?         Follow the staps below if you're existing iD click Forgot User ID?         9 Open the secarity doub the instructions         1 Open the examilar will be sent to the email address used to activate the account         4 Open the email and induce the user ID and password, please contact the Help Desk at 609-421-6100 for assistance.         If you have not received an activation email after registering, click Resend Activation Email to request the activation email to be sent again.         To access the New Jensey Courts website, click NJCourts gov         Browser compatibility         There is a known issue with Internet Explorer Version 11 running on Windows 10 which is causing users to attempt to log in multiple times unsuccessfully. If you encounter this issue, please use another browser (e.g., Chrome, Microsoft Edge, Safari, Firefox).
<ol> <li>On the New Jersey Courts – Portal Home Page, select 'Judiciary Electronic Document Submission'.</li> </ol>	New Jersey Courts - Portal Home Page     Announcements <ul> <li> <ul> <li> <li> <ul> <li> <li> <ul> <li> <ul> <li> <li> <ul> &lt;</ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></li></ul></li></ul></li></li></ul></li></li></ul></li></ul>

3. On the Home Page, select 'Filings You Have	
Not Submitted' tile	Home
	Judiciary Electronic Document Submission
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4. List of filings you have not submitted will	
display.	Home Not Submitted X
1. · · J ·	Judiciary Electronic Document Submission
	V Additional Information X
Select 'Continue' next to the filing to	Filings with a status of 'Not submitted' will appear for 72 hours after you cancel or close the filing prior to submitting. After 72 hours, these filings will be deleted if they are not submitted.
complete the needed information and	<ul> <li>Filings with a status of 'Payment required' will appear after you cancel or close the filing. These filings will not be accepted and processed by the court until your payment is submitted.</li> <li>Filings with a status of 'Payment failed' cannot be resubmitted. A new filing will need to be created.</li> </ul>
submit your filing to the court	Not submitted filings
Submit your ming to the court.	16 rows) Group & Fields - Show More/Less C Refresh Default view >
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QRG – Submit a filing with a case number	EF-42660 09/15/23 Not submitted Continue
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	EF-39705 07/14/23 Bergen Family FM Register Foreign Judgment (Out of State/ — Payment failed
QRG – Submit a filing without a case numbe	EF-38688 06/09/23 Monmouth Family FM Register Foreign Judgment (Out of State/ — Payment failed
	EF-38525     05/30/23     Ocean     Family     FM     Complaint with Parent Education Reg an     Payment in progr
	EF-38426 05/19/23 Atlantic Special Civil Part DC Complaint for less than \$5000 Payment in progr
QRG – Filing fee payment process	EF-38422 05/19/23 Atlantic Family FD Motion for reconsideration FD-01-000001-21 Payment in progr
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5. Filings with a status of Not submitted can	C Defreit Defruit view
be deleted if you no longer want to submit.	Transaction ID Created date Venue Court/Division Docket type Filing type Case number Status
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Select the 3 dots (ellipsis) at the right side of	f ☐ Group Ø Fields ÷ Show More/Less C Refresh Default view >
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the filing and select 'Delete'.	EF-4238         09/12/23           Not submitted         Continue         Delete
	EF-39760 07/17/23 Burlington Family FM Complaint — Payment failed

6. The filing will be removed from the list.

**Note:** Filings with a status of 'Payment in progress' will be successfully submitted once your credit card payment has been processed. Filings with a status of 'Payment required' but do not have a "Continue" button will need to be re-filed. Contact 609-421-6100 for additional assistance.

Home Not Submitted X Judiciary Electronic Document Submission Additional informat Filings with a status of 'Not submitted' will appear for 72 hours after you cancel or close the filing prior to submitting. After 72 hours, these filings will be deleted if they are not submitted.
 Filings with a status of 'Payment required' will appear after you cancel or close the filing. These filings will not be accepted and processed by the court until your payment is submitted. · Filings with a status of 'Payment failed' cannot be resubmitted. A new filing will need to be created. Not submitted filing 15 row(s) 🗏 Group 🚿 Fields 🗄 Show More/Less C Refresh Default view > Transaction ID Created date Venue Court/Division Docket type Filing type Case number Status EF-42338 09/12/23 Not submitted EF-39760 07/17/23 Burlington Family FM Complaint \_\_\_\_ Payment failed EF-39705 07/14/23 Bergen Family FM Register Foreign Judgment (Out of State/. Payment failed EF-38688 06/09/23 Monmouth Family FM Register Foreign Judgment (Out o Payment failed EF-38535 05/30/23 Mercer Family FM Complaint with Parent Education Res Payment failed EF-38525 05/30/23 Ocean Family EM Complaint with Parent Education Reg an... ---Payment in progr EF-38426 05/19/23 Atlantic Special Civil Part DC Complaint for less than \$5000 Payment in progr EF-38422 05/19/23 Atlantic Family FD Motion for reconsideration FD-01-000001-21 Payment in progr 05/18/23 EF-38359 Atlantic Special Civil Part DC Complaint for less than \$5000 Payment in progr EF-37160 03/20/23 Atlantic Special Civil Part LT Reservice (Personal Address) ATL-LT-000001-22 Payment in progr. 1 2 Next Close