

Judiciary Electronic Document Submission (JEDS)

Submit Superior Court filing with a case number

The quick reference guide below is a step-by-step	p process for submitting a Superior Court filing with a case number.
Process	<u>Screenshot</u>
 Login to the ESSO Portal (<u>https://portal-cloud.njcourts.gov/prweb/PRAuth/CloudSAM</u> <u>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? Ink 2. Answord the search you password, please contact the Help Desk at 609-421-5100 for assistance. If you are still unable to successfully login after registering, click Resend Activation Email to request the activation email to be sent again. To access the New Jersey Courts websile, 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 join multiple times unsuccessfully. If you encounter this issue, please use another browser (e.g., Chrome, Microsoft Edge, Safan, Firefox).
 On the New Jersey Courts – Portal Home Page, select 'Judiciary Electronic Document Submission'. 	Image: Series Courts - Portal Home Page Announcements Image: Courts Home Image: Courts Home<

3. On the Home Page, select 'Create a Filing' tile					
	Home				
	Judiciary Electronic Document Submission				
	Recent enhancements				
	 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), Mediford Lakes (0322), and Beverly City (0302). Bug fixes and stability improvements. 				
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Select 'Superior Court'					
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	Fliets now have the option to submit fillings to Municipal Court for the following municipalities: Brick Township (1506), Maplewood Township (0711), Trenton (1111), Livingston (0710), Pemberton Boro (0320), Pemberton Twp (0330), Mediford Lakes (0322), and Boevy C (try (0302), Bug fives and stability improvements.				
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	Municipal Court O Superior Court O				
4. Verify filer screen will display for self-					
represented litigants. Self-represented					
litigants will need to verify that the filer	Home EF-19668 🗙				
information is correct and certify the	Judiciary Electronic Document Submission				
information is true and accurate	Create Filing Submit Payment				
	Verify Filer > Enter Filing Details Add Document(s) Review and Submit Filing				
	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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	Create Filing		
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		rm name, address information and/or email address(es) need to be done in your attorney registration profile before proceeding.	
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5. Once all required information is completed, the 'Next' button will be enabled to select	Self represented litigant:					
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	Trenton, NJ 08628 —— I certify that all information is true and accurate.					
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9. Verify and select the case and select 'Next'						
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		their email address.				
		+ Add recipient				
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11.Select 'Attach' next to the document you					
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would like to upload		ectronic Document Submission			
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		For most cases, such as lawsuits	for money, confidential personal identifiers are not needed	and should not be included in your submiss	ion.
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14. The file you uploaded will display on the	
screen.	Home EF-19669 X Judiciary Electronic Document Submission
	> Read before attaching documents to the filing.
To add additional documents, select '+ Add	Create Filing Submit Payment Verify Filer > Enter Filing Details > Search for Case > Enter Additional Filing Details > Add Document(s) > Review and Submit Filing
and follow steps 10-11	Documents
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	Digital plain copy * 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.
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15.Once you have attached all of your					
documents, select 'Next'		A confidential personal identifier under active bank account number, active cred	you have checked and removed confidenti court filing, or court order. NJ Court Rules includes: Social Security nur lit card number and a person's military stat ney, confidential personal identifiers are n	mber, driver's license number, license tus.	plate number, insurance policy number,
Note: Civil, Special Civil, General					Back Cancel Next
Equity/Chancery and SCCO will require you to certify before selecting 'Next'		nformation is required in a court form, A confidential personal identifier under active bank account number, active cred	you have checked and removed confidenti court filing, or court order. NJ Court Rules includes: Social Security nur It card number and a person's military stat ney, confidential personal identifiers are nc	nber, driver's license number, license tus.	plate number, insurance policy number,
16.Review all the information you have added for the filing and make any changes by	Home EF-28304 X Judiciary Electroni	c Document Submission			
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		Filing details			
		Court Special Civil Part	Docket type Suing or being sued for up to \$15,000 or Unpaid Rent Collection Covid-19 (DC cases)	Venue Burlington	Filing category Record requests
		Filing type Digital plain copy	Filing fee \$0.00		
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17. Select the checkbox to certify and select 'Accept'	Filings with a fee:
	Filings without a fee: Certification to submit filing X Inderstand that: • One 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. • Cancel Accept • contin card number and a person's military status
18.If the filing does not have a fee, a confirmation screen will display, and an email is sent to the filer	Verse EF-19569 X Judiciary Electronic Document Submission Your filing has been successfully submitted. Case details Case details Court Verse Case number
If the filing has a fee, see the <u>QRG – Filing</u> <u>Fee Payment Process</u> .	Control Parts Burlington Source of the Collection Covid-19 (DC Control Covid-19 (DC Control Covid-19 (DC Covi