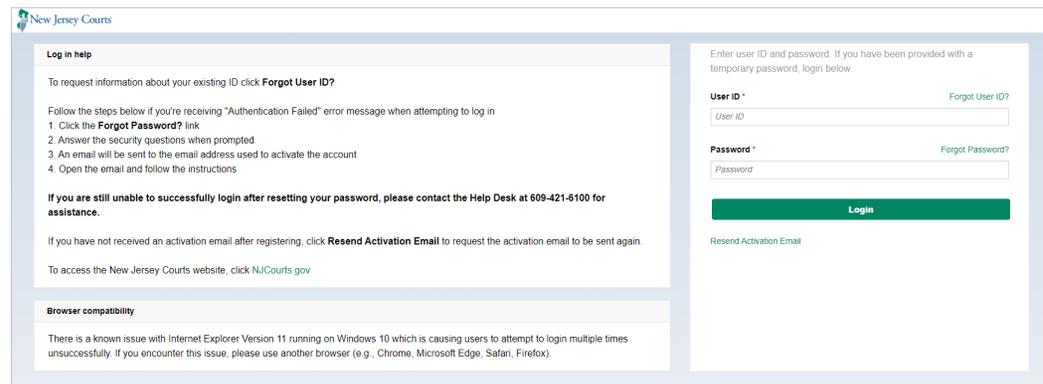


The quick reference guide below is a step-by-step process for submitting a deficiency correction filing for Municipal Court.

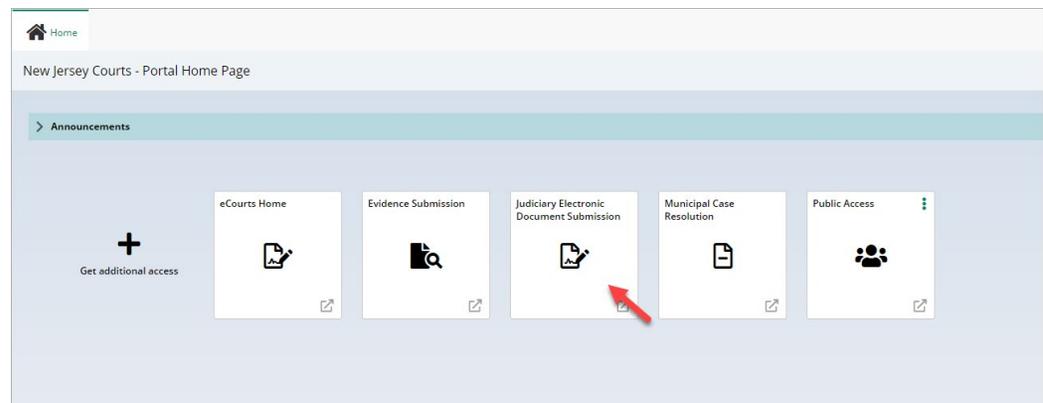
Process

Screenshot

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

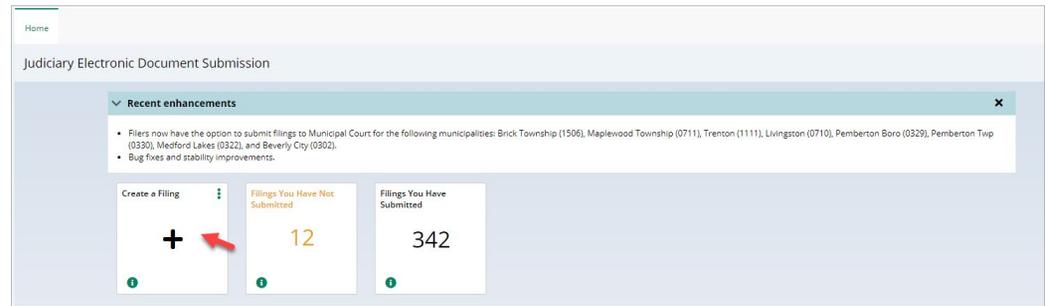


2. On the New Jersey Courts – Portal Home Page, select 'Judiciary Electronic Document Submission'.



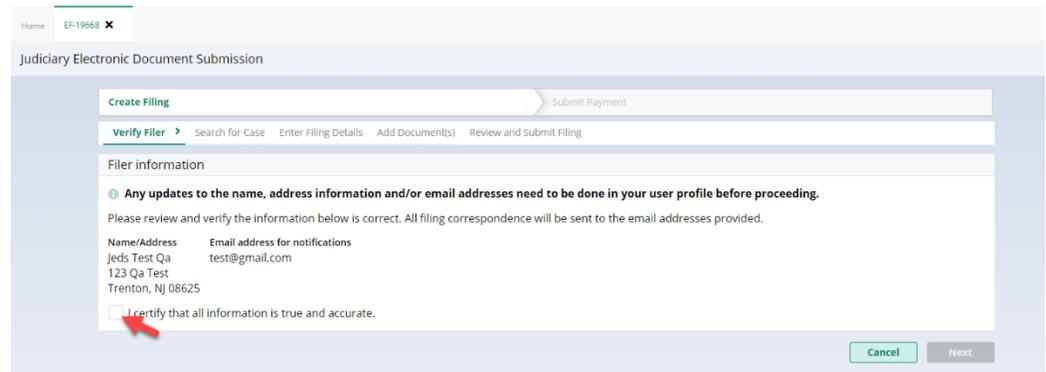
3. On the Home Page, select 'Create a Filing' tile.

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 'Create Filing' page for a self-represented litigant. The breadcrumb trail is: Home > EF-19668 > Create Filing > Verify Filer > Search for Case > Enter Filing Details > Add Document(s) > Review and Submit Filing > Submit Payment. The 'Verify Filer' step is active. The 'Filer information' section contains the following text: '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.' The form fields are: Name/Address (Jeds Test Qa, 123 Qa Test, Trenton, NJ 08625) and Email address for notifications (test@gmail.com). A checkbox 'I certify that all information is true and accurate.' is checked. At the bottom right, there are 'Cancel' and 'Next' buttons, with a red arrow pointing to the 'Next' button.

Attorney:

The screenshot shows the 'Create Filing' page for an attorney. The breadcrumb trail is: Home > EF-28312 > Create Filing > Select Firm/Address > Search for Case > Enter Filing Details > Add Document(s) > Review and Submit Filing > Submit Payment. The 'Select Firm/Address' step is active. The 'Filer information' section contains the following text: '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.' The form fields are: Firm name/address (radio buttons for 'Private Firm Test' (1 Test Ln, Trenton, NJ 08625) and 'Piluso Test Firm' (123 Main St, Trenton, NJ 08628)) and Email address for notifications (test@test.com, test1@test.com, ---). A checkbox 'I certify that all information is true and accurate.' is checked. 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	Municipal Court of Angewen
2222	XYZ	000000		123 Main Street Angewen, NJ 08000

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 'Enter Filing Details' step. The 'Case type' dropdown is set to 'Traffic tickets'. The 'Ticket number' section includes 'Venue' (1214), 'Prefix' (sa), and 'Ticket number' (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 'Enter Filing Details' step. The 'Case type' dropdown is set to 'Municipal complaints'. The 'Complaint number' section includes 'Venue' (1214), 'Prefix' (s), 'Year' (2012), and 'Sequence number' (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 General from the 'Filing category' and Deficiency correction from the 'Filing type'

Enter the transaction ID of the deficient filing and select 'Next'

Note: You can select the down arrow in the 'Transaction ID' field to see your full list.

Home EF-28339 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

Filing details

Filing category: General Filing type: Deficiency correction Filing fee: \$0.00

Deficient filings

Enter the transaction ID of the deficient filing.

Transaction ID: EF-19424

19424

Back Cancel Next

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

Note: Red asterisk indicates a required document.

Home EF-28339 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 and document description cannot be longer than 56 characters, including spaces and cannot contain any special characters (e.g.: ~ ` ! @ # \$ % ^ & * () _ - + = { }] | \ ; : ' " < , > . ?)
- 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

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

Documents

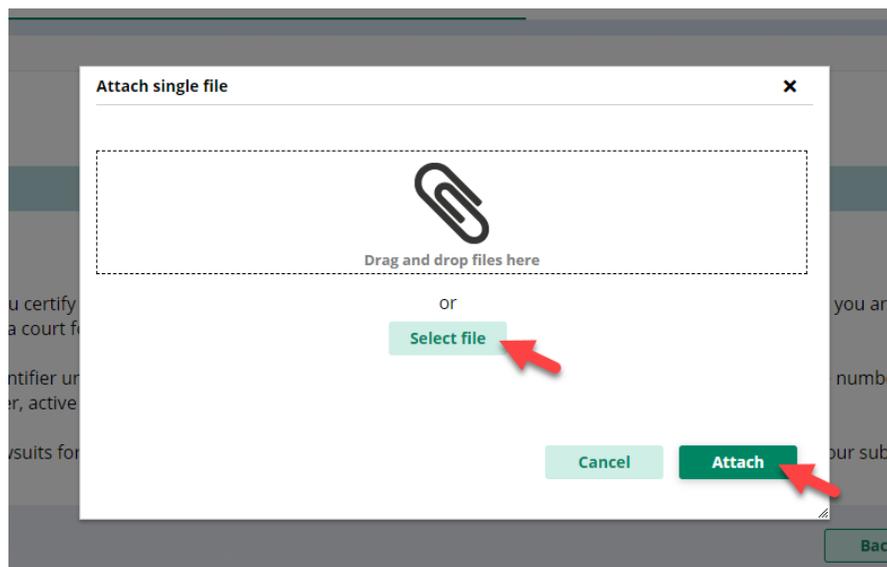
Required documents	Document description	Attachment
Deficiency correction *	Deficiency correction	Attach

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.

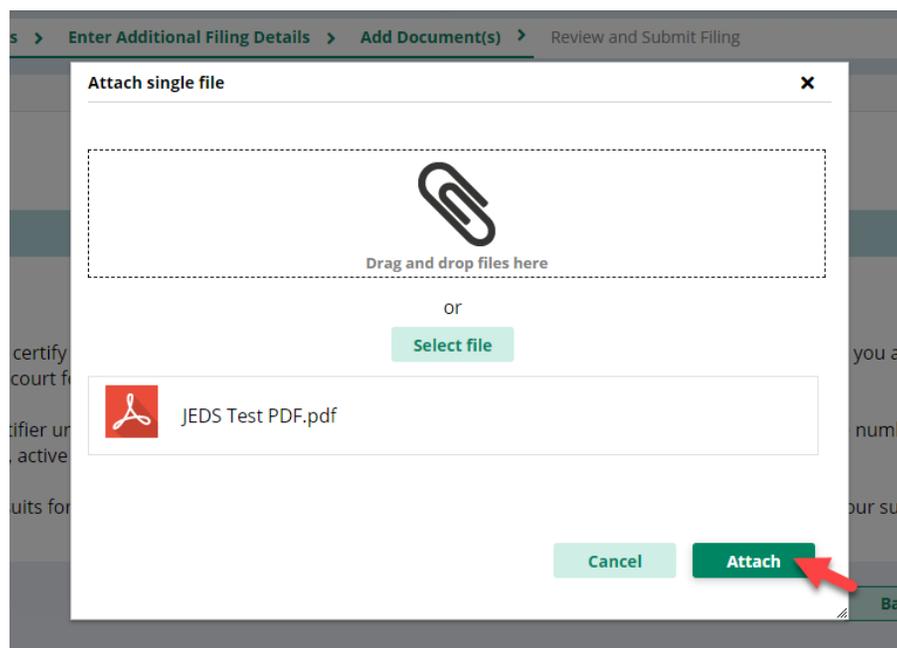
- A confidential personal identifier under NJ Court Rules includes: Social Security number, driver's license number, license plate number, insurance policy number, active bank account number, active credit card number and a person's military status.
- For most cases, such as lawsuits for money, confidential 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-28339 x

Judiciary Electronic Document Submission

> Read before attaching documents to the filing. x

Create Filing Submit Payment

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

Documents

Required documents	Document description	Attachment
Deficiency correction *	Deficiency correction	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'

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

Home EF-28339 x

Judiciary Electronic Document Submission

> Read before attaching documents to the filing. x

Create Filing Submit Payment

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

Documents

Required documents	Document description	Attachment
Deficiency correction *	Deficiency correction	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'

Home EF-28334 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

Name	Attorney bar/User ID	Address	Phone number
Qa Attorney	900902020	1 Test Ln, Trenton, NJ 08625	609-633-7451
Email address for notifications test@test.com test1@gmail.com ---			

Case search

Court	Complaint number	Case caption
Municipal	1214-s-2014-022433	State of New Jersey vs James Jones

Filing details

Filing category	Filing type	Filing fee	Deficient transaction ID
General	Deficiency correction	\$0.00	19424

Documents

Required documents	Document type	Document description	Attachment
<input checked="" type="checkbox"/>	Deficiency correction *	Deficiency correction	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.

Back Cancel **Submit**

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

Certification to submit filing

I understand that:

- 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.

Cancel **Accept**

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

The screenshot shows a web application interface for Judiciary Electronic Document Submission. At the top, there is a breadcrumb trail: Home > EF-19677. Below this, the page title is "Judiciary Electronic Document Submission". A prominent green banner at the top of the main content area states "Your filing has been successfully submitted." Below the banner, the information is organized into two sections: "Case details" and "Filing details".

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		

At the bottom right of the confirmation area, there are two buttons: "Print" and "Close".