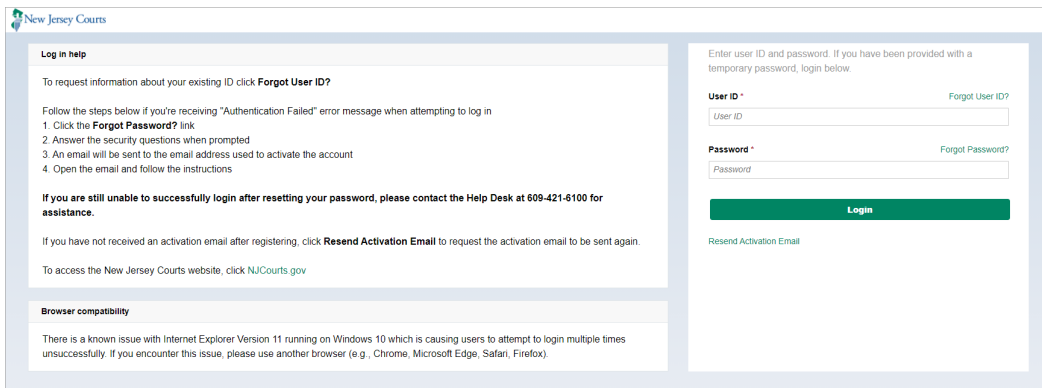
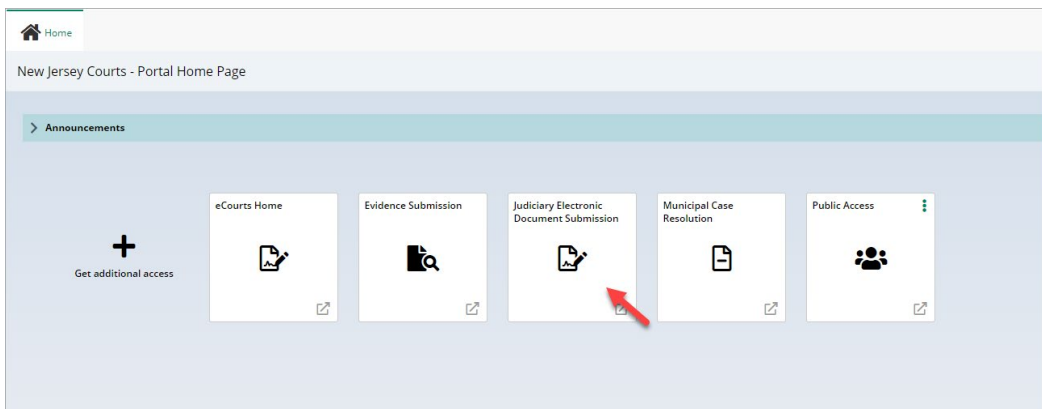
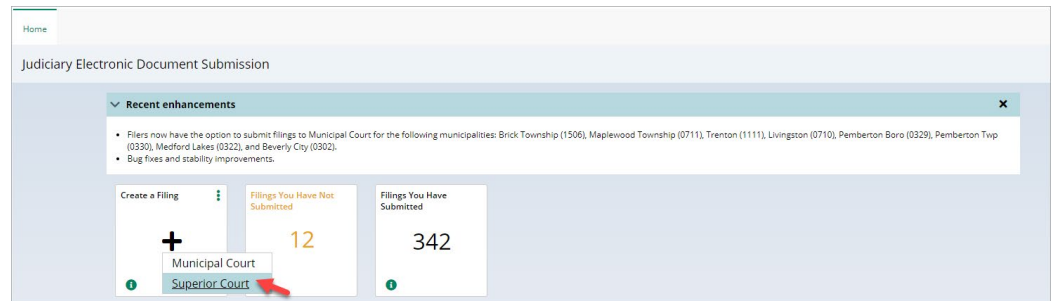
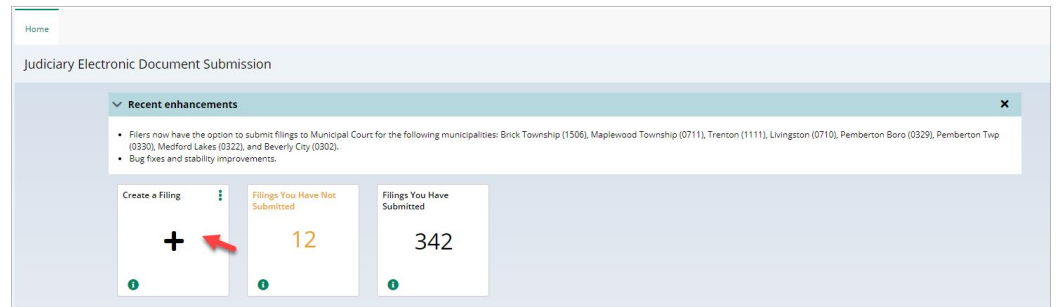


The quick reference guide below is a step-by-step process for submitting a deficiency correction filing to Superior Court.

<u>Process</u>	<u>Screenshot</u>
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 'Superior 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

The screenshot shows the 'Verify Filer' screen within the 'Create Filing' process. It includes a progress bar with steps: 'Verify Filer' (active), 'Enter Filing Details', 'Add Document(s)', and 'Review and Submit Filing'. The 'Filer information' section contains a warning about updates to name, address, or email, followed by a table of filer details and a checkbox to certify the information.

Name/Address	Email address for notifications
Jeds Test Qa 123 Qa Test Trenton, NJ 08625	test@gmail.com

☐ I certify that all information is true and accurate.

Buttons: 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

Home EF-28312 X

Judiciary Electronic Document Submission

Create Filing Submit Payment

Select Firm/Address Enter Filing Details Search for Case 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
☐ Private Firm Test 1 Test Ln Trenton, NJ 08625	test@test.com test1@test.com ---
☐ 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 Enter Filing Details Search for Case 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
☒ Private Firm Test 1 Test Ln Trenton, NJ 08625	test@test.com test1@test.com ---
☐ 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:

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Judiciary Electronic Document Submission

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	

☒ I certify that all information is true and accurate.

Cancel Next

Attorney:

Home EF-28312 X

Judiciary Electronic Document Submission

Create Filing Submit Payment

Select Firm/Address > Enter Filing Details Search for Case 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
☒ Private Firm Test	test@test.com
1 Test Ln	test1@test.com
Trenton, NJ 08625	---
☐ Piluso Test Firm	---
123 Main St	---
Trenton, NJ 08628	---

☒ I certify that all information is true and accurate.

Cancel Next

6. Select the Court/Division, Docket type and Venue where the deficient filing is and select 'General' from the Filing category

Home EF-19668 X

Judiciary Electronic Document Submission

Create Filing Submit Payment

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

Filing details

Court * Docket type * Venue * Filing category *

Back Cancel Next

7. Select 'Deficiency correction' from the "What are you filing" list and select 'Next'

Home EF-28304 X

Judiciary Electronic Document Submission

Create Filing Submit Payment

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

Filing details

Court * Special Civil Part Docket type * Suing or being sued for up to \$15,0 Venue * BUR - BURLINGTON Filing category * General

What are you filing? Fee

☐ Adjournment request	\$0.00
☐ Affidavit	\$0.00
☐ Brief/Letter Brief	\$0.00
☐ Certification	\$0.00
☐ Consent Order	\$0.00
☐ Deficiency correction	\$0.00
☐ Fee Waiver Application	\$0.00
☐ Jury Demand	\$100.00

Home EF-28304 X

Judiciary Electronic Document Submission

☐ Brief/Letter Brief	\$0.00
☐ Certification	\$0.00
☐ Consent Order	\$0.00
☒ Deficiency correction	\$0.00
☐ Fee Waiver Application	\$0.00
☐ Jury Demand	\$100.00
☐ Letter/Correspondence	\$0.00
☐ Notice of Bankruptcy	\$0.00
☐ Notice of Dismissal	\$0.00
☐ Notice of Settlement	\$0.00
☐ Other	\$0.00
☐ Proceeding Documents	\$0.00
☐ Proof of Service	\$0.00
☐ Request to Enter Default Judgment	\$0.00
☐ Reservice	\$0.00
☐ Stipulation of Dismissal	\$0.00
☐ Stipulation of Settlement	\$0.00
☐ Subpoena	\$50.00
☐ Voluntary Dismissal	\$0.00

Back Cancel **Next**

8. Enter the transaction ID of the deficient filing and any remaining fee balance, if applicable.

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

Home EF-28304 X

Judiciary Electronic Document Submission

Create Filing Submit Payment

Verify Filer > Enter Filing Details > Enter Additional Filing Details > Add Document(s) Review and Submit Filing

Deficient filings

Enter the transaction ID of the deficient filing.

Transaction ID EF- Remaining fee balance, if applicable

Back Cancel Next

Home EF-28304 X

Judiciary Electronic Document Submission

Create Filing Submit Payment

Verify Filer > Enter Filing Details > Enter Additional Filing Details > Add Document(s) Review and Submit Filing

Deficient filings

Enter the transaction ID of the deficient filing.

Transaction ID EF- Remaining fee balance, if applicable

17650
18431
18834
18872
19496
20693
26057
27266
27272
27413
28025

Back Cancel Next

9. Select 'Next'

Home EF-28304 X

Judiciary Electronic Document Submission

Create Filing Submit Payment

Verify Filer > Enter Filing Details > Enter Additional Filing Details > Add Document(s) Review and Submit Filing

Deficient filings

Enter the transaction ID of the deficient filing.

Transaction ID EF- 28025 Remaining fee balance, if applicable

Back Cancel Next

10. Select 'Attach'

Note: Red asterisk indicates a required document

Home EF-20304 X

Judiciary Electronic Document Submission

> Read before attaching documents to the filing.

Create Filing Submit Payment

Verify Filer > Enter Filing Details > Enter Additional 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

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

Attach single file X

Drag and drop files here

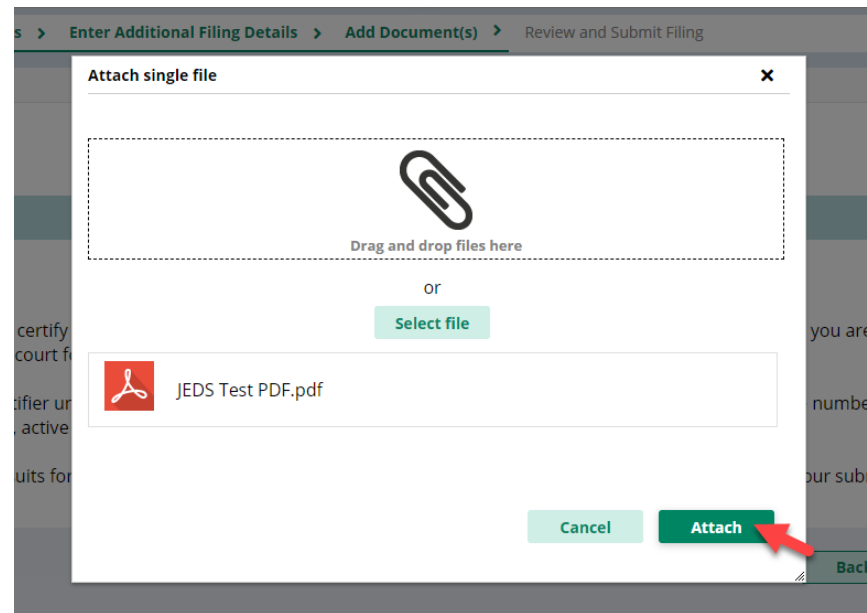
or

Select file

Cancel Attach

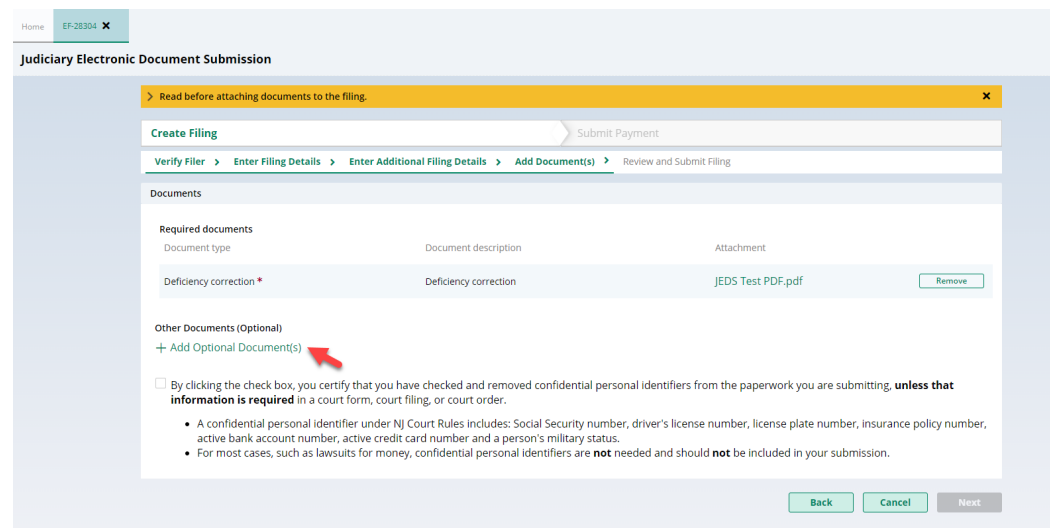
Back

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



13. The file you uploaded will display on the screen

To add additional documents, select '+ Add and follow steps 8-9



14. Once you have attached all of your documents, select 'Next'

Note: Civil, Special Civil, General Equity/Chancery and SCCO will require you to certify before selecting 'Next'

☐ 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. 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-28304 X

Judiciary Electronic Document Submission

Create Filing Submit Payment

Verify Filer > Enter Filing Details > Enter Additional Filing Details > Add Document(s) > Review and Submit Filing

Filer information

Name	Attorney bar/User ID	Address	Phone number
Jeds Test Qa	Test-QA	123 Qa Test, Trenton, NJ 08625	609-815-2900
Email address for notifications test@test.com test1@test.com			

Filing details

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
Filing type	Filing fee		
Deficiency correction	\$0.00		

Additional filing details

Deficient transaction ID	Remaining fee balance
EF-28025	

Documents

Required documents

Document type	Document description	Attachment
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

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

Filings with a fee:

The dialog box titled "Certification to submit filing" contains a warning icon and the following text: "This filing contains a fee. You will not be able to make any changes to your filing once you start the payment process in the next stage. Your filing will not be received and processed by the court until you receive a confirmation notification." Below this, there is a checked checkbox labeled "I understand that:" followed by a bulleted list of terms and conditions. At the bottom right, there are "Cancel" and "Accept" buttons, with a red arrow pointing to the "Accept" button.

Certification to submit filing

⚠ This filing contains a fee. You will not be able to make any changes to your filing once you start the payment process in the next stage. Your filing will not be received and processed by the court until you receive a confirmation notification.

☒ 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

Filings without a fee:

The dialog box titled "Certification to submit filing" contains a checked checkbox labeled "I understand that:" followed by a bulleted list of terms and conditions. At the bottom right, there are "Cancel" and "Accept" buttons, with a red arrow pointing to the "Accept" button.

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

17. If the filing does not have a fee, a confirmation screen will display, and an email is sent to the filer

If the filing has a fee, see the [QRG – Filing Fee Payment Process](#).

The confirmation screen displays a green banner with the message: "Your filing has been successfully submitted. A confirmation has been sent to the email address(es) you provided." Below this, there is a table with filing details. At the bottom right, there are "Print" and "Close" buttons.

Home EF-28304 X

Judiciary Electronic Document Submission

✓ Your filing has been successfully submitted. A confirmation has been sent to the email address(es) you provided.

Case details		Docket type	
Court	Venue	Case number	
Special Civil Part	Burlington	Suing or being sued for up to \$15,000 or BUR-DC-000008-21 Unpaid Rent Collection Covid-19 (DC cases)	
Filing details		Filing submitted by	Filing type
Transaction ID	Filing date	Jeds Test Qa	Deficiency correction
EF-28304	4/28/2022		
Documents received	Filing fee		
JEDS Test PDF.pdf	\$0.00		

Print Close