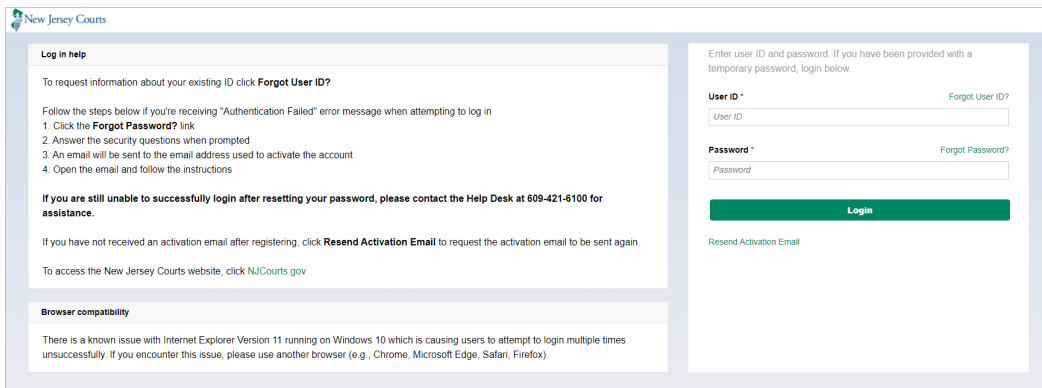
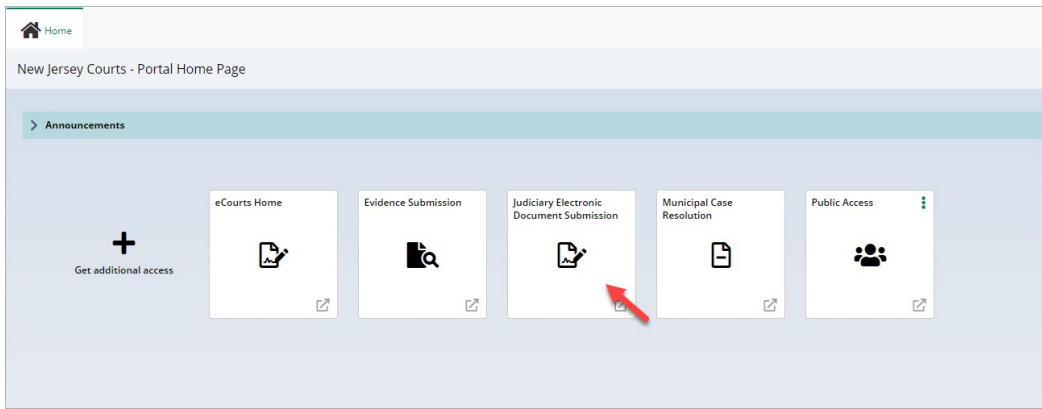
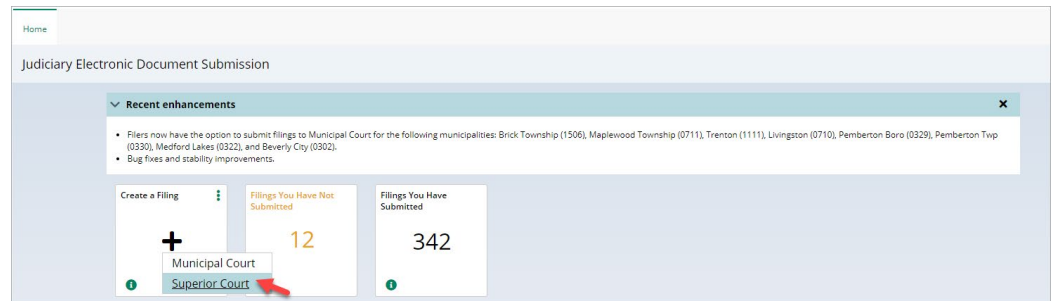
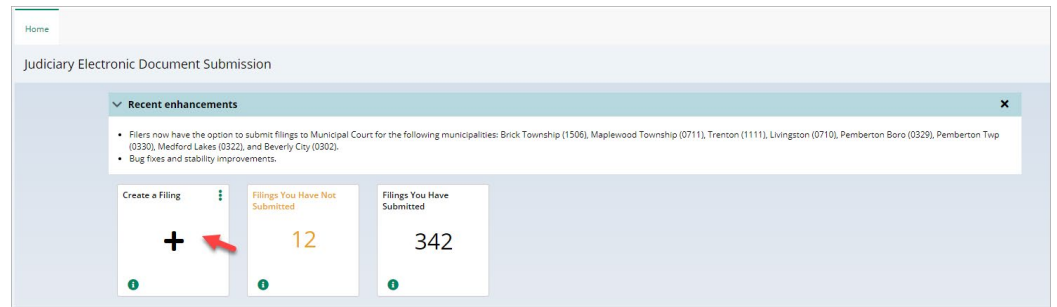


The quick reference guide below is a step-by-step process for submitting a Superior Court filing with a case number.

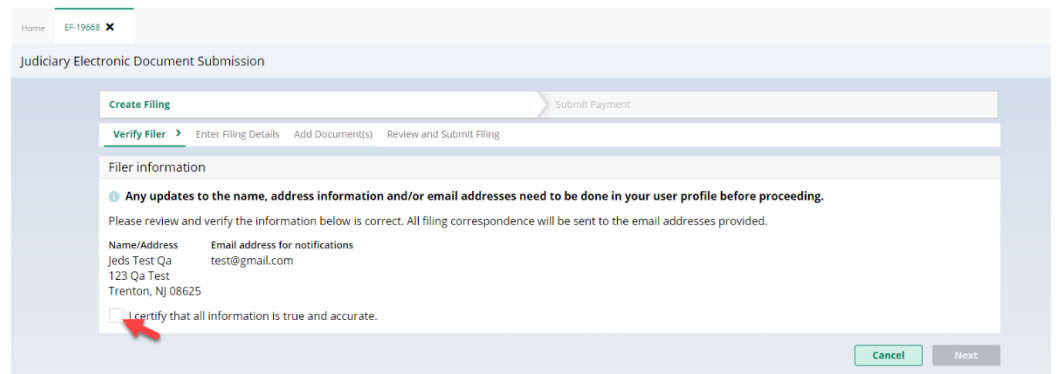
<u>Process</u>	<u>Screenshot</u>
1. Login to the ESSO Portal (https://portal-cloud.njcourts.gov/prweb/PRAuth/CloudSAMLAuth?AppName=ESSO)	
2. On the New Jersey Courts – Portal Home Page, select 'Judiciary Electronic Document Submission'.	

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



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:

The screenshot shows the 'Self represented litigant' form. At the top, there's a breadcrumb 'Home' and a case number 'EF-19668'. The main heading is 'Judiciary Electronic Document Submission'. Below it, a progress bar shows 'Create Filing' as the current step, followed by 'Verify Filer', 'Enter Filing Details', 'Add Document(s)', 'Review and Submit Filing', and 'Submit Payment'. The 'Verify Filer' step is active. Under 'Filer information', there's a warning: 'Any updates to the name, address information and/or email addresses need to be done in your user profile before proceeding.' Below this, it says 'Please review and verify the information below is correct. All filing correspondence will be sent to the email addresses provided.' The form fields show 'Name/Address' as 'Jeds Test Qa', '123 Qa Test', 'Trenton, NJ 08625' and 'Email address for notifications' as 'test@gmail.com'. There's a checkbox 'I certify that all information is true and accurate.' which 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 'Attorney' form. It has the same breadcrumb and case number as the previous form. The progress bar shows 'Select Firm/Address' as the current step, followed by 'Enter Filing Details', 'Search for Case', 'Add Document(s)', 'Review and Submit Filing', and 'Submit Payment'. Under 'Filer information', there's 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 this, it says '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 show 'Firm name/address' with two radio button options: 'Private Firm Test' (selected) with address '1 Test Ln', 'Trenton, NJ 08625' and email 'test@test.com'; and 'Pilluso Test Firm' with address '123 Main St', 'Trenton, NJ 08628' and email 'test1@test.com'. There's a checkbox 'I certify that all information is true and accurate.' which is checked. At the bottom right, there are 'Cancel' and 'Next' buttons, with a red arrow pointing to the 'Next' button.

6. Select the Court/Division, Docket type, Venue and Category

The screenshot shows the 'Filing details' form. It has the same breadcrumb and case number. The progress bar shows 'Enter Filing Details' as the current step, followed by 'Add Document(s)', 'Review and Submit Filing', and 'Submit Payment'. Under 'Filing details', there are four dropdown menus: 'Court', 'Docket type', 'Venue', and 'Filing category'. Each dropdown menu has a red arrow pointing to it. At the bottom right, there are 'Back', 'Cancel', and 'Next' buttons.

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

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Judiciary Electronic Document Submission

Create Filing Submit Payment

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

Filing details

Court: Special Civil Part Docket type: Suing or being sued for up to \$15,000 Venue: BUR - BURLINGTON Filing category: Record requests

What are you filing?

☐ Certified copy	\$15.00
☐ Certified copy with seal	\$25.00
☒ Digital plain copy	\$0.00
☐ Exemplified copy	\$50.00
☐ Seal of the Court Affixed to Copy	\$10.00

Back Cancel Next

8. Search for your case by entering the case number and select 'Search'

Home EF-19669 X

Judiciary Electronic Document Submission

Create Filing Submit Payment

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

Case Search

Court: Special Civil Part

Case number

Venue: BUR Docket type: DC Sequence number: 000006 Year: 21

Quick links

Look Up Case Number

Reset Search

Back Cancel Next

9. Verify and select the case and select 'Next'

Home EF-19669 X

Judiciary Electronic Document Submission

Create Filing Submit Payment

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

Case Search

Court
Special Civil Part

Case number ⓘ

Venue Docket type Sequence number Year
BUR DC 000006 21

Reset Search

1 result found

Court	Venue	Case number	Case caption	Case initiation date
Special Civil Part	Burlington	BUR-DC-000006-21	Test Vs Test Ariana	05/04/2021

Quick links
Look Up Case Number

Back Cancel Next

10. Enter additional filing details, if applicable, and select 'Next'

Home EF-19669 X

Judiciary Electronic Document Submission

Create Filing Submit Payment

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

Additional recipients to be notified

Currently, eCourts sends notification to parties listed on a case. To notify additional recipients not listed on a case, JEDS requires either the bar ID of an attorney or the name of the individual and their email address.

+ Add recipient

Back Cancel Next

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

Note: Red asterisk indicates a required document.

The screenshot shows the 'Judiciary Electronic Document Submission' interface. A yellow banner at the top reads 'Read before attaching documents to the filing.' Below this, a list of restrictions is provided. The main section is titled 'Documents' and contains a table with the following structure:

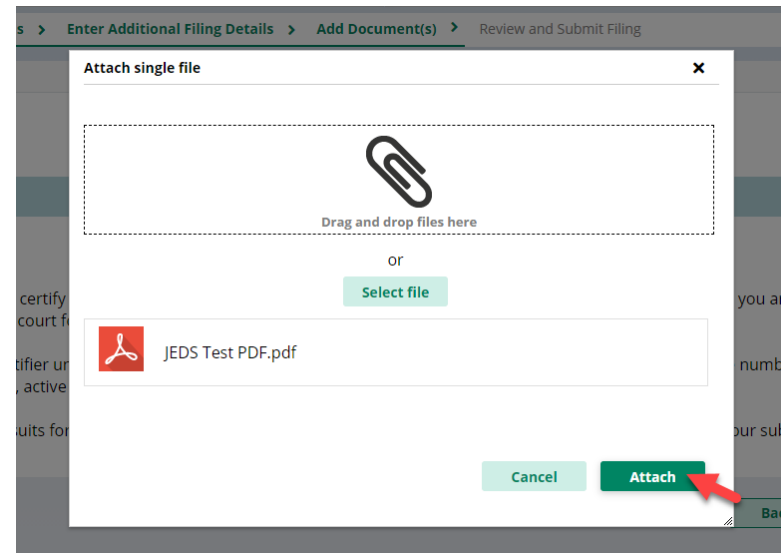
Document type	Document description	Attachment
Digital plain copy *	Completed record request form	Attach

Below the table, there is a checkbox for certifying the removal of confidential personal identifiers, followed by a list of identifiers and a note about lawsuits. At the bottom are 'Back', 'Cancel', and 'Next' buttons. A red arrow points to the 'Attach' button in the table.

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

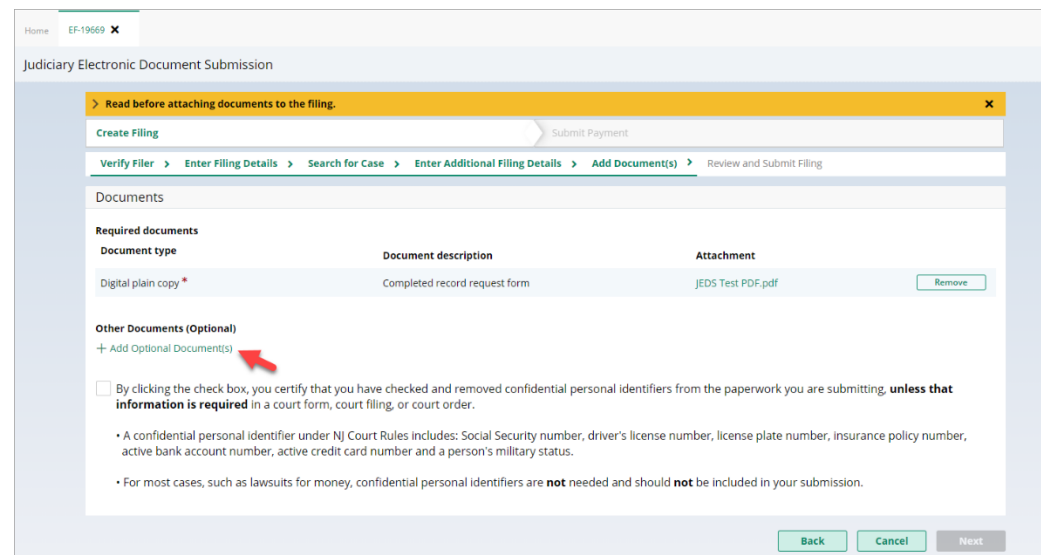
The screenshot shows a dialog box titled 'Attach single file'. It features a dashed box with a paperclip icon and the text 'Drag and drop files here'. Below this, the word 'or' is displayed, followed by a green 'Select file' button. At the bottom right are 'Cancel' and 'Attach' buttons. A red arrow points to the 'Select file' button, and another red arrow points to the 'Attach' button.

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



15. 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

☒ 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-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	Record requests
Filing type	Filing fee		
Digital plain copy	\$0.00		

Case search

Case number	Case caption
BUR-DC-000008-21	Test Vs Raelyn & Raelyn

Documents

Required documents	Document description	Attachment
Document type		
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.

Back Cancel Submit

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

Filings with a fee:

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:

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. 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](#).

Home EF-19669 X

Judiciary Electronic Document Submission

Your filing has been successfully submitted.

Case details			
Court	Venue	Docket type	Case number
Special Civil Part	Burlington	Suing or being sued for up to \$15,000 or Unpaid Rent Collection Covid-19 (DC cases)	BUR-DC-000006-21
Filing details			
Transaction ID	Filing date	Filing submitted by	Filing type
EF-19669	9/9/2021	Jeds Test Qa	Digital plain copy
Documents received	Filing fee		
JEDS Test PDF.pdf	\$0.00		

Print Close