



Judiciary Electronic Document Submission (JEDS)

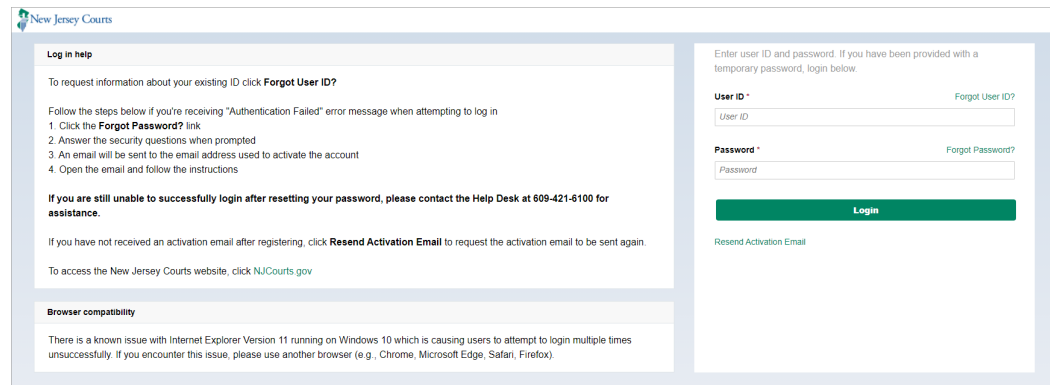
Quick Reference Guide – Filings You Have Not Submitted

The quick reference guide below is a step-by-step process for viewing the list of filings that have not been submitted.

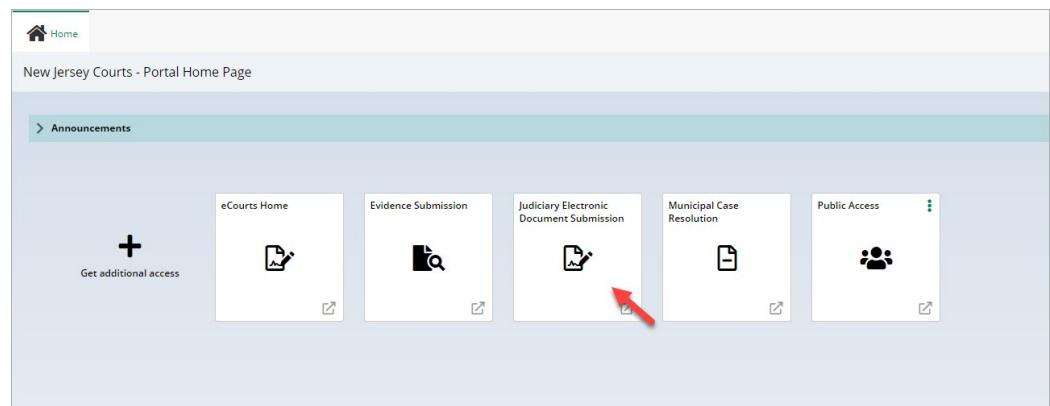
Process

Screenshot

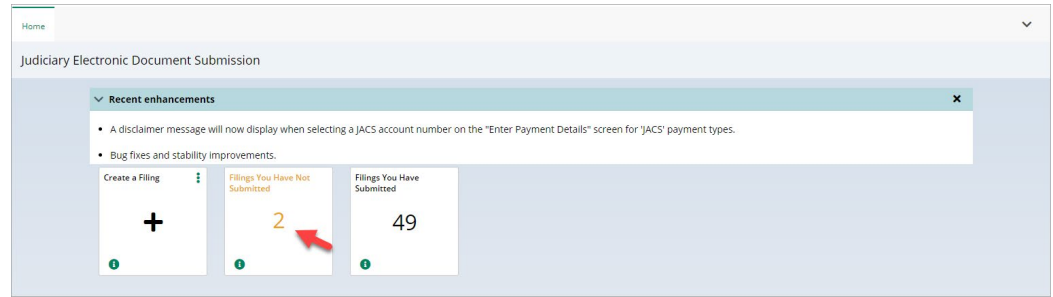
1. Login to the ESSO Portal (<https://portal-cloud.njcourts.gov/prweb/PRAuth/CloudSAMLAuth?AppName=ESSO>)



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



3. On the Home Page, select 'Filings You Have Not Submitted' tile.



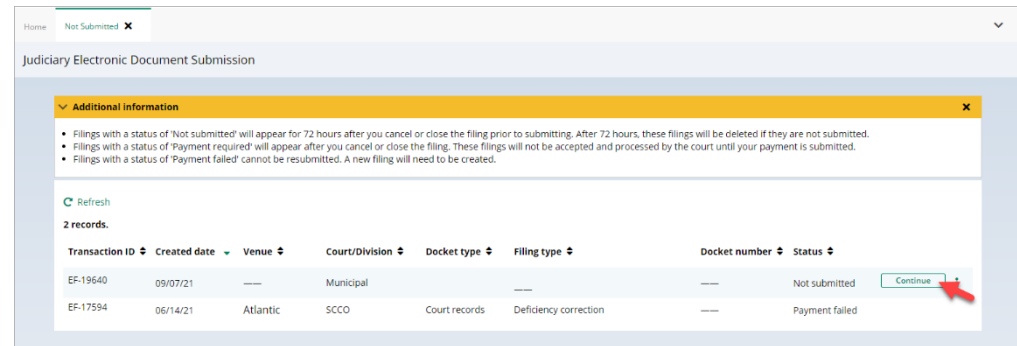
4. List of filings you have not submitted will display.

Select 'Continue' next to the filing to complete the needed information and submit your filing to the court.

[QRG – Submit a filing with a case number](#)

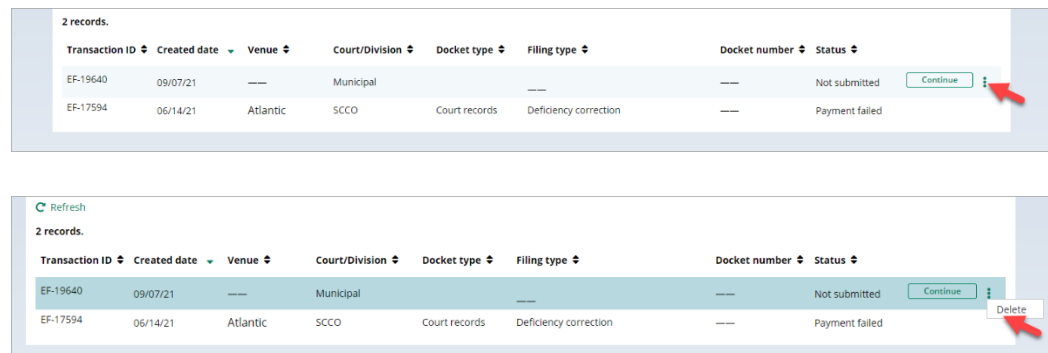
[QRG – Submit a filing without a case number](#)

[QRG – Filing fee payment process](#)



5. Filings with a status of 'Not submitted' can be deleted if you no longer want to submit.

Select the 3 dots (ellipsis) at the right side of the filing and select 'Delete'.



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.

The screenshot shows a web interface for 'Judiciary Electronic Document Submission'. At the top, there is a navigation bar with 'Home' and 'Not Submitted' (with a close icon). Below this is a section titled 'Additional Information' with a close icon, containing three bullet points: '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.', and 'Filings with a status of 'Payment failed' cannot be resubmitted. A new filing will need to be created.' Below the information is a 'Refresh' button and a message '1 records.' A table follows with columns: Transaction ID, Created date, Venue, Court/Division, Docket type, Filing type, Docket number, and Status. The table contains one row with the following data: Transaction ID: EF-17594, Created date: 06/14/21, Venue: Atlantic, Court/Division: SCCO, Docket type: Court records, Filing type: Deficiency correction, Docket number: ---, Status: Payment failed.

Transaction ID	Created date	Venue	Court/Division	Docket type	Filing type	Docket number	Status
EF-17594	06/14/21	Atlantic	SCCO	Court records	Deficiency correction	---	Payment failed