



## Judiciary Electronic Document Submission (JEDS) Quick Reference Guide – Filing Fee Payment Process

The quick reference guide below is a step-by-step process for submitting filing fee payment.

### Process

### Screenshot

1. Submit a filing that includes 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.

2. Select your payment type:

See [Credit card](#)

See [ACH Debit \(US banks only\)](#)

See [Exempt](#)

See [JACS \(For attorney use only\)](#)

Home EF-27833 Judiciary Electronic Document Submission

Create Filing Submit Payment

Add Payment Type Enter Payment Details

Payment type

Payment

Payment type \*

Related links

Fee Schedule

3. Select credit card and select 'Next'

Home EF-46396 X

### Judiciary Electronic Document Submission

Create Filing Submit Payment

Add Payment Type > Enter Payment Details

Payment type

To avoid making duplicate payments, do not use the browser back and forward buttons. If the filing is not available in your list of submissions after completing the payment screens, do not refile or submit a new payment. If you attempt to refile or submit a new payment, you may be charged twice. Contact the Superior Court Clerk's Office at 609-421-6100 for further assistance.

Payment type \*  
Credit card

**Fee details**

Amount due for this transaction	\$50.00
Transaction fee	\$1.50
Total	\$51.50

**Related links**  
Fee Schedule

Cancel Next

4. Enter the required customer information and select 'Next'

New Jersey Courts  
Independence • Integrity • Fairness • Quality Service

Payment  
Payment Type: Credit/Debit Card ✓

Customer Information

Country: United States

First Name: [input] Last Name: [input]

Company Name: [input]

Address: [input]

Address 2: [input]

City: Trenton State: NJ - New Jersey

ZIP/Postal Code: 08602

Phone Number: [input]

Email: [input]

Transaction Summary

Filing fee	\$50.00
Transaction fee	\$1.50
<b>Pay To New Jersey Courts</b>	<b>\$51.50</b>

Need Help?  
If you encounter a problem during the payment process, you may call the Judiciary Call Center for assistance (855-421-6100)

Cancel Next >

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5. Enter required credit card information and select 'Next'

New Jersey Courts  
Independence • Integrity • Fairness • Quality Service

Payment  
Payment Type: Credit/Debit Card ✓

Customer Information ✓  
Address: Test Test, 123 Test Avenue, Trenton, NJ 08610  
Country: United States, Email Address: Test@test.com

Payment Information ✓  
Credit Card Number\*: [Redacted] ✓  
Expiration Month\*: 01-January ✓, Expiration Year\*: 2027 ✓  
Security Code\*: 123 ✓  
Name on Credit Card\*: Test Test ✓

Transaction Summary  
Filing fee: \$50.00  
Transaction fee: \$1.50  
Pay to New Jersey Courts: \$51.50

Need Help?  
You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card information. (This text can be edited.)

Next ✓

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6. Review the information entered and select 'Submit Payment'

New Jersey Courts  
Independence • Integrity • Fairness • Quality Service

Payment  
Payment Type: Credit/Debit Card ✓

Customer Information ✓  
Address: Test Test, 123 Test Avenue, Trenton, NJ 08610  
Country: United States, Email Address: Test@test.com

Payment Information ✓  
Credit Card: MasterCard \*\*\*\*0000, Exp: 01/2027  
Name on Credit Card: Test Test ✓

Transaction Summary  
Filing fee: \$50.00  
Transaction fee: \$1.50  
Pay to New Jersey Courts: \$51.50

Need Help?  
If you encounter a problem during the payment process, you may call the Judiciary Call Center for assistance (855-421-6100). Please note before you hit submit payment, the 2% fee is non-refundable.

Submit Payment

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7. Confirmation screen will display

[\(back\)](#)

The screenshot shows a web interface for 'Judiciary Electronic Document Submission'. At the top, there is a breadcrumb trail: 'Home' > 'EF-46396 X'. Below this is a green header bar with the title 'Judiciary Electronic Document Submission'. A green message bar states: 'Your filing has been successfully submitted. A confirmation has been sent to the email address(es) you provided.' The main content is divided into two sections: 'Case details' and 'Payment confirmation'. 'Case details' includes a table with columns for Court, Venue, Docket type, and Case number. 'Payment confirmation' includes a table with columns for Payment type, Amount paid, and Payment transaction ID. At the bottom right, there are 'Print' and 'Close' buttons.

Case details			
Court	Venue	Docket type	Case number
Family	Atlantic	Divorce or post-divorce	[REDACTED]

  

Filing details			
Transaction ID	Filing date	Filing submitted by	Filing type
EF-46396	01/04/2024	[REDACTED]	Motion
Documents received	Filing fee	Additional fee(s)	
Motion.pdf PFO.pdf	\$50.00	\$0.00	

  

Payment confirmation		
Payment type	Amount paid	Payment transaction ID
Credit card	\$51.50	69621584

Credit card transactions have a non-refundable 3% fee. Your credit card statement will display the description "NJ COURTS EPAY" for transactions.

Print Close

3. Select ACH Debit (US bank only) and select 'Next'

Home EF-46598 X

### Judiciary Electronic Document Submission

Create Filing Submit Payment

Add Payment Type > Enter Payment Details

Payment type

Please check with your bank to ensure ACH withdrawals are allowed from your account.

Payment type \*  
ACH Debit (US banks only)

Fee details

Amount due for this transaction	\$50.00
Transaction fee	\$0.00
Total	\$50.00

Related links

Fee Schedule

Cancel Next

4. Enter the required bank information/contact information and select 'Submit'

**Note:** Selecting 'Yes' under "Contact information" will pre-populate filer information from your profile.

Home EF-46598 X

### Judiciary Electronic Document Submission

Create Filing Submit Payment

Add Payment Type > Enter Payment Details

Payment type

Payment type	Amount due for this transaction	Transaction fee	Total
ACH Debit (US banks only)	\$50.00	\$0.00	\$50.00

Payment details

Bank information

Bank name \* Bank of America Account type \*  Checking  Saving

Routing number (9 digits) \* 999999999 Confirm routing number (9 digits) \* 999999999 Account number \* 12345 Confirm account number \* 12345

Account holder information

Account holder type \*  Personal  Business Is the contact information with your bank and the judiciary the same? \*  Yes  No

First name \* John Middle name Last name \* Smith Suffix

Address line 1 \* 123 QA Test Address line 2

City \* Trenton State \* NEW JERSEY ZIP Code \* 08625 Country \* United States

Phone number \* 609-815-2900 Email address \* test@test.com

Back Cancel Submit

5. Confirmation screen will display

[\(back\)](#)

The screenshot shows a web application interface for 'Judiciary Electronic Document Submission'. At the top, there is a navigation bar with 'Home' and 'EF-46598 X'. Below this is a green header bar with the text 'Judiciary Electronic Document Submission'. A green message bar states: 'Your filing has been successfully submitted. A confirmation has been sent to the email address(es) you provided.' The main content area is divided into two sections: 'Case details' and 'Payment confirmation'. The 'Case details' section contains a table with the following information:

Case details			
Court	Venue	Docket type	Case number
Family	Atlantic	Divorce or post-divorce	[REDACTED]

The 'Filing details' section contains a table with the following information:

Filing details			
Transaction ID	Filing date	Filing submitted by	Filing type
EF-46598	01/04/2024	[REDACTED]	Motion
Documents received	Filing fee	Additional fee(s)	
Motion.pdf PFO.pdf	\$50.00	\$0.00	

The 'Payment confirmation' section contains a table with the following information:

Payment confirmation		
Payment type	Amount paid	Payment transaction ID
ACH Debit (US banks only)	\$50.00	316479

Below the table, it states: 'Your bank statement will display the description "JEDSACH" for transactions.' At the bottom right of the screen, there are two buttons: 'Print' and 'Close'.

3. Select Exempt and select 'Next'

Home EF-46397 X

### Judiciary Electronic Document Submission

Create Filing Submit Payment

Add Payment Type > Enter Payment Details

Payment type

Payment type \*

Exempt

Fee detail

Amount due for this transaction	\$0.00
Transaction fee	\$0.00
Total	\$0.00

Related links

Fee Schedule

Cancel Next

4. Select your exempt reason

Home EF-46397 X

### Judiciary Electronic Document Submission

Create Filing Submit Payment

Add Payment Type > Enter Payment Details

Payment type

Payment type	Amount due for this transaction	Transaction fee	Total
Exempt	\$0.00	\$0.00	\$0.00

Payment details

Exemption reason \*

- Signed order waiving filing fees
- Requesting the court waive the filing fee based on poverty
- Work for the Office of Public Defender
- Filing for the State of NJ or State Agency
- Work for Legal Services of NJ or Authorized Agency

Back Cancel Submit

5. Requesting a court waiver will require the court waiver form to be attached and having an order to waive filing fees will require the order to be attached prior to selecting 'Submit'

### Requesting court waiver:

The screenshot shows the 'Judiciary Electronic Document Submission' page. At the top, there is a navigation bar with 'Home' and 'EF-46397 X'. Below this is a yellow banner with the text '> Read before attaching documents to the filing.' and a close button 'X'. The main content area is divided into several sections: 'Create Filing' with a 'Submit Payment' button, 'Add Payment Type' with an 'Enter Payment Details' button, and a 'Payment type' table. The table has columns for 'Payment type', 'Amount due for this transaction', 'Transaction fee', and 'Total'. The row shows 'Exempt', '\$0.00', '\$0.00', and '\$0.00'. Below the table is the 'Payment details' section, which includes an 'Exemption reason' dropdown menu with the selected option 'Requesting the court waive the filing fee based on poverty'. The 'Required documents' section has a table with columns for 'Document type', 'Document description', and 'Attachment'. The row shows 'Fee waiver form \*', 'Completed fee waiver form', and an 'Attach' button. A red arrow points to the 'Attach' button. At the bottom right, there are 'Back', 'Cancel', and 'Submit' buttons.

### Existing court waiver:

The screenshot shows the 'Judiciary Electronic Document Submission' page. At the top, there is a navigation bar with 'Home' and 'EF-46397 X'. Below this is a yellow banner with the text '> Read before attaching documents to the filing.' and a close button 'X'. The main content area is divided into several sections: 'Create Filing' with a 'Submit Payment' button, 'Add Payment Type' with an 'Enter Payment Details' button, and a 'Payment type' table. The table has columns for 'Payment type', 'Amount due for this transaction', 'Transaction fee', and 'Total'. The row shows 'Exempt', '\$0.00', '\$0.00', and '\$0.00'. Below the table is the 'Payment details' section, which includes an 'Exemption reason' dropdown menu with the selected option 'Signed order waiving filing fees'. The 'Required documents' section has a table with columns for 'Document type', 'Document description', and 'Attachment'. The row shows 'Order waiving filing fees \*', 'Signed order waiving filing fees', and an 'Attach' button. A red arrow points to the 'Attach' button. At the bottom right, there are 'Back', 'Cancel', and 'Submit' buttons.

6. Select 'Submit' after all required information is added.

All other reasons except requesting court waiver/existing court waiver:

Home EF-46397 X

Judiciary Electronic Document Submission

Create Filing Submit Payment

Add Payment Type Enter Payment Details

Payment type	Amount due for this transaction	Transaction fee	Total
Exempt	\$0.00	\$0.00	\$0.00

Payment details

Exemption reason \*

Work for the Office of Public Defender

Back Cancel Submit

Requesting a court waiver:

Home EF-46397 X

Judiciary Electronic Document Submission

Read before attaching documents to the filing.

Create Filing Submit Payment

Add Payment Type Enter Payment Details

Payment type	Amount due for this transaction	Transaction fee	Total
Exempt	\$0.00	\$0.00	\$0.00

Payment details

Exemption reason \*

Signed order waiving filing fees

Required documents	Document type	Document description	Attachment
Order waiving filing fees *		Signed order waiving filing fees	jEDS Test PDF.pdf Remove

Other Documents (Optional)  
+ Add Optional Document(s)

Back Cancel Submit

## Requesting a court waiver:

Home EF-46397 X

### Judiciary Electronic Document Submission

> Read before attaching documents to the filing. X

⌚ Create Filing Submit Payment

Add Payment Type > Enter Payment Details

Payment type	Amount due for this transaction	Transaction fee	Total
Exempt	\$0.00	\$0.00	\$0.00

Payment details

Exemption reason \*  
 Requesting the court waive the filing fee based on poverty

Required documents

Document type	Document description	Attachment
Fee waiver form *	Completed fee waiver form	TEST.pdf Remove

Other Documents (Optional)  
 + Add Optional Document(s)

Related links  
 Fee Waiver Form (Form 11208)

Back Cancel Submit

7. Confirmation screen will display.

[\(back\)](#)

Home EF-46397 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

Court	Venue	Docket type	Case number
Family	Atlantic	Divorce or post-divorce	██████████

Filing details

Transaction ID	Filing date	Filing submitted by	Filing type
EF-46397	01/04/2024	██████████	Motion

Documents received	Filing fee	Additional fees
Motion.pdf PFO.pdf	\$50.00	\$0.00

Payment confirmation

Payment type	Amount paid	Exempt reason	Documents received
Exempt	\$0.00	Requesting the court waive the filing fee based on poverty	TEST.pdf

Print Close

3. Select Judiciary Account Charge System and select 'Next'

**Note:** JACS will not appear as a payment type if the user ID for JEDS is not the attorney bar ID.

Home EF-46720 X

### Judiciary Electronic Document Submission

Create Filing Submit Payment

Add Payment Type > Enter Payment Details

Payment type

Payment type \*  
Judiciary Account Charge System (JACS)

Fee details

Amount due for this transaction	\$50.00
Transaction fee	\$0.00
Total	\$50.00

Related links

Fee Schedule

Cancel Next

4. Select your JACS account and select 'Submit'

**Note:** Account numbers will not appear if a firm ID has not been associated to the JACS account.

Home EF-46720 X

### Judiciary Electronic Document Submission

Create Filing Submit Payment

Add Payment Type > Enter Payment Details

Payment type

Payment type	Amount due for this transaction	Transaction fee	Total
Judiciary Account Charge System (JACS)	\$50.00	\$0.00	\$50.00

Payment details

• Judiciary Account Charge System (JACS) accounts are required to have a minimum balance of \$300.00. The account balance must cover the minimum balance requirement and any filing fees being submitted or previously submitted and not deducted from the account.

Account number \*  
146827

Account name  
UIUXSS TEST

Account balance (as of 01/05/2024 at 08:44 AM)  
\$2,100.00

Quick links

Judiciary Account Charge System

Back Cancel Submit

5. Confirmation screen will display

[\(back\)](#)

The screenshot shows a web application interface for 'Judiciary Electronic Document Submission'. At the top, there is a navigation bar with 'Home' and 'EF-46720 X'. Below this is a green header with a downward arrow and the text: 'Your filing has been successfully submitted. A confirmation has been sent to the email address(es) you provided.' The main content is divided into two sections: 'Case details' and 'Payment confirmation'. 'Case details' includes a table with columns for Court, Venue, Docket type, and Case number. 'Payment confirmation' includes a table with columns for Payment type, Account number, and Amount paid. At the bottom right, there are 'Print' and 'Close' buttons.

Case details			
Court	Venue	Docket type	Case number
Family	Atlantic	Divorce or post-divorce	[REDACTED]

  

Filing details			
Transaction ID	Filing date	Filing submitted by	Filing type
EF-46720	01/05/2024	Qa Attorney	Motion
Documents received	Filing fee	Additional fee(s)	
Motion.pdf PFO.pdf	\$50.00	\$0.00	

  

Payment confirmation		
Payment type	Account number	Amount paid
Judiciary Account Charge System (JACS)	146827	\$50.00

Print Close