

**Evidence Submission** 

**Review Submitted Evidence or Add Additional Attachments** 

The quick reference guide below is a step-by-step process for reviewing evidence that has been previously submitted or add additional attachments to your evidence list.

Process	Screenshot				
1. Login to the ESSO Portal ( <u>https://portal- cloud.njcourts.gov/prweb/PRAuth/CloudSA</u> <u>MLAuth?AppName=ESSO</u> )	Every Encry Coars      Log in help      To request information about your existing 1D click Forgot User ID?      Follow the steps below if you're receiving "Authentication Failed" error message when attempting to log in 1. Click the Forgot Password? Init 2. An email will be sent to the email address used to activate the account 3. An email will be sent to the email address used to activate the account 4. Open the email and follow the instructions If you have not received an activation email after registering, click Resend Activation Email to request the activation email to be sent again. To access the New Jensey Courts website, click NJ-Courts gov  Reveer compatibility There is a known issue with Internet Explorer Version 11 running on Windows 10 which is causing users to attempt to login multiple times unsuccessfully. If you encourter the issue, pieze use another browser (e.g., Chrome, Microsoft Egg, Safari, Firefox).				
2. On the Portal, select 'Evidence Submission'.	New Jersey Courts - Portal Home Page				

<ol> <li>Select 'Review/Add' next to the applicable evidence list.</li> </ol>	Home Evidence	e Submission My case(s) Confirm with court staff in t Create New List C Refresh 1 record Transaction Id ¢ Crr EFL-EVD-948 09.	he county wh eated date ♀	ere your case is a Updated date ∳ 09/23/2021	ussigned before su Venue 🕈 Burlington	ubmitting evidence. Docket/Complaint/Ticket number ♥ BUR-DC-000008-21	<b>Party ≑</b> Defendant	<b>Status</b> Active	Review/Adda
4. The evidence list details you submitted are viewable on this screen. If you would like to add additional attachments, proceed to Step 5.	Home E Fill NU UU En te CC CC Sp Ex Pa DU Ex	FLEVD-948 ×   er Information   stre   stre   stre   anali address for notifications   stre   asse details   untr/Division   stre   stre   stre   cickal Civil Part   hibit list details   cickal Civil Part   bibit attachments   Document type   Trial exhibit/Proposed evidence   Add Trial Exhibit/Proposed Evidence	Attorn ulissrt BUR-D Status Active Document d test	y bar/User ID sst-qa /Complaint/Ticket nu /C-000008-21	umber Ext D1	Address Address Case caption Test Vs Raelyn & Raelyn FEL-EVD-948 hibit/Evidence number	Cas 05/ 9/23/21	one number 9-815-2900 ie initiation date 14/2021 ite Attachmen JEDS Test	nt PDF.pdf

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12.A confirmation message will display.						
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13. A confirmation email is sent to the filer.			
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