New Jersey Courts

Independence • Integrity • Fairness • Quality Service
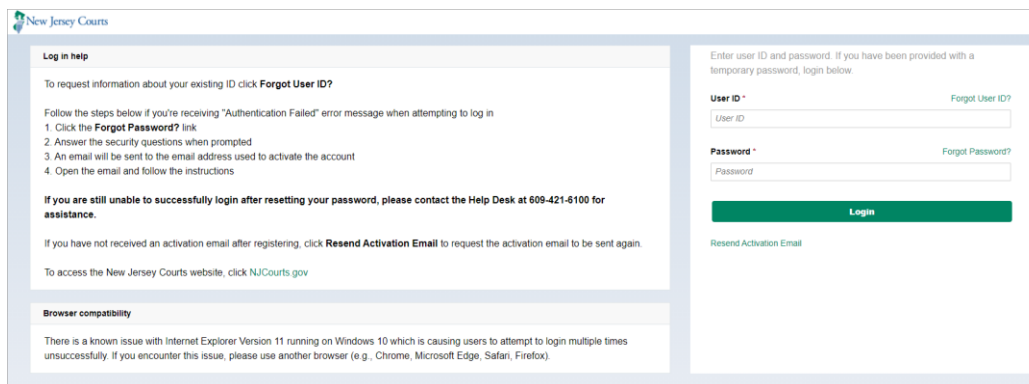
Evidence Submission

Submit an Evidence List

The quick reference guide below is a step-by-step process for submitting a trial exhibit/proposed evidence list to the courts.
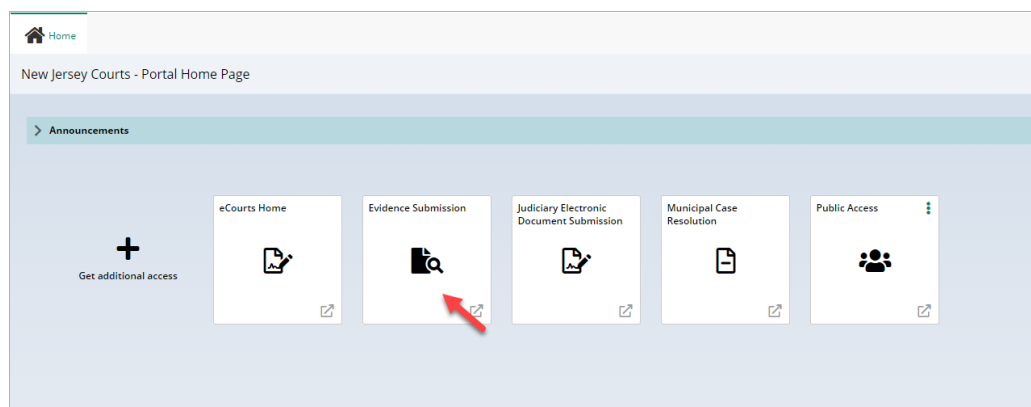
Process	Screenshot
1. Login to the ESSO Portal (https://portal-cloud.njcourts.gov/prweb/PRAuth/CloudSAMLAuth?AppName=ESSO)	**New Jersey Courts** **Log in help** To request information about your existing ID click **Forgot User ID?** Follow the steps below if you're receiving "Authentication Failed" error message when attempting to log in 1. Click the **Forgot Password?** link 2. Answer the security questions when prompted 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 are still unable to successfully login after resetting your password, please contact the Help Desk at 609-421-6100 for assistance.** 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 Jersey Courts website, click NJCourts.gov **Browser 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 encounter this issue, please use another browser (e.g., Chrome, Microsoft Edge, Safari, Firefox). Enter user ID and password. If you have been provided with a temporary password, login below. **User ID** * Forgot User ID? User ID **Password** * Forgot Password? Password **Login** Resend Activation Email
2. On the New Jersey Courts – Portal Home Page, select 'Evidence Submission'.	Home New Jersey Courts - Portal Home Page > Announcements + Get additional access eCourts Home Evidence Submission Judiciary Electronic Document Submission Municipal Case Resolution Public Access

3. Select 'Create New list' to begin the evidence list filing process. If you have never submitted an evidence list, the screen will display a 'Create New List' button. If you have submitted an evidence list previously, the screen will display a 'Create New List' button with the list of previously submitted evidence lists.	Home Evidence Submission **My case(s)** ⚠ Confirm with court staff in the county where your case is assigned before submitting evidence. [Create New List] ← Home Evidence Submission **My case(s)** ⚠ Confirm with court staff in the county where your case is assigned before submitting evidence. [Create New List] ← ↻ Refresh **1 record** Transaction id · Created date · Updated date · Venue · Docket/Complaint/Ticket number · Party · Status EFL-EVD-435 · 07/15/2021 · 07/15/2021 · Mercer · MER-L-000006-21 · Defendant · Active · [Review/Add]
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.	Pro-se: Home EFL-EVD-940 ✕ Evidence Submission **Verify Filer** › Search for Case Enter Evidence List Details Add Document(s) Review and Submit Evidence List **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]
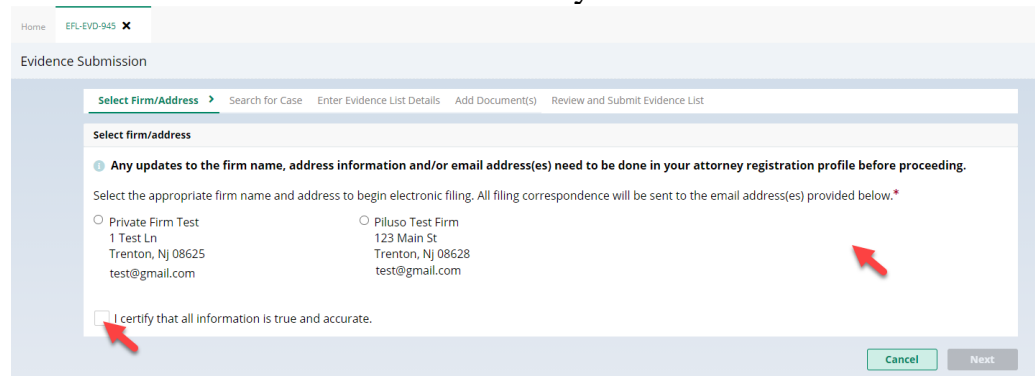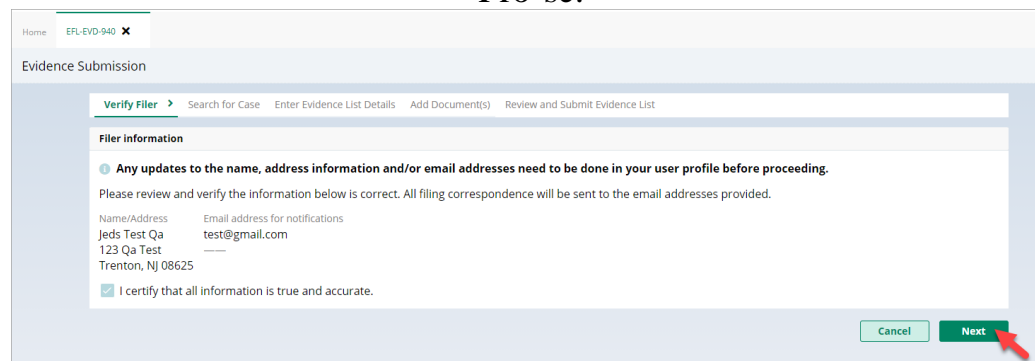
Select firm/address screen will display for attorneys. Attorneys will need to select the firm/address and certify the information is true and accurate.	Attorney:
5. Once all required information is completed, the 'Next' button will be enabled to select.	Pro-se: Attorney:
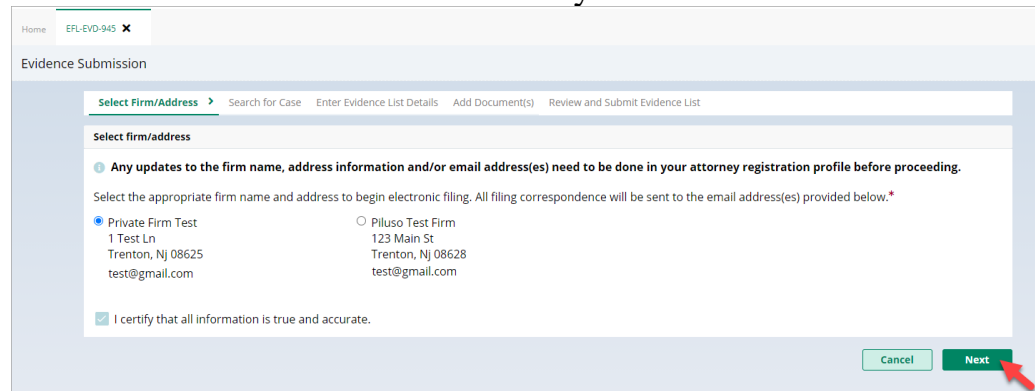
6. Select the 'Court/Division' from the dropdown.	
7. Select the 'Docket type' from the dropdown.	
8. Enter the 'Venue', 'Sequence number' and 'Year.	

9. Select 'Search'.	
10. Verify and select the case and select 'Next'.	

11. Select the 'Party type' from the radio buttons.	**Evidence Submission** Verify Filer > Search for Case > Enter Evidence List Details > Add Document(s) Review and Submit Evidence List **Exhibit list details** ⓘ The exhibit list will not go on the eCourts case jacket. The exhibit/proposed evidence you submit will be viewable by the other parties/attorneys in this case. Select the party type * ○ Defendant ○ Law guardian ○ Plaintiff ○ State ○ Third party defendant ○ Third party plaintiff Back Cancel Next
12. Select 'Next'.	**Evidence Submission** Verify Filer > Search for Case > Enter Evidence List Details > Add Document(s) Review and Submit Evidence List **Exhibit list details** ⓘ The exhibit list will not go on the eCourts case jacket. The exhibit/proposed evidence you submit will be viewable by the other parties/attorneys in this case. Select the party type * ◉ Defendant ○ Law guardian ○ Plaintiff ○ State ○ Third party defendant ○ Third party plaintiff Back Cancel Next
13. Select '+ Add trial exhibit/proposed evidence'. **Note:** At least one attachment is required. Trial exhibit/proposed evidence **must** be added individually. Multiple exhibits/evidence must be **separate** files.	**Evidence Submission** ⌄ **Read before attaching documents** ✕ The following restrictions apply when filing documents: • The document cannot be encrypted and/or password protected • The file name cannot be longer than 56 characters, including spaces and cannot contain "&" special character • The file size cannot exceed 512 MB • The file must be in one of the following formats - .avi, .mpg, .mp3, .mp4, .pdf, .docx, .jpg, .gif and .png Verify Filer > Search for Case > Enter Evidence List Details > Add Document(s) > Review and Submit Evidence List **Documents** + Add Trial Exhibit/Proposed Evidence Back Cancel Next

14. Select the file on your device or drag and drop.	
15. Once your file appears on the screen, select 'Attach'.	
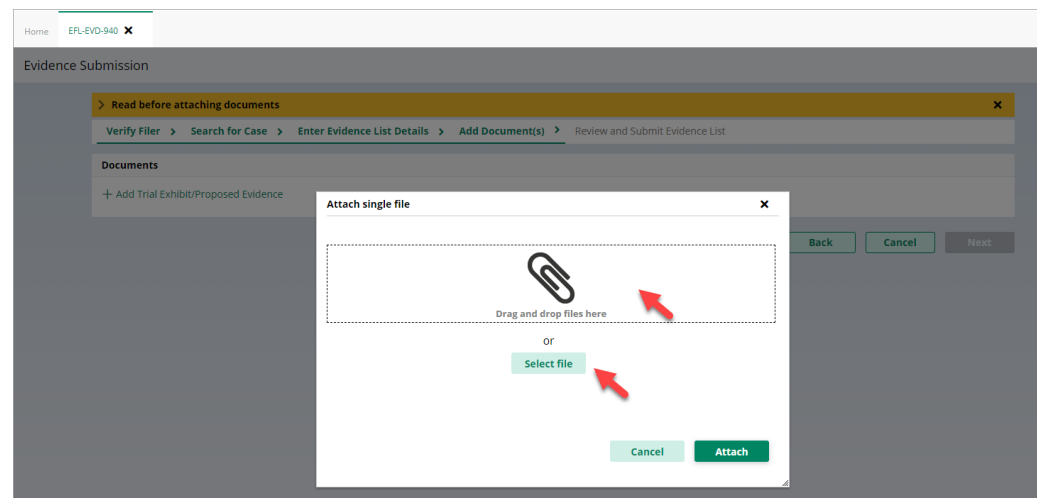
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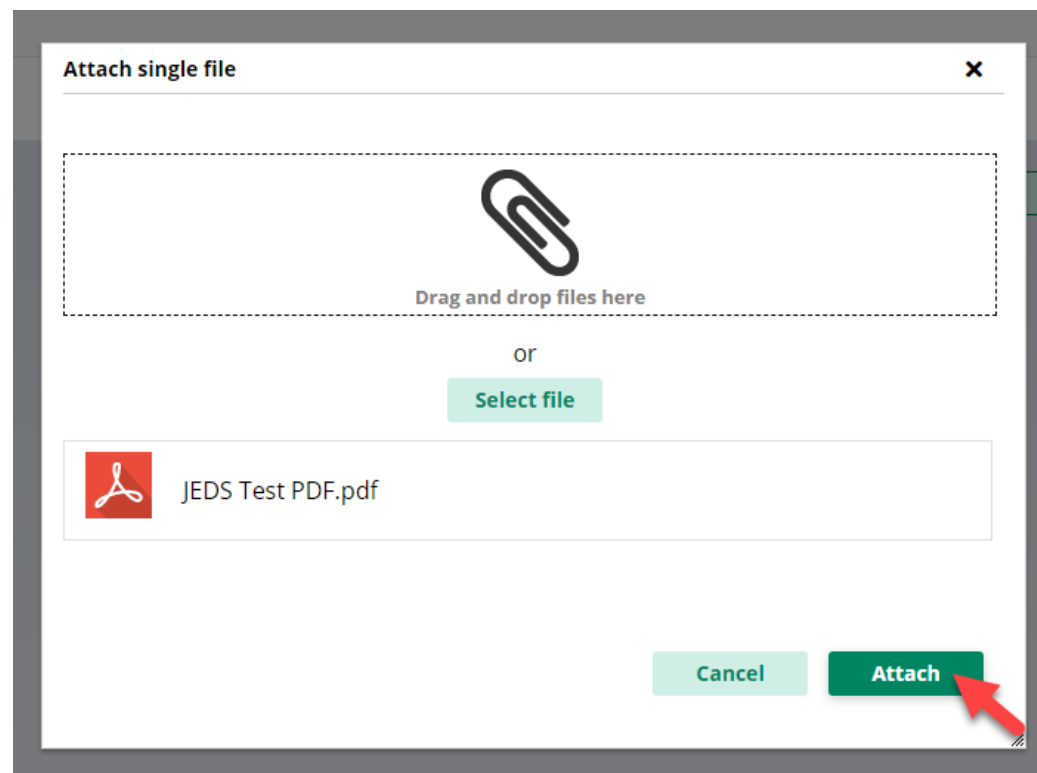
16. The file you attached will display on the screen. Enter the 'Evidence/Exhibit description', which is required, and 'Evidence/Exhibit number', if applicable.	
17. To add additional attachments, select '+ Add trial exhibit/proposed evidence' and follow steps 12 – 14.	

18. You can select the '**x**' to remove any attachments you didn't intend to upload.	
19. Once you have added all of your attachments, select the check box and select 'Next'.	

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20. 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'.

21. A confirmation banner will display. You can dismiss the banner by selecting 'x'.

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22. A confirmation email is also sent to the filer.	

New Jersey Courts

Your trial exhibit/proposed evidence has been successfully submitted. Below are the details for your reference:

Transaction ID: EFL-EVD-306
Filing submitted by: Jeds Test Qa
Submitted date: 06/22/2021
Court: Special Civil Part
Docket/Complaint/Ticket
number: MER-DC-000001-20

Exhibit/Evidence filed:

Exhibit/Evidence description	Exhibit/Evidence number	File name
Test description	D1	new-jC.gif

This email is for notification purposes only and was sent from a notification-only address that cannot accept incoming email.
Please do not reply to this message.

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