

Appellate eFiling Checklist

New Case Filing

Please have the following information available before you proceed:

1. **Case Information** from judgment, order, or state agency decision that you are appealing.

- Case Type (Criminal, Civil, Family or State Agency)
- Trial Court Docket# or Indictment/Accusation#
- Disposition Date for primary order on appeal (and any additional orders to be appealed)
- Full Trial Court or State Agency Caption
- Trial Court Judge if applicable

2. **Transcript Request Form** – System Generated Form

- Ordering (system generated form)
If in possession of the transcript(s), must provide proof
- Standard/Expedited/Daily Service (If Ordering)
- Special Instructions for Court Reporter (If Ordering)
- Hearing Dates/Type of Proceeding/Judge (**Required whether ordering or in possession**)

3. **Party/Attorney Information**

- Appellant Party Name/Type/Role/Status
- Appellant's Attorney Name
- Respondent Party Name/Type/Role/Status (If pro se party, mailing information is required.)
- Respondent's Attorney Name

4. **Required Documents**

- **Judgment/Order/State Agency Decision** - Upload
- **Motion for Leave to Appeal or Notice of Appeal with Case Information Statement**
 - ❖ **Motion for Leave to Appeal**

To Upload:

- Judgment/Order/State Agency Decision
- Motion Certification/Supporting Document

System Generated:

- Motion for Leave
May choose additional relief from list and/or add additional explanation if necessary

OR

- ❖ **Notice of Appeal** – System Generated

Case Information Statement (CIVIL, FAMILY, or STATE AGENCY) – System Generated - Please Provide the Following Information

- Date and Summary of Judgment, Order, or Decision being appealed and attach a copy*
- [Y/N] Have all the issues as to all the parties in this action been disposed?
- [Y/N] If outstanding claims remain open, has the order been properly certified as final pursuant to R. 4:42-2?

- ___ [Y/N] Were any claims dismissed without prejudice?
If yes, provide explanation*
- ___ Brief Statement of the Facts and Procedural History*
- ___ List the Proposed Issues (Point Headings) to be Raised on Appeal Pursuant to R. 2:5-2(a)(6). *
- ___ [Y/N] Did the trial judge issue oral findings or an opinion?
If yes, provide date.
- ___ [Y/N] Did the trial judge issue written findings or an opinion?
If yes, provide date.
- ___ [Y/N] Will the trial judge be filing a statement or an opinion pursuant to R.2:5-1(b)?
- ___ You should inquire of the trial judge whether findings or an opinion were placed on the record out of counsel's presence or whether the judge is filing a statement or opinion pursuant to R.2:5-1(b).
Provide date of inquiry.
- ___ [Y/N] Is the validity of a statute, regulation, executive order, franchise or constitutional provision of this State being questioned? (R. 2:5-1(g))
If yes, explain. (500 character limit)
- ___ [Y/N] Any pending Appeals that arise from substantially the same case or controversy as this appeal?
If yes, add case.
- ___ [Y/N] Any pending Appeals that involve an issue that is substantially the same, similar or related to an issue in this appeal?
If yes, add case.
- ___ [Y/N] Was there any prior appeal involving this case or controversy?
If yes, add case.
- ___ [Y/N] Would this case benefit from a Civil Appeals Settlement Program conference?
Please explain.*

Case Information Statement (CRIMINAL) – System Generated
Please Provide the Following Information

- ___ Give a concise statement of the offense and the judgment including date entered and any sentence or disposition imposed. (500 character limit)
- ___ Appeal is from: conviction OR post judgement motion OR post-conviction relief OR pre-trial detention
If post-conviction relief: 1st OR 2nd OR other _____
- ___ (Y/N) Is defendant incarcerated?
- ___ (Y/N) Was bail granted or the sentence or disposition stayed?
- ___ If in custody, where?
- ___ Defendant was represented by: Public Defender OR Self OR Private Counsel (provide name)
- If Appeal is out of the time:
 - ___ Good Cause – attach supporting motion
 - ___ Exemption
 - ___ Death of aggrieved Party
 - ___ Death, disbarment, resignation, or suspension of the attorney of record.

- ___ CRIMINAL: Timely filing and service of a MOTION to the trial court for judgment (R.3:18-2) OR for a new trial (R.3:20) OR in arrest of judgment (R.3:21-9) OR for Rehearing or to amend or make additional findings of fact (R.1:7-4) (R.2:4-3(c)). Supporting documentation is required. A miscellaneous submission entry will be added to the list of documents section.
- ___ CRIMINAL: By the insanity of the defendant. (R.2:4-3(d))
- ___ CIVIL: Timely filing and service of a MOTION to the trial court for rehearing OR to Amend or make additional findings of fact (R.1:7-4) OR for judgment (R.4:40-2) OR for a new trial (R.4:49-1) OR for rehearing or reconsideration seeking to alter or amend the judgment or order (R.4:49-2) (R.2:4-3(e)). Supporting documentation is required. A miscellaneous submission entry will be added to the list of documents section.
- ___ Other: Time was extended due to Supreme Court Order or other court approved protocol.

4. **PAYMENT** (See the LIST OF FEES document for filing fees)

The following forms of payment are accepted:

JACS (JUDICIARY ACCOUNT CHARGE SYSTEM)

To contact the JACS Support unit, contact the call center at 609-421-6100 Monday – Friday from 8:30 AM to 4:30 PM or email jacssupport.MBX@njcourts.gov.

CREDIT CARDS (Visa, Master Card, AMEX)

A Service Fee is applied when filing fees are paid via credit card. See LIST OF FEES document for credit card fees.

5. **IF PAYMENT CANNOT BE MADE AT THE TIME OF FILING YOU MUST FILE A MOTION FOR LEAVE TO PROCEED AS AN INDIGENT.**

* This is a TEXT FIELD with 25 Character Minimum