

Topic:

eCourts Civil Part – eFiling Verified Complaint with an Order to Show Cause

Summary:

This document demonstrates how to eFile a Verified Complaint with an Order to Show Cause. The Attorney will be required to Upload an Order to Show Cause along with the Proposed Final Order, and the Verified Complaint.

This Guide is for:

Attorneys' eFiling a Verified Complaint with an Order to Show Cause.

This Guide is for:

Attorneys eFiling a Verified Complaint with an Order to Show Cause in Civil Part.

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eCourts Home

1. From the eCourts Home page, select 'Civil Part' from the 'Select Court/Division' drop-down list.

Judiciary eCourts System - Civil Part

My Account Home Help Logout

New Jersey Courts
Independence • Integrity • Fairness • Quality Service

eCOURTS HOME eFILING CASE JACKET

User: 029262010, T. HARBILAS Firm: SALVO ROGERS & ELINSKI

Welcome to eCourts

Select Court/Division: **Civil Part** **eFile** View Case Jacket

Appellate
Civil Part
Criminal
Family
General Equity
Guardianship
Municipal
Special Civil Part
Tax

Announcements
There are no announcements.

eCourts Support and Contact Info
Judiciary Help Desk: 609-421-6100
eCourts Support: 8:00 AM - 5:00 PM Normal Business Days
Need help? Check out our [training materials](#) and [FAQ](#)

To Return to Verify Firm and Email Screen click "Back" **Back**

2. Click **eFile**.

Judiciary eCourts System - Civil Part

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eCOURTS HOME eFILING CASE JACKET

User: 029262010, T. HARBILAS Firm: SALVO ROGERS & ELINSKI

Welcome to eCourts

Select Court/Division: Civil Part **eFile** View Case Jacket

Announcements
There are no announcements.

eCourts Support and Contact Info
Judiciary Help Desk: 609-421-6100
eCourts Support: 8:00 AM - 5:00 PM Normal Business Days
Need help? Check out our [training materials](#) and [FAQ](#)

To Return to Verify Firm and Email Screen click "Back" **Back**

Enter a Case/Search an Existing Case

1. Click .

System will Enter a New Case screen.

2. Select the Venue.


3. Select whether or not the matter in controversy is the subject of another action.

4. Enter all remaining Case Details.

5. Click Continue.

My Account Home Help Logout

Judiciary eCourts System - Civil Part

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eCOURTS HOME **eFILING** CASE JACKET User: 029262010, T. HARBILAS Firm: SALVO ROGERS & ELINSKI

Enter a New Case/Search an Existing Case

Enter the docket number to file against an existing case: L
 Ex. 000001 Ex. 15

OR

Enter a new case: 1

OR

Enter Case Details

* Select Venue: 2

* I certify that the matter in controversy is not the subject of any other court action or arbitration proceeding, no pending or contemplated, and that no other parties should be joined in this action. 3

* The matter in controversy is subject to another court action or arbitration proceeding, pending or contemplated.

Enter Case Details 4

*Select Initiating Document:

*Select Case Type:

Law Firm Case ID:

*Jury Demand:

Please check off each applicable category: Putative Class Action Title 59

*Are sexual abuse claims alleged? Yes No

*Is this a professional malpractice case? Yes No

*Violation of the Consumer Fraud Act? Yes No

*Related cases pending? Yes No


*Do you anticipate adding any parties? Yes No

(arising out of same transaction or occurrence)?

Use this space to alert the court to any special case characteristics that may warrant individual management or accelerated disposition:

5

Add a Filer(s)

1. Click  to enter Filer(s) information.

2. A pop-up will display to 'Add a Filer' with following fields:

- Party Type
- Party Description
- Party Affiliation
- Name
- Address Line 1
- Address Line 2
- City
- State of New Jersey
- Phone

NOTE: Fields with the red * asterisk are required:


3. Enter Alternate Type (if applicable)



4. Enter Interpreter (if applicable)

5. Enter ADA accommodation (if applicable).


6. Click 

Enter Filer(s)

Back | Click  to

Case Data | Filer(s)  

Screen ID: E

Add a Filer 

* Party Type:

* Party Description:

Party Affiliation:

* Name:
*First M.I. *Last

Address Line 1:

Address Line 2:







City:


State:

Zip: Zip Ext:




Phone:

Ex. 6091234567

	Alternate Type	Alternate Name
	<input type="text" value="FULL SPELL"/>	<input type="text" value="Christopher James"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Will you need an interpreter?  Yes No

Will you need ADA accommodations? Yes No

Modify Plaintiff

1. Click Modify hyperlink
2. A pop-up will display to 'Modify Plaintiff.'

3. Enter modification (if applicable).

4. Click **Save**

NOTE: Entry can be deleted by clicking trash bin.

Modify Plaintiff 2

Back

Click to

Case Data

Filer(s) 1

Modify

Screen ID: E

* Party Type: **PLAINTIFF** ▼

* Party Description: **Individual** ▼

Party Affiliation: ▼

* Name: **Christoph** M.I. **Jameon** 3

*First M.I. *Last

Address Line 1: _____

Address Line 2: _____

City: _____

State: **NEW JERSEY** ▼

Zip: _____ Zip Ext: _____

Phone: _____

Ex. 6091234567


	Alternate Type	Alternate Name
	FULL SPELL ▼	Christopher James
	▼	_____
	▼	_____
	▼	_____
	▼	_____

Will you need an interpreter? Yes No

Will you need ADA accommodations? Yes No

Save Cancel 4

Enter Adversary

Click  to enter Adversary (s) information.

2. A pop-up will display to 'Add an Adversary' with following fields:

- Party Type
- Party Description
- Party Affiliation
- Name
- Address Line 1
- Address Line 2
- City
- State of New Jersey
- Phone

NOTE: Fields with the red


* asterisk are required:

3. Enter Alternate Type (If applicable)

4. Click 


Enter Adversary(s)

[Back](#)

Click  to enter an Adversary

Case Data

Filer(s) ▶

 **1** Add an Adversary **2**

* Do parties

Screen ID: E

* Party Type: DEFENDANT

* Party Description: Business

Party Affiliation:

* Name: Adventure Land

Address Line 1:

Address Line 2:







City:



State: NEW JERSEY

Zip: Zip Ext:

Phone:

Ex. 6091234567

	3 Alternate Type	Alternate Name
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

4  

Modify Adversary

1. Click Modify hyperlink
2. A pop-up will display to 'Modify Adversary.'
3. Enter modification (if applicable).
4. Click **Save**

NOTE: Entry can be deleted by clicking trash bin.

Enter Adversary(s)

[Back](#)

Click to enter an Adversary

Modify Adversary

* Party Type: DEFENDANT ▼

* Party Description: Business ▼

Party Affiliation: ▼

* Name: Adventure Land

Address Line 1:

Address Line 2:

City:

State: NEW JERSEY ▼

Zip: Zip Ext:

Phone:

Ex. 6091234567

	Alternate Type	Alternate Name
	▼	
	▼	
	▼	
	▼	
	▼	

[Save](#) [Cancel](#)

Upload Required Documents

1. Click the checkbox to certify that all confidential personal identifiers have been redacted.

2. Click **Browse...** to select and upload documents.

NOTE: Browse option will not be available until checkbox is clicked.

Required documents include:

- Verified Complaint/Order to Show Cause
- Order to Show Cause
- Proposed Final Order

3. Click on the trash bin icon on the same row to delete an uploaded document if needed.

4. Click **Continue** .



Judiciary eCourts System - Civil Part My Account Home Help Logout

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eCOURTS HOME **eFILING** CASE JACKET User: 029262010, T. HARBILAS Firm: SALVO ROGERS & ELINSKI

Upload Required Documents

[Back](#)

✔ Document Order to Show Cause uploaded successfully

Case Details: ▶ Case Type: INSURANCE FRAUD




Filer(s) ▶

Adversary(s) ▶

Upload Required Documents ▼

1 Load documents please accept the following:

certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7.

	Document Name	Document Description	Access Restrictions	File Name
2	* VERIFIED COMPLAINT/ORDER TO SHOW CAUSE	Verified Complaint		Verified Complaint.pdf
	* Order to Show Cause	Order to Show Cause		OrdereSigned - Copy.docx
	* Proposed Final Order	Proposed Final Order		 <input type="text"/> 3 Browse...

[Back](#) [Save](#) **4** [Continue](#)

Review and Submit

1. From the Review and Submit screen review entries made in eCourts

2. Click **View/Print CIS** to view a draft of the CIS form.

Review and Submit 1

Back

Case Details: ▼ ABC Corp VS John Doe Case Type: INSURANCE FRAUD

Court: Civil Part Jury Demand: NONE Venue: ATLANTIC

Law Firm Case ID: 12345

Filter(s) ▼

Party Type	Name	Address	Phone	Attorney
PLAINTIFF	JAMESON, CHRISTOPH AKA	NJ		HARBILAS, TINA M

Adversary(s) ▼

Party Type	Name	Address	Phone	Attorney
DEFENDANT	Adventure Land	NJ		

Upload Required Documents ▼

I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7.

Document Name	Document Description	Access Restrictions	File Name
* VERIFIED COMPLAINT/ORDER TO SHOW CAUSE	Verified Complaint		Verified Complaint.pdf
* Order to Show Cause	Order to Show Cause		OrderSigned - Copy.docx
* Proposed Final Order	Proposed Final Order		Proposed Final Order.docx

Fees ▼

I certify that I am exempt from the fee charge associated with this filing.

Filing Fee: \$300.00	*Select Payment Method: Collateral Account ▼
Total: \$300.00	*Select Account Number: 142957 ▼
	Attorney Client Reference Number:

2
View/Print CIS
Back
Save
Submit

Fees

1. Select the Payment Method from the drop-down list.

2. Select the Account Number from the dropdown.

* NOTE: Fields with the red asterisk are required:

3. If Filer is exempt from fees click the checkbox to certify exemption.

4. Select the reason for exemption from the dropdown

* NOTE: Other payment options will be disabled.

5. Click **Submit**.

6. Submit Filing pop-up will display.

7. Click **Agree** after carefully reading the contents.

Fees ▾

I certify that I am exempt from the fee charge associated with this filing.

Filing Fee: \$300.00
 Total: \$300.00

*Select Payment Method: Collateral Account ▾
 *Select Account Number: 142957 ▾
 Attorney Client Reference Number:

View/Print CIS Back Save Submit

Fees ▾

I certify that I am exempt from the fee charge associated with this filing.

Filing Fee: \$0.00
 Total: \$0.00

*Reason for Exemption: Court Order Permitting the Waiver of Fees Approved
 Select Payment Method: Filing on behalf of Legal Services, Public Interest Org or Pro Bono Programs
 Select Account Number: Filing on behalf of State Office/Agency
 Filing on behalf of the Office of the Public Defender
 Attorney Client Reference Number:

View/Print CIS Back Save Submit

Submit Filing?

1. I certify that I have reviewed ALL information and documents for accuracy prior to submitting the filing.

2. I understand that I am required to redact confidential personal identifiers pursuant to R.1:38-7, and that the Judiciary will neither review nor redact any documents if I include confidential personal identifiers in error.

3. I understand that once the filing is submitted it cannot be deleted, and that any corrections may require the filing of an amended document or a motion to remove the contents from the case jacket.

4. I understand that no refunds will be offered in the event a filing with a court fee is submitted erroneously.

Agree Cancel

Confirmation

1. A confirmation message will display in green, indicating that the filing has been successfully submitted, and email notification sent.

2. Transaction information section will include:

- Transaction ID
- Documents Received
- Date Received by eCourts
- Total Payment Amount

3. Click on the 'Print' button to view, save or print confirmation details.



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eCOURTS HOME **eFILING** CASE JACKET User: 029262010, T. HARBILAS Firm: SALVO ROGERS & ELINSKI

Confirmation **3**
Print

1  Your filing has been successfully submitted. A confirmation has been sent to the email address you provided.

Case Details Case Number: ATL-L-000127-19 [View Case Jacket](#)

Case Caption: JAMES CHRISTOPH VS ADVENTURE LAND
 Court: Civil Part Venue: ATLANTIC Case Initiation Date: 03/06/2019
 Case Track: 4 Case Status: ACTIVE Jury Demand: NONE
 Case Type: INSURANCE FRAUD Judge: PORTO, JOHN, C Team: 2
 Law Firm Case ID: 12345

Transaction Information **2**

Transaction ID: LCV20192212 Received by eCourts on: 03/06/2019 Total Payment Amount: \$300.00

Documents Received:
 VERIFIED COMPLAINT/ORDER TO SHOW CAUSE
 Order to Show Cause
 Proposed Final Order
 Case Information Statement

[New Case](#)

Case Jacket

1. The Docket Number will be displayed.
2. The Case details will be displayed.
3. Parties, ACMS Documents and Fees tabs will be displayed.
4. Case Actions will be displayed and will include:
 - Filed Date
 - Filings
 - Docket Text
 - Transaction ID
 - Entry Date

User: TINA HARBILAS

CASE JACKET

Docket Number: ATL L 000127 - 19 1

[Back](#) [Create Summary Report](#)

Case Caption: James Christoph Vs Adventure Land
Court: Civil Part 2
Case Type: Insurance Fraud
Case Track: 4
of Discovery Days: 450
Original Discovery End Date:
Original Arbitration Date:
Original Trial Date:
Disposition Date:



Venue: Atlantic
Case Status: Active
Judge: John C Porto
Age of Case: 00 YR 00 MO
Current Discovery End Date:
Current Arbitration Date:
Current Trial Date:
Case Disposition: Open

Case Initiation Date: 03/06/2019
Jury Demand: None
Team: 2
Consolidated Case: N
of DED Extensions: 0
of Arb Adjournments: 0
of Trial Date Adjournments: 0
Statewide Lien: No

Plaintiffs (1) **Defendants (1)** **ACMS Documents (2)** **Fees (1)** 3

▶ Christoph James **AKA**


Case Actions 4

Filed Date ▲	Filings ▼	Docket Text ▼	Transaction ID ▼	Entry Date ▼
3/6/2019	 	Verified Complaint for ATL-L-000127-19 submitted by HARBILAS, TINA M, SALVO ROGERS & ELINSKI on behalf of CHRISTOPH JAMES against ADVENTURE LAND	LCV20192212	3/6/2019

Showing 1 to 1 of 1 entries

Case Actions - Envelope

NOTE: The Filings column displays the envelope for parties notified or not notified electronically for a filing.

1. Click  .
2. A pop will display the parties associated with the filing that have been notified or not notified electronically.

Case Actions				
Filed Date	Filings	Docket Text	Transaction ID	Entry Date
3/6/2019	 	Verified Complaint for ATL-L-000127-19 submitted by HARBILAS, TINA M, SALVO ROGERS & ELINSKI on behalf of CHRISTOPH JAMES against ADVENTURE LAND	LCV20192212	3/6/2019

Showing 1 to 1 of 1 entries



http://portal-ga.aocnp.njcourts.gov/CIVILCaseJacket/JAXRSWeb/jaxrs/caseJacketCL...

This file claims compliance with the PDF/A standard and has been opened read-only to prevent modification. Enable Editing

2

SUPERIOR COURT OF NEW JERSEY - eCOURTS

The following was filed by HARBILAS, TINA M on 03/06/2019 at 12:49 PM:

Plaintiff Name: CHRISTOPH JAMES
 Defendant Name: ADVENTURE LAND
 Case Caption: JAMES CHRISTOPH VS ADVENTURE LAND
 Case Number: ATL-L-000127-19
 Docket Text: Verified Complaint for ATL-L-000127-19 submitted by HARBILAS, TINA M, SALVO ROGERS & ELINSKI on behalf of CHRISTOPH JAMES against ADVENTURE LAND
 Transaction ID: LCV20192212
 Notice has been electronically mailed to:
 Plaintiff Attorney: TINA M HARBILAS RA.VLJ007@LAB.JUDICIARY.STATE.NJ.US

Notice was not electronically mailed to:
 Defendant: ADVENTURE LAND

Login to eCourts to view the case jacket. You will need a valid user ID(Bar ID) to view the submitted documents.

For questions, please contact the Superior Court of New Jersey - Civil Part.

This communication is for notification purposes only.

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

Case Actions - Paper Clip

NOTE: The Filings column displays the paper clip with documents filed for a filing.

1. Click 

2. A pop will display the documents that are included in the filing.

- Verified Complaint
- Order to Show Cause
- Proposed Final Order
- Case Information Statement

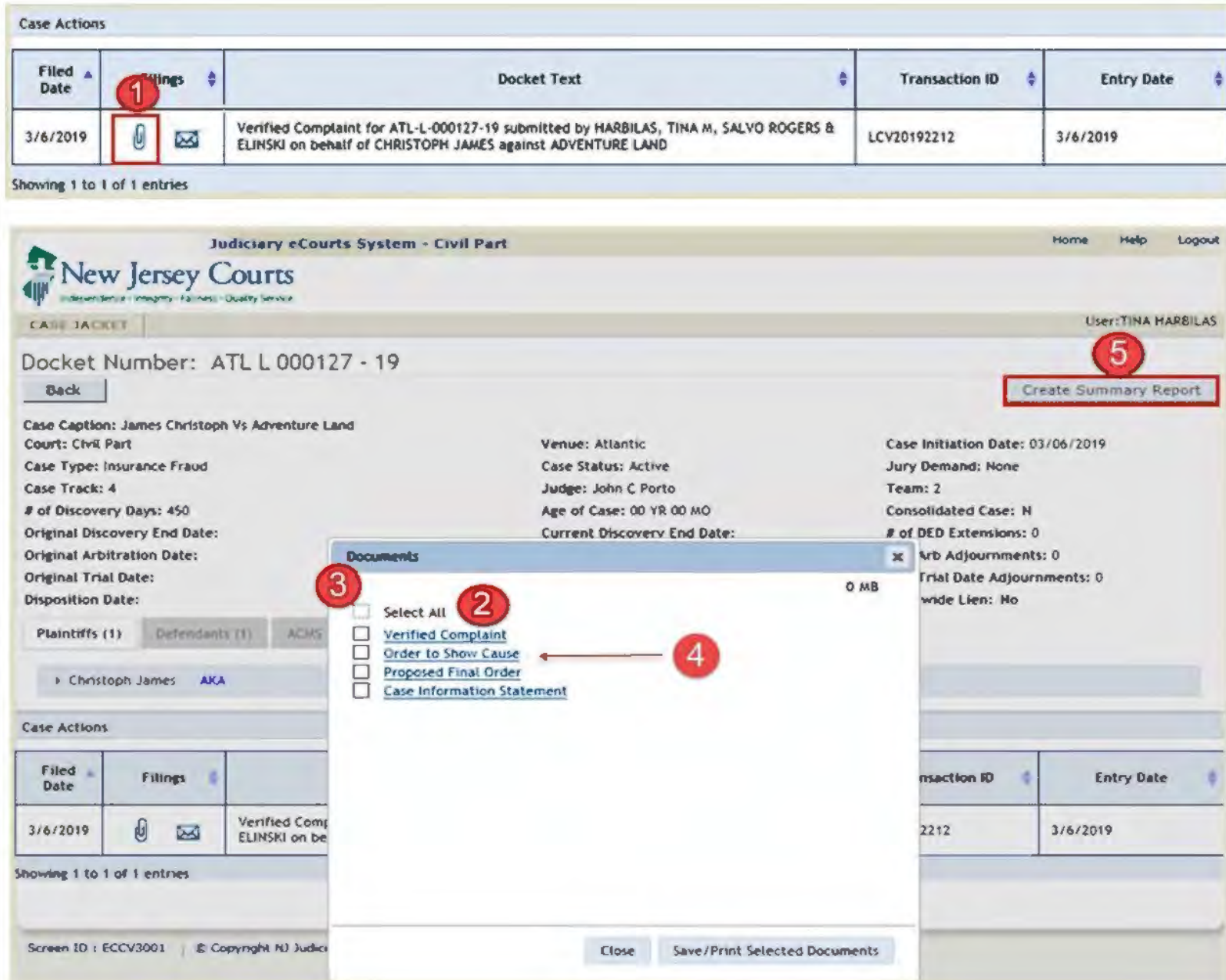
NOTE: The Case Information Statement (CIS) is generated by eCourts.

3. Click 'Select All' then [Save/Print Selected Documents](#) to open, view, save or print all the documents.



OR

4. Click each hyperlink to open, view, save or print individual documents.

5. Click [Create Summary Report](#) to view Case Summary.



The screenshot displays the eCourts Civil Part interface. At the top, the 'Case Actions' table shows a filing on 3/6/2019 with a paperclip icon in the 'Filings' column, circled in red with a '1'. Below this is the 'CASE JACKET' for 'Docket Number: ATL L 000127 - 19'. A 'Create Summary Report' button is circled in red with a '5'. A 'Documents' pop-up window is open, showing a list of documents with checkboxes. The 'Select All' checkbox is circled in red with a '3', and the 'Verified Complaint' checkbox is circled in red with a '2'. An arrow points from a '4' to the 'Order to Show Cause' checkbox. The 'Documents' window also shows a 'Save/Print Selected Documents' button.

Filed Date	Filings	Docket Text	Transaction ID	Entry Date
3/6/2019	 	Verified Complaint for ATL-L-000127-19 submitted by HARBILAS, TINA M, SALVO ROGERS & ELINSKI on behalf of CHRISTOPH JAMES against ADVENTURE LAND	LCV20192212	3/6/2019

Showing 1 to 1 of 1 entries

Judiciary eCourts System - Civil Part

New Jersey Courts
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Home Help Logout

User: TINA HARBILAS

Case Caption: James Christoph Vs Adventure Land
 Court: Civil Part
 Case Type: Insurance Fraud
 Case Track: 4
 # of Discovery Days: 450
 Original Discovery End Date:
 Original Arbitration Date:
 Original Trial Date:
 Disposition Date:

Venue: Atlantic
 Case Status: Active
 Judge: John C Porto
 Age of Case: 00 YR 00 MO
 Current Discovery End Date:

Case Initiation Date: 03/06/2019
 Jury Demand: None
 Team: 2
 Consolidated Case: N
 # of DED Extensions: 0
 Arb Adjournments: 0
 Trial Date Adjournments: 0
 Wide Lien: No

Documents (0 MB)

- Select All
- [Verified Complaint](#)
- [Order to Show Cause](#)
- [Proposed Final Order](#)
- [Case Information Statement](#)

Close Save/Print Selected Documents

Case Summary

1. The Summary Report is a PDF version of the Case Jacket that can be viewed, saved or printed.

1

Case Summary

Case Number: ATL L-000127-19
Case Caption: James Christoph Vs Adventure Land
Court: Civil Part **Venue:** Atlantic **Case Initiation Date:** 03/06/2019
Case Type: Insurance Fraud **Case Status:** Active **Jury Demand:** None
Case Track: 4 **Judge:** John C Porlo **Team:** 2
Original Discovery End Date: **Current Discovery End Date:** **# of DED Extensions:** 0
Original Arbitration Date: **Current Arbitration Date:** **# of Arb Adjudgments:** 0
Original Trial Date: **Current Trial Date:** **# of Trial Date Adjudgments:** 0
Disposition Date: **Case Disposition:** Open **Statewide Lien:** No

Plaintiffs

Christoph James AKA Christopher James

Party Description: Individual **Attorney Name:** Tina M Harbilas
Address Line 1: **Address Line 2:** **Attorney Bar ID:** 029262010
City: **State:** NJ **Zip:** 00000 **Phone:**
Attorney Email: RAVI.JOSHI@LAB.JUDICIARY.STATE.NJ.US

Defendants

Adventure Land

Party Description: Business **Attorney Name:**
Address Line 1: **Address Line 2:** **Attorney Bar ID:**
City: **State:** NJ **Zip:** 00000 **Phone:**
Attorney Email:

Case Actions

Filed Date	Docket Text	Transaction ID	Entry Date
3/6/2019	Verified Complaint for ATL-L-000127-19 submitted by HARBILAS, TINA M, SALVO ROGERS & ELINSKI on behalf of CHRISTOPH JAMES against ADVENTURE LAND	LCV20192212	3/6/2019