



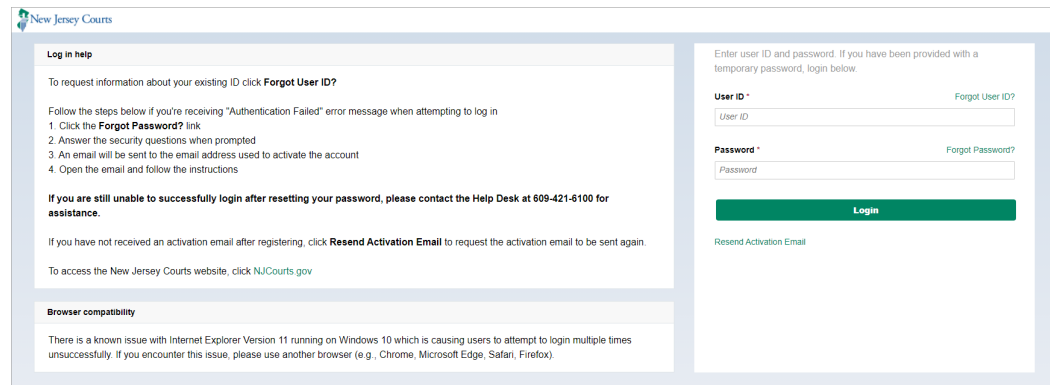
## Judiciary Electronic Document Submission (JEDS) Quick Reference Guide – Filings You Have Not Submitted

The quick reference guide below is a step-by-step process for viewing the list of filings that have not been submitted.

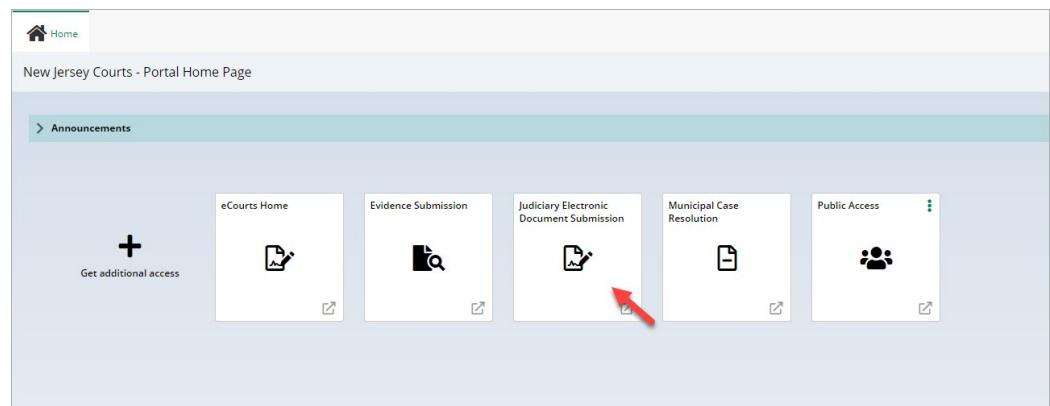
### Process

### Screenshot

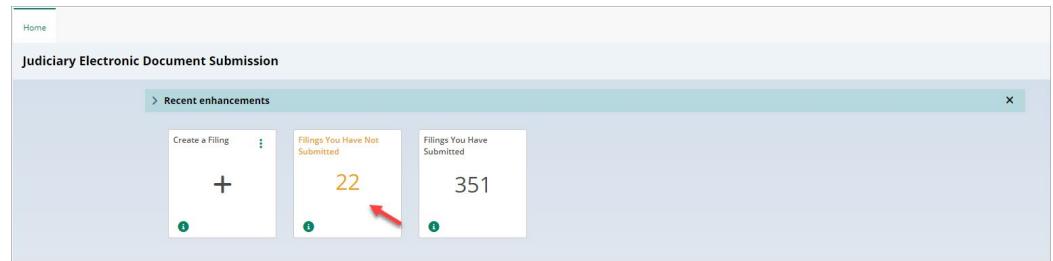
1. Login to the ESSO Portal (<https://portal-cloud.njcourts.gov/prweb/PRAuth/CloudSAMLAuth?AppName=ESSO>)



2. On the New Jersey Courts – Portal Home Page, select 'Judiciary Electronic Document Submission'.



3. On the Home Page, select 'Filings You Have Not Submitted' tile.



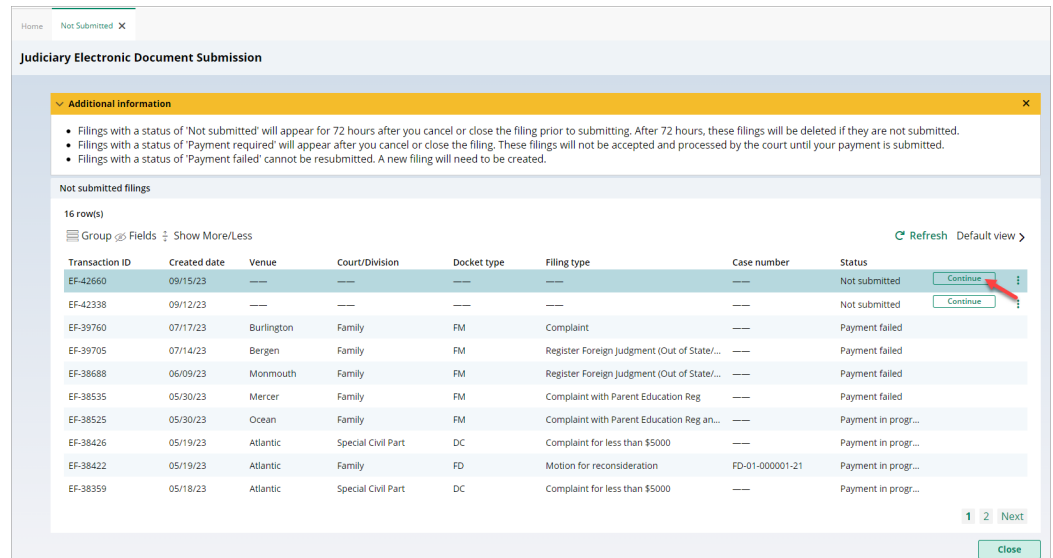
4. List of filings you have not submitted will display.

Select 'Continue' next to the filing to complete the needed information and submit your filing to the court.

QRG – Submit a filing with a case number

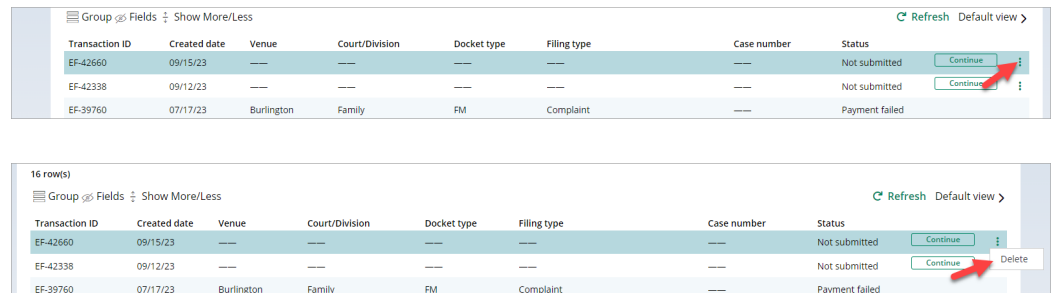
QRG – Submit a filing without a case number

QRG – Filing fee payment process



5. Filings with a status of 'Not submitted' can be deleted if you no longer want to submit.

Select the 3 dots (ellipsis) at the right side of the filing and select 'Delete'.



6. The filing will be removed from the list.

**Note:** Filings with a status of 'Payment in progress' will be successfully submitted once your credit card payment has been processed. Filings with a status of 'Payment required' but do not have a "Continue" button will need to be re-filed. Contact 609-421-6100 for additional assistance.

Home Not Submitted X

**Judiciary Electronic Document Submission**

**Additional information** X

- Filings with a status of 'Not submitted' will appear for 72 hours after you cancel or close the filing prior to submitting. After 72 hours, these filings will be deleted if they are not submitted.
- Filings with a status of 'Payment required' will appear after you cancel or close the filing. These filings will not be accepted and processed by the court until your payment is submitted.
- Filings with a status of 'Payment failed' cannot be resubmitted. A new filing will need to be created.

Not submitted filings

15 row(s)

Group Fields Show More/Less Refresh Default view >

Transaction ID	Created date	Venue	Court/Division	Docket type	Filing type	Case number	Status
EF-42338	09/12/23	---	---	---	---	---	Not submitted <span>Continue</span> <span>⋮</span>
EF-39760	07/17/23	Burlington	Family	FM	Complaint	---	Payment failed
EF-39705	07/14/23	Bergen	Family	FM	Register Foreign Judgment (Out of State/...	---	Payment failed
EF-38688	06/09/23	Monmouth	Family	FM	Register Foreign Judgment (Out of State/...	---	Payment failed
EF-38535	05/30/23	Mercer	Family	FM	Complaint with Parent Education Reg	---	Payment failed
EF-38525	05/30/23	Ocean	Family	FM	Complaint with Parent Education Reg an...	---	Payment in progr...
EF-38426	05/19/23	Atlantic	Special Civil Part	DC	Complaint for less than \$5000	---	Payment in progr...
EF-38422	05/19/23	Atlantic	Family	FD	Motion for reconsideration	FD-01-000001-21	Payment in progr...
EF-38359	05/18/23	Atlantic	Special Civil Part	DC	Complaint for less than \$5000	---	Payment in progr...
EF-37160	03/20/23	Atlantic	Special Civil Part	LT	Reservice (Personal Address)	ATL-LT-000001-22	Payment in progr...

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Close