

# Attorney – Recovery Court Application

1. Search a case on the 'eFiling' tab and navigate to the 'Enter Filing Details' screen.

eCOURTS HOME **eFILING** CASE JACKET OPEN CASES User: 021851983, A. ROTUNNO Firm: PUBLIC DEFENDER APPELLATE

### Select Case

Enter one of the following and press Search to find a Case.

Enter PROMIS/GAVEL Case No.: MIDDLESEX 21 30145 - Optional - Defendant No.: Search  
 Example: Atlantic 13 000123 001

OR

Enter Indictment/Accusation No.: Search  
 Example: Hudson 13 06 00123 I

OR

Enter Complaint (CDR) No.: Search  
 Example: W 2013 000589 0108

2. Click on the 'Select Filing Type' dropdown and select 'Recovery Court Application'.

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### Enter Filing Details

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Case Details: County: MIDDLESEX | Indictment/Accusation No.: | P/G Case #: 21030145-001

#### Document to be Filed

\* Select Filing Type (?):

- ACCUSATION
- ADJOURNMENT REQUEST
- CONFIRMING LETTER
- DEMAND FOR BILL OF PARTICULARS
- INDICTMENT
- MOTION RELATED
- NOTICE OF DEFENSE
- OTHER
- RECOVERY COURT APPLICATION**
- RECOVERY COURT APPLICATION WITHDRAWAL
- RECOVERY COURT LEGAL ASSESSMENT

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3. System displays 'Filing Role in Case' and 'List of Defendants in Case' sections.
4. Select appropriate filing role and defendant if system has not made the selection.

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## Enter Filing Details

If other cases exist for the defendant within the county, all active cases must be associated to the Recovery Court filing. Select all applicable cases from the Additional Cases list, if displayed.

Case Details: County: MIDDLESEX | Indictment/Accusation No.: | P/G Case #: 21030145-001

**Document to be Filed**

\* Select Filing Type (?):

RECOVERY COURT APPLICATION

**Filing Role in Case**

\* Please select your role in the filing:  Prosecutor    Defense Attorney    Other

**List of Defendants in Case** Type to filter...

Please select the Defendant that you are Filing For/Against.

	Defendant ▼	Event Defense Attorney	Next Scheduled Event	Event Date	Event Judge	Attorney of Record
<input checked="" type="radio"/>	DECRIM, TESTDEF M					MADING, THOMAS B

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5. System displays additional cases section, if the defendant has other cases within the county.
6. Select cases that needs to be associated to the Recovery Court Application filing, if applicable.
7. Click on 'Continue' button.

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## Enter Filing Details

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If other cases exist for the defendant within the county, all active cases must be associated to the Recovery Court filing. Select all applicable cases from the Additional Cases list, if displayed.

▶ Case Details: County: MIDDLESEX | Indictment/Accusation No.: | P/G Case #: 21030145-001

**Document to be Filed**

\* Select Filing Type (?): RECOVERY COURT APPLICATION

**Filing Role in Case**

\* Please select your role in the filing:  Prosecutor    Defense Attorney    Other

**List of Defendants in Case** Type to filter...

Please select the Defendant that you are Filing For/Against.

	Defendant ▼	Event Defense Attorney	Next Scheduled Event	Event Date	Event Judge	Attorney of Record
<input checked="" type="radio"/>	DECIM, TESTDEF M					MADING, THOMAS B

Other cases exist for the selected defendant. Select additional cases you would like to submit this filing for:

Select	Case Information +	Next Scheduled Event	Next Scheduled Event Date	Attorney of Record
<input type="checkbox"/>	P/G Case #: 21030151-001 Ind./Acc. #:			
<input type="checkbox"/>	P/G Case #: 21030150-001 Ind./Acc. #:			
<input type="checkbox"/>	P/G Case #: 21030149-001 Ind./Acc. #:			
<input type="checkbox"/>	P/G Case #: 21030148-001 Ind./Acc. #:			
<input type="checkbox"/>	P/G Case #: 21030147-001 Ind./Acc. #:			
<input type="checkbox"/>	P/G Case #: 21030146-001 Ind./Acc. #:			
<input type="checkbox"/>	P/G Case #: 21030144-001 Ind./Acc. #:			
<input type="checkbox"/>	P/G Case #: 21030137-001 Ind./Acc. #:			

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8. System navigates to the 'Upload Documents & Enter Filing Details' screen.
9. Select the certification checkbox to enable the 'Browse' buttons.
10. Browse and upload the Recovery Court Application.
11. Recovery Court Record Release Authorization form can be uploaded if available.
12. Click on 'Continue' button.

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## Upload Documents & Enter Filing Details

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**Case Details:** County: MIDDLESEX | Indictment/Accusation No.: | P/G Case #: 21030145-001

Case Caption: STATE OF NEW JERSEY VS TESTDEF DECRIM Case Initiation Date: 06/10/2021 Prosecutor:

**Document to be Filed**

Selected Filing Type: RECOVERY COURT APPLICATION

**Filing Role in Case**

Selected Filing Role in the Case: DEFENSE ATTY/DFNT

**Upload Required Documents**

All documents are considered to be available to the public unless otherwise provided by Rule 1:38 et. seq. [Click here](#) for additional information.

To upload documents please accept the following:

certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to R. 1:38-7, unless otherwise required by statute, rule, administrative directive, or court order.

Please Note: Each required document must be submitted as individual attachments.

Document Type	Access Restriction (?):	File Name	Document Description
* RECOVERY COURT APPLICATION	RESTRICTED ▼	<input type="button" value="Choose File"/> No file chosen	
* RECOVERY COURT RECORD RELEASE AUTHORIZATION	RESTRICTED ▼	<input type="button" value="Choose File"/> No file chosen	

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13. System displays the 'Review and Submit' screen.
14. Click on 'Submit' button to complete filing.

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## Review and Submit

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 No payment is required for this filing. Please review and then click the "Submit" button when you are ready to file.

▼ Case Details: County: MIDDLESEX | Indictment/Accusation No.: | P/G Case #: 21030145-001 [View Case Jacket](#)

Case Caption: STATE OF NEW JERSEY VS TESTDEF DECRIM Case Initiation Date: 06/10/2021 Prosecutor:

▼ Document to be Filed

Selected Filing Type: RECOVERY COURT APPLICATION



▼ Filing Role in Case

Selected Filing Role in the Case: DEFENSE ATTY/DFNT

▼ Defendant Information

Defendant	Event Defense Attorney	Next Scheduled Event	Event Date	Event Judge
DECRIM, TESTDEF M				

▼ Uploaded Documents

Document Type	Access Restriction	File Name	Document Description
RECOVERY COURT APPLICATION	<a href="#">RESTRICTED</a>	 <a href="#">DCApplication.pdf</a>	RECOVERY COURT APPLICATION
RECOVERY COURT RECORD RELEASE AUTHORIZATION	<a href="#">RESTRICTED</a>	 <a href="#">DrugCourt.pdf</a>	RECOVERY COURT RECORD RELEASE AUTHORIZATION

Accounting

Attorney's Client Reference No.:

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- Upon successful submission, system generates a DA - RECOVERY COURT APPLICATION event in PG for case(s) associated to the filing.
- Notification of filing is sent to the Case Attorney, Case Prosecutor and General Mailbox of the Recovery Court Prosecutor.
- Copy of the filing along with the copy of notification is saved in the Case Jacket of all cases associated to the filing.
- Filing is listed in the Case Management worklist.