

eCourts Civil Part – eFiling a Document on an Existing Case

This Guide is for eCourts-registered Attorneys

Other Civil Part Reference Guides: eCourts Civil Part - eFiling a New Case eCourts Civil Part – Case Jacket

To Access Online Help

Click **Help** at the top right of the screen.

A window will open that provides information on the current screen and show the Table of Contents for the current eCourts application.



Begin eFiling

Click on the **eFiling** tab and then the **eFile** button. The "Enter a new Case/Search and Existing Case" screen displays

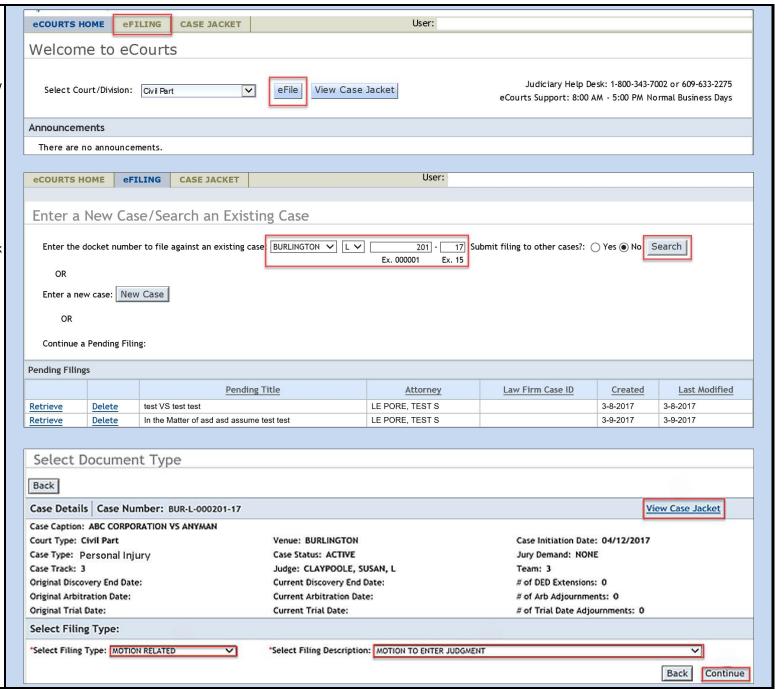
Search an Existing Case

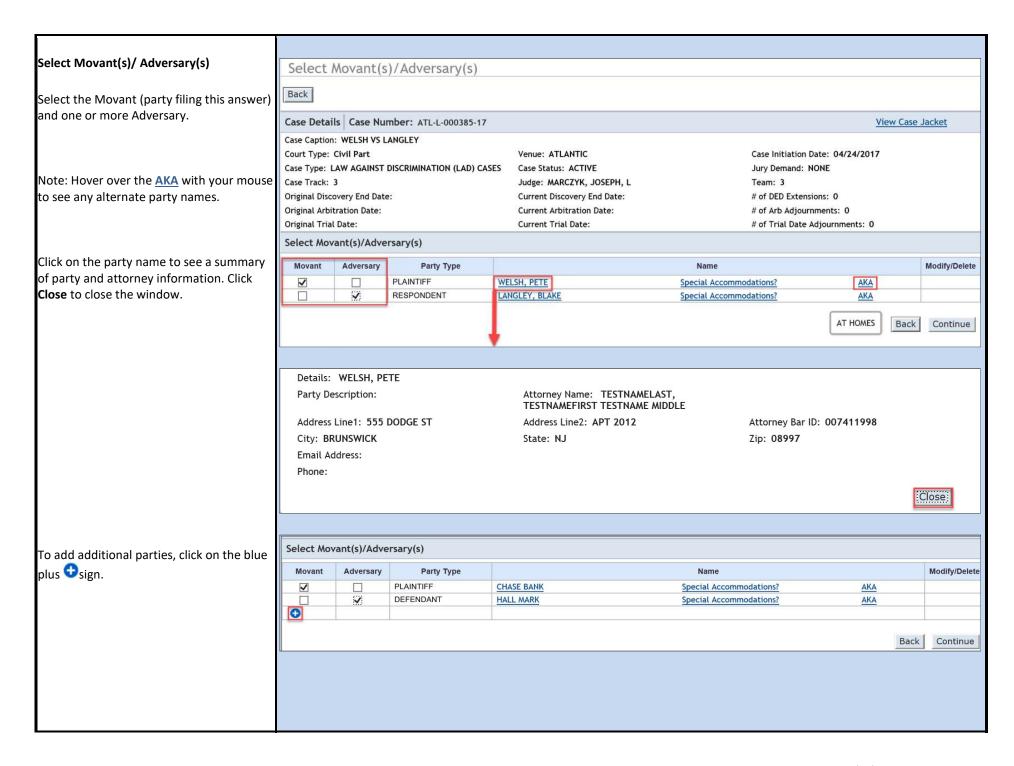
Enter the Docket number and click on the **Search** button. The Select Document Type screen will display.

Select Document Type

Select the **Filing Type** from the drop down. Select the **Filing Description**, which is different for each filing type and click **Continue**.

Note: To view the case jacket, click on **View Case Jacket** link.





The Add a Party pop-up screen displays. The data entry fields are based on the Add a Party Party Type and Party Description options. * Party Type: Plaintiff The new party will be listed in the * Party Description: Individual > Movant(s)/Adversary(s) list. Party Affiliation: ~ * Name: *First M.I *Last * Address Line 1: Address Line 2: * City: * State: Alternate Name ~ NEW JERSEY If there are alternate names, select the * Zip: Zip Ext: type and enter the name. Phone: Ex. 6091234567 Interpreter? If "Yes" specify a language. The list shows Alternate Type Alternate Name the ten most frequently requested J Ricard languages followed by all others in DOING BUSINESS AS FORMERLY KNOWN AS alphabetical order. Scroll and select or type FULL SPELL the first 2-3 letters. NOW KNOWN AS Ŵ ON BEHALF OF SUBROGEE SURROGATE ADA? TRADING AS If "Yes" an Accommodation is required. Scroll to select the accommodation and Will you need an Interpreter? Yes
 No Click **Save** to store. Will you need ADA accommodations? O Yes No If adding a Defendant, the interpreter and Cancel Save ADA questions will not display. Select Movant(s)/Adversary(s) Click Modify to revise existing party Movant Adversary Party Type Name Modify/Delete information or the trashcan icon ${
m I\hspace{-.1em}I\hspace{-.1em}I}$ to PLAINTIFF ~ **CHASE BANK** Special Accommodations? AKA delete the party. \Box ~ DEFENDANT HALL MARK Special Accommodations? AKA Modify **PLAINTIFF** CAMERON, JAMES R AKA A pop-up reminds you to serve a copy to non-eCourts registered parties. Continue Back Click Continue

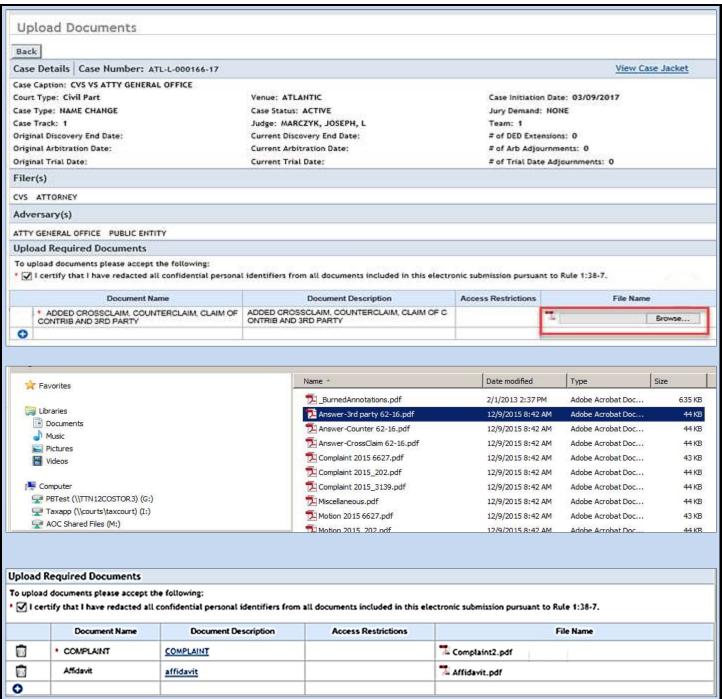
Upload Documents

In the Upload Documents section, after all confidential personal information has been redacted, check the certify checkbox which enables the **Browse** button function.

Click the **Browse** button and the screen **Choose File to Upload** displays.

Double-click the file you want to upload or single click and then click Open button.

The Upload screen lists the selected file in the File Name column.



Motions **Upload Required Documents** Motions require the associated proposed To upload documents please accept the following: order to be uploaded as a Word document. ▼ I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7. All other documents must be PDF files. **Document Name Document Description** Access Restrictions File Name MOTION TO INTERVENE MOTION TO INTERVENE notice of motion.pdf Proposed Order.docx m Proposed Order Proposed Order Letter.pdf Brief/Letter Brief Brief/Letter Brief Affidavit/Certification in Support of Motion Affidavit/Certification in Support of Motion Browse... Proof of Service Proof of Service Browse... 0 **Enter Motion Details** In the Motion Details section, respond yes or no to Oral Argument question. * Are You Requesting Oral Arguments? Yes No Only if an opposition is filed. Is this a Cross Motion? Yes No * Select a Proof of Service Date: Proposed Return/Hearing Date: In the Fee section, enter the appropriate I certify that I am exempt from the fee charge associated with this filing. information in the fields provided. Filing Fee: \$50.00 *Select Payment Method: Collateral Account V Total: \$50.00 *Enter Account Number: 143792 🗸 Attorney Client Reference Number: Click the **Submit** Button. Back Submit Submit Filing? ATL-L-000171-17: CHASE BANK VS HALL MARK MOTION TO INTERVENE A pop-up asks if you want to submit this Review ALL information and documents for accuracy prior to filing. If so, click Yes to continue. submitting the filing. Once submitted it cannot be deleted. Any corrections may require the filing of amendment documents or a motion to remove the contents from case jacket. No refunds will be offered in the event a filing with a court fee is submitted erroneously. Yes No

Confirmation

Each filing is assigned a unique eCourts transaction ID.

The confirmation lists the documents that are included in the filing, the filing received date (by eCourts) and the total filing fee.

Click on the **Print** button to view or print the Confirmation.

Click View Case Jacket to see the case jacket for the filing just submitted..

Click the **New Case** button to return to the Enter a New Case/Search Existing Case screen.

