

Topic:

eCourts Civil Part eFiling a New Case

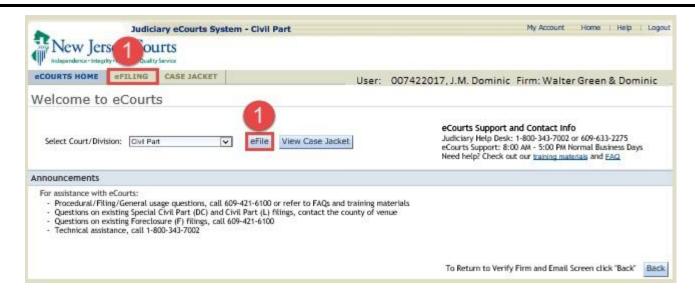
This Guide is for:

Attorneys eFiling a New Case to eCourts

eFile New Case

1. Select the or the efile tab.

2. Click the New Case button to enter a new case.







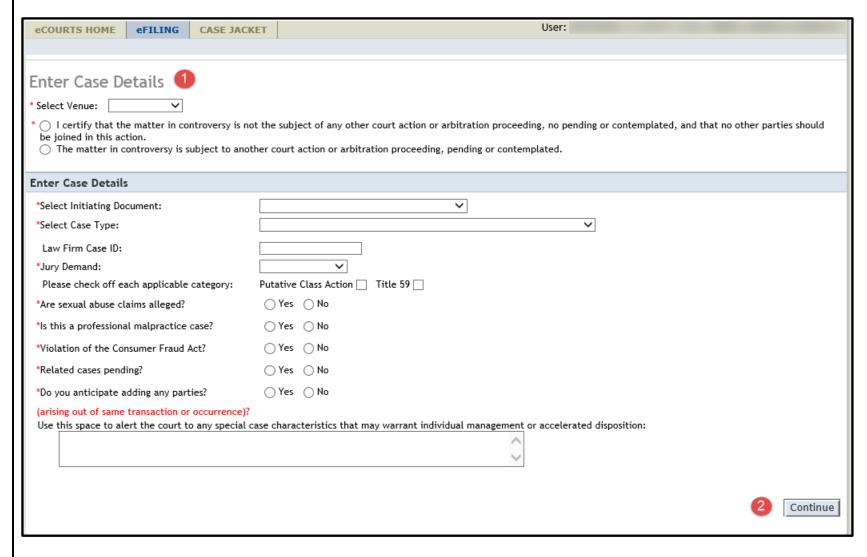
Last Modified: Tuesday, December 17, 2019

Enter Case Details

1. Select or type the following entries.

Fields with the red asterisk are required: o Venue

- Certification of No Other Action
- Initiating Document
- Case Type
- Law Firm CaseID
- Jury Demand (Select option that applies.)
- Sexual Abuse Claims?
- Consumer Fraud?
- Related cases?
- Anticipate adding parties
- 2. Once completed, click the 'Continue' button.





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Enter Filer(s)

1. Click to enter filer information.

A pop-up will display to select or add filer information

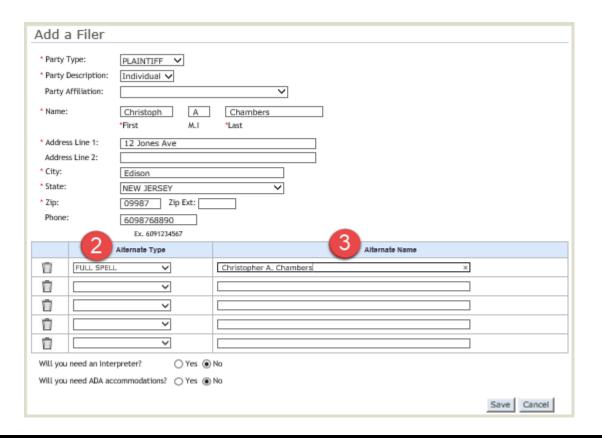
NOTE: Fields with the red asterisk are required.

Alternate Names

There are 9 options that may be selected for Alternate Type.

- 2. Select the name type from the Alternate Type dropdown
- 3. Type the Alternate Name.







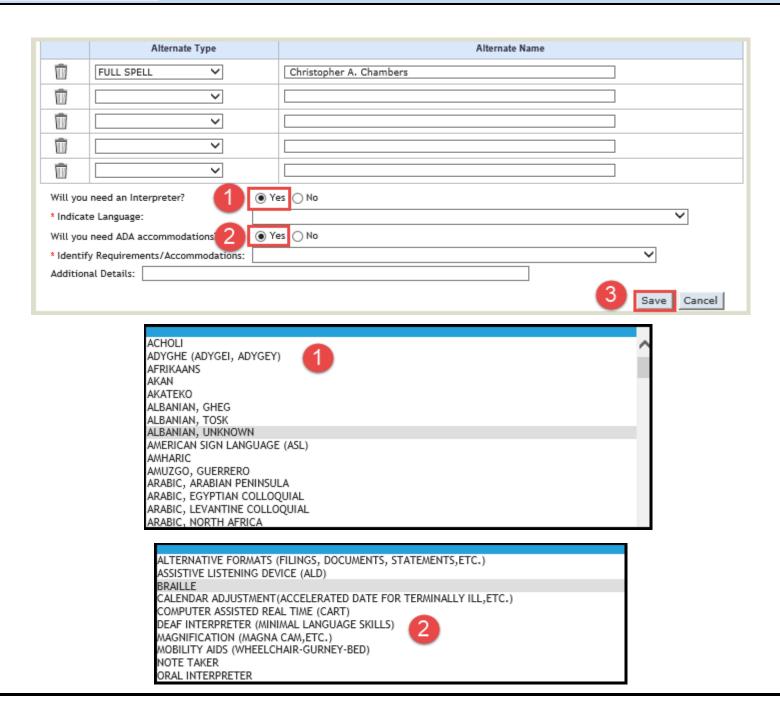
Interpreter

1. If required, select 'Yes' and the 'Indicate Language' field will be displayed to view a list of languages from the drop down in alphabetical order.

Scroll and select the required language from the drop down.

ADA Accommodations

- 2. If required, select 'Yes' and the 'Identify Requirements/ Accommodations' field will display to view a list of accommodations from the dropdown.
- 3. Click the 'Save' button when all details are entered, and repeat to add all filers.





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Modify Plaintiff

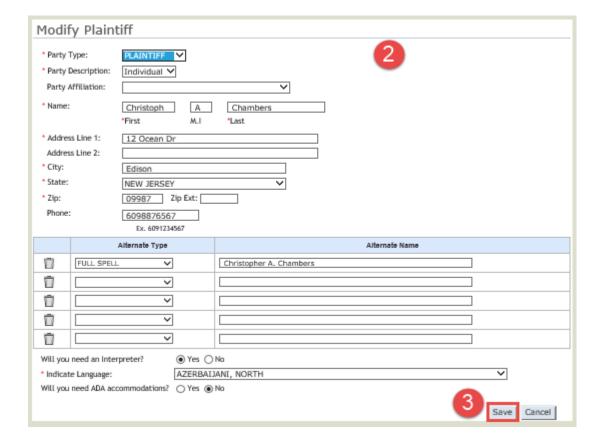
This is to correct any errors or omissions.

- Click the 'Modify' hyperlink.
- 2. A pop-up with the 'Modify Plaintiff' screen will display.

Add or modify details as required.

3. Click the 'Save' button after changes are complete.







Enter Adversary (s)

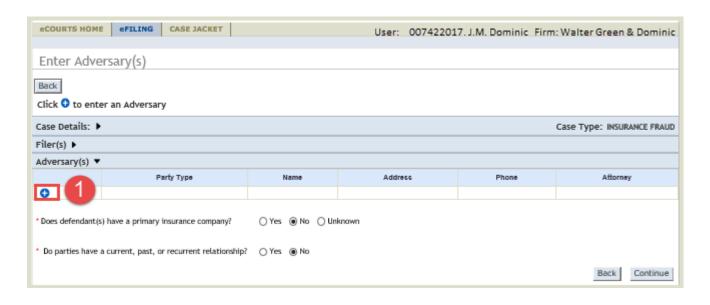
- 1. Click on the sign to enter information for an Adversary.
- 2. The 'Add an Adversary' screen will pop-up to allow entry or selection of Adversary details.

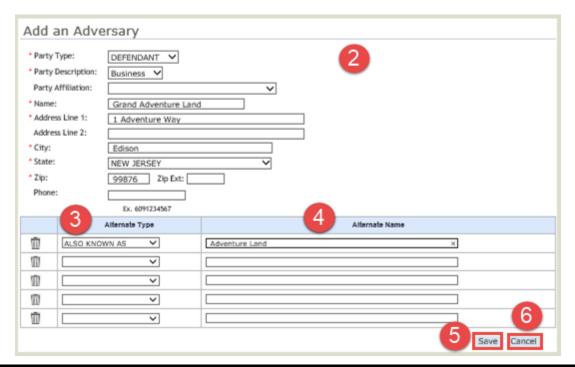
NOTE: Fields with the red asterisk are required.

- 3. Select the name type from the Alternate Type dropdown
- 4. Type the Alternate Name.
- 5. Click the 'Save' button to save the details of the adversary.

OR

6. Click 'Cancel' to continue without saving.







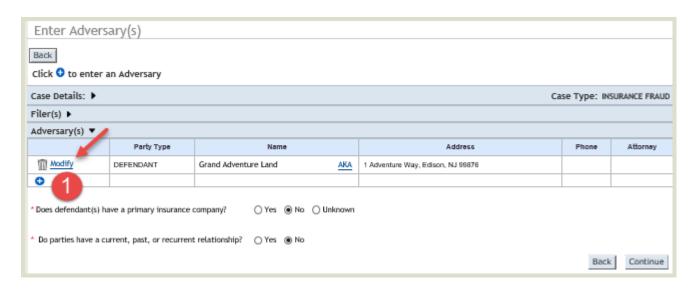
Modify Defendant/Adver sary

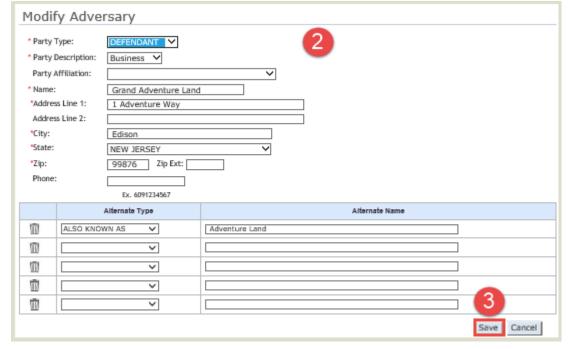
This is to correct any errors or omissions.

- Click the 'Modify' hyperlink.
- 2. A pop-up with the 'Modify Adversary' screen will display.

Add or modify details as required.

3. Click the 'Save' button after changes are complete.







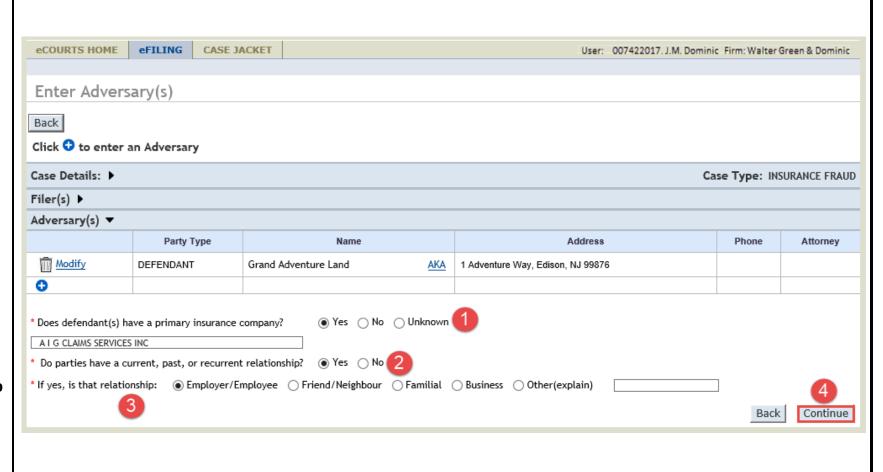
Primary Insurance Co.

1. If 'Yes' is selected, type the Insurance company name or select from the suggestions

NOTE: Once user starts typing the name of the insurance company, a scroll bar will appear allowing you to scroll through the available options.

Parties Relationship

- 2. select the 'Yes' radio button if parties have a relationship
- 3. If 'Yes' is selected choose the radio button that represents the relationship type.
- 4. Click the 'Continue' button to proceed.





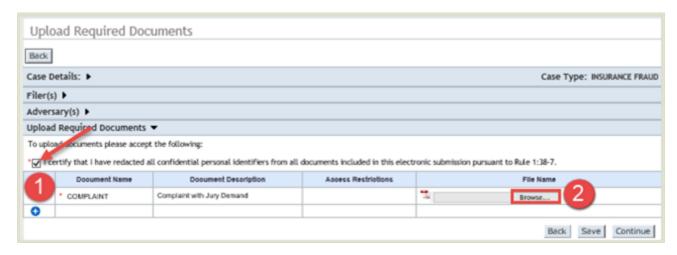
Upload Required Documents

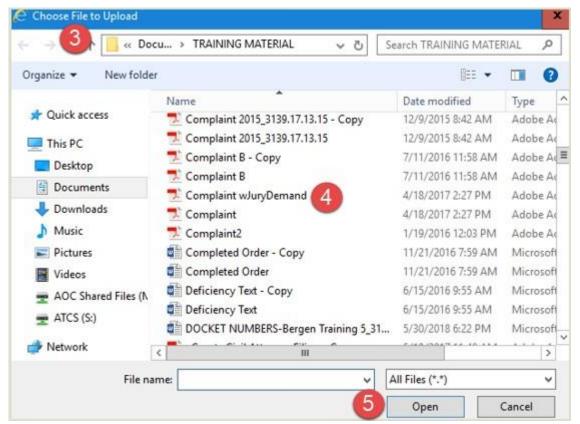
- 1. Click the checkbox to certify that all confidential personal identifiers have been redacted.
- 2. Click on the 'Browse...' button to view document to select.
- 3. .A pop-up with will display from which to choose the required file.
- 4. Double-click on the file name to upload,

OR

Single click on the file name.

5. Then click the 'Open' button.

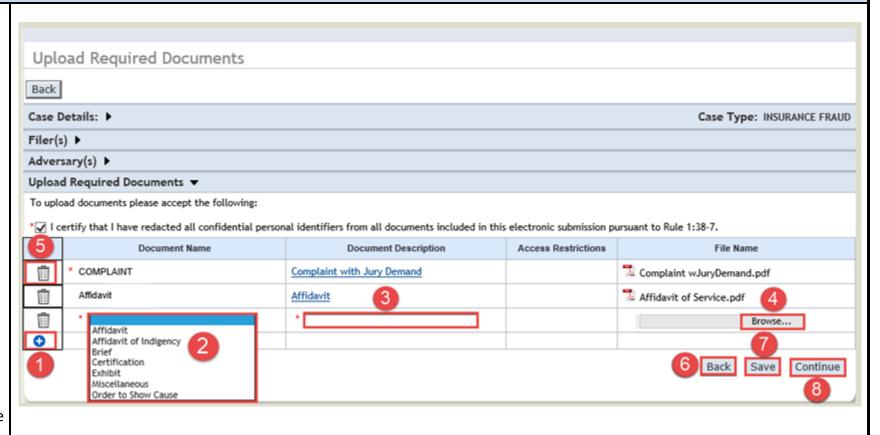






Upload Required Documents

- 1. Click the to add another document.
- 2. Select the Document Name from the dropdown.
- 3. Enter the Document Description.
- 4. Click 'Browse...' to view document to select.
- 5. Click on the garbage can icon on the same row to delete.
- 6. Click the 'Back' button to return to the prior screen.
- 7. Click the 'Save' button to save a filing.
- 8. Click 'Continue' to go to the next page.





Review and Submit

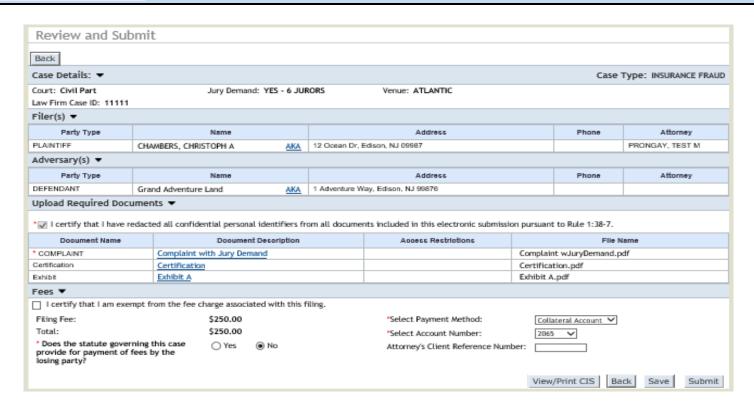
- 1. The 'Select the Payment Method' field will auto populate the Collateral Account.
- 2. Select the Account Number.
- 3. Enter the 'Attorney Client Reference Number', (optional).

NOTE: Click the checkbox if user is exempt from fees.

4. Click the 'Submit' button.

A 'Submit Filing' Confirmation pop-up will display. Read remarks carefully.

Click the "Agree' button to submit or 'Cancel' to go back.



Submit Filing?

- I certify that I have reviewed ALL information and documents for accuracy prior to submitting the filing.
- 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.
- 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.
- I understand that no refunds will be offered in the event a filing with a court fee is submitted erroneously.

Agree

Cancel



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Confirmation

- 1. A confirmation message will display in green, indicating that the filing has been successfully submitted, and email notification sent.
- 2. Click on the 'Print' button to view the printable Confirmation.

NOTE This is a printable version of the Confirmation screen that can also be saved as a PDF document.

3. To view the case jacket, click the <u>View Case Jacket</u> hyperlink.





Law Firm Case ID: 11111

Transaction Information

Transaction ID: LCV201815267 Received by eCourts On: 07/18/2018 Total Payment Amount: \$250.00

Documents Received:

COMPLAINT Certification Exhibit

Case Information Statement



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Case Jacket

This displays Case Actions with Filing Date, Filings, Docket Text, Transaction ID and Entry Date.

NOTE: The 'Filings' column has a paper Clip with uploaded files that can be downloaded and printed, and an envelope with details of parties that have been electronically notified.

