

NJ Judiciary eCourts Criminal eFiling and Case Jacket Overview

New Jersey Administrative Office of the Courts



A web-based application that allows for electronic filing of documents to the courts; the electronic case file; and case processing by court staff and chambers staff.

- Provides a consistent "look and feel" across all docket types.
- Provides a simple web front-end to the case management systems.
- Provides a transparent and accessible application.



Benefits:

- Allows customers to submit filings at their convenience
- Customer savings on paper delivery and storage
- Automated document tracking
- Standardization of forms and processing consistency
- Staff resource savings
- Transparency of operation



Benefits:

- Staff resource savings: eliminating tasks related to moving paper
 - Retrieving, sorting, opening and delivering mail
 - Filing and retrieving documents from case jackets
 - Purging and archiving closed cases
- Cost savings: eliminating paper file storage
- Transparency of operation



Benefits:

- Efficient management and disposal of cases
- Consistent court dockets
- Report production capabilities
- Consistent workflow statewide
- Eliminates clerical errors
- Reduction or elimination of data entry tasks

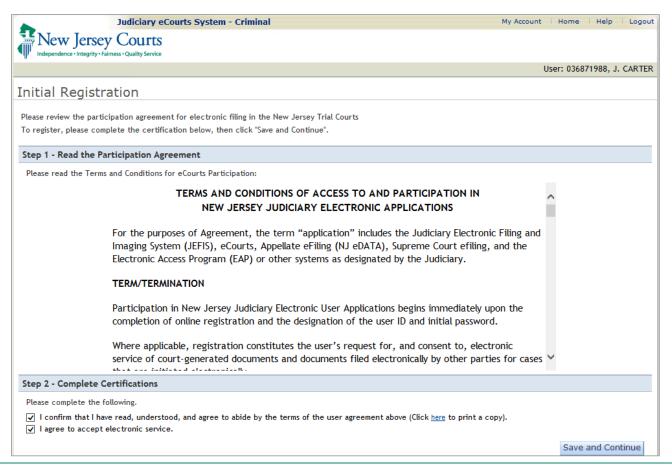
Filing through eCourts

Steps to File a Document in eCourts (after initial Registration):

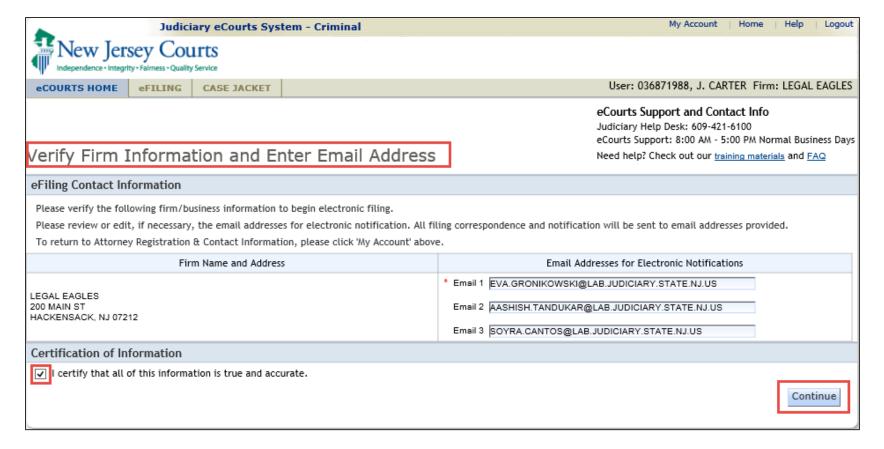


Filing Walkthrough - Registration

You need to complete the initial registration process by reading the participation agreement and completing the certifications. This is the first step before accessing eCourts.



Upon each login to eCourts, you must verify your firm information and email address. At least one email address is required.



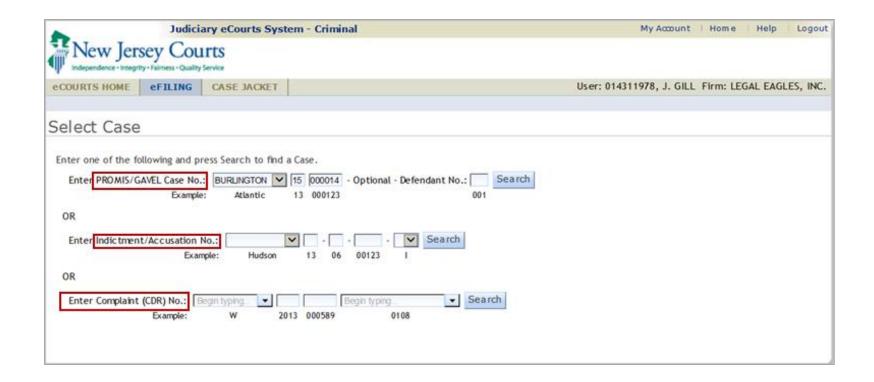
eCourts Home Page

From the eCourts Home Page, you will be able to efile or view a Case Jacket.



Filing Walkthrough - Case Search

To begin, you may use any one of the search criteria to search for a case.



Filing Walkthrough - Confirm Case

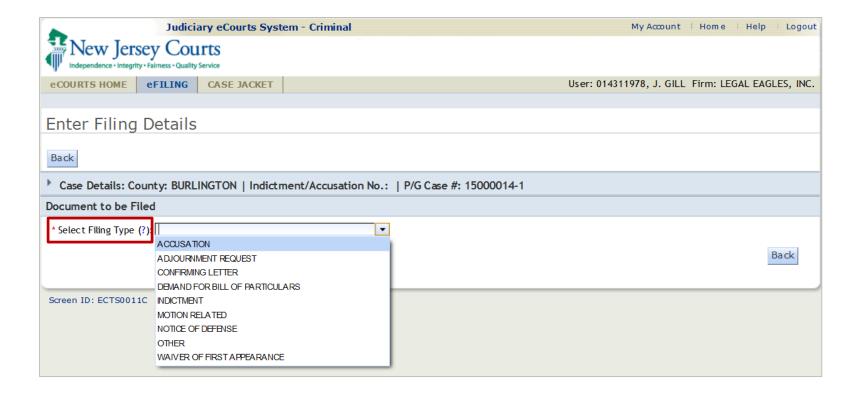
Confirm the correct case.



Filing Walkthrough - Select Filing Type

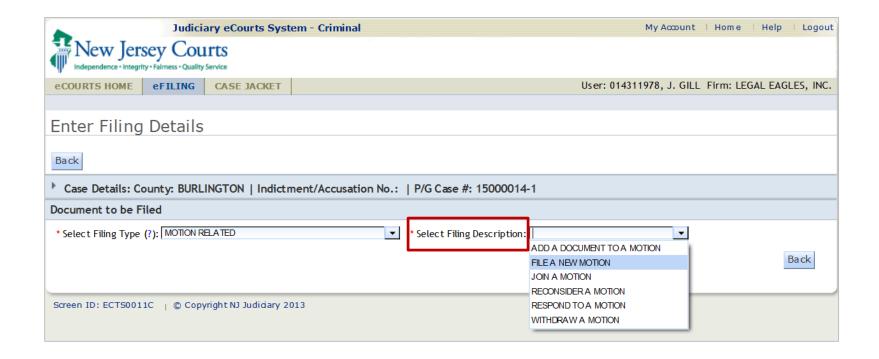
The 'Enter Filing Details' page prompts you to:

Select the Filing Type



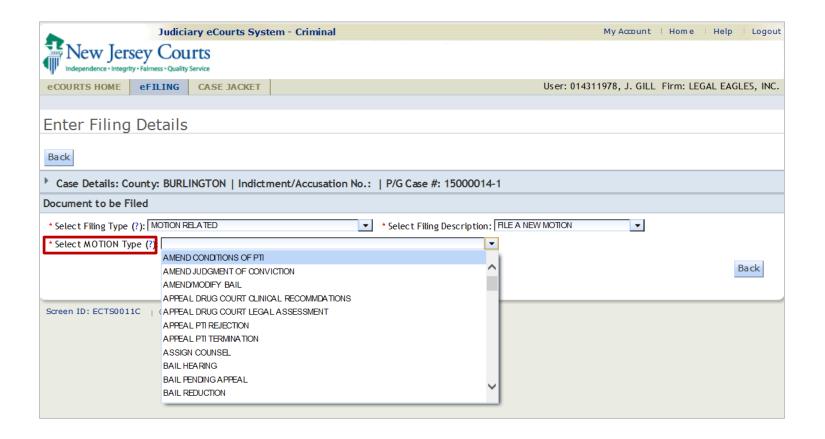
Filing Walkthrough - Select Filing Description

If Motion Related is selected, then select the Filing Description



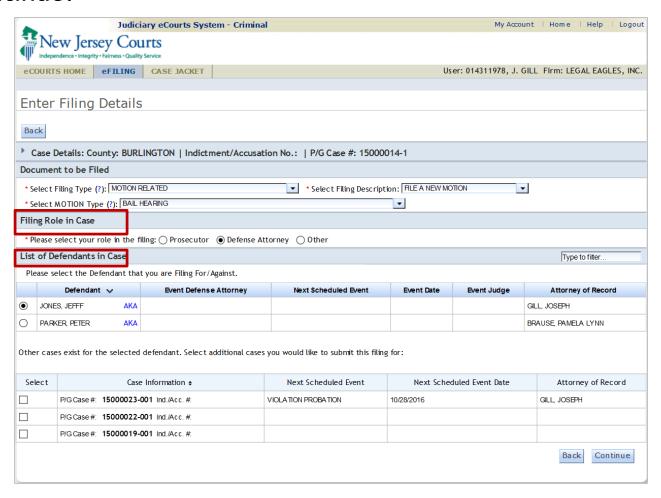
Filing Walkthrough - Select Motion Type

Enter 'Select MOTION Type' if the filing is 'Motion Related'.

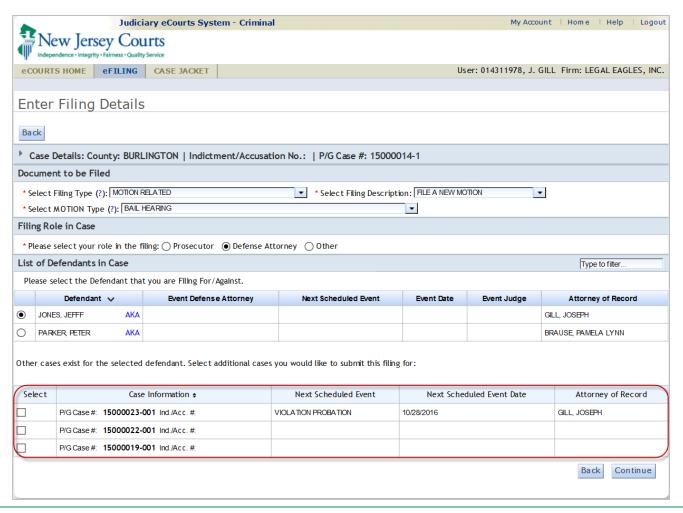


Filing Walkthrough - Select Filing Role and Defendant

Select the Role, Defendant(s), other cases (if applicable), and continue.



After the defendant is selected, eCourts displays the defendant's other cases which may be selected for inclusion in the filing.



Filing Walkthrough - Certify Compliance with Rule 1:38-7

At this stage, you will upload the documents that you want filed.

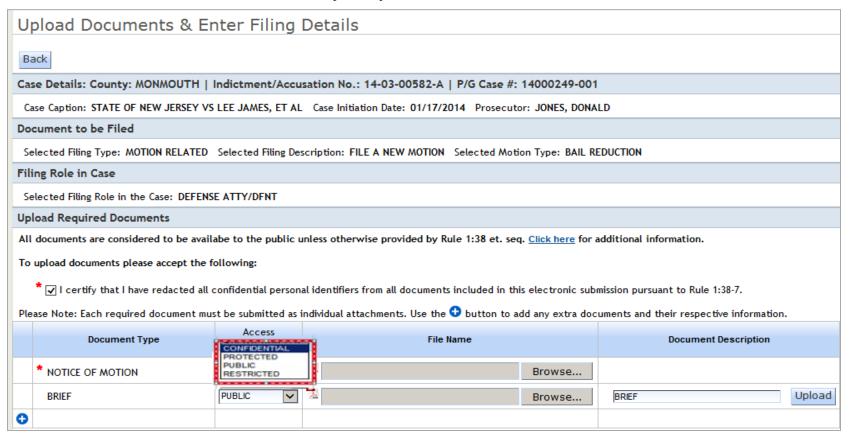
You must first certify that all 'confidential information' is redacted from the documents you are uploading.



Filing Walkthrough - Upload and Restrict Access to Documents

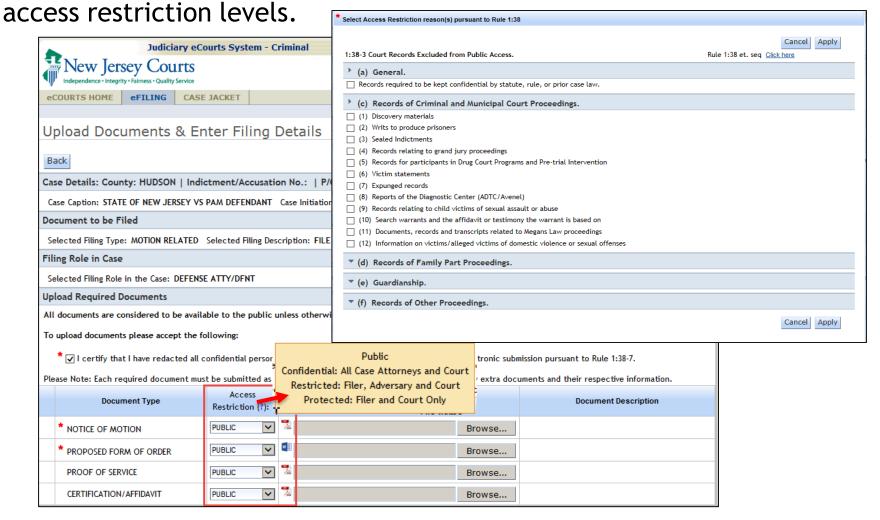
You may change a Public document to one of the following Access Restrictions:

- Confidential: Viewable by all case attorneys and the Court
- Restricted: Viewable by the defendant's defense attorney, case prosecutor and the Court
- Protected: Viewable by only the filer and the Court



Filing Walkthrough - Upload and Restrict Access to Documents

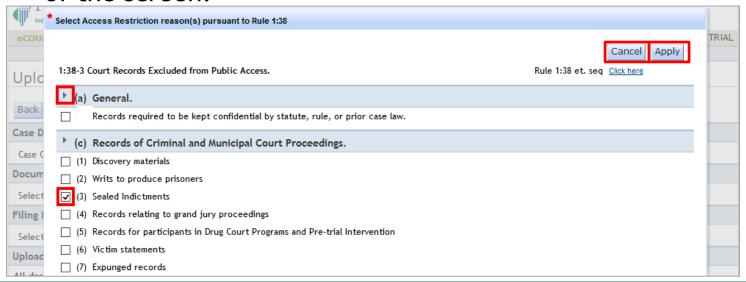
Hovering over the question mark (?) in the Access Restriction column header will provide a pop-up explaining the available



Filing Walkthrough - Document Access Restrictions

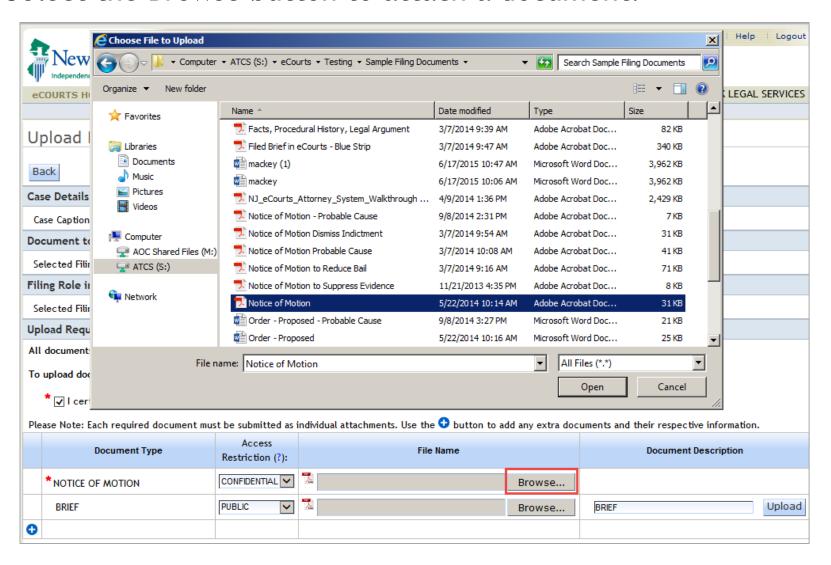
Once the Access restriction level is selected, a pop up box is displayed.

- Select the applicable section(s) of Rule 1:38, by using the checkboxes, to indicate the specific reason(s) the document is not Public.
- You may expand or collapse using the arrow icons in the blue section header.
- Cancel and Apply buttons can be found at the top and bottom of the screen.



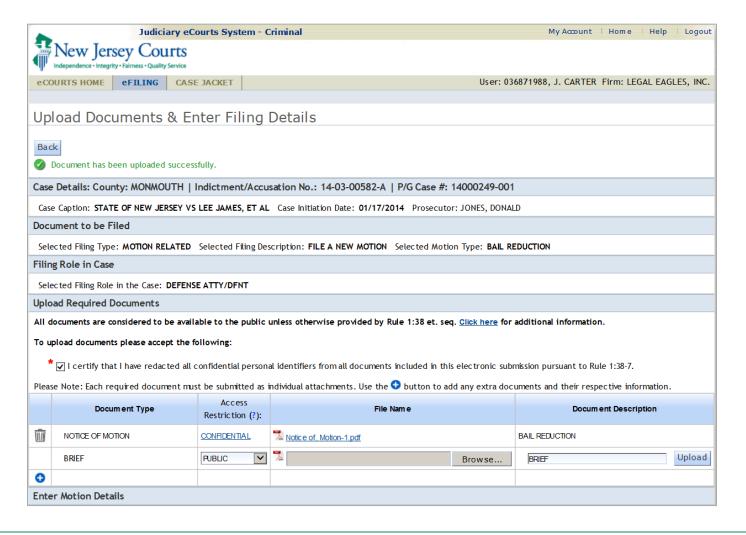
Filing Walkthrough - Upload Attachments

Select the Browse button to attach a document.



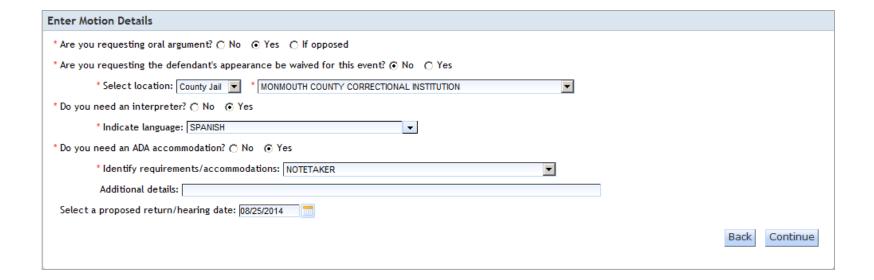
Filing Walkthrough - Upload Attachments

Attach all the required and optional documents you need to file.



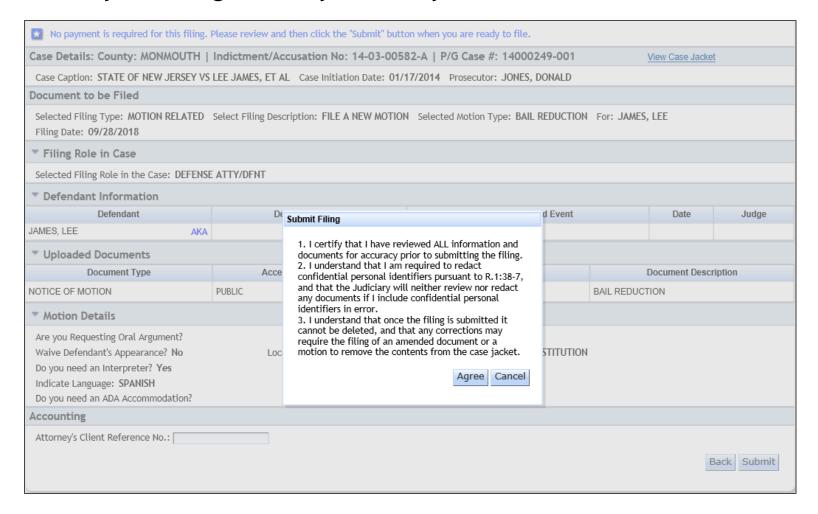
Filing Walkthrough - Enter Motion Details

After uploading the document, scroll to the 'Enter Motion Details' section located under the Upload Required Documents section.



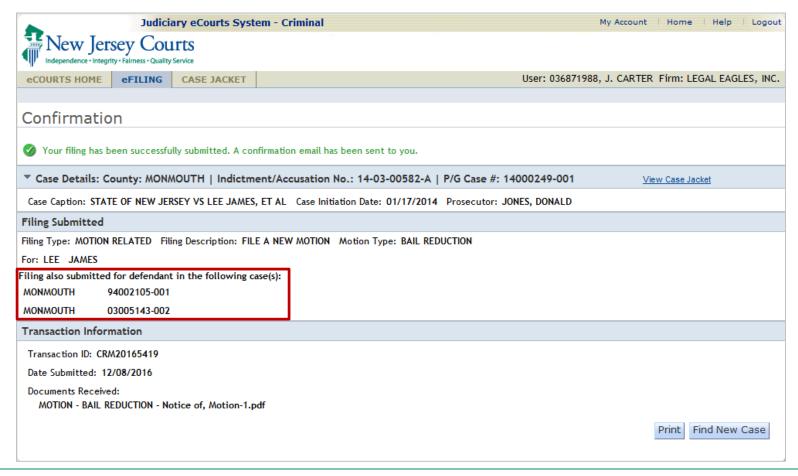
Filing Walkthrough - Review and Submit Filing

Review your filing before you finally submit.



Filing Walkthrough - Filing Confirmation

When filing the same document for multiple cases, all documents filed will display in the Case Jacket of each selected case and all future notifications, schedules and orders will be sent for each case individually.



Notifications are emailed to the case attorneys

eCourtsDev Mailbox

Soyra Cantos:

To:

******* THIS IS A TEST EMAIL PLEASE IGNORE *******

SUPERIOR COURT OF NEW JERSEY - eCOURTS

The following was filed by JAMES CARTER on 10/21/2016 at 3:19 PM:

Defendant Name: Defendant, Pam

Case Caption: STATE OF NEW JERSEY VS PAM DEFENDANT

Case Number: Criminal HUD-16-000009

Docket Text Motion - APPEAL PTI REJECTION submitted by JAMES CARTER of LEGAL EAGLES, INC.

Transaction ID: CRM20164111

Notice has been electronically mailed to:

Defense Attorney JAMES CARTER SOYRA.CANTOS@LAB.JUDICIARY.STATE.NJ.US

NUTAN.BAGUL@LAB.JUDICIARY.STATE.NJ.US

Prosecuting Attorney DEB PROSECUTOR SOYRA.CANTOS@LAB.JUDICIARY.STATE.NJ.US

KWAKI.JOHNSON@LAB.JUDICIARY.STATE.NJ.US

Notice was not electronically mailed to:

Defense Attorney ANN JONES P.O. BOX 46010, 31 CLINTON ST.

NEWARK, NJ 071020000

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 Criminal Division, State of NJ Judiciary, in the county of venue.

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.

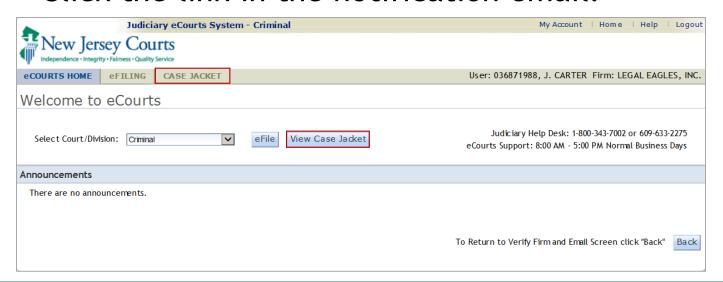
How to access the Case Jacket:

 Select Case Jacket tab or

Select the View Case Jacket button on the Home screen

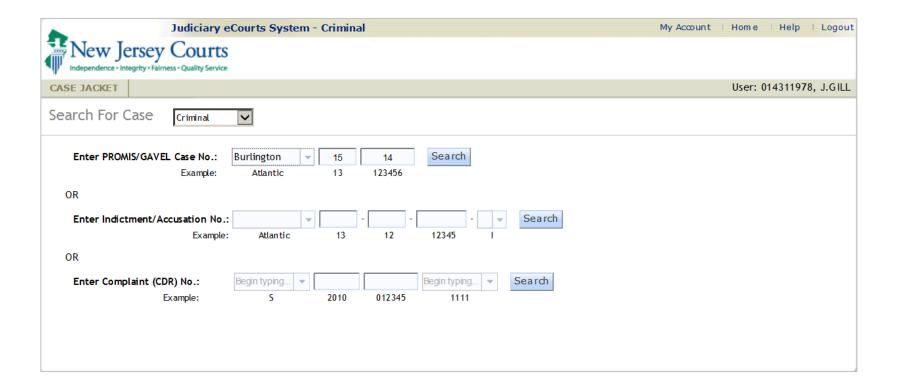
or

Click the link in the notification email.

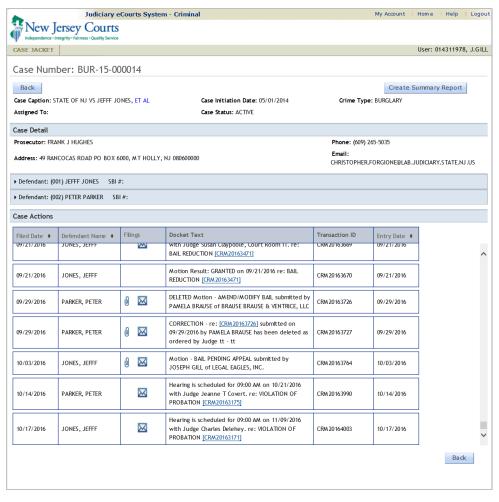


Case Jacket Overview - Case Jacket Search

Enter one of the search criteria on the Case Jacket screen and click the Search button.

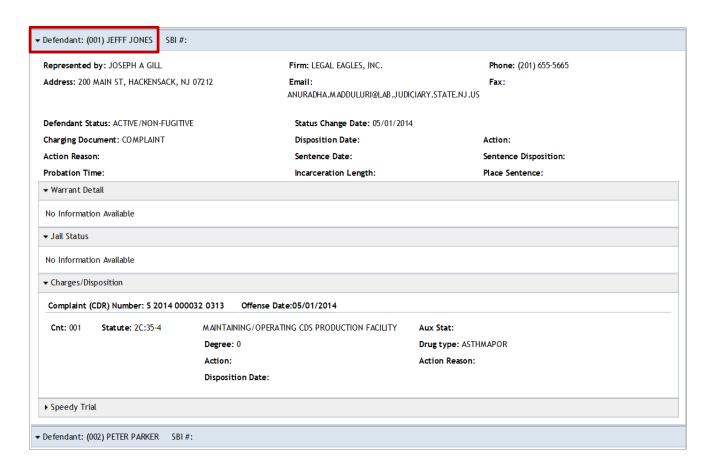


Successfully searching a case will bring you to the main Case Jacket screen.



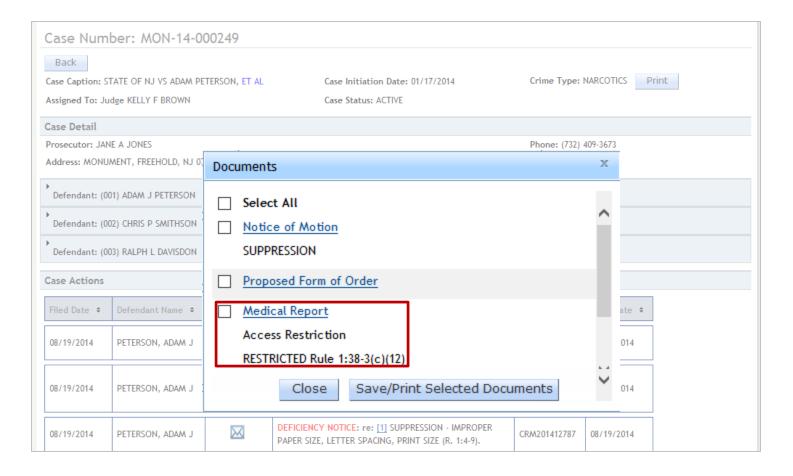
Case Jacket Overview - Defendant Information

You may expand the Defendant twisty to view all the details relating to the defendant.



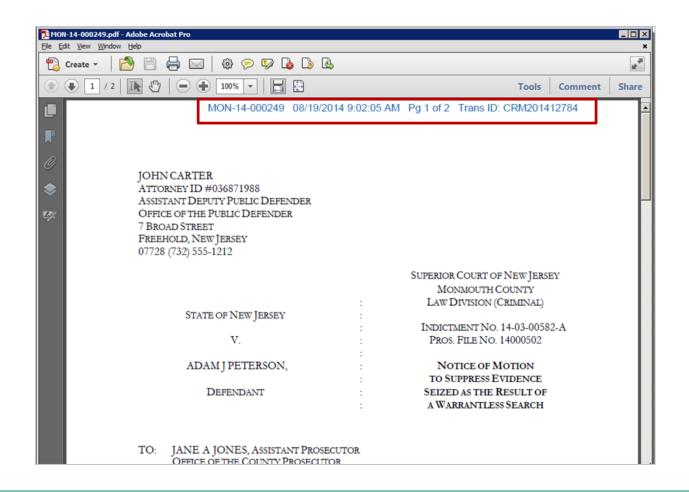
Case Jacket Overview - List of Documents attached to Filing

When an access restriction level is selected during filing, the access restriction is indicated in the Case Jacket document list.



Case Jacket Overview- Document with Filing Stamp

Note that the documents filed, are stamped in blue.



Document and Filing Stamps

Transaction ID

- A system-generated number to identify case jacket entries
- Can be used by attorneys to refer to an e-filing
- Can be used by staff to search for a filing

Case Actions					
Filed Date \$	Defendant Name 💠	Filings \$	Docket Text	Transaction ID	Entry Date \$
08/19/2014	PETERSON, ADAM J	0 🖂	Motion - SUPPRESSION submitted by JAMES CARTER of PUBLIC DEFENDER MONMOUTH	CRM201412784	08/19/2014

Document and Filing Stamps

Filing Stamp

- Replaces current physical stamp
- Permanently attached to each page of filing
- Contains
 - Docket number
 - Date and time of filing
 - Current page and total pages in document
 - Transaction ID (same as in confirmation email)
 - Confidential indicator

QA CONFIDENTIAL BUR-15-000014 09/15/2015 11:34:00 AM Pg 1 of 1 Trans ID: CRM20155351

JOHN CARTER

ATTORNEY ID #036871988

eFiling

- Login
- Select Court & eFiling option
- Confirm Case
- Enter Filing Details
- Upload Documents and Enter Motion Details
- Review and Submit
- Receive Confirmation

View Case Jacket

- Select Court and Case Jacket option
- Enter Search Details
- View Case Jacket