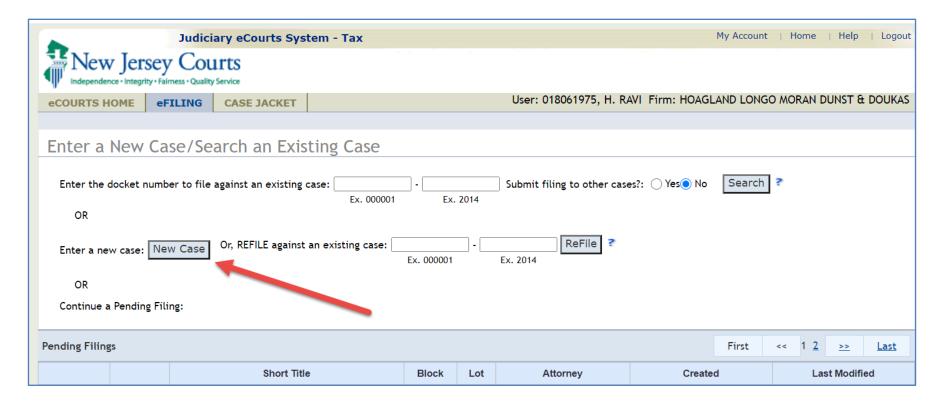


 This document will go through the New Case Initiation process as it pertains to State Tax case types.

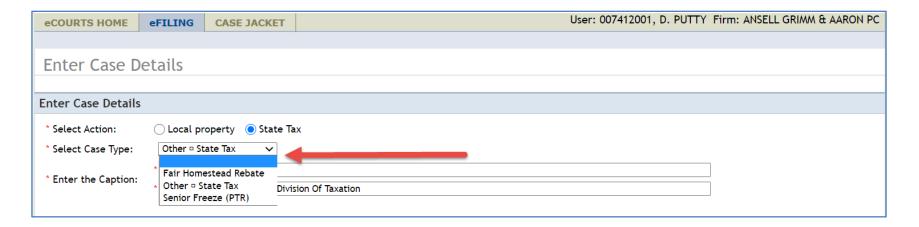
 This functionality will be open to attorneys and self-represented litigant filers.

eFile State Tax Complaint

eFiling Home Page



To initiate a new case, regardless of whether the complaint involves a Local Property or State Tax case type, the filer will click the "New Case" button to launch the complaint filing process.



The "State Tax" radio button is now enabled for users to select, and if selected, users will have the ability to file either a "Fair Homestead Rebate", "Senior Freeze (PTR)" or "Other - State Tax" complaint.

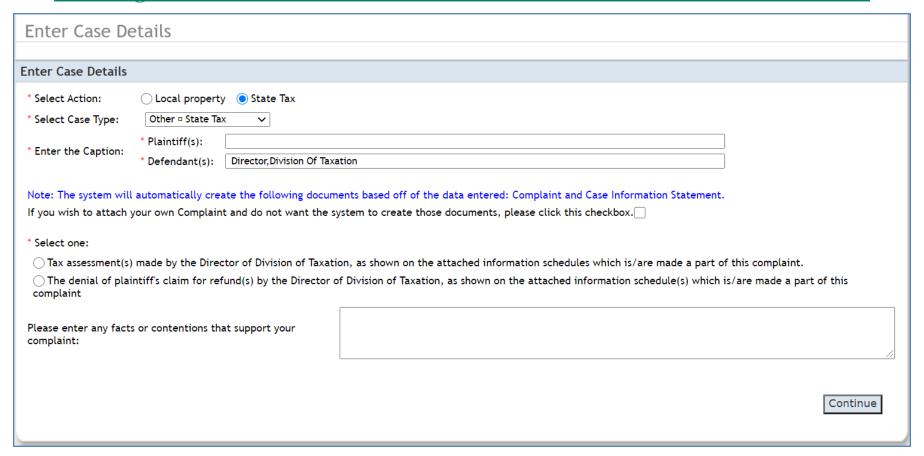
Note: Only complaints for the State Equalization – School Aid case types are not currently accepted through eCourts at this time.

5

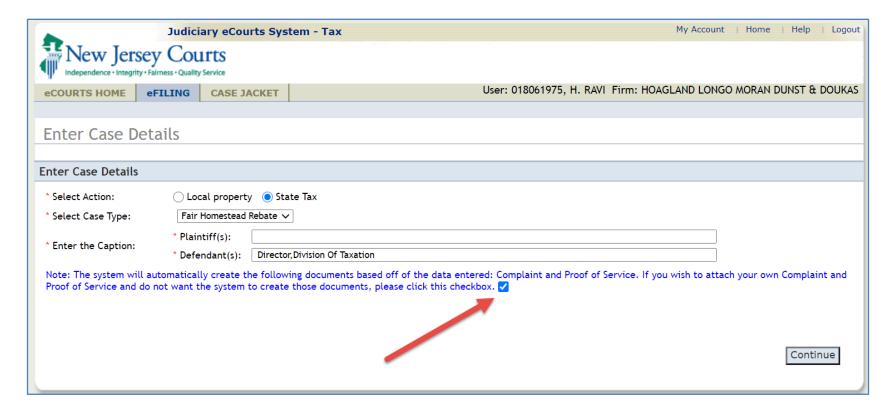
Enter Case Details		
* Select Action:	Local property	
* Select Case Type:	Fair Homestead Rebate 🗸	
* Enter the Caption:	* Plaintiff(s):	
	* Defendant(s): Director, Division Of Taxation	
Note: The system will automatically create the following documents based off of the data entered: Complaint and Proof of Service. If you wish to attach your own Complaint and Proof of Service and do not want the system to create those documents, please click this checkbox.		
* Select Home ownership type:		Type:
* Enter the address of the residence that is the basis of the application:		Address Line 1:
		Address Line 2:
		City:
		County:
		State: NEW JERSEY
		Zip: Zip Ext:
* Enter how many years you have lived at this address:		Years:
• 🗌 I have met all of the eligibility requirements for the Tax Relief Program that is selected above		
* List the years for which you were eligible:		Eligible Years:
* Set forth reasons why you believe your application should have been granted:		
* 🗌 I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.		

Similar to the Local Property complaints, eCourts can automatically create template documents for the filer. The system will display a series of questions that will be utilized to pre-fill the templates accordingly. The example above shows the questions for Fair Homestead Rebate and Senior Freeze case types.

6



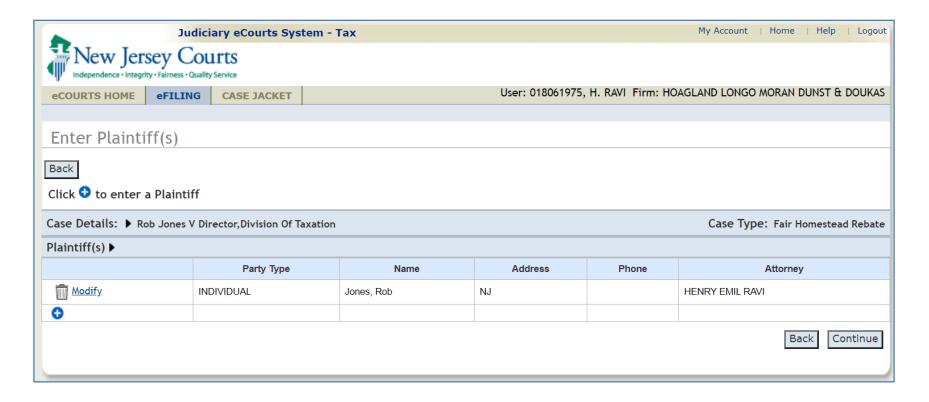
Above is the screen layout when "Other – State Tax" is selected as the case type.



However, if the filer wishes to attach their own documents, they can click the "opt out" checkbox and the system will no longer display the additional questions nor will it create the templates.

8

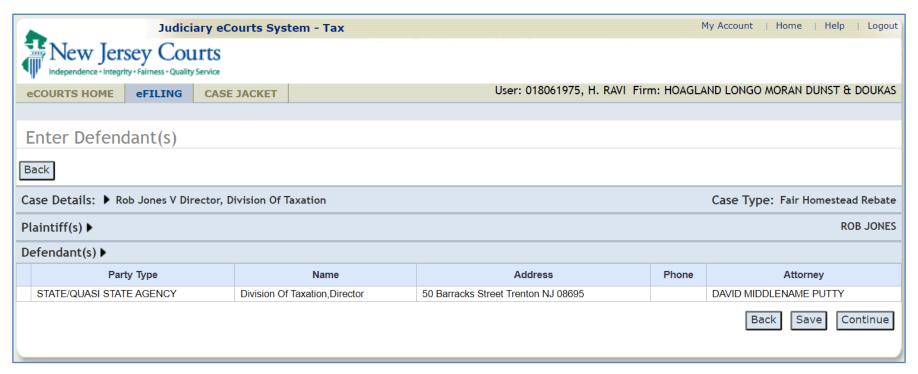
eFiling – Enter Plaintiff



The Enter Plaintiff screen will display the same fields as it currently does for Local Property case types.

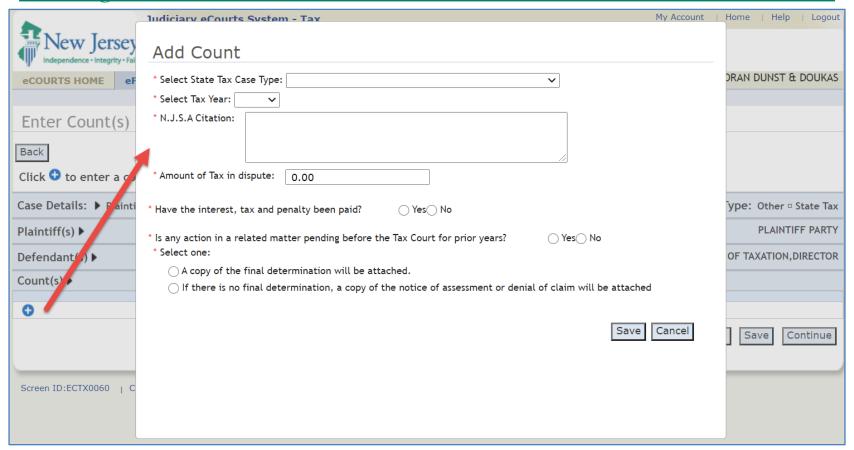
9

eFiling – Enter Defendant



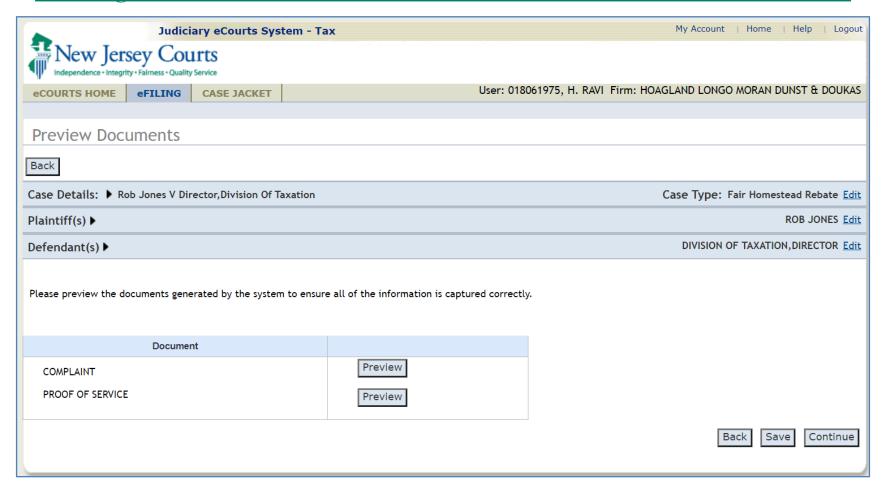
Since the defendant party in all State Tax case types is the "Director, Division of Taxation", eCourts will pre-fill this data for the filer and no manual entry is required on this screen. Note: For "Other – State Tax" case types, the filer can include additional defendants if needed.

eFiling – Enter Count



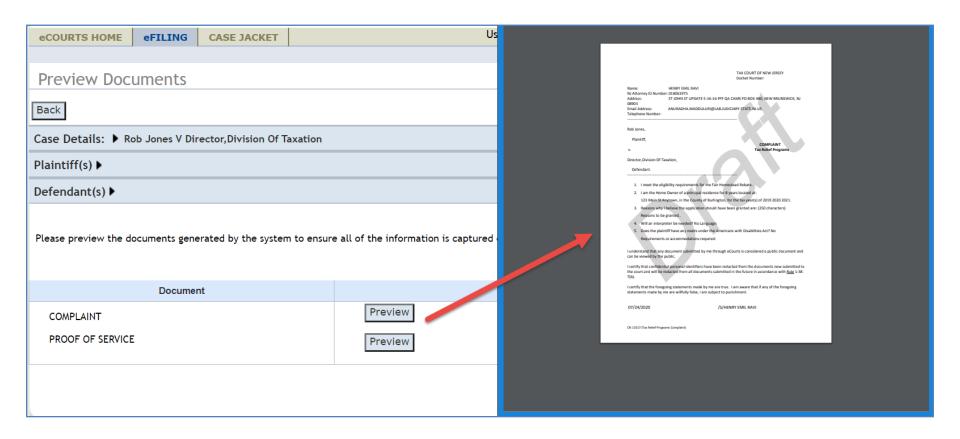
For "Other – State Tax" case types specifically, the system will require the filer to enter the counts of the complaint. The filer can enter multiple counts as needed, which will impact the ensuing filing fee calculation as well.

eFiling – Preview Documents



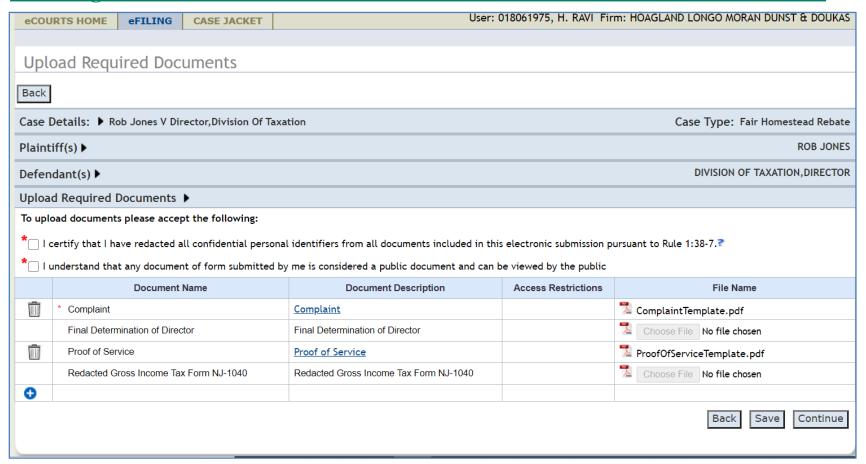
If templates have been enabled, once the party data and count data, if applicable, has been entered, the user can preview the documents accordingly. If templates are not enabled, the system will skip this screen.

eFiling – Preview Documents



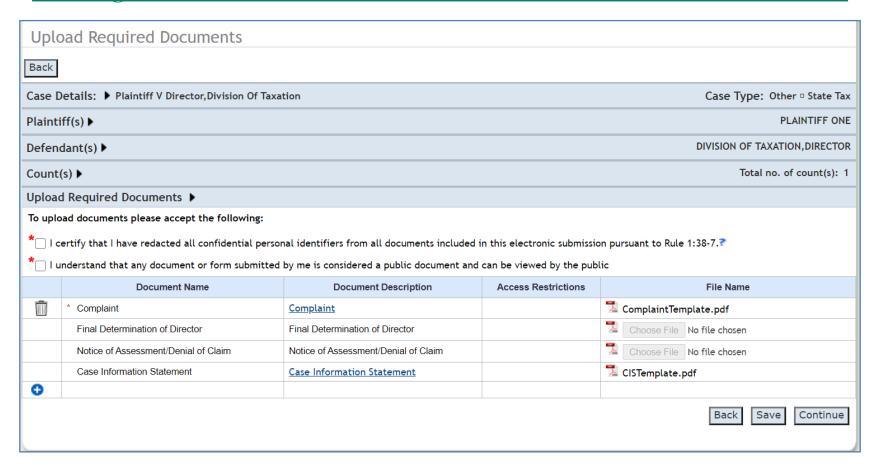
Note: For "Other-State Tax" complaints, the Proof of Service document will not be automatically generated at this time.

eFiling –Attach Documents



For Fair Homestead Rebate and Senior Freeze cases, if templates are enabled, the system would automatically attach the Complaint and Proof of Service. This functionality will be open to attorney and SRL filers alike. Any additional documentation would need to be manually attached.

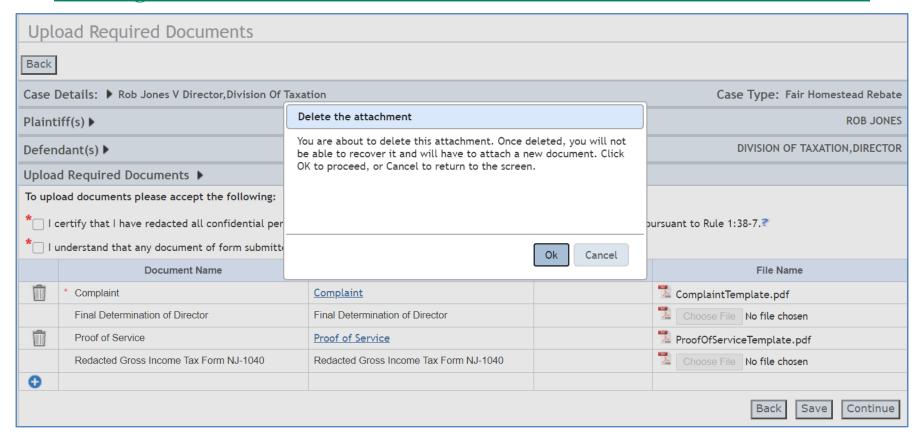
eFiling –Attach Documents



For "Other – State Tax" case types, if templates are enabled, the system would automatically attach the Complaint and CIS. Any additional documentation would need to be manually attached.

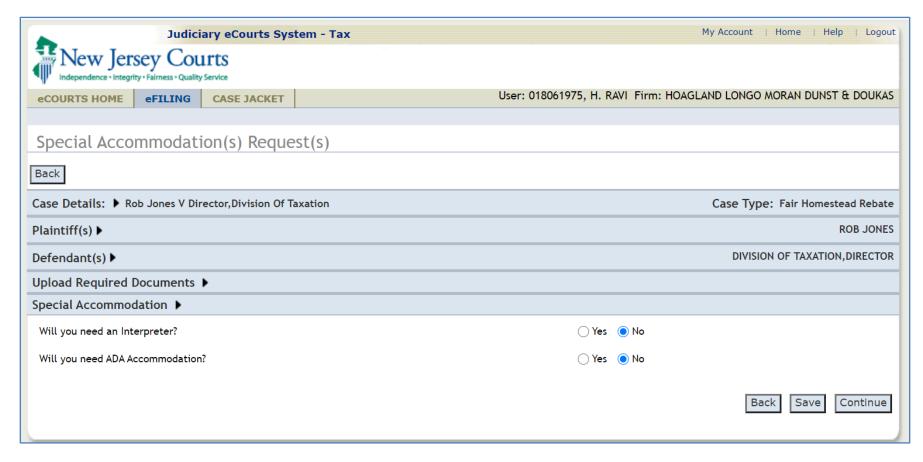
Note: The Proof of Service document will *not* be automatically created for this case type at this time, and if applicable, would need to be manually attached.

eFiling –Attach Documents



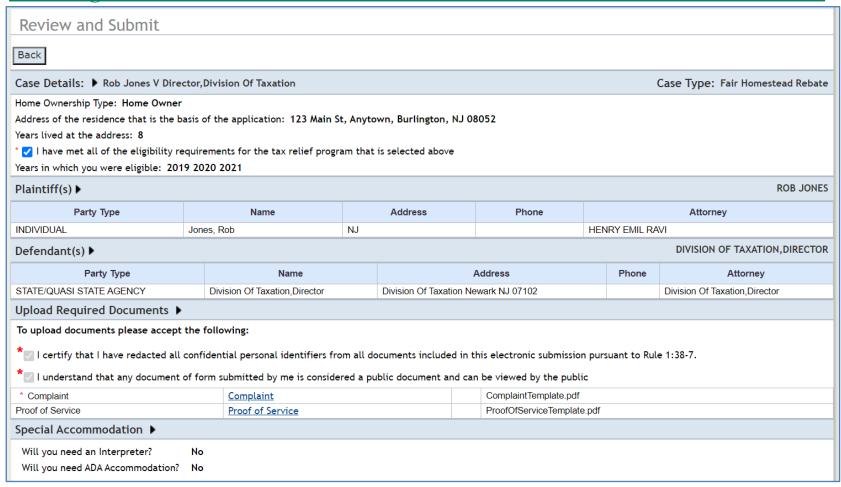
If, at this point, the user does not want to utilize the pre-attached templates, they can click the trash can icon and remove the attachment.

eFiling – Accommodations



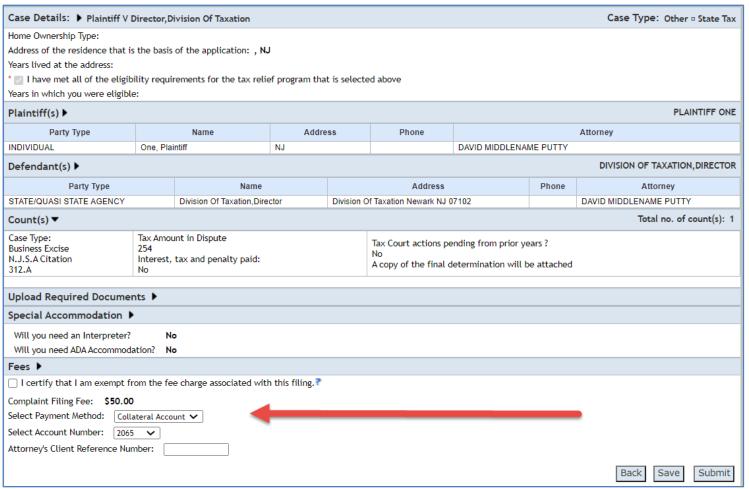
Filers will still be able to indicate any interpreter or accommodation requests that might be needed.

eFiling - Review and Submit



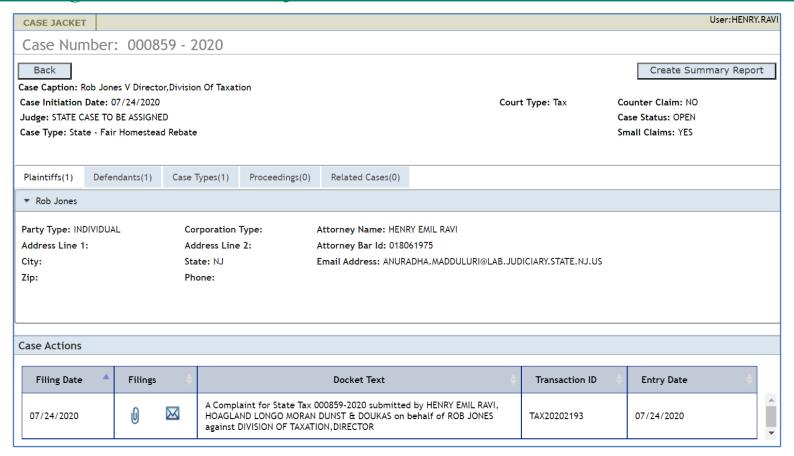
Prior to submission, the filer will have a final chance to review the data they have entered to ensure no further edits are needed. No filing fees are applicable for "Fair Homestead Rebate" or "Senior Freeze (PTR)" state tax case types. Once reviewed, the filer can submit the complaint.

eFiling – Review and Submit



As mentioned earlier, when filing a complaint with "Other – State Tax" selected as the case type, the system will automatically calculate a base filing fee of either \$50 or \$250 depending on whether the case is small claims or non-small claims. Note: Additional fees may be calculated by TCMO once the complaint is reviewed.

eFiling – eCourts Case Jacket



Upon submission, the complaint will be autodocketed into TCMS and the filing will be stored to the eCourts Case Jacket.

eFiling – Complaint Notification

Notice has been electronically mailed to:

Plaintiff Attorney

HENRY EMIL RAVI

ERIC.DAWSON@LAB.JUDICIARY.STATE.NJ.US

ANURADHA.MADDULURI@LAB.JUDICIARY.STATE.NJ.US

RAVI.JOSHI@LAB.JUDICIARY.STATE.NJ.US

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TAXATION.DIRECTOR@TREAS.NJ.GOV

Attorney General

LINDA MUNTER ELLEN SEITZ LINDA.MUNTER@LAW.NJOAG.ORG ELLEN.SEITZ@LAW.NJOAG.ORG

Notice was not electronically mailed to:

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 Tax Court Management Office.

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.

By default, when the complaint is stored to the Case Jacket, the system will automatically notify pre-designated users from the Division of Taxation for all state tax cases. For Senior Freeze, Fair Homestead Rebate, Fair Tenant Rebate and NJ Saver Rebate case types specifically, the system will also notify pre-designated users from the Attorney General's Office as well.

The End