

 This document highlights the New Case Initiation process as well as filing to an existing case for both attorneys and self-represented litigants (SRL).

- eFile New Case

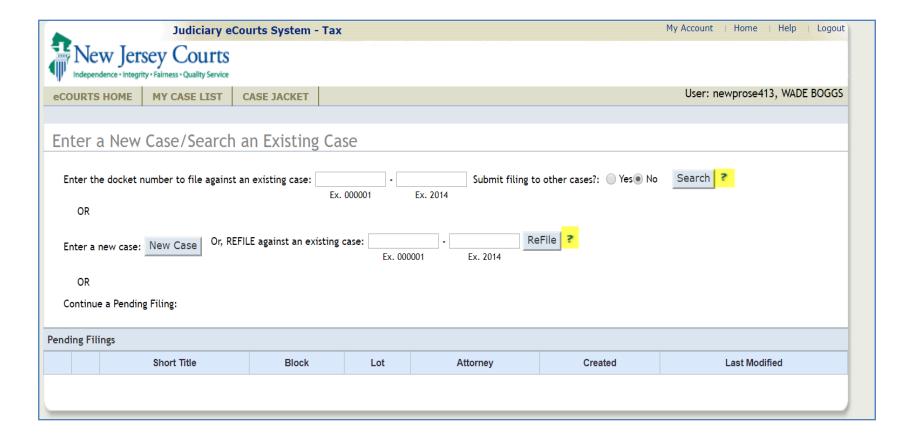
- eFile - Existing Case

June 5. 2020

# eFile New Case

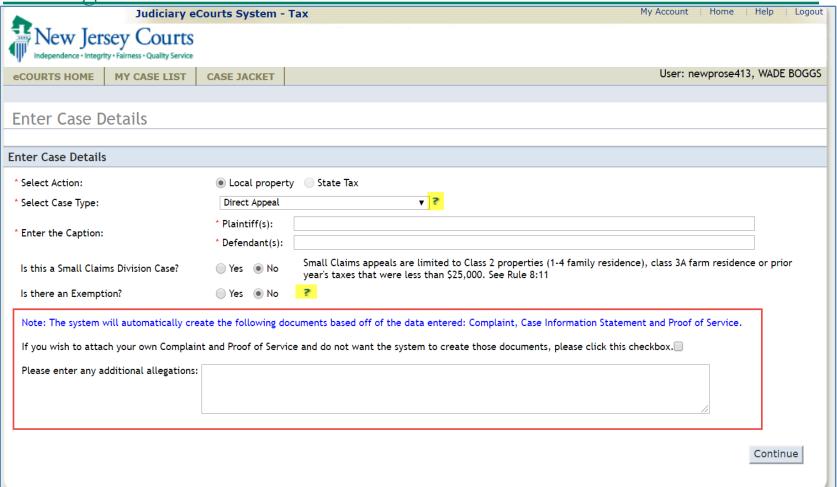
June 5, 2020

# eFiling Home Page



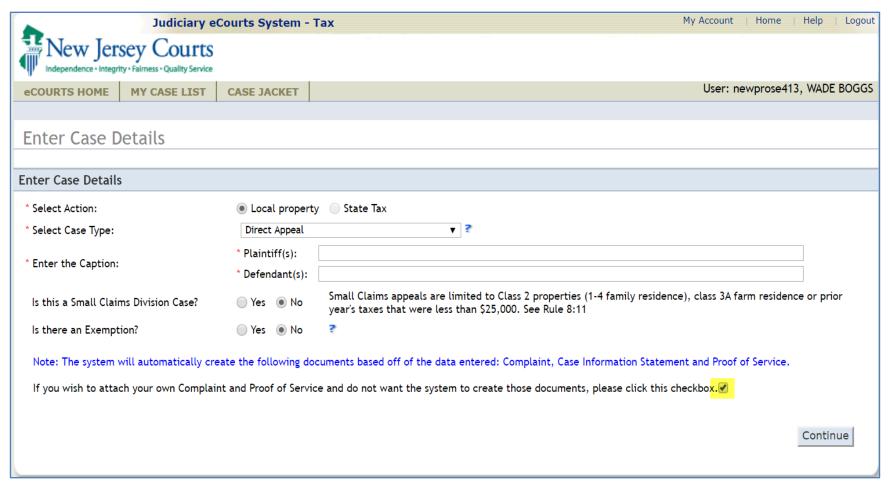
Attorney functionality is replicated for SRL's. This screen is universal to both SRL and Attorney filers. Info tips/help functions were added as highlighted above.

eFiling –Enter Case Details

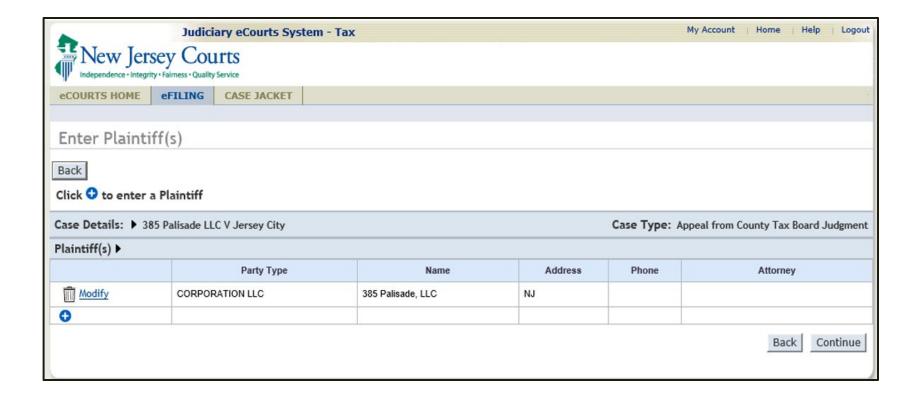


For select case types, eCourts offers to create the complaint, CIS and proof of service for both attorney and SRL filers. Info tips provide the user with additional information if needed. The Additional Allegations textbox allows the user to enter additional data to be included in the complaint.

#### eFiling –Enter Case Details

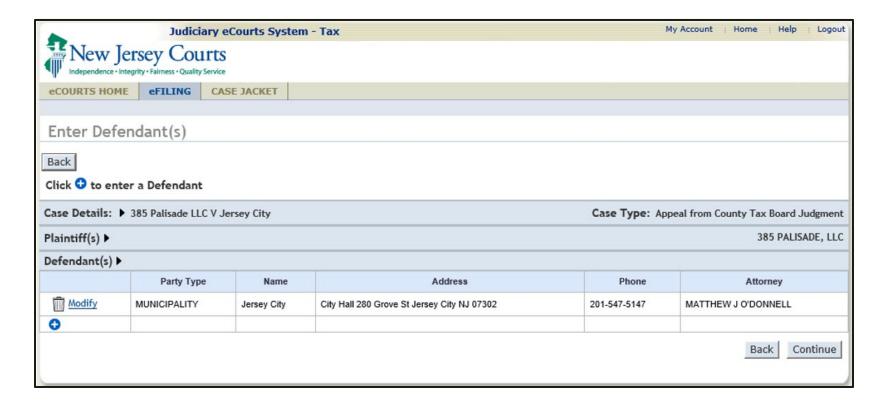


The user can opt-out of the auto-creation process for the Complaint and Proof of Service. If they opt out, the Additional Allegations textbox will no longer display on the screen.



The 'Enter Plaintiff(s)' screen will display the same fields it currently does.

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The 'Enter Defendant(s)' screen will display the same fields it currently does.

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#### eFiling –Enter Property

Property(s) ▶							
	Location	Property Information	Year	Property Identifiers	Property Address	Original Assessment	
Modify Modify	County:ESSEX City BELLEVILLE TOWNSHIP	Plaintiff Association: OWNER Property Type: 1-4 Family Residence (Class 2) Abatement/Exemption: No	2020	Block: 13 Lot: 3 Unit: Qualifier:	1303 Hanover St	Land: Improvements Exemption: Total:	\$1,234,000.00 ::\$35,750.00 \$0.00 \$1,269,750.00
0							

In some cases, the municipal clerk, municipal assessor and/or the administrator of the county board of taxation can be served with a copy of your complaint by eCourts. If so, eCourts will generate a Proof of Service indicating which individuals were served today.

eCourts will serve the following today: County Board of Taxation - ESSEX

eCourts cannot serve the following: Municipal Clerk - BELLEVILLE TOWNSHIP Municipal Assessor - BELLEVILLE TOWNSHIP

You must mail a hard copy of your complaint to any individual(s) who cannot be served by eCourts.

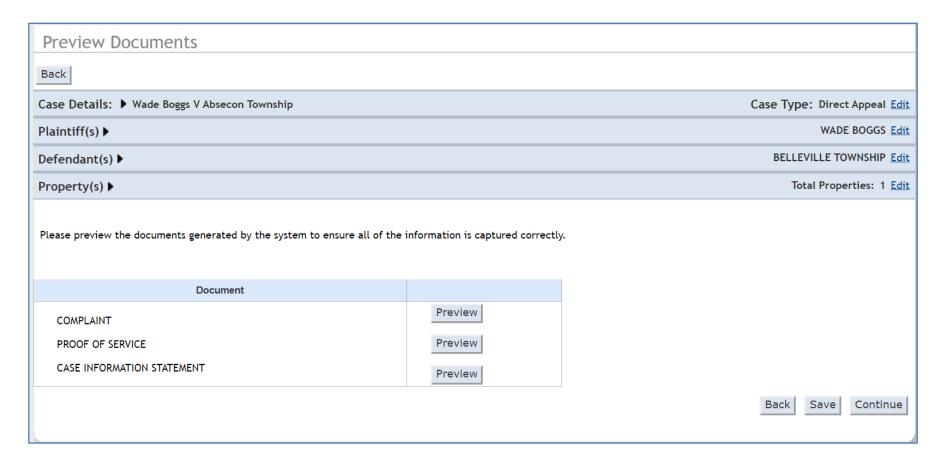
If you can mail a hard copy of your complaint to the individual(s) indicated TODAY, check here

If checked, a Proof of Service will be generated by eCourts indicating that you have served all parties today.

If you cannot mail the hard copy today, you will have to upload a seperate Proof of Service showing the individual(s) and the date(s) you mailed your complaint. The Proof of Service form is available online.

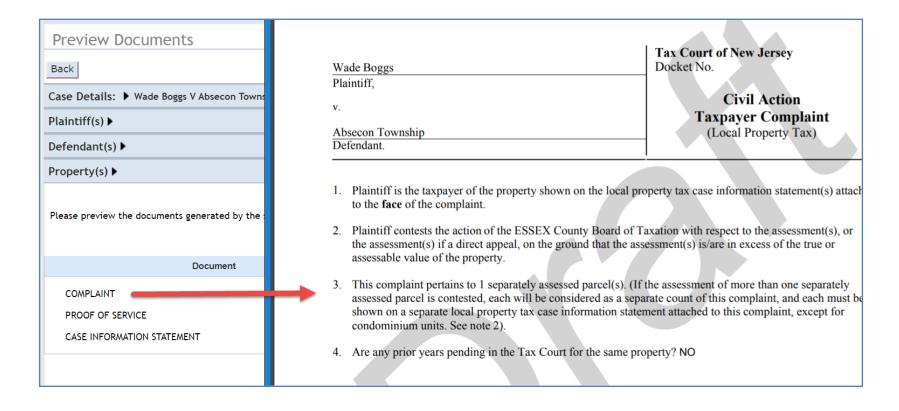
After entering the property information, if the filer has enabled the system to create the templates, the system will notify the user if the municipal clerk, assessor and county board can or can not be notified by eCourts. The system will create a Proof of Service template for all three if the user acknowledges that all unnotified parties will be sent a hard copy of the complaint on the same day as filing. If you serve unnotified parties at a later date, you need to submit the Supplemental Proof of Service for those parties. The POS is available via the link on this screen and on the Judiciary Tax Court website.

# eFiling – Preview Documents

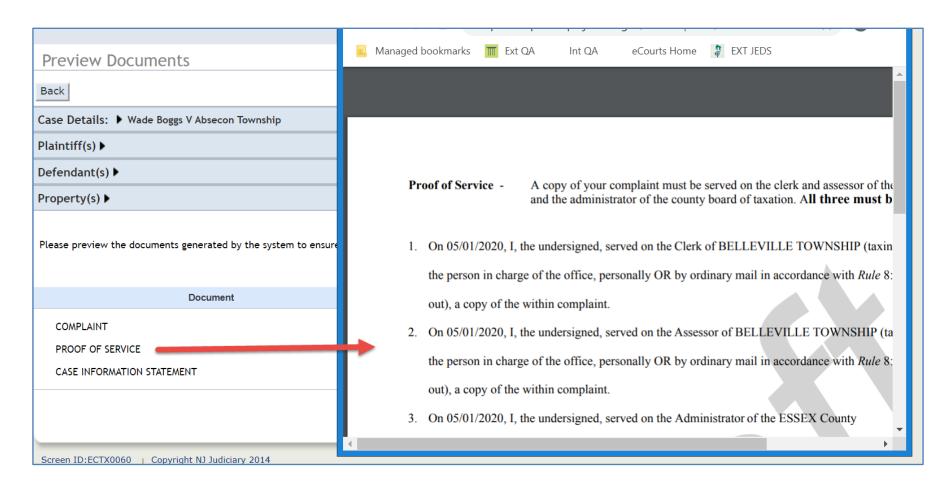


If templates have been enabled, the user can review data entered and preview the system generated Complaint, CIS and, if applicable, the Proof of Service.

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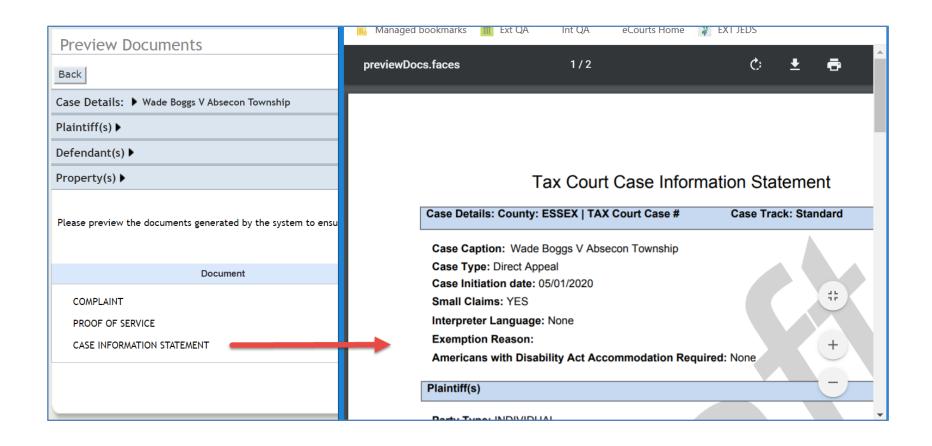


Complaint generated uses the standard Tax Court Complaint form.



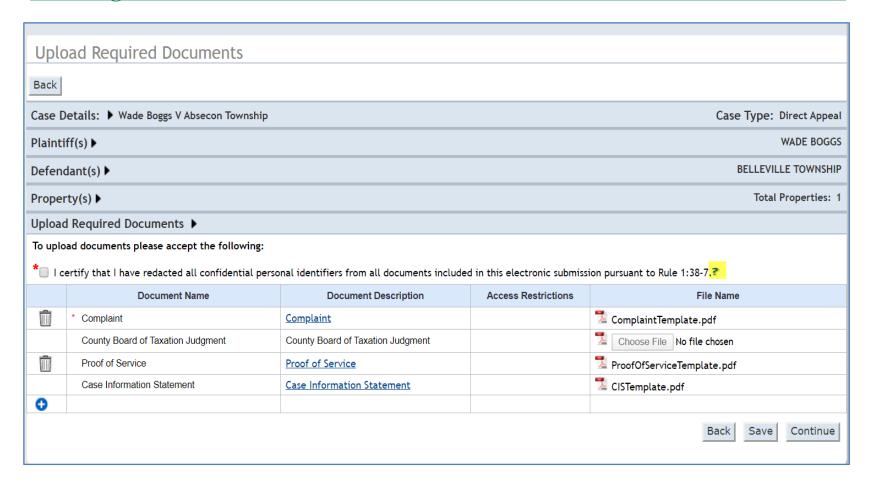
Proof of Service generated uses the standard Tax Court POS form.

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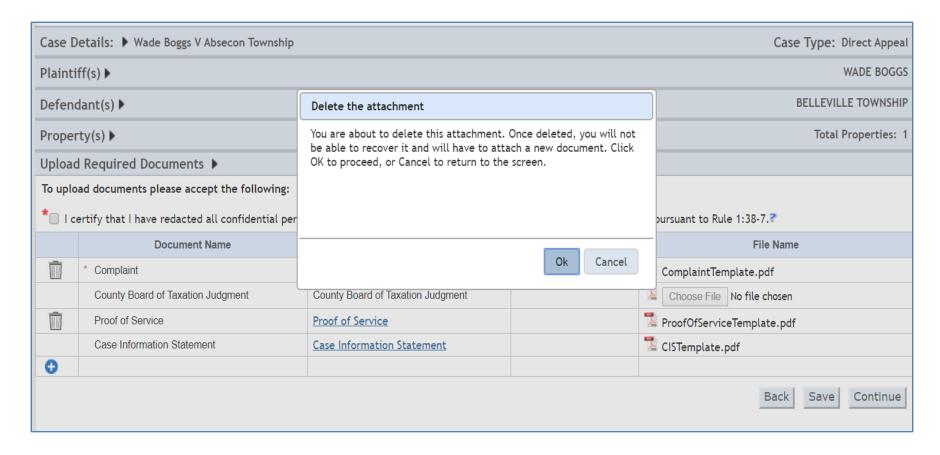
Case Information Statement is the standard eCourts generated CIS.

# eFiling –Attach Documents



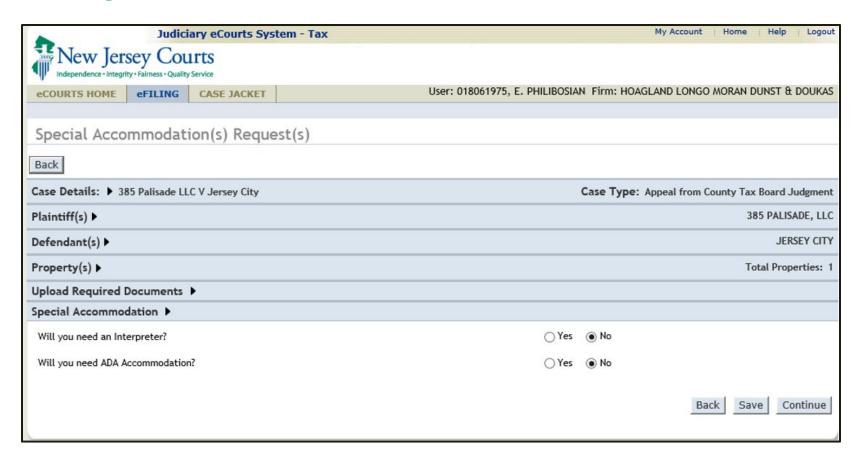
If templates are enabled, the system will attach the system generated Complaint, Proof of Service (if applicable) and the CIS for attorney and SRL filers.

# eFiling –Attach Documents



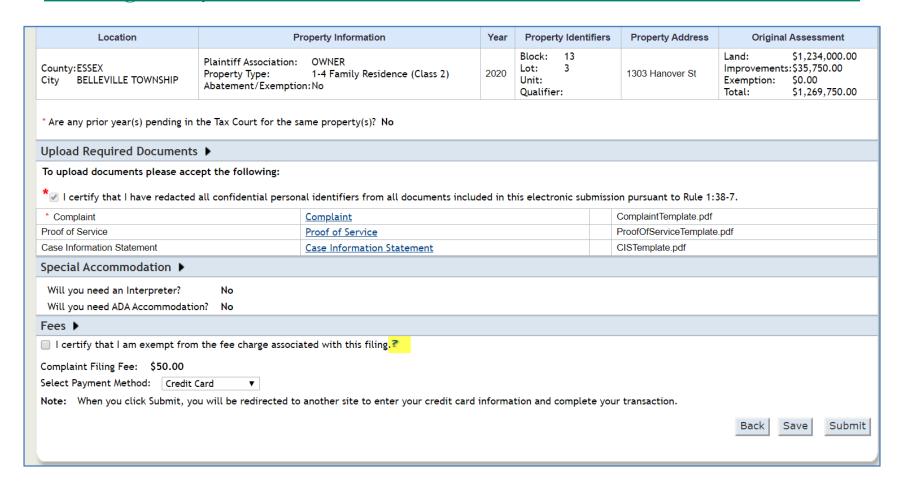
If the filer decides not to utilize the pre-attached templates, they can click the trash can icon and remove the attachment. The filer will be reminded that they cannot recover the deleted document and must attach a new document to proceed.

#### eFiling – Accommodations



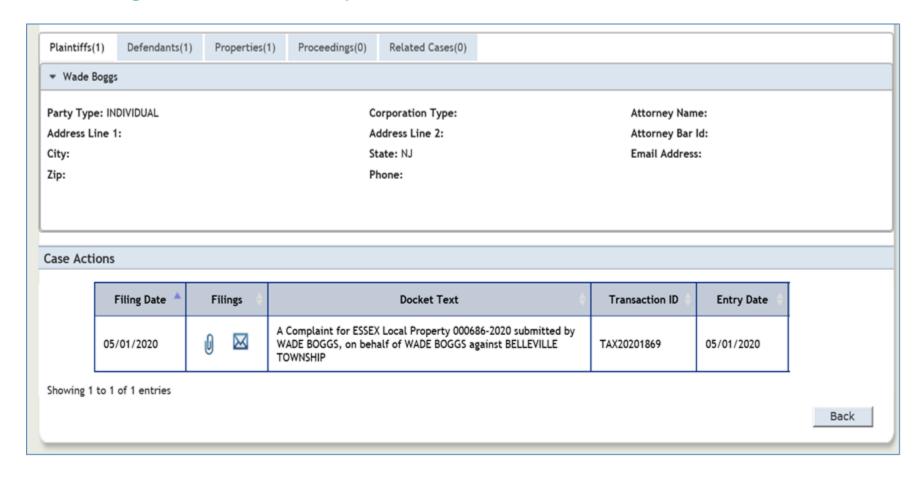
The Accommodations screen displays the same fields it currently does.

#### eFiling – Payment



Credit Card or ACH are the only payment options available to anSRL filer. Both options are also available to attorney filers. After the payment method is selected, the Complaint can be submitted for filing.

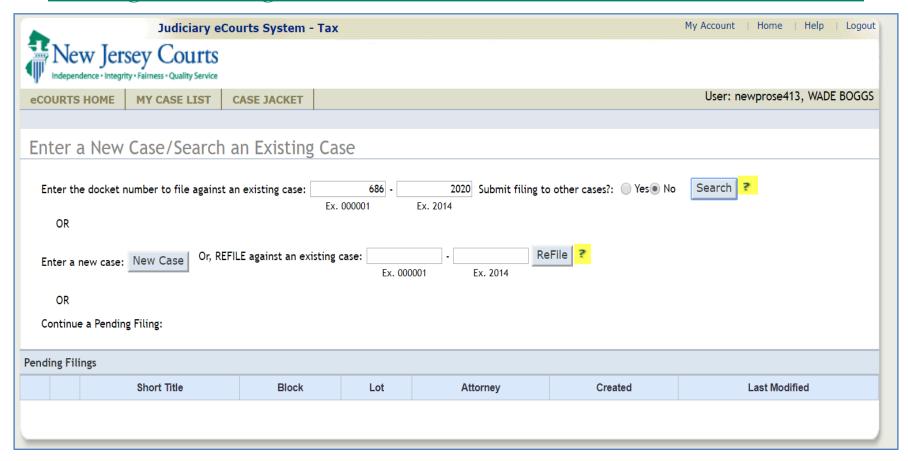
# eFiling – eCourts Case Jacket



The filing will be stored to the eCourts Case Jacket.

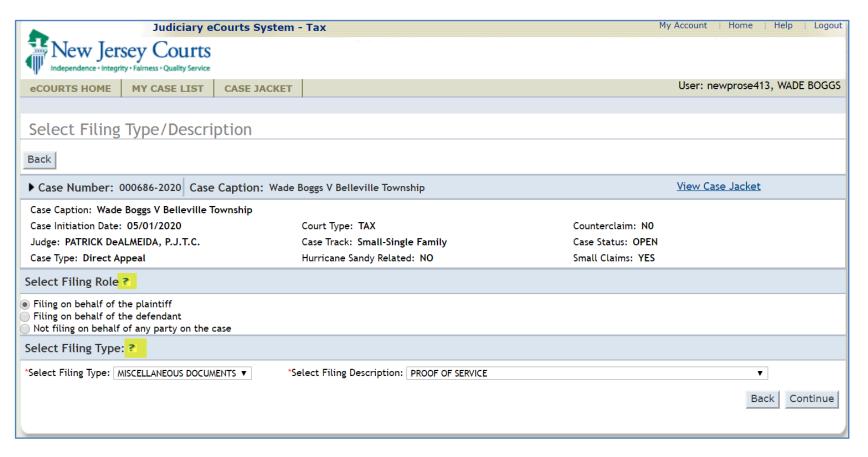
# eFile Existing Case

# eFiling – Existing Case



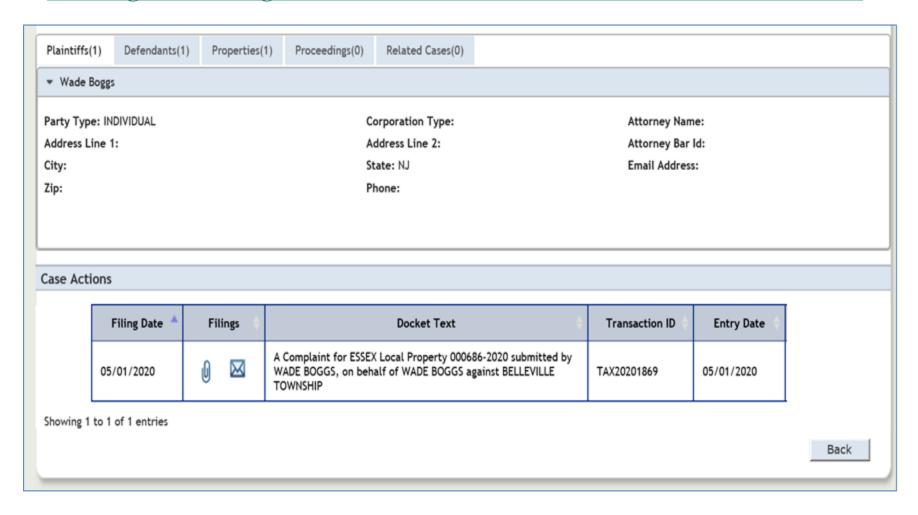
All other functionality for filing against an existing case matches the current flow.

# eFiling – Existing Case



New info tips are available to assist the SRL when filing on an existing case.

# eFiling – Existing Case



Once submitted, the filing is stored to the eCourts case jacket.

# The End