How to Use the Judiciary Electronic Document Submission (JEDS) System

Introduction

The Judiciary Electronic Document Submission ("JEDS") system is a website that allows self-represented litigants and attorneys to electronically submit documents to the New Jersey Courts. It does not provide service onto other parties or litigants in any respective cases. If another party must be served with documents notifying them of their involvement in a legal proceeding, the process must be done separately from JEDS.

How Do I Register for JEDS?

- 1. Type the following into the URL search line of your internet browser: https://portalselfregcloud.njcourts.gov/prweb/ PRServletPublicAuth? AppName=ESSO&RegAppID=E COURTS.
- <u>Note</u>: This is the Single Sign On (SSO) system and can be accessed from any Internet browser (Safari, Internet Explorer, Chrome, etc.).
- 2. The registration page will display.
- Create and enter your desired User ID. User IDs must be between 9-15 characters and consist of uppercase letters, lowercase letters, or numbers.
- 4. Enter a password using all of the security requirements listed:
 - 1. Must be at least 8 characters long
 - 2. At least 1 lowercase letter
 - 3. At least 1 uppercase letter
 - 4. At least 1 number
 - 5. At least one of the three special characters: @, #, \$.
- Enter your contact information. <u>NOTE</u>: The phone number field(s) should contain numbers only. *No dashes*.

Primary phone number 🛊		
Primary phone number		

- 6. Select and answer 3 different security questions. Make sure to follow formatting and character requirements.
- 7. Accept the privacy statement at the bottom of the page and click "Complete Registration."
- 8. A confirmation screen will appear, stating an activation link has been sent to your email.

Step 1: Complete Registration Details > Step 2: Complete Registration > Step 3: Act
Thank you for registering with NjCourtsOnline.com.
Instructions
1. In a few moments, you will receive an activation email containing an activation link.
2. Click on that link to complete your registration

 Check your e-mail and open the activation e-mail titled "NJCourtsOnline.com -Activation Email". Click on the link to activate your JEDS account.

> njcourts.mailbox@judiciary.state.nj.us <u>NJCourtsOnline.com</u> - Activation Email To:

- 10. A web page will appear and confirm your registration. Click "Log In."
- 11. A login page will appear. Enter your User ID and Password and click "Log In."

How Do I Submit Documents Using JEDS?

 Once you log in to JEDS, you will be taken to a home page. Click on the tile in the upper-left corner of the screen and click "JEDS" from the drop-down menu that appears.

New Jersey Courts Enterpris	Ne	w Jersey Courts Er
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2. The JEDS homepage will open in a new window. Click "Submit your Documents."

Submit your Documents	My Submissions
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3. Enter your case details (Court, Docket type, and Venue) and click "Next." A docket number is required in order to submit a document on an existing case.

Enter case details					
Court *		Docket type *		Venue 🛊	
Solort Court Division	~	Select Decket Tures	~	Select County	~

4. Indicate what type of document you are submitting on the drop-down menu that appears. **Click "Next."**

•	What are you filing?	Fee
	Adjournment Request	\$0.00
	Application for Public Defender	\$0.00
	Brief / Letter Brief	\$8.00
	Certified copy	\$15.00
	Certified copy with seal	\$25.00
	Consent Order	\$8.00
	Digital plain capy	\$0.00
	Exemplified copy	\$58.00
	Letter/Correspondence	\$0.00
	Mation	\$0.00
	Other	\$0.00
	Post Consistion Relief	\$8.00
	Proof of Service	\$8.00
	Proposed Form of Onter	\$8,00

- Fill in additional case details, including the sequence number (docket number) and the year that the case was initiated. Click "Next."
 - Sequence Number Examples: FM-012345-20, LT-789123-20, DC-456789-21
 - **Note**: if you are filing for divorce, your case does not have a docket # yet.

Proceed without and court will assign. ALL OTHER CASES WILL HAVE A DOCKET # ALREADY AND IT MUST BE ENTERED HERE."

Case Searc	h	
Court		
Family		
Docket Type	Venue	Sequence number \star 🛛 Year \star
FM	CAM	

 Add your document by clicking the paperclip icon that is located on the right side of the screen under the "Attachments" column.

Attachment 🚯	
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 Select a document to attach and click "Submit." Click "Next" at the bottom of the page to continue. Select +Add Document to add additional documents.

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L	Drag and drop files here	
	or Select File The recommended files to upload are Microsoft Office files, PDF and images.	
	Cancel Submit	

- If payment is required, complete the Fee Requirement section. Fees can be paid using automatic clearing checks (ACH), credit card, or a judiciary account charge system (ACS). If payment is exempt, select "Exempt" and indicate the reason from the dropbox that appears.
 - Note: If your fee is waived/exempt, your upload should also include the fee waiver document. The upload of these multiple documents should be titled something along the lines of "COMPLAINT AND FEE WAIVER APPLICATION."
- 9. Complete the **Certification to submit filing** by selecting the checkbox and then select "Accept".

How Do I View My Submitted Documents on JEDS?

1. From the Home Page, select **My Submissions** tile to get a list of your submissions.

Home		
Announcement		
The Judiciary has buil we further develop th	this system on an expedited basis in response to the public health system. Your patience and understanding is appreciated.	crisis related to COMD-19. It is a work in progress. We will be adding functionality a
Due to technical placed in "My Subm	lifficulties, the functionality enabling documents to be autom sions" has been temporarily disabled.	atically stamped by the Judiciary, added to the respective Case Jacket and
Recent Enhancement		
You are now require	to search for your docket number and select the appropriate cas	e when submitting a non-complaint filing for Criminal, Family, Special Civil Part,
General Equity/Chan • Document upload h with a red asterisk. • Newest submission	ry and CML s been enhanced to list all applicable documents for a filing. At lea are sorted to the top in "My Submissions".	st one attachment is required to complete the filing through JEDS, which will be note
General Equity/Chan • Document upload h with a red asterisk. • Newest submission • For attorneys only	ry and Chil. 5 been enhanced to list all applicable documents for a filing. At lea are sorted to the top in "My Submissions". You are now required to select the firm and address for each filin	et one attachment is required to complete the filing through JEDS, which will be note
General Equity/Cham - Documert upload h with a red asterisk - Newst submission - For attorneys only Submit your Documents	ny and OLU. Been enhanced to list all applicable documents for a filling. At lease are sorted to the top in "My Submission". "You are non-required to select the firm and address for each fillin My Submissions	a one attachment is required to complete the filing through (ED, which will be note a My Submissions

 Your submissions will display. Select **Refresh** to update your list. To sort by a column, select the arrow symbols located next to the title of each column. Select the > next to the submission title to get the details.

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My Wo	ork										
	C Re	fresh									< Page 1 of 2 > >>
		Venue	Court/Division	Docket type	Filing type	٠	Filed date	Status	٠	Docket number	
	~	ATLANTIC	CMI	Suing for over \$15,000 (la division cases)	W Motion		6/19/20 6:49 PM	Resolved-C	ompleted	ATL-L-000001-19	Documents
		Filer name		User	/Bar Id			Tri	insaction Id		
		Valorie Landsky		Valo	rieLandsky			EF	-3330		
		Address		Phor	ne number			Err	all address		
		8 Canterbury Court ,	Mariton, NJ 08053	856	4913487			va	lorie.landsk	y@njcourts.gov	
		Submission fee		Tran	saction fee			То	tal fee		
		\$0.00		\$0.0	0			\$0	.00		
		Payment type		Exer	npt reason						
		Exempt		You	have an order Or	der Walvi	ing Filing Fees				

- 3. Select **Documents** to see your submitted documents and the court stamped documents.
- 4. For documents on an existing case, you can select the **Court Stamped Documents** to view your document with the blue court stamp that appears at the top of your filed document. The court stamp will not appear for new cases.

Resources and Helpful Information

- How Do I Access JEDS?
 - In order to access JEDS, you must register with the courts by creating a User ID and password.
 - <u>Registration</u>: https://portalselfreg- cloud.njcourts.gov/prweb/PRServletPublicAuth?AppN ame=ESSO&RegAppID=ECOURTS
 - JEDS: Can be accessed from any Internet browser: https://portalefile- cloud.njcourts.gov/prweb/ PRAuth/EFILESAMLAuth? AppName=EFILE

- What Documents Cannot Be Submitted Through JEDS?

- The following types of legal matters and documents SHOULD NOT be submitted through JEDS:
 - Civil Commitments Discovery
 - Guardianship Evidence
 - Estates
- Where Do I Submit Documents?
 - Self-represented litigants can submit documents for emergent matters through JEDS or by email to the emergent matters email box that has been set up in each county. The county email addresses can be found in the "Representing Yourself in an Emergent Matter" section at https://www.njcourts.gov/selfhelp/emergent.html.

Court/Division	Docket Type	Attorneys use:	Self-represented use:
Civil	Law	eCourts	JEDS
Criminal	Criminal – Existing Cases	eCourts	JEDS
Family	Child Support/Custody	JEDS	JEDS
Family	Divorce	JEDS	JEDS
Family	Child Abuse/Neglect	eCourts	N/A
Family	Child Placement Review	eCourts	N/A
Family	Termination of Parental Rights	eCourts	N/A
Family	Kinship/Legal Guardianship	eCourts	N/A
Family	Domestic Violence Contempt	JEDS	JEDS
Family	Domestic Violence/Sexual Assault Survivor Protection Act (SASPA)	JEDS	JEDS
General Equity	Chancery	JEDS	JEDS
General Equity	Foreclosure	eCourts	JEDS
Special Civil	District Court	eCourts	JEDS
Special Civil	Landlord Tenant	JEDS	JEDS
Special Civil	Small Claims	JEDS	JEDS
scco	Records Request	JEDS	JEDS
Тах	Local Property Tax	eCourts	N/A
Тах	*State Tax	JEDS	JEDS

- Where Can I Get Further Assistance?

- If you need assistance with what to submit, where to submit a new document, or assistance about a previous submission, contact the county ombudsman at https://njcourts.gov/public/ombuds.html?lang=eng.
- If you need technical assistance with the JEDS system, send an email to JEDSSupport.Mailbox@njcourts.gov.

- What Is the Maximum Document File Size

• The maximum file size for each document is 35 MB.

- When Are the Court's Processing Hours?

 Documents are processed by the court during normal business hours, Monday – Friday between 8:30 a.m. and 4:30 p.m. Documents received after 4:30 p.m. Friday through the weekend will be processed on Monday. If this is an emergent matter, visit https://www.njcourts.gov/selfhelp/ emergent.html.