

Creating a Civil Appeal in eCourts Appellate Manual



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Creating a Civil Appeal

To file an appeal:

- Select **File New Case**.
- ***NOTE*** If you have previously created a draft Appeal without submitting, it can be accessed through **My Case List**.

The screenshot shows the New Jersey Courts eCourts Appellate website. The header includes the logo and navigation links: [File NEW Case](#), [My Case List](#), [Logout](#), and [Help](#). A user login notice states: "You are currently logged in as JONATHAN A. SMITH (012341999)".

The main content area is titled "Welcome To eCourts Appellate" and features a "MESSAGES FROM THE CLERK'S OFFICE" section with buttons for [File NEW Case](#) and [My Case List](#).

A sidebar on the left contains navigation links: Home, My Profile (Update Email), Search (Case Search, My Case List), Quick Reference (Appellate Division Rules, Emergent Application Information, Notices to the Bar), and Customer Support (eCourts Appellate Help Line, NJeDATNotices, AppellatePDA).

The "SUPPORT & REFERENCE LINKS" section is divided into three columns:

- eCourts Appellate Documents**: Appellate eFiling Checklist, Common Filing Deficiencies, User Agreement, eCourts Appellate System Generated Forms, List of Fees, Helpful Tips, Glossary.
- PDA Documents**: R. 2:9-13, PDA instruction form, PDA Expedited Information form, PDA Expedited Information form (fillable template), Instructions to upload template, Instructions for Filing a Pretrial Detention Appeal.
- Help Documents**: Frequently Asked Questions, Criminal Manual, Civil Manual, Steps for filing a Substitution of Attorney, Steps for filing an Internal Staff Change.

File New Case Page

- Select the type of filing you are creating from the drop-down menu.

The "File New Case" form includes a warning: "Once you start your filing, we will automatically save your information for 180 days or it will be deleted." Below this, it instructs the user to use a drop-down menu to file a NEW case in the APPELLATE DIVISION.

The form shows a radio button for "File" and a dropdown menu with the following options: "NEW APPEAL or MOTION FOR LEAVE TO APPEAL", "ORDER OF TRANSFER", and "MOTION TO EXTEND TIME TO FILE NOA or MLA". A blue arrow points to the first option. The text "Click here for more information on the available formats." is partially visible.

Below the dropdown, it says: "Select the Case Type to start an appeal process and enter the Trial Court/Agency Docket #." and includes a "CASE TYPE:" dropdown menu.

- Select from Case Type: "Civil"

Select the Case Type to start an appeal process and enter the Trial Court/Agency Docket #.

*CASE TYPE:

CRIMINAL
CIVIL
 FAMILY
 STATE AGENCY

- Select from Case Category: Chancery, Commitment, Law-Civil Part, Megan's Law, Sexual Violent Predator, Special Civil Part, or Tax Court

Select the Case Category for the Civil appeal and enter the Trial Court/Agency Docket #.

*CASE CATEGORY:

CHANCERY
 COMMITMENT
LAW-CIVIL PART
 MEGAN'S LAW
 SEXUAL VIOLENT PREDATOR
 SPECIAL CIVIL PART
 TAX COURT

[Return to Case List](#) [Continue](#)

- Enter the docket number in the corresponding fields.
- Click continue.

*CASE TYPE: CIVIL

Select the Case Category for the Civil appeal and enter the Trial Court/Agency Docket #.

*CASE CATEGORY: LAW-CIVIL PART

Case County: Docket Type: Docket Number: Docket Year: [Reset](#)

Ex. Atlantic Ex. DJ (DJ) Ex. 123456 Ex. 15

OR: Type a free form docket number only if the trial court number does not meet the requirements above for an eCourts match.

Case County:

[Return to Case List](#) [Continue](#)

Finality Question

Is the order you are appealing from FINAL?

- Select **Yes** if you have a **final** order/judgment
- Select **No** if the order/judgment is **not final**.

NOTE If you chose **Yes** the ORDER/JUDGMENT is final, select why the appeal is final in Part 2.

** **Finality Rule:** A case in the trial court is considered final, and can be appealed, when a decision or decisions (order, judgment, dismissal, etc.) are filed concluding the actions against all involved parties (you must be able to produce a copy of these decisions for the Appellate Division). If there is anything scheduled before the trial court judge or waiting to be scheduled, or you do not have a decision affecting each party, then your case is not ready to be appealed and you must file a **MOTION FOR LEAVE TO APPEAL**.

Finality Question

PART 1

Read Carefully: Choose **Yes** or **No** from one of the options below. The answer determines whether you are creating a Notice of Appeal (R. 2:2-3) or a Motion for Leave to Appeal from an interlocutory order (R. 2:2-4; R. 2:5-6).

IS THE ORDER/JUDGMENT YOU ARE APPEALING FINAL?

1. **Yes**, the ORDER/JUDGMENT is final (closed below or appealable as of right) and falls under one of the following categories below. (R. 2:2-3). **This will create a system generated Notice of Appeal.**

2. **No**, the ORDER/JUDGMENT is not final (not closed below or appealing an interlocutory order). **This will create a system generated Motion For Leave to Appeal.**

OR, IS THE ORDER/JUDGMENT YOU ARE APPEALING PRE-TRIAL DETENTION?

3. **Yes**, the ORDER/JUDGMENT being appealed is from an order **GRANTING** Pre-Trial Detention. **This will create a system generated Notice of Appeal.**

4. **No**, the ORDER/JUDGMENT being appealed is from an order **DENYING** Pre-Trial Detention. **This will create a system generated Motion For Leave to Appeal.**

PART 2

Choose One button from the following to indicate why the appeal is final.

FROM THE FINAL ORDER/JUDGMENT OF:

The Superior Court trial divisions,
 In summary contempt proceedings in all trial courts except municipal courts;

OR FROM THE EXCEPTIONS THAT SHALL INCLUDE BELOW:

R. 3:28-6(c) (order enrolling defendant into the pretrial intervention program over the objection of the prosecutor),
 R. 3:26-3 (material witness order),
 R. 4:42-2 (certification of interlocutory order),
 R. 4:53-1 (order appointing statutory or liquidating receiver),
 R. 5:8-6 (final custody determination in bifurcated family action), and
 R. 5:10-9 (order on preliminary hearing in adoption action).
 An order granting or denying a motion to extend the time to file a notice of tort claim pursuant to N.J.S.A. 59:8-9, whether entered in the cause or by a separate action, and
 An order compelling or denying arbitration, whether the action is dismissed or stayed, shall also be deemed a final judgment of the court for appeal purposes.

Case Related Questions

1. Select whether you are appealing a Judgment or an Order.
2. Select Payment Type from the list of options.
3. If not appealing the entire judgment, use the box provided to specify those portions in detail.

GETTING STARTED

Case Related Questions

1. Buttons are pre-filled to display on appeal, if the case is from a judgment or order, and will also display the appropriate court. Only change if necessary. Motion for leave to appeal information must be filled in.

This case is from A JUDGMENT AN ORDER in a STATE AGENCY TRIAL COURT TAX COURT

2. Select payment type. The Fee for filing a NOTICE OF APPEAL is \$250.00

I am filing with payment in full.
 I am filing under an **exempt** status by statute.
 I am filing as an indigent with a trial court order, which needs to be included.
 I am filing as an indigent with a motion.

3. IF NOT APPEALING THE ENTIRE JUDGMENT, ORDER OR AGENCY DECISION, SPECIFY WHAT PARTS OR PARAGRAPHS ARE BEING APPEALED.

500 characters left

[Return to Case List](#) [Previous](#) [Continue](#)

Case Details Page

This covers the creation of the front page of the Notice of Appeal.

- Enter all required Trial Court information. Some fields are pre-filled based on information entered on previous screens.

***NOTE* CASE CAPTION** - Fill in the full and complete caption **as it appears on the trial court order**. For examples as to format, click the hyperlink below the text box.

Case Details - TRIAL COURT

TRIAL COURT DOCKET# HNT-L-555-22 [EDIT DOCKET NUMBER](#)

*** DATE OF ORDER/JUDGMENT/DECISION ON APPEAL:** **DATE OF ORDER BEING APPEALED:** This date is the date that made the case final or in interlocutory matters it is the date of the interlocutory order. The date is used for the calculation of time.

*** IF APPEALING ADDITIONAL ORDER DATES** (if different from this date), those are required to be added on the Additional Details page. See R. 2:5-1(e)(3). All orders listed must be uploaded. All orders listed on the notice of appeal must be the same orders listed on the case information statement.

*** CASE CAPTION**
5000 characters left

NOTE: Enter the full and complete caption as it appears on the order being appealed or last amended complaint without et al or abbreviations, including all parties involved.

For Case Caption samples, [click here](#).

SEALED CASE Check if this is a **SEALED** case based upon court rule, statute, case law or court order.

SEALED DOCUMENTS FOR THE COURT'S VIEWING ONLY MUST BE SUBMITTED IN PAPER FORM.

*** CASE TYPE** CIVIL

*** CASE CATEGORY** LAW-CIVIL PART

*** TRIAL COURT COUNTY** HUNTERDON

*** TRIAL COURT JUDGE**

Type a portion of the first or last name to get a partial list of judges. For a full list click on the arrow.

Fields marked with * are REQUIRED.

[Return to Case List](#) [Previous](#) [Save](#) [Continue](#)

Additional Case Details

Additional Trial Court Information

You **must** select Yes or No to continue with your filing.

- Select Yes **IF** you are appealing an additional trial court order(s).
 - Enter the additional trial court information in the popup. You can add up to 10 trial court orders at a time using the popup.

Related Appellate Case Information

You **must** search for possible related appeals.

- Click on the link to determine if there are any related appeals. If none exist, click continue on the pop-up.

You will not be able to continue past this screen until you complete the search.

GETTING STARTED CASE DATA

Additional Case Details

Additional Trial Court Information

* Are you appealing other trial court orders? Yes No

All order(s), judgment(s) or decision(s) being appealed must be included.

Related Appellate Case Information

The primary trial court docket number you have entered for this case is: HNT-L-555-22

Note: To continue, you are required to search for related cases using the main trial court docket number. This search will review the Appellate Case Management system and will then display any cases for that docket number.

Initially, click on this required [link](#) to determine if there are any cases related to your filing for this trial court docket number.

Click [here](#), if you would like to add the related appellate cases using other parameters (i.e., same issues or co-defendants or prior appeals).

[Return to Case List](#) [Previous](#) [Save](#) [Continue](#)

Filing Time

*** PLEASE NOTE THAT THE FILING TIME OF 45 DAYS IS STRICTLY ENFORCED. THE COUNTING OF 45 DAYS INCLUDES WEEKENDS AND HOLIDAYS.**

If the appeal is filed after 45 days, a required Notice of Motion form will be system generated and will automatically be inserted on the List of Documents section on a later screen.

Unless the case falls under one of the exceptions below, you will check the radio button indicating that good cause applies and that a motion to file As Within Time is being filed.

If none of the exceptions apply or if you are not making a motion, choose "Other."

GETTING STARTED CASE DATA

Filing Time - 45 Day Rule

YOUR APPEAL IS OUT OF TIME:

Appeals must be filed within 45 days from Judgments, Orders, Decisions and Actions (R.2:4-1).

Good cause and in absence of prejudice applies (R.2:4-4).
**I AM FILING A MOTION TO FILE AS WITHIN TIME WITH SUPPORTING DOCUMENT.
(A motion and supporting document will be added to the list of documents section.)**

Exemptions (R.2:4-3). Select reasons that apply from the list below.

Death of aggrieved party. (R.2:4-3(a))

Death, disbarment, resignation, or suspension of the attorney of record. (R.2:4-3(a))

CRIMINAL: Timely filing and service of a MOTION to the trial court for judgment (R.3:18-2) OR for a new trial (R.3:20) OR in arrest of judgment (R.3:21-9) OR for Rehearing or to amend or make additional findings of fact (R.1:7-4) (R.2:4-3(c)). **Supporting documentation is required. A miscellaneous submission entry will be added to the list of documents section.**

CRIMINAL: By the insanity of the defendant. (R.2:4-3(d))

CIVIL: Timely filing and service of a MOTION to the trial court for rehearing OR to Amend or make additional findings of fact (R.1:7-4) OR for judgment (R.4:40-2) OR for a new trial (R.4:49-1) OR for rehearing or reconsideration seeking to alter or amend the judgment or order (R.4:49-2) (R.2:4-3(e)). **Supporting documentation is required. A miscellaneous submission entry will be added to the list of documents section.**

Other: Time was extended due to Supreme Court order, delayed service of trial court order, or other court approved protocol.
Explain your reason in the text box below, attach a copy of the Supreme Court order or other substantiating documentation.

Check here if no order or substantiating document is available. **If the box is not checked, a miscellaneous submission entry will be added to the list of documents section.**

Note: A motion for reconsideration stops the time running. Please calculate your time from the date the motion was made and then add to it the time after the order on reconsideration is filed. This will give you the accurate time. Both the original order and the order on reconsideration must be uploaded.

Return to Case List Previous Continue

Transcript Request Verification Form

Select the option that applies. **All transcript dates must be entered** either showing they are ordered or in your possession, click the radio button to enter dates.

GETTING STARTED CASE DATA

Transcript Request Form Verification

A certified transcript is required for each hearing date. **All dates must be entered below including those already in your possession.**
If you are not ordering the transcripts, please select the reason from the drop down list.

I am not ordering transcripts because

I am ordering transcripts or adding the dates of those in my possession.

[Return to Case List](#) [Previous](#) [Continue](#)

If ordering transcripts **OR** they are in your possession select delivery speed or Attorney Possession from drop down.

I am ordering transcripts or adding the dates of those in my possession.

I am making a motion for transcripts at public expense.
Note to filer: You must enter the transcript date(s) via the Add Hearing Dates button below. The system will insert a notice of motion and you will be required to upload your motion supporting document in order to proceed with your filing.

Indicate the delivery schedule for your transcript request:
** These time Frames are for the completion of the transcript. The prices above are effective through June 30,2020. You may request to us

For Public Defender only: Please add your R.O. #

Standard (30 Days) - Original \$4.68 per page; Copy \$0.78 per page
Expedited (7-10 Days) - Original \$7.02 per page; Copy \$1.17 per page
Daily (Overnight) - Original \$9.36 per page; Copy \$1.56 per page
Attorney Possession

Click **Add Hearing Dates**.

To Add New Hearing Dates, click on [Add Hearing Dates](#). You can add maximum of 10 Hearing Dates at a time.

On the pop-up enter the **Proceeding Date, Type, and Name of Judge**. Check the box **to Order Transcript** or select reason for not ordering from the drop-down menu. Click the plus (+) sign to add additional dates (up to 10).

The form is automatically sent to the Appellate Division's Transcript Unit. You will be contacted by the transcript agency for payment.


DATE OF PROCEEDINGS(MM/DD/YYYY)	TYPE OF PROCEEDING	NAME OF JUDGE/AGENCY	CHECK BOX TO ORDER TRANSCRIPT	OR SELECT REASON FOR NOT ORDERING
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Transcripts in Attorney Possession

When you indicate that transcripts are in attorney possession you must upload the transcripts within 30 days and submit 3 copies of the filed stamped version of the original upload. Therefore, you will need to wait for your uploaded copy to be filed stamped by the Clerk's office and forward 3 copies of the same.

Further information on filing the transcripts can be found in the [Transcripts](#) section.

List of Parties

From the List of Parties page you will add each party using the respective buttons for each party type. The list will populate as you add parties. To edit a party you have already entered, click the edit  button on the same line as the party entered.


GETTING STARTED CASE DATA PARTY/ATTORNEY


List of Parties

Add all parties that apply in this matter.

Must add all parties that participated at the Trial Court/Agency Level and their attorneys.

1. [Add Appellant\(s\)](#)
2. [Add Respondent\(s\)](#)
3. [Add Movant\(s\)](#) Add Amicus or Intervenor only if you have an order admitting the party in the Trial Court (The Trial Court order needs to be uploaded).

To **ADD** a new Attorney association to a Party or modify the Party information, please use the  **EDIT** button in line with the Party in this list below.

To **REMOVE** an Attorney association to a Party, please use the  **DELETE** button and re-add the Party with the correct attorney using the above **ADD** buttons.

Below are **All the parties** involved in this case.

PARTY NAME	PARTY ROLE	PARTY STATUS	PARTY DESIGNATION	FIRM NAME - ATTORNEY NAME / ATTORNEY ROLE	ADDRESS	OPERATION	OPERATION
No record found.							

[Return to Case List](#) [Previous](#) [Continue](#)

Add Party

Enter all Party information using the radio buttons and text boxes provided.

GETTING STARTED CASE DATA PARTY/ATTORNEY

Add Appellant Party

Select from the following options:

This entity is an INDIVIDUAL This party is a **Juvenile**.

ORGANIZATION
 INITIALS ONLY
 STATE OF NEW JERSEY
 MULTIPLE PARTIES
(Use if filing ONE brief on behalf of all parties)

Role of party in the Trial court/Agency: PLAINTIFF DEFENDANT OTHER

Status of party as of date of appeal: Participated below
 Dismissed with Prejudice
 Dismissed without Prejudice
 Defaulted below
 New Party
 Settled (Party will not be participating in appeal)

Party Name: *FIRST NAME *LAST NAME MIDDLE NAME SUFFIX

[Click HERE](#) to enter other names this party has used (AKA).

Multiple Parties

The Multiple Parties option is only for those attorneys that are representing multiple parties within the case **and** who will be filing **ONE** brief for all parties. The field has a 400-character limit and commas must be used to separate party names. If you have

more parties than 400 characters then use et al. Your brief should reflect the additional parties that you represent.

Appellant - Attorney Information

- For the first Appellant added, Attorney Name is prefilled based on your Bar ID and cannot be changed.
- eCourts Appellate interfaces with the Central Attorney Management System (CAMS) for the attorney's associated firm address. If the attorney is associated with multiple firms in CAMS, a list of the firms will display in this section and the filer is required to select the correct firm address in order to proceed with the filing.
- Case Specific Email → Case Specific Email address(es) can be added for interested parties for this case only. These parties will receive the initial filing and notices but will not have access to the case.

When finished, click Continue to add the next party.

Appellant Attorney(s) Information:

Attorney name: KLAUS HARGREEVES Attorney Role (Req.): ATTORNEY OF RECORD

FIRM ID	FIRM NAME	ADDRESS	PHONE	EMAIL
F00001494	HARGREEVES LAW LLP (e)	740 MOUNTAIN AVE MORRISTOWN, NJ 07960	973-516-1050	TEST@ABC.COM

Case Specific Email: Interested parties will receive filing notices but have no case access.

Buttons: Cancel, Continue, Add

Add Co-Counsel

To add Co-Counsel, Designated Counsel, Of Counsel, Consolidated Counsel, Counsel On the Brief or Argument, click the **Add** button to add a new field.

Use the search tool to add the additional attorney. Search by Attorney Name or Firm Name, double click on the attorney you want to add from the search results.

Search By Attorney Name (selected) Search By Firm Name

First Name: Joanna Last Name: Jones Search

Note, Pro Hac attorneys must file through their New Jersey counsel, therefore they will not appear in a name search.

Attorney name: _____ Attorney Role (Req.): _____

FIRM ID	FIRM NAME	ADDRESS	PHONE	EMAIL
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Case Specific Email: Interested parties will receive filing notices but have no case access.

Buttons: Cancel, Continue, Add, Delete

Select the attorney's role from the Attorney Role dropdown menu. If the attorney does not have a confirmed email entered in eCourts, eCourts Appellate or eCourts Supreme, you are required to enter their email address in the case specific email field.

Search By Attorney Name (selected) Search By Firm Name

First Name: _____ Last Name: _____ Search

Note, Pro Hac attorneys must file through their New Jersey counsel, therefore they will not appear in a name search.

Attorney name: _____ Attorney Role (Req.): _____

FIRM ID	FIRM NAME	ADDRESS	PHONE	EMAIL
---------	-----------	---------	-------	-------

Case Specific Email: Interested parties will receive filing notices but have no case access.

Buttons: Cancel, Continue, Add, Delete

Dropdown Menu: ARGUMENT ON THE BRIEF, CO-COUNSEL, DESIGNATED COUNSEL, OF COUNSEL, CONSOLIDATED ATTORNEY

Respondent - Attorney Information

Search for the attorney using either the Search by Attorney Name or Search by Firm Name. If the attorney is not registered with eCourts Appellate or has not updated their email in their profile, you are required to enter their email address in the case specific email field.

Respondent Attorney(s) Information:

Search By Attorney Name
 Search By Firm Name

First Name Last Name

Note, Pro Hac attorneys must file through their New Jersey counsel, therefore they will not appear in a name search.

Attorney name Attorney Role (Req.)

FIRM ID	FIRM NAME	ADDRESS	PHONE	EMAIL
Case Specific Email <input type="text" value="Interested parties will receive filing notices but have no case access."/>				

List of Documents

Documents listed on this page are required to file your appeal.

Documents in **black** have been generated/created by the system using data previously entered and are ready to be submitted.

Documents in **red** are in Draft form and need to be reviewed, need additional information, or need a document to be added.

Click on the edit  button to complete a document that is in Draft form.


Click on Add Documents button if you want to add additional documents to the filing.









When documents are complete the status will reflect "Ready to Submit."

GETTING STARTED | CASE DATA | PARTY/ATTORNEY | DOCUMENTS

LIST OF DOCUMENTS

Adding Multiple Orders or Documents to the Case: A separate entry must be added for each document. Click the Add Document button. On the Add Document Information page, choose the appropriate Category and Document type. Click the Upload Document button. Once the document is successfully uploaded, click the Continue button to return to the List of Documents page. Repeat these steps for each additional order or document that needs to be uploaded.

Completing the Document List: Below are the documents necessary for your case to proceed. The items in black are completed based upon the data you already entered. The items in **RED** are in draft form, click the Edit icon  to complete these document entries. Once ALL documents are in "READY TO SUBMIT" status, click the Continue button to proceed. Click the Continue button on the subsequent pages to reach the submission page. Important Note: a document/case is not considered submitted until you receive a Transaction ID from the eCourts Appellate application.

DOCUMENT / FILE NAME	FILING PARTY	FIRM NAME / ATTORNEY ATTENTION	CATEGORY / DOCUMENT TYPE	SOURCE	CREATED	DATE DOCUMENT CREATED	STATUS	OPERATION
TRANSCRIPTS REQUEST FORM	JACK FROST	SMITH & JONES LLP - SAMANTHA B JONES	APPELLATE DOCUMENTS - TRANSCRIPT REQUEST FORM (TO ORDER OR AMEND PRIOR REQUEST)	SYSTEM GENERATED	SYSTEM	01/30/2023	READY TO SUBMIT	 
NOTICE OF APPEAL	JACK FROST	SMITH & JONES LLP - SAMANTHA B JONES	APPELLATE DOCUMENTS - NOTICE OF APPEAL	SYSTEM GENERATED	SYSTEM	01/30/2023	READY TO SUBMIT	 
CASE INFORMATION STATEMENT	JACK FROST	SMITH & JONES LLP - SAMANTHA B JONES	APPELLATE DOCUMENTS - CASE INFO STATEMENT	SYSTEM GENERATED	SYSTEM	01/30/2023	DRAFT	 
TRIAL COURT ORDER	JACK FROST	SMITH & JONES LLP - SAMANTHA B JONES	APPELLATE DOCUMENTS - TRIAL COURT ORDER/JUDGMENT/DECISION (UPLOAD)	UPLOAD	SYSTEM	01/30/2023	DRAFT	 


STATUS The following status applies to your documents:







READY TO SUBMIT	Ready for submission. Continue to submit page to send your document file your document with the Clerk's office.
DRAFT	Additional information is required. The system will not accept your filing unless you complete the required missing data.
SUBMITTED	Document has been submitted to the Clerk's office and is waiting for review.
ACCEPTED/APPROVED	Document has been entered in the Case Management System .
DEFICIENT	Reviewed and identified as deficient by the Court. You need to address deficiency for your case to proceed.

Click here to complete CIS

Click here to upload Trial Court Order

Motions

If a motion is required for your filing, the system will add it to the List of Documents (e.g., Motion to File as Within Time or Motion for Leave to Appeal). The system will add two documents, a Notice of Motion and a place to add the supporting document. Click on the edit button  for each entry to review the Notice of Motion and to upload the supporting document.

DOCUMENT / FILE NAME	FILING PARTY	FIRM NAME / ATTORNEY ATTENTION	CATEGORY / DOCUMENT TYPE	SOURCE	CREATED	DATE DOCUMENT CREATED	STATUS	OPERATION
MOTION CERTIFICATION/SUPPORTING DOCUMENT 	CONNIE BURCH	SMITH & JONES LLP - LLP - SAMANTHA B JONES	MOTION SUPPORTING DOCUMENTS/ANSWERS/OPOSITIONS/ATTACHMENTS - MOTION CERTIFICATION/SUPPORTING DOCUMENT	UPLOAD	SYSTEM	03/16/2023	DRAFT	 
MOTION TO FILE AS WITHIN TIME 	CONNIE BURCH	SMITH & JONES LLP - LLP - SAMANTHA B JONES	MOTION - TO FILE NOTICE OF APPEAL AS WITHIN TIME	SYSTEM GENERATED	SYSTEM	03/16/2023	DRAFT	 

When reviewing the Notice of Motion, if appropriate, you may add additional reliefs and/or additional text. To add additional reliefs, click the button [Add Other Reliefs](#) and choose the additional reliefs from the list. The text box should be used for adding specific text not found in the list such as a due date in a request for extension or a list of docket numbers in a motion to consolidate.

To complete the (MOTION FOR LEAVE TO APPEAL) information add text in the below text box. Add additional relief by clicking the below button.

This box is only for relief not found in the motion drop down list. For example, a motion "Other" which requires additional text, or a due date for an extension, or list of docket numbers in a motion to consolidate. Your certification explains the motion. Space is limited to 50 characters.

MOTION FOR LEAVE TO APPEAL

50 characters left

[Add Other Reliefs](#)

[Back to Document List](#) [Continue](#)


GETTING STARTED CASE DATA PARTY/ATTORNEY DOCUMENTS


Add Other Reliefs

Motion Issue:

- TO COMPEL
- TO CONSOLIDATE APPEAL
- TO CROSS-APPELLANT'S BRIEF AS WITHIN TIME
- TO DISMISS APPEAL
- TO DISMISS CROSS-APPEAL
- TO EXTEND TIME
- TO EXTEND TIME TO FILE APPELLANT'S BRIEF
- TO EXTEND TIME TO FILE CROSS-APPELLANT'S BRIEF
- TO EXTEND TIME TO FILE CROSS-APPELLANT'S REPLY BRIEF
- TO EXTEND TIME TO FILE CROSS-RESPONDENT'S BRIEF
- TO EXTEND TIME TO FILE MOTION BRIEF
- TO EXTEND TIME TO FILE MOTION FOR LEAVE TO APPEAL
- TO EXTEND TIME TO FILE NOTICE OF APPEAL
- TO EXTEND TIME TO FILE REPLY BRIEF
- TO EXTEND TIME TO FILE RESPONDENT'S BRIEF
- TO FILE A REPLY TO MOTION ANSWER
- TO FILE APPELLANT'S BRIEF AS WITHIN TIME
- TO FILE AS WITHIN TIME**
- TO FILE CROSS APPEAL AS WITHIN TIME
- TO FILE CROSS-APPELLANT'S REPLY BRIEF AS WITHIN TIME

TO EXTEND TIME

 Used to add/remove

 Use to reorder relief added

[Cancel](#) [Continue](#)

Uploading Documents

Click the Upload Documents button then locate and select the document you want to upload on your computer.

The screenshot shows a web interface for uploading documents. At the top, there are navigation tabs: GETTING STARTED, CASE DATA, PARTY/ATTORNEY, and DOCUMENTS. Below the tabs is a header labeled 'Document'. The main section is titled 'DOCUMENT INFORMATION' and contains the following fields:

- *CATEGORY: APPELLATE DOCUMENTS (with a 'Category Description' link)
- *DOCUMENT TYPE: TRIAL COURT ORDER/JUDGMENT/DECISION
- A checkbox labeled 'THIS IS A SEALED DOCUMENT BASED ON COURT RULE, STATUTE OR COURT ORDER.' with a note: '(NOTE: SEALED DOCUMENTS FOR THE COURT'S VIEWING ONLY MUST BE SUBMITTED IN PAPER FORM.)'
- *FILING PARTY: JACK FROST

Below the fields is a paragraph of instructions: **Adding Multiple Orders or Documents to the Case:** A separate entry must be added for each document. Complete the current entry by selecting the appropriate Category and Document type. Click the Upload Document button; once the document is successfully uploaded, click the Continue button to return to the List of Documents page. To add another document, on the List of Documents page click the Add Document button. Repeat these steps for each additional order or document that needs to be uploaded.

Below the instructions is a paragraph of requirements: **File Upload Requirements:** Only PDF files accepted. Files cannot be password protected and must be text searchable. The file size cannot exceed 28 MB. To reduce file size when scanning hard copy material: scanner resolution should be no more than 300 dpi, compressed and in black and white are recommended. Filers should also refer to their scanner manual. If the file size exceeds 28 MB, you will need to break it up into multiple smaller files.

At the bottom of the form are two buttons: 'Upload Documents' (highlighted in yellow) and 'Cancel Uploads'. Below these are two more buttons: 'Back to Document List' and 'Continue'.

Once the document has successfully uploaded, the progress bar will turn green and read "success."

The screenshot shows the document upload progress bar. The file name is 'Trial Court Order.pdf'. The progress bar is green and shows 'success' and '0.00 MB / 0.00 MB (100%)'. Below the progress bar are two buttons: 'Upload Documents' and 'Cancel Uploads'. Below these are two more buttons: 'Back to Document List' and 'Continue'.

Click Continue to return to the list of documents screen to upload additional documents.

****DO NOT CLICK the Upload Documents button again****

Clicking the Upload Documents button will override any document you have previously uploaded. You must return to the List of Documents screen to add additional documents.

Forms and Fillable PDFs

The system has upload requirements that include restricting fillable pdf's from being uploaded. This is necessary to prevent form fields from being edited. If you require further assistance, please refer to the "Instructions to upload template" under PDA Documents on the eCourts Appellate home page.

Case Information Statement

While completing the Case Information Statement section, if you are working on a page, you may click the save button to save your work to return to it later. The continue button will always save the page.

CIS-Page 1

The screenshot shows a web interface for a Case Information Statement. At the top, there are four tabs: "GETTING STARTED", "CASE DATA", "PARTY/ATTORNEY", and "DOCUMENTS". Below the tabs, the title "Case Information Statement - CIVIL APPEAL (1/6)" is displayed. A red asterisk followed by the text "* GIVE DATE AND SUMMARY OF JUDGMENT, ORDER, OR DECISION BEING APPEALED:" is positioned above a large, empty text input area. Below the input area, it says "0 characters entered (Minimum: 25 / No Max)". At the bottom left, there are two buttons: "Save" and "Continue". At the bottom right, a purple box with the text "Be specific" has a purple arrow pointing to the text input area.

CIS-Page 2

GETTING STARTED	CASE DATA	PARTY/ATTORNEY	DOCUMENTS
Case Information Statement - CIVIL APPEAL (2/6)			
* Have all the issues as to all the parties in this action, before the trial court or agency, been disposed? (There may not be any claims against any party in the trial court or agency, either in this or a consolidated action, which have not been disposed. These claims may include counterclaims, cross-claims, third-party claims, and applications for counsel fees.)			<input type="radio"/> Yes <input type="radio"/> No
* If outstanding claims remain open, has the order been properly certified as final pursuant to R. 4:42-2? A) a If the order has been properly certified, attach copies of the order and the complaint and any other relevant pleadings to the order being appealed. Attach a brief explanation as to why the order qualified for certification pursuant to R. 4:42-2? B) If the order has not been certified or has been improperly certified, leave to appeal must be sought. (See R. 2:2-4;2:5-6.) Please note that an improperly certified order is not binding on the Appellate Division. If claims remain open and/or the order has been properly certified, you may want to consider filing a motion for leave to appeal or submitting an explanation as to why you believe the matter is final and appealable as of right.			<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
* Were any claims dismissed without prejudice? If so, explain and indicate any agreement between parties concerning future disposition of those claims.			<input type="radio"/> Yes <input type="radio"/> No
<div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p>0 characters entered (Minimum: 25 / No Max)</p>			
<input type="button" value="Save"/> <input type="button" value="Previous"/> <input type="button" value="Continue"/>			

CIS-Page 3

GETTING STARTED	CASE DATA	PARTY/ATTORNEY	DOCUMENTS
Case Information Statement - CIVIL APPEAL (3/6)			
*GIVE A BRIEF STATEMENT OF THE FACTS AND PROCEDURAL HISTORY:			
<div style="border: 1px solid gray; height: 80px; width: 100%;"></div> <p>0 characters entered (Minimum: 25 / No Max)</p>			
* LIST THE PROPOSED ISSUES (POINT HEADINGS) TO BE RAISED ON APPEAL PURSUANT TO R. 2:5-2(a)(6). (Appellant and cross-appellant only).			
<div style="border: 1px solid gray; height: 80px; width: 100%;"></div> <p>0 characters entered (Minimum: 25 / No Max)</p>			
<input type="button" value="Save"/> <input type="button" value="Previous"/> <input type="button" value="Continue"/>			

Be specific

CIS-Page 4

GETTING STARTED	CASE DATA	PARTY/ATTORNEY	DOCUMENTS
Case Information Statement - CIVIL APPEAL (4/6)			
IF YOU ARE APPEALING FROM A JUDGMENT ENTERED BY A TRIAL JUDGE SITTING WITHOUT A JURY OR FROM AN ORDER OF THE TRIAL COURT, COMPLETE THE FOLLOWING:			
* 1. Did the trial judge issue oral findings or an opinion? If so, on what date?	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	
* 2. Did the trial judge issue written findings or an opinion? If so, on what date?	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	
* 3. Will the trial judge be filing a statement or an opinion pursuant to R. 2:5-1(b)? Caution: Before you indicate that there were neither findings nor an opinion, you should inquire of the trial judge to determine whether findings or an opinion was placed on the record out of counsel's presence or whether the judge is filing a statement or opinion pursuant to R. 2:5-1(b).		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> UNKNOWN	
	Date of Your Inquiry: <input type="text"/>		
* Is the validity of a statute, regulation, executive order, franchise or constitutional provision of this State being questioned? (R. 2:5-1(h))		<input type="radio"/> Yes <input type="radio"/> No	
<input type="button" value="Save"/>	<input type="button" value="Previous"/>	<input type="button" value="Continue"/>	

CIS-Page 5

GETTING STARTED	CASE DATA	PARTY/ATTORNEY	DOCUMENTS		
Case Information Statement - CIVIL APPEAL (5/6)					
1. IS THERE ANY APPEAL NOW PENDING OR ABOUT TO BE BROUGHT BEFORE THIS COURT WHICH:					
* (A) Arises from substantially the same case or controversy as this appeal?		<input type="radio"/> Yes <input type="radio"/> No			
* (B) Involves an issue that is substantially the same, similar or related to an issue in this appeal?		<input type="radio"/> Yes <input type="radio"/> No			
*2. WAS THERE ANY PRIOR APPEAL INVOLVING THIS CASE OR CONTROVERSY?					
IF THE ANSWER TO EITHER 1 OR 2 ABOVE IS YES, STATE:					
Prior or related appeals selected from the case search completed on the Additional Case Details page appear below (for example co-defendants or co-parents that previously filed an appeal). To add other related appeals that did not appear in the case search (for example, appeals with related issues), click here .					
CASE TYPE	APPELLATE #	TRIAL COURT/ AGENCY DOCKET #	CASE TITLE	DISPOSITION DATE	STATUS
No record found.					
<input type="button" value="Save"/>	<input type="button" value="Previous"/>	<input type="button" value="Continue"/>	<div style="border: 1px solid purple; padding: 5px; display: inline-block;">Add any related appeals here.</div>		

GETTING STARTED	CASE DATA	PARTY/ATTORNEY	DOCUMENTS
-----------------	-----------	----------------	-----------

Case Information Statement - CIVIL APPEAL (6/6)

Civil appeals are screened for submission to the Civil Appeals Settlement Program (**CASP**) to determine their potential for settlement or, in the alternative, a simplification of the issues and any other matters that may aid in the disposition or handling of the appeal. Please consider this when responding to the following question. A negative response will not necessarily rule out the scheduling of a **CASP** conference.

***State whether you think this case may benefit from a CASP conference.** Yes No

***Explain your answer:**

0 characters entered (Minimum: 25 / No Max)

[Save](#) [Previous](#) [Continue](#)

Proof of Service

The system will create a Proof of Service and will electronically serve the trial court judge, the division manager/state agency. If transcripts have been ordered, the transcript request form will be sent electronically; the Transcriber will contact the requester directly with the applicable amount due.

If the adversary has entered an eCourts email address for court notices, the system will display an **(e)** next to their firm name on the Proof of Service page. They will be served electronically.

If the adversary has **NOT** entered an eCourts email address for court notices and you had to enter a case specific email in the attorney section of the party information page, the Date of Mailing field is required. The party **must** be served in paper. The system generated Proof of Service will reflect both the email address for electronic notification and the date of mailing if applicable.

GETTING STARTED	CASE DATA	PARTY/ATTORNEY	DOCUMENTS
Proof of Service			
CASE INFORMATION STATEMENT, NOTICE OF APPEAL, PROOF OF SERVICE, TRANSCRIPTS REQUEST FORM, TRIAL COURT ORDER will be served on the trial court staff or state agency office and parties listed below upon submission of this filing.			
TRIAL COURT STAFF/STATE AGENCY OFFICE			
TRIAL COURT JUDGE	ALAN G. LESNEWICH, JSC		
TRIAL COURT DIVISION MANAGER	HUNTERDON		
TRIAL COURT ASSISTANT DIVISION MANAGER			
TRANSCRIPT OFFICE	HUNTERDON		
NAME AND DESIGNATION	ATTORNEY CONTACT INFORMATION	DATE OF MAILING (if required)	
JANE MORIARTY (RESPONDENT)	ALEXANDRA KANE, Esq. DEWEY & KANE, LLC 1000 FEDERAL STREET PHILADELPHIA PA 19103 215-988-5000 (akane@lawfirm.com)	* <input type="text"/>	
JOHN SMITH (RESPONDENT)	JAMES LOGAN CARROLL, Esq. (e) KELLY, PHILLIPS, & CARROLL LLP 500 MOUNTAIN AVE MORRISTOWN NJ 07912 908-848-1900 jc@kpc.com		
* Filers must provide all self-represented litigants with a copy of the printed document and a Date of Mailing is required.			
* (e) denotes the attorney has entered an eCourts email for filing notifications and service. Attorneys requiring a Date of Mailing have not entered an eCourts email however, if there is an email, then service is complete.			
Return to Case List		Previous Continue	

Fees / Payments


The **Fees/Payments** page lists the fee incurred for your filing. Select either **Judiciary Account Charge System** or **Credit Card**. If you select to pay via credit card, you are required to accept the service fee by checking the applicable box. Click on the [Service Fees for Credit Cards](#) link for a list of fees. Click **Continue**.

Your filing is not considered submitted until payment is successfully processed on a later page.

FEE TYPE	FEE AMOUNT	FEE STATUS	FEE PAID	PAYMENT DATE	AMOUNT DUE
FILING FEE	\$250.00	FEE PENDING	\$0.00		\$250.00
	\$250.00		\$0.00		\$250.00

Select Payment Method

JUDICIARY ACCOUNT CHARGE SYSTEM
You must have an active JACS account to continue with this payment option. If you do not have an account, click [here](#) or contact the appropriate person in your firm authorized to establish a JACS account. If you are paying the filing fee by JACS, to receive today's filing date, you must submit your filing before **11:59 pm**.

Credit Card 
THE CREDIT CARD PAYMENT SERVICE IS UNAVAILABLE FROM 11:30 PM UNTIL MIDNIGHT DAILY. If you are paying the filing fee by credit card, to receive today's filing date, you must submit your filing **before 11:30 pm**. For security reasons, staff are not permitted to request or receive confidential information such as, credit card information, social security numbers, etc. You must accept the service fee to continue with this payment option.
 Accept Service Fee [Service Fees for Credit Cards](#)

*ALL fees are non-refundable without a court order directing the return of any such fees. In this circumstance, if ordered, a check will be issued by the Treasurer of the State of New Jersey.

If you wish to file a **MOTION FOR LEAVE TO PROCEED AS AN INDIGENT**, click [here](#) to be returned to the Case Related Questions page to make that selection.


Your filing is not considered submitted until payment is successfully processed on a later page.

[Return to Case List](#) [Previous](#) [Continue](#)

Case Summary Page

From this screen you may view and/or print all the documents.

To View or Print Case Summary report, click [here](#).

Or to view individual documents, scroll down to **Documents** and click the view icon  on the far right of the document of each document.

MAKE SURE THE DOCUMENTS ARE CORRECT BEFORE SUBMISSION. ALL DOCUMENTS SUBMITTED ARE A PART OF THE RECORD. DEFICIENT DOCUMENTS CANNOT BE REMOVED UNLESS THEY WOULD CAUSE IRREPARABLE HARM. ANY CORRECTIONS WOULD REQUIRE THE FILING OF AN AMENDED DOCUMENT. TO MAKE ANY NECESSARY CORRECTIONS, REFER TO THE NEXT SECTION FOR RETURNING TO A PRIOR PAGE.

Returning to a Prior Page

If corrections are required and you have not submitted your filing, you can return to prior sections by clicking on the tabs at the top or the blue links in the left navigation bar to edit. Once your changes have been made, click **Continue** through the remaining screens.

If you have already submitted your filing and received a filing Transaction ID number, you will not be able to go back to edit information.

DOCKET #: **HNT-L-2411-22**
CASE TITLE: JOHN SMITH V JACK FROST

GETTING STARTED | CASE DATA | **PARTY/ATTORNEY** | DOCUMENTS | FEES / PAYMENTS | SUMMARY / SUBMIT

Filing Progress... 97%
GETTING STARTED
Trial Court Information
Finality Question
Case Related Questions
CASE DATA
Case Details
Additional Case Details
Transcript
PARTY/ATTORNEY
List of Parties
DOCUMENTS
List of Documents
Add Documents
Proof of Service
FEES / PAYMENTS
Fees Charged / Payments
SUMMARY / SUBMIT
Case Summary
Submit

Case Summary

Review **ALL** information and documents for accuracy prior to clicking the submit button on the next page. Once a case or document is submitted it cannot be deleted. You must **Continue** to the submission page.

To View or Print Case Summary report, click [here](#).

Previous Continue

FILING ID #	1439262	TRIAL COURT DOCKET #	HNT-L-2411-22
APPELLATE/SUPREME #		TRIAL COURT COUNTY	HUNTERDON
CASE TITLE	JOHN SMITH V JACK FROST	DISPOSITION DATE	01/13/2023
CASE TYPE	CIVIL	TRIAL COURT JUDGE	ALAN G. LESNEWICH
CATEGORY	LAW-CIVIL PART		
CASE SUB TYPE	CIVIL PART (L)		

Submit

Check the four-(4) certification boxes and click Submit. A Transaction ID will be generated and you will receive an email confirmation of your filing after you have entered your payment information. If you are exempt from filing fees, a Transaction ID will be generated after clicking Submit and you will receive an email confirmation of your filing.

I certify that all confidential personal identifiers are redacted from documents now submitted to the court, and will be redacted from all documents submitted in the future in accordance with **R. 1:38-7(b)** excluding **SEALED** cases or confidential documents submitted separately under seal.

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 (**R. 1:4-4(b)**).

I certify that unless exempt, or not required, the filing fee required by **N.J.S.A. 22A:2** is being submitted along with this filing.

I certify that the email addresses displayed below are current and correct for this case.

JACS Payment Screens

Unless the filer has exempt status, they must pay the fees at the time of filing. The filing is not considered submitted until payment is successfully processed.

Enter your account number on the JACS Payment Verification popup. Click **Continue**.

JACS Payment Verification ✕

Judiciary Account Charge System(JACS) Number:

Payment Date: 02/06/2023

Total Amount Charged to your JACS account: \$250.00

Return to Case List | Return to Payment Page | Continue

The **Confirmation** page will provide your Transaction ID and the JACS account number charged. You will also receive email confirmation of your filing. Click the **Return to Case List** button.

Confirmation

Your case has been submitted for review and docketing on Jun 15 2023 12:36PM. Your Transaction ID is E1563600-06152023.

Case Caption: SMITH V JONES

Your JACS ACCOUNT has been accepted, JACS # 24800 Account Name: DOWNS IV, THOMAS E.

You will receive a docketing notice once your case has been reviewed by the Clerk's office.

You can track the status of your case in the CASE LIST page.

To View or Print Case Summary report, click [here](#).

[Return to Case List](#)

Credit Card Payment Screens

Unless the filer has exempt status, they must pay the fees at the time of filing. The filing is not considered submitted until payment is successfully processed.

Enter the required information on the Payment Details page. Click **Next**

Note: The credit card payment service is unavailable from 11:30 pm until midnight daily. All filings must be submitted prior to 11:30 pm in order to receive the same date of filing.

The system will return a message indicating if your payment was successful. Click **Continue**. If payment is not successful, please provide the Filing ID number listed when contacting the Appellate eFiling unit.

Payment successful!

Docket #: 07-02-00430-I
Case Title: STATE OF NEW JERSEY V CONNIE BURCH
FilingID: 1439446
ePaylite Token: 93619912-a412-4d5a-94f5-835eb8d441db
Amount: \$257.50
Credit card type: DISCOVER
Last 4 numbers: 0004

[Continue](#)

The **Confirmation** page will provide your transaction ID and the E-Pay Transaction #/Order ID. You will also receive email confirmation of your filing. Click the **Return to Case List** button.

GETTING STARTED CASE DATA PARTY/ATTORNEY DOCUMENTS FEES / PAYMENTS SUMMARY / SUBMIT

Confirmation

Your case has been submitted for review and docketing on Mar 29 2023 11:13AM. Your Transaction ID is E1439446-03132023.

Case Caption: STATE OF NEW JERSEY V CONNIE BURCH

Your Credit Card has been accepted, E-Pay Transaction # / Order ID 67110306

You will receive a docketing notice once your case has been reviewed by the Clerk's office.

You can track the status of your case in the CASE LIST page.


To View or Print Case Summary report, click [here](#).






[Return to Case List](#)

Email Notification of Case Activity

Following any case activity, an email notification with a brief description is sent to all valid email addresses in the case. To view specifics, you will need to log in to eCourts Appellate.


Updating a Draft Filing

A draft filing is any case or document that has not been submitted to the court. To complete a case or document in draft status, click the **Edit** button  under Operation and then the Edit Draft button in the Edit Draft popup.

APPELLATE DOCKET #	CASE TITLE	CASE TYPE	TRIAL COURT DOCKET #	CASE STATUS	OPERATION	
	STATE OF NEW JERSEY V TWORRINH V. QMSPTTEST	CRIMINAL	19-03-00011-1	OPEN		
	JOHN SMITH V JACK FROST	CIVIL	HNT-L-2411-22	OPEN		
FILING TYPE	DRAFT CREATED	FILING PARTY - FILING ATTORNEY	FILING ID	DATE SUBMITTED	FILING STATUS	OPERATION
NOTICE OF APPEAL	01/30/2023	JACK FROST - LAURA K. MILLER	1439262		DRAFT	  




Edit Draft ✕

APPELLATE DOCKET #	FILING TYPE	FILING PARTY - FILING ATTORNEY	FILING ID	FILING STATUS
	NOTICE OF APPEAL	JACK FROST - LAURA K. MILLER	1439262	DRAFT

Delete Draft  Edit Draft Cancel

Viewing documents in a Case

From “My Case List” page, click on the docket number link to view filings in a case that have been accepted.

 A-000064-22	ASTRO JETSON V. ELROY JETSON	CIVIL	BER-L-701-22	OPEN		
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Click on the document link under Documents/Actions to view actual documents.

DOCUMENTS/ACTIONS
NOTICE OF ASSIGNMENT LETTER , PROOF OF SERVICE

Amending an Appeal

If you receive notification that your appeal is deficient due to an error in the case data or details, you will need to amend the Notice of Appeal.

Click on My Case List button.



Select Case to Edit

Click edit button  by the case for which you want to add the Amended NOA.



Select the Filing Type

Click on the radio button for **File an AMENDED NOTICE OF APPEAL**. Click continue with your filing.

If you represent multiple parties, the system will allow you to select only one party name. If the document you are filing applies to both parties, select the radio button for the lead party (the first party entered) in the case. Select **File an AMENDED NOTICE OF APPEAL** and click continue with your filing.

Below are all the parties that you represent in this case. Select one.

BUGS BUNNY
 ROAD RUNNER

Below actions are only associated with the selected party.

File an **AMENDED NOTICE OF APPEAL**.
 Add **DOCUMENTS**.
 Add **SUBSTITUTION OF ATTORNEY**.
 Add/Edit **ATTORNEYS, DESIGNATED OR CO-COUNSEL information** in the current case.
 Update **CASE SPECIFIC EMAIL ADDRESS** in the current case.

[Continue With Your Filing](#) [Cancel](#)

Explain Reason for Amended Appeal

GETTING STARTED

Case Related Questions

Buttons are pre-filled to display on appeal, if the case is from a judgment or order, and will also display the appropriate court. Only change if necessary. Motion for leave to appeal information must be filled in.

This case is from A JUDGMENT AN ORDER in a

STATE AGENCY
 TRIAL COURT
 TAX COURT

IF NOT APPEALING THE ENTIRE JUDGMENT, ORDER OR AGENCY DECISION, SPECIFY WHAT PARTS OR PARAGRAPHS ARE BEING APPEALED.

500 characters left

***EXPLAIN BRIEFLY THE REASON FOR AMENDING THE NOTICE OF APPEAL.**

500 characters left

[Return to Case List](#) [Previous](#) [Continue](#)

After entering a short explanation for filing the Amended Notice of Appeal, hit Continue. The application will then take you through the same screens as the initial Notice of Appeal where you will make the necessary edits.

Amended Case Information Statement

Any changes made to the case details and/or party names require an amended CIS. To file an amended CIS, on the Documents page, click the Add Document button.

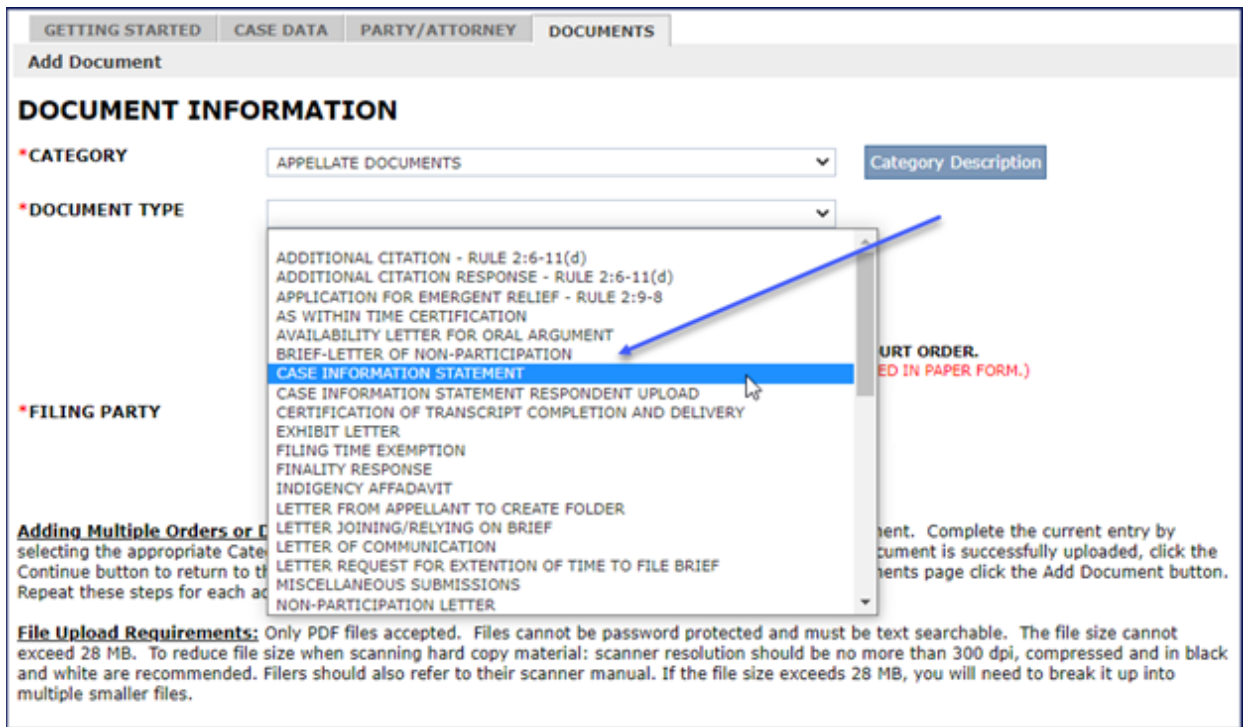


GETTING STARTED CASE DATA PARTY/ATTORNEY DOCUMENTS

LIST OF DOCUMENTS

Return to Case List Previous Add Document Continue

From the dropdown lists provided choose CATEGORY: APPELLATE DOCUMENTS and DOCUMENT TYPE: CASE INFORMATION STATEMENT.



GETTING STARTED CASE DATA PARTY/ATTORNEY DOCUMENTS

Add Document

DOCUMENT INFORMATION

*CATEGORY APPELLATE DOCUMENTS Category Description

*DOCUMENT TYPE

ADDITIONAL CITATION - RULE 2:6-11(d)
ADDITIONAL CITATION RESPONSE - RULE 2:6-11(d)
APPLICATION FOR EMERGENT RELIEF - RULE 2:9-8
AS WITHIN TIME CERTIFICATION
AVAILABILITY LETTER FOR ORAL ARGUMENT
BRIEF-LETTER OF NON-PARTICIPATION
CASE INFORMATION STATEMENT
CASE INFORMATION STATEMENT RESPONDENT UPLOAD
CERTIFICATION OF TRANSCRIPT COMPLETION AND DELIVERY
EXHIBIT LETTER
FILING TIME EXEMPTION
FINALITY RESPONSE
INDIGENCY AFFADAVIT
LETTER FROM APPELLANT TO CREATE FOLDER
LETTER JOINING/RELYING ON BRIEF
LETTER OF COMMUNICATION
LETTER REQUEST FOR EXTENSION OF TIME TO FILE BRIEF
MISCELLANEOUS SUBMISSIONS
NON-PARTICIPATION LETTER

*FILING PARTY

File Upload Requirements: Only PDF files accepted. Files cannot be password protected and must be text searchable. The file size cannot exceed 28 MB. To reduce file size when scanning hard copy material: scanner resolution should be no more than 300 dpi, compressed and in black and white are recommended. Filers should also refer to their scanner manual. If the file size exceeds 28 MB, you will need to break it up into multiple smaller files.

URT ORDER.
ED IN PAPER FORM.)

ent. Complete the current entry by
ument is successfully uploaded, click the
ents page click the Add Document button.

Check off that this is an Amended Document and provide an explanation in the box provided.

THIS IS AN AMENDED DOCUMENT.

Once you have entered an explanation, hit continue. The application will then take you through the same screens as the initial Case Information Statement where you will make the necessary edits.


Transcripts

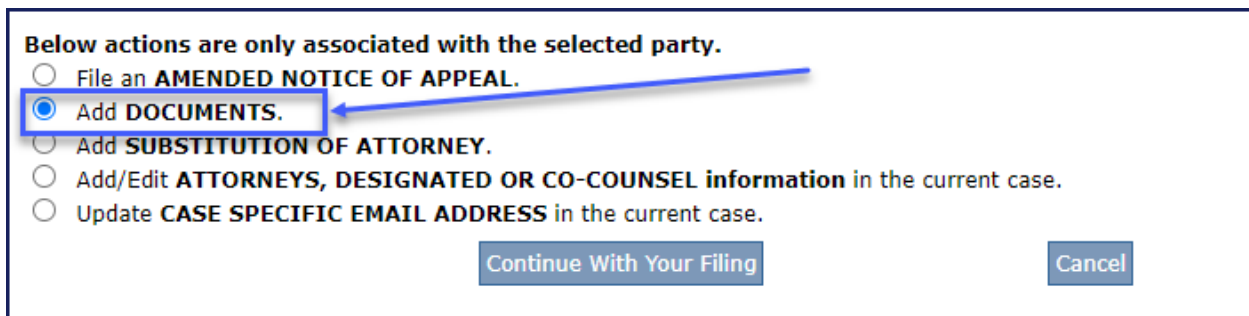
Filing Transcripts

Transcripts that are ordered with the notice of appeal through a transcript request form are submitted to the Clerk's office by the court reporter or transcription agency. The Clerk's office will automatically upload the ordered transcript when the official certified transcript has been sent to the Appellate Division. You will be notified by your case manager when to submit the filed stamped copies to the Appellate Clerk's office. Your adversary will have access to the transcripts through eCourts Appellate.

If transcripts are in your possession, upload them through the add document function in eCourts Appellate. You will be notified by your case manager when to submit the filed stamped copies to the Appellate Clerk's office.

To upload transcripts, go to My Case List [My Case List](#)

Click edit button  by the case you want to add the transcript(s).



Below actions are only associated with the selected party.

- File an **AMENDED NOTICE OF APPEAL.**
- Add DOCUMENTS.**
- Add **SUBSTITUTION OF ATTORNEY.**
- Add/Edit **ATTORNEYS, DESIGNATED OR CO-COUNSEL information** in the current case.
- Update **CASE SPECIFIC EMAIL ADDRESS** in the current case.

[Continue With Your Filing](#) [Cancel](#)

Click Add Document at the top of the screen.



GETTING STARTED CASE DATA PARTY/ATTORNEY DOCUMENTS

LIST OF DOCUMENTS

[Return to Case List](#) [Previous](#) [Add Document](#) [Continue](#)

Under Category, choose Transcript. Under Document Type, pick the type of transcript you are uploading. **You must fill out the 2 required fields:** "Proceeding Date" and "Volume Number" as shown below.



GETTING STARTED CASE DATA PARTY/ATTORNEY DOCUMENTS

Add Document

DOCUMENT INFORMATION

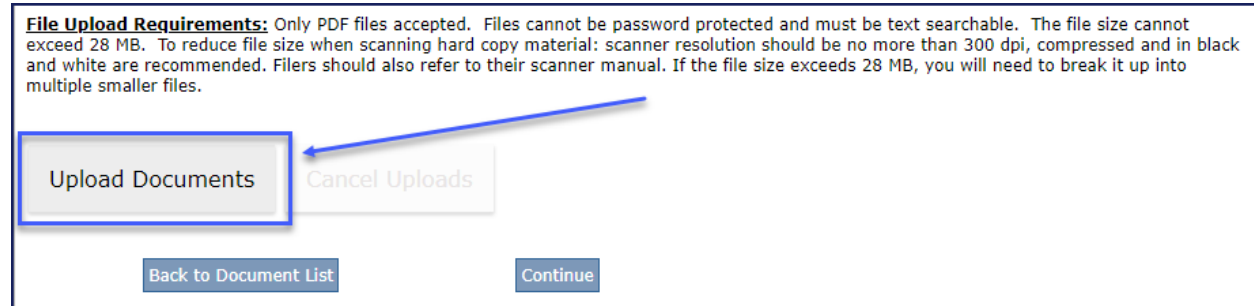
*CATEGORY [Category Description](#)

*DOCUMENT TYPE

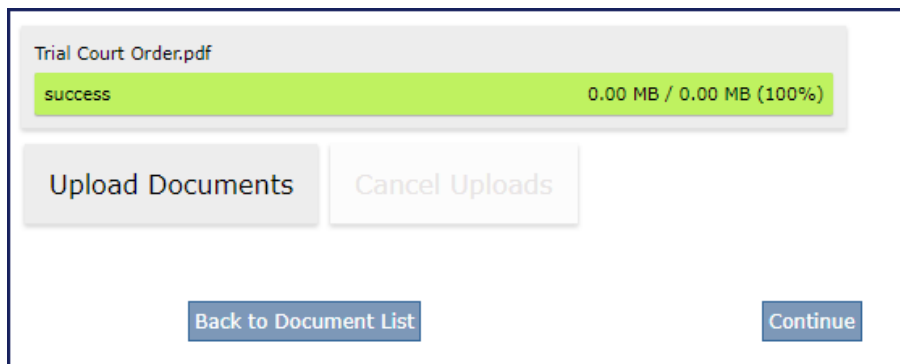
*PROCEEDING DATE

*VOLUME NUMBER

Click the Upload Documents button towards the bottom of the screen, then locate and select the transcript you want to upload from your computer.



Once the document has successfully uploaded, the progress bar will turn green and read "success."



Click Continue to return to the list of documents screen to continue filing or upload additional transcripts.


****DO NOT CLICK the Upload Documents button again****

Clicking the Upload Documents button will override any document you have previously uploaded. You must return to the List of Documents screen to add additional documents/transcripts.

Ordering Transcripts After Appeal is Submitted

Select Case to Edit

Go to My Case List [My Case List](#)

Click on Edit button  for the case you want to order transcripts and choose Add DOCUMENTS on the popup. If you represent multiple parties, the system will allow you to select only one party name. If the document you are filing applies to both parties, select the radio button for the lead party (the first party entered) in the case. Select Add DOCUMENTS and click continue with your filing.

Below actions are only associated with the selected party.

- File an **AMENDED NOTICE OF APPEAL**.
- Add **DOCUMENTS**.
- Add **SUBSTITUTION OF ATTORNEY**.
- Add/Edit **ATTORNEYS, DESIGNATED OR CO-COUNSEL information** in the current case.
- Update **CASE SPECIFIC EMAIL ADDRESS** in the current case.

On the list of documents page, click Add Document at the top of the screen.

GETTING STARTED CASE DATA PARTY/ATTORNEY DOCUMENTS

LIST OF DOCUMENTS

Return to Case List Previous **Add Document** Continue

Document Information

From the Document Information screen, choose Category: Appellate Documents and Document Type: TRANSCRIPT REQUEST FORM (TO ORDER OR AMEND PRIOR REQUEST). **IF** you are amending a previously submitted Transcript Request Form, check the Amended Box.

GETTING STARTED CASE DATA PARTY/ATTORNEY DOCUMENTS

Add Document

DOCUMENT INFORMATION

*CATEGORY APPELLATE DOCUMENTS

*DOCUMENT TYPE TRANSCRIPT REQUEST FORM (TO ORDER OR AMEND PRIOR REQUEST)

THIS IS AN **AMENDED** DOCUMENT.

THIS IS A **SEALED** DOCUMENT BASED ON COURT RULE, STATUTE OR COURT ORDER.
(NOTE: SEALED DOCUMENTS FOR THE COURT'S VIEWING ONLY MUST BE SUBMITTED IN PAPER FORM.)

*FILING PARTY LOGAN ROY

Back to Document List Continue

Hit continue button. The application will then take you to a similar screen as described in the [Transcript Request Verification Form](#) section. After you fill out the form, hit continue. You will be returned to the List of Documents page, click Continue through to the submission page.