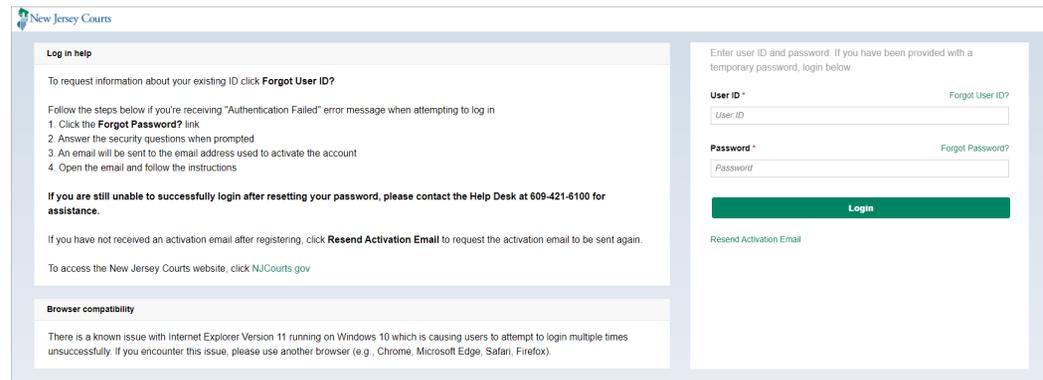


The quick reference guide below is a step-by-step process for submitting a Superior Court filing without a case number.

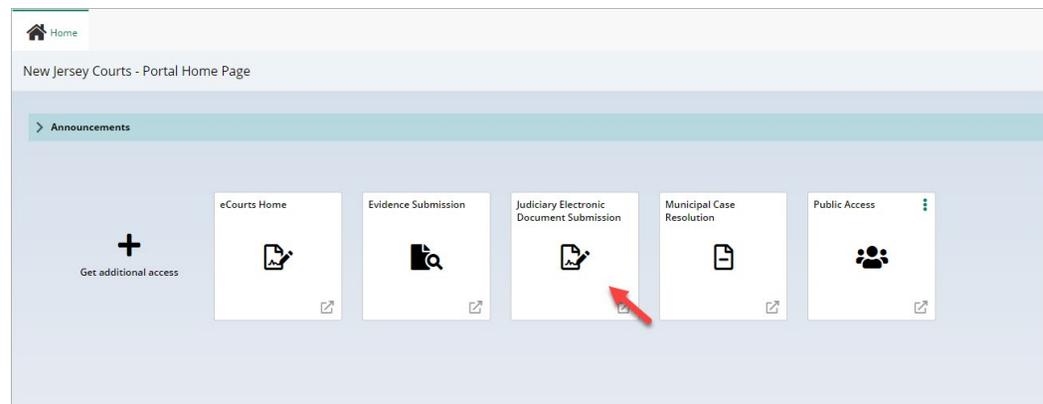
Process

Screenshot

1. Login to the ESSO Portal (<https://portal-cloud.njcourts.gov/prweb/PRAuth/CloudSAMLAuth?AppName=ESSO>)



2. On the New Jersey Courts – Portal Home Page, select 'Judiciary Electronic Document Submission'.

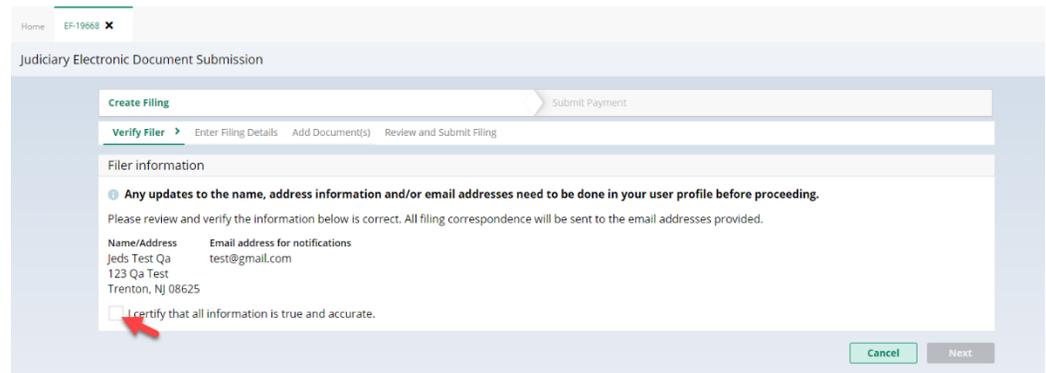


3. On the Home Page, select 'Create a Filing' tile

Select 'Superior Court'



4. Verify filer screen will display for self-represented litigants. Self-represented litigants will need to verify that the filer information is correct and certify the information is true and accurate



Select firm/address screen will display for attorneys. Attorneys will need to select the firm/address and certify the information is true and accurate

Home EF-28312 X

### Judiciary Electronic Document Submission

Create Filing Submit Payment

Select Firm/Address > Enter Filing Details Search for Case Add Document(s) Review and Submit Filing

Filer information

**Any updates to the firm name, address information and/or email address(es) need to be done in your attorney registration profile before proceeding.**

Select the appropriate firm name and address to begin electronic filing. All filing correspondence will be sent to the email address(es) provided below.

Firm name/address *	Email address for notifications
<input type="radio"/> Private Firm Test 1 Test Ln Trenton, NJ 08625	test@test.com test1@test.com ---
<input type="radio"/> Piluso Test Firm 123 Main St Trenton, NJ 08628	--- --- ---

I certify that all information is true and accurate.

Cancel Next

Home EF-28312 X

### Judiciary Electronic Document Submission

Create Filing Submit Payment

Select Firm/Address > Enter Filing Details Search for Case Add Document(s) Review and Submit Filing

Filer information

**Any updates to the firm name, address information and/or email address(es) need to be done in your attorney registration profile before proceeding.**

Select the appropriate firm name and address to begin electronic filing. All filing correspondence will be sent to the email address(es) provided below.

Firm name/address *	Email address for notifications
<input checked="" type="radio"/> Private Firm Test 1 Test Ln Trenton, NJ 08625	test@test.com test1@test.com ---
<input type="radio"/> Piluso Test Firm 123 Main St Trenton, NJ 08628	--- --- ---

I certify that all information is true and accurate.

Cancel Next

5. Once all required information is completed, the 'Next' button will be enabled to select

### Self represented litigant:

Home EF-19668 x

Judiciary Electronic Document Submission

Create Filing Submit Payment

Verify Filer > Enter Filing Details Add Document(s) Review and Submit Filing

Filer information

**Any updates to the name, address information and/or email addresses need to be done in your user profile before proceeding.**

Please review and verify the information below is correct. All filing correspondence will be sent to the email addresses provided.

Name/Address	Email address for notifications
Jeds Test Qa	test@gmail.com
123 Qa Test	
Trenton, NJ 08625	

I certify that all information is true and accurate.

Cancel Next

### Attorney:

Home EF-28312 x

Judiciary Electronic Document Submission

Create Filing Submit Payment

Select Firm/Address > Enter Filing Details Search for Case Add Document(s) Review and Submit Filing

Filer information

**Any updates to the firm name, address information and/or email address(es) need to be done in your attorney registration profile before proceeding.**

Select the appropriate firm name and address to begin electronic filing. All filing correspondence will be sent to the email address(es) provided below.

Firm name/address *	Email address for notifications
<input checked="" type="radio"/> Private Firm Test	test@test.com
1 Test Ln	test1@test.com
Trenton, NJ 08625	---
<input type="radio"/> Piluso Test Firm	---
123 Main St	---
Trenton, NJ 08628	---

I certify that all information is true and accurate.

Cancel Next

6. Select the Court/Division, Docket type, Venue and Category

Home EF-19668 x

Judiciary Electronic Document Submission

Create Filing Submit Payment

Verify Filer > Enter Filing Details > Add Document(s) Review and Submit Filing

Filing details

Court \* Docket type \* Venue \* Filing category \*

Back Cancel Next

7. Select from the 'What are you filing' list and select 'Next'

Home EF-19668 x

Judiciary Electronic Document Submission

Create Filing Submit Payment

Verify Filer > Enter Filing Details > Add Document(s) Review and Submit Filing

Filing details

Court \* Special Civil Part Docket type \* Suing or being sued for up to \$15,000 Venue \* BUR - BURLINGTON Filing category \* Case initiation

What are you filing? Fee

<input type="radio"/> Complaint for less than \$3000	\$57.00
<input type="radio"/> Complaint for more than \$3000	\$82.00
<input type="radio"/> Complaint w/ OTSC (claim less than \$3000)	\$75.00
<input type="radio"/> Complaint w/ OTSC (claim more than \$3000)	\$100.00

Back Cancel Next

Home EF-19668 x

Judiciary Electronic Document Submission

Create Filing Submit Payment

Verify Filer > Enter Filing Details > Add Document(s) Review and Submit Filing

Filing details

Court \* Special Civil Part Docket type \* Suing or being sued for up to \$15,000 Venue \* BUR - BURLINGTON Filing category \* Case initiation

What are you filing? Fee

<input checked="" type="radio"/> Complaint for less than \$3000	\$57.00
<input type="radio"/> Complaint for more than \$3000	\$82.00
<input type="radio"/> Complaint w/ OTSC (claim less than \$3000)	\$75.00
<input type="radio"/> Complaint w/ OTSC (claim more than \$3000)	\$100.00

Back Cancel Next

8. Enter additional filing details, if applicable, and select 'Next'

Home EF-19668 x

Judiciary Electronic Document Submission

Create Filing Submit Payment

Verify Filer > Enter Filing Details > Enter Additional Filing Details > Add Document(s) Review and Submit Filing

Additional filing details

Enter number of additional people you are suing (\$12 fee per additional) \*

Are you requesting a trial by jurors? (\$100 fee) \*

Yes No

Back Cancel Next

9. Select 'Attach' next to the document you would like to upload

**Note:** Red asterisk indicates a required document

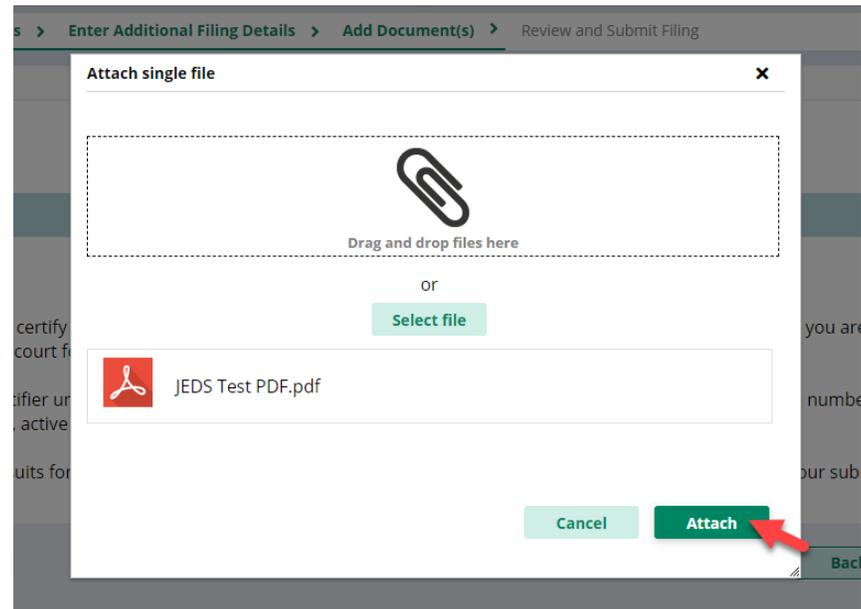
The screenshot shows the 'Judiciary Electronic Document Submission' interface. A yellow banner at the top reads 'Read before attaching documents to the filing.' Below this, a list of restrictions is provided. The main section is titled 'Documents' and contains a table of required documents. The table has three columns: 'Document type', 'Document description', and 'Attachment'. The 'Attachment' column contains 'Attach' buttons, with a red arrow pointing to the button for 'Complaint \*'. Below the table, there is a checkbox for certifying that confidential personal identifiers have been removed, followed by a list of identifiers and a note that they are not needed for most cases. At the bottom, there are 'Back', 'Cancel', and 'Next' buttons.

Document type	Document description	Attachment
Complaint *	Complaint	Attach
Summons	Summons	Attach

10. Select the file on your device or drag and drop

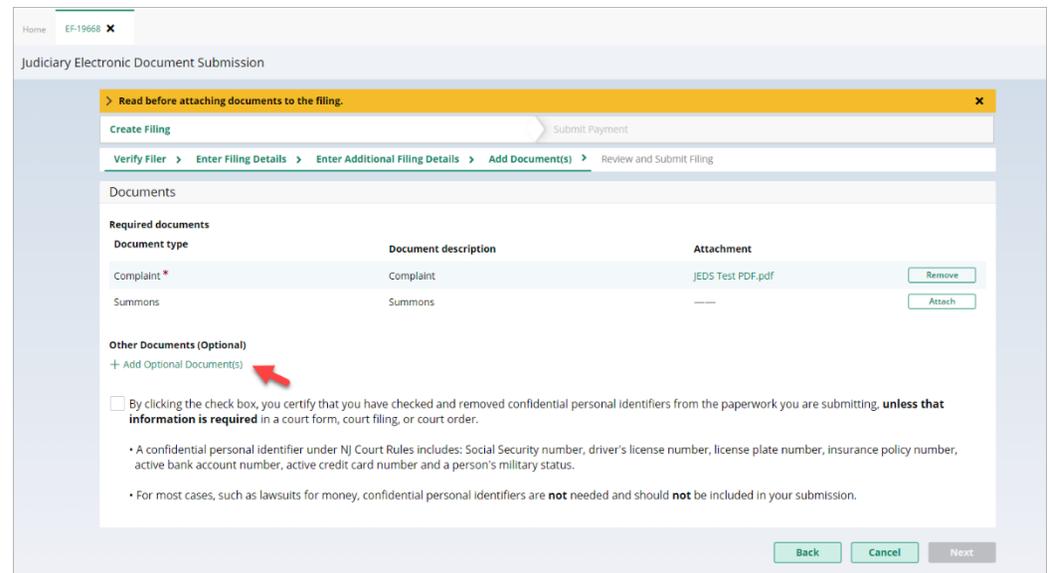
The screenshot shows a modal dialog box titled 'Attach single file'. It features a dashed box with a paperclip icon and the text 'Drag and drop files here'. Below this, the word 'or' is displayed above a 'Select file' button, which has a red arrow pointing to it. At the bottom right of the dialog, there are 'Cancel' and 'Attach' buttons, with a red arrow pointing to the 'Attach' button. A 'Back' button is visible in the bottom right corner of the background interface.

11. Once your file appears on the screen, select 'Attach'



12. The file you uploaded will display on the screen

To add additional documents, select '+ Add and follow steps 8-9



13. Once you have attached all of your documents, select 'Next'

**Note:** Civil, Special Civil, General Equity/Chancery and SCCO will require you to certify before selecting 'Next'

By clicking the check box, you certify that you have checked and removed confidential personal identifiers from the paperwork you are submitting, **unless that information is required** in a court form, court filing, or court order.

- A confidential personal identifier under NJ Court Rules includes: Social Security number, driver's license number, license plate number, insurance policy number, active bank account number, active credit card number and a person's military status.
- For most cases, such as lawsuits for money, confidential personal identifiers are **not** needed and should **not** be included in your submission.

Back Cancel Next

By clicking the check box, you certify that you have checked and removed confidential personal identifiers from the paperwork you are submitting, **unless that information is required** in a court form, court filing, or court order.

- A confidential personal identifier under NJ Court Rules includes: Social Security number, driver's license number, license plate number, insurance policy number, active bank account number, active credit card number and a person's military status.
- For most cases, such as lawsuits for money, confidential personal identifiers are **not** needed and should **not** be included in your submission.

Back Cancel **Next**

14. Review all the information you have added for the filing and make any changes by selecting 'Back'. Once you are ready to submit, select 'Submit'

Home EP-28334 x

### Judiciary Electronic Document Submission

Create Filing Submit Payment

Select Firm/Address > Enter Filing Details > Enter Additional Filing Details > Add Document(s) > Review and Submit Filing

**Filer information**

Name	Attorney bar/User ID	Address	Phone number
Qa Attorney	900902020	1 Test Ln, Trenton, NJ 08625	609-633-7451

Email address for notifications  
test@test.com  
test1@gmail.com  
---

**Filing details**

Court	Docket type	Venue	Filing category
Special Civil Part	Suing or being sued for up to \$15,000 or Unpaid Rent Collection Covid-19 (DC cases)	Burlington	Case initiation

Filing type	Filing fee
Complaint for less than \$3000	\$57.00

**Additional filing details**

Number of additional people you are suing (\$12 fee per additional)	Trial by jurors	Additional fee
0	No	\$0.00

**Documents**

Required documents	Document description	Attachment
Document type		
Complaint *	Complaint	JEDS Test PDF.pdf
Summons	Summons	---

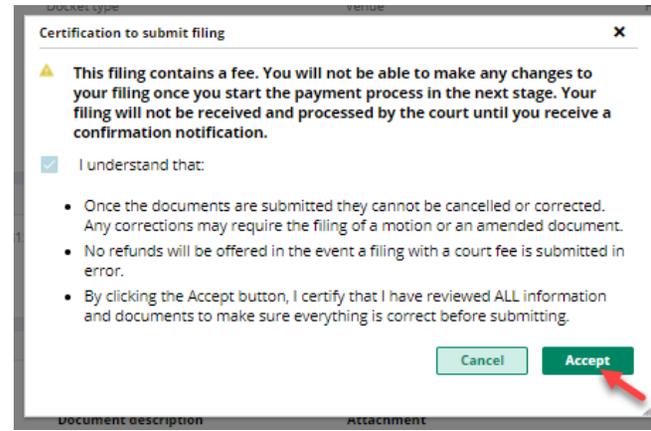
By clicking the check box, you certify that you have checked and removed confidential personal identifiers from the paperwork you are submitting, **unless that information is required** in a court form, court filing, or court order.

- A confidential personal identifier under NJ Court Rules includes: Social Security number, driver's license number, license plate number, insurance policy number, active bank account number, active credit card number and a person's military status.
- For most cases, such as lawsuits for money, confidential personal identifiers are **not** needed and should **not** be included in your submission.

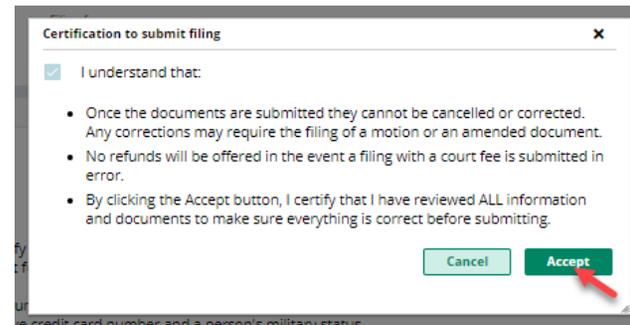
Back Cancel **Submit**

15. Select the checkbox to certify and select 'Accept'

Filings with a fee:



Filings without a fee:



16. If the filing does not have a fee, a confirmation screen will display, and an email is sent to the filer

If the filing has a fee, see the [QRG – Filing Fee Payment Process](#).

