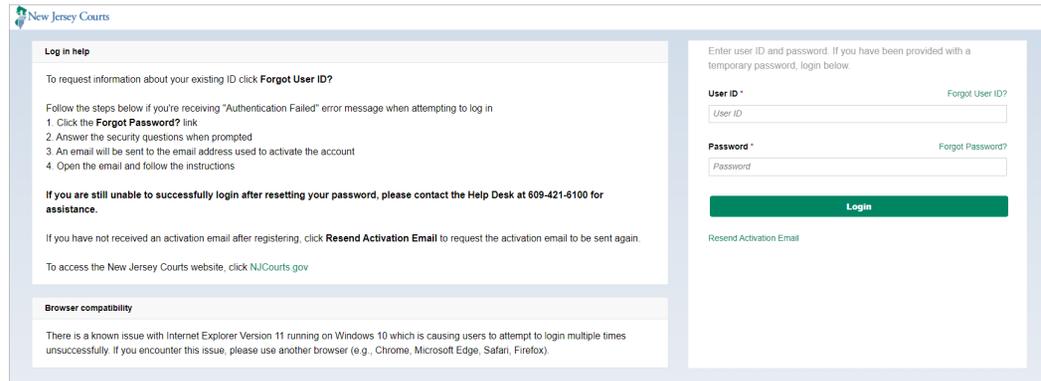


The quick reference guide below is a step-by-step process for submitting a Superior Court filing with a case number.

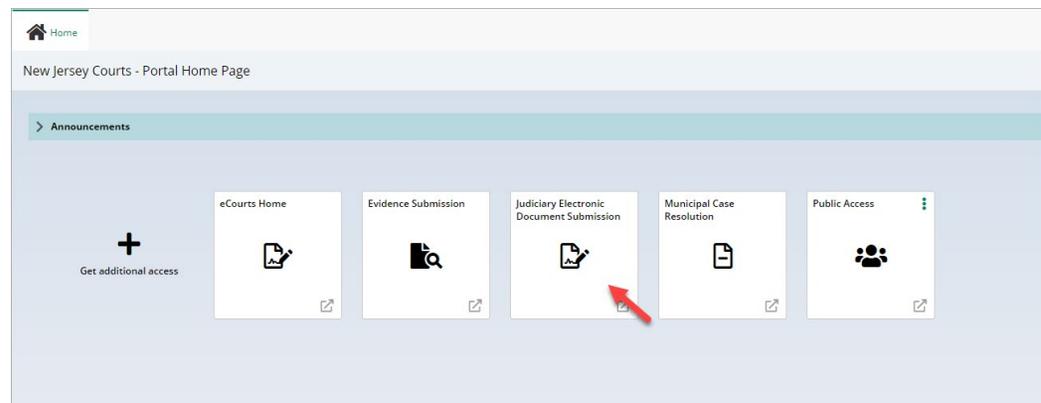
#### Process

#### Screenshot

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

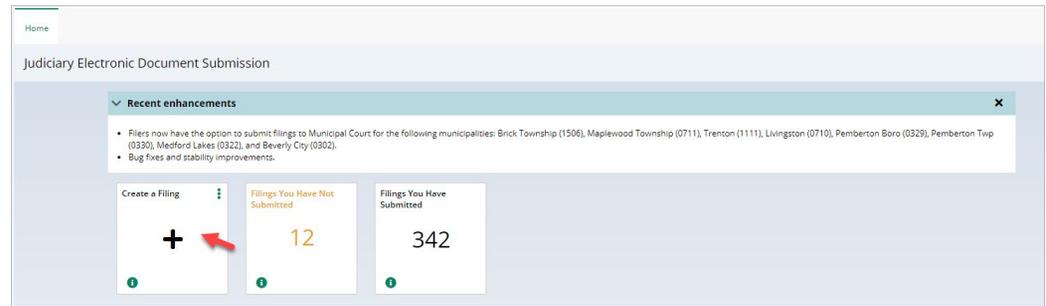


2. On the New Jersey Courts – Portal Home Page, select 'Judiciary Electronic Document Submission'.

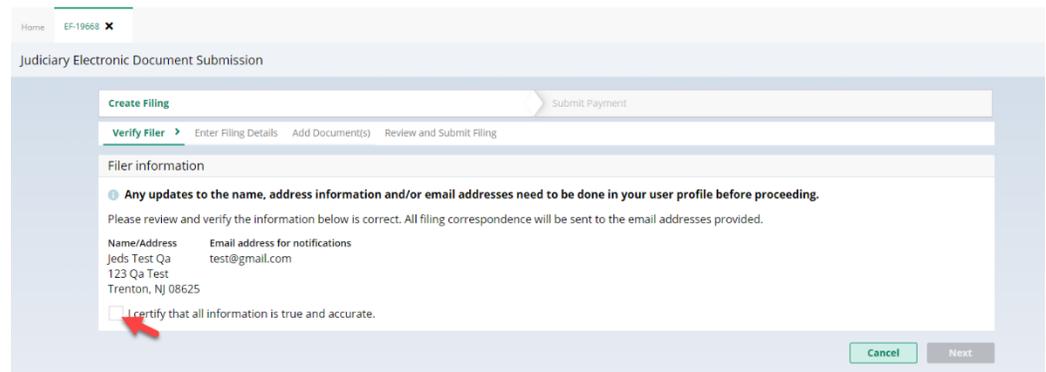


3. On the Home Page, select 'Create a Filing' tile

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"/> Pilluso 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-19669 X

Judiciary Electronic Document Submission

Create Filing Submit Payment

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

Filing details

Court Special Civil Part Docket type Suing or being sued for up to \$15,0( Venue BUR - BURLINGTON Filing category Record requests

What are you filing? Fee

<input type="radio"/> Certified copy	\$15.00
<input type="radio"/> Certified copy with seal	\$25.00
<input checked="" type="radio"/> Digital plain copy	\$0.00
<input type="radio"/> Exemplified copy	\$50.00
<input type="radio"/> Seal of the Court Affixed to Copy	\$10.00

Back Cancel Next

8. Search for your case by entering the case number and select 'Search'

Home EF-19669 X

Judiciary Electronic Document Submission

Create Filing Submit Payment

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

Case Search

Court Special Civil Part

Case number

Venue BUR Docket type DC Sequence number 000006 Year 21

Reset Search

Quick links  
Look Up Case Number

Back Cancel Next

9. Verify and select the case and select 'Next'

Home EF-19669 X

Judiciary Electronic Document Submission

Create Filing Submit Payment

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

Case Search

Court  
Special Civil Part

Case number ⓘ

Venue Docket type Sequence number Year  
BUR DC 000006 21

Reset Search

1 result found

Court	Venue	Case number	Case caption	Case initiation date
Special Civil Part	Burlington	BUR-DC-000006-21	Test Vs Test Ariana	05/04/2021

Quick links  
Look Up Case Number

Back Cancel Next

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

Home EF-19669 X

Judiciary Electronic Document Submission

Create Filing Submit Payment

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

Additional recipients to be notified

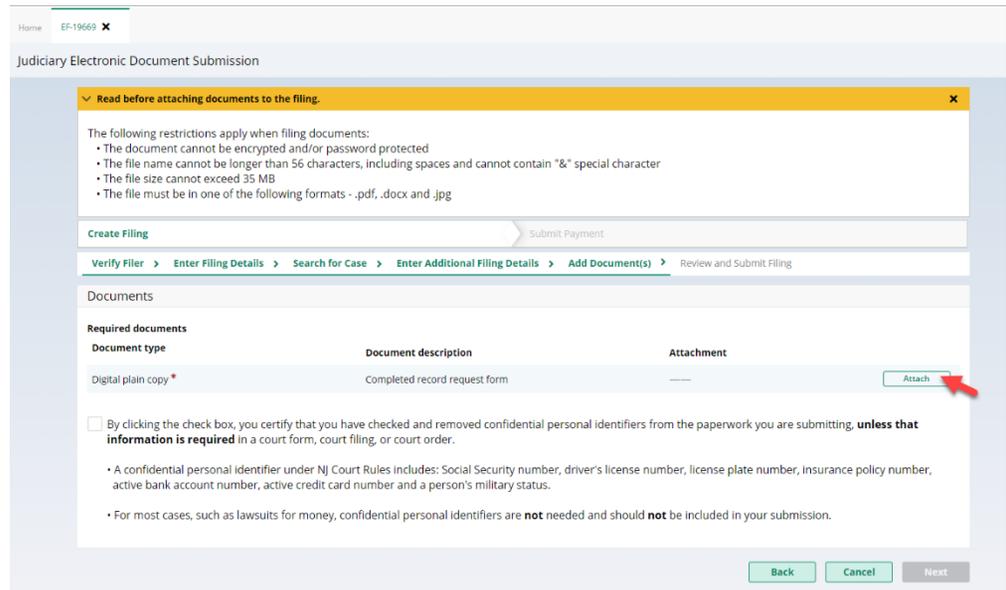
Currently, eCourts sends notification to parties listed on a case. To notify additional recipients not listed on a case, JED5 requires either the bar ID of an attorney or the name of the individual and their email address.

+ Add recipient

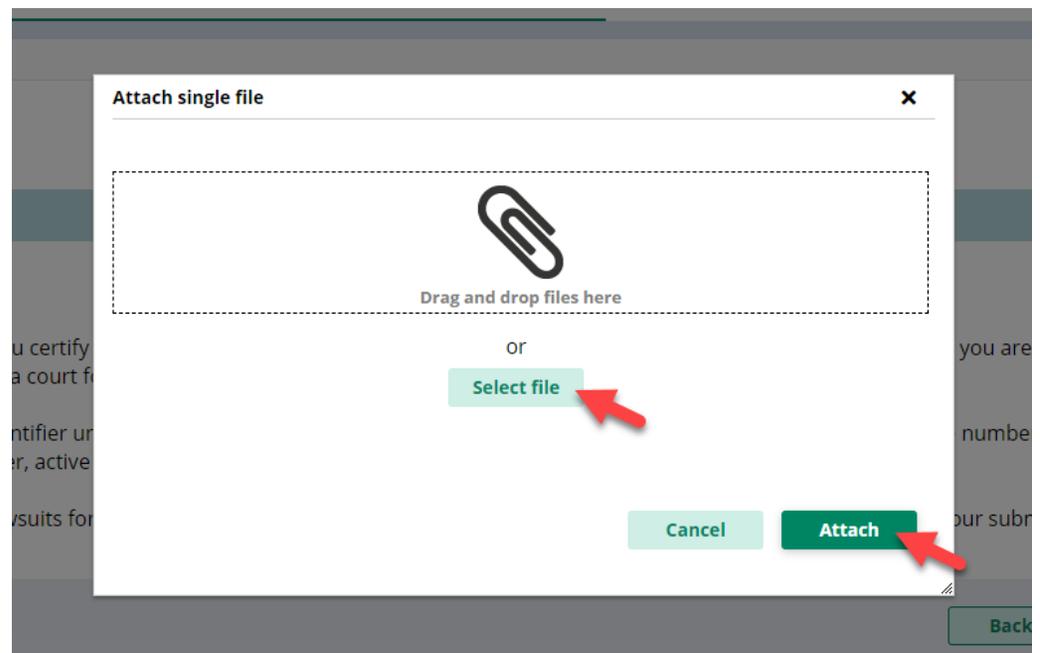
Back Cancel Next

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

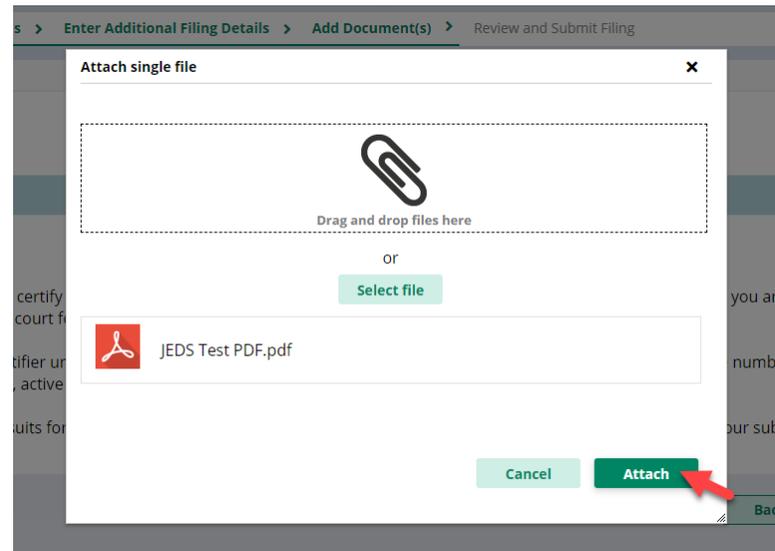
**Note:** Red asterisk indicates a required document.



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

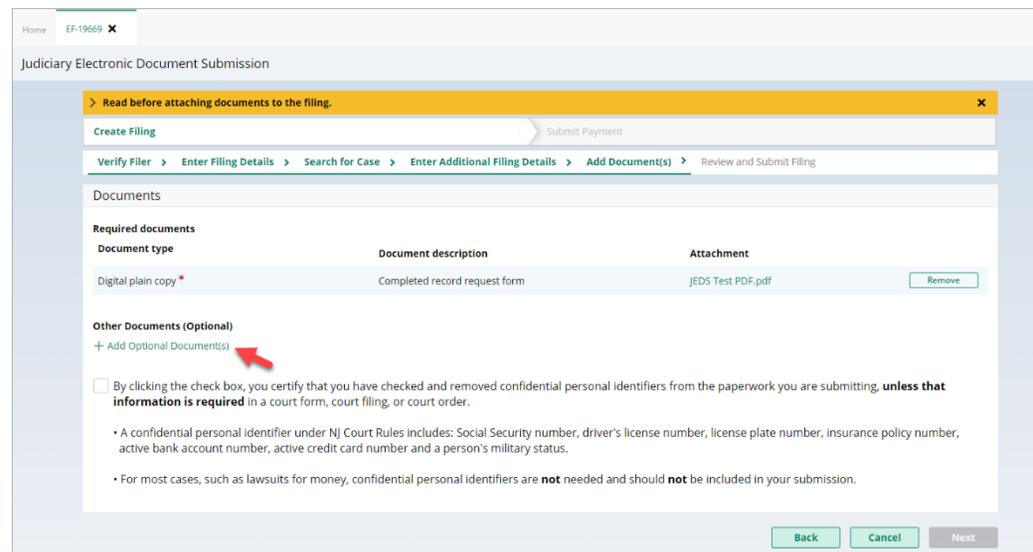


13. Once your file appears on the screen, select 'Attach'



14. The file you uploaded will display on the screen.

To add additional documents, select '+ Add and follow steps 10-11



15. 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](#)

16. 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-28304 x

### Judiciary Electronic Document Submission

Create Filing Submit Payment

Verify Filer > Enter Filing Details > Enter Additional Filing Details > Add Documents > Review and Submit Filing

**Filer information**

Name	Attorney bar/User ID	Address	Phone number
Jeds Test Qa	Test-QA	123 Qa Test, Trenton, NJ 08625	609-815-2900

Email address for notifications  
test@test.com  
test1@test.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	Record requests

Filing type: Digital plain copy      Filing fee: \$0.00

**Case search**

Case number	Case caption
BUR-DC-000008-21	Test Vs Raelyn & Raelyn

**Documents**

Required documents	Document description	Attachment
Record request form *	Completed record request form	JEDS Test PDF.pdf

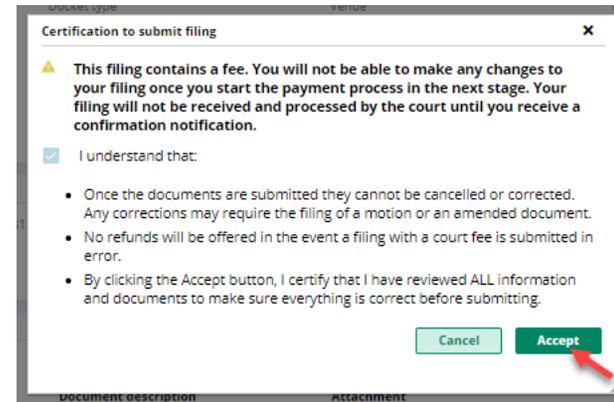
By clicking the check box, you certify that you have checked and removed confidential personal identifiers from the paperwork you are submitting, **unless that information is required** in a court form, court filing, or court order.

- 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.

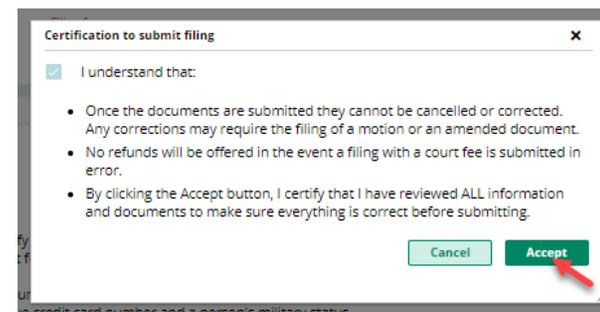
[Back](#) [Cancel](#) [Submit](#)

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

Filings with a fee:



Filings without a fee:



18. 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](#).

