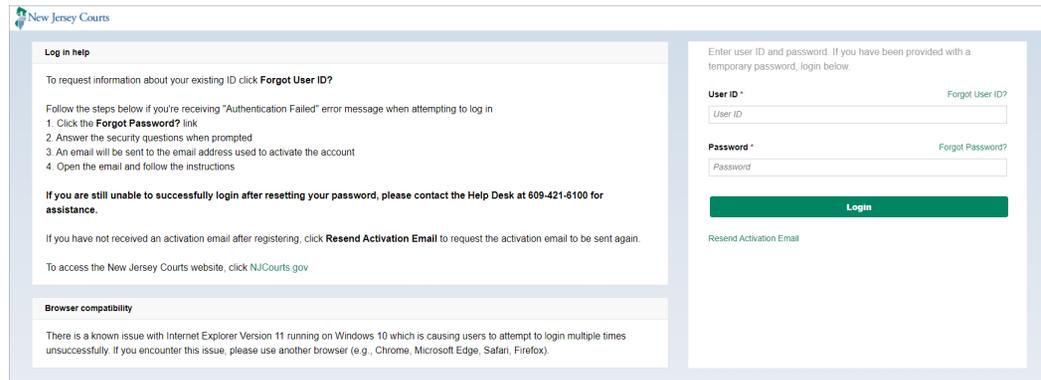


The quick reference guide below is a step-by-step process for submitting a trial exhibit/proposed evidence list to the courts.

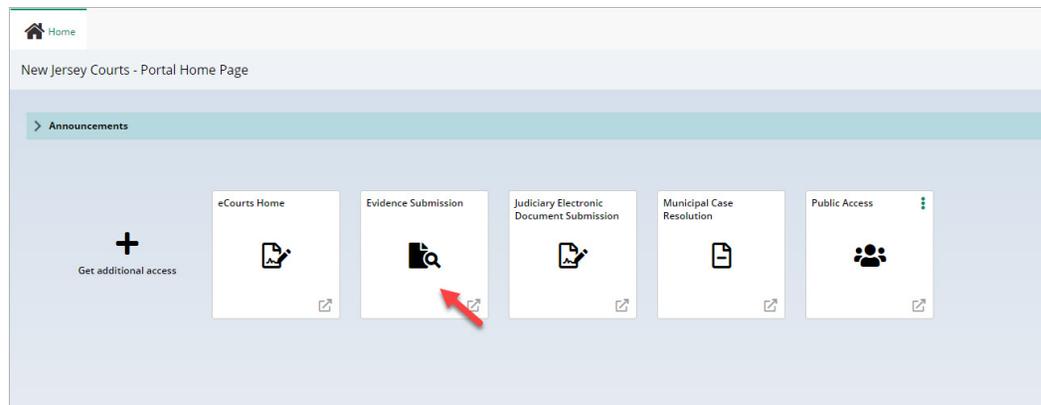
Process

Screenshot

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



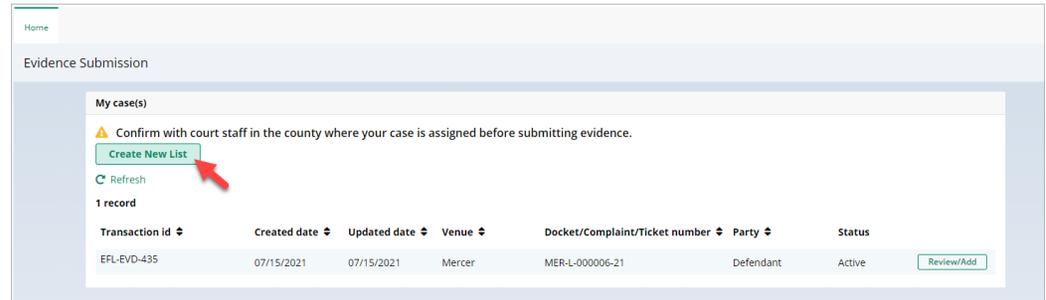
2. On the New Jersey Courts – Portal Home Page, select 'Evidence Submission'.



3. Select 'Create New list' to begin the evidence list filing process.

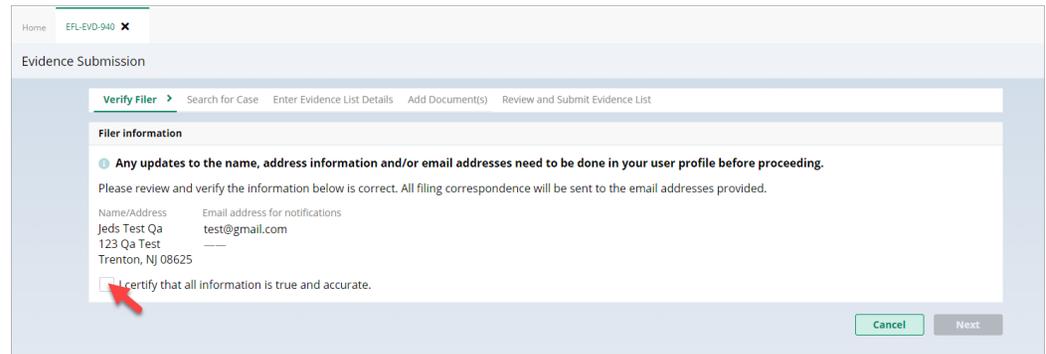
If you have never submitted an evidence list, the screen will display a 'Create New List' button.

If you have submitted an evidence list previously, the screen will display a 'Create New List' button with the list of previously submitted evidence lists.



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.

Pro-se:



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

Attorney:

Home EFL-EVD-945

Evidence Submission

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

Select firm/address

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.*

<input type="radio"/> Private Firm Test 1 Test Ln Trenton, NJ 08625 test@gmail.com	<input type="radio"/> Piluso Test Firm 123 Main St Trenton, NJ 08628 test@gmail.com
---	--

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.

Pro-se:

Home EFL-EVD-940

Evidence Submission

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

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 123 Qa Test Trenton, NJ 08625	test@gmail.com

I certify that all information is true and accurate.

Cancel Next

Attorney:

Home EFL-EVD-945

Evidence Submission

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

Select firm/address

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.*

<input checked="" type="radio"/> Private Firm Test 1 Test Ln Trenton, NJ 08625 test@gmail.com	<input type="radio"/> Piluso Test Firm 123 Main St Trenton, NJ 08628 test@gmail.com
--	--

I certify that all information is true and accurate.

Cancel Next

6. Select the 'Court/Division' from the dropdown.

The screenshot shows the 'Evidence Submission' page with a breadcrumb trail: Home > EFL-EVD-940 > Evidence Submission. Below the breadcrumb is a navigation bar with links: Verify Filer > Search for Case > Enter Evidence List Details > Add Document(s) > Review and Submit Evidence List. The 'Search case' section contains a 'Court/Division' dropdown menu with a red arrow pointing to the dropdown arrow. At the bottom right are 'Back', 'Cancel', and 'Next' buttons.

7. Select the 'Docket type' from the dropdown.

The screenshot shows the 'Evidence Submission' page with the 'Court/Division' dropdown set to 'Special Civil Part'. A 'Docket type' dropdown menu is now visible, with a red arrow pointing to its dropdown arrow. 'Reset' and 'Search' buttons are located to the right of the dropdowns. At the bottom right are 'Back', 'Cancel', and 'Next' buttons.

8. Enter the 'Venue', 'Sequence number' and 'Year'.

The screenshot shows the 'Evidence Submission' page with 'Court/Division' set to 'Special Civil Part' and 'Docket type' set to 'DC'. The 'Case number' section now includes three input fields: 'Venue' (a dropdown menu with 'DC' selected), 'Sequence number', and 'Year'. A red arrow points to the 'Year' input field. 'Reset' and 'Search' buttons are to the right. Below the input fields is a 'Quick links' section with a link 'Look Up Case Number'. At the bottom right are 'Back', 'Cancel', and 'Next' buttons.

Select 'Search'.

Home EFL-EVD-940 X

Evidence Submission

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

Search case

Court/Division * Docket type *

Special Civil Part DC

Case number ⓘ

Venue * Docket type * Sequence number * Year *

BUR DC 000008 21

Reset Search

Quick links
Look Up Case Number

Back Cancel Next

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

Home EFL-EVD-940 X

Evidence Submission

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

Search case

Court/Division * Docket type *

Special Civil Part DC

Case number ⓘ

Venue * Docket type * Sequence number * Year *

BUR DC 000008 21

Reset Search

1 result found

Court	Venue	Case number	Case caption	Case initiation date
Special Civil Part	Burlington	BUR-DC-000008-21	Test Vs Raelyn & Raelyn	05/14/2021

Quick links
Look Up Case Number

Back Cancel Next

10. Select the 'Party type' from the radio buttons.

Home EFL-EVD-940 x

Evidence Submission

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

Exhibit list details

The exhibit list will not go on the eCourts case jacket. The exhibit/proposed evidence you submit will be viewable by the other parties/attorneys in this case.

Select the party type ▾

Defendant

Law guardian

Plaintiff

State

Third party defendant

Third party plaintiff

Back Cancel Next

11. Select 'Next'.

Home EFL-EVD-940 x

Evidence Submission

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

Exhibit list details

The exhibit list will not go on the eCourts case jacket. The exhibit/proposed evidence you submit will be viewable by the other parties/attorneys in this case.

Select the party type ▾

Defendant

Law guardian

Plaintiff

State

Third party defendant

Third party plaintiff

Back Cancel Next

12. Select '+ Add trial exhibit/proposed evidence'.

Note: At least one attachment is required. Trial exhibit/proposed evidence **must** be added individually. Multiple exhibits/evidence must be **separate** files.

Home EFL-EVD-940 x

Evidence Submission

Read before attaching documents x

The following restrictions apply when filing documents:

- The document cannot be encrypted and/or password protected
- The file name cannot be longer than 56 characters, including spaces and cannot contain "&" special character
- The file size cannot exceed 512 MB
- The file must be in one of the following formats - .avi, .mpg, .mp3, .mp4, .pdf, .docx, .jpg, .gif and .png

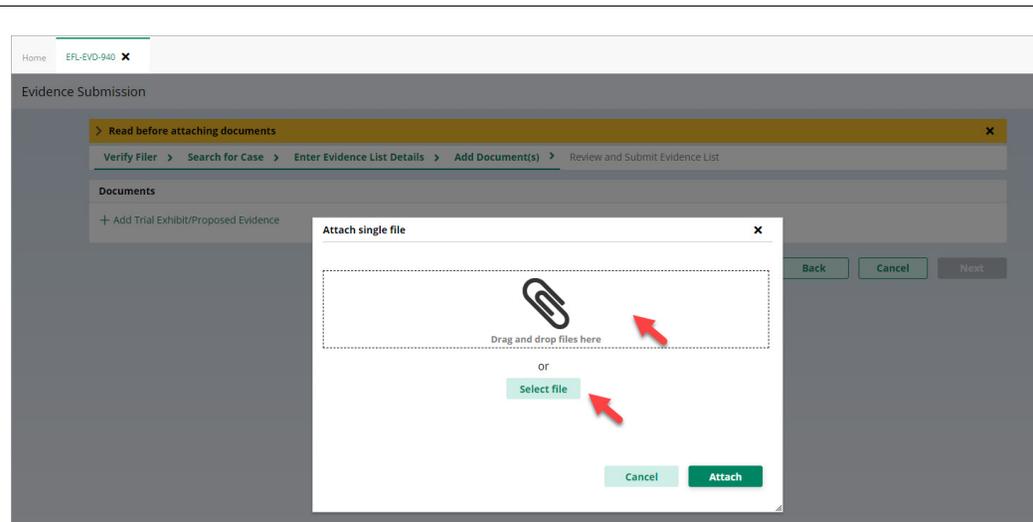
Verify Filer > Search for Case > Enter Evidence List Details > Add Document(s) > Review and Submit Evidence List

Documents

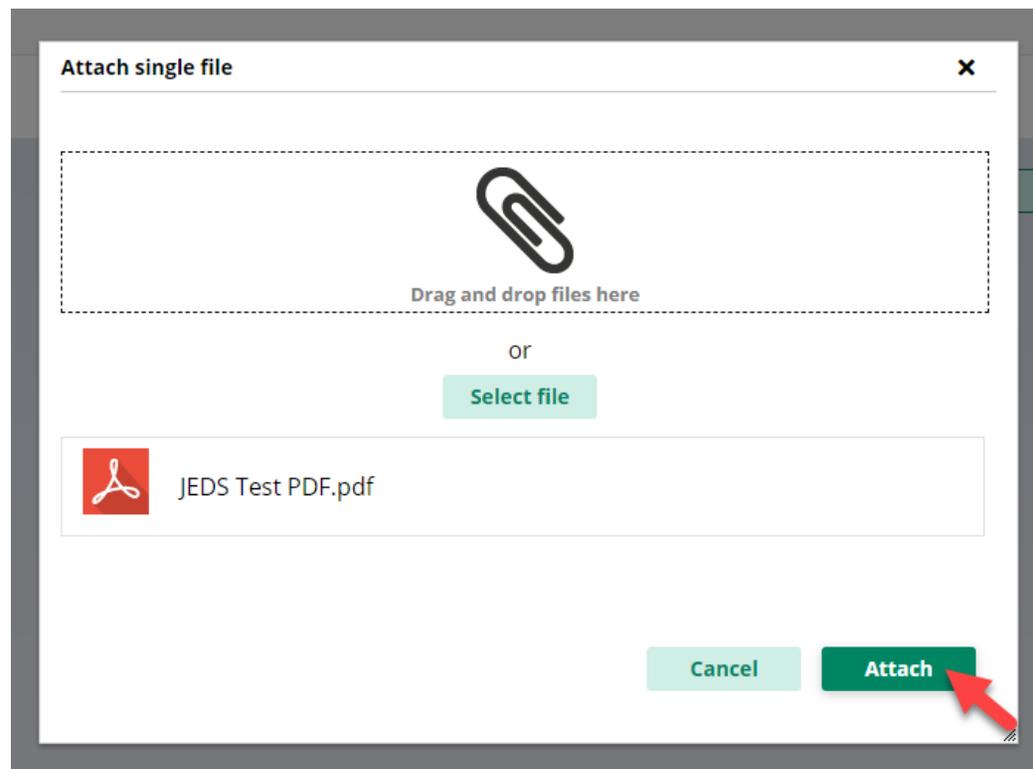
+ Add Trial Exhibit/Proposed Evidence

Back Cancel Next

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



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



15. The file you attached will display on the screen. Enter the 'Evidence/Exhibit description', which is required, and 'Evidence/Exhibit number', if applicable.

Home EFL-EVD-940 X

Evidence Submission

Read before attaching documents

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

Document type	Document description *	Exhibit/Evidence number	Attachment
X Trial exhibit/Proposed evidence			JEDS Test PDF.pdf

+ Add Trial Exhibit/Proposed Evidence

By clicking the check box, you certify that you have checked and removed confidential personal identifiers from the trial exhibit/proposed evidence you are submitting, **unless that information is required.**

• 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.

Back Cancel Next

16. To add additional attachments, select '+ Add trial exhibit/proposed evidence' and follow steps 12 – 14.

Home EFL-EVD-940 X

Evidence Submission

Read before attaching documents

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

Document type	Document description *	Exhibit/Evidence number	Attachment
X Trial exhibit/Proposed evidence	test document	P1	JEDS Test PDF.pdf

+ Add Trial Exhibit/Proposed Evidence

By clicking the check box, you certify that you have checked and removed confidential personal identifiers from the trial exhibit/proposed evidence you are submitting, **unless that information is required.**

• 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.

Back Cancel Next

17. You can select the 'X' to remove any attachments you didn't intend to upload.

Home EFL-EVD-940 X

Evidence Submission

Read before attaching documents

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

Document type	Document description *	Exhibit/Evidence number	Attachment
X Trial exhibit/Proposed evidence	test document	P1	JEDS Test PDF.pdf

+ Add Trial Exhibit/Proposed Evidence

By clicking the check box, you certify that you have checked and removed confidential personal identifiers from the trial exhibit/proposed evidence you are submitting, **unless that information is required.**

• 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.

Back Cancel Next

18. Once you have added all of your attachments, select the check box and select 'Next'.

Home EFL-EVD-940 x

Evidence Submission

Read before attaching documents x

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

Documents

Document type	Document description *	Exhibit/Evidence number	Attachment
<input checked="" type="checkbox"/> Trial exhibit/Proposed evidence	test document	P1	JEDS Test PDF.pdf

+ Add Trial Exhibit/Proposed Evidence

By clicking the check box, you certify that you have checked and removed confidential personal identifiers from the trial exhibit/proposed evidence you are submitting, **unless that information is required.**

* 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.

Back Cancel **Next**

19. 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 EFL-EVD-940 x

Evidence Submission

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

Filer information

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

Email address for notifications
test@gmail.com

Case details

Court/Division	Docket/Complaint/Ticket number	Case caption	Case initiation date
Special Civil Part	BUR-DC-000008-21	Test Vs Raelyn & Raelyn	05/14/2021

Exhibit list details

Party type
Defendant

Exhibit attachments

Document type	Document description	Exhibit/Evidence number	Attachment
Trial exhibit/Proposed evidence	test document	P1	JEDS Test PDF.pdf

Back Cancel **Submit**

20. A confirmation banner will display. You can dismiss the banner by selecting 'x'.

The screenshot shows the 'Evidence Submission' page. At the top, there is a green banner with the text: "Your evidence list has been successfully submitted. A confirmation has been sent to the email address(es) you provided." A red arrow points to a small 'x' icon in the top right corner of the banner, indicating it can be dismissed. Below the banner, the page content includes a 'My case(s)' section with a warning icon and the text: "Confirm with court staff in the county where your case is assigned before submitting evidence." There are two buttons: "Create New List" and "Refresh". Below this is a table with 1 record. The table has columns: Transaction id, Created date, Updated date, Venue, Docket/Complaint/Ticket number, Party, and Status. The data row shows: EFL-EVD-948, 09/23/2021, 09/23/2021, Burlington, BUR-DC-000008-21, Defendant, Active. A "Review/Add" button is located at the end of the row.

Transaction id	Created date	Updated date	Venue	Docket/Complaint/Ticket number	Party	Status
EFL-EVD-948	09/23/2021	09/23/2021	Burlington	BUR-DC-000008-21	Defendant	Active

This screenshot is identical to the one above, but the green confirmation banner has been dismissed. The rest of the page content, including the warning message, buttons, and the table, remains the same.

Transaction id	Created date	Updated date	Venue	Docket/Complaint/Ticket number	Party	Status
EFL-EVD-948	09/23/2021	09/23/2021	Burlington	BUR-DC-000008-21	Defendant	Active

21. A confirmation email is also sent to the filer.

Reply all | Delete Junk | ...

 Do Not Respond Mailbox
Today, 3:41 PM
test@gmail.com test1@gmail.com

Inbox

New Jersey Courts

Your trial exhibit/proposed evidence has been successfully submitted. Below are the details for your reference:

Transaction ID: EFL-EVD-306
Filing submitted by: Jeds Test Qa
Submitted date: 06/22/2021
Court: Special Civil Part
Docket/Complaint/Ticket number: MER-DC-000001-20

Exhibit/Evidence filed:

Exhibit/Evidence description	Exhibit/Evidence number	File name
Test description	D1	new-jC.gif

This email is for notification purposes only and was sent from a notification-only address that cannot accept incoming email.
Please do not reply to this message.