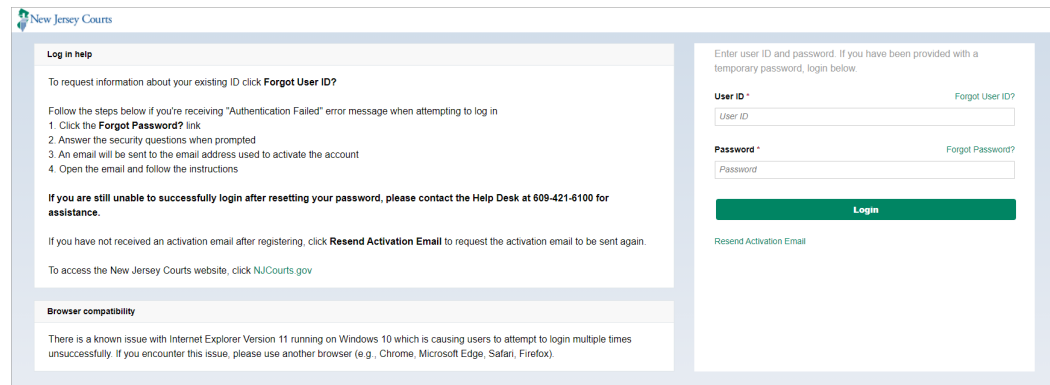


The quick reference guide below is a step-by-step process for submitting a deficiency correction filing to Superior Court.

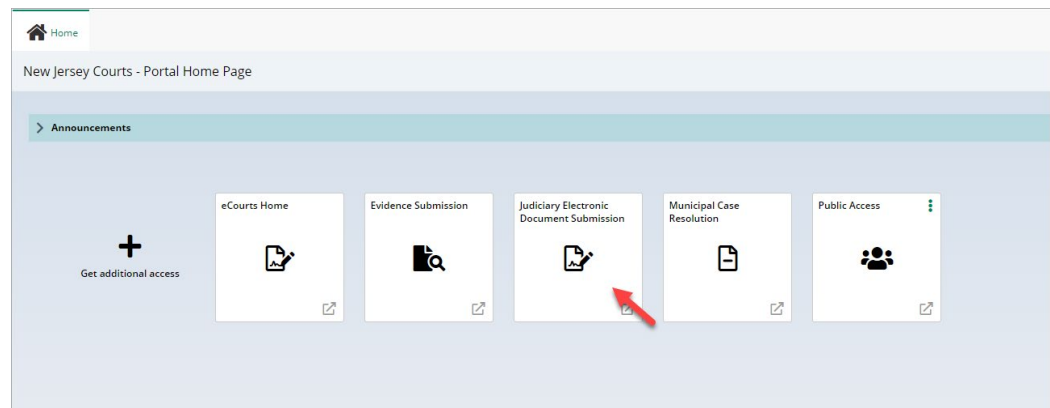
Process

Screenshot

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

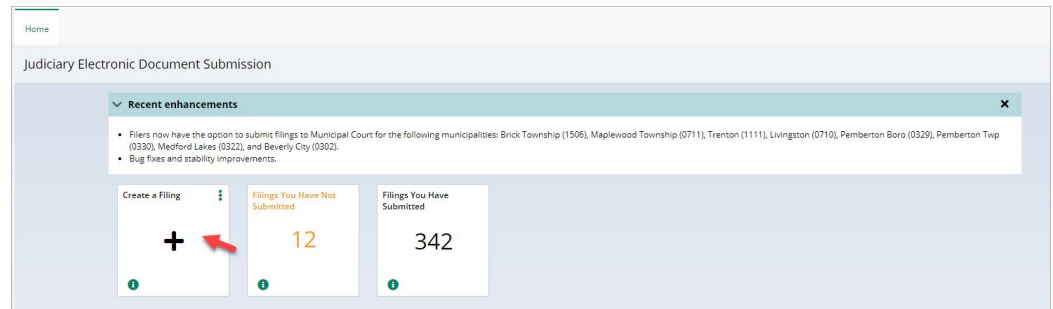


2. On the New Jersey Courts – Portal Home Page, select 'Judiciary Electronic Document Submission'.

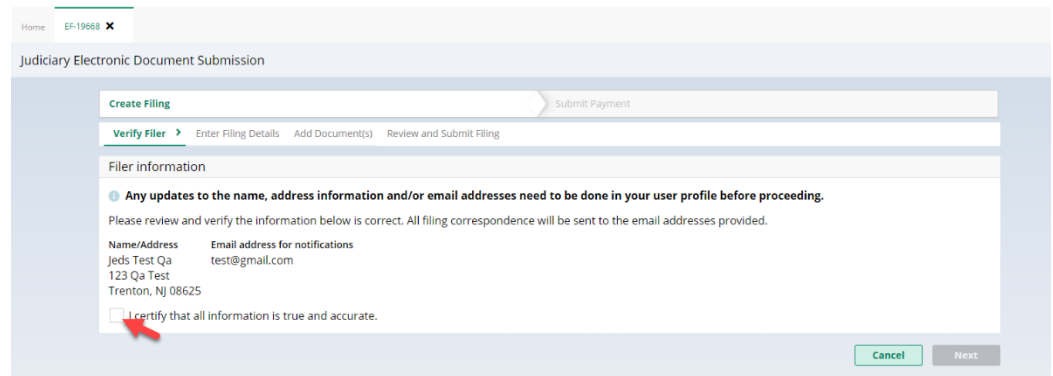


3. On the Home Page, select 'Create a Filing' tile

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 and Venue where the deficient filing is and select 'General' from the Filing 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 'Deficiency correction' from the "What are you filing" list and select 'Next'

Home EF-28304 X

Judiciary Electronic Document Submission

Create Filing Submit Payment

Verify Filer > Enter Filing Details > Search for Case 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 General

What are you filing?	Fee
<input type="radio"/> Adjournment request	\$0.00
<input type="radio"/> Affidavit	\$0.00
<input type="radio"/> Brief/Letter Brief	\$0.00
<input type="radio"/> Certification	\$0.00
<input type="radio"/> Consent Order	\$0.00
<input type="radio"/> Deficiency correction	\$0.00
<input type="radio"/> Fee Waiver Application	\$0.00
<input type="radio"/> Jury Demand	\$100.00

Home EF-28304 X

Judiciary Electronic Document Submission

<input type="radio"/> Brief/Letter Brief	\$0.00
<input type="radio"/> Certification	\$0.00
<input type="radio"/> Consent Order	\$0.00
<input checked="" type="radio"/> Deficiency correction	\$0.00
<input type="radio"/> Fee Waiver Application	\$0.00
<input type="radio"/> Jury Demand	\$100.00
<input type="radio"/> Letter/Correspondence	\$0.00
<input type="radio"/> Notice of Bankruptcy	\$0.00
<input type="radio"/> Notice of Dismissal	\$0.00
<input type="radio"/> Notice of Settlement	\$0.00
<input type="radio"/> Other	\$0.00
<input type="radio"/> Proceeding Documents	\$0.00
<input type="radio"/> Proof of Service	\$0.00
<input type="radio"/> Request to Enter Default Judgment	\$0.00
<input type="radio"/> Reservice	\$0.00
<input type="radio"/> Stipulation of Dismissal	\$0.00
<input type="radio"/> Stipulation of Settlement	\$0.00
<input type="radio"/> Subpoena	\$50.00
<input type="radio"/> Voluntary Dismissal	\$0.00

Back Cancel Next

8. Enter the transaction ID of the deficient filing and any remaining fee balance, if applicable.

Note: You can select the down arrow in the 'Transaction ID' field to see your full list.

Home EF-28304

Judiciary Electronic Document Submission

Create Filing Submit Payment

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

Deficient filings

Enter the transaction ID of the deficient filing.

Transaction ID EF- Remaining fee balance, if applicable

Back Cancel Next

Home EF-28304

Judiciary Electronic Document Submission

Create Filing Submit Payment

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

Deficient filings

Enter the transaction ID of the deficient filing.

Transaction ID EF- Remaining fee balance, if applicable

- 17650
- 18431
- 18834
- 18872
- 19496
- 20693
- 26057
- 27266
- 27272
- 27413
- 28025

Back Cancel Next

9. Select 'Next'

Home EF-28304

Judiciary Electronic Document Submission

Create Filing Submit Payment

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

Deficient filings

Enter the transaction ID of the deficient filing.

Transaction ID EF- 28025 Remaining fee balance, if applicable

Back Cancel Next

10. Select 'Attach'

Note: Red asterisk indicates a required document

Home EF-28304

Judiciary Electronic Document Submission

> Read before attaching documents to the filing.

Create Filing Submit Payment

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

Documents

Required documents	Document description	Attachment
Deficiency correction *	Deficiency correction	— Attach

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

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

Attach single file

Drag and drop files here

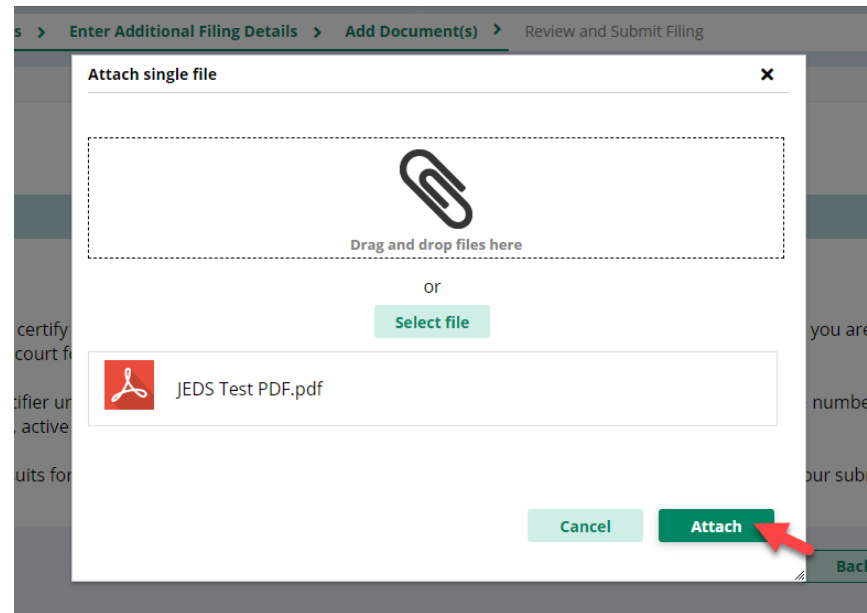
or

Select file

Cancel Attach

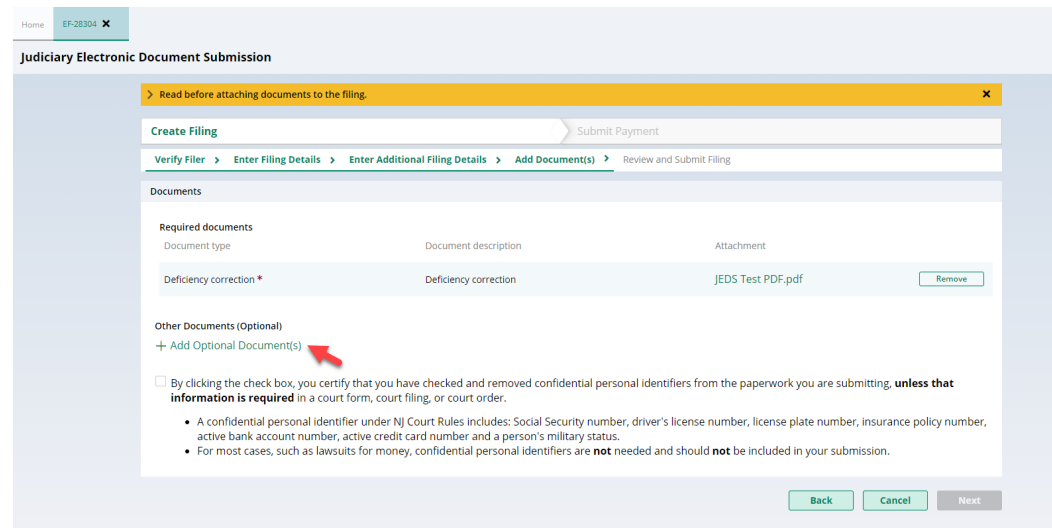
Back

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



13. The file you uploaded will display on the screen

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



14. 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

15. 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 EF-28304 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

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	General

Filing type: Deficiency correction
Filing fee: \$0.00

Additional filing details

Deficient transaction ID	Remaining fee balance
EF-28025	---

Documents

Required documents	Document description	Attachment
Deficiency correction*	Deficiency correction	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

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

Filings with a fee:

The dialog box titled "Certification to submit filing" contains a warning icon and the following text: "This filing contains a fee. You will not be able to make any changes to your filing once you start the payment process in the next stage. Your filing will not be received and processed by the court until you receive a confirmation notification." Below this is a checked checkbox labeled "I understand that:" followed by a bulleted list of terms and conditions. At the bottom right, there are "Cancel" and "Accept" buttons, with a red arrow pointing to the "Accept" button.

Filings without a fee:

The dialog box titled "Certification to submit filing" contains a checked checkbox labeled "I understand that:" followed by a bulleted list of terms and conditions. At the bottom right, there are "Cancel" and "Accept" buttons, with a red arrow pointing to the "Accept" button.

17. 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](#).

The confirmation screen displays a green banner with the message: "Your filing has been successfully submitted. A confirmation has been sent to the email address(es) you provided." Below this is a table with the following data:

Case details			
Court	Venue	Docket type	Case number
Special Civil Part	Burlington	Suing or being sued for up to \$15,000 or BUR-DC-000008-21 Unpaid Rent Collection Covid-19 (DC cases)	
Filing details			
Transaction ID	Filing date	Filing submitted by	Filing type
EF-28304	4/28/2022	Jeds Test Qa	Deficiency correction
Documents received	Filing fee		
JEDS Test PDF.pdf	\$0.00		

At the bottom right of the screen are "Print" and "Close" buttons.