



eCourts Attorney User Guide

General Equity-Foreclosure

May 2017

Version 2.0



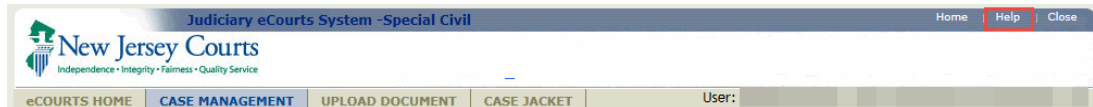
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How to Use Help

The Foreclosure Case Management help system is designed to assist users with navigating the application. The help system will cover how to manage the electronically filed documents and navigate the case jacket. The help system is web-based and can be accessed while logged into the eCourts application.

1. Help can be accessed by the clicking the link stationed in the top right hand corner of each screen.



2. The Help section will explain the various buttons and links populating each screen, and will also explain the expected actions anticipated for each screen.

Judiciary eCourts System - Special Civil Home Help Close

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eCOURTS HOME CASE MANAGEMENT **UPLOAD DOCUMENT** CASE JACKET User: _____

Upload Document Links

Navigation Buttons

Case Details Case Number: MER-DC-006614-15 [View Case Jacket](#)

Case Caption: WELLS FARGO BANK NA VS SMITH

Court Type: SPECIAL CIVIL Venue: MERCER Case Initiation Date: 11/23/2015

Case Type: CONTRACT DISPUTE Case Status: ACTIVE Demand Amount: \$10,000.00

Case Track: Judge: Jury Demand: NONE

Select New or Backloaded Filing: Calendar Control

New Filing: To be processed using the work list

Backloaded Filing: No processing needed - entered in Case Jacket only

Filing Date:

Filing Role in Case

Please select the role in the filing:

Select	Role	Party Name	Bar ID	Attorney Name	Firm Name
<input type="radio"/>	PLAINTIFF-BUSINESS	WELLS FARGO BANK NA			
<input type="radio"/>	DEFENDANT-INDIVIDUAL	SMITH, JOHN			
<input type="radio"/>	COURT				
<input type="radio"/>	STAFF				
<input type="radio"/>	None of the above				

3. The Search box provides an option to search for a specific topic or phrase:

Contents **Search**

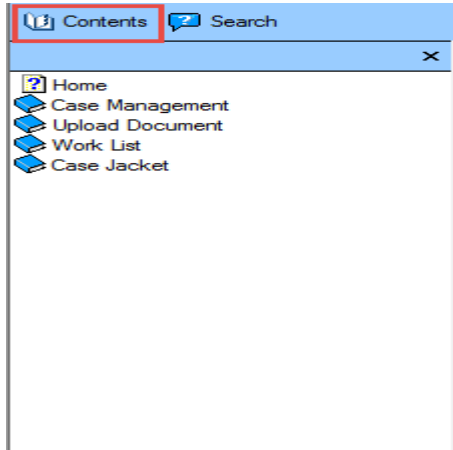
Type in the word(s) to search for:
 Highlight search results

Search results per page

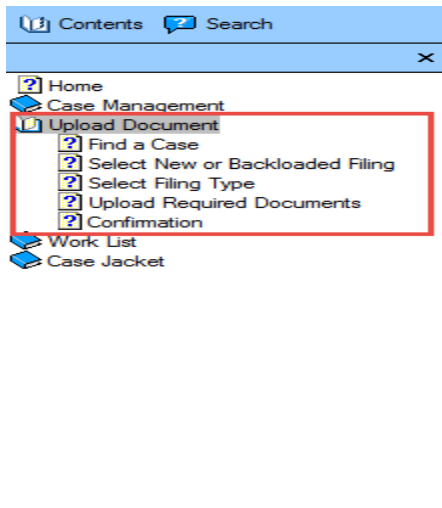
Total Number of Search Results : 28

Title	Rank
Filing Review Filing Review Filing Details consist of : Case Details Defendant Information ...	1
Remove Filing from Work List Remove Filing from Work List Once a motion filing is signed by the judge, the eCourts sta ...	2

4. The Contents icon refers to the TOC (Table of Contents).



5. Select the book icon to display the topics included.



The book icons include topics relevant to the book name that is defined. For example, all content related to the Work List details would be listed under 'Work List.'

Introduction

eCourts is a web based application that is designed to allow attorneys in good standing to electronically file documents to the courts. As documents are filed, they will automatically be added to an electronic case jacket, which can be viewed by the attorney and court staff.

HOME

Use the eCourts URL to log into eCourts, or log in by accessing www.njcourts.gov> Attorneys>eCourts>eCourts “*court section*”> Attorney Login.



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SELF-HELP CENTER ATTORNEYS PAY TRAFFIC TICKET JURORS COURTS PUBLIC/MEDIA

Attorneys Home Opinions Notices **eCourts** Attorney Registration Rules of Court

Recent Notices to the Bar

May 05, 2017	Notice - IOLTA Fund 2016 Reinstatements.
May 03, 2017	Notice - Comment Period Extended to May 24 on the Proposed Amendments to the Regulations Governing the Supreme Court Committee on Character..
May 03, 2017	Notice - Disciplinary Review Board - Defaults Scheduled for Review.
May 03, 2017	Notice - eCourts Appellate - Credit Cards Now Accepted; Training Sessions Offered with No-Cost CLE Credits.
May 03, 2017	Notice - Board on Attorney Certification - 2017 Applicants for Certification.

Attorney & Judge Regulation

- eCourts Login
- Online Registration & Payment
- Advisory Committee on Judicial Conduct
- Attorney Index
- Board on Attorney Certification

Legal Practice

- Calendars/Schedules
- Civil Motion Calendar
- Civil Case Public Access
- Civil Mediators Search
- Criminal Convictions

Resources

- Opinions
- Administrative Directives
- Appellate Review Standards
- Case Captioning Guidelines
- Civil Practitioner's Guide

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Attorneys Home Opinions Notices **eCourts** Attorney Registration Rules of Court

eCourts

eCourts is a web based application that is designed to allow attorneys, in good standing, to electronically file documents with the courts. The Judiciary's plans for full implementation of eCourts in all trial court divisions is underway. The plan to modernize our systems is built on the following four essential functionalities:

- Electronic filing and information exchange between the court and attorneys;
- The creation of an electronic filing system;
- The establishment of an electronic case jacket;
- The maintenance of an electronic records management system that provides both attorneys and the public with access to case information.

eCourts Criminal >

eCourts Appellate >

eCourts Civil ▾

Attorney Login

System Filing Hours: Monday-Friday 2 a.m. to 8 p.m.

Case Jacket Access Hours: 24 hours a day - 7 days a week

NOTE: Foreclosure and DC complaints and motions filed after 8 PM will get the next business day filing date.

Electronic filing by all attorneys in eCourts Special Civil Part matters is mandatory effective May 1, 2017.

Who can file?

Attorneys

What can be filed?

All documents can be filed except the following:

After the login has been completed, the user will need to acknowledge the participation agreement.

Initial Registration

Please review the participation agreement for electronic filing in the New Jersey Trial Courts
To register, please complete the certification below, then click "Save and Continue".

Step 1 - Read the Participation Agreement

Please read the Terms and Conditions for eCourts Participation:

**TERMS AND CONDITIONS OF ACCESS TO AND PARTICIPATION IN
NEW JERSEY JUDICIARY ELECTRONIC APPLICATIONS**

For the purposes of Agreement, the term "application" includes the Judiciary Electronic Filing and Imaging System (JEFIS), eCourts, Appellate eFiling (NJ eDATA), Supreme Court eFiling, and the Electronic Access Program (EAP) or other systems as designated by the Judiciary.

TERM/TERMINATION

Participation in New Jersey Judiciary Electronic User Applications begins immediately upon the completion of online registration and the designation of the user ID and initial password.

Where applicable, registration constitutes the user's request for, and consent to, electronic service of court-generated documents and documents filed electronically by other parties for cases that are initiated electronically.

Step 2 - Complete Certifications

Please complete the following.

I confirm that I have read, understood, and agree to abide by the terms of the user agreement above. (Click [here](#) to print a copy).

I agree to accept electronic service.

[Save and Continue](#)

After this point, the user can verify their firm information and will also be prompted to enter up to 3 Email addresses, which will receive all eCourts notifications regarding cases in which the attorney is assigned.

Foreclosure Attorney User Guide

Judiciary eCourts System - Special Civil

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Home | Help | Logout

User: [redacted]

Judiciary Help Desk: 1-800-343-7002 or 609-633-2275
eCourts Support: 8:00 AM - 5:00 PM Normal Business Days

Verify Firm Information and Enter Email Address

eFiling Contact Information

Please verify the following firm/business information to begin electronic filing.
For inquiries and information related to updating your attorney contact information, please contact the Superior Court Clerk's Office at (609) 421-6100.
Please review or edit, if necessary, the email addresses for electronic notification. All filing correspondence and notification will be sent to email addresses provided.

Firm Name and Address	Email Addresses for Electronic Notifications
[blurred]	* Email 1 <input type="text"/>
	Email 2 <input type="text"/>
	Email 3 <input type="text"/>

Certification of Information

I certify that all of this information is true and accurate.

[Continue](#)

After clicking 'Continue' the user will be taken to the eCourts Home Page, where the appropriate Court/Division can be selected

Judiciary eCourts System - General Equity - Foreclosure

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Home | Help | Logout

eCOURTS HOME | eFILING | CASE JACKET

User: 007412003, T. LANDAU Firm: ANSELL GRIMM & AARON PC

Welcome to eCourts

Select Court/Division: General Equity-Foreclosure [eFile](#) [View Case Jacket](#)

Judiciary Help Desk: 1-800-343-7002 or 609-633-2275
eCourts Support: 8:00 AM - 5:00 PM Normal Business Days

Announcements

There are no announcements.

To Return to Verify Firm and Email Screen click "Back" [Back](#)

From this point, the user can select the area in which to work, by clicking the respective tab at the top of the screen.

eFiling Tab

From the eFiling Tab, the user will have the ability to perform the following functions:

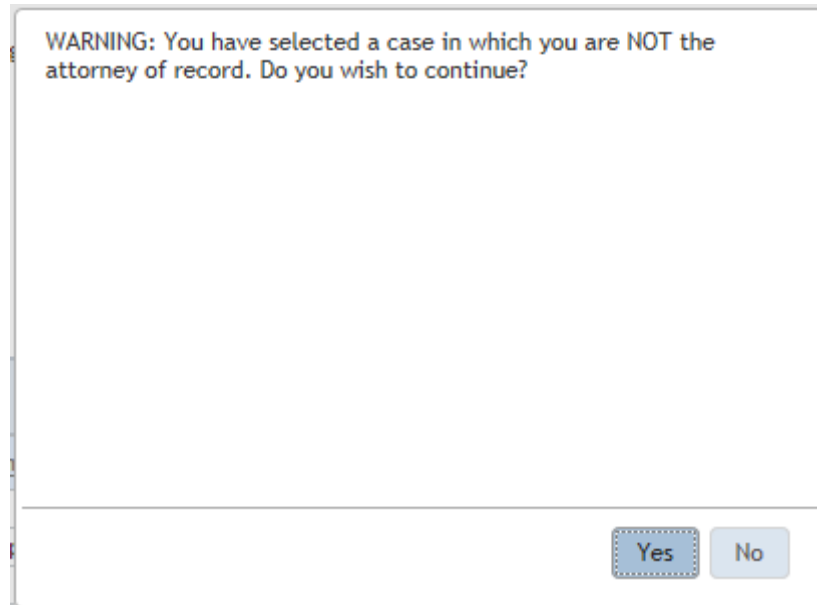
- File against an existing case
- File the same document against multiple case
- File a complaint
- Retrieve a previously saved complaint

To file against an already existing case, simply enter the docket number of the case and select the 'Search' button.

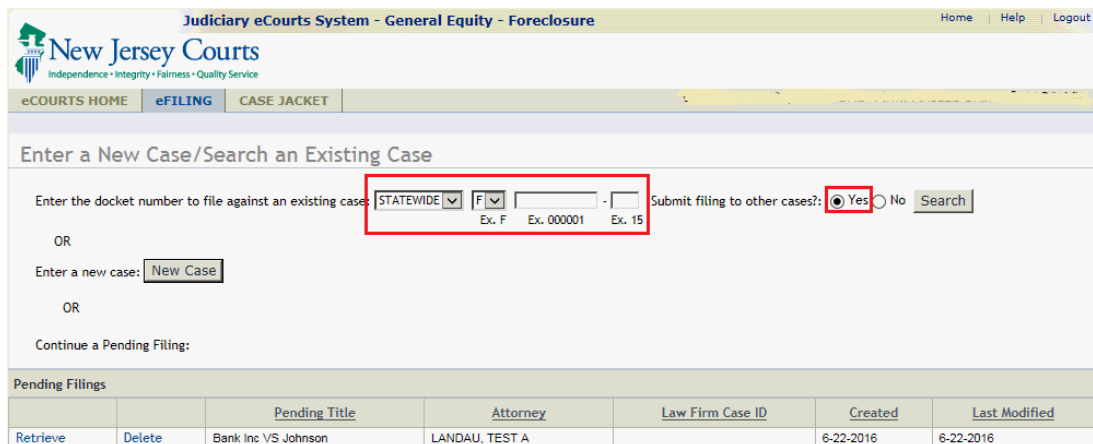
The screenshot displays the 'Judiciary eCourts System - General Equity - Foreclosure' interface. The 'eFILING' tab is active. The main section is titled 'Enter a New Case/Search an Existing Case'. It features a search form with a dropdown menu set to 'STATEWIDE', a dropdown menu set to 'F', and a text input field. Below the text input field are examples: 'Ex. F', 'Ex. 000001', and 'Ex. 15'. To the right of the text input field is a radio button group for 'Submit filing to other cases?:' with 'Yes' and 'No' options, where 'No' is selected. A 'Search' button is located to the right of the radio buttons. Below the search form are three options: 'Enter a new case: New Case', 'Continue a Pending Filing:', and a 'Pending Filings' table.

Pending Filings		Pending Title	Attorney	Law Firm Case ID	Created	Last Modified
Retrieve	Delete	Bank Inc VS Johnson	LANDAU, TEST A		6-22-2016	6-22-2016

Note: In the event the user is attempting to file against a case in which their firm does not currently represent a party, the system will display a warning popup making the user aware of the situation. This warning will not prevent filing, it simply displays for acknowledgement purposes.



To file the same filing against multiple cases, enter the docket number from one of the cases, select 'Yes' to submit filing to other cases, then click the 'Search' button.



To initiate a case and file a complaint, click the 'New Case' button.

Foreclosure Attorney User Guide

Enter a New Case/Search an Existing Case

Enter the docket number to file against an existing case: STATEWIDE F Submit filing to other cases?: Yes No

OR

Enter a new case: **New Case**

OR

Continue a Pending Filing:

Pending Filings		Pending Title	Attorney	Law Firm Case ID	Created	Last Modified
Retrieve	Delete	Bank Inc VS Johnson	LANDAU, TEST A		6-22-2016	6-22-2016

To retrieve a previously saved complaint, click the 'Retrieve' link from the Pending Filings section.

Enter a New Case/Search an Existing Case

Enter the docket number to file against an existing case: STATEWIDE F Submit filing to other cases?: Yes No

OR

Enter a new case: **New Case**

OR

Continue a Pending Filing:

Pending Filings		Pending Title	Attorney	Law Firm Case ID	Created	Last Modified
Retrieve	Delete	Bank Inc VS Johnson	LANDAU, TEST A		6-22-2016	6-22-2016

Upload Document - Case Initiation

Enter Case Details

This screen allows the filer to enter the case details pertaining to the complaint filing.

Note: In the event the user is retrieving a previously saved complaint, the system will return to the 'Enter Case Details' screen. The user will need to progress from that point forward.

To enter the case details follow the steps below:

The screenshot shows the 'Enter Case Details' form with the following elements:

- Navigation tabs: eCOURTS HOME, eFILING, CASE JACKET
- User information: User: 007412003, T. LANDAU Firm: ANSELL GRIMM & AARON PC
- Section: Enter Case Details
- Form fields:
 - * Select Court Section: Foreclosure (dropdown menu, red arrow)
 - * Select Venue: (dropdown menu, red arrow)
 - * Certification:
 - I certify that the matter in controversy is not the subject of any other court action or arbitration proceeding, no pending or contemplated, and that no other parties should be joined in this action.
 - I certify that the matter in controversy is subject to another court action or arbitration proceeding, pending or contemplated.
 - Enter Case Details (sub-section header)
 - * Select Foreclosure Case Type: (dropdown menu, red arrow)
 - Law Firm Case ID: (text input field, red arrow)
- Continue button

1. Select the Court Section.

Note: This field will be defaulted to Foreclosure

2. Select the Venue.

3. Acknowledge the Certification of No Other Action.

Note: In the event the matter in controversy is subject to another court matter, the filer will be presented with a text box where that information can be provided

The screenshot shows the 'Enter Case Details' form in the eFILING system. At the top, there are navigation tabs for 'eCOURTS HOME', 'eFILING', and 'CASE JACKET'. The user information is 'User: 007412003, T. LANDAU Firm: ANSELL GRIMM & AARON PC'. The form has two sections. The first section, titled 'Enter Case Details', contains: a dropdown for 'Select Court Section' with 'Foreclosure' selected; a dropdown for 'Select Venue'; two radio button options: the first is 'I certify that the matter in controversy is not the subject of any other court action or arbitration proceeding, no pending or contemplated, and that no other parties should be joined in this action.'; the second is 'I certify that the matter in controversy is subject to another court action or arbitration proceeding, pending or contemplated.'; a text area with a red border and a red box around the text 'If the matter in controversy is subject to other court actions or proceedings, please provide the details of those matters in the space below.'; and a 'Continue' button at the bottom right. The second section, also titled 'Enter Case Details', contains: a dropdown for 'Select Foreclosure Case Type'; and a text field for 'Law Firm Case ID'.

4. Select the Foreclosure Case Type

5. Enter the Law Firm Case ID if one is utilized by filer's firm.

Once the case details have been entered, click 'Continue'

Enter a Plaintiff

For specific details on how to add a defendant, click this [link](#).

The filer will be required to enter the details for each plaintiff.

To add a plaintiff follow the steps below:

1. Click the '+' icon

eCOURTS HOME eFILING CASE JACKET User: 007412003, T. LANDAU Firm: ANSELL GRIMM & AARON PC

Enter Plaintiff(s)

Back

Click + to enter a Plaintiff

Case Details: Case Type: Residential Mortgage Foreclosure

Plaintiff(s)

	Party Description	Name	Address	Phone	Attorney
+ (highlighted)					

Back Continue

Note: For non-complaint filings, the '+' icon will be located below the Select Filer or Movant/Adversary section.

Once the Add a Plaintiff popup appears, enter the plaintiff details by following the steps below:

Add a Plaintiff

* Party Type: Individual (1)

Party Affiliation: (2)

* Name: (3)

*First M.I. *Last

* Address Line 1: (4)

Address Line 2: (5)

* City: (6)

* State: NEW JERSEY (7)

* Zip: (8) Zip Ext: (8)

Phone: (9)

(10)	Alternate Type	Alternate Name
🗑️	▼	
🗑️	▼	
🗑️	▼	
🗑️	▼	
🗑️	▼	

* Will you need an Interpreter? Yes No (11)

* Will you need ADA accommodations? Yes No (12)

Additional Details: _____

Save Cancel

Note: In the event, this party is being added through the filing of a non-complaint, there will be an additional initial step where the user will need to select the 'Party Type' as either Plaintiff or Defendant.

1. Select the Party Description.

2. Select the Party Affiliation.

Note: This is not a required field.

3. Enter the Party Name.

Note: If Individual is selected as the Party Description, the name will include fields for First, M.I. and Last.

Add a Plaintiff

* Party Type:

Party Affiliation:

* Name:

*First M.I. *Last

Note: If Business is selected as the Party Description, the name field will display as one text box, and the Corporation Type will also have to be selected.

Add a Plaintiff

* Party Type:

Party Affiliation:

* Corporation Type:

* Name:

4. Enter the party's Address.

5. If applicable, enter the supplemental address information into Address Line 2.

6. Enter the party's City.

7. Enter the party's State.









Note: This field is defaulted to New Jersey.

8. Enter the party's Zip Code.

9. Enter the party's Phone Number.

Note: This is not a required field.

10. If applicable, enter the party's Alternate Name(s). Select the type, then enter the name.

	Alternate Type	Alternate Name
	ON BEHALF OF	ABC Bank
	TRADING AS	
	FORMALLY KNOWN AS	
	SURROGATE	
	ALSO KNOWN AS	
	NOW KNOWN AS	
	DOING BUSINESS AS	
	SUBROGEE	

11. Select whether or not an Interpreter has been requested.

Note: If an Interpreter has been requested, a Language must be selected.

* Will you need an Interpreter? Yes No
* Indicate Language:

12. Select whether or not an ADA Accommodation has been requested.

Note: If an ADA Accommodation has been requested, select the Accommodation and enter any Additional Details.

* Will you need ADA accommodations? Yes No
* Identify Requirements/Accommodations:
Additional Details:

Once all of the details have been entered, click 'Save'

These steps can be repeated as many times as necessary until all plaintiffs are added to the filing.

Enter a Defendant

For In Rem Tax Foreclosure case types, the system will go directly to the Add Property screen. The defendant screen will not be displayed.

The filer will be required to enter the details for each defendant.


To add a defendant follow the steps below:

1. Click the '+' icon

eCOURTS HOME eFILING CASE JACKET User: 007412003, T. LANDAU Firm: ANSELL GRIMM & AARON PC

Enter Defendant(s)


Back

Click  to enter a Defendant

Case Details: ▶ Case Type: Residential Mortgage Foreclosure

Plaintiff(s) ▶

Defendant(s) ▼


	Party Description	Name	Address	Phone	Attorney
					


Back Continue


Note: For non-complaint filings, the '+' icon will be located below the Select Filer or Movant/Adversary section.


Once the Add a Defendant popup appears, enter the defendant details by following the steps below:


Add a Defendant


* Party Type: Individual 


Party Affiliation: 



* Name: 
 *First M.I *Last


Address Line 1: 







Address Line 2: 

City: 

State: NEW JERSEY 

Zip:  Zip Ext: 

Phone: 

	Alternate Type	Alternate Name
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Save Cancel

Note: In the event, this party is being added through the filing of a non-complaint, there will be an additional initial step where the user will need to select the 'Party Type' as either Plaintiff or Defendant.

Foreclosure Attorney User Guide

1. Select the Party Description
2. Select the Party Affiliation.

Note: This is not a required field.

3. Enter the Party Name.

Note: If Individual is selected as the Party Description, the name will include fields for First, M.I. and Last.

Add a Defendant

* Party Type:

Party Affiliation:

* Name:

*First M.I *Last

Note: If Business is selected as the Party Description, the name field will display as one text box, and the Corporation Type will also have to be selected.

Add a Defendant

* Party Type:

Party Affiliation:

* Corporation Type:

* Name:

Note: The defendant address fields are not required entries. In the event the filer wishes to add a fictitious defendant to the pleading, enter *only* the name and party description but leave *all* of the address fields blank. The system will recognize this party as fictitious and will make the necessary accommodations in regards to fee calculation.









4. Enter the party's Address.
5. If applicable, enter the supplemental address information into Address Line 2.
6. Enter the party's City.
7. Enter the party's State.

Note: This field is defaulted to New Jersey.

8. Enter the party's Zip Code.
9. Enter the party's Phone Number.

Note: This is not a required field.

10. If applicable, enter the party's Alternate Name(s). Select the type, then enter the name.

	Alternate Type	Alternate Name
	ON BEHALF OF	ABC Bank
	TRADING AS	
	FORMALLY KNOWN AS	
	SURROGATE	
	ALSO KNOWN AS	
	NOW KNOWN AS	
	DOING BUSINESS AS	
	SUBROGEE	

Once all of the details have been entered, click 'Save'

These steps can be repeated as many times as necessary until all defendants are added to the filing.

Enter Property

The filer will be required to enter the details for each property.

To add a property follow the steps below:

1. Click the '+' icon

The screenshot shows the 'Enter Property(s)' form. At the top, there are navigation tabs: 'eCOURTS HOME', 'eFILING', and 'CASE JACKET'. The user information is 'User: 007412003, T. LANDAU Firm: ANSELL GRIMM & AARON PC'. Below the title 'Enter Property(s)', there is a 'Back' button. The form is divided into sections: 'Case Details' (Case Type: Residential Mortgage Foreclosure), 'Plaintiff(s)', 'Defendant(s)', and 'Property (s)'. The 'Property (s)' section is a table with columns: Street Address, Zip Code, County, Municipality, Municipal Block, and Lot. A red square highlights a '+' icon in the first row of the table. At the bottom right, there are 'Back' and 'Continue' buttons.

Once the Add Property popup appears, enter the property details by following the steps below:

The 'Add Property' popup form contains the following fields and elements:

- *County: [Dropdown menu] with a red arrow pointing to it.
- *Municipality: [Dropdown menu] with a red arrow pointing to it.
- *Block: [Text input] with a red arrow pointing to it.
- *Lot: [Text input] with a red arrow pointing to it.
- *Street Address: [Text input] with a red arrow pointing to it.
- *Zip Code: [Text input] with a red arrow pointing to it.
- A checkbox with the text: "The undersigned hereby certifies that a title search has been received and reviewed to identify lienholders and other entities with an interest in the property."
- 'Save' and 'Cancel' buttons at the bottom right.

1. Select the County
2. Select the Municipality

Note: Municipality options will only be available after a county is selected

3. Enter the property's Block.
4. Enter the property's Lot.
5. Enter the property's Street Address
6. Enter the property's Zip Code
7. Acknowledge the Certification of Title Search

Note: This certification is not applicable for In Rem Tax Foreclosure case types and will not appear

Once all of the details have been entered, click 'Save'

These steps can be repeated as many times as necessary until all properties are added to the filing.

Note: From this point forward, the filer will have the ability to 'Save' the filing, at which time it will be stored to the 'Pending Filings' section of the eFilings tab, where it can be retrieved at the user's discretion.

Attach Documents

Once the parties and property have been added, the filer will be taken to the Upload Required Documents screen to add the documents to be submitted with the filing.

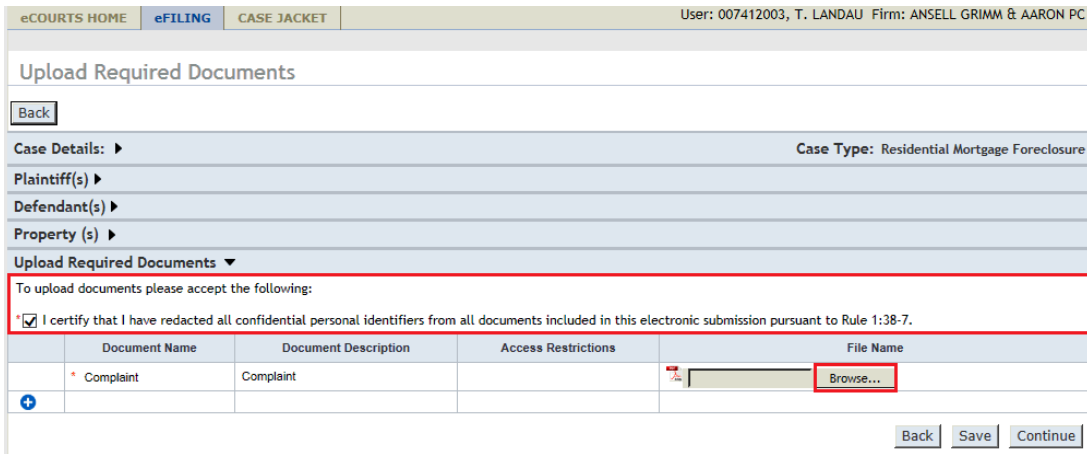
To Upload Documents follow the steps below:

Note: Documents designated with a red asterisk * are required submissions.

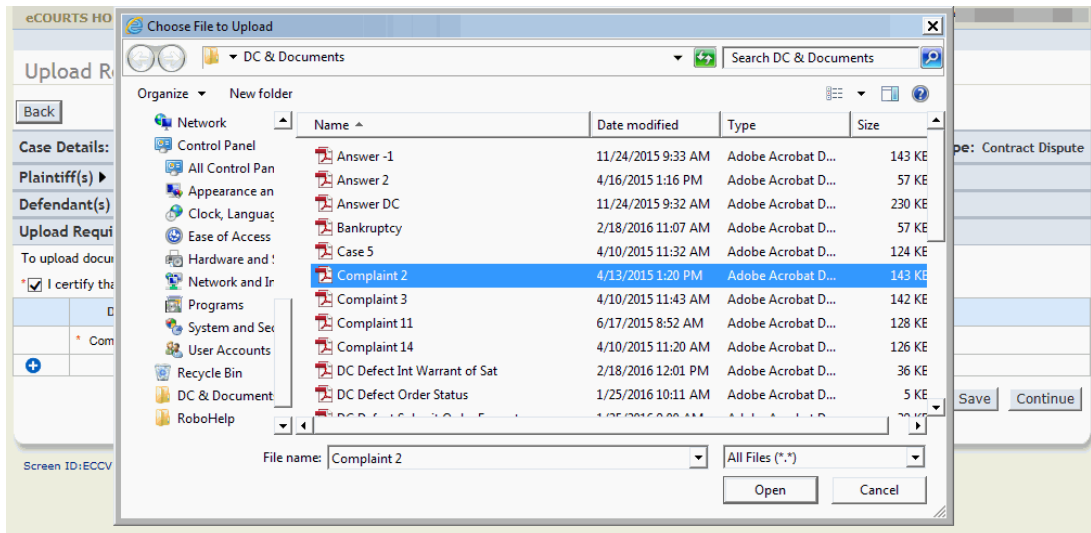
1. Acknowledge the Certification of Redaction

2. Select 'Browse'

Note: The Browse button will be disabled unless the certification has been acknowledged

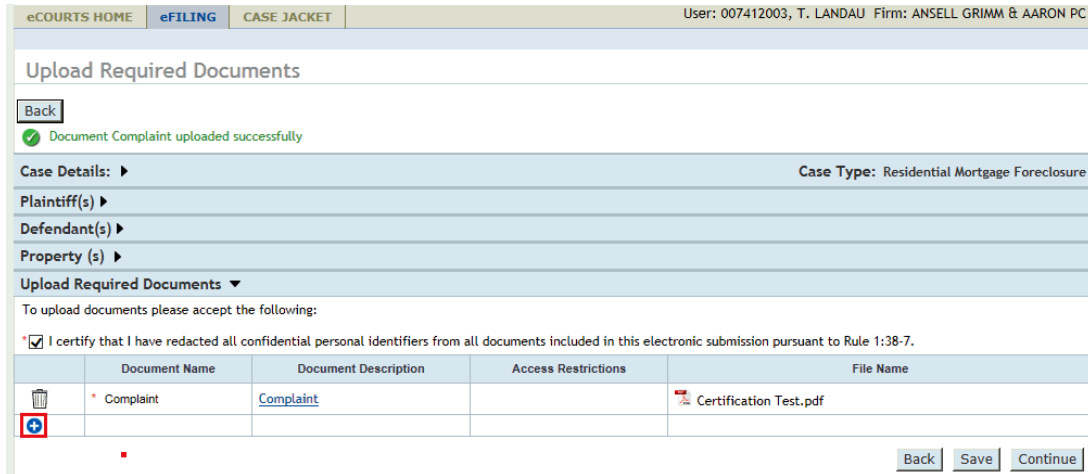


3. Select the appropriate file and select 'Open' to attach the document to the filing.



In the event, additional documents beyond the complaint need to be added to the filing, follow the steps below:

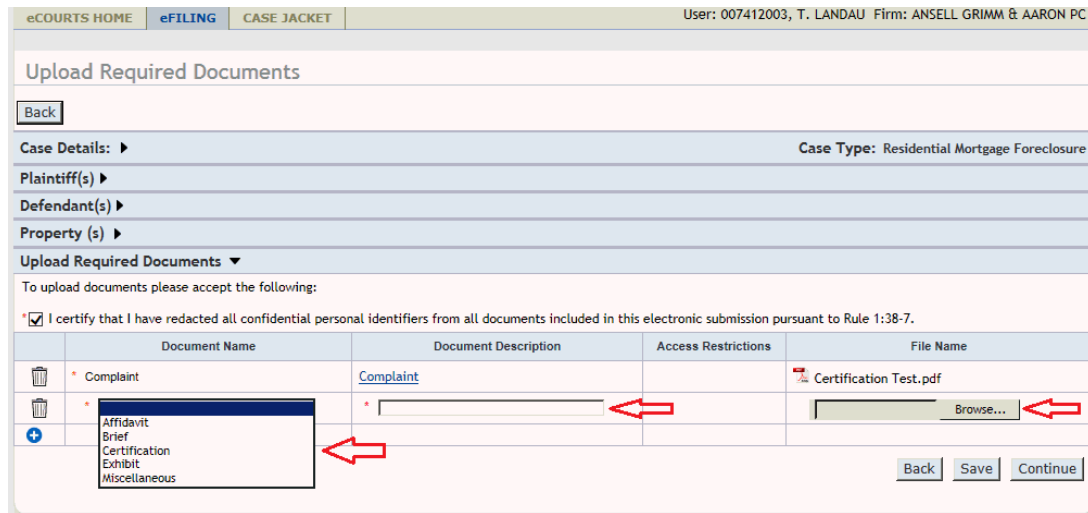
1. Select the '+' icon



2. Select the 'Document Name'

3. Enter the 'Document Description'

4. Select 'Browse' and select the file



After all files have been attached, click 'Continue'

Review and Submit

The Review and Submit screen gives the filer the opportunity to review all info provided and provide fee information.

To enter payment information follow the steps below:

The screenshot displays the 'Review and Submit' interface. At the top, navigation tabs include 'eCOURTS HOME', 'eFILING', and 'CASE JACKET'. The user information is 'User: 007412003, T. LANDAU Firm: ANSELL GRIMM & AARON PC'. The main heading is 'Review and Submit' with a 'Back' button. The 'Case Details' section shows 'Case Type: Residential Mortgage Foreclosure', 'Court: General Equity - Foreclosure', 'Section: Foreclosure-F', and 'Venue: SALEM'. The 'Plaintiff(s)' table lists 'Bank Inc' at '7 main Rd ,newark,NJ 07777'. The 'Defendant(s)' table lists 'Shoes Inc' at '7 Main Rd ,Salem City,NJ 08066'. The 'Property (s)' table shows '7 Main Rd' in 'SALEM' with 'Municipality: Salem City' and 'Municipal Block: 99'. Under 'Upload Required Documents', a document 'Complaint' is listed with 'File Name: Certification Test.pdf'. The 'Fees' section shows a 'Filing Fee: \$250.00' and 'Total: \$250.00'. The 'Reason for Filing Fee' is 'Exemption:'. The 'Payment Method' is 'Collateral Account', 'Account Number' is '143055', and 'Attorney's Client Reference Number' is empty. Red arrows point to these three fields. At the bottom are buttons for 'View/Print This Filing', 'Back', 'Save', and 'Submit'.

1. Payment Method will be defaulted to Collateral Account.
2. Select the Account Number.
3. If applicable, enter the Attorney's Client Reference Number.

In the event the filing fees have been waived follow the steps below:

1. Click the check box indicating the filer is exempt from the fee charge.
2. Select the Reason for the exemption.

After these steps are completed, all fees associated with the filing will be waived.

Once all fee and payment information has been completed, review the filing details to ensure the accuracy of the data.

By clicking on the 'View/Print The Filing' ([View/Print This Filing](#)) the filer can preview the Foreclosure Case Information Statement (FCIS), that will be generated by the system

After all of the pertinent information has been reviewed thoroughly, click 'Submit' which will prompt the following popup:

Once 'Yes' is selected, the complaint will be transmitted to the courts. The filer can select 'No' in order to go back and review the filing.

Confirmation

After the user has submitted the complaint, the confirmation screen will display with the following information available:

1. Docket Number

Note: In the event the complaint is submitted while the court's internal case processing system is offline, the docket number will not be returned immediately. The user will be prompted with a message that the system is down, and they will be notified accordingly once the system comes back online and a docket number is created.

2. Transaction ID

3. Received by eCourts Date

4. Total Payment Amount

5. Documents Received

The screenshot shows the 'Confirmation' page in the eCourts system. At the top, there are navigation tabs for 'eCOURTS HOME', 'eFILING', and 'CASE JACKET', along with user information: 'User: 007412003, T. LANDAU Firm: ANSELL GRIMM & AARON PC'. The main heading is 'Confirmation'. Below this, a green checkmark icon and a message state: 'Your filing has been successfully submitted. A confirmation has been sent to the email address you provided.' A 'Print' button is located to the right of this message. The 'Case Details' section includes 'Case Number: SWC-F-000346-16' (with a red arrow pointing to it), a 'View Case Jacket' link, 'Case Caption: BANK INC VS SHOES INC', 'Court: General Equity - Foreclosure', 'Section: Foreclosure-F', 'Venue: SALEM', and 'Case Type: Residential Mortgage Foreclosure'. The 'Transaction Information' section includes 'Transaction ID: CHC20161937' (with a red arrow), 'Documents Received: Complaint' (with a red arrow), 'Received by eCourts on: 06/17/2016' (with a red arrow), and 'Total Payment Amount: \$250.00' (with a red arrow). A 'New Case' button is located at the bottom right of the page.

The filer can also select 'View Case Jacket' to review the case jacket.

The 'New Case' button will redirect filers to the Enter New Case/Search an Existing Case screen.

The 'Print' button will present filers with a summary of the confirmation page.

Upload Document - Non-Complaint

Select Filing Type

After searching the docket number, the user can verify the case information and then select the details for the filing by the following the steps below:

1. Select the 'Filing Type'

The screenshot shows the 'eCOURTS HOME' interface with the 'eFILING' tab selected. The 'CASE JACKET' section displays case details for 'Case Number: SWC-F-000346-16'. The case caption is 'BANK INC VS SHOES INC', the court type is 'General Equity - Foreclosure', the venue is 'SALEM', and the case initiation date is '06/17/2016'. The case type is 'Residential Mortgage Foreclosure' and the case status is 'ACTIVE'. The 'Select Filing Type' dropdown menu is open, showing the following options: MISCELLANEOUS DOCUMENTS, MOTION RELATED, POST JUDGMENT, and RESPONSIVE PLEADINGS. The 'Continue' button is visible at the bottom right.

2. Select the 'Filing Description'

The screenshot shows the same 'eCOURTS HOME' interface. The 'Select Filing Type' dropdown menu is now closed and set to 'RESPONSIVE PLEADINGS'. The 'Select Filing Description' dropdown menu is open, showing the following options: Amended Answer, Appearance - First Pleading, Contested Answer, Non-contested Answer, Objection To Amount Due - First Pleading, and Objection/Opposition - First Pleading. The 'Continue' button is visible at the bottom right.

Note: A list of all of the available Filing Descriptions for each Filing Type can be found by selecting this [link](#).

Once the Type and Description have been selected, click 'Continue'

Select Filing Type - Multiple Case Filing

By selecting "Yes" to the submit to other cases question on the "Enter a New Case/Search an Existing case" screen, the Add Additional Cases screen will be displayed

The screenshot shows the top navigation bar with 'eCOURTS HOME', 'eFILING', and 'CASE JACKET'. Below is the title 'Enter a New Case/Search an Existing Case'. The main form area contains the text 'Enter the docket number to file against an existing case:'. There are three dropdown menus: 'STATEWIDE', 'F', and a date field '346 - 16'. Below these are examples: 'Ex. F', 'Ex. 000001', and 'Ex. 15'. To the right, it says 'Submit filing to other cases?:' with radio buttons for 'Yes' (selected) and 'No', followed by a 'Search' button.

Click the blue '+' sign to add the other cases.

The screenshot shows the 'Add Additional Cases' screen. It has a 'Back' button and the instruction 'Click + to add additional cases'. Below this is a summary bar: 'Case Number: SWC-F-000346-16 | Case Caption: BANK INC VS SHOES INC | View Case Jacket'. Underneath is a table of case details:

Case Caption: BANK INC VS SHOES INC	Venue: SALEM	Case Initiation Date: 06/17/2016
Court Type: General Equity - Foreclosure	Case Status: ACTIVE	
Case Type: Residential Mortgage Foreclosure	Judge:	
Case Track:		

 At the bottom left of the table area, there is a blue '+' sign in a red box. At the bottom right, there are 'Back' and 'Continue' buttons.

Enter a docket number to search for the additional cases one at a time.

The screenshot shows a close-up of the search input field. The text 'Enter the docket number to file against an existing case:' is followed by three dropdown menus: 'STATEWIDE', 'F', and a date field '345 - 16'. Below these are examples: 'Ex. Statewide', 'Ex. F', 'Ex. 000001', and 'Ex. 15'. A 'Search' button is to the right. The entire search area is highlighted with a red box. A 'Close' button is visible at the bottom right.

If the case exist, the details will be displayed underneath the previously entered cases. This process can be repeated as many times as necessary until all cases have been indicated.

The screenshot shows the 'Add Additional Cases' screen. At the top, there are navigation tabs: 'eCOURTS HOME', 'eFILING', and 'CASE JACKET'. Below the title, there is a 'Back' button and a prompt to 'Click + to add additional cases'. Two case entries are listed:

- Case 1:** Case Number: SWC-F-000346-16, Case Caption: BANK INC VS SHOES INC. Details include Court Type: General Equity - Foreclosure, Case Type: Residential Mortgage Foreclosure, Case Track, Venue: SALEM, Case Status: ACTIVE, and Case Initiation Date: 06/17/2016.
- Case 2:** Case Number: SWC-F-000345-16, Case Caption: DOE VS SMITH JOE. Details include Court Type: General Equity - Foreclosure, Case Type: Residential Mortgage Foreclosure, Case Track, Venue: MERCER, Case Status: ACTIVE, and Case Initiation Date: 06/17/2016.

Each case entry has a trash icon on the left and a 'View Case Jacket' link on the right. At the bottom right, there are 'Back' and 'Continue' buttons.

After all pertinent cases have been added, verify the case information of all indicated cases, then click continue.

Select Filer/Movant and Adversary

In the Responsive Pleadings category, when Contested Answer, Non Contested Answer and Amended Answer is selected, follow this [link](#) for help with these filing types.

For each filing submitted, the Filer/Movant(s) and Adversary(s) needs to be identified.

Note: "Movant" is used for motion filings only.

1. Select the Filer(s), identifying the party that is submitting the filing.
2. Select the Adversary (s), identifying the Target of the filing.

The screenshot shows the 'Select Filer(s)/Adversary(s)' screen. It includes a 'Back' button and 'Case Details' for Case Number: SWC-F-000346-16, Case Caption: BANK INC VS SHOES INC, Court Type: General Equity - Foreclosure, Case Type: Residential Mortgage Foreclosure, Case Track, Venue: SALEM, Case Status: ACTIVE, and Case Initiation Date: 06/17/2016. Below this is a table for selecting filers and adversaries:

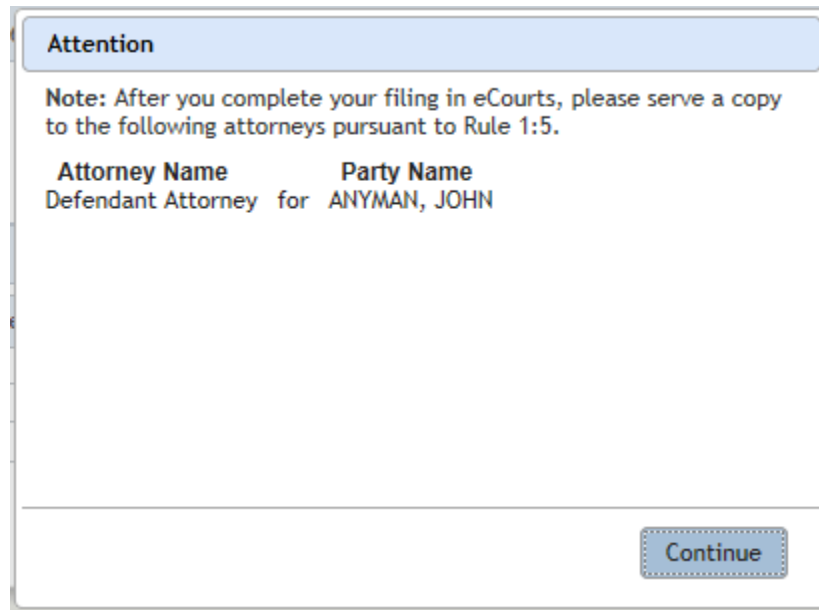
Filer	Adversary	Party Type	Name	Modify/Delete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plaintiff	BANK INC	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Defendant	SHOES INC	
<input type="checkbox"/>	<input type="checkbox"/>	Other	BLK 99 LOT 7	

At the bottom right, there are 'Back' and 'Continue' buttons.

Note: The blue '+' symbol will be displayed for specific filings to allow for the entry of new parties if so indicated by the filer. For more information on how to enter new parties, follow this [link](#)

Once all necessary Filer(s) and Adversary (s) have been selected, click 'Continue'

The system will display a popup alerting the filer of any party on the case that will not be electronically notified by eCourts.



The parties on this list may or may not require notification depending on the nature of the filing, but the user would need to determine that on a case by case basis.

Once the popup has been acknowledged, click 'Continue'

Select Filer and Adversary - Responsive Pleadings

In the Responsive Pleadings category, when Contested Answer, Non Contested Answer and Amended Answer is selected, follow the following steps on the Select Filer/Adversary screen.

Foreclosure Attorney User Guide

1. Select the Filer(s), identifying the party that is submitting the filing.
2. Select the Adversary (s), identifying the Target of the filing.
3. If applicable, indicate the specific type of answer being filed within the 'Additional Answer detail' section

The screenshot shows the 'Select Filer(s)/Adversary(s)' screen in the eCOURTS HOME system. The interface includes a navigation bar with 'eCOURTS HOME', 'eFILING', and 'CASE JACKET'. Below the navigation bar, there is a 'Back' button and a 'View Case Jacket' link. The case details section shows the following information:

- Case Number: SWC-F-000346-16
- Case Caption: BANK INC VS SHOES INC
- Court Type: General Equity - Foreclosure
- Venue: SALEM
- Case Initiation Date: 06/17/2016
- Case Type: Residential Mortgage Foreclosure
- Case Status: ACTIVE
- Case Track: [blank]
- Judge: [blank]

The 'Additional Answer Detail' section is highlighted with a red box and contains three checkboxes:

- Crossclaim
- Counterclaim
- 3rd Party Claim

Below this section is a table for selecting filers and adversaries:

Select Filer(s)/Adversary(s)					
Filer	Adversary	Party Type	Name	Special Accommodations?	Modify/Delete
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Plaintiff	BANK INC	Special Accommodations?	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Defendant	SHOES INC	Special Accommodations?	
<input type="checkbox"/>	<input type="checkbox"/>	Other	BLK 99 LOT 7		

At the bottom right of the screen, there are 'Back' and 'Continue' buttons.

Note: If an Answer with a 3rd Party Claim is being filed, the new party can be added by clicking the blue '+' symbol and following the directions in this [link](#).

Once all fields have been completed, click 'Continue'

Attach Documents - Non-Complaint

After agreeing to the Certification of Redaction, to upload required and mandatory documents follow the steps below:

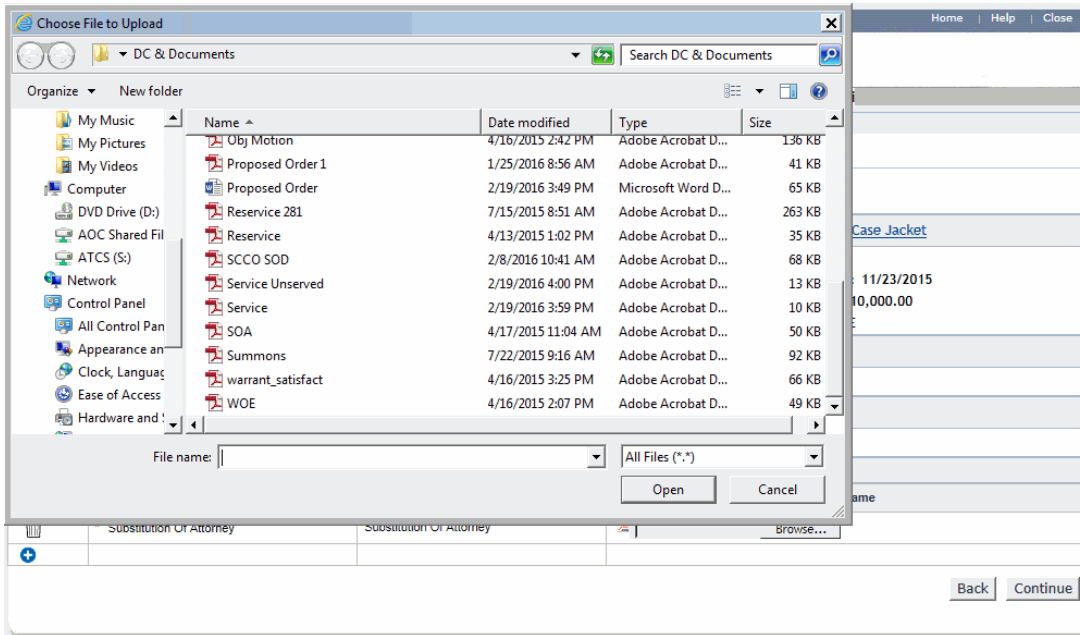
Note: Certification of Redaction has to be acknowledged in order to upload documents

Note: Documents designated with a red asterisk * are required submissions.

1. Select 'Browse'

Case Details		Case Number: SWC-F-000346-16	View Case Jacket
Case Caption: BANK INC VS SHOES INC			
Court Type: General Equity - Foreclosure	Venue: SALEM	Case Initiation Date: 06/17/2016	
Case Type: Residential Mortgage Foreclosure		Case Status: ACTIVE	
Case Track:	Judge:		
File(s)			
BANK INC Business			
Adversary(s)			
SHOES INC Business			
Upload Required Documents			
To upload documents please accept the following:			
<input checked="" type="checkbox"/> I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7.			
Document Name	Document Description	Access Restrictions	File Name
* Notice Of Motion	Notice Of Motion		<input type="text"/> Browse...
* Certification in Support of Motion	Certification in Support of Motion		<input type="text"/> Browse...
* Proposed Order	Proposed Order		<input type="text"/> Browse...
Certification of Service	Certification of Service		<input type="text"/> Browse...
Legal Brief	Legal Brief		<input type="text"/> Browse...

2. Select the appropriate file and select 'Open' to attach the document to the filing.



In the event, additional documents beyond the required ones need to be added to the filing, follow the steps below:

Foreclosure Attorney User Guide

1. Select the '+' icon

Case Details		Case Number: SWC-F-000346-16		View Case Jacket
Case Caption: BANK INC VS SHOES INC				
Court Type: General Equity - Foreclosure		Venue: SALEM	Case Initiation Date: 06/17/2016	
Case Type: Residential Mortgage Foreclosure		Case Status: ACTIVE		
Case Track:		Judge:		
Filer(s)				
BANK INC Business				
Adversary(s)				
SHOES INC Business				
Upload Required Documents				
To upload documents please accept the following:				
<input checked="" type="checkbox"/> I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7.				
	Document Name	Document Description	Access Restrictions	File Name
	* Notice Of Motion	Notice Of Motion		Notice of motion.pdf
	* Certification in Support of Motion	Certification in Support of Motion		Certification Test.pdf
	* Proposed Order	Proposed Order		Proposed Order.docx
	Certification of Service	Certification of Service		Certification Test.pdf
	Legal Brief	Legal Brief		<input type="text"/> Browse...

2. Select the 'Document Name'

3. Enter the 'Document Description'

4. Select 'Browse' and select the file

Case Details		Case Number: SWC-F-000346-16		View Case Jacket
Case Caption: BANK INC VS SHOES INC				
Court Type: General Equity - Foreclosure		Venue: SALEM	Case Initiation Date: 06/17/2016	
Case Type: Residential Mortgage Foreclosure		Case Status: ACTIVE		
Case Track:		Judge:		
Filer(s)				
BANK INC Business				
Adversary(s)				
SHOES INC Business				
Upload Required Documents				
To upload documents please accept the following:				
<input checked="" type="checkbox"/> I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7.				
	Document Name	Document Description	Access Restrictions	File Name
	* Notice Of Motion	Notice Of Motion		Notice of motion.pdf
	* Certification in Support of Motion	Certification in Support of Motion		Certification Test.pdf
	* Proposed Order	Proposed Order		Proposed Order.docx
	Certification of Service	Certification of Service		Certification Test.pdf
	Legal Brief	Legal Brief		<input type="text"/> Browse...
	* <input type="text" value="Affidavit"/>	* <input type="text" value="Test Document"/>		<input type="text"/> Browse...

For more information regarding fees, follow this [link](#).

For **Motion** filings, the Upload Document screen will have additional Motion Details section.

Note: This section does not apply to the Motion for Final Judgment

Enter Motion Details

* Pursuant to rule 1:34-6, are you submitting this motion to the Office of Foreclosure? Yes No

* Are You Requesting Oral Arguments? Yes No Only if an opposition is filed.

* Select Proof of Service Date:

Proposed Return/Hearing Date:

In the section, the filer will be required to provide the following information:

1. An answer to the Rule 1:34-6 Office of Foreclosure question
2. Oral Argument requests
3. Proof of Service Date
4. Propose Hearing Date (motions not submitted to the Office of Foreclosure only)

Review and Submit - Non-Complaint

After reviewing the details, if a fee is required for the filing, enter the appropriate payment information.

To enter payment information follow the steps below:

Foreclosure Attorney User Guide

Case Details		Case Number: SWC-F-000346-16	View Case Jacket	
Case Caption: BANK INC VS SHOES INC				
Court Type: General Equity - Foreclosure	Venue: SALEM	Case Initiation Date: 06/17/2016		
Case Type: Residential Mortgage Foreclosure		Case Status: ACTIVE		
Case Track:		Judge:		
Filer(s)				
BANK INC Business				
Adversary(s)				
SHOES INC Business				
Upload Required Documents				
To upload documents please accept the following:				
<input checked="" type="checkbox"/> I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7.				
	Document Name	Document Description	Access Restrictions	File Name
	* Notice Of Motion	Notice Of Motion		Notice of motion.pdf
	* Certification in Support of Motion	Certification in Support of Motion		Certification Test.pdf
	* Proposed Order	Proposed Order		Proposed Order.docx
	Certification of Service	Certification of Service		Certification Test.pdf
	Legal Brief	Legal Brief		<input type="text"/> Browse...
Fee				
<input type="checkbox"/> I certify that I am exempt from the fee charge associated with this filing.				
Filing Fee: \$ 50.00		Reason for Filing Fee Exemption: <input type="text"/>		
Total: \$ 50.00		*Select Payment Method: <input type="text" value="Collateral Account"/>		
		*Enter Account Number: <input type="text" value="143055"/>		
		Attorney Client Reference Number: <input type="text"/>		
				<input type="button" value="Back"/> <input type="button" value="Submit"/>

1. Select the Payment Method.
2. Select the Account Number.
3. If applicable, enter the Attorney's Client Reference Number.

In the event the filing fees have been waived follow the steps below:

Fees	
<input checked="" type="checkbox"/> I certify that I am exempt from the fee charge associated with this filing.	<input checked="" type="checkbox"/> Reason for Filing Fee Exemption:
Filing Fee: \$0.00 Service Fee: \$0.00 Attorney's Fee: <input type="text" value="0.00"/> Total: \$0.00	<input type="text" value="Court Order Permitting the Waiver of Fees Approved"/> Select Pay: Filing on behalf of Legal Services, Public Interest Org or Pro Bono Programs Select Acc: Filing on behalf of State Office/Agency Filing on behalf of the Office of the Public Defender Attorney's Client Reference Number: <input type="text"/>
<input type="button" value="View/Print Summons"/> <input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Submit"/>	

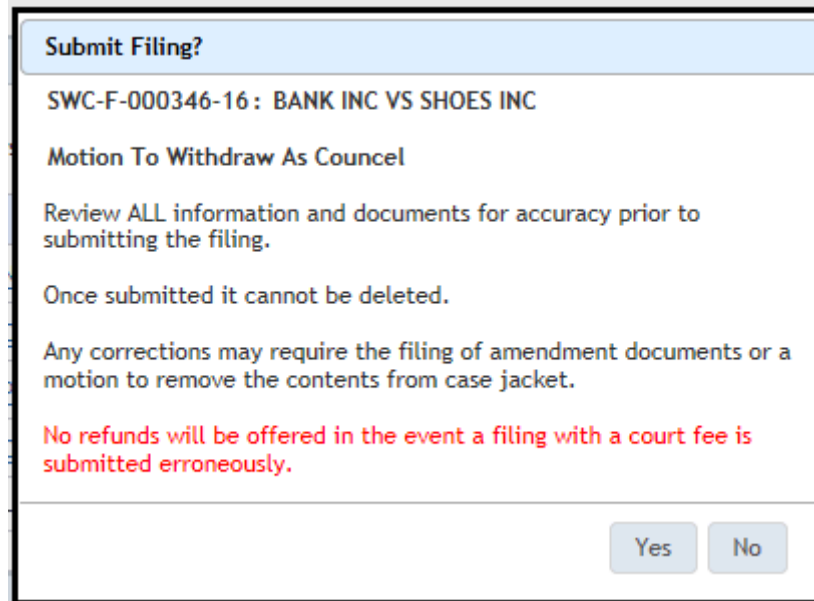
1. Click the check box indicating the filer is exempt from the fee charge.

2. Select the Reason for the exemption.

After these steps are completed, all fees associated with the filing will be waived.

Once all fee and payment information has been completed, review the filing details to ensure the accuracy of the data.

After all of the pertinent information has been reviewed thoroughly, click 'Submit' which will prompt the following popup:



Submit Filing?

SWC-F-000346-16 : BANK INC VS SHOES INC

Motion To Withdraw As Counsel

Review ALL information and documents for accuracy prior to submitting the filing.

Once submitted it cannot be deleted.

Any corrections may require the filing of amendment documents or a motion to remove the contents from case jacket.

No refunds will be offered in the event a filing with a court fee is submitted erroneously.

Yes No

Once all information has been reviewed and verified, click 'Yes' on the pop-up.

Confirmation - Non-Complaint

After the filer has submitted the filing, the confirmation screen will display with the following information:

1. Transaction ID
2. Received by eCourts Date
3. Total Payment Amount (If applicable)

4. Documents Received

The screenshot shows a web interface with a navigation bar at the top containing 'eCOURTS HOME', 'eFILING', and 'CASE JACKET'. Below the navigation bar is a 'Confirmation' section with a green checkmark and the message: 'Your filing has been successfully submitted. A confirmation has been sent to the email address you provided.' A 'Print' button is located to the right of this message. Below the confirmation is a 'Case Details' section with a 'View Case Jacket' link. The case details include: Case Number: SWC-F-000346-16, Case Caption: BANK INC VS SHOES INC, Court Type: General Equity - Foreclosure, Venue: SALEM, Case Initiation Date: 06/17/2016, Case Type: Residential Mortgage Foreclosure, Case Status: ACTIVE, and Case Track: Judge. Below this is a 'Transaction Information' section with the following details: Transaction ID: CHC20161975, Received by eCourts on: 06/20/2016, and Total Payment Amount: \$50.00. A 'Documents Received' list includes: Notice Of Motion, Certification in Support of Motion, Proposed Order, and Certification of Service. A 'New Case' button is located at the bottom right of the page.

Confirmation		
Your filing has been successfully submitted. A confirmation has been sent to the email address you provided.		
Case Details		View Case Jacket
Case Number: SWC-F-000346-16		
Case Caption: BANK INC VS SHOES INC		
Court Type: General Equity - Foreclosure	Venue: SALEM	Case Initiation Date: 06/17/2016
Case Type: Residential Mortgage Foreclosure	Case Status: ACTIVE	
Case Track:	Judge:	
Transaction Information:		
Transaction ID: CHC20161975	Received by eCourts on: 06/20/2016	Total Payment Amount: \$50.00
Documents Received: Notice Of Motion Certification in Support of Motion Proposed Order Certification of Service		
		New Case

The user can also select 'View Case Jacket' to review the case jacket.

The 'New Case' button will redirect filers to the Enter New Case/Search an Existing Case screen.

The 'Print' button will present filers with a summary of the confirmation page.

Case Jacket Search

The Case Jacket Search function provide the options to find a case using 1.) A docket number, and 2.) Party Name. For instructions on how to use each option, click on the links below:

[Search By Docket Number](#)

[Search by Party Name](#)

Search By Docket Number

The system defaults to the Search by Docket Number tab.

CASE JACKET User: T.LANDAU Firm: DUGALIC & LANDAU PC

Search For Case General Equity-Foreclosure

Search for Case Jacket

Search By Docket Number Search By Party Name

Case County: Statewide Docket Type: ForeClosure Docket Number: Docket Year:

Ex. Atlantic Ex. Special Civil Part(DC) Ex. 012345 Ex. 15

Search

To begin searching for a case by docket number, follow the below steps:

1. Case County defaults to "Statewide" and cannot be changed. Verify that "Statewide" is displayed in Case County field.

CASE JACKET User: T.LANDAU Firm: DUGALIC & LANDAU PC

Search For Case General Equity-Foreclosure

Search for Case Jacket

Search By Docket Number Search By Party Name

Case County: Statewide Docket Type: ForeClosure Docket Number: Docket Year:

Ex. 012345 Ex. 15

Search

2. Docket Type defaults to "Foreclosure" and cannot be changed. Verify that "Foreclosure" is displayed in Docket Type field.

CASE JACKET User: T.LANDAU Firm: DUGALIC & LANDAU PC

Search For Case General Equity-Foreclosure

Search for Case Jacket

Search By Docket Number Search By Party Name

Case County: Statewide Docket Type: Foreclosure Docket Number: Docket Year:

Ex. 012345 Ex. 15

Search

3. Enter the Docket Number and two digit Docket Year of case

CASE JACKET User: T.LANDAU Firm: DUGALIC & LANDAU PC

Search For Case General Equity-Foreclosure

Search for Case Jacket

Search By Docket Number Search By Party Name

Case County: Statewide Docket Type: Foreclosure Docket Number: 337 Docket Year: 16

Ex. 012345 Ex. 15

Search

4. Click on the Search button

CASE JACKET User: T.LANDAU Firm: DUGALIC & LANDAU PC

Search For Case General Equity-Foreclosure

Search for Case Jacket

Search By Docket Number Search By Party Name

Case County: Statewide Docket Type: Foreclosure Docket Number: 337 Docket Year: 16

Ex. 012345 Ex. 15

Search

The system will then display the Case Jacket for the docket number that was entered. View Case Jacket help can be found [here](#).

Search By Party Name

To begin searching for a case by Party Name, follow the below steps:

1. Click on the Search By Party Name tab

Search for Case Jacket

Search By Docket Number **Search By Party Name**

Note: This search retrieves an exact name match.

Search by: Individual Business

*Individual Name:

 *Last *First MI-Optional

2. Search by Party Name provide the options to search by the following :

[Individual Name](#)

[Business Name](#)

Note: This search option defaults to the Individual Name search

Individual Name Search

1. To execute an Individual Name search, enter the Last and First name of the individual

Search for Case Jacket

Search By Docket Number Search By Party Name

Note: This search retrieves an exact name match.

Search by: Individual Business

*Individual Name: Search

*Last *First MI-Optional

Note: Individual name search retrieves exact name matches

Note: A middle initial can also be added to the search, but is optional

Note: If only one match is found, the system automatically display the Case Jacket for that match. View Case Jacket help can be found [here](#).

- System will display all Cases with individual name match. Name, Venue, Docket Number, Case Caption and Case Initiation columns will display with the search results.

Search for Case Jacket

Search By Docket Number Search By Party Name

Note: This search retrieves an exact name match.

Search by: Individual Business

*Individual Name: Search

*Last *First MI-Optional

Name	Venue	Docket Number	Case Caption	Case Initiation Date
SMITH JOHN	OCEAN	C-000187-10	SMITH V JONES	12/14/2010
SMITH JOHN	MERCER	F-000003-14	BANK VS SMITH JOHN	12/11/2013
SMITH JOHN	MONMOUTH	F-000004-14	ABC COMPANY VS SMITH JOHN	12/11/2013
SMITH JOHN	ATLANTIC	F-000010-16	SMITH VS MARTIN	02/12/2016
SMITH JOHN	WARREN	F-000012-16	ABC CORP VS SMITH	02/12/2016
SMITH JOHN	MERCER	F-000034-14	2ND NATL BANK VS SMITH JOHN	06/30/2014
SMITH JOHN	CAMDEN	F-000035-13	MORGAN VS SMITH JOHN	02/05/2013
SMITH JOHN	CAMDEN	F-000040-13	BANK OF US VS SMITH JOHN	02/06/2013
SMITH JOHN	CAMDEN	F-000042-15	ANY STATE FINANCE MO VS SMITH JOHN	02/25/2015

Note: Search results can be sorted by clicking on any of the column labels in the blue banner

Foreclosure Attorney User Guide

Search:				
Name	Venue	Docket Number	Case Caption	Case Initiation Date

Note: Search results will display cases from all General Equity/Chancery sections including Foreclosure (F), Chancery (C) and Probate (P). However, case jacket access will only be granted to Foreclosure (F) cases.

SMITH JOHN	OCEAN	C-000187-10	SMITH V JONES	12/14/2010
SMITH JOHN	MERCER	F-000003-14	BANK VS SMITH JOHN	12/11/2013
SMITH JOHN	MONMOUTH	F-000004-14	ABC COMPANY VS SMITH JOHN	12/11/2013
SMITH JOHN	ATLANTIC	F-000010-16	SMITH VS MARTIN	02/12/2016
SMITH JOHN	WARREN	F-000012-16	ABC CORP VS SMITH	02/12/2016
SMITH JOHN	MERCER	F-000034-14	2ND NATL BANK VS SMITH JOHN	06/30/2014
SMITH JOHN	CAMDEN	F-000035-13	MORGAN VS SMITH JOHN	02/05/2013

Note: Search results with multiple matches will display 20 matches per page. To view all matches, click on the numbers at the bottom of the results page

SMITH JOHN	BERGEN	F-000073-13	COLUMBIA BANK VS SMITH JOHN	02/13/2013
Showing 1 to 20 of 300 entries				
First Previous 1 2 3 4 5 ... 15 Next Last				

- To view Case Details and Documents, click on the docket number associated with the Case

SMITH JOHN	BERGEN	F-000073-13	COLUMBIA BANK VS SMITH JOHN	02/13/2013
------------	--------	-----------------------------	-----------------------------	------------

The system will then display the Case Jacket for the docket number that was selected. View Case Jacket help can be found [here](#).

Business Name Search

1. To execute a Business Name search, enter the name of the business

Search for Case Jacket

Note: This search retrieves an exact name match.

Search by: Individual Business

*Business Name:

Note: If only one match is found, the system automatically display the Case Jacket for that match. View Case Jacket help can be found [here](#)

2. System will display all Cases with the business name match. Name, Venue, Docket Number, Case Caption and Case Initiation columns will display with the search results.

Search for Case Jacket

Note: This search retrieves an exact name match.

Search by: Individual Business

*Business Name:

Name ▲	Venue ▼	Docket Number ▼	Case Caption ▼	Case Initiation Date ▼
PNC BANK	MIDDLESEX	F-031476-13	PNC BANK VS AMHERST INVESTMENT	09/04/2013
PNC BANK	BURLINGTON	F-000015-15	DEUTSCHE BANK VS SENGUL MURAT	01/29/2015
PNC BANK	SALEM	F-000036-16	PNC BANK VS PEOPLE	02/23/2016
PNC BANK	SALEM	F-000043-16	PNC BANK VS TEST COMPANY	02/24/2016
PNC BANK	SALEM	F-000242-16	PNC BANK VS BLK 78 LOT 8	04/25/2016
PNC BANK	ATLANTIC	F-000299-16	PNC BANK VS BOA BANK	05/20/2016
PNC BANK	ATLANTIC	F-000309-16	BOA VS PNC BANK	06/02/2016
PNC BANK	ESSEX	F-000536-11	PNC BANK VS LANCER INVESTMENTS	02/02/2011

Note: Search results can be sorted by clicking on any of the column labels in the blue banner

Search: <input type="text"/>				
Name ▲	Venue ▼	Docket Number ▼	Case Caption ▼	Case Initiation Date ▼

Note: Search results with multiple matches will display 20 matches per page. To view all matches, click on the numbers at the bottom of the results page

PNC BANK	ESSEX	C-000023-02	OHIO SAVINGS BANK VS JOHNSON	01/17/2002
Showing 1 to 20 of 300 entries		First Previous 1 2 3 4 5 ... 15 Next Last		

3. To view Case Details and Documents, click on the docket number associated with the case.

PNC BANK	ESSEX	F-000536-11	PNC BANK VS LANCER INVESTMENTS	02/02/2011
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The system will display the Case Jacket for the docket number that was selected. View Case Jacket help can be found [here](#).

External Case Jacket View

The Foreclosure (F) case jacket has three (3) sections. These sections are as follow:

[Case Details](#)

[Parties](#)

[Case Actions](#)

CASE JACKET
User:T.LANDAU Firm:DUGALIC & LANDAU PC

✔ No JEFIS actions found

Docket Number: SWC F 000297 - 16

Back
Create Summary Report

Case Details

Case Caption: Lending Llc Vs Joe'S Ice Cream Shac K
 Court: General Equity-Foreclosure Venue: Salem Case Initiation Date: 05/20/2016
 Case Type: Strict Foreclosure Case Status: Active
 Case Track: Judge:

Parties

Plaintiffs (1) Defendants (1) Properties (1)

▶ Lending Llc

Case Actions

Filed Date	Filings	Docket Text	Transaction ID	Entry Date
5/20/2016		Complaint submitted by LANDAU, TEST A, ANSELL GRIMM & AARON PC on behalf of LENDING LLC against JOE'S ICE CREAM SHACK	CHC20161452	5/20/2016
5/20/2016		Miscellaneous Document submitted by T. LANDAU of ANSELL GRIMM & AARON PC on behalf of LENDING LLC against JOE'S ICE CREAM SHACK	CHC20161453	5/20/2016
5/20/2016		DEFICIENCY NOTICE: re: MISCELLANEOUS DOCUMENT [CHC20161453] -Wrong document actually submitted	CHC20161464	5/20/2016
5/20/2016		Motion For Final Judgment submitted by T. LANDAU of ANSELL GRIMM & AARON PC on behalf of LENDING LLC against JOE'S ICE CREAM SHACK, BLK 869 LOT 7	CHC20161468	5/20/2016
5/20/2016		DEFICIENCY NOTICE: re: MOTION FOR FINAL JUDGMENT [CHC20161468] -Submit new certification	CHC20161469	5/20/2016

Showing 1 to 5 of 5 entries

Case Details

The Case Details section of the Case Jacket will display the following information:

Docket Number

Case Caption

Court

Venue

Case Initiation Date

Case Type

Case Status

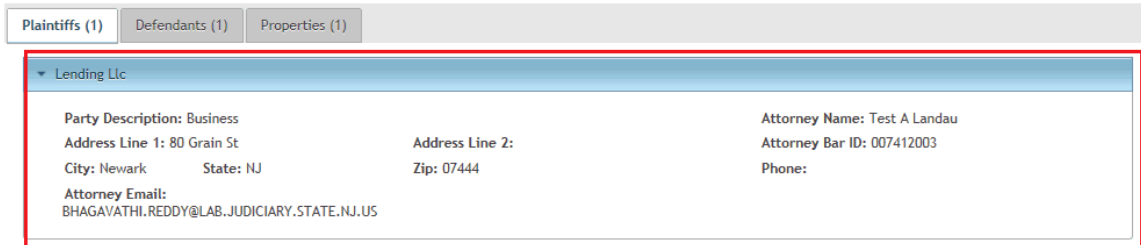
Case Track

Judge

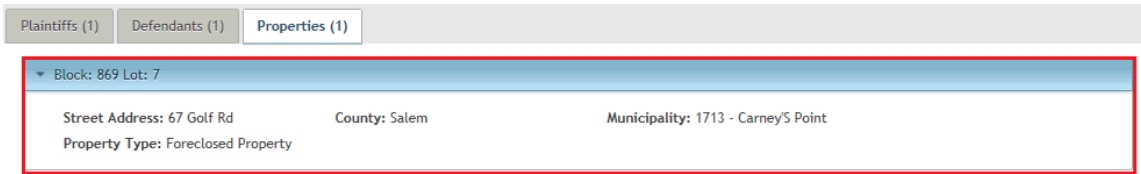
The screenshot shows a web interface for a 'CASE JACKET'. At the top right, it says 'User: T.LANDAU Firm: DUGALIC & LANDAU PC'. Below that, a green checkmark icon is followed by the text 'No JEFIS actions found'. A red rectangular box highlights the main case information area. Inside this box, the 'Docket Number' is 'SWC F 000297 - 16'. Below the docket number are two buttons: 'Back' on the left and 'Create Summary Report' on the right. The case details are listed in two columns: 'Case Caption: Lending Llc Vs Joe'S Ice Cream Shac K', 'Court: General Equity-Foreclosure', 'Case Type: Strict Foreclosure', and 'Case Track:' on the left; and 'Venue: Salem', 'Case Status: Active', and 'Judge:' on the right. The 'Case Initiation Date: 05/20/2016' is displayed on the right side of the details area.

Parties

This section of the Case Jacket is represented by tabs, and displays all Plaintiffs, Defendants and Properties on the case. In order to view a party's information, select either the Plaintiffs, Defendants or Properties tab, then click on the banner with the party name or block and lot to expand the section



Property Tab



Note: If a party has alternate name (s) in the case management system, "AKA" will be displayed next to the party name on the banner. To view all alternate name(s), move mouse over the "AKA".



For each party excluding Properties, the following information is displayed:

Foreclosure Attorney User Guide

Party Name (on banner)

Party Description

Street address, City, State and Zip

Attorney eMail Address

Phone number

Attorney's Name and Bar ID

For Properties, the following will be displayed:

Block and Lot (on banner)

Street Address

County

Municipality

Property Type

Note: This section defaults to the plaintiff tab

Note: Party count will appear next to the label on each tab in parenthesis

Case Actions

The Case Actions section of the Case Jacket displays the following columns:






Filed Date - Date on which filing was submitted

[Filings](#) - Contains documents and notifications for filing (Click on hyperlink to be taken to the Filings section)

Docket Text - Provides a brief description of what was filed and by whom

Transaction ID - A unique ID assigned to filing generated by the eCourts application

Entry Date - Date on which filing was entered in the eCourts case jacket


Case Actions				
Filed Date ▲	Filings ▾	Docket Text ▾	Transaction ID ▾	Entry Date ▾
5/20/2016	 	Complaint submitted by LANDAU, TEST A, ANSELL GRIMM & AARON PC on behalf of LENDING LLC against JOE'S ICE CREAM SHACK	CHC20161452	5/20/2016
5/20/2016	 	Miscellaneous Document submitted by T. LANDAU of ANSELL GRIMM & AARON PC on behalf of LENDING LLC against JOE'S ICE CREAM SHACK	CHC20161453	5/20/2016
5/20/2016		DEFICIENCY NOTICE: re: MISCELLANEOUS DOCUMENT [CHC20161453] -Wrong document actually submitted	CHC20161464	5/20/2016
5/20/2016	 	Motion For Final Judgment submitted by T. LANDAU of ANSELL GRIMM & AARON PC on behalf of LENDING LLC against JOE'S ICE CREAM SHACK, BLK 869 LOT 7	CHC20161468	5/20/2016
5/20/2016		DEFICIENCY NOTICE: re: MOTION FOR FINAL JUDGMENT [CHC20161468] -Submit new certification	CHC20161469	5/20/2016

Showing 1 to 5 of 5 entries

Note: Entries can be sorted by clicking on any of the column labels in the blue banner

Case Actions				
Filed Date ▲	Filings ▾	Docket Text ▾	Transaction ID ▾	Entry Date ▾

Note: At the bottom of Case Actions section, a message showing number of entries will be displayed



5/20/2016		DEFICIENCY NOTICE: re: MOTION FOR FINAL JUDGMENT [CHC20161468] -Submit new certification	CHC20161469	5/20/2016
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Showing 1 to 5 of 5 entries



Filings

There are two images displayed in the Filings column. These images are:

Foreclosure Attorney User Guide


-  - Indicating that the filing has documents associated with it.
-  - Indicating that the filing has a system generated notification associated with it

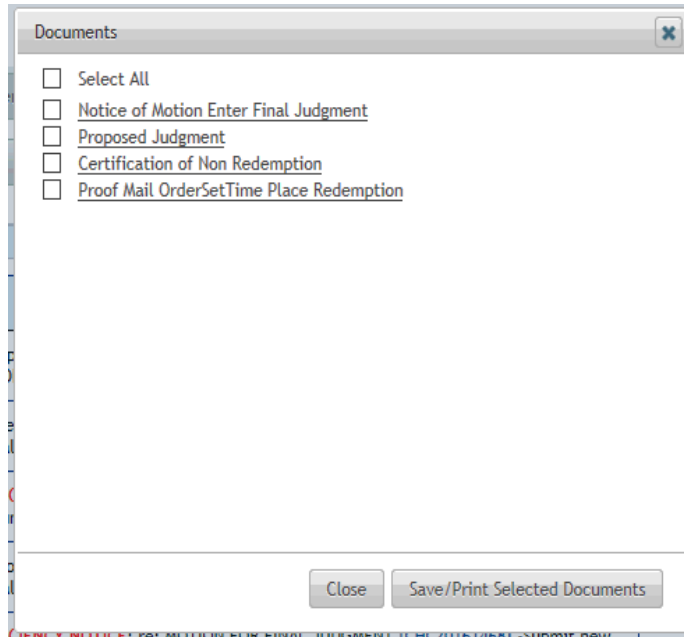
Note: Deficiency Notices and Clerk's Notices will not have documents associated with their case jacket entries

5/20/2016		DEFICIENCY NOTICE: re: MOTION FOR FINAL JUDGMENT [CHC20161468] -Submit new certification	CHC20161469	5/20/2016
6/15/2016		CLERK NOTICE: re: [CHC20161468] -Please go check the Case jacket	CHC20161904	6/15/2016

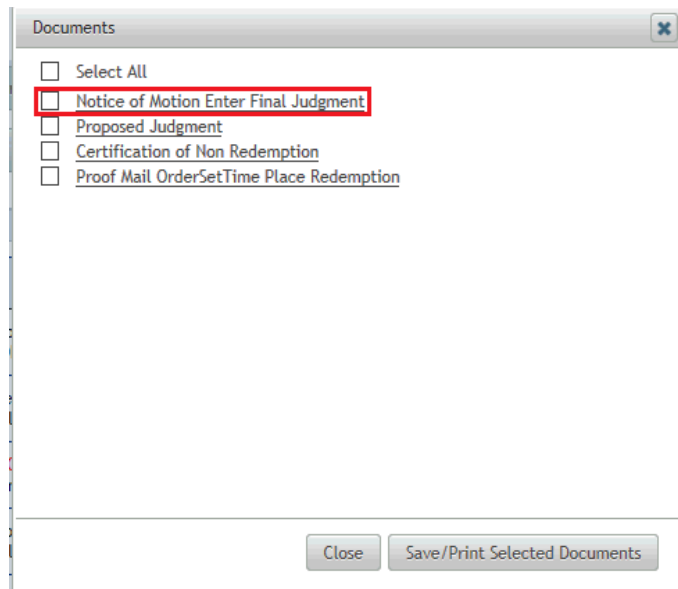
Note: Certain filings entered into the case jacket by Court Staff will not generate a notification

6/14/2016		Letter of Opinion submitted by Court	CHC20161905	6/15/2016
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If a filing has a  icon, click on the icon to reveal a list of the documents associate with the filing. This list will be displayed in a pop-up window



To view a single document, click on the name of the document



Note: In order to view all available documents at once, check the "Select All box, then click the Save/Print Selected Documents button. By doing this, the system displays all documents as one file, making it easy to print the entire package

Foreclosure Attorney User Guide



The document will be displayed


SWC-F-000297-16 05/20/2016 1:44:12 PM Pg 1 of 1 Trans ID: CHC20161468

Test Firm and Testing, P.C.
1135 Clifton Road
Clifton, New Jersey 07013
Telephone: (973) 555-5555

Any Bank, Inc	Superior Court of New Jersey
Plaintiff,	DOCKET # : F 000297-16
v.	
Any Business, LLC	Foreclosure Action
Defendant.	NOTICE OF MOTION

The "Blue Stamp" can be found on each document that resides in the Case Jacket. The "Blue Stamp" is eCourt's "Received" stamp, displaying the Docket Number, Date and Time document was received by eCourts, number of pages, and unique eCourts generated Transaction ID

SWC-F-000297-16 05/20/2016 1:44:12 PM Pg 1 of 1 Trans ID: CHC20161468	
<p>Test Firm and Testing, P.C. 1135 Clifton Road Clifton, New Jersey 07013 Telephone: (973) 555-5555</p>	
<p>Any Bank, Inc</p> <p style="text-align: right;">Plaintiff,</p> <p style="text-align: center;">v.</p> <p>Any Business, LLC</p> <p style="text-align: right;">Defendant.</p>	<p>Superior Court of New Jersey DOCKET# : F 000297-16</p> <hr/> <p>Foreclosure Action NOTICE OF MOTION</p>

If a filing has a  icon, click on the icon to reveal the notification associated with the filing. This notification would have been generated on initiation of the Case Action entry, and outlines some case details, and who was electronically notified for that entry, and who wasn't (if any)

Foreclosure Attorney User Guide

GENERAL EQUITY COURT OF NEW JERSEY - eCOURTS	
The following was filed by T. LANDAU on 05/20/2016 at 1:44 PM:	
Plaintiff Name:	LENDING LLC
Defendant Name:	JOE'S ICE CREAM SHACK, BLK 869 LOT 7
Case Caption:	LENDING LLC VS JOE'S ICE CREAM SHAC K
Case Number:	SWC-F-000297-16
Document Number:	CHC20161468
Docket Text:	Motion For Final Judgment submitted by T. LANDAU of ANSELL GRIMM & AARON PC on behalf of LENDING LLC against JOE'S ICE CREAM SHACK, BLK 869 LOT 7
Notice has been electronically mailed to:	
Plaintiff Attorney	LENDING LLC
	TestAttorney1 @LAB.JUDICIARY.STATE.NJ.US
	TestAttorney2 @LAB.JUDICIARY.STATE.NJ.US
	TestAttorney3 @LAB.JUDICIARY.STATE.NJ.US
Notice was not electronically mailed to:	
DEFENDANT	JOE'S ICE CREAM SHACK
OTHER	
Login to eCourts to view the case jacket. You will need a valid user ID(Bar ID) to view the submitted documents.	
For questions, please contact the Superior Court Clerk's Office.	
This communication is for notification purposes only.	
This email was sent from a notification-only address that cannot accept incoming mail. Please do not reply to this message.	

Create Summary Report

To view a report of the case jacket, click on the  button.

This will display a summary of the case jacket in pdf format, making it easy to print a summary of the entire Case Jacket

Foreclosure Case Summary

Case Number: SWC F-000297-16
Case Caption: Lending Lic Vs Joe'S Ice Cream Shac K
Court: General Equity-Foreclosure **Venue:** Salem **Case Initiation Date:** 05/20/2016
Case Type: Strict Foreclosure **Case Status:** Active
Case Track: **Judge:**

Plaintiffs

Lending Lic

Party Description: Business **Attorney Name:** Test A Landau
Address Line 1: 80 Grain St **Address Line 2:** **Attorney Bar ID:** 007412003
City: Newark **State:** NJ **Zip:** 07444 **Phone:**
Attorney Email:
 BHAGAVATHI.REDDY@LAB.JUDICIARY.STATE.NJ.US

Defendants

Joe'S Ice Cream Shack

JEFIS Case Actions

For cases that were initiated with JEFIS, the documents will be made available in the eCourts Case Jacket.

Note: If there are no JEFIS Case Actions, a message will appear when the case jacket is displayed

CASE JACKET User: T.LANDAU Firm: DUGALIC & LANDAU PC

✓ No JEFIS actions found



Docket Number: SWC F 000297 - 16

Back Create Summary Report








Case Caption: Lending Lic Vs Joe'S Ice Cream Shac K Venue: Salem Case Initiation Date: 05/20/2016
 Court: General Equity-Foreclosure Case Status: Active
 Case Type: Strict Foreclosure Judge:
 Case Track:

This section will be located below the eCourts Case Actions section.

Foreclosure Attorney User Guide

Case Actions					
Filed Date ▲	Filings	Docket Text	Transaction ID	Entry Date	Entered By
2/17/2016	 	Miscellaneous Motion submitted by of on behalf of BULLY LENDING against JOHN FREDRICKSON, JOHN DOE	SCP20163271	2/17/2016	012152010

Showing 1 to 1 of 1 entries

JEFIS Case Actions					
Created Date ▲	Filings	Document Type	Description	Attorney Name	Firm Name
06/05/2015		Complaint	COMPLAINT - MAIL		Qa Web Legal Team
06/10/2015		Summons	Summons		
06/12/2015		Reservice	Reservice		Qa Web Legal Team
06/12/2015		Summons	Summons		
07/09/2015		Summons	Summons		
09/09/2015		Summons	Subsequent Summons		
01/05/2016		Summons	Summons		

Showing 1 to 7 of 7 entries

The JEFIS Case Actions section of the Case Jacket displays the following columns:

Created Date - Date on which document was entered into the JEFIS Case Jacket


Filings - Displays a paperclip icon indicating that there is a document present

Document Type - Displays the type of document

Description - Displays a description of the document

Attorney Name - Displays the attorney name associated with the JEFIS Case Action entry

Firm Name - Displays the name of the attorney's firm

In order to view a document associated with a specific JEFIS Case Action, click the  associated with that entry. The system will then display that document.