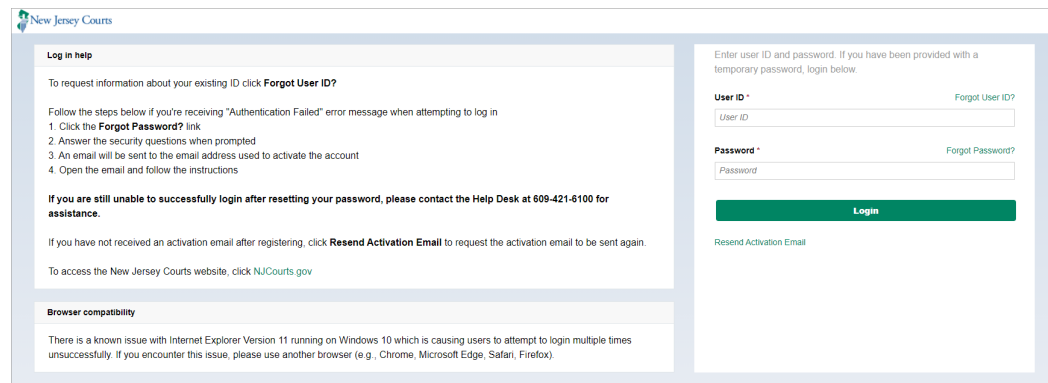


The quick reference guide below is a step-by-step process for reviewing evidence that has been previously submitted or add additional attachments to your evidence list.

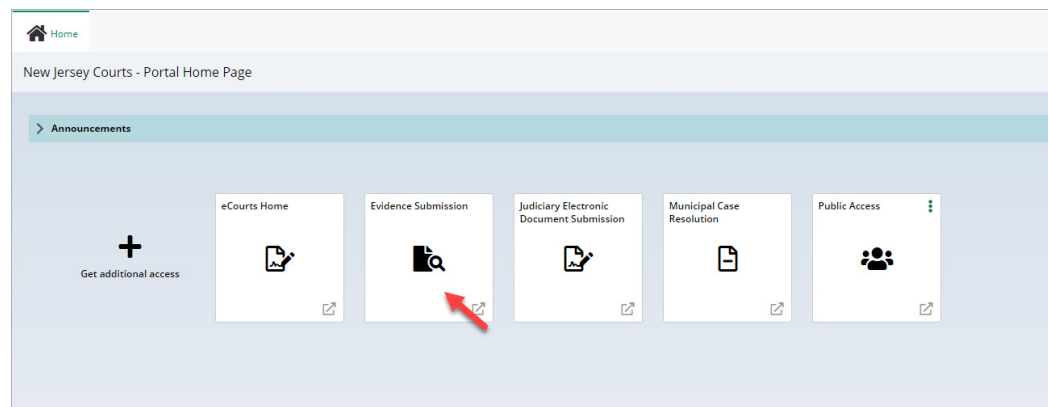
Process

Screenshot

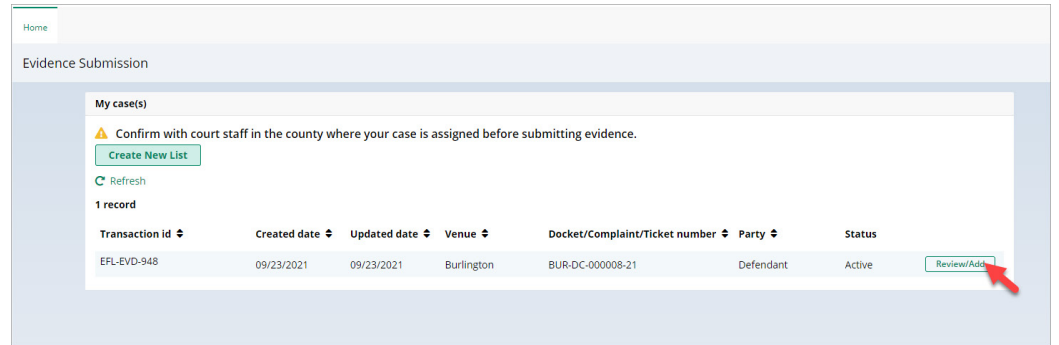
1. Login to the ESSO Portal (<https://portal-cloud.njcourts.gov/prweb/PRAuth/CloudSAMLAuth?AppName=ESSO>)



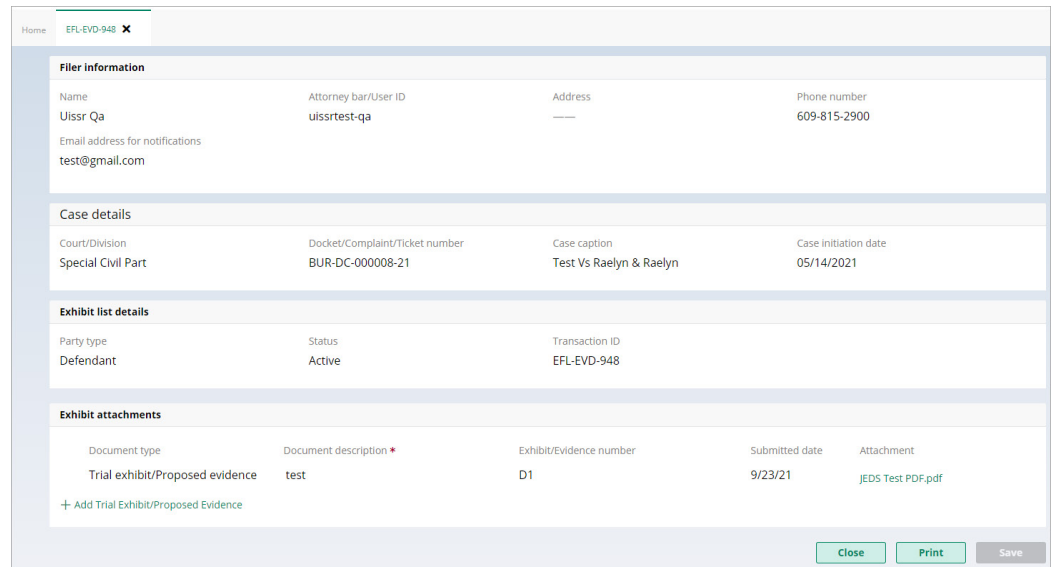
2. On the Portal, select 'Evidence Submission'.



3. Select 'Review/Add' next to the applicable evidence list.



4. The evidence list details you submitted are viewable on this screen. If you would like to add additional attachments, proceed to Step 5.



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

Home EFL-EVD-948 X

**Filer information**

Name	Attorney bar/User ID	Address	Phone number
Uissr Qa	uissrtest-qa	—	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	Status	Transaction ID
Defendant	Active	EFL-EVD-948

**Exhibit attachments**

Document type	Document description *	Exhibit/Evidence number	Submitted date	Attachment
Trial exhibit/Proposed evidence	test	D1	9/23/21	JEDS Test PDF.pdf

+ Add Trial Exhibit/Proposed Evidence

Close Print Save

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

Home EFL-EVD-948 X

**Filer information**

Name	Attorney bar/User ID	Address	Phone number
Uissr Qa	uissrtest-qa	—	609-815-2900
Email address for notifications			
test@gmail.com			

**Case details**

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Special Civil Part	BUR-DC-000008-21	Test Vs Raelyn & Raelyn	05/14/2021

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Defendant	Active	EFL-EVD-948

**Exhibit attachments**

Document type	Document description *	Exhibit/Evidence number	Submitted date	Attachment
Trial exhibit/Proposed evidence	test	D1	9/23/21	JEDS Test PDF.pdf

+ Add Trial Exhibit/Proposed Evidence

Close Print Save

**Attach single file**

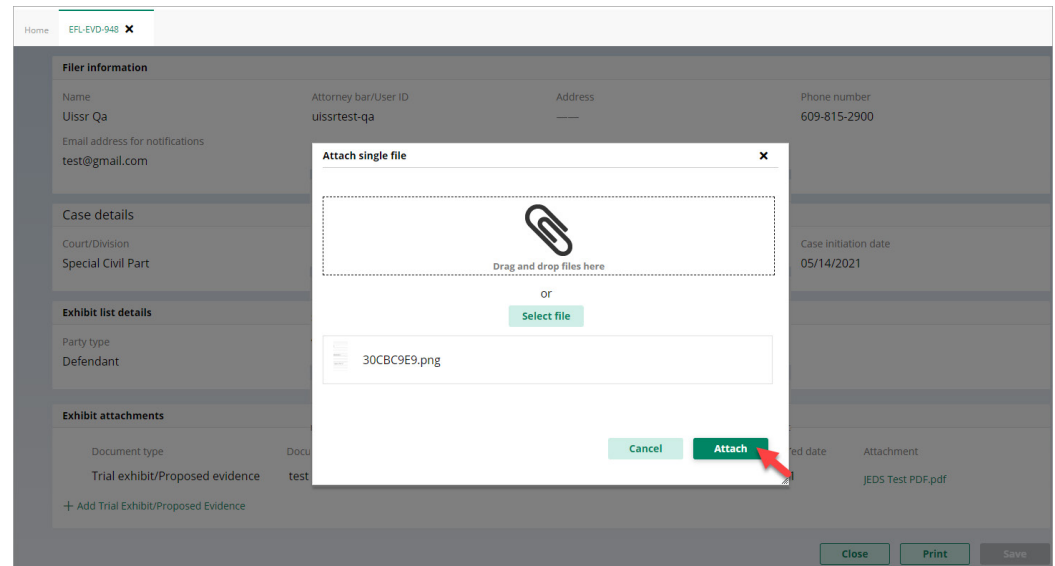
Drag and drop files here

OR

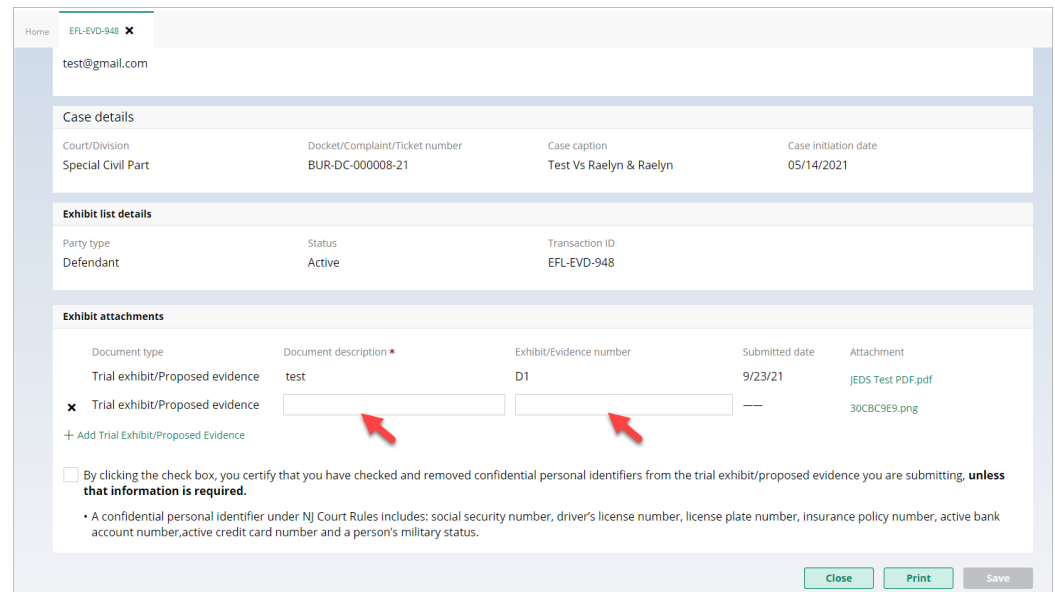
Select file

Cancel Attach

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



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



9. To add additional attachments, select '+ Add trial exhibit/proposed evidence' and follow steps 5-8.

Home EFL-EVD-948 x  
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	Status	Transaction ID
Defendant	Active	EFL-EVD-948

**Exhibit attachments**

Document type	Document description *	Exhibit/Evidence number	Submitted date	Attachment
Trial exhibit/Proposed evidence	test	D1	9/23/21	JEDS Test PDF.pdf
x Trial exhibit/Proposed evidence	test2	D2	---	30CBC9E9.png

+ 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.

Close Print Save

10. Once you have attached any additional trial exhibit/proposed evidence, review the newly added attachments. You can select the 'x' to remove any attachments you didn't intend to upload.

Home EFL-EVD-948 x  
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	Status	Transaction ID
Defendant	Active	EFL-EVD-948

**Exhibit attachments**

Document type	Document description *	Exhibit/Evidence number	Submitted date	Attachment
Trial exhibit/Proposed evidence	test	D1	9/23/21	JEDS Test PDF.pdf
x Trial exhibit/Proposed evidence	test2	D2	---	30CBC9E9.png

+ 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.

Close Print Save

11. Once you added all of your additional trial exhibit/proposed evidence, review the certification and select the checkbox and select 'Save'.

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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	Status	Transaction ID
Defendant	Active	EFL-EVD-948

**Exhibit attachments**

Document type	Document description *	Exhibit/Evidence number	Submitted date	Attachment
Trial exhibit/Proposed evidence	test	D1	9/23/21	JEDS Test PDF.pdf
<input checked="" type="checkbox"/> Trial exhibit/Proposed evidence	test2	D2	---	30CBC9E9.png

+ 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.

Close Print **Save**

12. A confirmation message will display.

Home EFL-EVD-948 ✕

**Your trial exhibit/proposed evidence has been successfully uploaded. A confirmation has been sent to the email address(es) you provided.** ✕

**Filer information**

Name	Attorney bar/User ID	Address	Phone number
Uissr Qa	uissrtest-qa	---	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	Status	Transaction ID
Defendant	Active	EFL-EVD-948

**Exhibit attachments**


Document type	Document description *	Exhibit/Evidence number	Submitted date	Attachment
Trial exhibit/Proposed evidence	test	D1	9/23/21	JEDS Test PDF.pdf
Trial exhibit/Proposed evidence	test2	D2	9/23/21	30CBC9E9.png

+ Add Trial Exhibit/Proposed Evidence

Close Print Save

13. A confirmation email is 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.**