

## NJ eDATA (eCourts-Appellate) First Time Filer's Requirements

Please have the following information available before you proceed:

1. **CASE INFORMATION** from judgment or order.

DOCKET#, CASE TITLE, COUNTY, JUDGE, DISPOSITION DATE, CASE TYPE

2. **PARTY/ATTORNEY INFORMATION**

APPELLANT and representing ATTORNEY (if not PRO SE)  
RESPONDENT and representing ATTORNEY (if not PRO SE)

3. **DOCUMENTS** (To see the list of system generated FORMS, [click here](#))

The following documents are required to initiate a case:

**JUDGMENT/ORDER** in electronic form

The system will generate the following forms based on user entered data:

**MOTION FOR LEAVE TO APPEAL**, if case is not FINAL  
**NOTICE OF APPEAL**  
**CASE INFORMATION STATEMENT**  
**TRANSCRIPT INFORMATION**

4. **PAYMENT** (To review the SCHEDULE OF FEES, [click here](#))

The following forms of payment are accepted:

COLLATERAL ACCOUNT - JACS (JUDICIARY ACCOUNT CHARGE SYSTEM)  
To contact the JACS Support unit, contact the call center at 609-421-6100 Monday –  
Friday from 8:30 AM to 4:30 PM or email [jacssupport@mbx.njcourts.gov](mailto:jacssupport@mbx.njcourts.gov).

5. **IF PAYMENT CANNOT BE MADE AT THE TIME OF FILING YOU MUST FILE A MOTION FOR LEAVE TO PROCEED AS AN INDIGENT.**