

Helpful Tips for NJ eDATA (eCourts-Appellate)

Below is a list of tips for your use.

1. Make sure your email account accepts email messages from the court (NJeDATAnotices Mailbox) and does not treat these messages as spam, blocking them from reaching you. As a precaution, it's wise to check your spam or junk in-box for court email messages before automatically deleting the spam e-mail messages you receive.
2. In order to file a substitution of attorney you must register first with eCourts-Appellate by notifying the eDATA team at 609-292-4591.
3. It is your responsibility to maintain the accuracy of your personal information, including an up-to-date email address. You can access your profile information by selecting My Profile → Update Email from the NJ eDATA Home page.
4. When you create your user account, you can provide alternate email addresses in your profile so that others will also receive your Notifications of Electronic Filings. For example, as an attorney, you can list the e-mail addresses of your home or office personnel as alternate e-mail addresses so that they will also receive notifications of your filings. Please be advised that updating your profile email will also change your eCourts emails if you are registered for that system.
5. If you share your log-in password with a co-worker and that co-worker leaves the firm, be sure to change your log-in password immediately on the Judiciary's portal website for Attorney Registration and Payment log-in page. If you share your eCourts-Appellate submission password with a co-worker and that co-worker leaves the firm, be sure to change your eCourts-Appellate submission password immediately. To do so, choose My Profile → Change Password from the NJeDATA Home page.
6. Follow the standard paper process when necessary to notify individuals who are not registered users for eCourts-Appellate or who do not have an e-mail address.
7. For payments, you will need an Attorney Collateral Account – JACS (Judiciary Account Charge System), to pay the filing fee online.
8. Sign documents electronically in the following format:

s/ (attorney name).
9. The Court does not provide legal advice. Refer to the rules for eFiling and remember that only the "how" has changed. The rules still apply, you may access the rules by clicking on the link under Quick Reference → Appellate Division Rules from the eCourts-Appellate Home page.