

Helpful Tips for eCourts Appellate

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 609-815-2950 ext. 52590.
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 and Update Email from the eCourts Appellate 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 Judiciary login password immediately by going to the Attorney Registration and Payment page, select Login and Reset Password.
6. Follow the standard paper process for serving individuals within the case that have not entered a confirmed eCourts email address, or are pro se and cannot be served electronically.
7. For filing fees can be paid by your JACS (Judiciary Account Charge System) account or by credit card (Visa, Master Card, AMEX). Service fees are charged for credit card payments.
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.