

## NOTICE TO THE BAR

### **REMINDER – APPELLATE DIVISION – MANDATORY ELECTRONIC FILING BY ALL ATTORNEYS IN ALL APPEALS EFFECTIVE JANUARY 1, 2018**

This notice is a reminder that, pursuant to the Supreme Court's September 26, 2017 order (previously published along with a notice to the bar with that same date), electronic filing is mandatory in the Appellate Division for all attorneys effective January 1, 2018. The mandatory electronic filing is for all appellate case types.

More specifically, as set forth in that September 26, 2017 order, effective January 1, 2018:

1. All attorneys are automatically registered and required to file all appeals to the Appellate Division electronically, excluding emergent applications.
2. If a party is self-represented, attorneys shall print from the eCourts-Appellate system all pleadings and documents electronically filed and serve those pleadings and documents by mail on the self-represented party in accordance with the applicable court rule.
3. Rule 1:5-6 is supplemented and relaxed such that attorneys in all Appellate Division case types who file paper pleadings and documents that are required to be filed electronically will have those documents returned via regular mail, date-stamped "Received But Not Filed – Must Be Filed Electronically." Those documents must be filed electronically within 15 days of the date on the notice returning the documents in order to preserve the original received date. Instructions on the filing requirements to preserve the time will be provided with the date-stamped documents.
4. Exceptions to these requirements may be granted by leave of court if extraordinary circumstances prevent an attorney or law firm from utilizing eCourts-Appellate.
5. All attorneys are required to maintain and update their current email addresses to ensure continuous electronic service of Appellate Division documents. This requirement includes attorneys for appellants, respondents, intervenors, and amici curiae.
6. Except as otherwise specified in this Order, the provisions of the Rules of Court applicable to matters filed in the Appellate Division, as relaxed by Supreme Court Order dated January 21, 2015 (available on njcourts.gov), shall remain in full force and effect.

/s/ Joseph H. Orlando

Clerk of the Appellate Division

Dated: December 18, 2017