Creating a Civil Appeal and documents in eCourts Appellate

New Jersey Courts
Independence • Integrity • Fairness • Quality Service

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Case Types

(p2e)

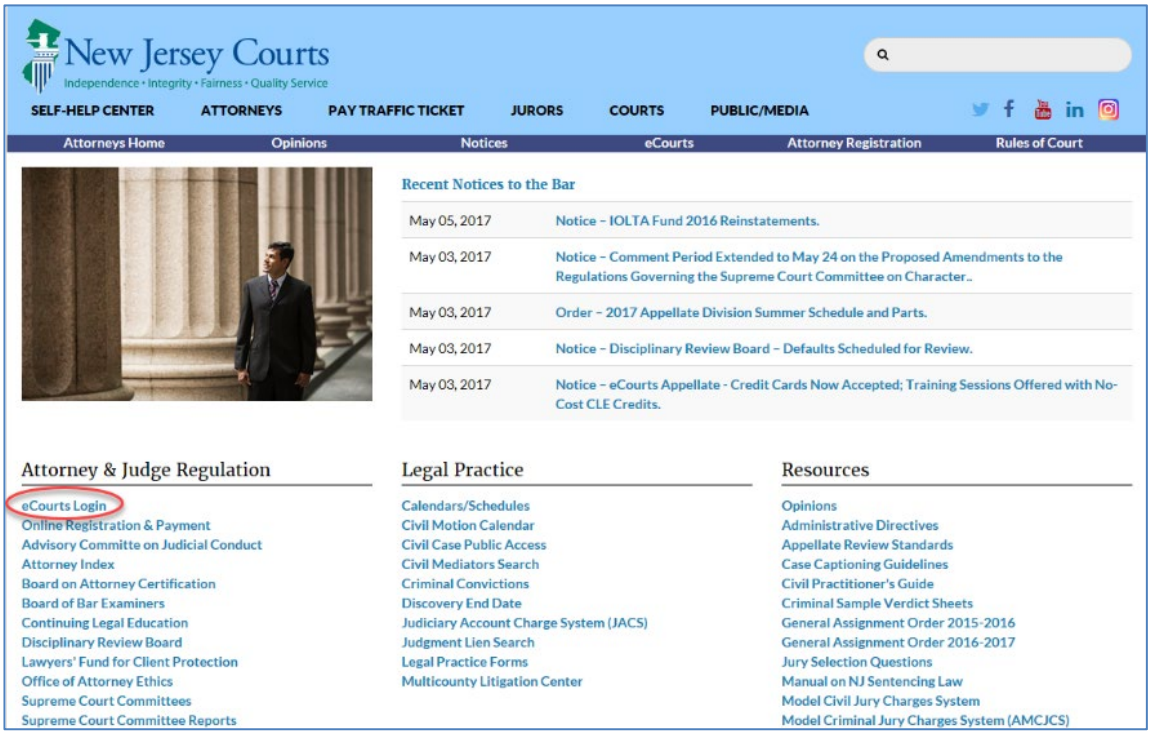
This symbol means that the appeal was originally filed by a self-represented litigant. Self-represented litigants are required to submit their documents by paper (or email). For cases filed after February 1st, 2021, an electronic version will be created and accessible from my case list, for NJ licensed attorneys. After the electronic version is created a system generated email notification will be sent to all counsel entered at case initiation. Self-represented litigants are still required to serve all parties, including the Appellate Division, in paper. NJ licensed attorneys in good standing will be required to submit filings in P2E case types electronically and also provide paper copies to the self-represented litigant unless all parties have agreed upon electronic service; acknowledgement of the same would be done by filing a letter or via communication with the case manager. The self-represented party would also be required to provide a valid email address. **Paper cases received prior to February 1st will not be available in eCourts Appellate and filings for those case types should continue to be submitted in paper.*

Steps for Creating a Civil Appeal

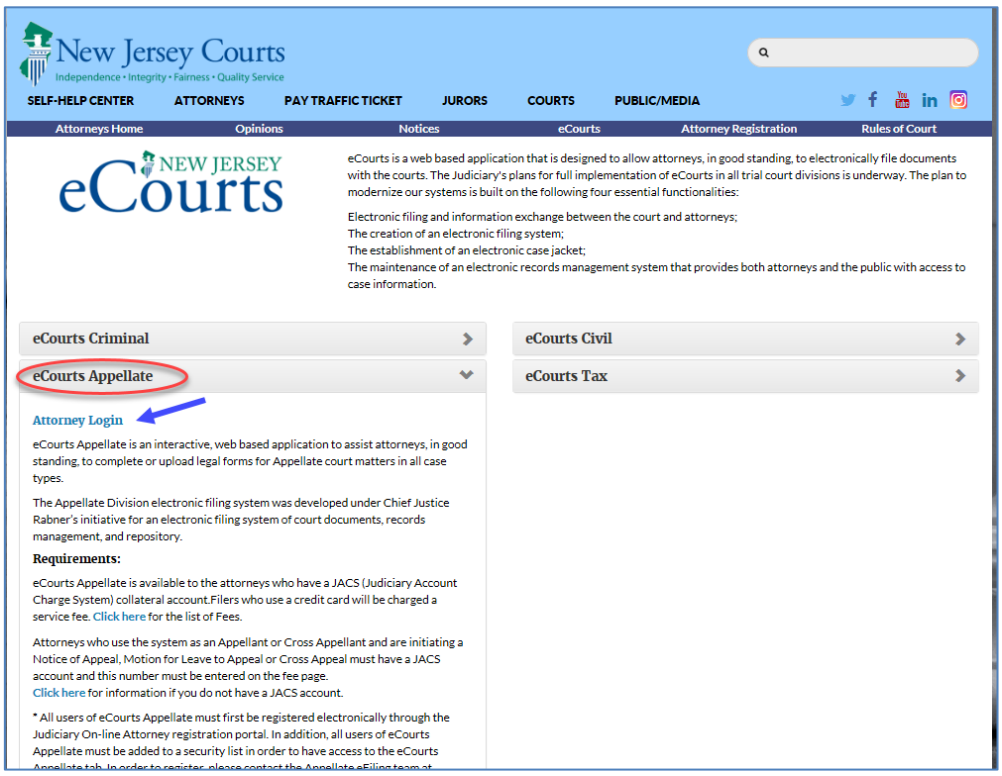
Registered eCourts Appellate User Log In

Go to njcourts.com and click on **Attorneys**.

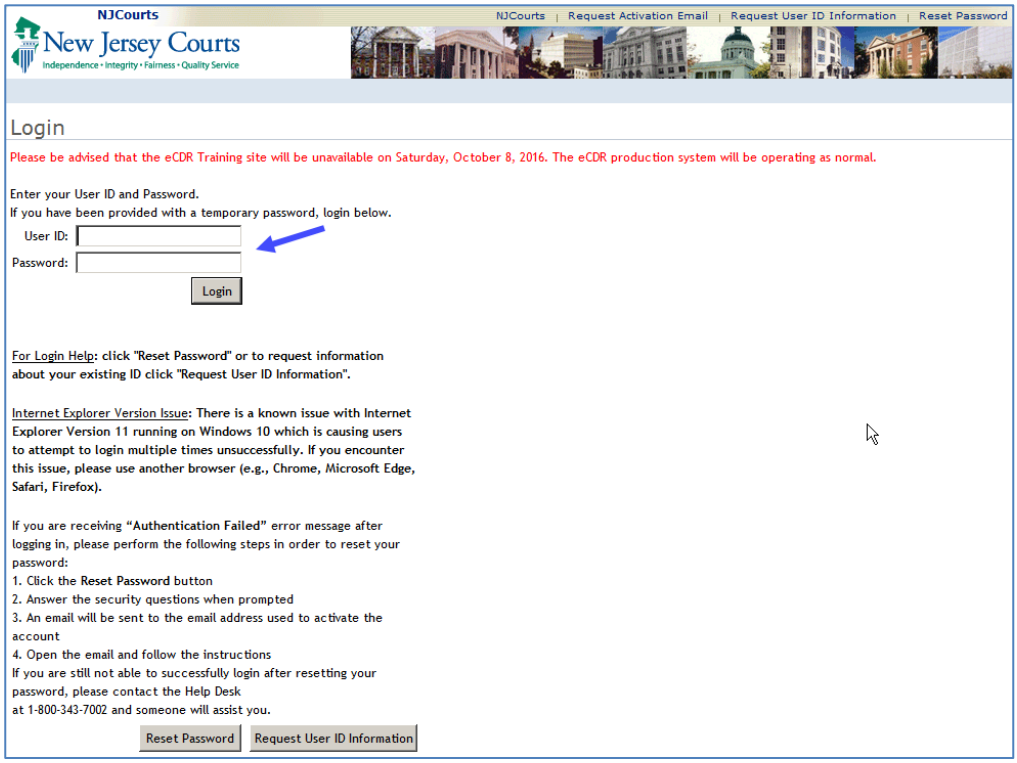
Click **eCourts Login**.



Click on eCourts Appellate. This is the webpage for Appellate Division eFiling System where you can find information regarding eCourts Appellate. Click on the **Attorney Login**.



Enter filer's **NJ Attorney Bar ID** and **Password**.
***This is the same User ID and Password used to log in and pay your annual attorney registration.*

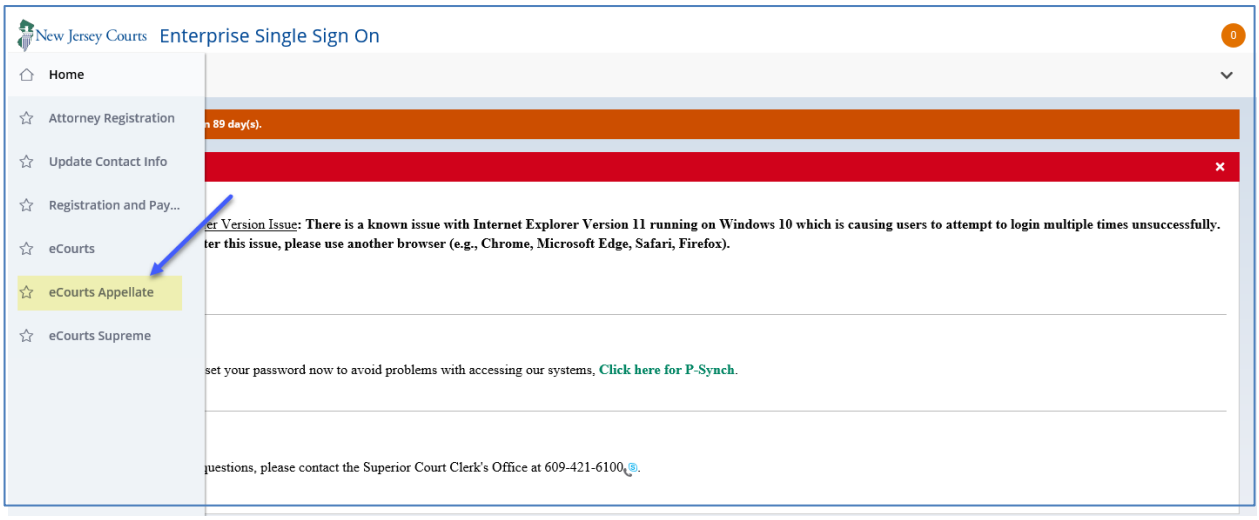


Application Access

Click on **eCourts Appellate** from the menu on the left.

*If your zoom level is higher than 100%, the menu on the left will be collapsed. Moving your cursor over the area will display the applications available to you.

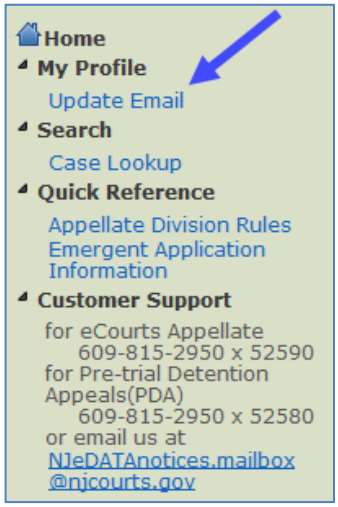
** If you do **<u>not</u>** see the eCourts Appellate tab after logging in to the Judiciary Single Sign-On, contact the Appellate eFiling Unit at 609.815.2950 ext. 52590 njedatanotices.mailbox@njcourts.gov to register for access.



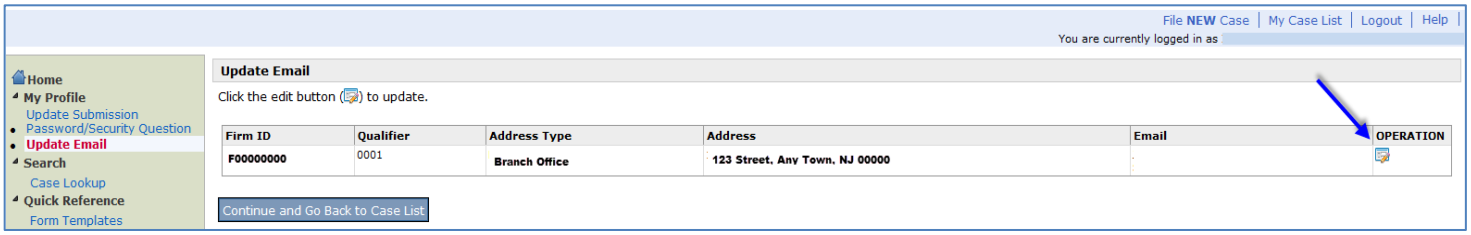
Update/Verify Email and Firm Address

Currently, the eCourts Appellate system has an established interface with the eCourts and eCourts Supreme filing systems to pull out the attorney's emails. In addition, it has an established interface with CAMS (Central Attorney Management System) to pull out the attorney's associated firm address.

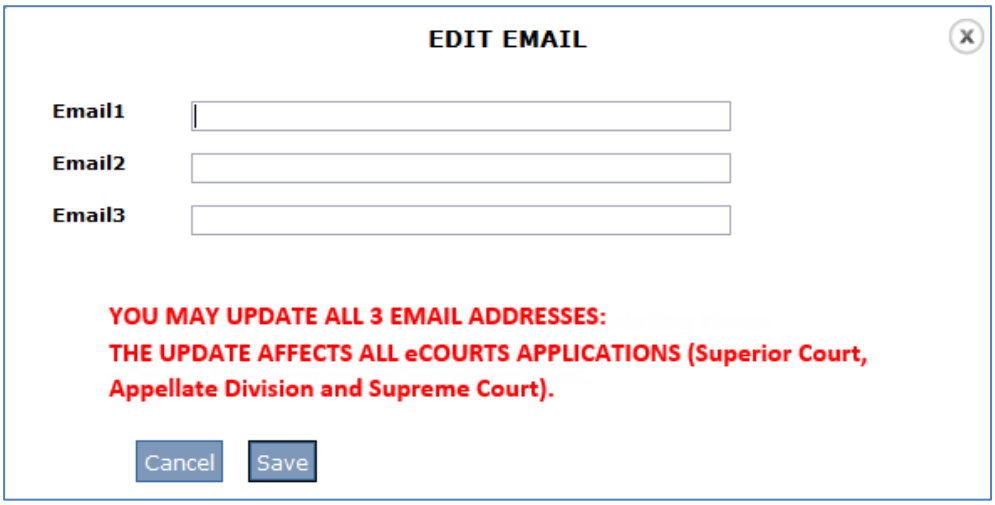
To ensure delivery of court notifications and eCourt Appellate communications, you should verify and update, if necessary, your email address. Click on **Update Email** under **My Profile**.



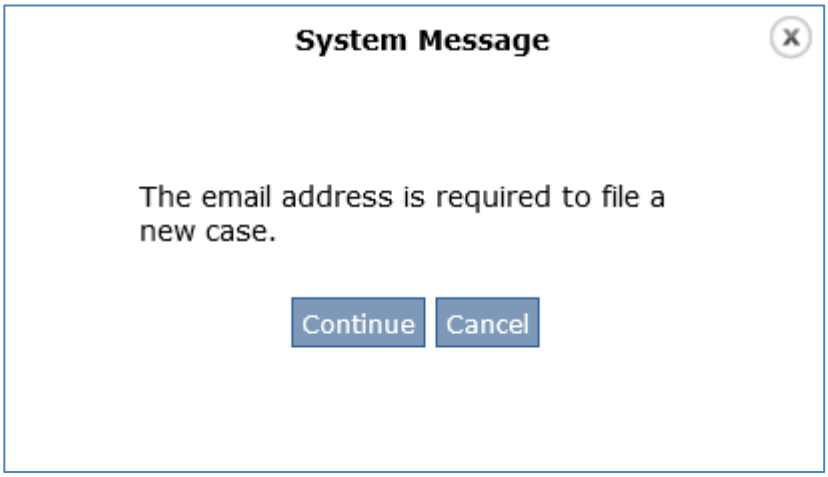
If you currently use eCourts, the email addresses entered in that application are used in eCourts Appellate. To add or modify an email, click on the **Edit** icon under **Operation**.



You can add up to 3 email addresses to receive eCourts Appellate notifications; at least one email address must be provided. Click **Save** and then the **Continue and Go Back to Case List** button.



If you attempt to file a new case or add documents to a current case and do not have an email address entered, the system will return the following popup. Click **Continue** and you will be put on the Update Email page as seen above.

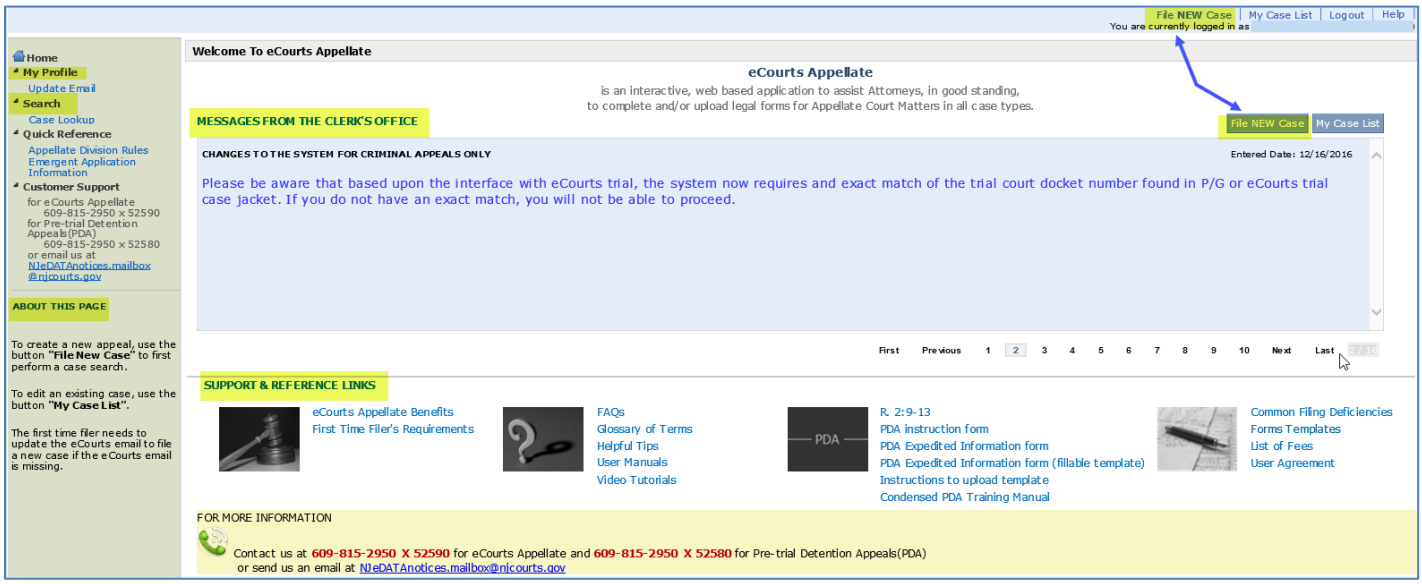


Creating an Appeal

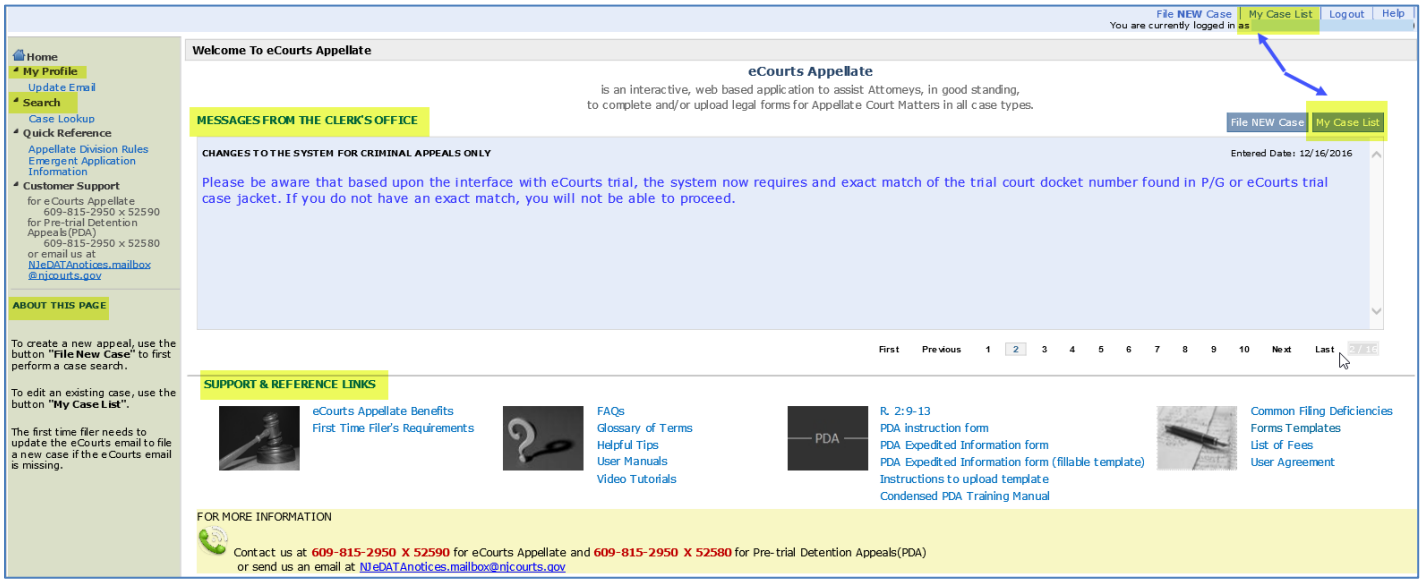
Home/Welcome Page

The **Welcome Page** contains a bulletin board with information and notices posted by the Clerk's office, Support and Reference links, access to My Profile, the Case Lookup search feature, and About This Page information.

To file an appeal, select **File New Case**.

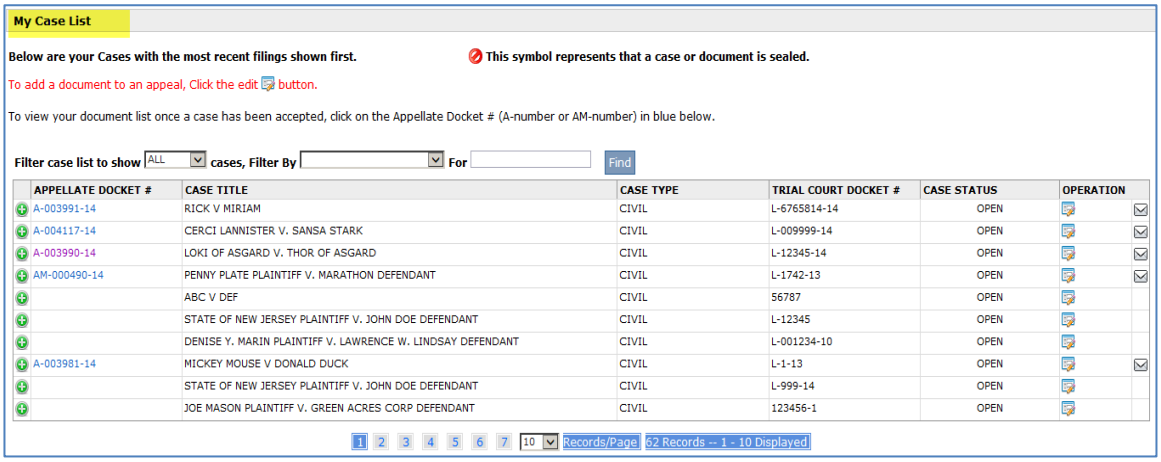


To review previously filed cases, click on **My Case List**.



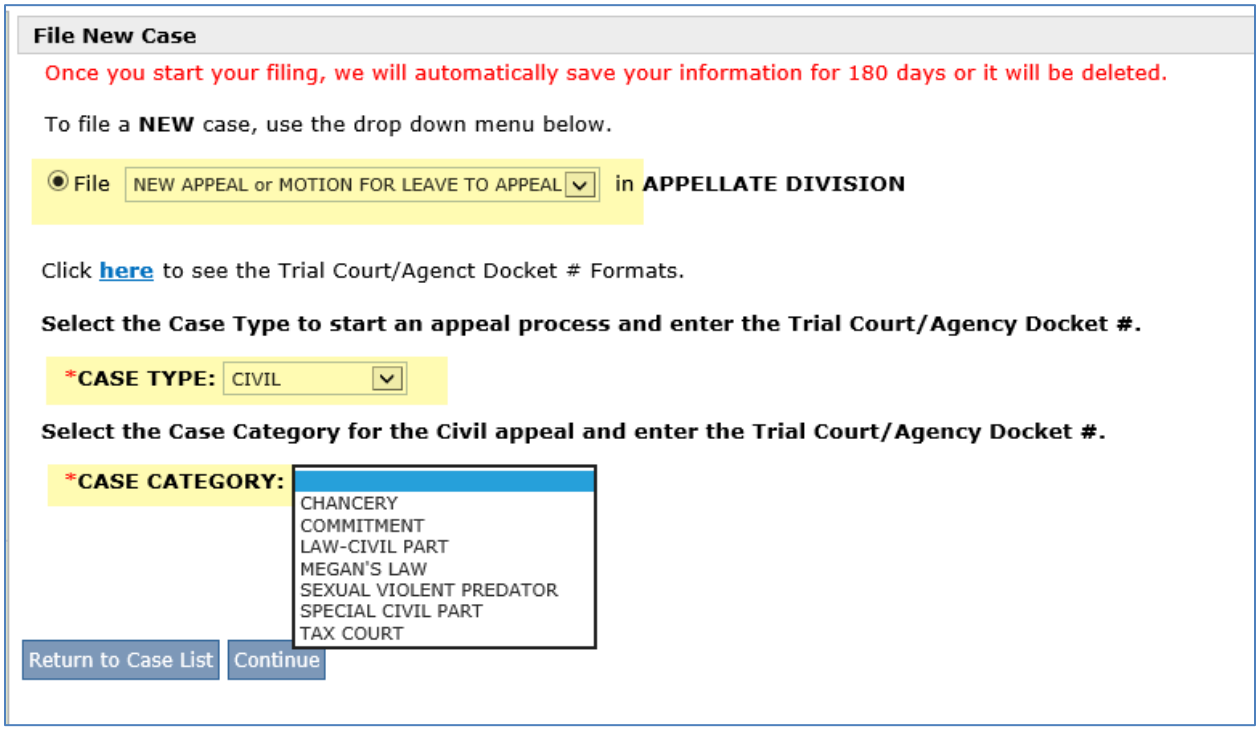
New appeals in Draft (awaiting completion) can be accessed through the edit button.

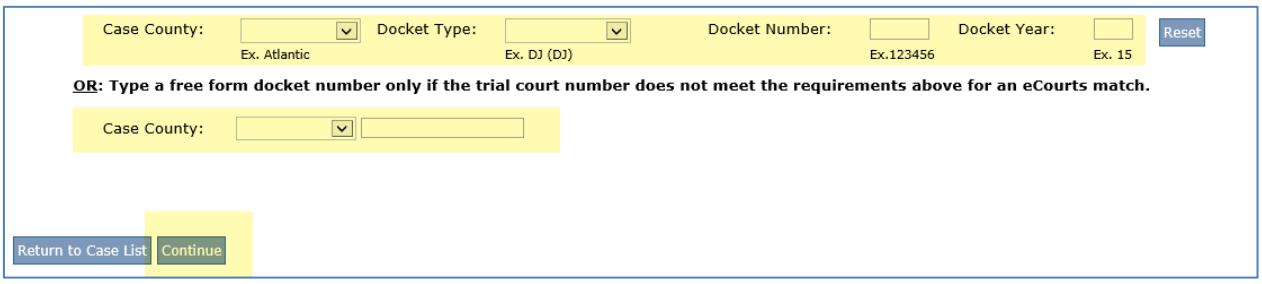
Appeals with a docket number can be viewed by clicking on the docket number or edited by using the edit button.



Initiate a New Case

Choose "File NEW Case". Select the type of filing you are creating from the drop down menu. Then choose "Civil", then select the category. Next enter the docket number in the fields below. Then click continue





Finality Question

Is the order you are appealing from FINAL?

If you have a final order/judgement, select #1.YES. Then Select where the order/judgment originated in Part 2. Click Continue and a system generated Notice of Appeal will be created.

If the order/judgment is not final, select #2. NO. Click Continue and a system generated Motion for Leave to Appeal will be created.

Finality Rule

A case in the trial court is considered final, and can be appealed, when a decision or decisions (order, judgment, dismissal, etc) are filed concluding the actions against all involved parties (you must be able to produce a copy of these decisions for the Appellate Division). If there is anything scheduled before the trial court judge or waiting to be scheduled, or you do not have a decision affecting each party, then your case is not ready to be appealed and you must file a **MOTION FOR LEAVE TO APPEAL.**

Finality Question

PART 1

Read Carefully: Choose Yes or No from one of the options below. The answer determines whether you are creating a Notice of Appeal (R. 2:2-3) or a Motion for Leave to Appeal from an interlocutory order (R. 2:2-4; R 2:5-6).

IS THE ORDER/JUDGMENT YOU ARE APPEALING FINAL?

1. ◉ Yes, the ORDER/JUDGMENT is final (closed below or appealable as of right) and falls under one of the following categories below. (R. 2:2-3). This will create a system generated Notice of Appeal.

2. ○ No, the ORDER/JUDGMENT is not final (not closed below or appealing an interlocutory order). This will create a system generated Motion For Leave to Appeal.

OR, IS THE ORDER/JUDGMENT YOU ARE APPEALING PRE-TRIAL DETENTION?

3. ○ Yes, the ORDER/JUDGMENT being appealed is from an order **GRANTING** Pre-Trial Detention. This will create a system generated Notice of Appeal.

4. ○ No, the ORDER/JUDGMENT being appealed is from an order **DENYING** Pre-Trial Detention. This will create a system generated Motion For Leave to Appeal.

PART 2

Choose One button from the following to indicate why the appeal is final.

FROM THE FINAL ORDER/JUDGMENT OF:

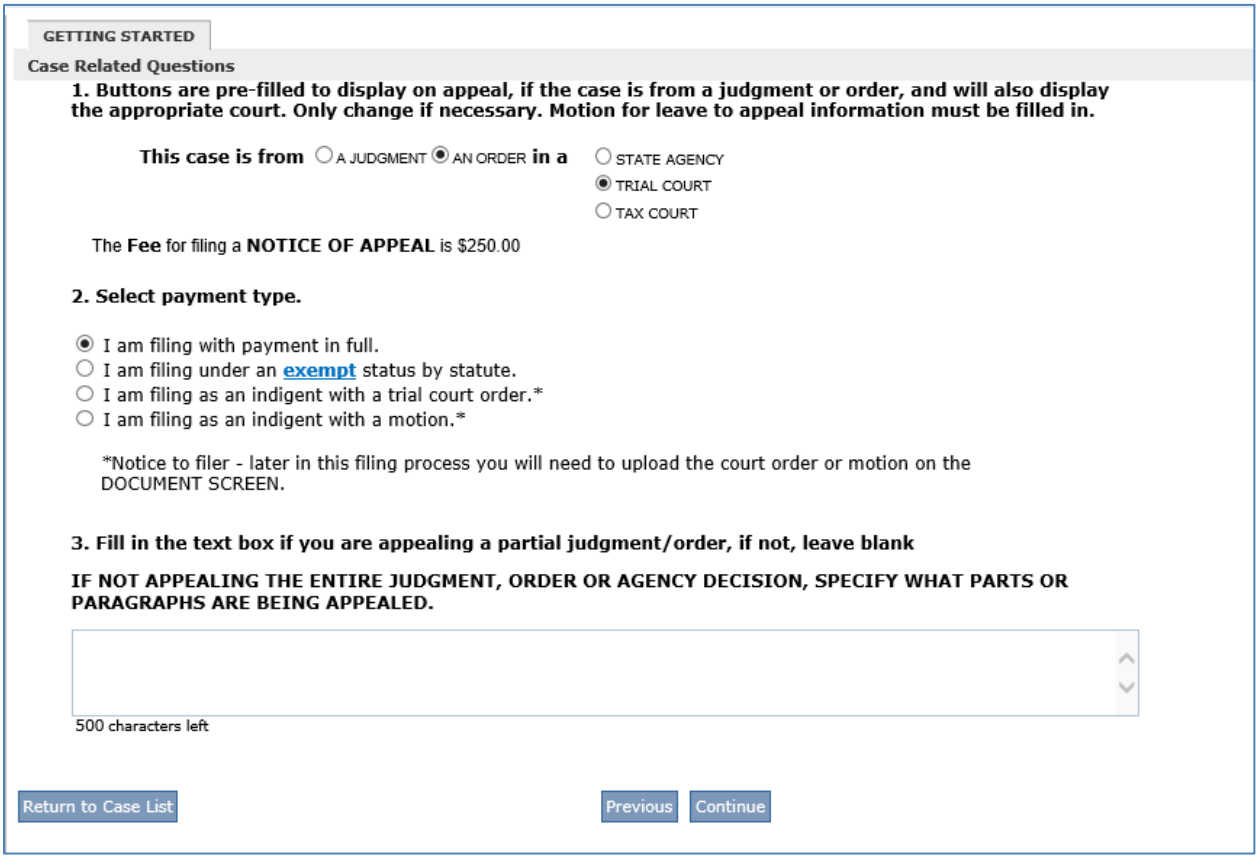
- ○ The Superior Court trial divisions,
- ○ In summary contempt proceedings in all trial courts except municipal courts;

OR FROM THE EXCEPTIONS THAT SHALL INCLUDE BELOW:

- ○ R.3:28(f) (order enrolling defendant into the pretrial intervention program over the objection of the prosecutor),
- ○ R.3:26-3 (material witness order),
- ○ R.4:42-2 (certification of interlocutory order),
- ○ R.4:53-1 (order appointing statutory or liquidating receiver),
- ○ R.5:8-6 (final custody determination in bifurcated family action), and
- ○ R.5:10-6 (order on preliminary hearing in adoption action).
- ○ An order granting or denying a motion to extend the time to file a notice of tort claim pursuant to N.J.S.A. 59:8-9, whether entered in the cause or by a separate action, and
- ○ An order compelling or denying arbitration, whether the action is dismissed or stayed, shall also be deemed a final judgment of the court for appeal purposes.

Case Related Questions

1. Choose Judgment or Order. TRIAL COURT is preselected from the previous radio button selection on the finality question.
2. Select Payment Type
3. If not appealing entire judgment, use the box to specify those portions in detail.



Case Details Page

This covers the creation of the front page of the Notice of Appeal.

a. TRIAL COURT DOCKET# -This is prefilled from what you entered. If you need to change this, click on the "EDIT DOCKET NUMBER" button.
b. DATE OF FINAL ORDER - Use the calendar feature or type in the date you are appealing, which is found on the trial court order.
c. CASE CAPTION - Fill in the full and complete caption as it appears on the order in the format shown below, do not type as one line of text.
d. SEALED - Click the check box for SEALED, if the matter is sealed to the public.
e. CASE TYPE - is prefilled for Civil, Family or State Agency based upon the trial court docket number. If it is not correct, you can change it by clicking on the "EDIT DOCKET NUMBER" button (a)
f. CASE CATEGORY – will prefill based upon docket type entered. To change, use the drop down.
g. TRIAL COURT COUNTY - Use the drop down menu to choose the county.
h. TRIAL COURT JUDGE - Type in 2 or 3 letters of the trial court judge's first or last name to get a shortlist, double click on the judge you need.

i. Save or Continue - Save if you need to find other information. Continue if you are finished.

Case Details - TRIAL COURT

Fields marked with * are REQUIRED.

TRIAL COURT DOCKET# BER-L-1236-15 EDIT DOCKET NUMBER a

*DATE OF FINAL ORDER/JUDGMENT b

Note: Full and complete caption as it appears on order being appealed or last amended complaint without et al or abbreviations that include all the parties involved.

If the Trial Court case caption inserted here is not complete or has the incorrect spelling, you must fix the caption here.

For Case Caption samples, click HERE.

*CASE CAPTION c

4000 characters left

☐ This is a SEALED case based upon court rule, statute, case law or court order. d

SEALED DOCUMENTS FOR THE COURT'S VIEWING ONLY MUST BE SUBMITTED IN PAPER FORM.

*CASE TYPE CIVIL e

*CASE CATEGORY LAW-CIVIL PART f

*TRIAL COURT COUNTY BERGEN g

*TRIAL COURT JUDGE v h

Type a portion of the first or last name to get a partial list of judges.
For a full list click on the arrow.

Return to Case List Previous Save Continue i

Filing Time

If the appeal is filed after 45 days, a required Notice of Motion form will be system generated and will automatically be inserted on the List of Documents section on a later screen.

Unless the case falls under one of the exceptions below, you will check the radio button indicating that good cause applies and that a motion to file As Within Time is being filed.

*** PLEASE NOTE THAT THE FILING TIME OF 45 DAYS IS STRICTLY ENFORCED. THE COUNTING OF 45 DAYS INCLUDES WEEKENDS AND HOLIDAYS.**

GETTING STARTED | CASE DATA

Filing Time - 45 Day Rule for TRIAL COURT Cases

YOUR APPEAL IS OUT OF TIME:

APPEALS ARE REQUIRED TO BE FILED WITHIN 45 DAYS AFTER THE FINAL DISPOSITION DATE (R.2:4-1)

◉ Good cause and in absence of prejudice applies (R.2:4-4).
I AM FILING A MOTION TO FILE AS WITHIN TIME WITH SUPPORTING DOCUMENT.
(A motion and supporting document will be added to the list of documents section.)

○ Exemptions (R.2:4-3). Select reasons that apply from the list below.

- ☐ Death of aggrieved party. (R.2:4-3(a))
- ☐ Death, disbarment, resignation, or suspension of the attorney of record. (R.2:4-3(a))
- ☐ CRIMINAL: Timely filing and service of a MOTION to the trial court for judgment (R.3:18-2) OR for a new trial (R.3:20) OR in arrest of judgment (R.3:21-9) OR for Rehearing or to amend or make additional findings of fact (R.1:7-4) (R.2:4-3(c))
- ☐ CRIMINAL: By the insanity of the defendant. (R.2:4-3(d))
- ☐ CIVIL: Timely filing and service of a **MOTION** to the trial court for rehearing OR to Amend or make additional findings of fact (R.1:7-4) OR for judgment (R.4:40-2) OR for a new trial (R.4:49-1) OR for rehearing or reconsideration seeking to alter or amend the judgment or order (R.4:49-2) (R.2:4-3(e))
- ☐ Other: Time was extended due to Supreme Court Order or other court approved protocol.

Return to Case List | Previous | Continue

Additional Case Details

Additional Trial Court Information

If you have additional trial court information, such as an additional trial court order, click "here" and fill out the information in the popup

Related Appellate Case Information

You must search for possible related appeals. Click on the link to determine if there are any related appeals. If none exist, you can click continue on the pop-up. After you run the search you can click continue

GETTING STARTED | CASE DATA

Additional Case Details

Additional Trial Court Information

To add additional Trial Court Information or to appeal from an additional Trial Court Order, click here.

Related Appellate Case Information

The primary trial court docket number you have entered for this case is: **L-1236-16**

Note: To continue, you are required to search for related cases using the main trial court docket number. This search will review the Appellate Case Management system and will then display any cases for that docket number.

Initially, click on this required link to determine if there are any cases related to your filing for this trial court docket number.

Click here, if you would like to add the related appellate cases using other parameters (i.e., same issues or co-defendants or prior appeals).

Return to Case List | Previous | Save | Continue

Transcript Request Verification Form

Select the option that applies. All transcript dates must be entered either showing they are ordered or in your possession, click the radio button to enter dates.

If ordering transcripts OR they are in your possession:
Select the **Delivery Schedule** from the drop down menu.

GETTING STARTED | CASE DATA

Transcript Request Form Verification

A certified transcript is required for each hearing date. **All dates must be entered below including those already in your possession.**

If you are not ordering the transcripts, please select the reason from the drop down list.

○ I am not ordering transcripts because

○ I am ordering transcripts (unless in my possession) and all dates will be added below.

Return to Case List | Previous | Continue

Click **Add Hearing Dates**. On the next screen enter the **Proceeding date** and **Type**. Check the box for **Transcript to be Ordered** or select reason for not ordering from the drop-down menu. Click the plus (+) sign to add additional dates. Click save after 10 dates and then click Add Hearing Dates again for more entries.

The verification form is automatically sent to the Appellate Division's Transcript Unit. You will be contacted by the transcript agency for payment.

Indicate the delivery schedule for your transcript request:

For Public Defender only: Please add your R.O. #

Instructions for court reporter or agency:

1000 characters left

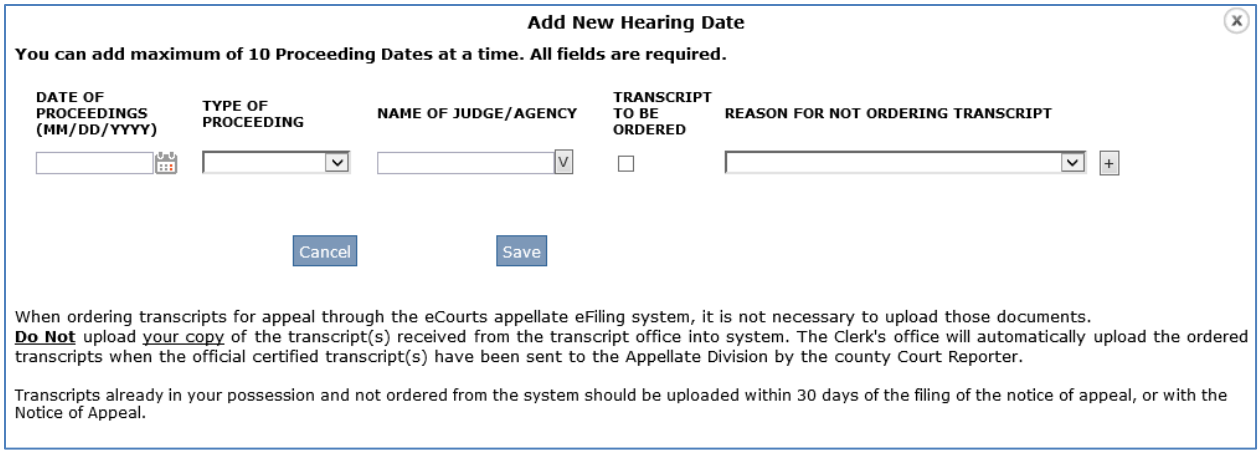
DATE OF PROCEEDINGS	TYPE OF PROCEEDING	NAME OF JUDGE/AGENCY	TRANSCRIPT TO BE ORDERED	REASON FOR NOT ORDERING TRANSCRIPT	OPERATION	OPERATION
No record found.						

To Add New Hearing Dates, click on Add Hearing Dates **. You can add maximum of 10 Hearing Dates at a time.**

Use the transcript office dropdown to change the county for the transcript request form. See left panel *.

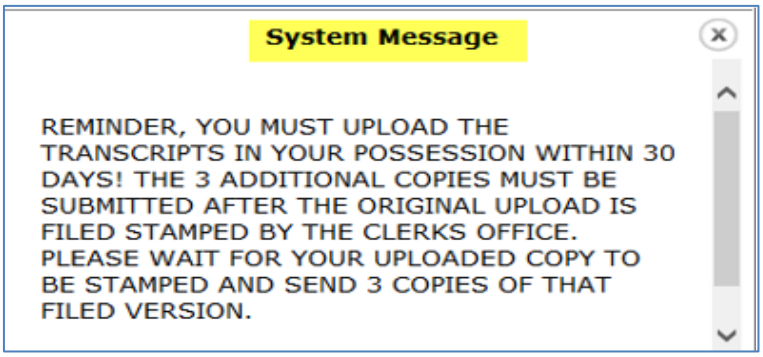
TRANSCRIPT OFFICE: MORRIS

1. Your appeal will not proceed unless you have made a payment for the transcript to the **Transcript Office** or **Supervisor of Court Reporting** above. Failure to do so can result in the dismissal of your appeal.
2. In **Civil Appeals**, transcripts at public expense are permitted in very limited circumstances. See R.2:5-3(d) and R.2:7-1 and their comments.

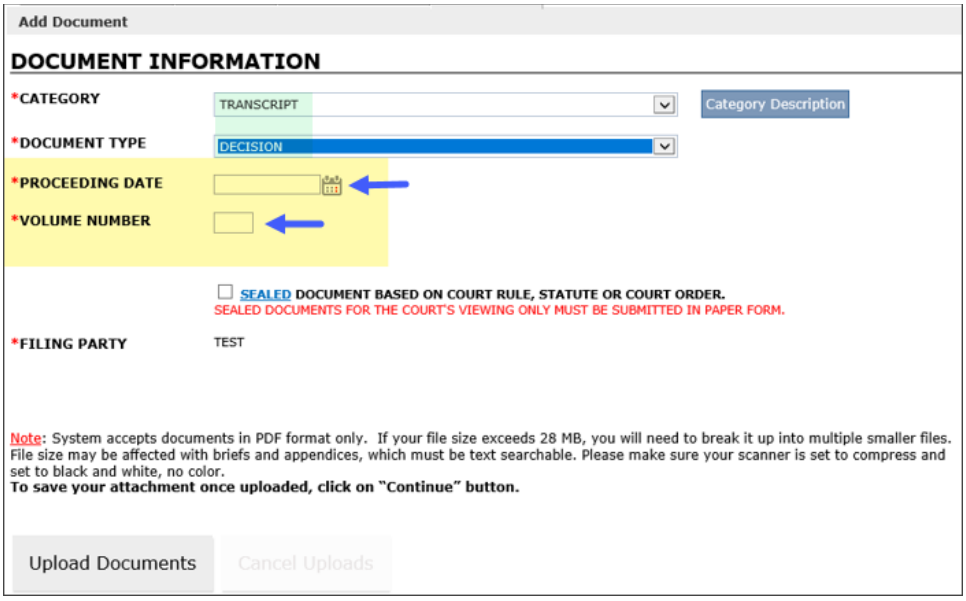


Transcripts in Attorney Possession

When you indicate that transcripts are in attorney possession, the system displays a popup after the List of Documents page to remind you that transcripts must be uploaded within 30 days and the 3 additional copies submitted must be the filed stamped version of the original upload. Therefore, you will need to wait for your uploaded copy to be filed stamped by the Clerk's office and forward 3 copies of the same.



Note: When adding/uploading attorney possession transcripts in eCourts Appellate, you must fill out **2** required fields on the “Add Document-Document Information” page: “Proceeding Date” and “Volume Number” as shown below.

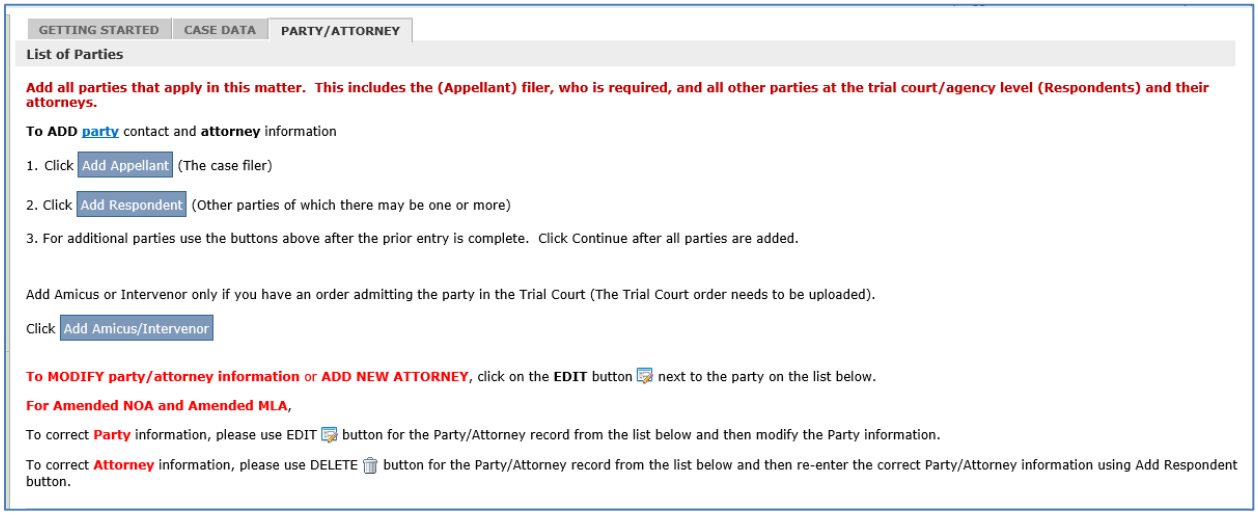


List of Parties

Use the buttons to add the parties to the appeal.

1st Click **ADD APPELLANT** button and fill in the information required, your client name, etc.

2nd Return to List of Parties and click **ADD RESPONDENT** button - the AG is prefilled on some State Agency appeals if the appropriate State Agency was selected.



Appellant - Party Information

a. Entity - Click on INDIVIDUAL, ORGANIZATION, INITIALS or MULTIPLE PARTIES.
b. Role of Party - Click DEFENDANT OR PLAINTIFF OR OTHER.
c. Status of Party - Click Participated below if they did or any of the other options.

d. Party Name - Add in first and last name, organization or initials.

GETTING STARTED | CASE DATA | PARTY/ATTORNEY

Add Appellant Party

Check if any of the following apply to this party:

This entity is an
- ○ INDIVIDUAL
- ◉ ORGANIZATION
- ○ INITIALS ONLY
- ○ STATE OF NEW JERSEY
- ○ MULTIPLE PARTIES **(Use if filing ONE brief on behalf of all parties)**

☐ This party is filing as PRO SE.

Role of party in the Trial court/Agency:
- ◉ PLAINTIFF
- ○ DEFENDANT
- ○ OTHER

Status of party as of date of appeal:
- ◉ Participated below
- ○ Dismissed with Prejudice
- ○ Dismissed without Prejudice
- ○ Defaulted below
- ○ New Party

***Party Name: ORGANIZATION NAME**

TEST A

Multiple Parties

The Multiple Parties option has been added for those attorneys that are representing multiple parties within the case **and** will be filing **ONE** brief for all parties. The field has a 200-character limit and commas must be used to separate party names. If you have more parties than 200 characters then use et al. Your brief should reflect the additional parties that you represent.

Check if any of the following apply to this party:

This entity is an
- ○ INDIVIDUAL
- ○ ORGANIZATION
- ○ INITIALS ONLY
- ○ STATE OF NEW JERSEY
- ◉ MULTIPLE PARTIES **(Use if filing ONE brief on behalf of all parties)**

☐ This party is filing as PRO SE.

Role of party in the Trial court/Agency:
- ○ PLAINTIFF
- ○ DEFENDANT
- ○ OTHER

Status of party as of date of appeal:
- ○ Participated below
- ○ Dismissed with Prejudice
- ○ Dismissed without Prejudice
- ○ Defaulted below
- ○ New Party

***Party Name: MULTIPLE PARTIES(Use comma in between)**

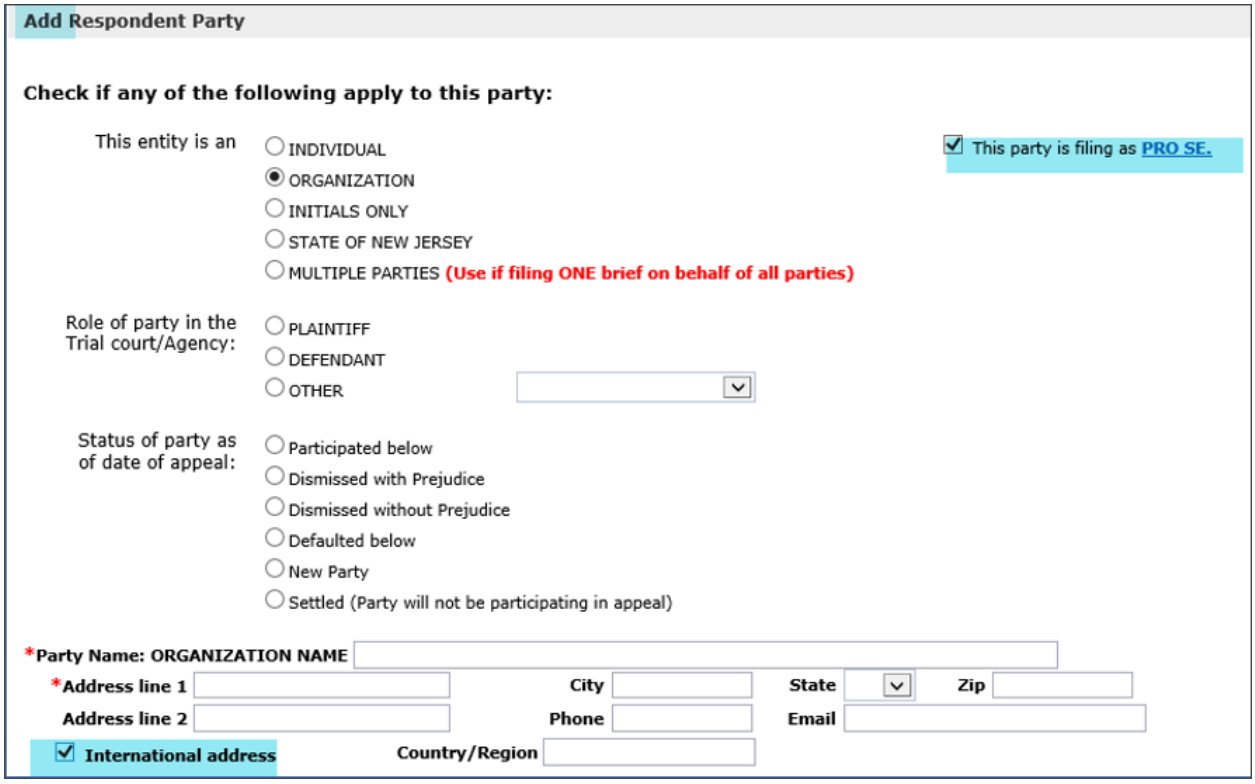
200 characters left

Note:

eCourts Appellate system has incorporated the ability to add an **International** address.

On the “Add/Update Party” pages, if the “PRO SE” party check box is selected, then an “International Address” check box will appear below in the “Party Address” section.

If this “International Address” check box is selected then the city, state and zip code fields will no longer be required fields and the zip code field will accept the alpha-numeric characters and an additional field of "Country/Region" will appear.



Appellant - Attorney Information

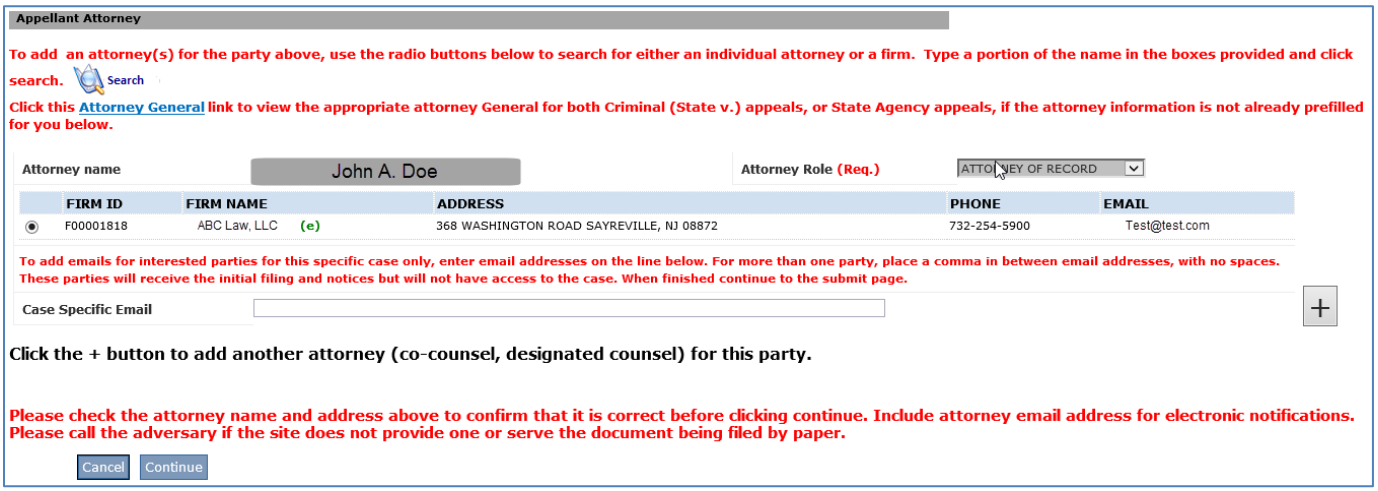
a. Attorney Name is prefilled based on your Bar ID.

b. eCourts Appellate interfaces with the Central Attorney Management System (CAMS) for the attorney’s associated firm address.

c. If the attorney is associated with multiple firms in CAMS, a list of the firms will display in this section and the filer is required to select the correct firm address in order to proceed with the filing.

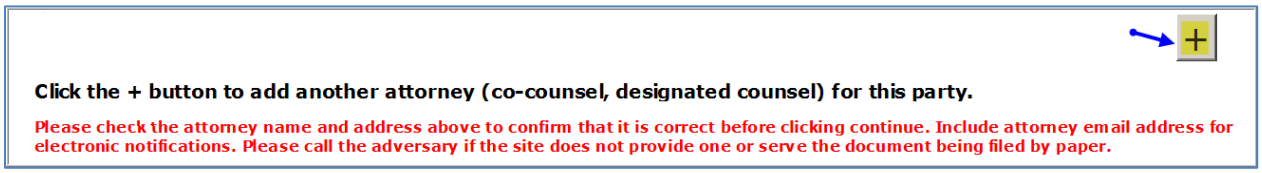
d. Case Specific Email ➔ To add emails for interested parties for this specific case only, enter email addresses in this field. These parties will receive the initial filing and notices but will not have access to the case.

When finished, click Continue to proceed to add the respondent.

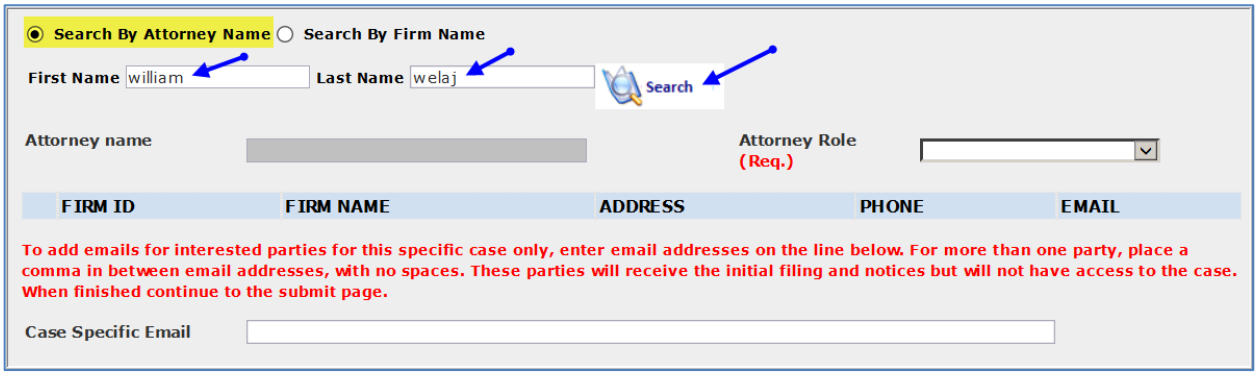


CO-COUNSEL

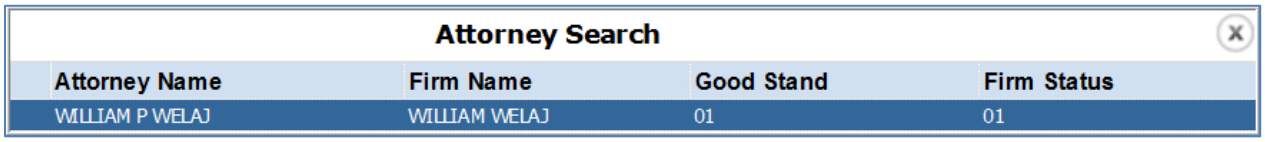
To add another attorney as co-counsel, click the plus sign at the bottom right hand corner of the page. Continue with the procedure of selecting the appropriate attorney through the search option.



Type in Co-Counsel's name and click Search.

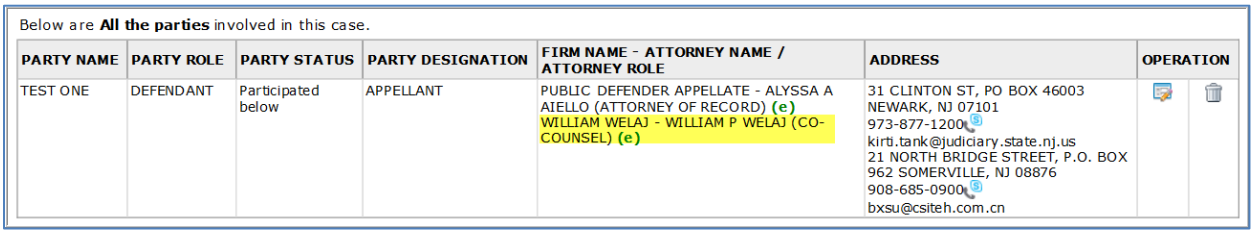


Double Click on the attorney to enter data into the fields.

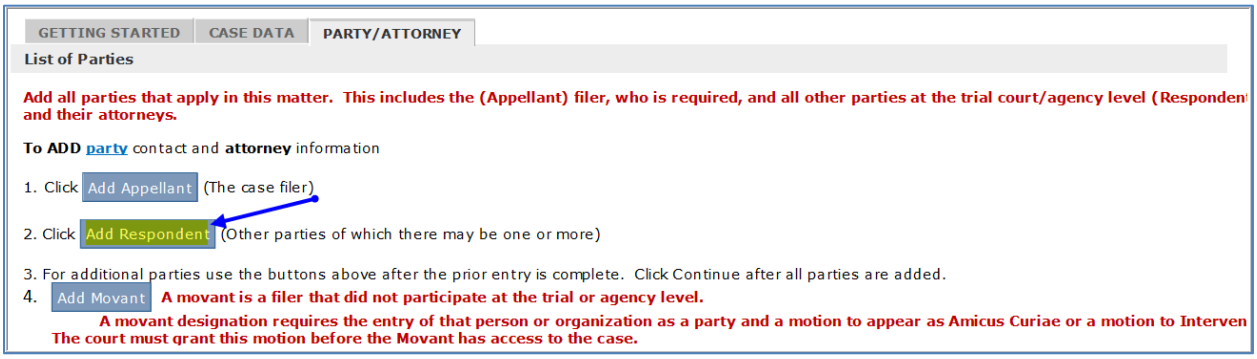


Select the attorney role from the drop down menu and click continue. If the attorney does not have a confirmed email entered in eCourts, eCourts Appellate or eCourts Supreme, you are required to enter their email address in the case specific email field.

The list of parties now shows the co-counsel.

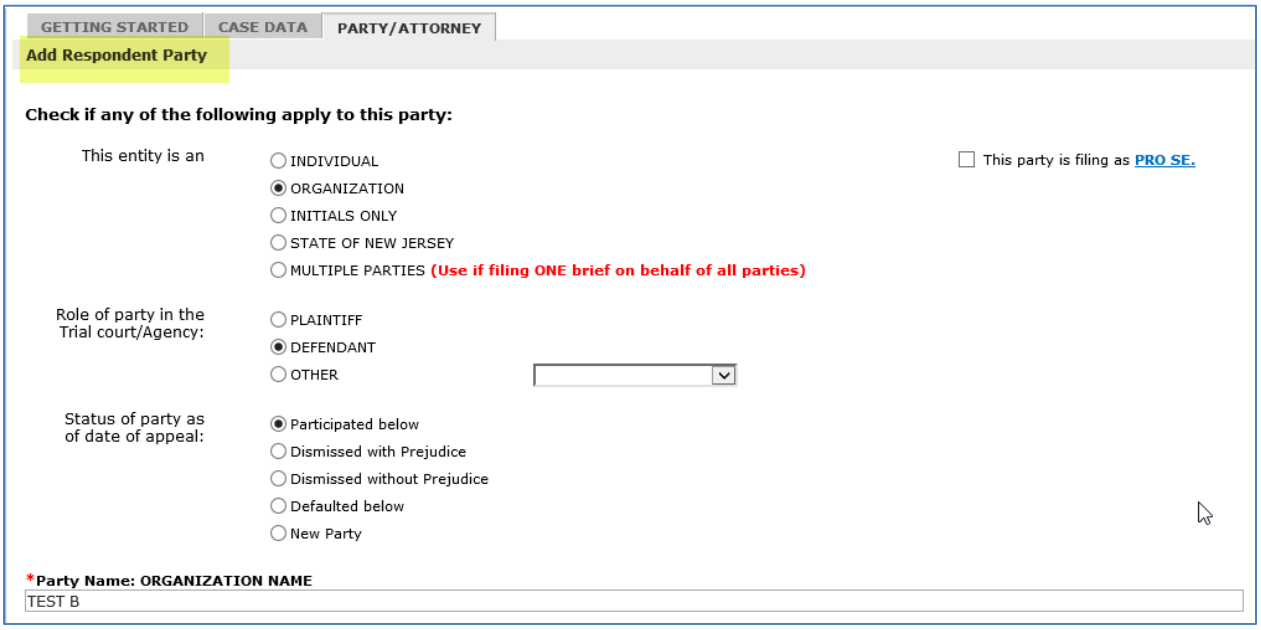


Click on the Add Respondent button to proceed.



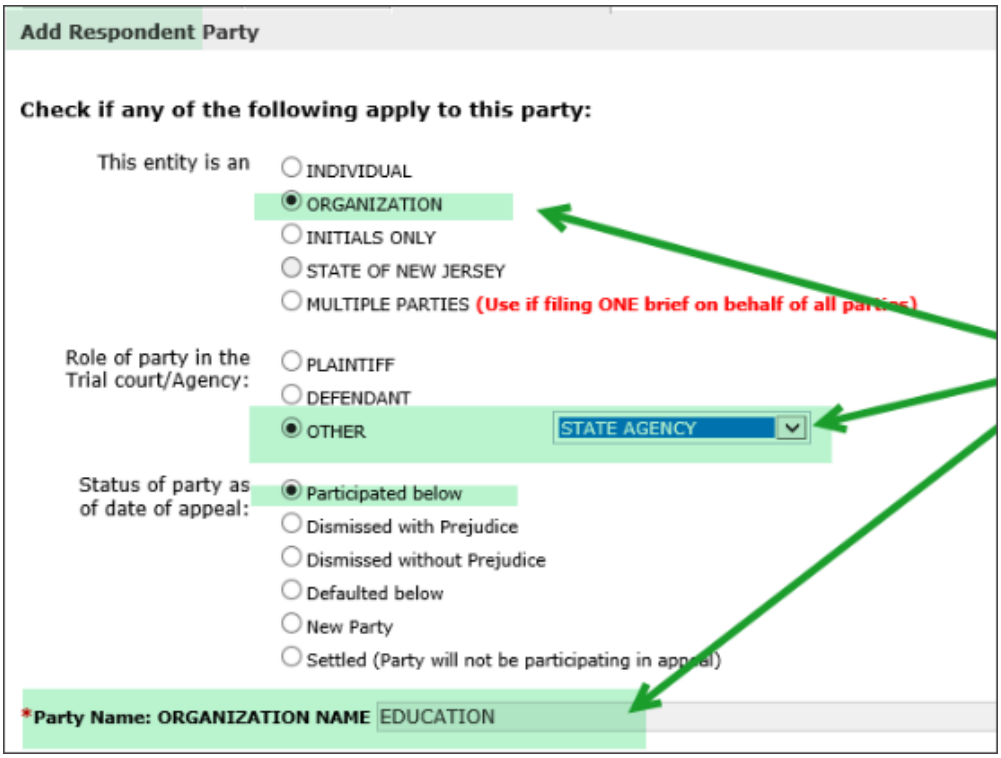
Respondent - Party Information

a. Entity - Click on INDIVIDUAL, ORGANIZATION, INITIALS or MULTIPLE PARTIES.
b. Role of Party - Click DEFENDANT OR PLAINTIFF OR OTHER.
c. Status of Party - Click Participated below if they did or any of the other options.
d. Party Name - Add in first and last name or organization name or initials combined.



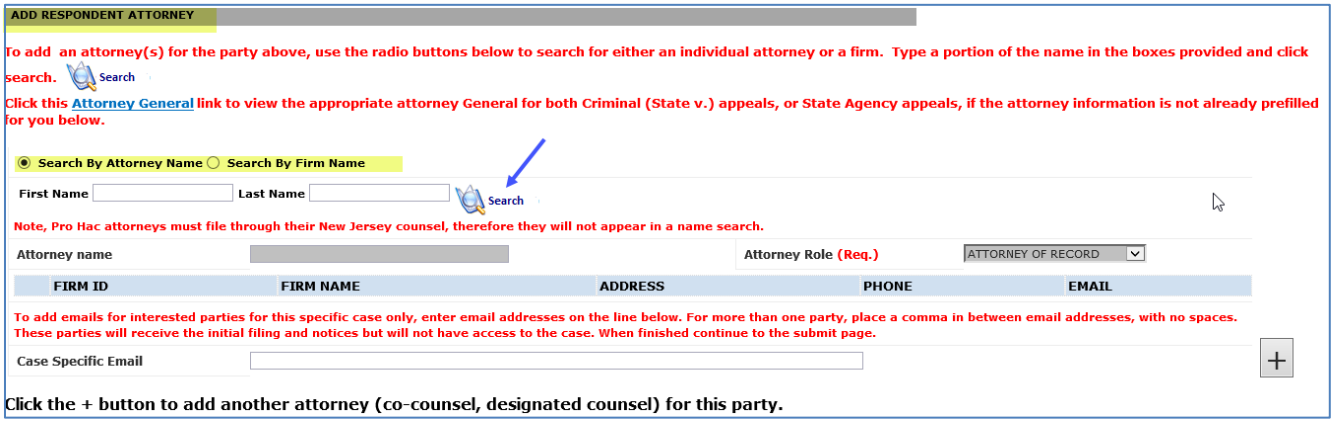
For the State Agency that are represented by the Attorney General's Office ➔

1. The system will preselect the “Organization” under the “Entity” section.
2. The system will auto fill the “Party Role” as “Other” and “State Agency”
3. The system will prefill the agency name under the “Organization Name”.
4. The Respondent Attorney section will pre-fill with the appropriate Deputy Attorney General.



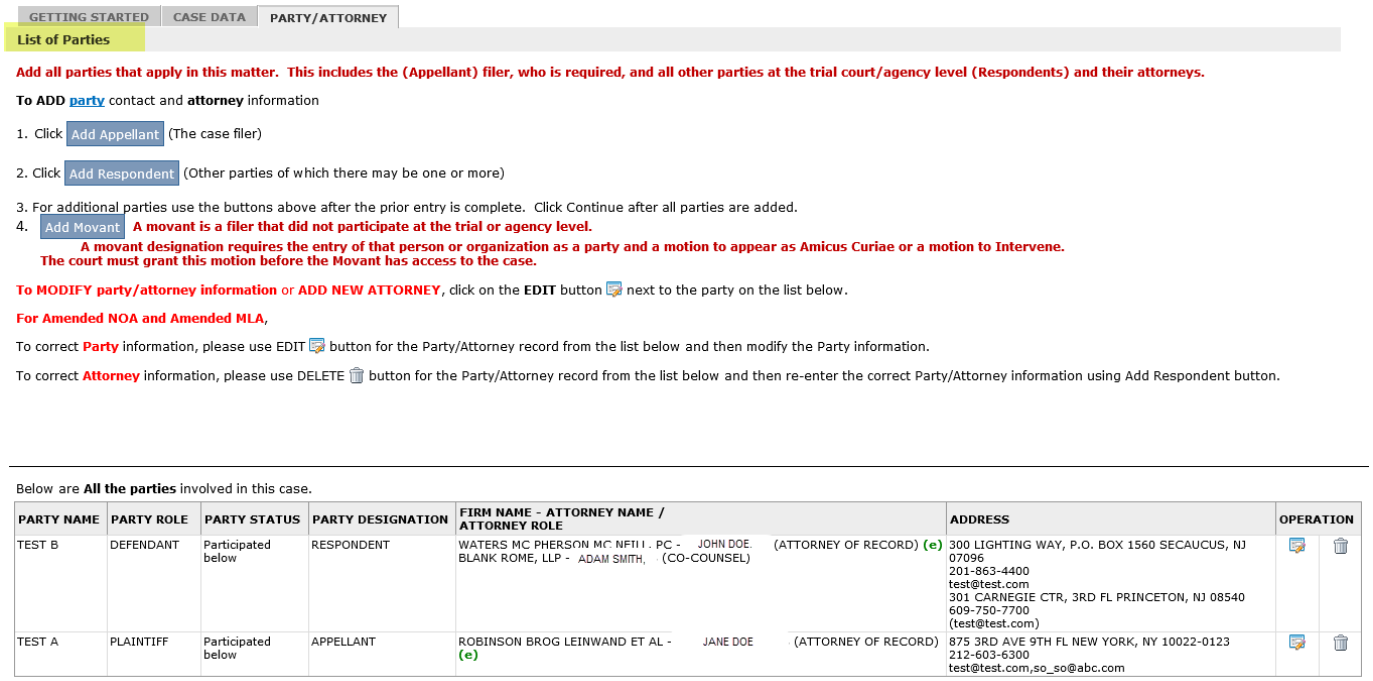
Respondent - Attorney Information

Search for the attorney using either the Search by Attorney Name or Search by Firm Name. If the attorney is not registered with eCourts Appellate or has not updated their email in their profile, you are required to enter their email address in the case specific email field.



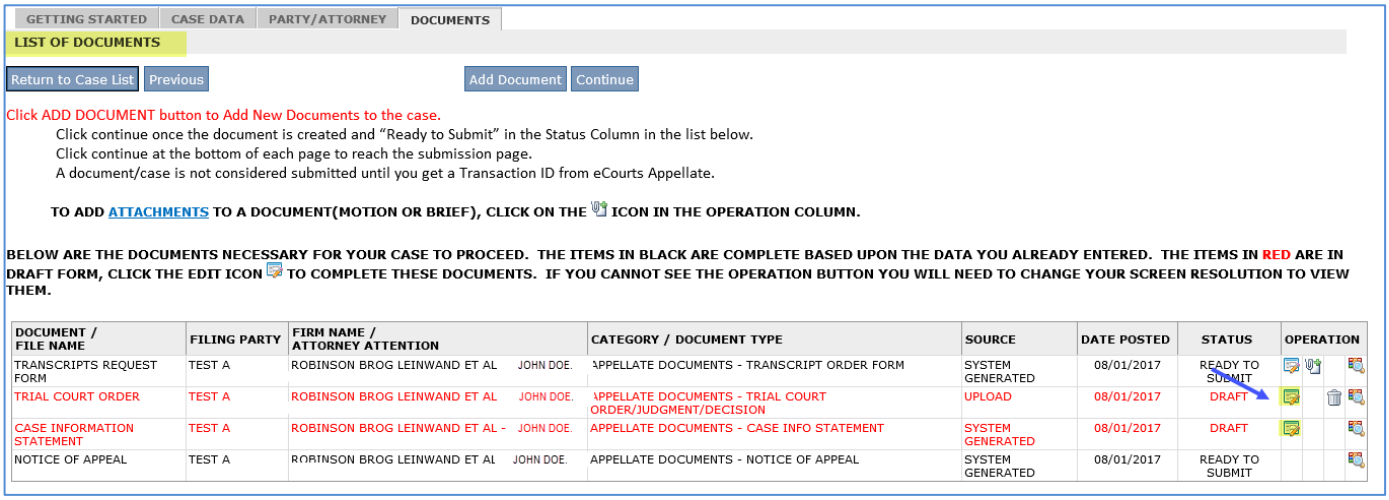
List of Parties

The list displays the parties already added. To add additional parties, click the Add Appellant or Add Respondent buttons. To edit, click the edit button. If complete, click continue.



List of Documents

Documents listed on this page are required to file your appeal.
Documents in **black** have been system generated/created by the data previously entered.
Documents in **red** are in Draft form and need additional information.
Click on the edit button to complete a document that is in Draft form.
Click on Add New Documents button if you want to add additional documents to the filing.
When documents are complete the status will reflect ready to submit.



GETTING STARTED | CASE DATA | PARTY/ATTORNEY | DOCUMENTS

LIST OF DOCUMENTS

Return to Case List | Previous | Add Document | Continue

Click ADD DOCUMENT button to Add New Documents to the case.
Click continue once the document is created and "Ready to Submit" in the Status Column in the list below.
Click continue at the bottom of each page to reach the submission page.
A document/case is not considered submitted until you get a Transaction ID from eCourts Appellate.

TO ADD ATTACHMENTS TO A DOCUMENT(MOTION OR BRIEF), CLICK ON THE ICON IN THE OPERATION COLUMN.

BELOW ARE THE DOCUMENTS NECESSARY FOR YOUR CASE TO PROCEED. THE ITEMS IN BLACK ARE COMPLETE BASED UPON THE DATA YOU ALREADY ENTERED. THE ITEMS IN RED ARE IN DRAFT FORM, CLICK THE EDIT ICON TO COMPLETE THESE DOCUMENTS. IF YOU CANNOT SEE THE OPERATION BUTTON YOU WILL NEED TO CHANGE YOUR SCREEN RESOLUTION TO VIEW THEM.

DOCUMENT / FILE NAME	FILING PARTY	FIRM NAME / ATTORNEY ATTENTION	CATEGORY / DOCUMENT TYPE	SOURCE	DATE POSTED	STATUS	OPERATION
TRANSCRIPTS REQUEST FORM	TEST A	ROBINSON BROG LEINWAND ET AL JOHN DOE.	APPELLATE DOCUMENTS - TRANSCRIPT ORDER FORM	SYSTEM GENERATED	08/01/2017	READY TO SUBMIT	
TRIAL COURT ORDER	TEST A	ROBINSON BROG LEINWAND ET AL JOHN DOE.	APPELLATE DOCUMENTS - TRIAL COURT ORDER/JUDGMENT/DECISION	UPLOAD	08/01/2017	DRAFT	
CASE INFORMATION STATEMENT	TEST A	ROBINSON BROG LEINWAND ET AL - JOHN DOE.	APPELLATE DOCUMENTS - CASE INFO STATEMENT	SYSTEM GENERATED	08/01/2017	DRAFT	
NOTICE OF APPEAL	TEST A	ROBINSON BROG LEINWAND ET AL JOHN DOE.	APPELLATE DOCUMENTS - NOTICE OF APPEAL	SYSTEM GENERATED	08/01/2017	READY TO SUBMIT	

Case Information Statement

CIS-Page 1

See notations in orange boxes below. Highlighted areas are normally the same responses for each appeal.

GETTING STARTED | CASE DATA | PARTY/ATTORNEY | DOCUMENTS

Case Information Statement - CIVIL APPEAL (1/6)

* GIVE DATE AND SUMMARY OF JUDGMENT, ORDER, OR DECISION BEING APPEALED AND ATTACH A COPY:

This tenancy matter was decided by Judge Marbery on July 1, 2012

Please be specific.

64 characters entered (Minimum: 25 / No Max)

Save | Continue

CIS-Page 2

GETTING STARTED | CASE DATA | PARTY/ATTORNEY | DOCUMENTS

Case Information Statement - CIVIL APPEAL (2/6)

* **Have all issues as to all parties in this action, before the trial court or agency, been disposed?** ◉ Yes ○ No

That is, are there any claims against any party in the trial court or agency, either in this or a consolidated action, which have not been disposed? These claims may include counterclaims, cross-claims, third-party claims and applications for counsel fees?

* **If outstanding claims remain open, has the order been properly certified as final pursuant to R. 4:42-2?** ○ Yes ○ No ◉ N/A

A) If the order has been properly certified, attach copies of the order and the complaint and any other relevant pleadings to the order being appealed. Attach a brief explanation as to why the order qualified for certification pursuant to R. 4:42-2?

B) If the order has not been certified or has been improperly certified, leave to appeal must be sought. (See R.2:2-4;2:5-6.) Please note that an improperly certified order is not binding on the Appellate Division.

If claims remain open and/or the order has been properly certified, you may want to consider filing a motion for leave to appeal or submitting an explanation as to why you believe the matter is final and appealable as of right.

* **Were any claims dismissed without prejudice?** ○ Yes ◉ No

If so, explain and indicate any agreement between parties concerning future disposition of those claims.

Fill in this area if it applies to your case.

0 characters entered (Minimum: 25 / No Max)

Save | Previous | Continue

CIS-Page 3

GETTING STARTED | CASE DATA | PARTY/ATTORNEY | DOCUMENTS

Case Information Statement - CIVIL APPEAL (3/6)

*GIVE A BRIEF STATEMENT OF THE FACTS AND PROCEDURAL HISTORY:

Breach of tenancy contract occured when Lawrence holdings allowed a small deli market to rent space with the same strip mall as plaintiff.

Be specific.

138 characters entered (Minimum: 25 / No Max)

* **LIST THE PROPOSED ISSUES (POINT HEADINGS) TO BE RAISED ON APPEAL PURSUANT TO 2:6-2(A)5. (Appellant and cross-appellant only).**

1. Breach of contract
2. Lost revenue
3. Damages

51 characters entered (Minimum: 25 / No Max)

Save | Previous | Continue

CIS-Page 4

GETTING STARTED | CASE DATA | PARTY/ATTORNEY | DOCUMENTS

Case Information Statement - CIVIL APPEAL (4/6)

IF YOU ARE APPEALING FROM A JUDGMENT ENTERED BY A TRIAL JUDGE SITTING WITHOUT A JURY OR FROM AN ORDER OF THE TRIAL COURT, COMPLETE THE FOLLOWING:

* 1. **Did the trial judge issue oral findings or an opinion? If so, on what date?** ○ Yes ◉ No
* 2. **Did the trial judge issue written findings or an opinion? If so, on what date?** ○ Yes ◉ No
* 3. **Will the trial judge be filing a statement or an opinion pursuant to R.2:5-1(b)?** ○ Yes ○ No ◉ UNKNOWN

Caution: Before you indicate that there was neither findings nor an opinion, you should inquire of the trial judge to determine whether findings or an opinion was placed on the record out of counsel's presence or whether the judge is filing a statement or opinion pursuant to R.2:5-1(b).

DATE OF YOUR INQUIRY (MM/DD/YYYY)

* **Is the validity of a statute, regulation, executive order, franchise or constitutional provision of this State being questioned? (R.2:5-1(h))** ○ Yes ◉ No

Save | Previous | Continue

If you are in the middle of a paragraph click the save button to save your work. The continue button will always save the page.

CIS-Page 5

GETTING STARTED | CASE DATA | PARTY/ATTORNEY | DOCUMENTS

Make sure related appeals. if any, appear below.

Case Information Statement - CIVIL APPEAL (5/6)

1. IS THERE ANY APPEAL NOW PENDING OR ABOUT TO BE BROUGHT BEFORE THIS COURT WHICH:

* (A) Arise from substantially the same case or controversy as this appeal? ○ Yes ◉ No
* (B) Involve an issue that is substantially the same, similar or related to an issue in this appeal? ○ Yes ◉ No

***2. WAS THERE ANY PRIOR APPEAL INVOLVING THIS CASE OR CONTROVERSY?** ○ Yes ◉ No

IF THE ANSWER TO EITHER 1 OR 2 ABOVE IS YES, STATE:

Prior or related appeals from earliercase search appear below (for example co-defendants or co-parent who may have previously filed an appeal) :

CASE TYPE	App / SC #	TRIAL COURT/ AGENCY DOCKET #	Case Title	Disposition Date	Status	

No record found.

To add other related appeals that did not appear in case search (for example, appeals with related issues) click the link below:

Add additional APPELLATE/SUPREME COURT Docket#

Save | Previous | Continue

If you are in the middle of a paragraph click the save button to save your work. The continue button will always save the page.

CIS-Page 6

GETTING STARTED | CASE DATA | PARTY/ATTORNEY | DOCUMENTS

Case Information Statement - CIVIL APPEAL (6/6)

Civil appeals are screened for submission to the Civil Appeals Settlement Program (**CASP**) to determine their potential for settlement or, in the alternative, a simplification of the issues and any other matters that may aid in the disposition or handling of the appeal. Please consider this when responding to the following question. A negative response will not necessarily rule out the scheduling of a **CASP** conference.

***State whether you think this case may benefit from a CASP conference.** ○ Yes ◉ No

***Explain your answer:**

Contract issues cannot be negotiated.

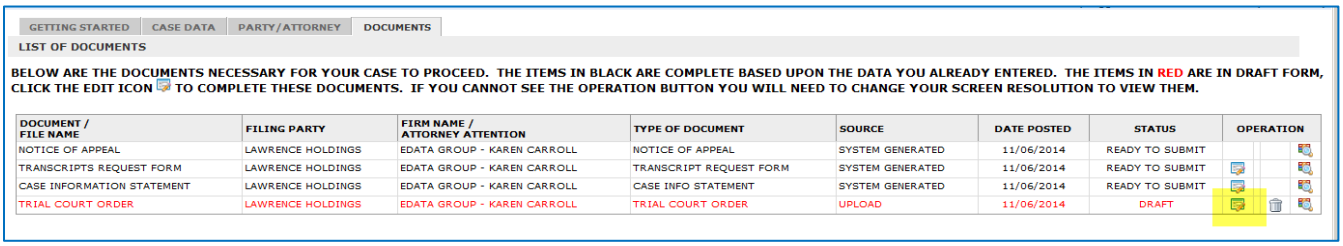
37 characters entered (Minimum: 25 / No Max)

Save | Previous | Continue

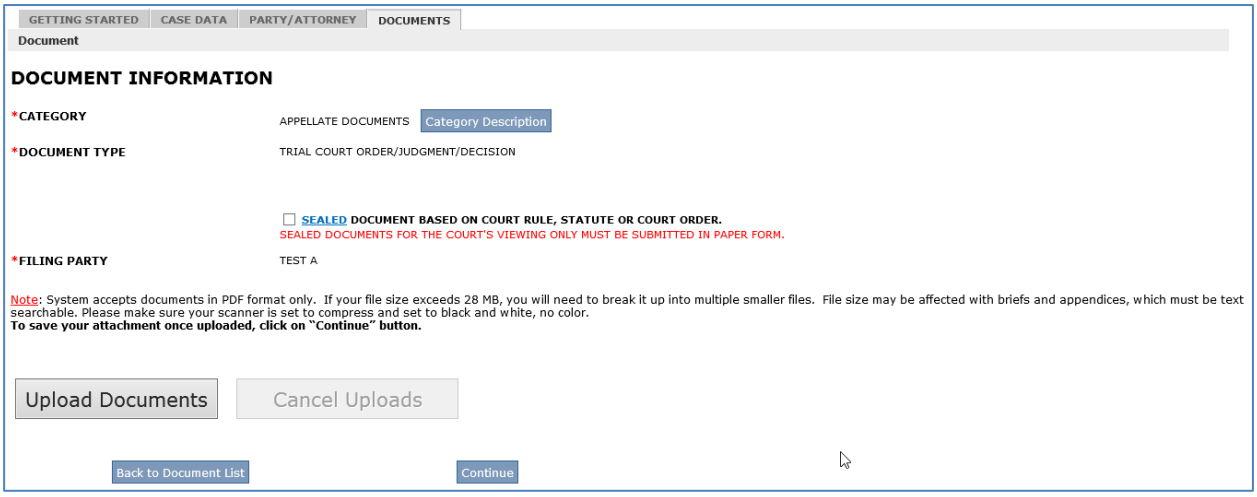
If you are in the middle of a paragraph click the save button to save your work. The continue button will always save the page.

Uploading Trial Court Order

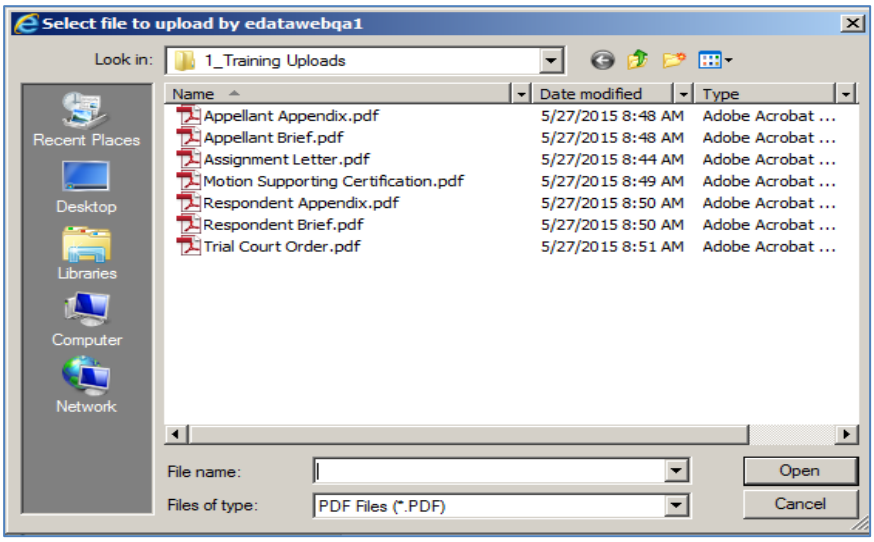
Click on the edit button to upload the trial court order that was scanned into your machine's documents.



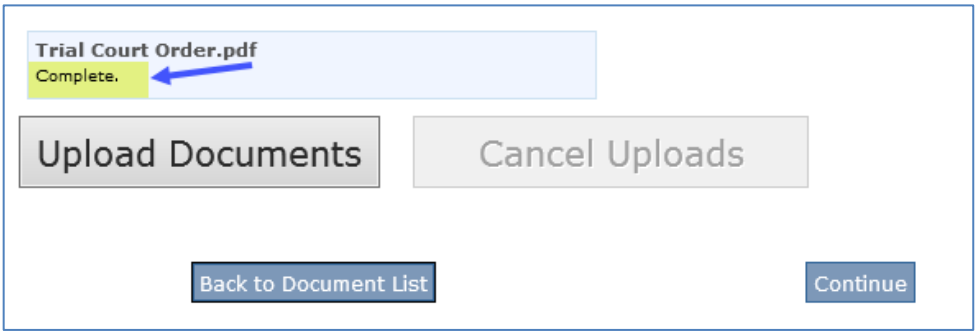
Click upload. If the document is sealed, click the sealed check box.



Double click on the order.



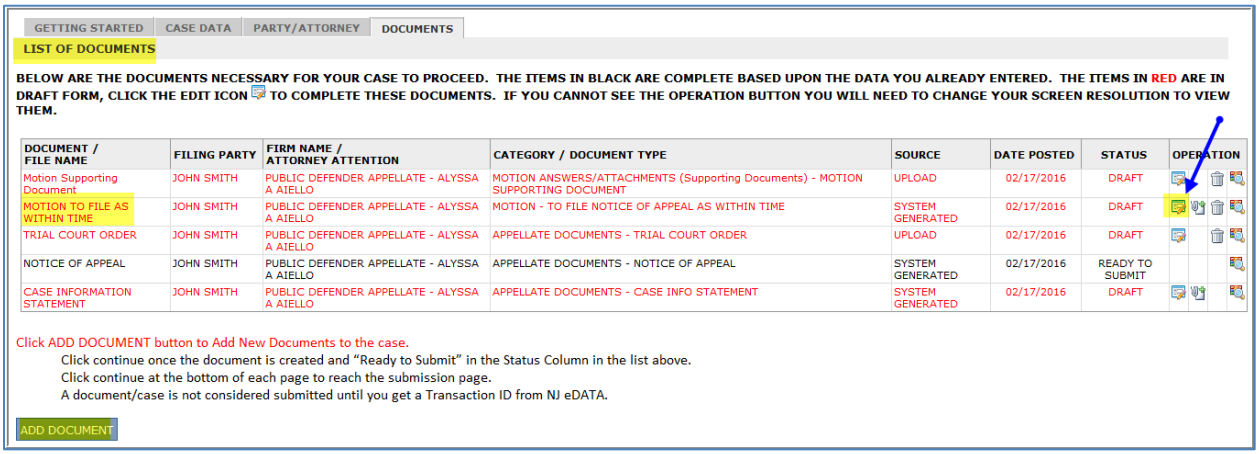
Click continue when the upload is complete.



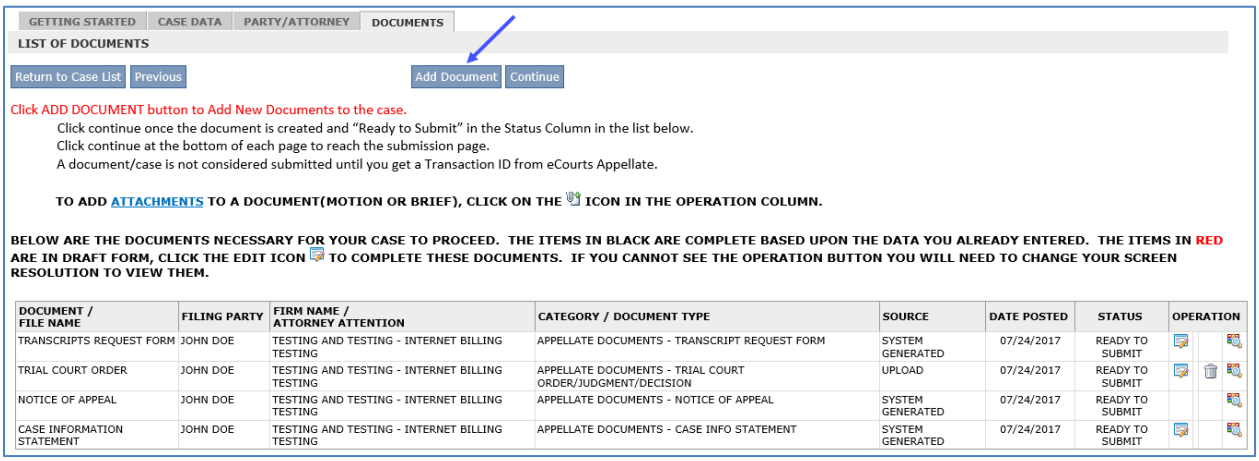
Motion Creation

List of Documents

If a motion is necessary, the system will add it to the list of documents (i.e., case is out of time). Click on the edit button to continue with the system generated motion, otherwise you can also add a motion by clicking on the Add Document button.



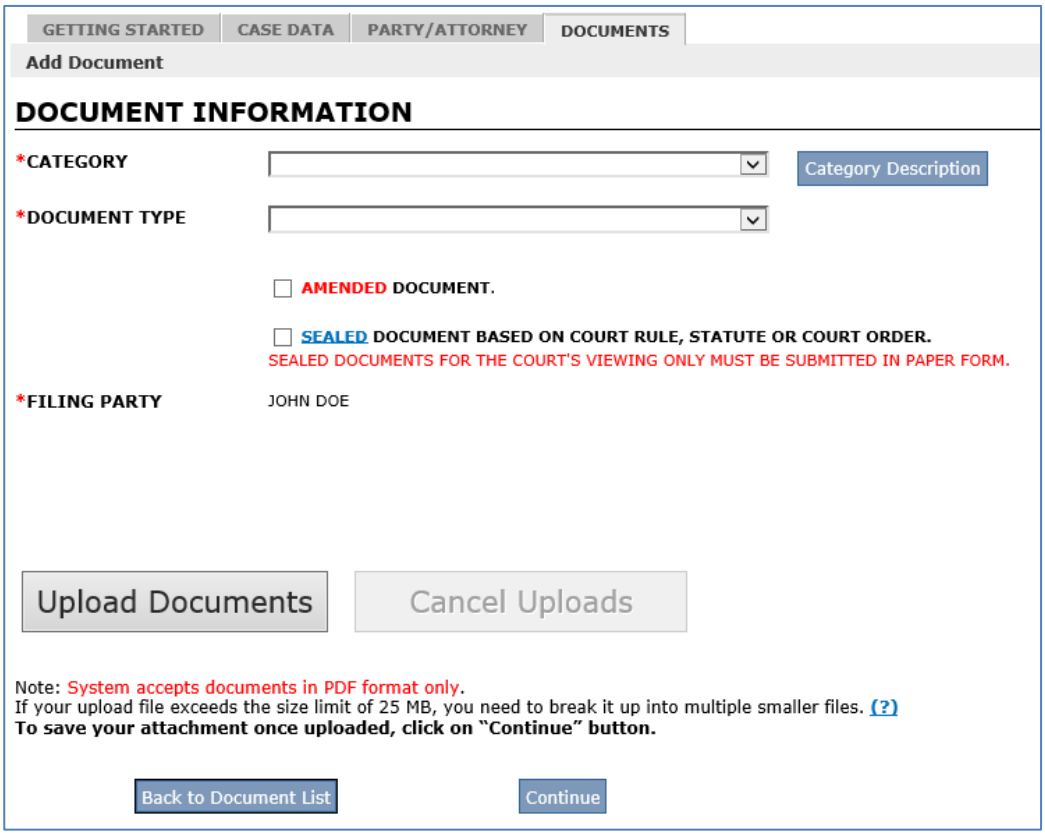
To add a motion, click on the Add Document button.



Use the drop downs to select the appropriate motion type.

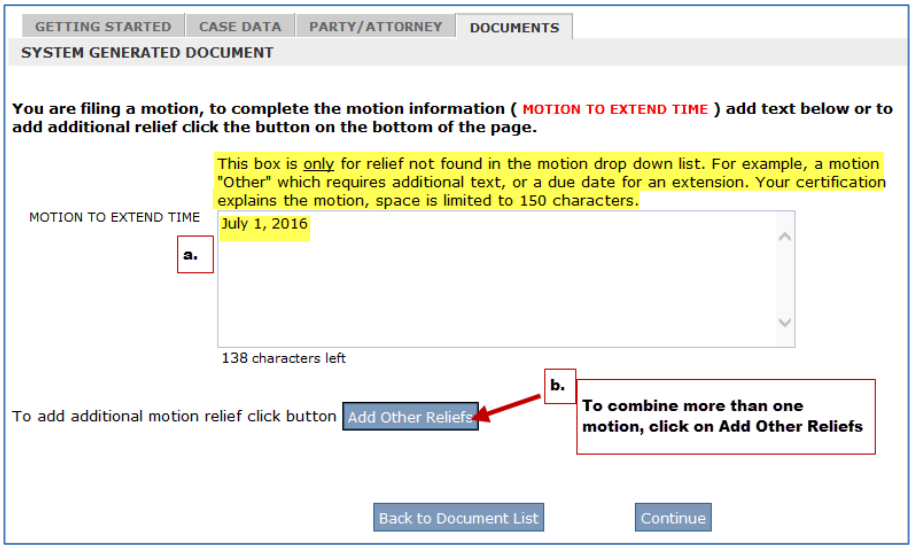
- **Category Description** – Explains which Document Type belongs to which Category
- **Category** - Select Motion from the drop down.
- **Document Type** - Select the type of motion.

Click the Continue button and a system generated Notice of Motion will be created.



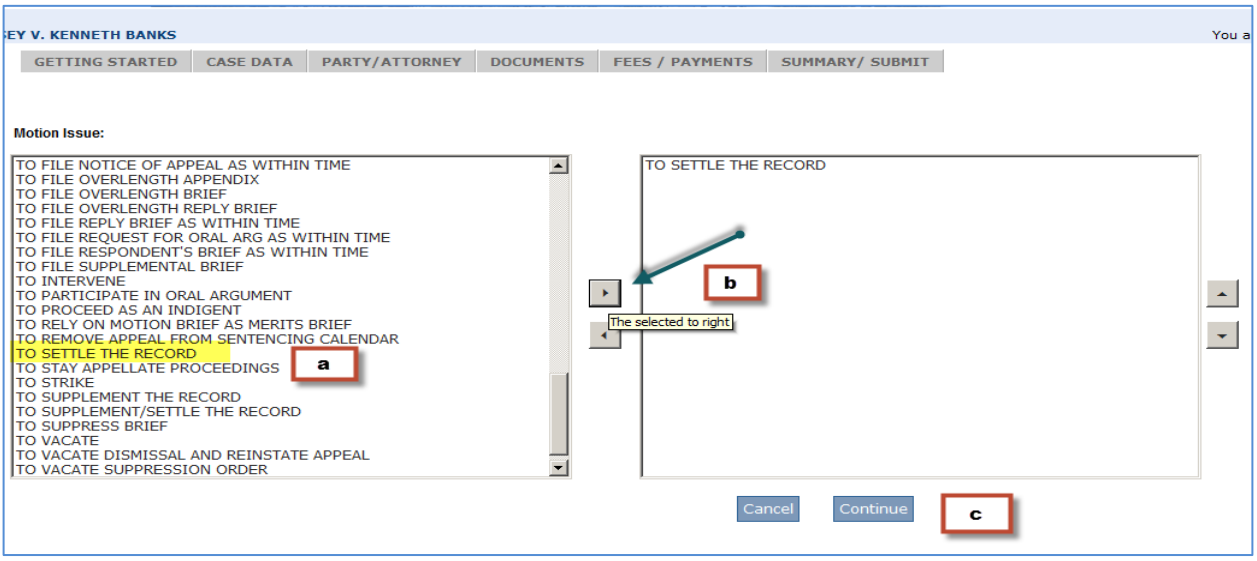
Motion Text

a. Add additional wording <u>only</u> if relief is not found in the motion drop down list. For example, a motion "other" or a due date for an extension. Be Brief.
b. Click Add Other Reliefs to combine more than one motion.



Adding Additional Relief

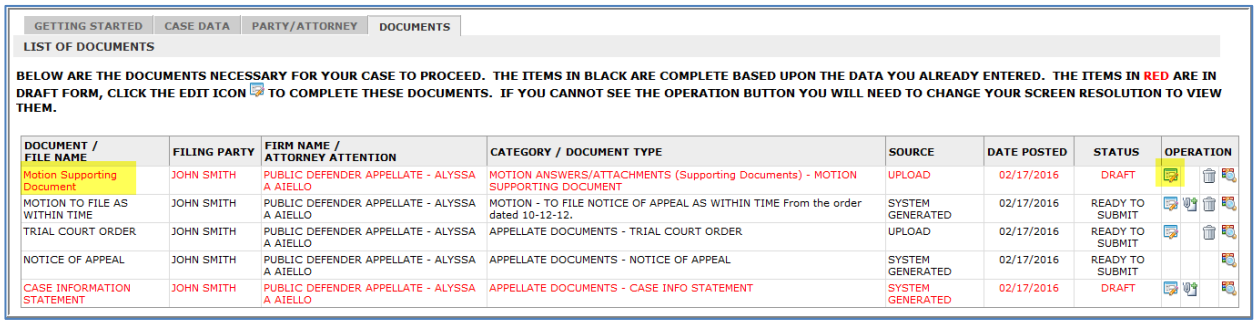
a. Click to highlight a motion type from the list.
b. Click the arrow to move it to the motion issue box.
c. Click continue.



Motion supporting document

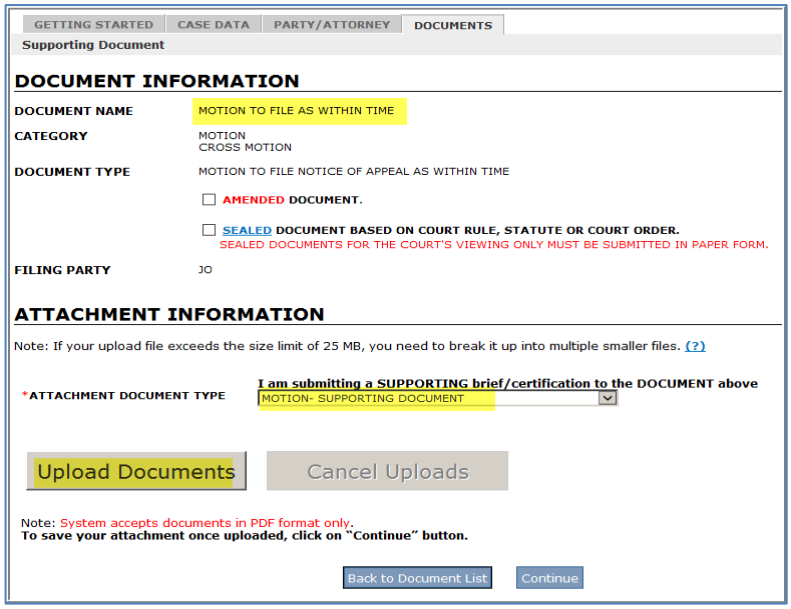
Upload Supporting Document

The system will insert an entry for the required motion supporting documentation. Click the Edit button to upload.

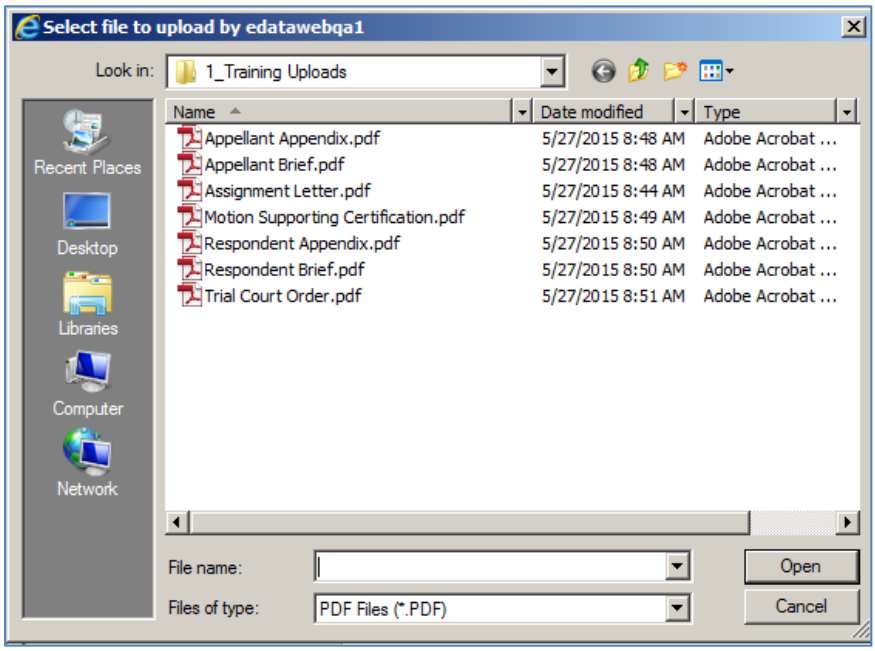


DOCUMENT / FILE NAME	FILING PARTY	FIRM NAME / ATTORNEY ATTENTION	CATEGORY / DOCUMENT TYPE	SOURCE	DATE POSTED	STATUS	OPERATION
Motion Supporting Document	JOHN SMITH	PUBLIC DEFENDER APPELLATE - ALYSSA A AIELLO	MOTION ANSWERS/ATTACHMENTS (Supporting Documents) - MOTION SUPPORTING DOCUMENT	UPLOAD	02/17/2016	DRAFT	
MOTION TO FILE AS WITHIN TIME	JOHN SMITH	PUBLIC DEFENDER APPELLATE - ALYSSA A AIELLO	MOTION - TO FILE NOTICE OF APPEAL AS WITHIN TIME From the order dated 10-12-12.	SYSTEM GENERATED	02/17/2016	READY TO SUBMIT	
TRIAL COURT ORDER	JOHN SMITH	PUBLIC DEFENDER APPELLATE - ALYSSA A AIELLO	APPELLATE DOCUMENTS - TRIAL COURT ORDER	UPLOAD	02/17/2016	READY TO SUBMIT	
NOTICE OF APPEAL	JOHN SMITH	PUBLIC DEFENDER APPELLATE - ALYSSA A AIELLO	APPELLATE DOCUMENTS - NOTICE OF APPEAL	SYSTEM GENERATED	02/17/2016	READY TO SUBMIT	
CASE INFORMATION STATEMENT	JOHN SMITH	PUBLIC DEFENDER APPELLATE - ALYSSA A AIELLO	APPELLATE DOCUMENTS - CASE INFO STATEMENT	SYSTEM GENERATED	02/17/2016	DRAFT	

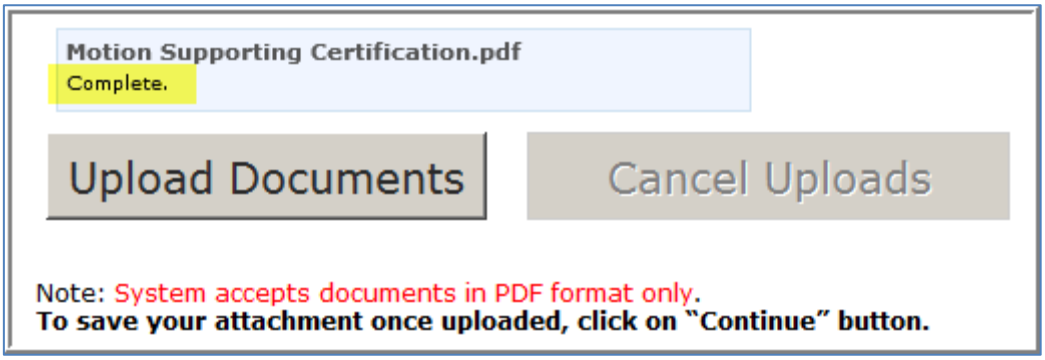
Click on Upload Documents.



Go to the location of the file on your machine and double click the document. All uploaded documents must be in .pdf format.

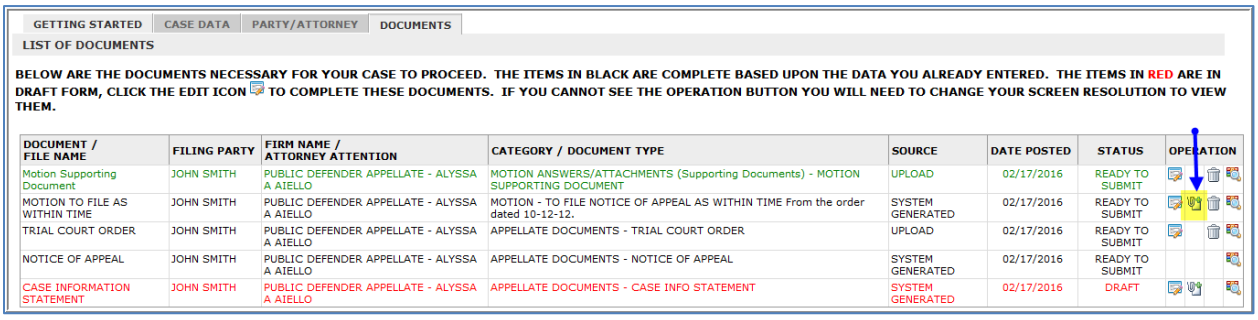


Upload is complete when the blue box indicating complete appears. If internet connection is slow wait for it to complete, do not cancel.

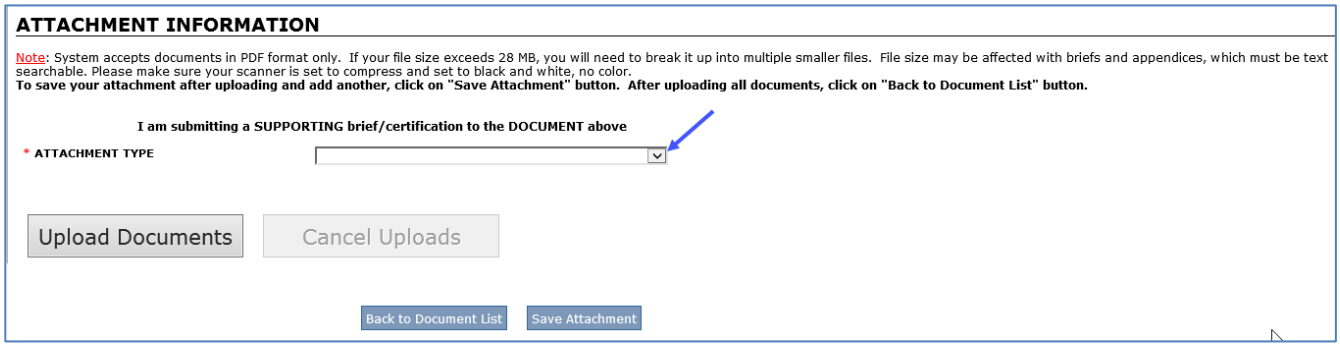


Adding Additional Attachments to Motion

Select the attachment button on the far right under operations.



Use the drop down and then upload your additional document.



List of Documents

All required documents for the appeal are now complete either by system generation or by upload. To review a document, click on the View button. **Make sure they are correct at this time.** To add an additional document, use the **ADD DOCUMENT** button.

GETTING STARTED | CASE DATA | PARTY/ATTORNEY | DOCUMENTS

LIST OF DOCUMENTS

Return to Case List | Previous | Add Document | Continue

Click ADD DOCUMENT button to Add New Documents to the case.

Click continue once the document is created and "Ready to Submit" in the Status Column in the list below.
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TO ADD ATTACHMENTS TO A DOCUMENT(MOTION OR BRIEF), CLICK ON THE ICON IN THE OPERATION COLUMN.

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DOCUMENT / FILE NAME	FILING PARTY	FIRM NAME / ATTORNEY ATTENTION	CATEGORY / DOCUMENT TYPE	SOURCE	DATE POSTED	STATUS	OPERATION
MOTION-SUPPORTING DOCUMENT	TEST A	ROBINSON BROG LEINWAND ET AL - FELICIA SUE ENNIS	MOTION SUPPORTING DOCUMENTS/ANSWERS/ATTACHMENTS - MOTION SUPPORTING DOCUMENT	UPLOAD	08/01/2017	READY TO SUBMIT	
MOTION-SUPPORTING DOCUMENT	TEST A	ROBINSON BROG LEINWAND ET AL - FELICIA SUE ENNIS	MOTION SUPPORTING DOCUMENTS/ANSWERS/ATTACHMENTS - MOTION SUPPORTING DOCUMENT	UPLOAD	08/01/2017	READY TO SUBMIT	
MOTION FOR ORAL ARGUMENT	TEST A	ROBINSON BROG LEINWAND ET AL - FELICIA SUE ENNIS	MOTION - FOR ORAL ARGUMENT	SYSTEM GENERATED	08/01/2017	READY TO SUBMIT	
TRANSCRIPTS REQUEST FORM	TEST A	ROBINSON BROG LEINWAND ET AL - FELICIA SUE ENNIS	APPELLATE DOCUMENTS - TRANSCRIPT ORDER FORM	SYSTEM GENERATED	08/01/2017	READY TO SUBMIT	
TRIAL COURT ORDER	TEST A	ROBINSON BROG LEINWAND ET AL - FELICIA SUE ENNIS	APPELLATE DOCUMENTS - TRIAL COURT ORDER/JUDGMENT/DECISION	UPLOAD	08/01/2017	READY TO SUBMIT	
CASE INFORMATION STATEMENT	TEST A	ROBINSON BROG LEINWAND ET AL - FELICIA SUE ENNIS	APPELLATE DOCUMENTS - CASE INFO STATEMENT	SYSTEM GENERATED	08/01/2017	READY TO SUBMIT	
NOTICE OF APPEAL	TEST A	ROBINSON BROG LEINWAND ET AL - FELICIA SUE ENNIS	APPELLATE DOCUMENTS - NOTICE OF APPEAL	SYSTEM GENERATED	08/01/2017	READY TO SUBMIT	

Proof of Service

The system will electronically serve the trial court judge, the division manager/state agency. If transcripts have been ordered, the transcript request form will be sent electronically; the Transcriber will contact the requester directly with the applicable amount due.

If the adversary has entered an eCourts email address for court notices, the system will display an **(e)** next to their firm name on the Proof of Service page. They will be served electronically.

If the adversary has **NOT** entered an eCourts email address for court notices and you had to enter a case specific email in the attorney section of the party information page, the Date of Mailing field is required. The party **must** be served in paper. The system generated Proof of Service will reflect both the email address for electronic notification and the date of mailing if applicable.

Click **Continue** to proceed to the Fees / Payments page.

GETTING STARTED | CASE DATA | PARTY/ATTORNEY | DOCUMENTS

Proof of Service - TRIAL COURT

CASE INFORMATION STATEMENT, MOTION FOR ORAL ARGUMENT, MOTION-SUPPORTING DOCUMENT, NOTICE OF APPEAL, PROOF OF SERVICE, TRANSCRIPTS REQUEST FORM, TRIAL COURT ORDER are served on all parties on the completion of this filing.

Name

TRIAL COURT JUDGE EDWARD NEAFSEY, JSC

TRIAL COURT DIVISION MANAGER MERCER

Other parties in this action:

NAME AND DESIGNATION	ATTORNEY CONTACT INFORMATION	DATE OF E-NOTIFICATION	DATE OF MAILING
TEST B **(RESPONDENT)**	PERRY FLORIO, Esq. (e) WATERS MC PHERSON MC NEILL, PC 300 LIGHTING WAY P.O. BOX 1560 SECAUCUS NJ 07096 201-863-4400 TEST@TEST.COM		
TEST B **(RESPONDENT)**	ADAM L BLISS, Esq. BLANK ROME, LLP 301 CARNEGIE CTR 3RD FL PRINCETON NJ 08540 609-750-7700 (test@test.com)		*

* Pro Se respondents or parties who do not have an eCourts email **must** be provided with a copy of the printed documents by the **filer**.

Return to Case List | Previous | Continue

Fees / Payments

The **Fees/Payments** page lists the fee incurred for your filing. To add the security deposit, check the Pay Security Deposit box. If the filer has exempt status, this page will not display. Select either **Judiciary Account Charge System** or **Credit Card**. If you select to pay via credit card, you are required to accept the service fee by checking the applicable box. Click on the *Service Fees for Credit Cards* link for a list of fees. Click **Continue**.

GETTING STARTED | CASE DATA | PARTY/ATTORNEY | DOCUMENTS | FEES / PAYMENTS

Fees

Fee Type	Fee Amount	Fee Status	Fee Paid	Payment Date	Amount Due
FILING FEE	$250.00	FEE PENDING	$0.00		$250.00
	$250.00		**$0.00**		**$250.00**

☐ Pay Security Deposit

Security Deposit Required for Civil Appeals Only with 30 days, see R.2:5-2

Security deposits for costs are returned to the filer by check within 6 months of the decision disposing of the case, unless costs are assessed.

Select Payment Method.

○ **JUDICIARY ACCOUNT CHARGE SYSTEM**

You must have an active JACS account to use this payment method. If you do not have an account, click here or contact the appropriate person in your firm authorized to establish a JACS account.

ALL fees are not refundable without a court order directing the return of the fee. In this circumstance, if ordered, a check will be issued by the Treasurer of the State of New Jersey.

○ **Credit Card** VISA

You must accept the service fee to continue with a credit card filing.

☐ Accept Service Fee Service Fees for Credit Cards

To waive Service Fees, select JACS account radio button, if you have a valid account.

For security reasons, staff are not permitted to request or receive confidential information such as, credit card information, social security numbers, etc.

If you wish to file a **MOTION FOR LEAVE TO PROCEED AS AN INDIGENT**, click here to be returned to the Case Related Questions page to make that selection.

Return to Case List | Previous | Continue

Your filing is not considered submitted until payment is successfully processed on a later page.

Case Summary Page

Use the **CLICK HERE** link to view and/or print all the documents. To view individual documents, use the view icon on the far right.

MAKE SURE THE DOCUMENTS ARE CORRECT BEFORE SUBMISSION. ALL DOCUMENTS SUBMITTED ARE A PART OF THE RECORD. DEFICIENT DOCUMENTS CANNOT BE REMOVED UNLESS THEY WOULD CAUSE IRREPARABLE HARM. ANY CORRECTIONS WOULD REQUIRE THE FILING OF AN AMENDED DOCUMENT. TO MAKE ANY NECESSARY CORRECTIONS, REFER TO THE NEXT SECTION FOR RETURNING TO A PRIOR PAGE.

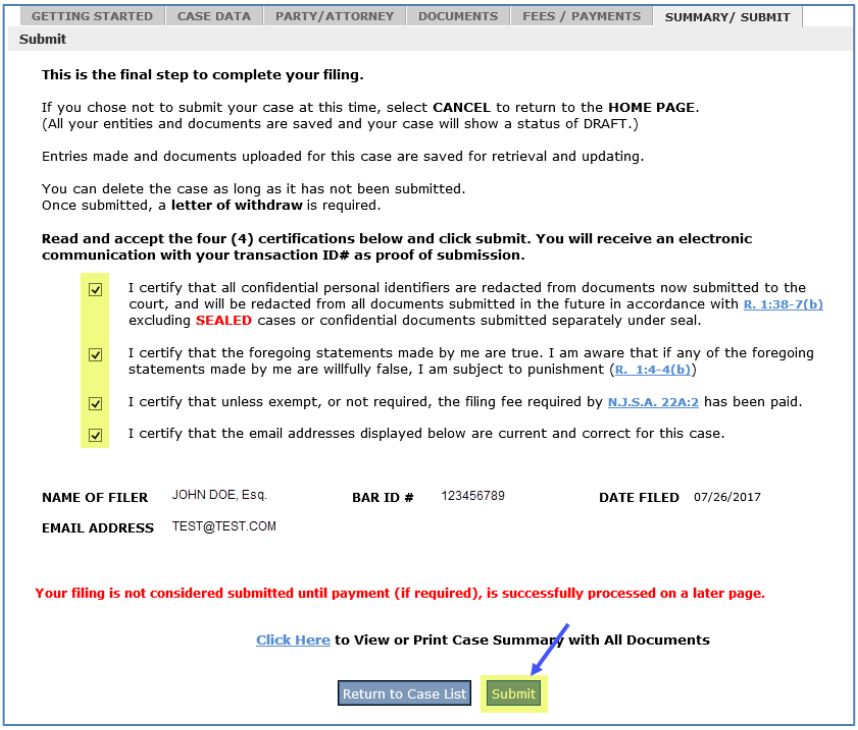
Returning to a Prior Page

If corrections are required and you have not submitted your filing, you can return to prior sections by clicking on the tabs at the top or on the links in the green left navigation bar to edit. Once your changes have been made, click **Continue** through the remaining screens.

If you have already submitted your filing and received a filing transaction ID number, you will not be able to go back edit information.

Submit

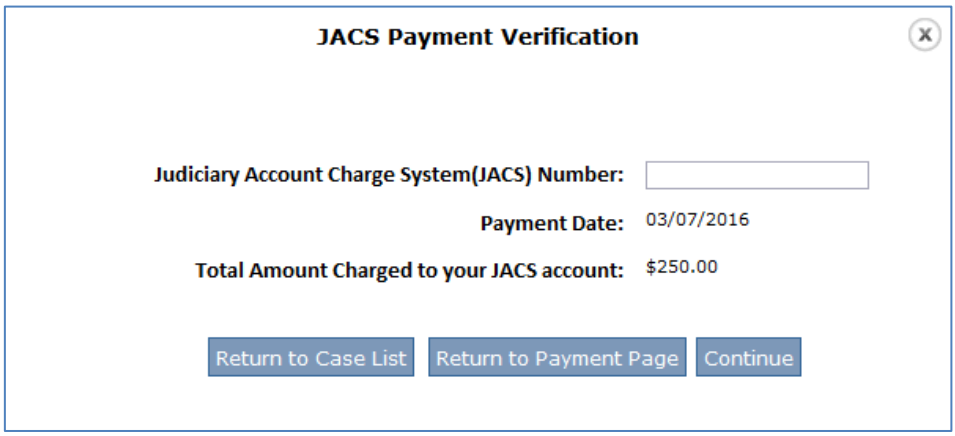
Check the four-(4) certification boxes and click Submit. A Transaction ID will be generated and you will receive an email confirmation of your filing after you have entered your payment information. If you are exempt from filing fees, a Transaction ID will be generated after clicking Submit and you will receive and email confirmation of your filing.



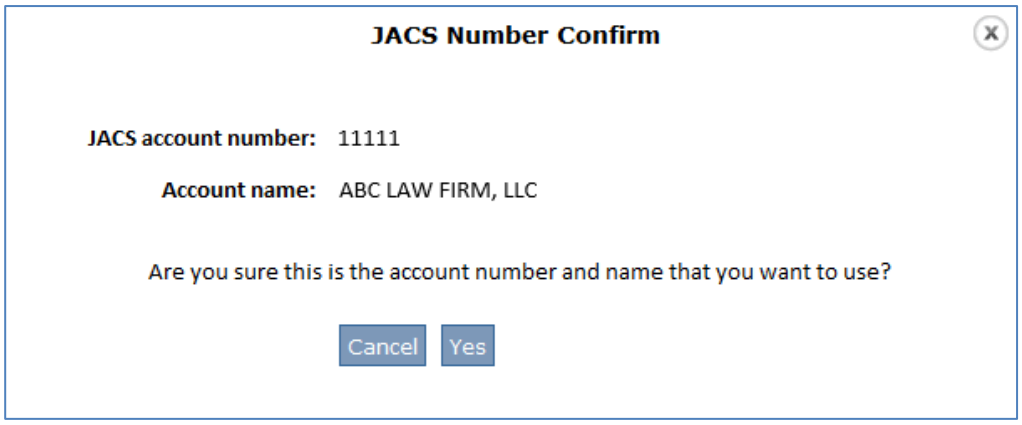
JACS Payment Screens

Unless the filer has exempt status, they have to pay the fees at the time of filing. The filing is not considered submitted until payment is successfully processed.

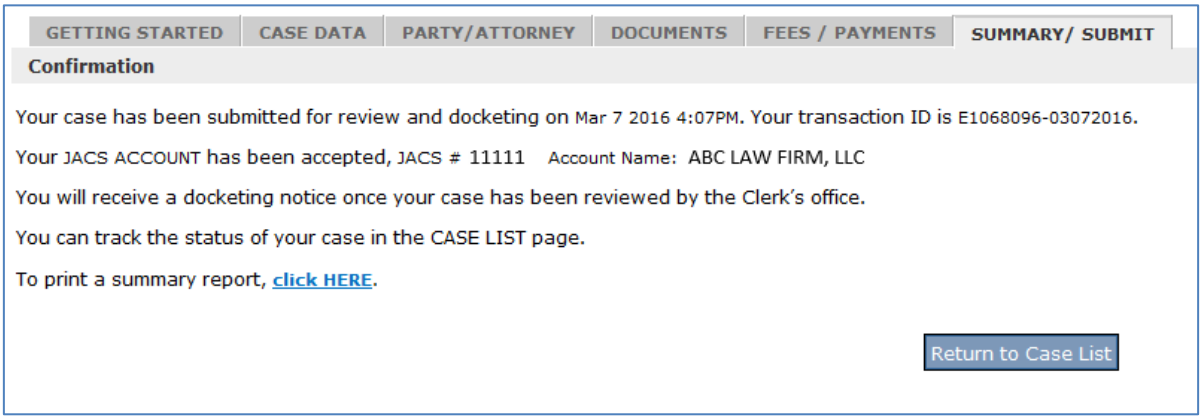
Enter your account number on the JACS Payment Verification popup. Click **Continue**.



Confirm the JACS account number and Account Name are correct. Click **Yes**.



The **Confirmation** page will provide your transaction ID and the JACS account number charged. You will also receive email confirmation of your filing. Click the **Return to Case List** button.



Credit Card Payment Screens

Unless the filer has exempt status, they have to pay the fees at the time of filing. The filing is not considered submitted until payment is successfully processed.

Enter the required information on the Payment Details page. Click **Next**

Note: The credit card payment service is unavailable from 11:30 pm until midnight daily. All filings must be submitted prior to 11:30 pm in order to receive the same date of filing.

New Jersey Courts
Independence • Integrity • Fairness • Quality Service

FAQ Contact

Payment

Payment Type

Credit Card

Customer Information

Complete all required fields [*]

Country
United States

First Name *

Last Name *

Company Name

Address *

Address 2

City *

State
Select State

ZIP/Postal Code *

Phone

Email *

Next

Payment Info

Cancel

Transaction Summary

FILING FEE	$250.00
SERVICE FEE	$7.50
Pay to New Jersey Courts	**$257.50**

Need Help?

If you encounter a problem during the payment process, you may call the Judiciary Call Center for help (609-421-6100). The transaction total includes a non-refundable 3% processing fee that will not be refunded even if the purchase later is disputed.

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Then enter the required credit card information and click **Next.**

Payment Info

Complete all required fields [*]

Credit Card Number *

Credit Card Type

Expiration Month *
Select a Month

Expiration Year *
Select a Year

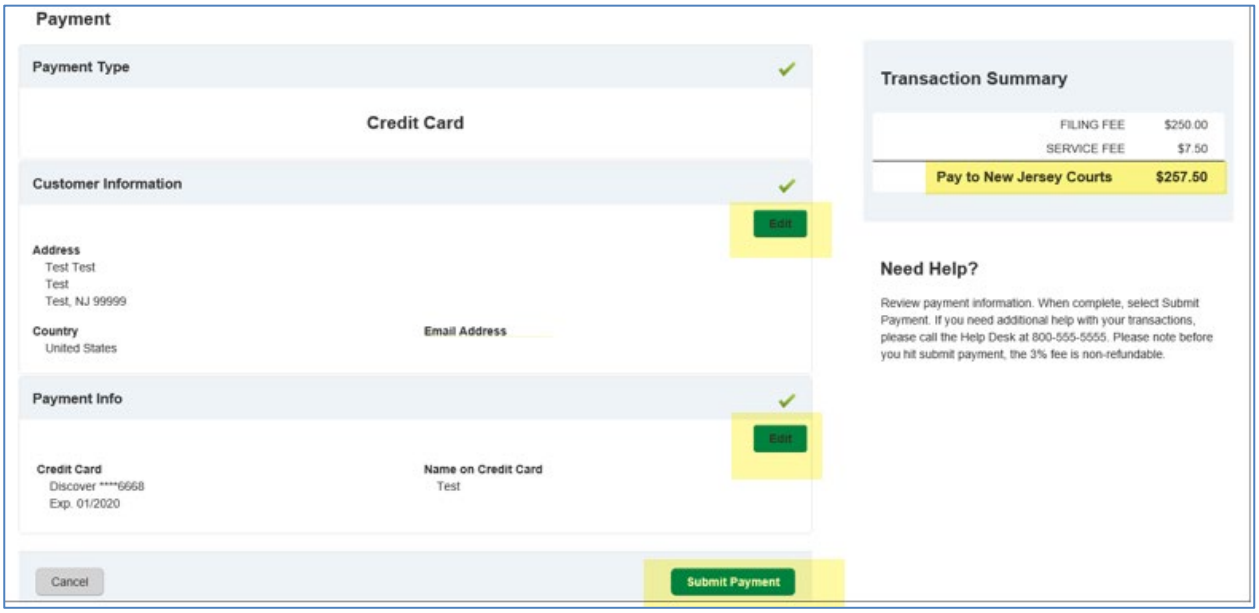
Security Code *

Name on Credit Card *

Next

Cancel

Review all the information, if anything needs to be fixed, you can click on the **edit** button next to each section. If everything looks right click **Submit Payment.**



The system will return a message indicating if your payment was successful. Click **Continue**. If payment is not successful, please provide the Filing ID number listed when contacting the Appellate eFiling unit.

The **Confirmation** page will provide your transaction ID and the credit card E-Pay transaction number. You will also receive email confirmation of your filing. Click the **Return to Case List** button.

Email Notification of Case Activity

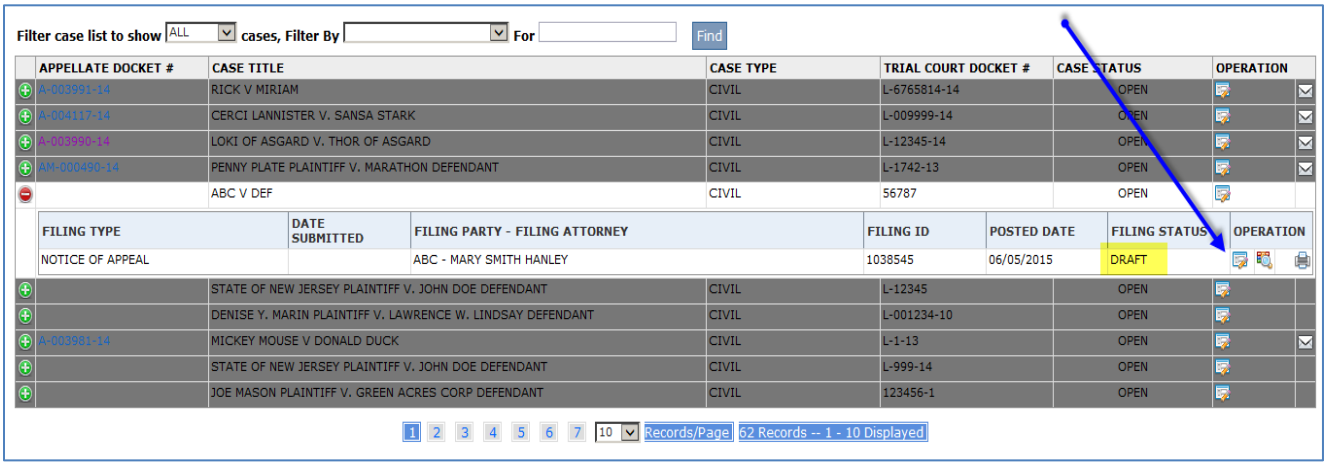
Following any case activity, an email notification with a brief description is sent to all valid email addresses in the case. To view specifics, you will need to log in to eCourts Appellate.

Examples:

1. eCourts Appellate-Submission: A case or document submitted by the filer.
2. eCourts Appellate-Communication: Communication from either a filer or the court.
3. eCourts Appellate-Notification: A document from the court.

Updating a Draft Filing

A draft filing is any case or document that has not been submitted to the court. To complete a case or document in draft status, click the **Edit** button under Operation and then the Edit Draft button in the Edit Draft popup.



Edit Draft

You have previously initiated a new filing (Document or Case) that is in draft status.

Click on "Edit Draft" button to continue and submit this draft or click on "Delete Draft" button to delete it.

FILING TYPE	FILING PARTY - FILING ATTORNEY	FILING ID	DATE SUBMITTED	FILING STATUS
AMENDED MOTION FOR LEAVE TO APPEAL	BING I - LOUISE M ROBICHAUD	1076809	06/23/2016	DRAFT

Delete Draft Edit Draft Cancel

Viewing documents in a Case

From "My Case List" page, click on sign or click on the docket number link to view filings in a case that has been accepted.

APPELLATE DOCKET #	CASE TITLE	CASE TYPE	TRIAL COURT DOCKET #	CASE STATUS	OPERATION
A-004060-15	STATE OF NEW JERSEY V.	CRIMINAL	07-03 -000-I	OPEN	
A-003331-16	STATE OF NEW JERSEY V.	CRIMINAL	92-06- -000-I	OPEN	
A-002860-16	STATE OF NEW JERSEY V.	CRIMINAL	14-05- -000-I	OPEN	
A-000622-16	STATE OF NEW JERSEY V.	CRIMINAL	12-09- -000-I	OPEN	
A-004648-15	STATE OF NEW JERSEY V.	CRIMINAL	09-02- -000-I	OPEN	
A-004717-16	STATE OF NEW JERSEY V.	CRIMINAL	15-12- -000-I	OPEN	
A-003962-16	STATE OF NEW JERSEY V.	CRIMINAL	12-02- -000-I	OPEN	
A-004602-16	STATE OF NEW JERSEY V.	CRIMINAL	12-06- -000-I	OPEN	
A-003958-16	STATE OF NEW JERSEY V.	CRIMINAL	12-05 -000-I	OPEN	
A-003963-16	STATE OF NEW JERSEY V.	CRIMINAL	08-09 -000-I	OPEN	

1 2 3 4 5 6 7 8 9 10 Next Last 10 Records/Page 3164 Records -- 1 - 10 Displayed

Click on the docket number to see full docket information. Click on the document link to view actual documents.

Docket Information for A-003926-14 Case Team: TEAM 01 File Manager: ED B COSTANTINI(609-984-4735)

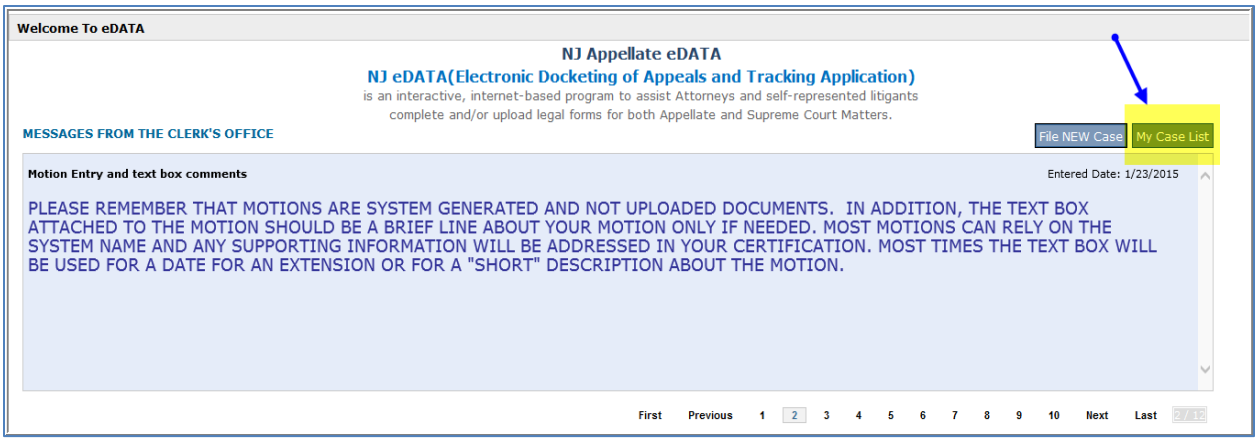
DATE POSTED	DATE SUBMITTED	FILING PARTY	SUBMISSION TYPE	DOCUMENTS/ACTIONS	TRANSACTION ID
5/15/2015 4:11:01 PM	05/15/2015	PUBLIC DEFENDER APPELLATE HELEN C GODBY (APPELLANT)	eDATA Communication	dd	N/A
5/11/2015 11:31:34 AM	05/11/2015	PUBLIC DEFENDER APPELLATE HELEN C GODBY (APPELLANT)	Amend appeal.	AMENDED NOTICE OF APPEAL, TO FILE AMENDED NOA AWT, MOTION SUPPORTING DOCUMENT, PROOF OF SERVICE	E1038252-05112015
5/11/2015 11:30:50 AM	05/06/2015	PUBLIC DEFENDER APPELLATE HELEN C GODBY (APPELLANT)	Case initiation.	NOTICE OF APPEAL, CASE INFORMATION STATEMENT, TRIAL COURT ORDER, TRANSCRIPTS REQUEST FORM, MOTION TO FILE AS WITHIN TIME, MOTION SUPPORTING DOCUMENT, PROOF OF SERVICE	E1038090-05062015
5/11/2015 11:30:50 AM	05/06/2015	Court	Court accepts submission.	Case docketed.	N/A

Return to Case List eDATA Communication

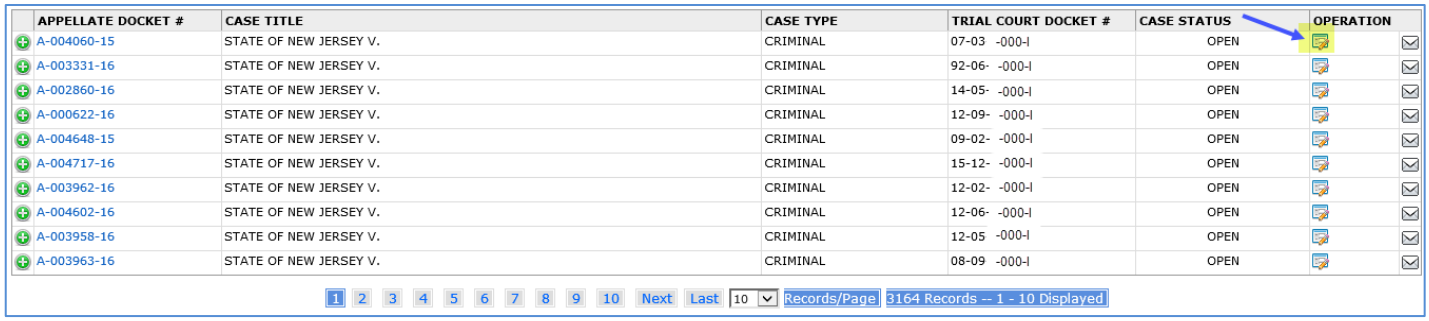
Amending an Appeal

If you receive notification that your appeal is deficient due to an error in the case data or details, you will need to amend the Notice of Appeal.
Log in to eCourts Appellate

Click on My Case List button.



Click edit button by the case for which you want to add the Amended NOA.



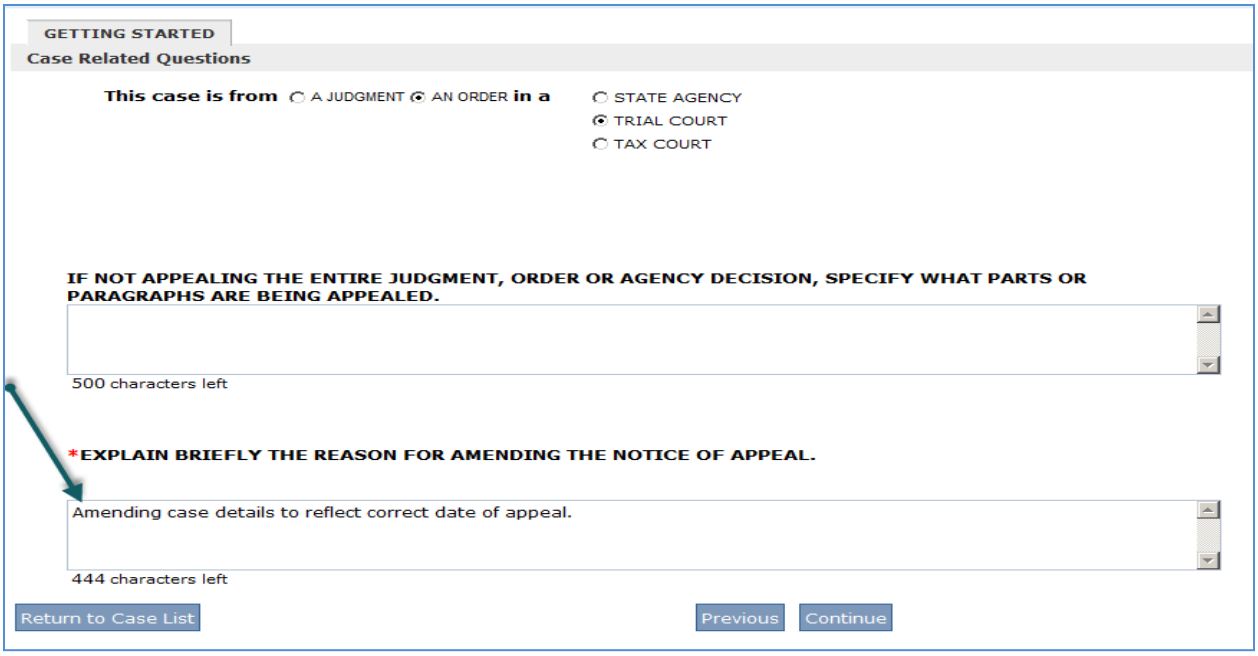
APPELLATE DOCKET #	CASE TITLE	CASE TYPE	TRIAL COURT DOCKET #	CASE STATUS	OPERATION
A-004060-15	STATE OF NEW JERSEY V.	CRIMINAL	07-03 -000-I	OPEN	
A-003331-16	STATE OF NEW JERSEY V.	CRIMINAL	92-06- -000-I	OPEN	
A-002860-16	STATE OF NEW JERSEY V.	CRIMINAL	14-05- -000-I	OPEN	
A-000622-16	STATE OF NEW JERSEY V.	CRIMINAL	12-09- -000-I	OPEN	
A-004648-15	STATE OF NEW JERSEY V.	CRIMINAL	09-02- -000-I	OPEN	
A-004717-16	STATE OF NEW JERSEY V.	CRIMINAL	15-12- -000-I	OPEN	
A-003962-16	STATE OF NEW JERSEY V.	CRIMINAL	12-02- -000-I	OPEN	
A-004602-16	STATE OF NEW JERSEY V.	CRIMINAL	12-06- -000-I	OPEN	
A-003958-16	STATE OF NEW JERSEY V.	CRIMINAL	12-05 -000-I	OPEN	
A-003963-16	STATE OF NEW JERSEY V.	CRIMINAL	08-09 -000-I	OPEN	

Select the Filing Type

Click on the radio button for **I am filing an AMENDED NOTICE OF APPEAL**. Click Continue with Your Filing

If you represent multiple parties, the system will allow you to select only one party name. If the document you are filing applies to both parties, select the radio button for the lead party (the first party entered) in the case. Select **I am filing an Amended Notice of Appeal** and click Continue with Your Filing

Explain Reason for Amended Appeal



Edit any information on this screen if applicable.

GETTING STARTED | CASE DATA

Case Details - TRIAL COURT

Fields marked with * are REQUIRED.

TRIAL COURT DOCKET# BER-L-9615-17 EDIT DOCKET NUMBER

*DATE OF FINAL ORDER/JUDGMENT 02/06/2019

Note: Full and complete caption as it appears on order being appealed or last amended complaint without et al or abbreviations that include all the parties involved.

If the Trial Court case caption inserted here is not complete or has the incorrect spelling, you must fix the caption here.

For Case Caption samples, click HERE.

*CASE CAPTION
JANE DOE
V
JOHN SMITH

3984 characters left

☐ This is a SEALED case based upon court rule, statute, case law or court order.

SEALED DOCUMENTS FOR THE COURT'S VIEWING ONLY MUST BE SUBMITTED IN PAPER FORM.

*CASE TYPE CIVIL

*CASE CATEGORY LAW-CIVIL PART

*TRIAL COURT COUNTY BERGEN

*TRIAL COURT JUDGE ALBERT J. GAROFOLO

Type a portion of the first or last name to get a partial list of judges.
For a full list click on the arrow.

Return to Case List | Previous | Save | Continue

Edit the party information

If the case caption has been edited on the Case Details page, it may be necessary to edit your party name. Use the edit button by your party to make any necessary changes. Click Continue.

GETTING STARTED | CASE DATA | PARTY/ATTORNEY

List of Parties

Add all parties that apply in this matter. This includes the (Appellant) filer, who is required, and all other parties at the trial court/agency level (Respondents) and their attorneys.

To ADD party contact and attorney information

1. Click Add Appellant (The case filer)

2. Click Add Respondent (Other parties of which there may be one or more)

3. For additional parties use the buttons above after the prior entry is complete. Click Continue after all parties are added.

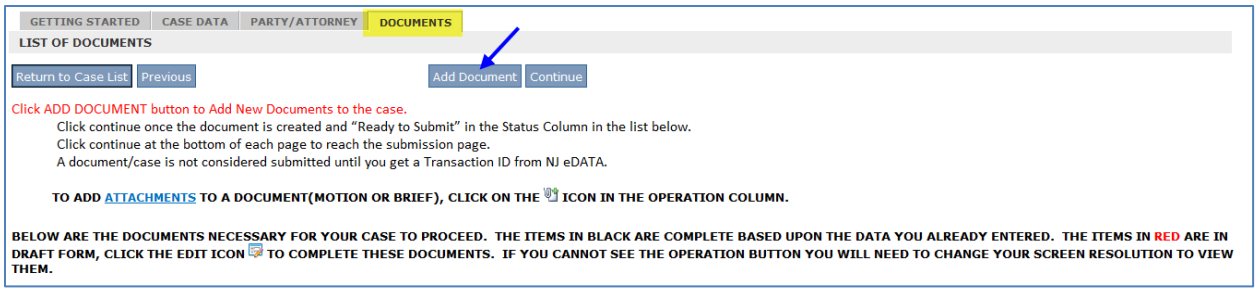
To MODIFY party/attorney information or ADD NEW ATTORNEY, click on the EDIT button next to the party on the list below.

Below are All the parties involved in this case.

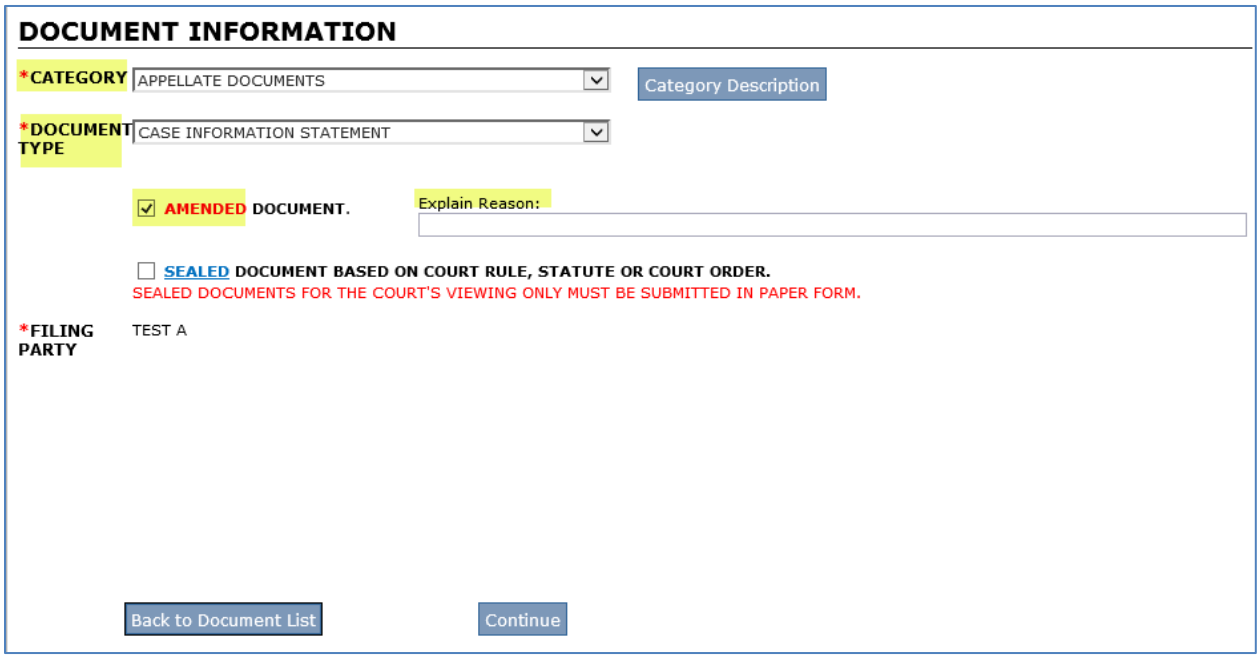
PARTY NAME	Trial Court/Agency Party Role	Trial Court/Agency Participation	PARTY DESIGNATION	CONTACT INFORMATION	ADDRESS	OPERATION
STATE OF NEW JERSEY	PLAINTIFF	Participated below	RESPONDENT	ATTORNEY GENERAL CRIMINAL JUSTICE - TERESA BLAIR (ATTORNEY OF RECORD)	25 MARKET STREET, PO BOX 085 TRENTON, NJ 08625 609-984-6500 anita.toldo@judiciary.state.nj.us karen.carroll@judiciary.state.nj.us kirti.tank@judiciary.state.nj.us DCJ-EFILE@NJDCJ.ORG	
JOHN GRANT	DEFENDANT	Participated below	APPELLANT	PUBLIC DEFENDER APPELLATE - HELEN C GODBY (ATTORNEY OF RECORD)	31 CLINTON ST NEWARK, NJ 08534 973-877-1200 anita.toldo@judiciary.state.nj.us karen.carroll@judiciary.state.nj.us kirti.tank@judiciary.state.nj.us	

Amended Case Information Statement

Any changes made to the case details and/or party names require an amended CIS. To file an amended CIS, on the Documents page, click the Add Document button.



a. Category - select Appellate Documents.
b. Document Type – select Case Information Statement.
c. Check the Amended Box.
d. Explain the reason and click Continue.



Editing Details within the Case Information Statement

For any change in case data, details in the CIS document may change. Change the details if necessary here.

LAWRENCE HOLDINGS

GETTING STARTED | CASE DATA | PARTY/ATTORNEY | DOCUMENTS

Case Information Statement - CIVIL APPEAL (1/6)

* GIVE DATE AND SUMMARY OF JUDGMENT, ORDER, OR DECISION BEING APPEALED AND ATTACH A COPY:

Order dated 7/11/2013 by Judge Marbrey.

39 characters entered (Minimum: 25 / No Max)

Save | Continue

Edit each page of the CIS if necessary. For changes in the Party name you may not need to edit the text of the CIS but you will need to amend it so that the party information is correct. You will need to continue through every page of the CIS regardless if changes are made.

Submit Documents

You will click through several more pages to get to the submit page. Check the four-(4) certification boxes and click Submit. A Transaction ID will be generated and you will receive an email confirmation of your filing.

GETTING STARTED | CASE DATA | PARTY/ATTORNEY | DOCUMENTS | FEES / PAYMENTS | SUMMARY/ SUBMIT

Submit

This is the final step to complete your filing.

If you chose not to submit your case at this time, select **CANCEL** to return to the **HOME PAGE**.
(All your entities and documents are saved and your case will show a status of DRAFT.)

Entries made and documents uploaded for this case are saved for retrieval and updating.

You can delete the case as long as it has not been submitted.
Once submitted, a **letter of withdraw** is required.

Read and accept the four (4) certifications below and click submit. You will receive an electronic communication with your transaction ID# as proof of submission.

- [x] I certify that all confidential personal identifiers are redacted from documents now submitted to the court, and will be redacted from all documents submitted in the future in accordance with R. 1:38-7(b) excluding **SEALED** cases or confidential documents submitted separately under seal.
- [x] I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment (R. 1:4-4(b))
- [x] I certify that unless exempt, or not required, the filing fee required by N.J.S.A. 22A:2 has been paid.
- [x] I certify that the email addresses displayed below are current and correct for this case.

NAME OF FILER JOHN DOE, Esq. **BAR ID #** 123456789 **DATE FILED** 07/26/2017

EMAIL ADDRESS TEST@TEST.COM

Your filing is not considered submitted until payment (if required), is successfully processed on a later page.

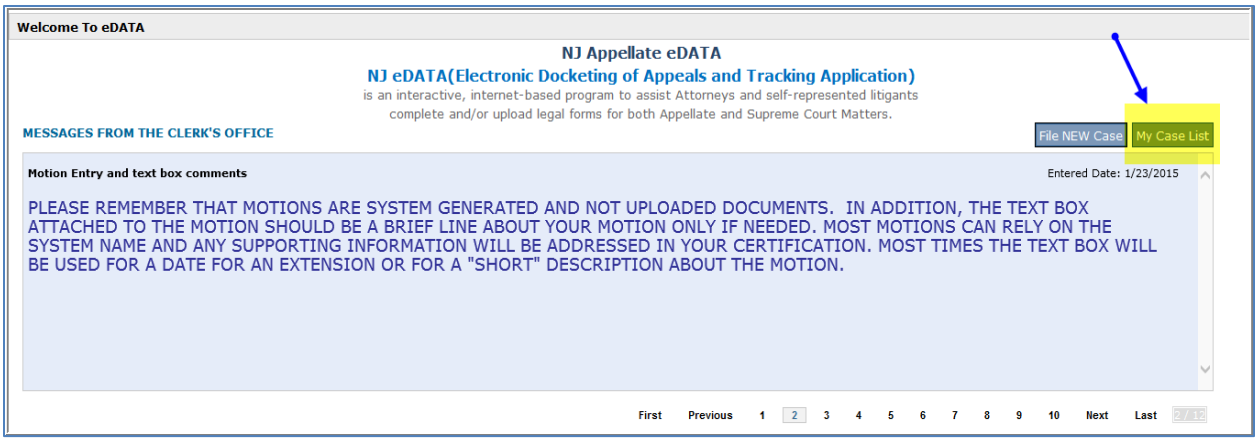
Click Here **to View or Print Case Summary with All Documents**

Return to Case List | Submit

Filing a Motion on Pending Case

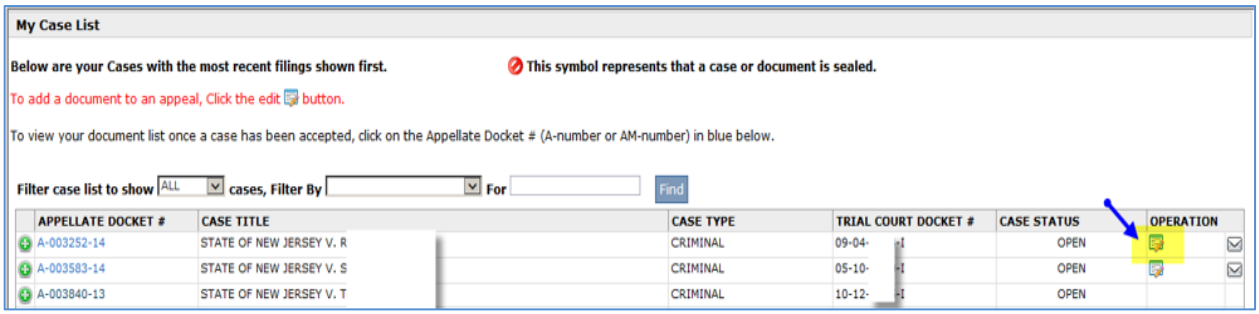
Log in to eCourts Appellate

Click on My Case List button.



Select Case to Edit

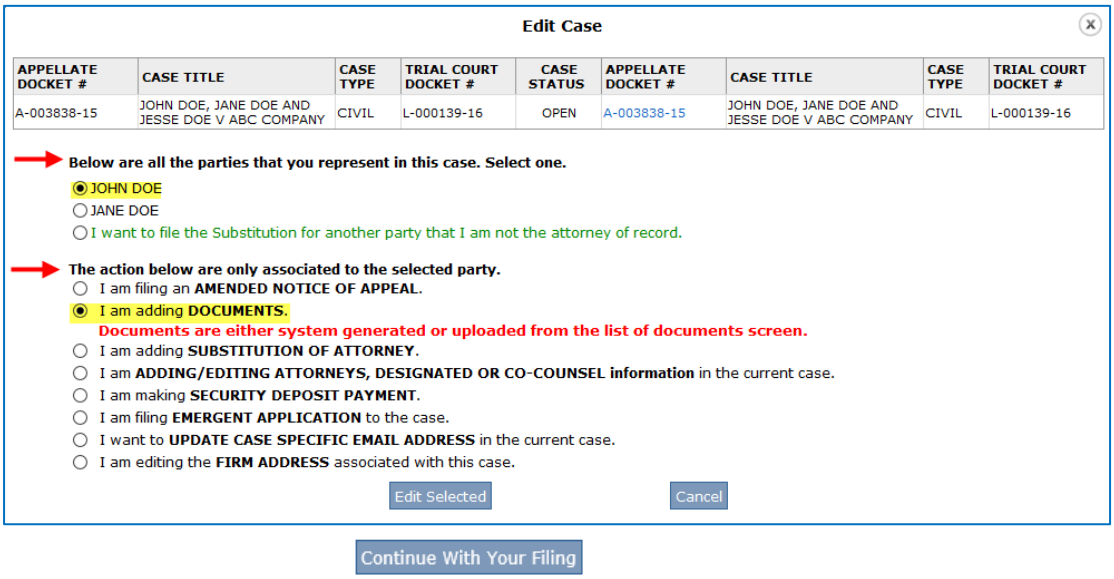
Click on the Edit button by the case for which you want to add the motion.



Select the Filing Type

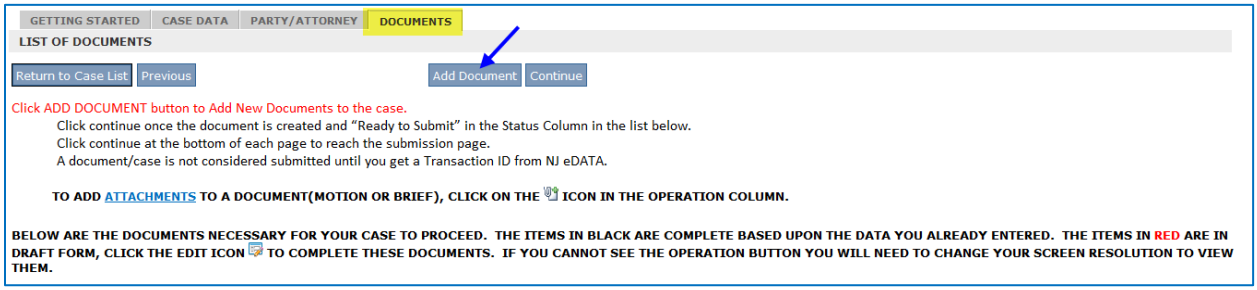
Click the radio button for **I am adding DOCUMENTS**. Click Continue with Your Filing

If you represent multiple parties, the system will allow you to select only one party name. If the document you are filing applies to both parties, select the radio button for the lead party (the first party entered) in the case. Select **I am adding documents** and Continue with Your Filing



Add Document

On the list of documents page, click on the ADD DOCUMENT button to add your motion.



Document Information

a. CATEGORY – select Motion.
b. DOCUMENT TYPE – select the applicable motion type from the dropdown list (see figure 2).
c. Click Continue.

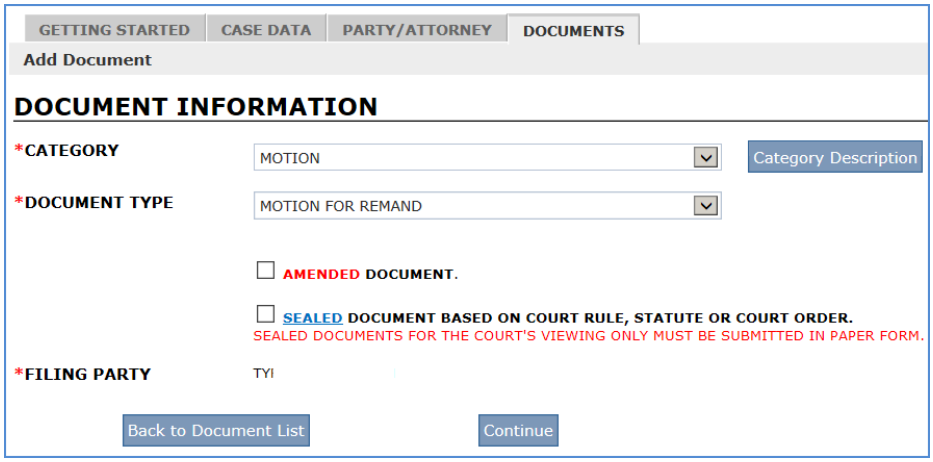
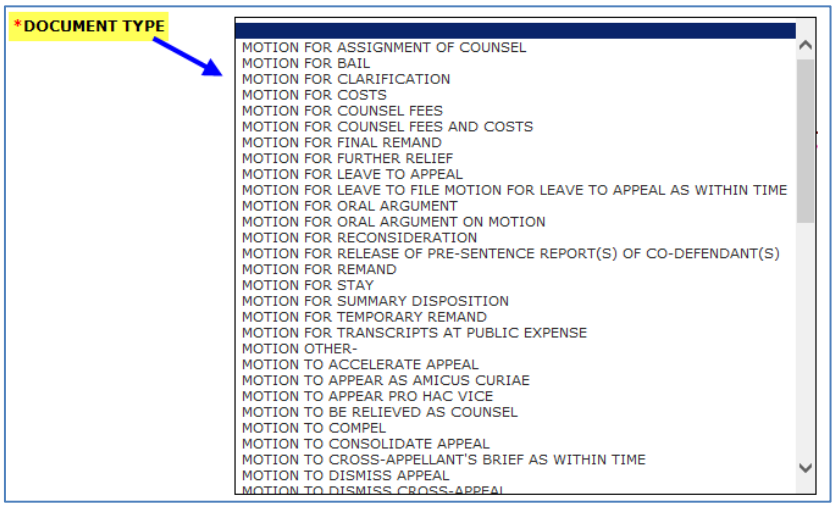
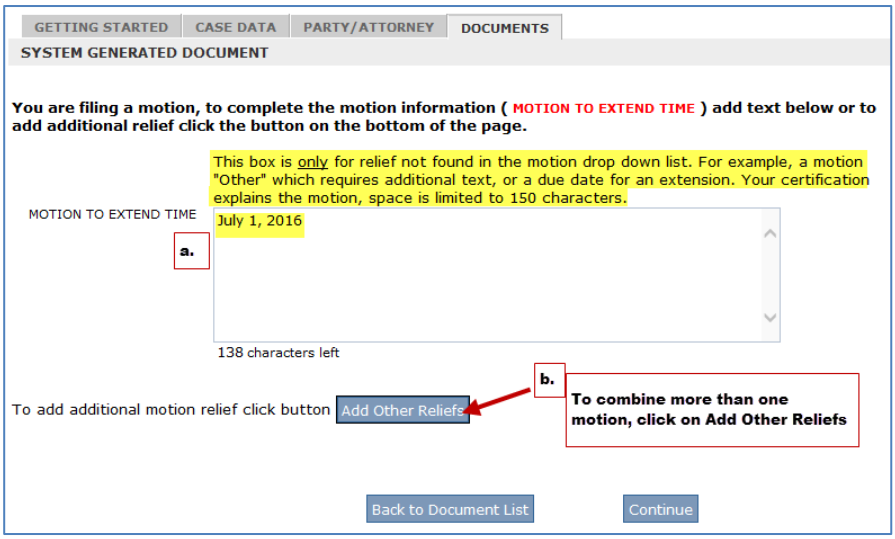


Figure 2: Motion Document Type



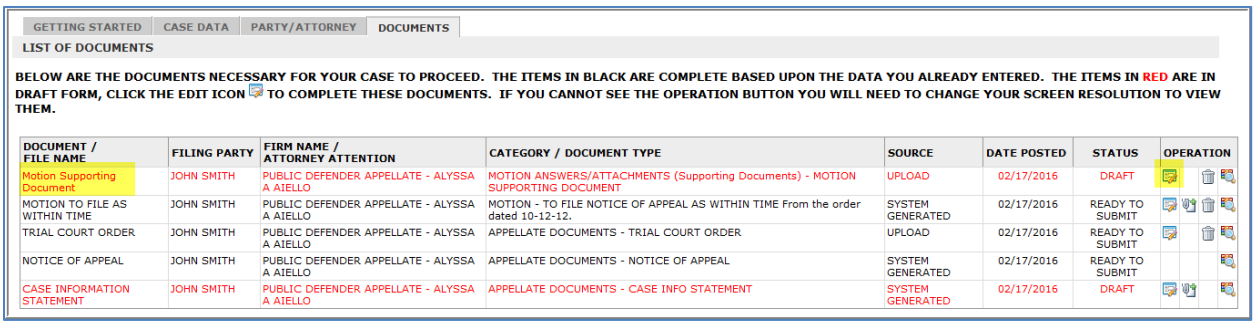
Motion Text

a. Add additional wording <u>only</u> if relief is not found in the motion drop down list. For example, a motion "other" or a due date for an extension. Be Brief.
b. Click Add Other Reliefs to combine more than one motion.

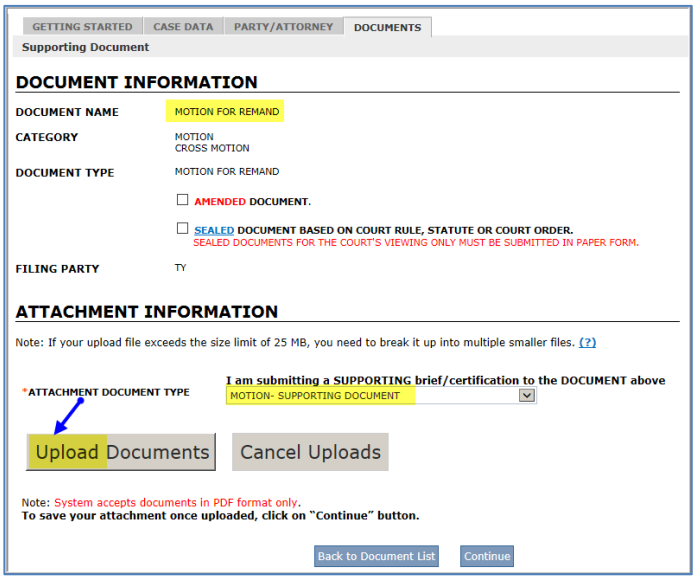


Upload Supporting Document

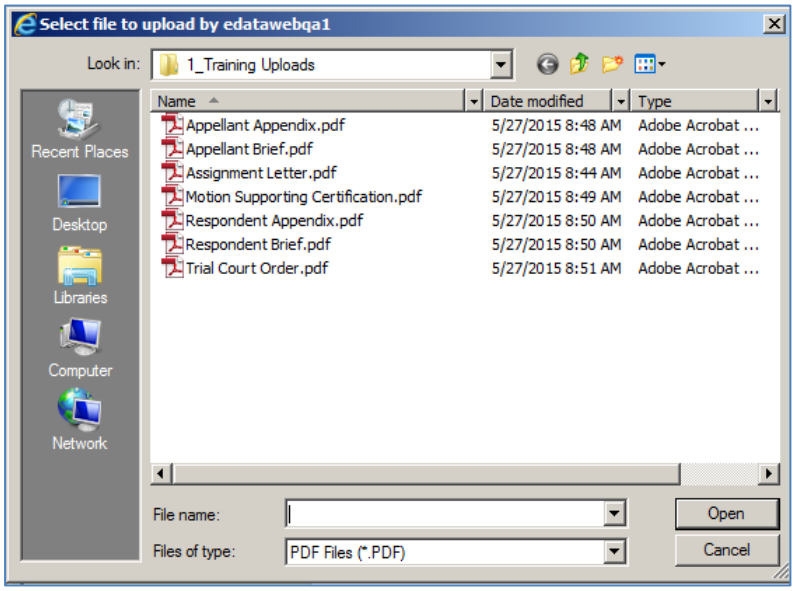
The motion requires supporting documentation, click the Edit button to upload.



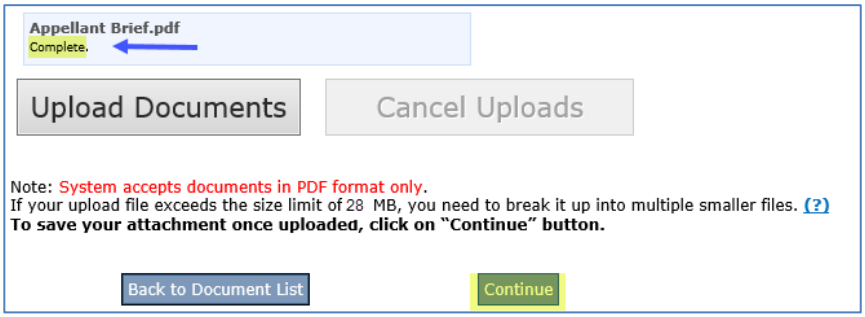
Click Upload Documents.



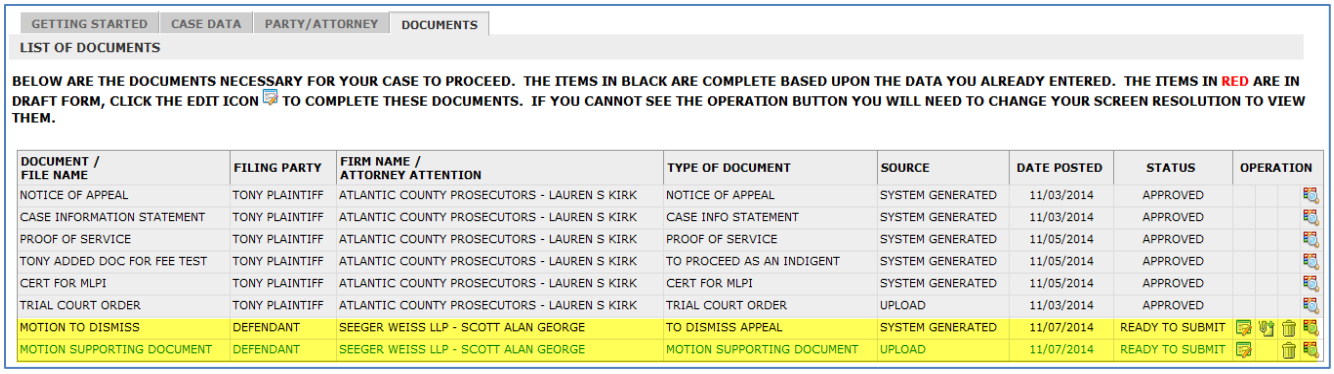
Go to the location of the file on your machine and double click the document. All uploaded documents must be in .pdf format.



Upload is complete when the blue box indicating complete appears. If internet connection is slow wait for it to complete, do not cancel.

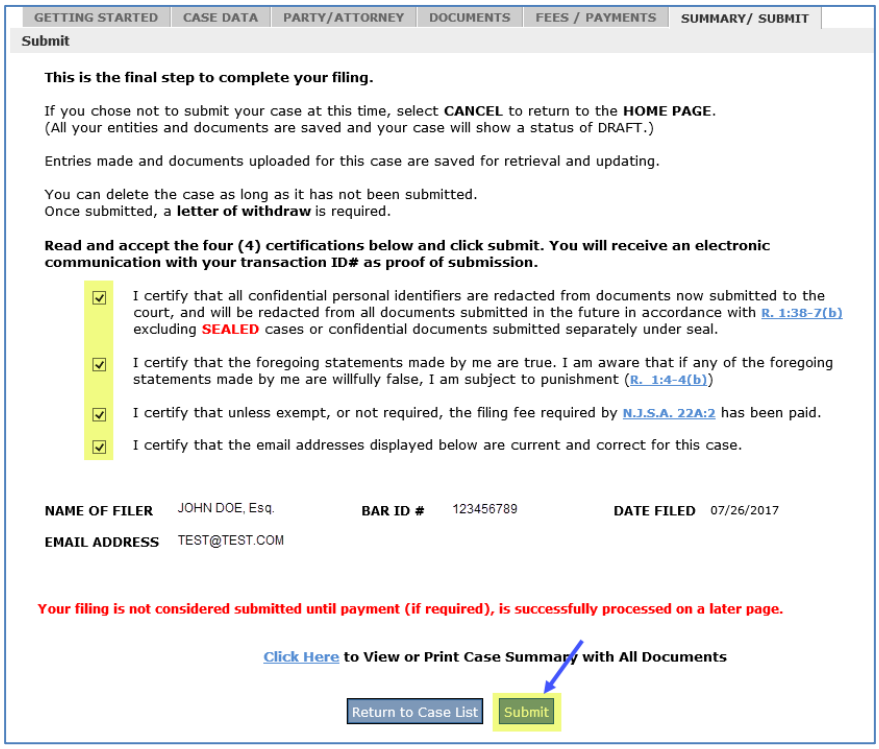


Return to List of Documents to add additional documents or click Continue if done. Items that are complete and ready for submission indicate the same in the status column.



DOCUMENT / FILE NAME	FILING PARTY	FIRM NAME / ATTORNEY ATTENTION	TYPE OF DOCUMENT	SOURCE	DATE POSTED	STATUS	OPERATION
NOTICE OF APPEAL	TONY PLAINTIFF	ATLANTIC COUNTY PROSECUTORS - LAUREN S KIRK	NOTICE OF APPEAL	SYSTEM GENERATED	11/03/2014	APPROVED	
CASE INFORMATION STATEMENT	TONY PLAINTIFF	ATLANTIC COUNTY PROSECUTORS - LAUREN S KIRK	CASE INFO STATEMENT	SYSTEM GENERATED	11/03/2014	APPROVED	
PROOF OF SERVICE	TONY PLAINTIFF	ATLANTIC COUNTY PROSECUTORS - LAUREN S KIRK	PROOF OF SERVICE	SYSTEM GENERATED	11/05/2014	APPROVED	
TONY ADDED DOC FOR FEE TEST	TONY PLAINTIFF	ATLANTIC COUNTY PROSECUTORS - LAUREN S KIRK	TO PROCEED AS AN INDIGENT	SYSTEM GENERATED	11/05/2014	APPROVED	
CERT FOR MLPI	TONY PLAINTIFF	ATLANTIC COUNTY PROSECUTORS - LAUREN S KIRK	CERT FOR MLPI	SYSTEM GENERATED	11/05/2014	APPROVED	
TRIAL COURT ORDER	TONY PLAINTIFF	ATLANTIC COUNTY PROSECUTORS - LAUREN S KIRK	TRIAL COURT ORDER	UPLOAD	11/03/2014	APPROVED	
MOTION TO DISMISS	DEFENDANT	SEEGER WEISS LLP - SCOTT ALAN GEORGE	TO DISMISS APPEAL	SYSTEM GENERATED	11/07/2014	READY TO SUBMIT	
MOTION SUPPORTING DOCUMENT	DEFENDANT	SEEGER WEISS LLP - SCOTT ALAN GEORGE	MOTION SUPPORTING DOCUMENT	UPLOAD	11/07/2014	READY TO SUBMIT	

You will click through several more pages to get to the submit page. Check the four-(4) certification boxes and click Submit. A Transaction ID will be generated and you will receive an email confirmation of your filing.



Transcripts

Filing Transcripts

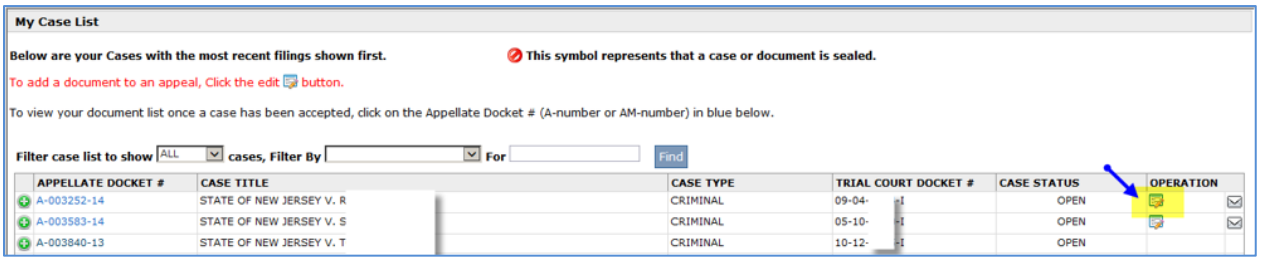
Transcripts that are ordered with the notice of appeal through a transcript request form are submitted to the court by the court reporter, or transcription agency through a CD. Transcripts are then uploaded to the Appellate case management system by the Clerk's office and synched to eCourts Appellate. Your case manager will reach out and ask you to print out the filed stamped copy of the transcript from eCourts Appellate and send us three copies. Your adversary will have access to the transcripts through eCourts Appellate.

If transcripts are in your possession upload them through the add document function in eCourts Appellate. Your case manager will let you know when to send us the additional three copies. When it's time you will print out the filed stamped copy from eCourts Appellate and send us three copies.

Ordering Transcripts After Appeal is Submitted

Select Case to Edit

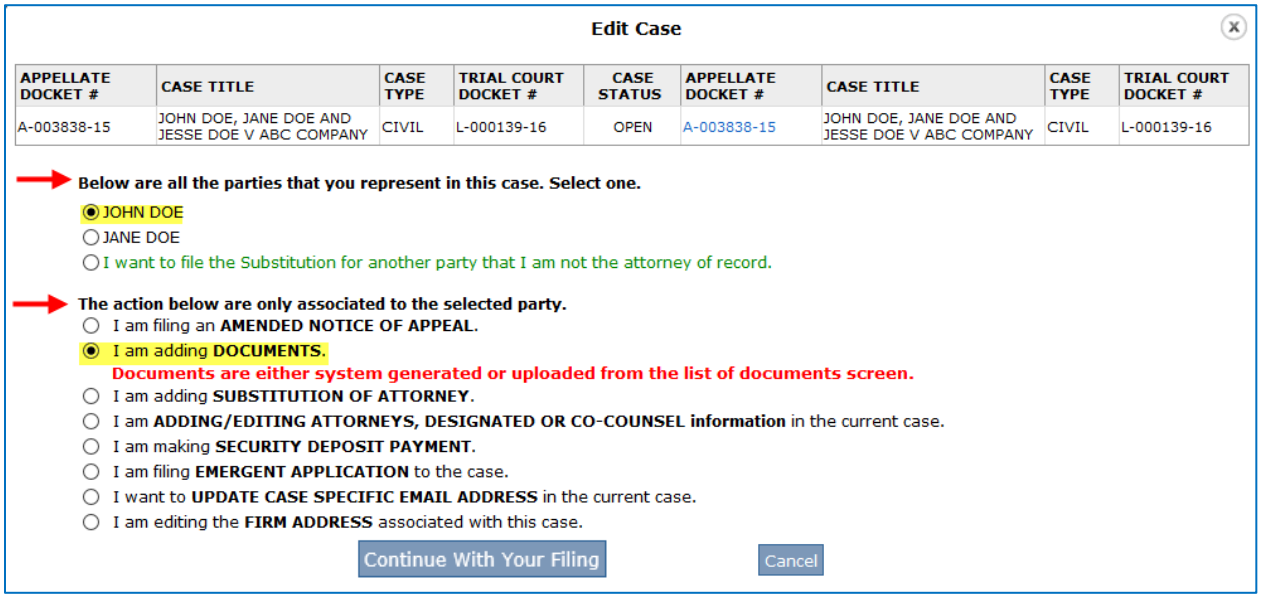
Click on Edit button by the case for which you want to order transcripts.



Select the Filing Type

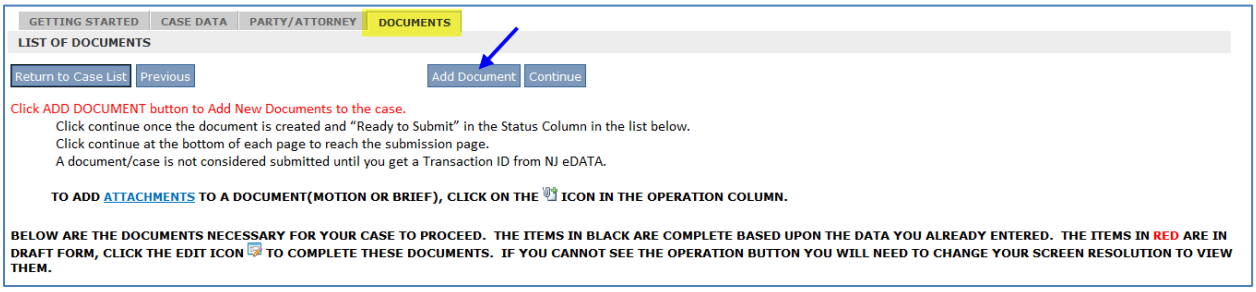
Click the radio button for **I am adding DOCUMENTS**. Click Continue with Your Filing.

If you represent multiple parties, the system will allow you to select only one party name. If the document you are filing applies to both parties, select the radio button for the lead party (the first party entered) in the case. Select **I am adding documents** and click Continue with Your Filing.



Add Document

On the list of documents page, click on the ADD DOCUMENT button to add your transcript order form.



Document Information

a. CATEGORY – select Appellate Documents.
b. DOCUMENT TYPE – select Transcript Order Form.
c. IF filing an Amended Transcript Order Form, check the Amended box and complete reason for amending.
d. Click Continue.

GETTING STARTED | CASE DATA | PARTY/ATTORNEY | DOCUMENTS

Add Document

DOCUMENT INFORMATION

*CATEGORY: APPELLATE DOCUMENTS [Category Description]

*DOCUMENT TYPE: TRANSCRIPT ORDER FORM

☑ AMENDED DOCUMENT.

☐ SEALED DOCUMENT BASED ON COURT RULE, STATUTE OR COURT ORDER.
SEALED DOCUMENTS FOR THE COURT'S VIEWING ONLY MUST BE SUBMITTED IN PAPER FORM.

*FILING PARTY

[Back to Document List] [Continue]

Transcript Request Form Verification

Fill in the appropriate information on the Transcript Request Form Verification page. If you need to amend the county, do so using the county drop down.

Click on Add Hearing Dates button and fill out Date of Proceeding, Type of Proceeding and check the box for Transcript to be ordered. Click Save.

Transcript Request Form Verification

A certified transcript is required for each hearing date. **All dates must be entered below including those already in your possession.**

If you are not ordering the transcripts, please select the reason from the drop down list.

○ I am not ordering transcripts because

◉ I am ordering transcripts (unless in my possession) and all dates will be added below.

☐ I am making a motion for transcripts at public expense. (transcript date(s) are entered below.) Notice to filer-later in this filing process you will need to create a motion on the Document Screen.

Indicate the delivery schedule for your transcript request:

For Public Defender only: Please add your R.O. #

Instructions for court reporter or agency:

1000 characters left

DATE OF PROCEEDINGS	TYPE OF PROCEEDING	NAME OF JUDGE/AGENCY	TRANSCRIPT TO BE ORDERED	REASON FOR NOT ORDERING TRANSCRIPT	OPERATION	OPERATION
No record found.						

To Add New Hearing Dates, click on [Add Hearing Dates]**. You can add maximum of 10 Hearing Dates at a time.**

Use the transcript office dropdown to change the county for the transcript request form. See left panel *.

TRANSCRIPT OFFICE: MERCER

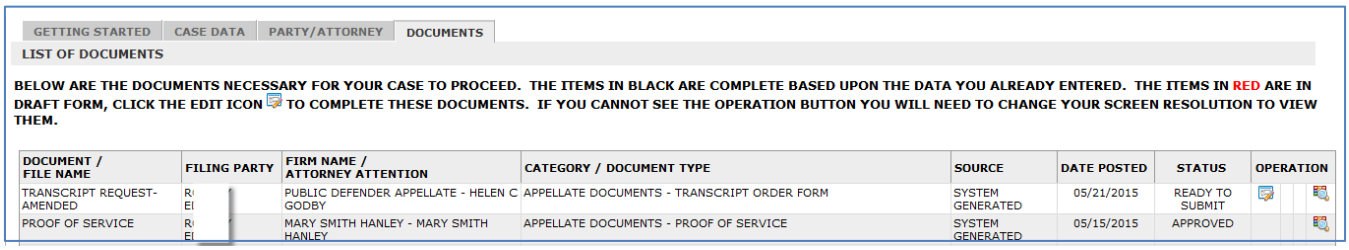
Add New Hearing Date

You can add maximum of 10 Proceeding Dates at a time. All fields are required.

DATE OF PROCEEDINGS (MM/DD/YYYY)	TYPE OF PROCEEDING	NAME OF JUDGE	TRANSCRIPT TO BE ORDERED	REASON FOR NOT ORDERING TRANSCRIPT
		ARTHUR J. MARCHAND	☐	

[Cancel] [Save]

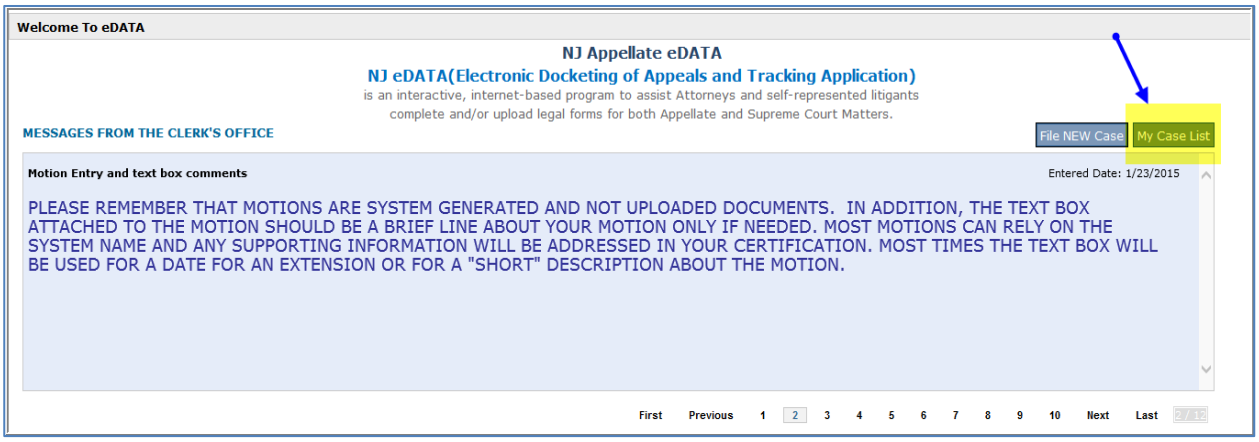
The transcript request form now shows ready to submit on the List of Documents page, click Continue through to the submission page.



Filing Briefs

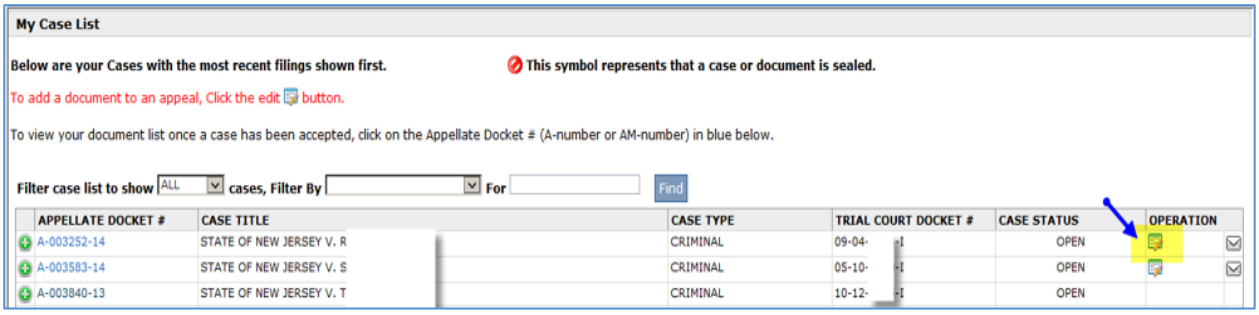
Log in to eCourts Appellate

Click on My Case List button.



Select Case to Edit

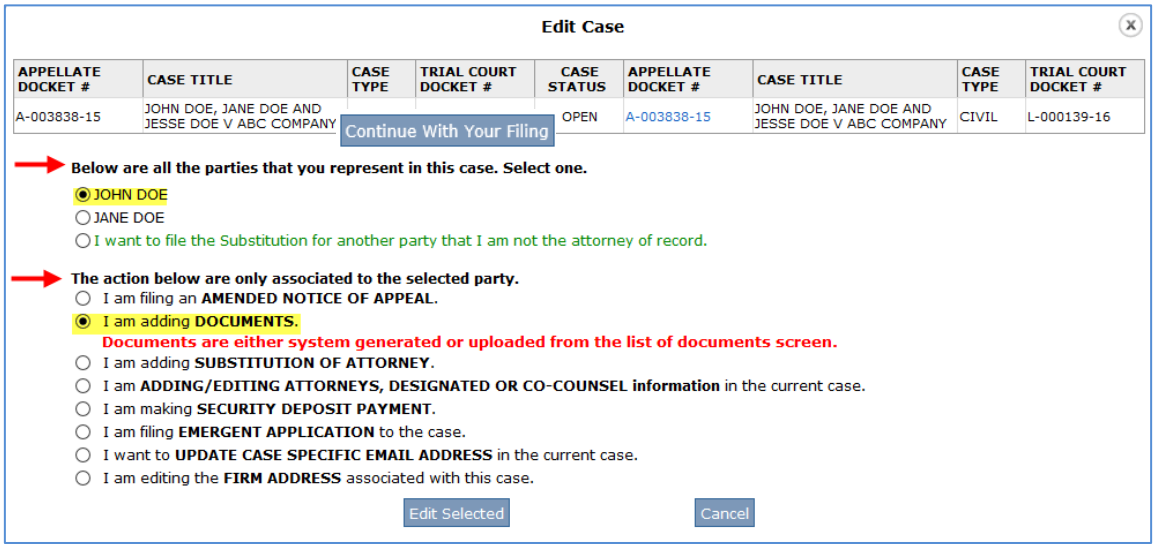
Click on Edit button by the case for which you want to add the documents.



Select the Filing Type

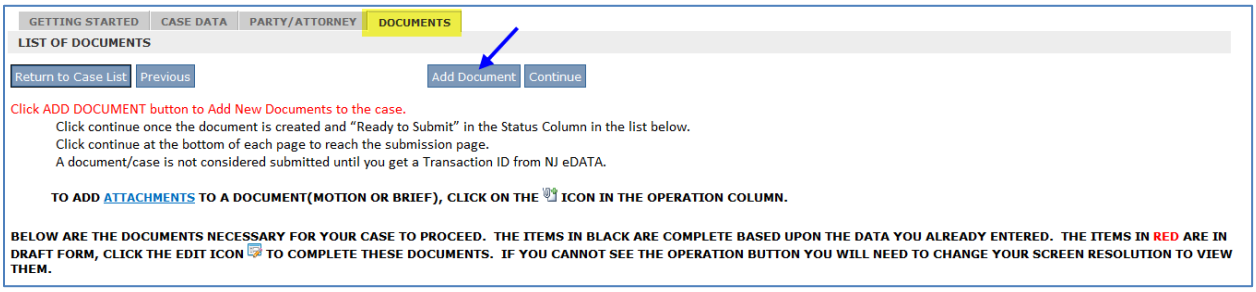
Click the radio button for **I am adding DOCUMENTS**. Click Continue with Your Filing

If you represent multiple parties, the system will allow you to select only one party name. If the document you are filing applies to both parties, select the radio button for the lead party (the first party entered) in the case. Select **I am adding documents** and click Continue with Your Filing



Add Document

On the list of documents page, click on the ADD DOCUMENT button to add your document.

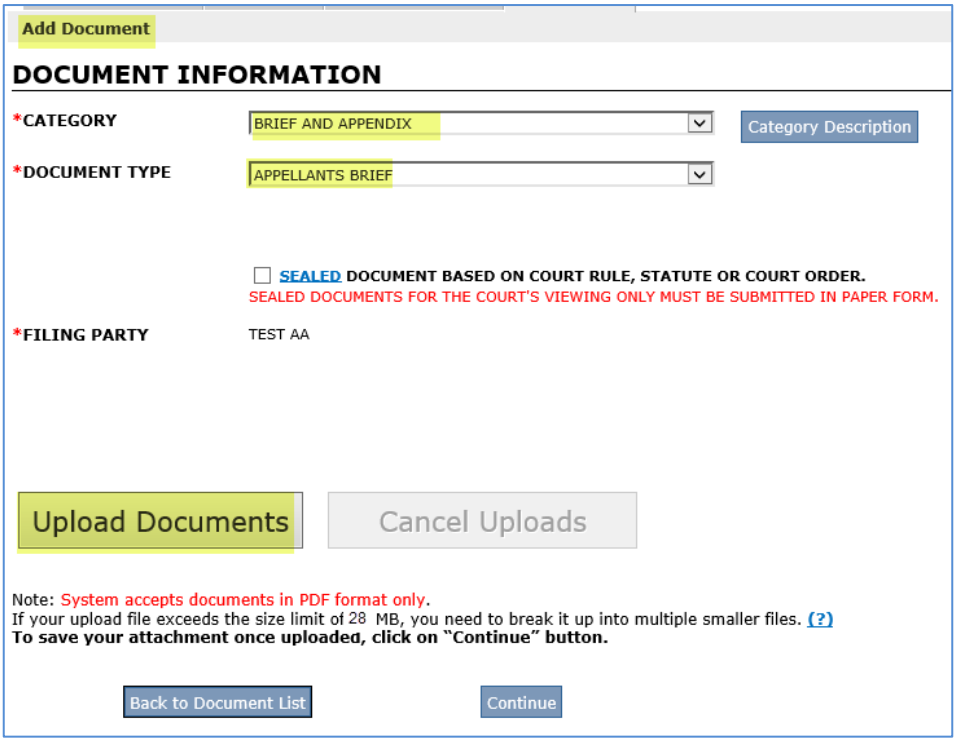


Document Information

a. CATEGORY – select Brief and Appendix.
b. DOCUMENT TYPE – select the Appellants Brief or Respondents Brief, which ever applies. If combined, select Brief and Appendix

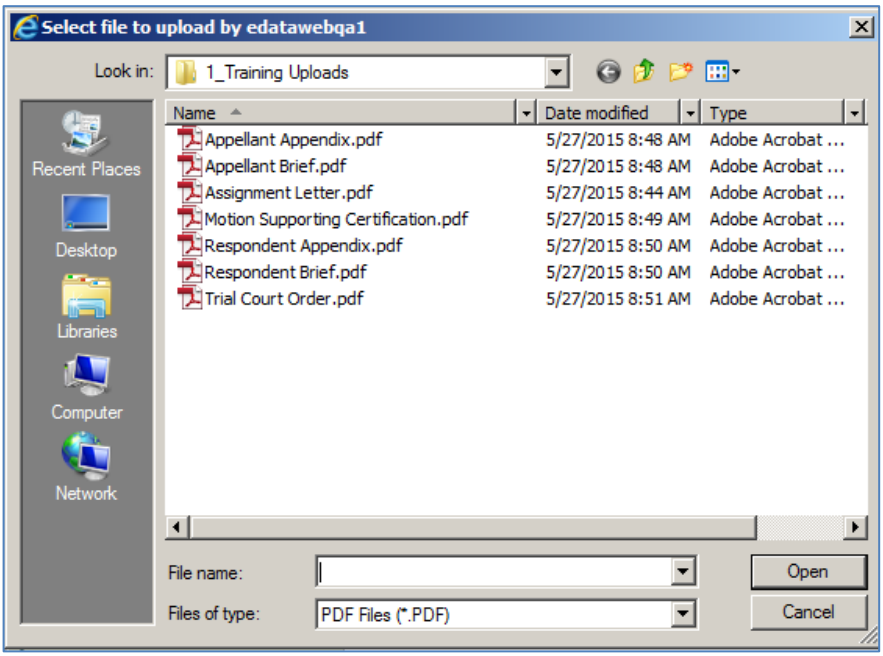
It is suggested that you file your brief and appendix as separate documents. That way if there is a typo in a brief you won't have to rescan the appendix if they were previously combined.

c. Click Upload Documents.

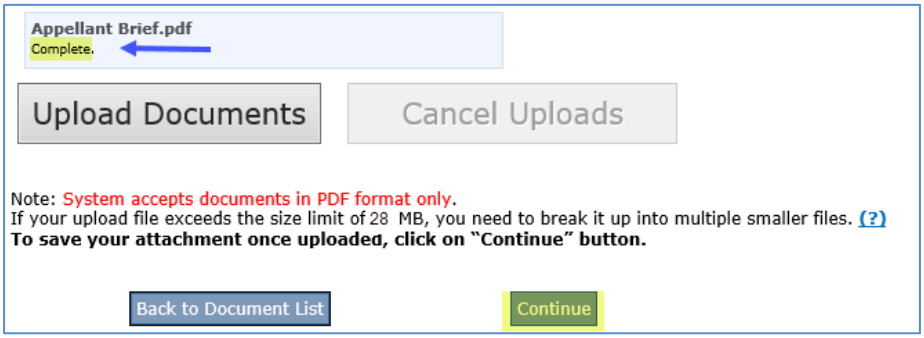


Upload Documents

Go to the location of the file on your machine and double click the document. All uploaded documents must be in .pdf format.

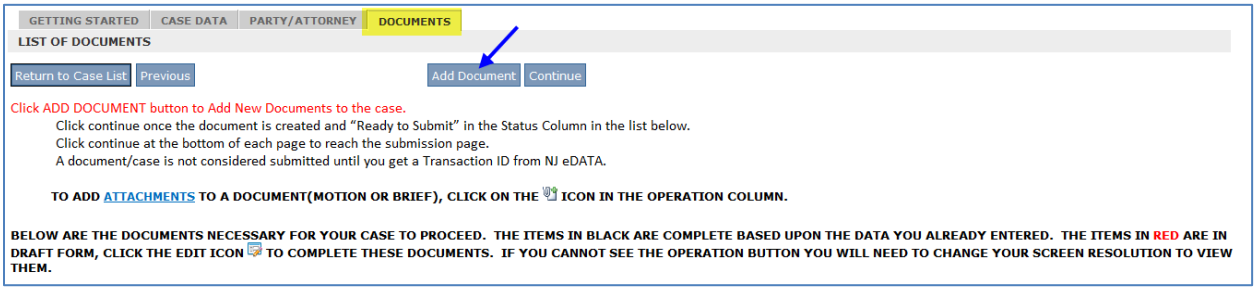


Upload is complete when the blue box indicating complete appears. If internet connection is slow wait for it to complete, do not cancel.



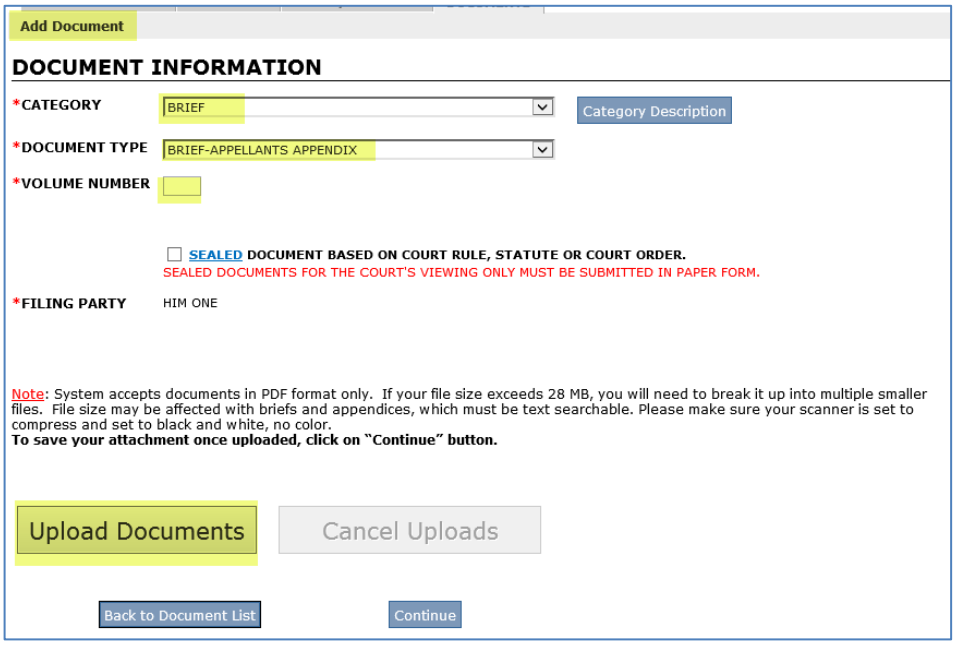
Adding Appendices

To add an appendix that is separate from the brief, follow the same steps for adding the brief. From the List of Documents page click Add Document.

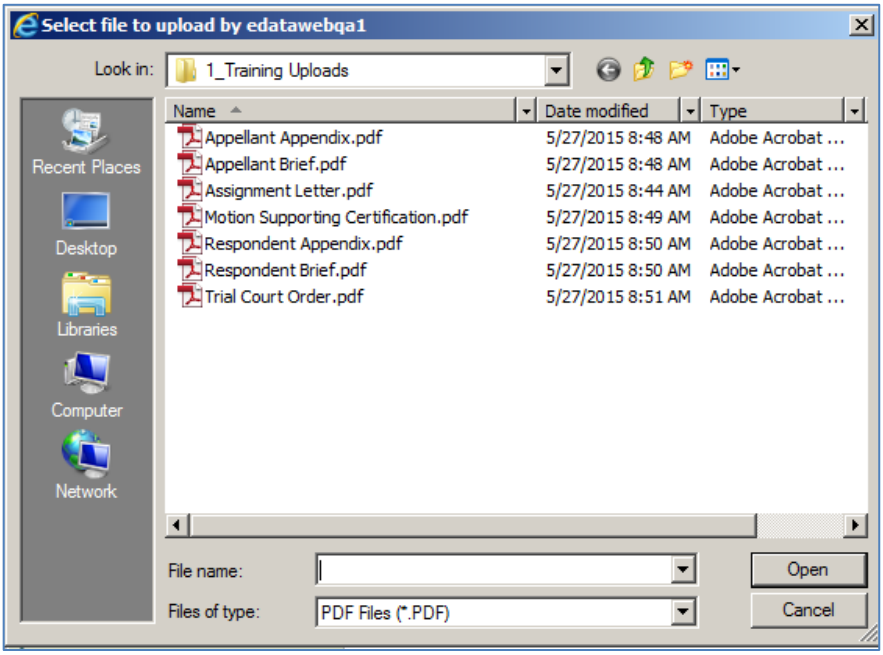


Document Information

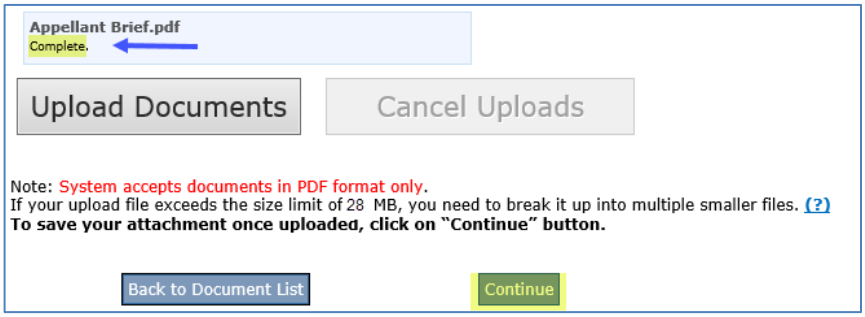
a. CATEGORY – select Brief and Appendix.
b. DOCUMENT TYPE – select the Appellants Appendix or Respondents Appendix, which ever applies.
c. Enter the Volume Number
d. Click Upload Documents.



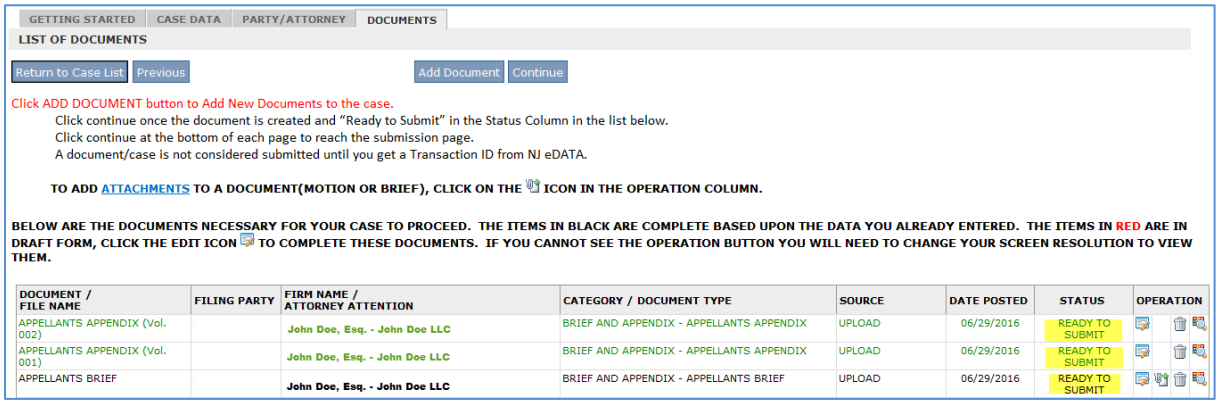
Go to the location of the file on your machine and double click the document. All uploaded documents must be in .pdf format.



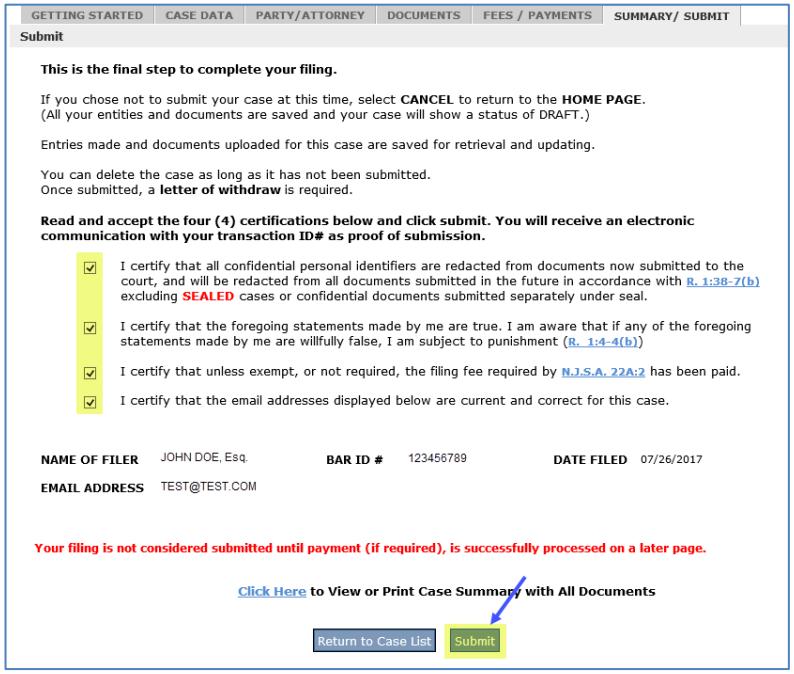
Upload is complete when the blue box indicating complete appears. If internet connection is slow wait for it to complete, do not cancel. Repeat these steps to add additional appendices. When done, click Continue.



Items that are complete and ready for submission indicate the same in the status column. Click Continue through to the Submit page.



You will click through several more pages to get to the submit page. Check the four-(4) certification boxes and click Submit. A Transaction ID will be generated and you will receive an email confirmation of your filing.



Brief Copies

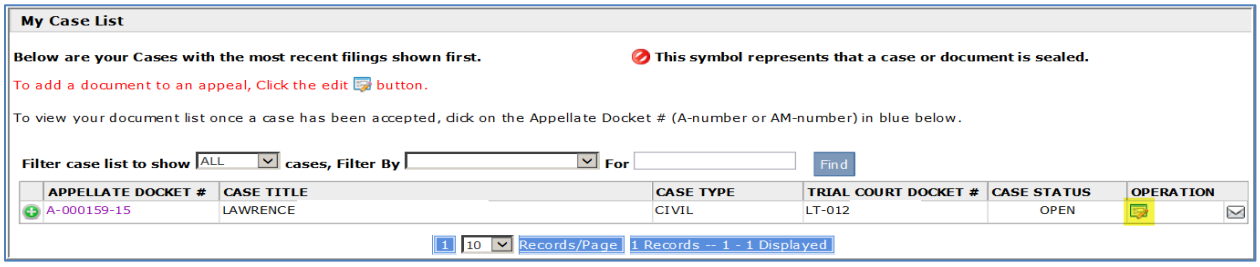
Once the brief is reviewed, the case manager will either approve the document or advise of a deficiency. Once approved, a filed stamp is applied. You will be notified by your case manager via an eCourts Appellate communication to print the 3 copies and forward them to the court.

Adding Designated Counsel/Co-Counsel/Consolidated Attorney

Designated Counsel or Co-Counsel are entered by the attorney of record where the original attorney remains in the case but is adding a second or third attorney to the party they represent.

Use this when you want to add another attorney from your firm or an outside firm as co-counsel. This will give that attorney access to the case but the filer will remain the attorney of record.

Click on edit button of the case you want to enter the designated counsel.



Select Filing Type

Click on the radio button **I am ADDING/EDITING ATTORNEYS, DESIGNATED OR CO-COUNSEL information in the Case**. Then click Continue with Your Filing

Edit Case

APPELLATE DOCKET #	CASE TITLE	CASE TYPE	TRIAL COURT DOCKET #	CASE STATUS
A-000159-15	LAWREN	CIVIL	LT-0123	OPEN

- ○ I am filing an **AMENDED NOTICE OF APPEAL**.
- ○ I am adding **DOCUMENTS**.
- ○ I am adding **SUBSTITUTION OF ATTORNEY**.
- ◉ I am **ADDING/EDITING ATTORNEYS, DESIGNATED OR CO-COUNSEL information** in the current case.
  For attorney of record to add, remove or edit any attorney information to the case.
- ○ I am making **SECURITY DEPOSIT PAYMENT**.
- ○ I want to **UPDATE CASE SPECIFIC EMAIL ADDRESS** in the current case.

Continue With Your Filing Cancel

If you represent multiple parties, the system will allow you to select only one party name. To add designated or co-counsel you will need to submit a filing for each individual party. Select **I am Adding/Editing Attorneys, Designated or Co-Counsel** and click Continue with Your Filing

Edit Case

APPELLATE DOCKET #	CASE TITLE	CASE TYPE	TRIAL COURT DOCKET #	CASE STATUS	APPELLATE DOCKET #	CASE TITLE	CASE TYPE	TRIAL COURT DOCKET #
A-003838-15	JOHN DOE, JANE DOE AND JESSE DOE V ABC COMPANY	CIVIL	L-000139-16	OPEN	A-003838-15	JOHN DOE, JANE DOE AND JESSE DOE V ABC COMPANY	CIVIL	L-000139-16

Below are all the parties that you represent in this case. Select one.

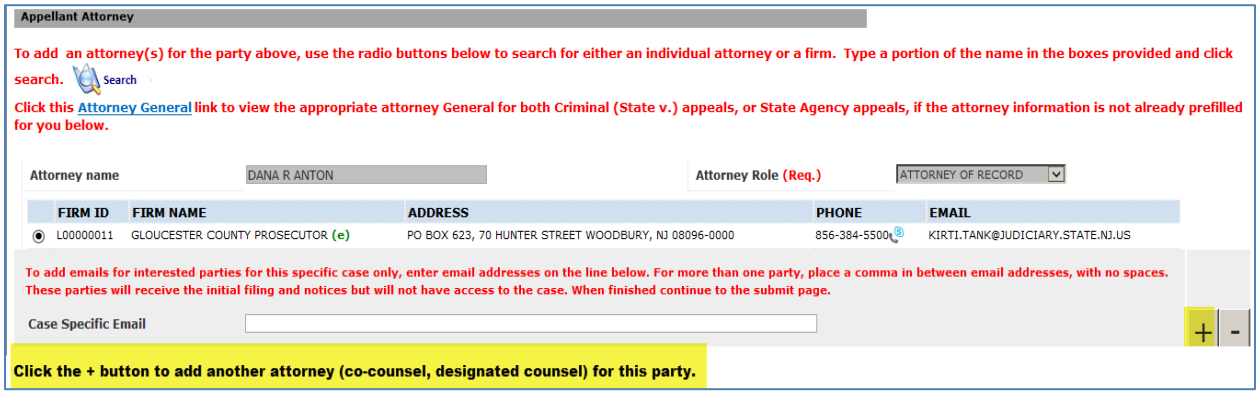
- ◉ JOHN DOE
- ○ JANE DOE
- ○ I want to file the Substitution for another party that I am not the attorney of record.

The action below are only associated to the selected party.

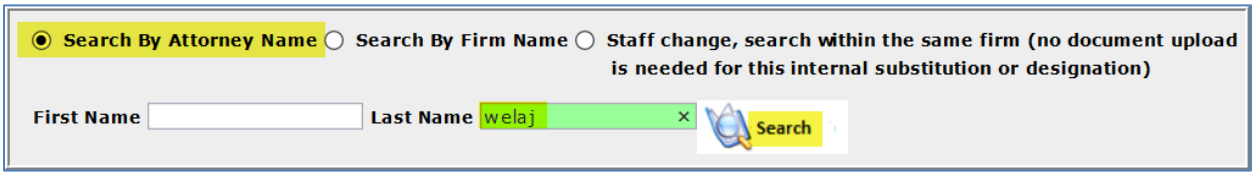
- ○ I am filing an **AMENDED NOTICE OF APPEAL**.
- ○ I am adding **DOCUMENTS**.
- ○ I am adding **SUBSTITUTION OF ATTORNEY**.
- ◉ I am **ADDING/EDITING ATTORNEYS, DESIGNATED OR CO-COUNSEL information** in the current case.
  For attorney of record to add, remove or edit any attorney information to the case.
- ○ I am making **SECURITY DEPOSIT PAYMENT**.
- ○ I am filing **EMERGENT APPLICATION** to the case.
- ○ I want to **UPDATE CASE SPECIFIC EMAIL ADDRESS** in the current case.
- ○ I am editing the **FIRM ADDRESS** associated with this case.

Continue With Your Filing Cancel

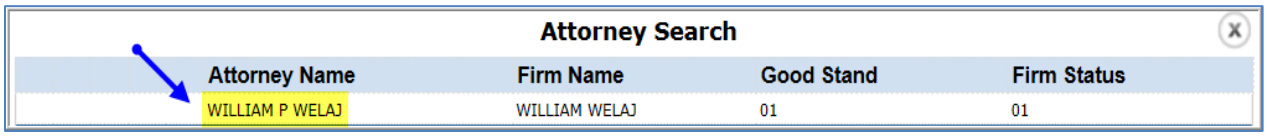
Edit Party
Scroll down to the attorney information and click the plus sign.



Search by entering the attorney name or firm name and clicking the Search button.

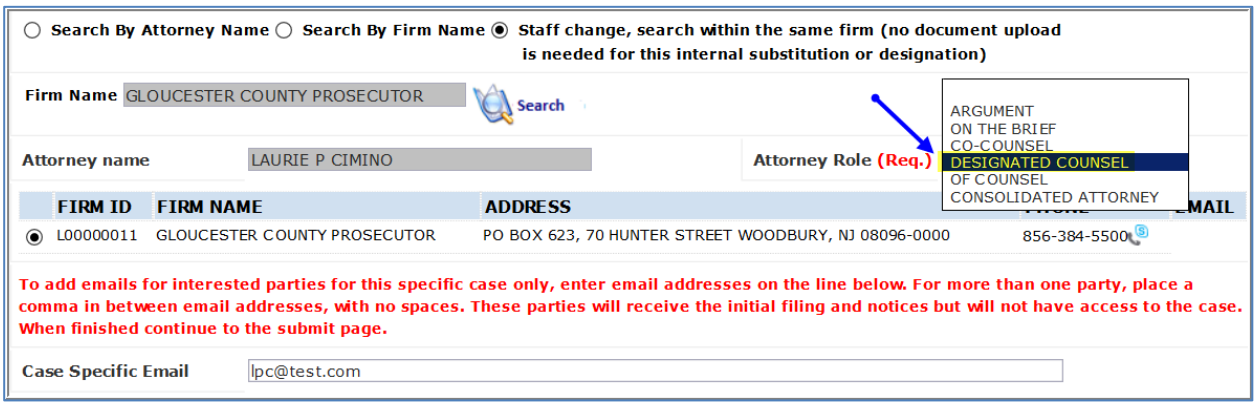


Double click on the Attorney's name.



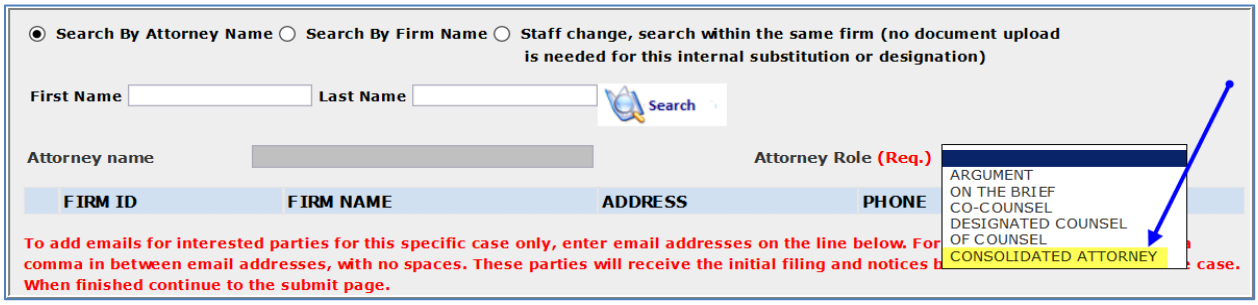
Confirm the attorney information and select the Attorney Role from the dropdown menu. If the attorney in not registered with eCourts Appellate or has not updated their email in their profile, you are required to enter their email address in the case specific email field.

To add a second designated counsel or co-counsel click the + button.
Click Continue when complete.



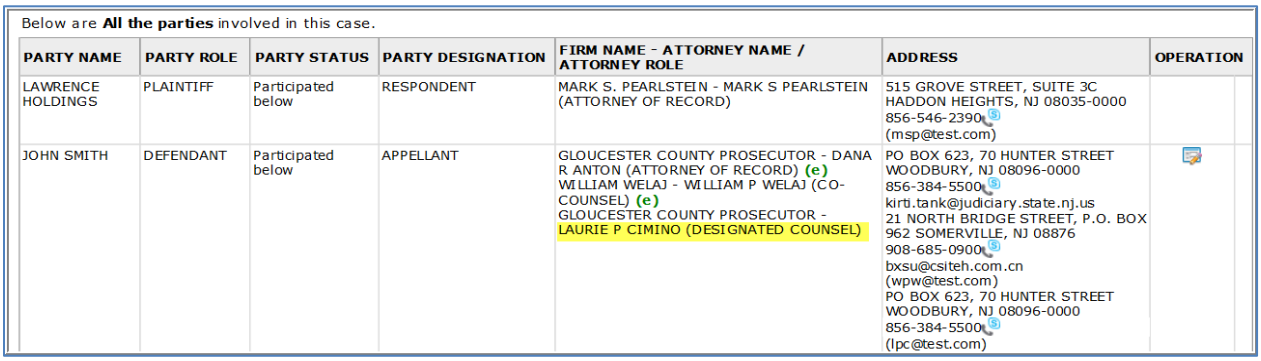
Consolidated Attorney

For attorneys involved in a consolidated case, the consolidated attorney option has been added to the Attorney Role drop down menu.



Review the Filing

Review the new attorney information on the List of Party page in this filing.



Below are **All the parties** involved in this case.

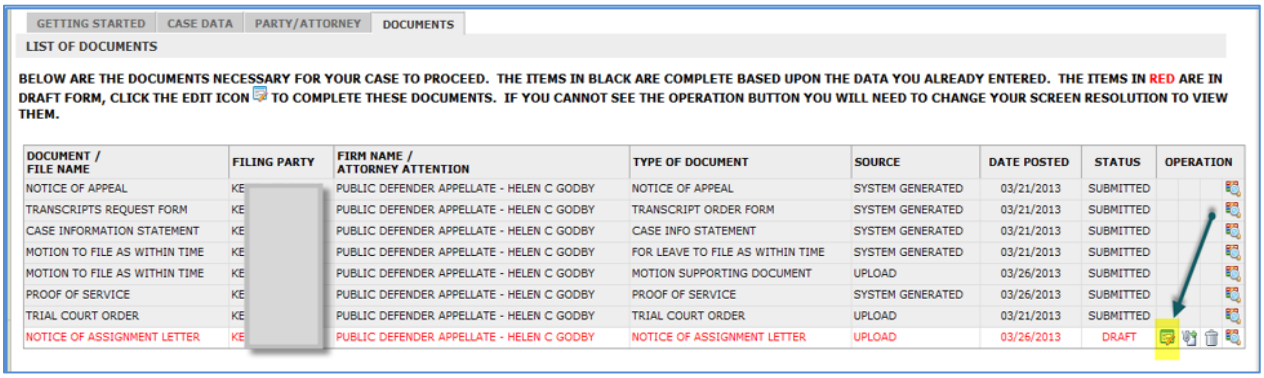
PARTY NAME	PARTY ROLE	PARTY STATUS	PARTY DESIGNATION	FIRM NAME - ATTORNEY NAME / ATTORNEY ROLE	ADDRESS	OPERATION
LAWRENCE HOLDINGS	PLAINTIFF	Participated below	RESPONDENT	MARK S. PEARLSTEIN - MARK S PEARLSTEIN (ATTORNEY OF RECORD)	515 GROVE STREET, SUITE 3C HADDON HEIGHTS, NJ 08035-0000 856-546-2390 (msp@test.com)	
JOHN SMITH	DEFENDANT	Participated below	APPELLANT	GLOUCESTER COUNTY PROSECUTOR - DANA R ANTON (ATTORNEY OF RECORD) (e) WILLIAM WELAJ - WILLIAM P WELAJ (CO-COUNSEL) (e) GLOUCESTER COUNTY PROSECUTOR - LAURIE P CIMINO (DESIGNATED COUNSEL)	PO BOX 623, 70 HUNTER STREET WOODBURY, NJ 08096-0000 856-384-5500 kirti.tank@judiciary.state.nj.us 21 NORTH BRIDGE STREET, P.O. BOX 962 SOMERVILLE, NJ 08876 908-685-0900 bxsu@csiteh.com.cn (wpw@test.com) PO BOX 623, 70 HUNTER STREET WOODBURY, NJ 08096-0000 856-384-5500 (lpc@test.com)	

Upload Assignment Letter

An assignment letter or letter regarding co-counsel status is required for attorneys outside your firm. The system will require the supporting documentation be uploaded.

If the added counsel is within your firm, the system views this as a staff change and no supporting documentation is required and you can continue on to the Submit page.

To upload the Assignment Letter click on edit button.



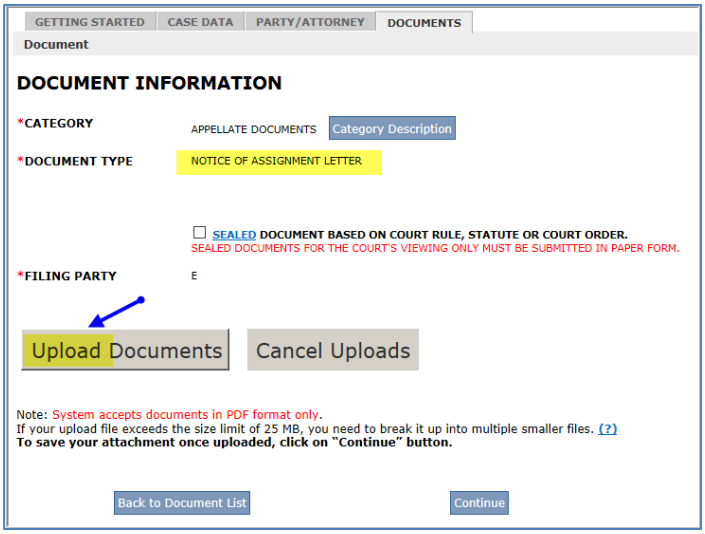
GETTING STARTED | CASE DATA | PARTY/ATTORNEY | DOCUMENTS

LIST OF DOCUMENTS

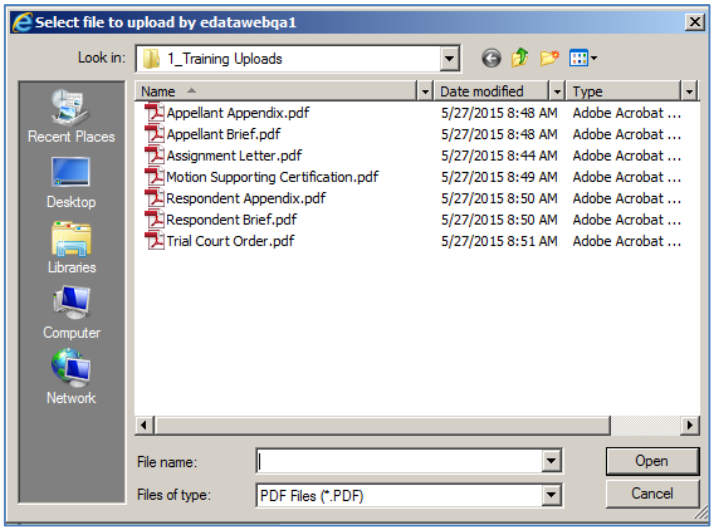
BELOW ARE THE DOCUMENTS NECESSARY FOR YOUR CASE TO PROCEED. THE ITEMS IN BLACK ARE COMPLETE BASED UPON THE DATA YOU ALREADY ENTERED. THE ITEMS IN RED ARE IN DRAFT FORM, CLICK THE EDIT ICON TO COMPLETE THESE DOCUMENTS. IF YOU CANNOT SEE THE OPERATION BUTTON YOU WILL NEED TO CHANGE YOUR SCREEN RESOLUTION TO VIEW THEM.

DOCUMENT / FILE NAME	FILING PARTY	FIRM NAME / ATTORNEY ATTENTION	TYPE OF DOCUMENT	SOURCE	DATE POSTED	STATUS	OPERATION
NOTICE OF APPEAL	KE	PUBLIC DEFENDER APPELLATE - HELEN C GODBY	NOTICE OF APPEAL	SYSTEM GENERATED	03/21/2013	SUBMITTED	
TRANSCRIPTS REQUEST FORM	KE	PUBLIC DEFENDER APPELLATE - HELEN C GODBY	TRANSCRIPT ORDER FORM	SYSTEM GENERATED	03/21/2013	SUBMITTED	
CASE INFORMATION STATEMENT	KE	PUBLIC DEFENDER APPELLATE - HELEN C GODBY	CASE INFO STATEMENT	SYSTEM GENERATED	03/21/2013	SUBMITTED	
MOTION TO FILE AS WITHIN TIME	KE	PUBLIC DEFENDER APPELLATE - HELEN C GODBY	FOR LEAVE TO FILE AS WITHIN TIME	SYSTEM GENERATED	03/21/2013	SUBMITTED	
MOTION TO FILE AS WITHIN TIME	KE	PUBLIC DEFENDER APPELLATE - HELEN C GODBY	MOTION SUPPORTING DOCUMENT	UPLOAD	03/26/2013	SUBMITTED	
PROOF OF SERVICE	KE	PUBLIC DEFENDER APPELLATE - HELEN C GODBY	PROOF OF SERVICE	SYSTEM GENERATED	03/26/2013	SUBMITTED	
TRIAL COURT ORDER	KE	PUBLIC DEFENDER APPELLATE - HELEN C GODBY	TRIAL COURT ORDER	UPLOAD	03/21/2013	SUBMITTED	
NOTICE OF ASSIGNMENT LETTER	KE	PUBLIC DEFENDER APPELLATE - HELEN C GODBY	NOTICE OF ASSIGNMENT LETTER	UPLOAD	03/26/2013	DRAFT	

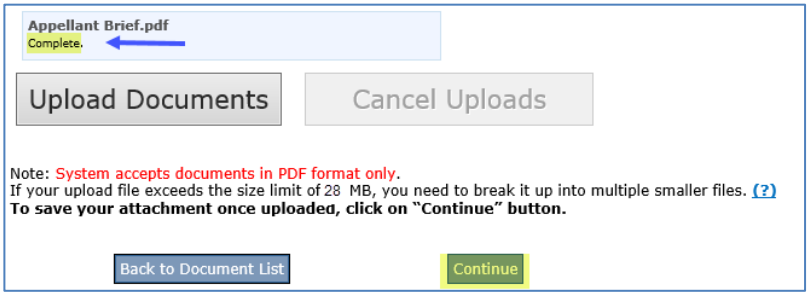
The document information on this filing type is pre-filled, click Upload Documents.



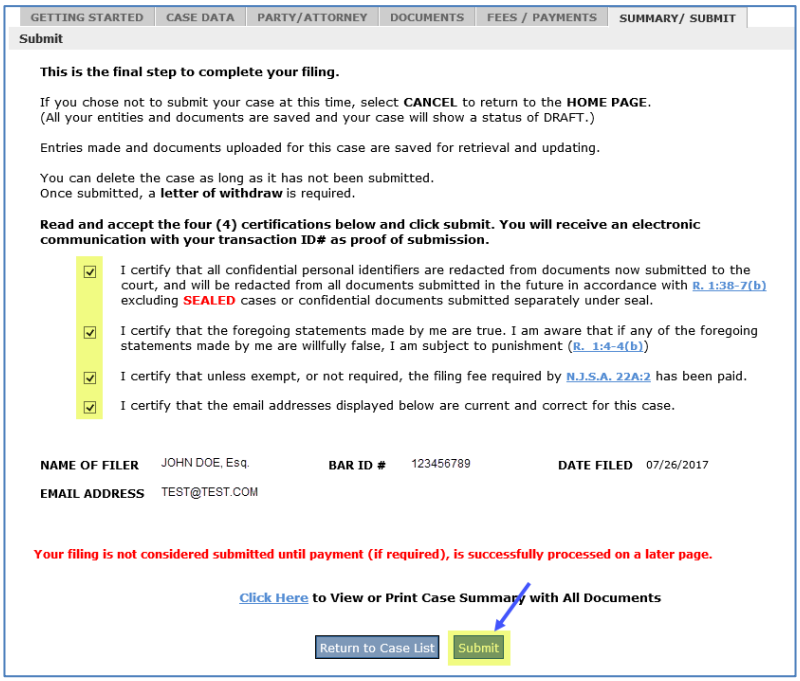
Go to the location of the file on your machine and double click the document. All uploaded documents must be in .pdf format.



Upload is complete when the blue box indicating complete appears. If internet connection is slow wait for it to complete, do not cancel. Click Continue.



You will click through several more pages to get to the submit page. Check the four-(4) certification boxes and click Submit. A Transaction ID will be generated, and you will receive an email confirmation of your filing.



Substitution of Attorney

A substitution of attorney removes you as the attorney of record. You will no longer get notices and only have access to prior information that you created in eCourts Appellate. To remain involved in an appeal, but have another attorney take over as attorney of record; use the designated counsel filing.

A substitution can be filed by either the withdrawing attorney OR the substitution attorney. If the substitution is within the same firm, supporting documentation does not have to be uploaded.

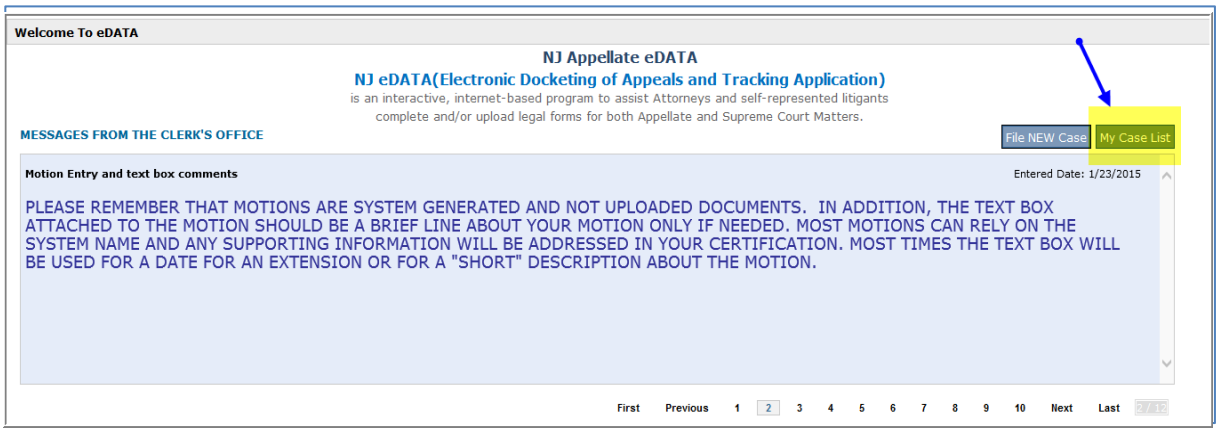
Note: Please be aware of the following scenarios while doing the Substitution of attorney in eCourts Appellate system.

If a party has other attorneys listed as designated or co-counsel and the attorney of record does a substitution to another attorney within the **same** firm, all prior attorneys listed as designated or co-counsel will remain in the case and retain access.

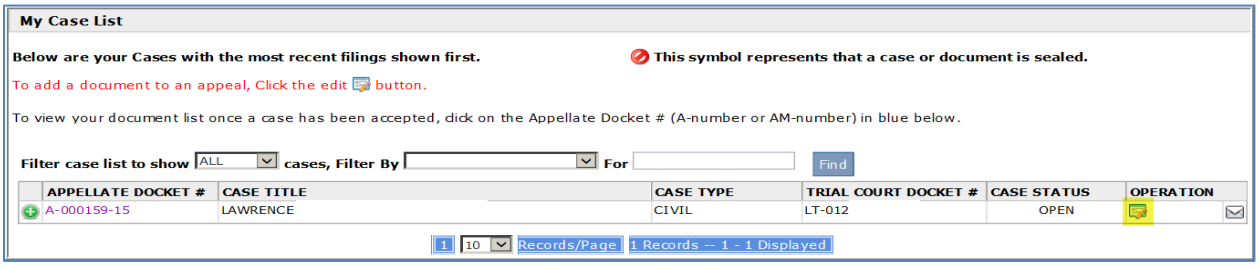
If a party has other attorneys listed as designated or co-counsel and the attorney of record does a substitution to an attorney associated to a **different** firm, all prior designated or co-counsel will be removed from the case, they will no longer have access, and will have to be added back in by the new attorney of record.

Filed by Withdrawing Attorney

Log in to eCourts Appellate and Click on My Case List button.

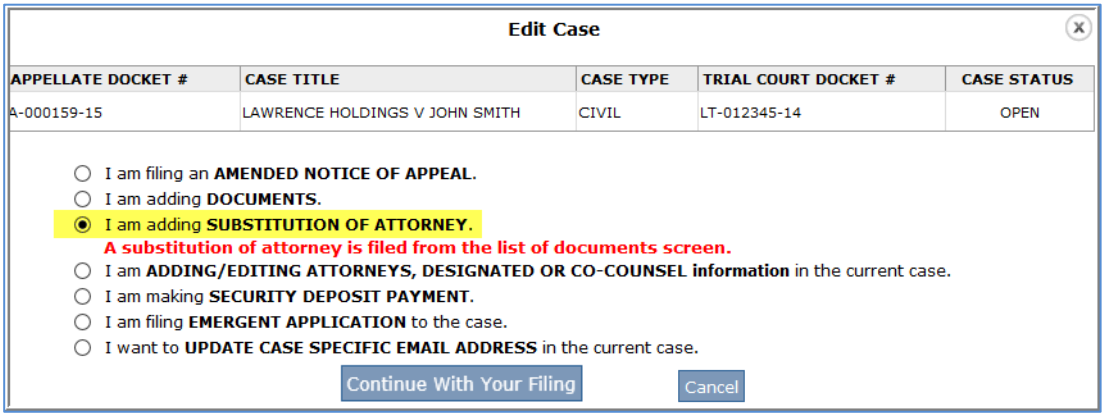


Select Case to Edit
Click on Edit button by the case for which you want to file the substitution.

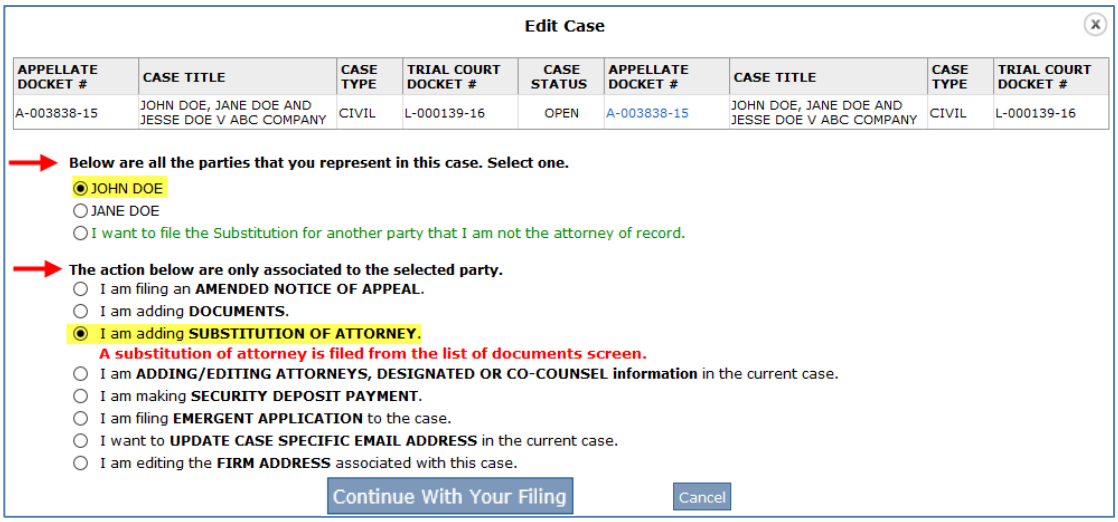


Select Filing Type

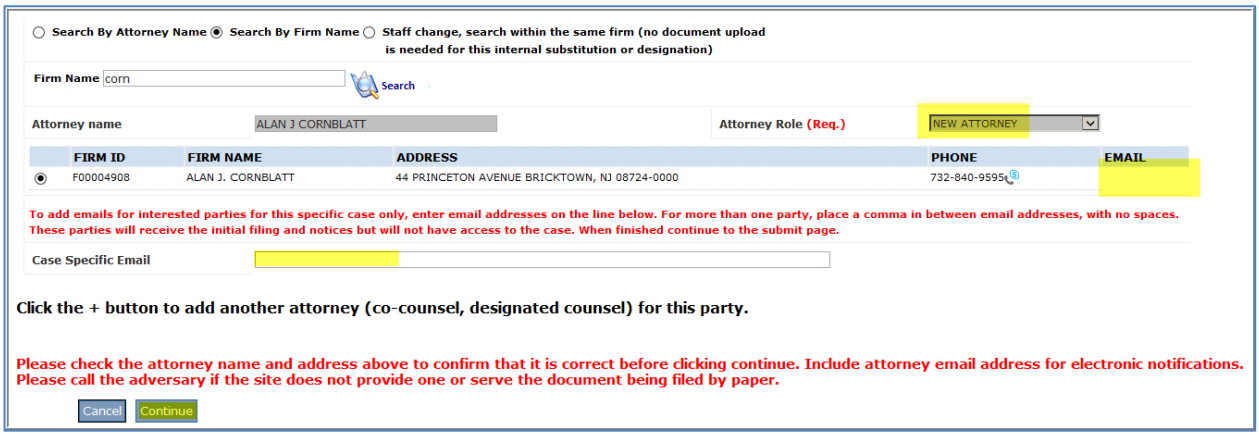
Select the radio button **I am adding SUBSTITUTION OF ATTORNEY**. Click Continue With Your Filing



If you represent multiple parties, the system will allow you to select only one party name. To add designated or co-counsel you will need to submit a filing for each individual party. Select **I am adding Substitution of Attorney** and click Continue with Your Filing

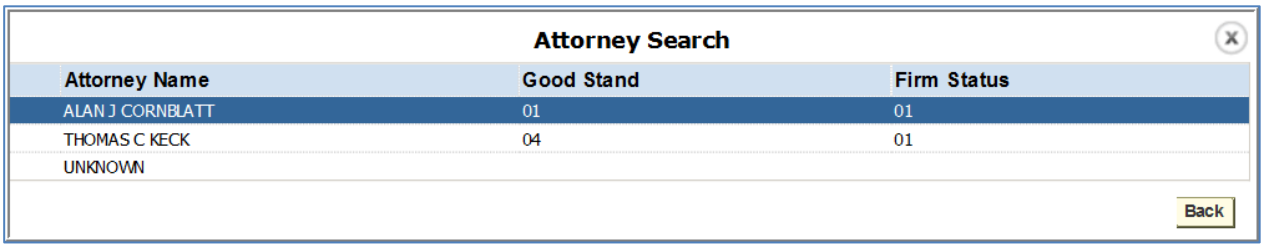


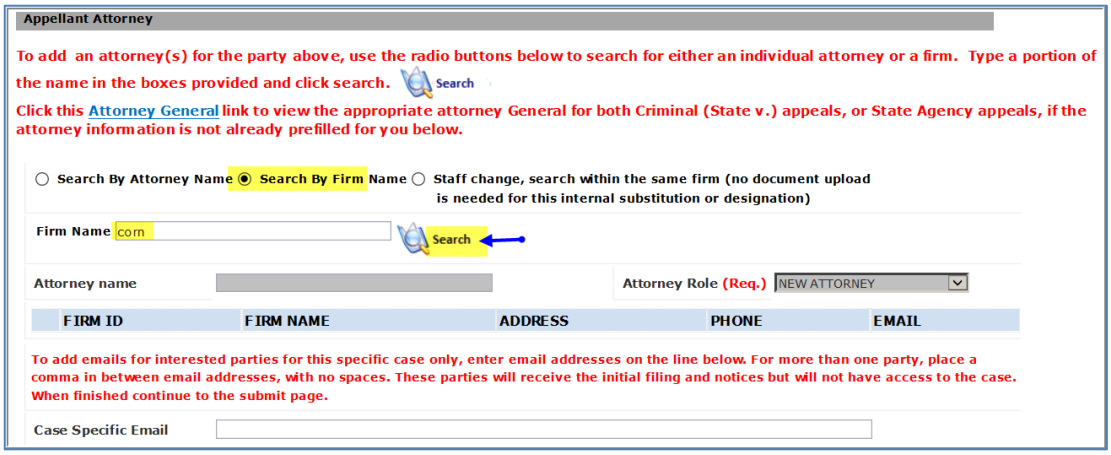
The upper portion of the party information is not available for edit. Scroll down to the Attorney information.



Search by entering the attorney name or firm name and clicking the Search button.

If searching by firm, double click the firm name then double click the attorney name from list of attorneys.



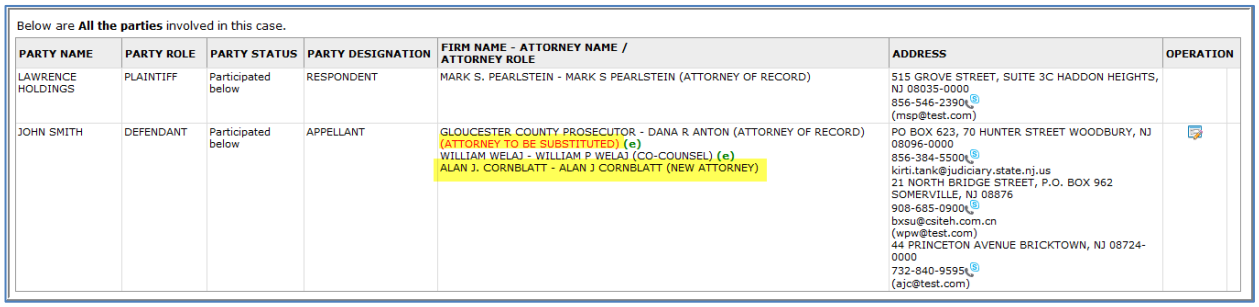


Confirm the attorney information and select the Attorney Role from the dropdown menu. If the attorney has not entered an email address in eCourts, you are required to enter their email address in the case specific email field. Click Continue.

To add additional counsel, each filing must be made separately and accepted by the Clerk's office (if outside of the firm) before the next can be entered.

Review the Filing

Review the new attorney information on the List of Party page.



Below are **All the parties** involved in this case.

PARTY NAME	PARTY ROLE	PARTY STATUS	PARTY DESIGNATION	FIRM NAME - ATTORNEY NAME / ATTORNEY ROLE	ADDRESS	OPERATION
LAWRENCE HOLDINGS	PLAINTIFF	Participated below	RESPONDENT	MARK S. PEARLSTEIN - MARK S PEARLSTEIN (ATTORNEY OF RECORD)	515 GROVE STREET, SUITE 3C HADDON HEIGHTS, NJ 08035-0000 856-546-2390 (msp@test.com)	
JOHN SMITH	DEFENDANT	Participated below	APPELLANT	GLOUCESTER COUNTY PROSECUTOR - DANA R ANTON (ATTORNEY OF RECORD) (ATTORNEY TO BE SUBSTITUTED) (e) WILLIAM WELAJ - WILLIAM P WELAJ (CO-COUNSEL) (e) ALAN J. CORNBLATT - ALAN J CORNBLATT (NEW ATTORNEY)	PO BOX 623, 70 HUNTER STREET WOODBURY, NJ 08096-0000 856-384-5500 kirti.tank@judiciary.state.nj.us 21 NORTH BRIDGE STREET, P.O. BOX 962 SOMERVILLE, NJ 08876 908-685-0900 bxsu@csiteh.com.cn (wpw@test.com) 44 PRINCETON AVENUE BRICKTOWN, NJ 08724-0000 732-840-9595 (ajc@test.com)	

Upload Substitution of Attorney

An upload of a substitution of attorney document is required if the attorney is outside your firm. The system will require the supporting documentation be uploaded.

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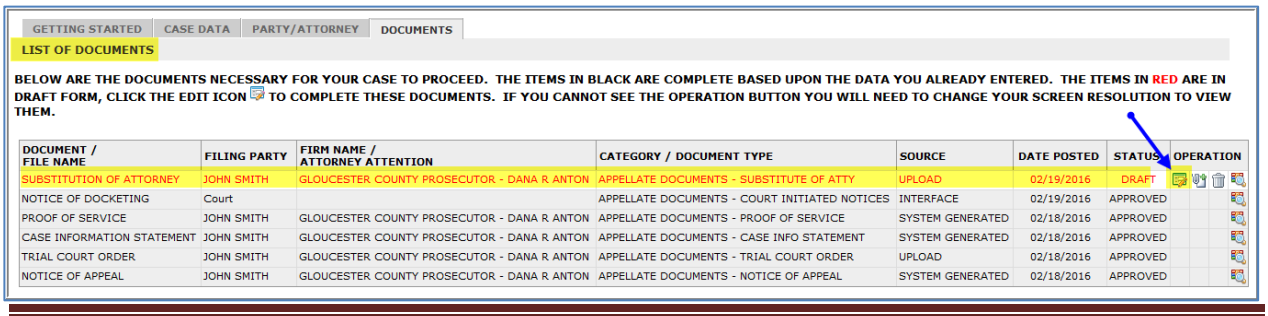

GETTING STARTED | CASE DATA | PARTY/ATTORNEY | DOCUMENTS

LIST OF DOCUMENTS

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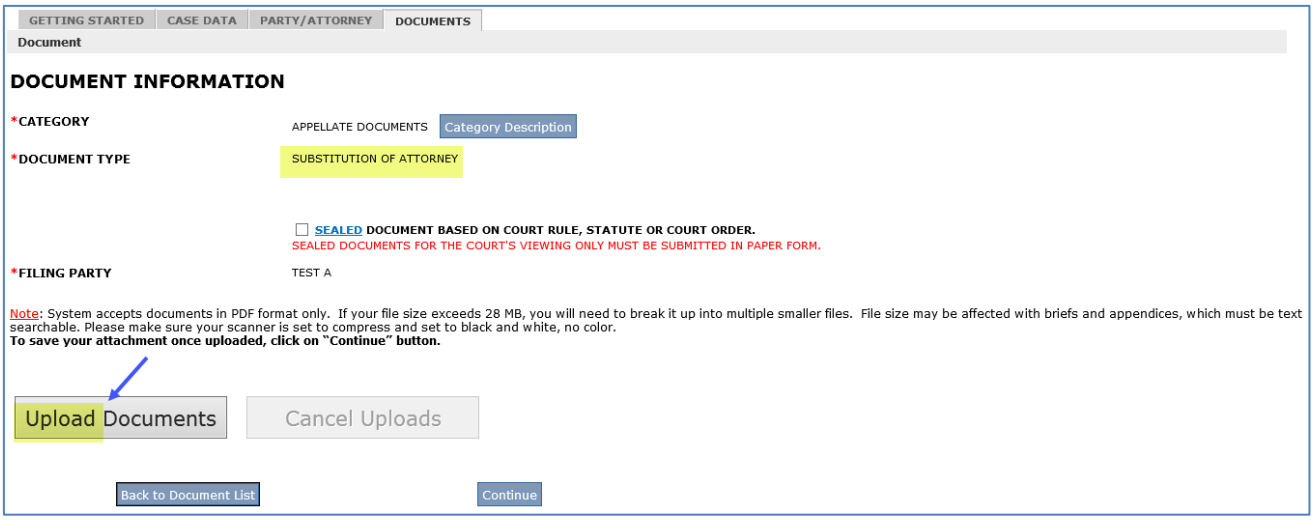
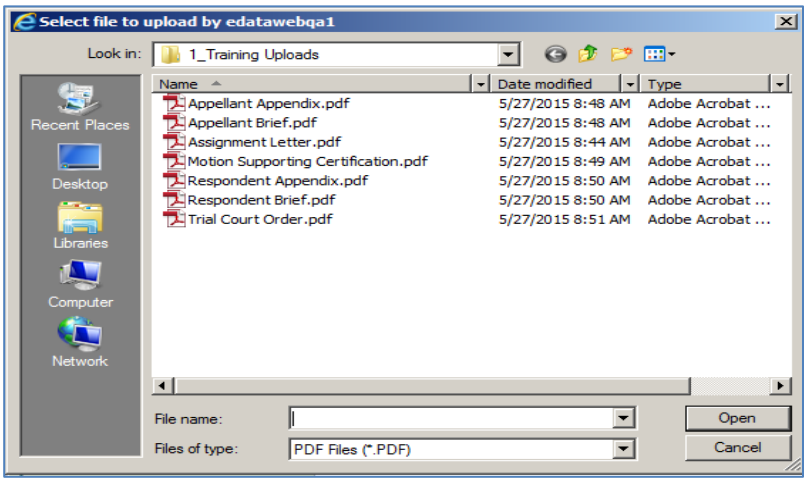
DOCUMENT / FILE NAME	FILING PARTY	FIRM NAME / ATTORNEY ATTENTION	CATEGORY / DOCUMENT TYPE	SOURCE	DATE POSTED	STATUS	OPERATION
SUBSTITUTION OF ATTORNEY	JOHN SMITH	GLOUCESTER COUNTY PROSECUTOR - DANA R ANTON	APPELLATE DOCUMENTS - SUBSTITUTE OF ATTY	UPLOAD	02/19/2016	DRAFT	
NOTICE OF DOCKETING	Court		APPELLATE DOCUMENTS - COURT INITIATED NOTICES	INTERFACE	02/19/2016	APPROVED	
PROOF OF SERVICE	JOHN SMITH	GLOUCESTER COUNTY PROSECUTOR - DANA R ANTON	APPELLATE DOCUMENTS - PROOF OF SERVICE	SYSTEM GENERATED	02/18/2016	APPROVED	
CASE INFORMATION STATEMENT	JOHN SMITH	GLOUCESTER COUNTY PROSECUTOR - DANA R ANTON	APPELLATE DOCUMENTS - CASE INFO STATEMENT	SYSTEM GENERATED	02/18/2016	APPROVED	
TRIAL COURT ORDER	JOHN SMITH	GLOUCESTER COUNTY PROSECUTOR - DANA R ANTON	APPELLATE DOCUMENTS - TRIAL COURT ORDER	UPLOAD	02/18/2016	APPROVED	
NOTICE OF APPEAL	JOHN SMITH	GLOUCESTER COUNTY PROSECUTOR - DANA R ANTON	APPELLATE DOCUMENTS - NOTICE OF APPEAL	SYSTEM GENERATED	02/18/2016	APPROVED	

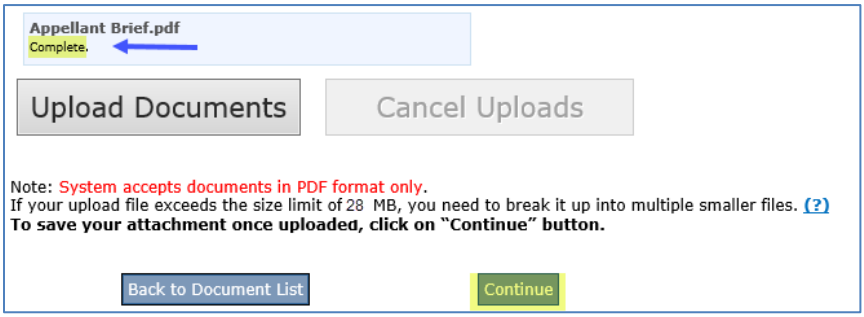
The document information on this filing type is pre-filled, click Upload Documents.



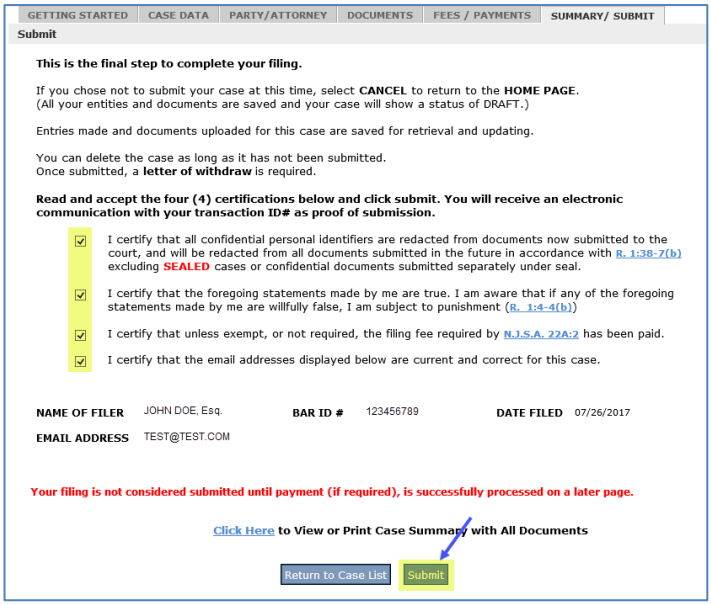
Go to the location of the file on your machine and double click the document. All uploaded documents must be in .pdf format



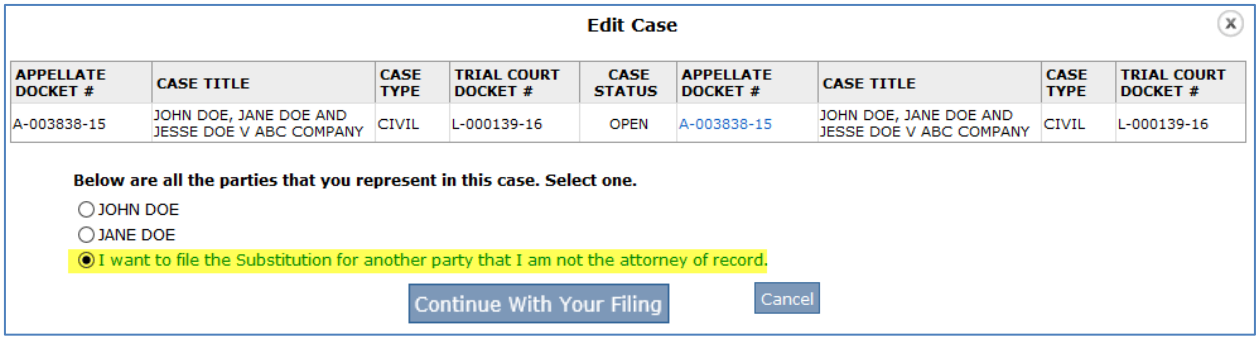
Upload is complete when the blue box indicating complete appears. If internet connection is slow wait for it to complete, do not cancel. Click Continue.



You will click through several more pages to get to the submit page. Check the four-(4) certification boxes and click Submit. A Transaction ID will be generated and you will receive an email confirmation of your filing.

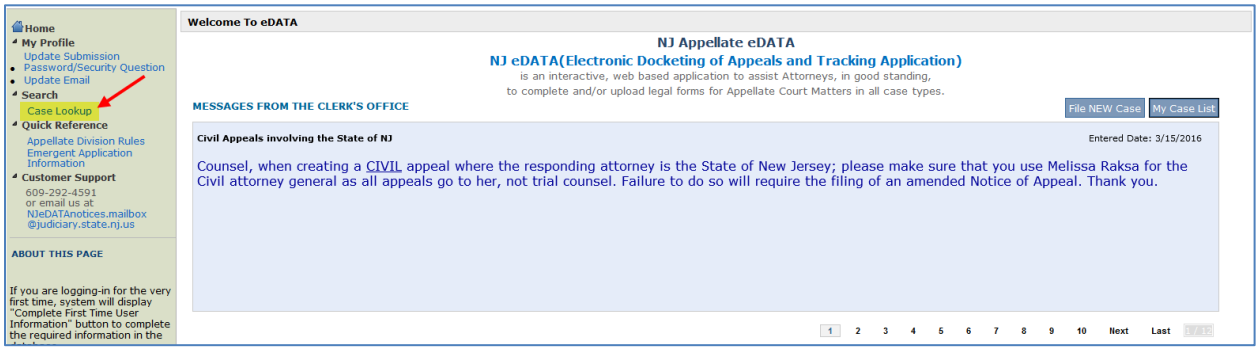


If you are currently representing other parties in the case and are filing a Substitution for another party that you are not the attorney of record, select the radio button **I want to file the Substitution for another party that I am not the attorney of record**. Click Continue with Your Filing.

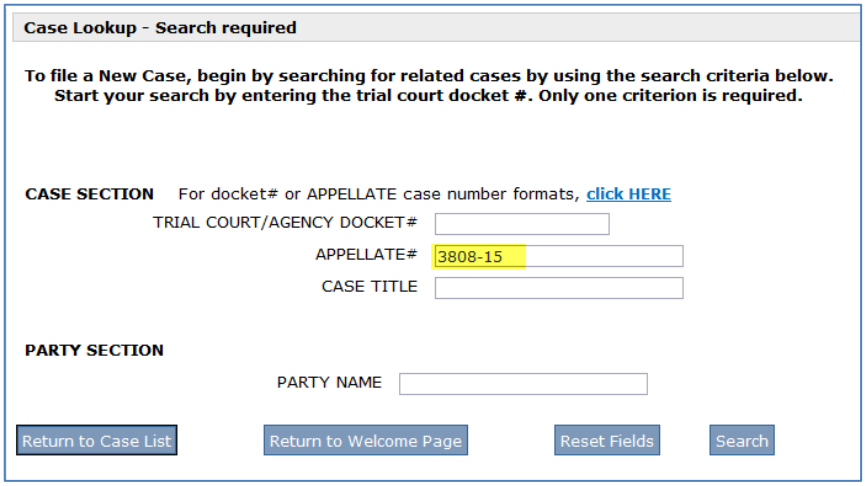


Filed by Substituting Attorney

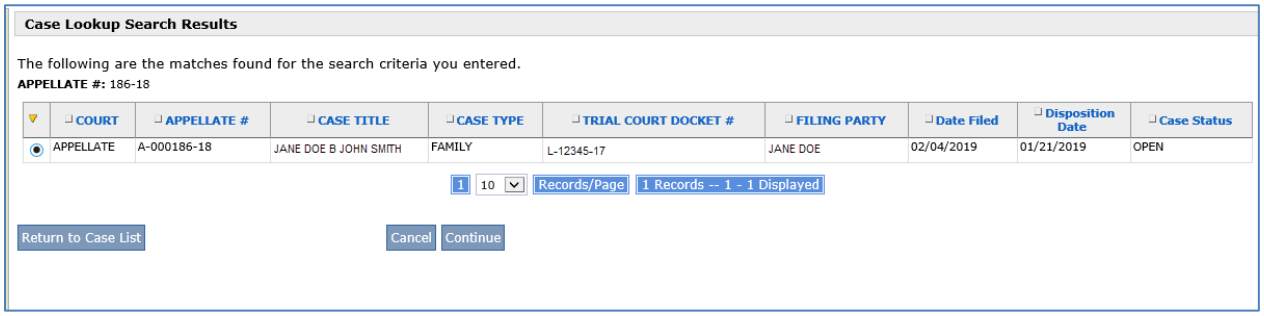
Log in to eCourts Appellate
Click on the Case Lookup link from the menu on the left.



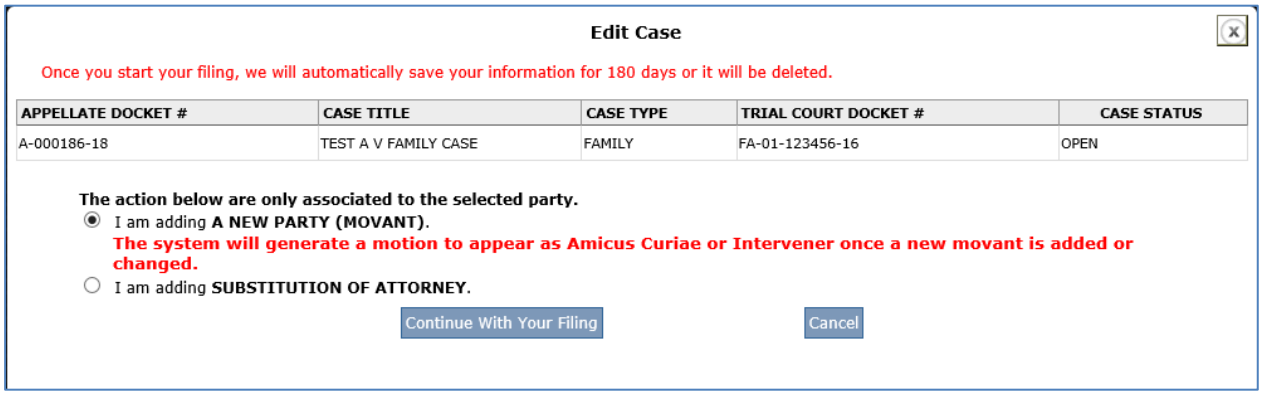
Enter the Appellate docket # and click Search.



Click the radio button for the applicable Appellate docket # then click Continue.



You will receive the edit case popup. Choose I am adding **SUBSTITUTION OF ATTORNEY**. Click Continue with Your Filing.



Edit Party

On the List of Parties edit your client by clicking on the edit button.

GETTING STARTED | CASE DATA | PARTY/ATTORNEY

List of Parties - Party and Attorney Information

To MODIFY party/attorney information or **ADD NEW ATTORNEY**, click on the **EDIT** button next to the party on the list below.

For Amended NOA and Amended MLA,

To correct **Party** information, please use EDIT button for the Party/Attorney record from the list below and then modify the Party information.

To correct **Attorney** information, please use DELETE button for the Party/Attorney record from the list below and then re-enter the correct Party/Attorney information using Add Respondent button.

PARTY NAME	PARTY ROLE	PARTY STATUS	PARTY DESIGNATION	FIRM NAME - ATTORNEY NAME / ATTORNEY ROLE	ADDRESS	OPERATION
JANE DOE	PLAINTIFF	Participated below	RESPONDENT	SITAL SHAH, PC - SITAL SHAH (ATTORNEY OF RECORD) (e)	291 ROUTE 1 SOUTH EDISON, NJ 08817 732-777-9494 SSHAH@TEST.COM	
JOHN SMITH	DEFENDANT	Participated below	APPELLANT	SAUL EWING, LLP - BETH K HANSEN (ATTORNEY OF RECORD) (e)	750 COLLEGE ROAD EAST STE 100, MBM CHG1 ADDRLN2 PRINCETON, NJ 08540-6617 609-452-3100 BETHH@TEST.COM,BHANSEN@TEST.COM	

Return to Case List | Previous | Continue

The upper portion of the party information is not available for edit. Scroll down to the Attorney information. Your name and firm information will prefill. Click Continue.

Appellant Attorney

To add an attorney(s) for the party above, use the radio buttons below to search for either an individual attorney or a firm. Type a portion of the name in the boxes provided and click search. Search

Click this Attorney General link to view the appropriate attorney General for both Criminal (State v.) appeals, or State Agency appeals, if the attorney information is not already prefilled for you below.

Search By Attorney Name | Search By Firm Name | Staff change, search within the same firm (no document upload is needed for this internal substitution or designation)

First Name | Last Name | Search

Attorney name: John Doe, Esq. | Attorney Role (Req.): NEW ATTORNEY

	FIRM ID	FIRM NAME	ADDRESS	PHONE	EMAIL
◉	F00003400	John Doe LLC (e)	ONE RIVERFRONT PLAZA SUITE 320 NEWARK, NJ 07102	555-555-5555	TEST@TEST.COM

To add emails for interested parties for this specific case only, enter email addresses on the line below. For more than one party, place a comma in between email addresses, with no spaces. These parties will receive the initial filing and notices but will not have access to the case. When finished continue to the submit page.

Case Specific Email

Click the + button to add another attorney (co-counsel, designated counsel) for this party.

Please check the attorney name and address above to confirm that it is correct before clicking continue. Include attorney email address for electronic notifications. Please call the adversary if the site does not provide one or serve the document being filed by paper.

Cancel | Continue

To add additional counsel, each filing must be made separately and accepted by the Clerk's office (if attorney is with an outside) before the next can be entered.

Review the Filing

Review the new attorney information on the List of Party page.

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DOCUMENT / FILE NAME	FILING PARTY	FIRM NAME / ATTORNEY ATTENTION	CATEGORY / DOCUMENT TYPE	SOURCE	DATE POSTED	STATUS	OPERATION
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NOTICE OF DOCKETING	Court		APPELLATE DOCUMENTS - COURT INITIATED NOTICES	INTERFACE	02/19/2016	APPROVED	
PROOF OF SERVICE	JOHN SMITH	GLOUCESTER COUNTY PROSECUTOR - DANA R ANTON	APPELLATE DOCUMENTS - PROOF OF SERVICE	SYSTEM GENERATED	02/18/2016	APPROVED	
CASE INFORMATION STATEMENT	JOHN SMITH	GLOUCESTER COUNTY PROSECUTOR - DANA R ANTON	APPELLATE DOCUMENTS - CASE INFO STATEMENT	SYSTEM GENERATED	02/18/2016	APPROVED	
TRIAL COURT ORDER	JOHN SMITH	GLOUCESTER COUNTY PROSECUTOR - DANA R ANTON	APPELLATE DOCUMENTS - TRIAL COURT ORDER	UPLOAD	02/18/2016	APPROVED	
NOTICE OF APPEAL	JOHN SMITH	GLOUCESTER COUNTY PROSECUTOR - DANA R ANTON	APPELLATE DOCUMENTS - NOTICE OF APPEAL	SYSTEM GENERATED	02/18/2016	APPROVED	

The document information on this filing type is pre-filled, click Upload Documents.

GETTING STARTED | CASE DATA | PARTY/ATTORNEY | DOCUMENTS

Document

DOCUMENT INFORMATION

*CATEGORY APPELLATE DOCUMENTS Category Description

*DOCUMENT TYPE SUBSTITUTION OF ATTORNEY

☐ SEALED DOCUMENT BASED ON COURT RULE, STATUTE OR COURT ORDER.
SEALED DOCUMENTS FOR THE COURT'S VIEWING ONLY MUST BE SUBMITTED IN PAPER FORM.

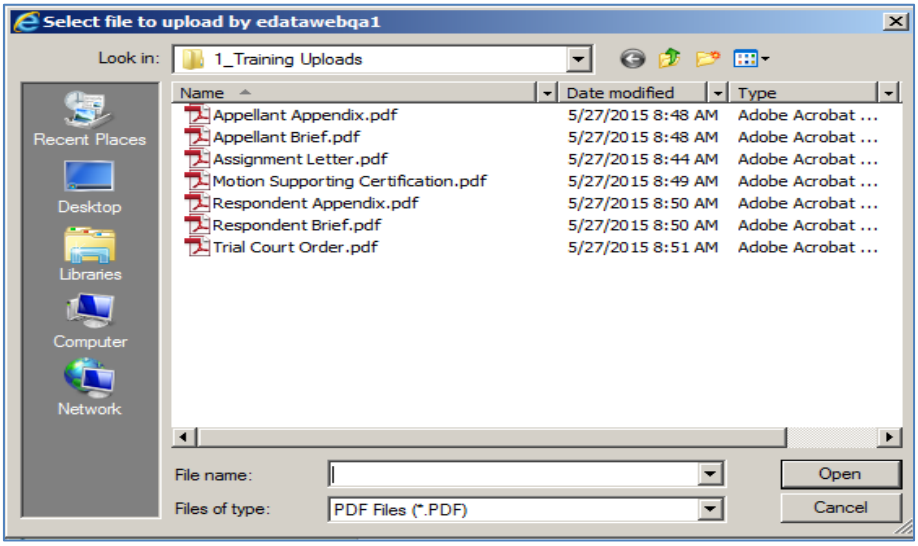
*FILING PARTY TEST A

Note: System accepts documents in PDF format only. If your file size exceeds 28 MB, you will need to break it up into multiple smaller files. File size may be affected with briefs and appendices, which must be text searchable. Please make sure your scanner is set to compress and set to black and white, no color.
To save your attachment once uploaded, click on "Continue" button.

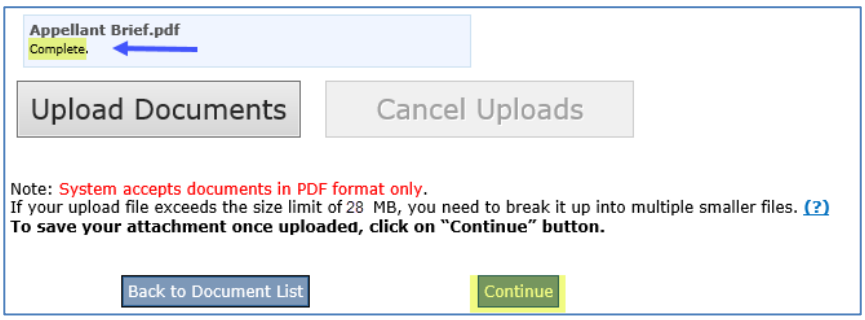
Upload Documents | Cancel Uploads

Back to Document List | Continue

Go to the location of the file on your machine and double click the document. All uploaded documents must be in .pdf format



Upload is complete when the blue box indicating complete appears. If internet connection is slow wait for it to complete, do not cancel. Click Continue.



You will click through several more pages to get to the submit page. Check the four-(4) certification boxes and click Submit. A Transaction ID will be generated and you will receive an email confirmation of your filing.

GETTING STARTED | CASE DATA | PARTY/ATTORNEY | DOCUMENTS | FEES / PAYMENTS | SUMMARY/ SUBMIT

Submit

This is the final step to complete your filing.

If you chose not to submit your case at this time, select **CANCEL** to return to the **HOME PAGE**.
(All your entities and documents are saved and your case will show a status of DRAFT.)

Entries made and documents uploaded for this case are saved for retrieval and updating.

You can delete the case as long as it has not been submitted.
Once submitted, a **letter of withdraw** is required.

Read and accept the four (4) certifications below and click submit. You will receive an electronic communication with your transaction ID# as proof of submission.

- ☑ I certify that all confidential personal identifiers are redacted from documents now submitted to the court, and will be redacted from all documents submitted in the future in accordance with R. 1:38-7(b) excluding **SEALED** cases or confidential documents submitted separately under seal.
- ☑ I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment (R. 1:4-4(b))
- ☑ I certify that unless exempt, or not required, the filing fee required by N.J.S.A. 22A:2 has been paid.
- ☑ I certify that the email addresses displayed below are current and correct for this case.

NAME OF FILER JOHN DOE, Esq. **BAR ID #** 123456789 **DATE FILED** 07/26/2017

EMAIL ADDRESS TEST@TEST.COM

Your filing is not considered submitted until payment (if required), is successfully processed on a later page.

Click Here **to View or Print Case Summary with All Documents**

Return to Case List | Submit

eCourts Appellate Communications

Receiving communications

You will receive an email notification that a communication has been sent by either the Court or your adversary. To review the entire message, you will need to log in to the system.

An eDATA Communication was entered by court on the case below:

Case Title: STATE OF NEW JERSEY V. [redacted]
Docket #s: (Appeal &/or Trial Court) A-005381-12
Filing Party: [redacted]
Case manager: MARISSA M HUBER
Phone number: 609-633-0811

NOTICE HAS BEEN ELECTRONICALLY MAILED TO:

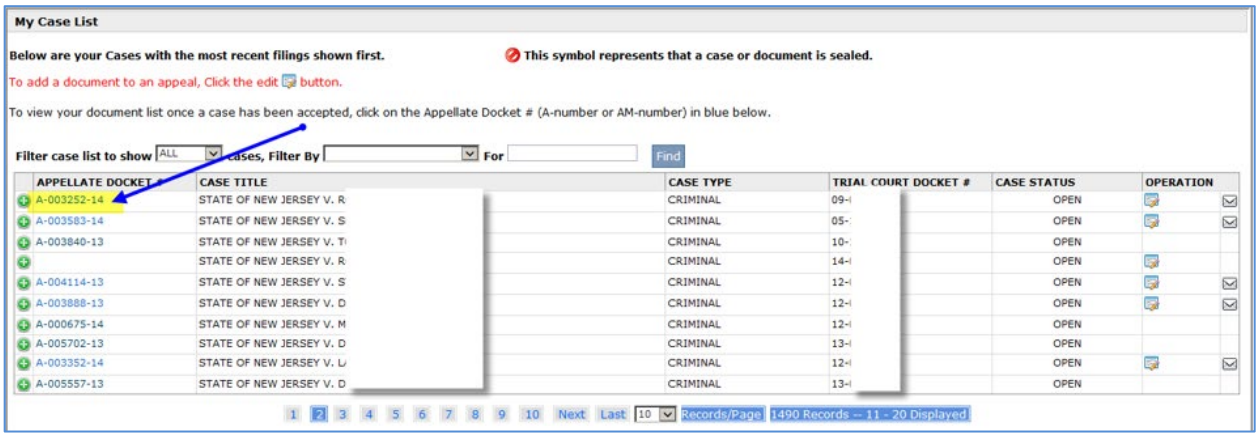
APPELLANT ATTORNEY NAME	APPELLANT ATTORNEY EMAIL
JODI LYNNE FERGUSON	pool.appellate@opd.state.nj.us
MONIQUE D MOYSE	moniquemoyse@gmail.com

RESPONDENT ATTORNEY NAME	RESPONDENT ATTORNEY EMAIL
NICHOLAS D NORCIA	nnorcia@co.ocean.nj.us

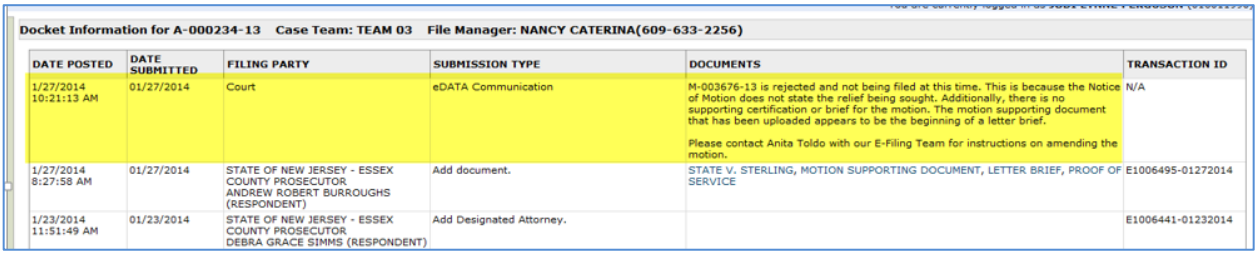
You will need a valid user id to **view and reply** to the eDATA communication.

Login at https://njcourts.judiciary.state.nj.us/web1/sso/home.do to **view and reply** to the eDATA communication.

On the case list page click on the docket number link to open the Docket Information page to view the list of documents.



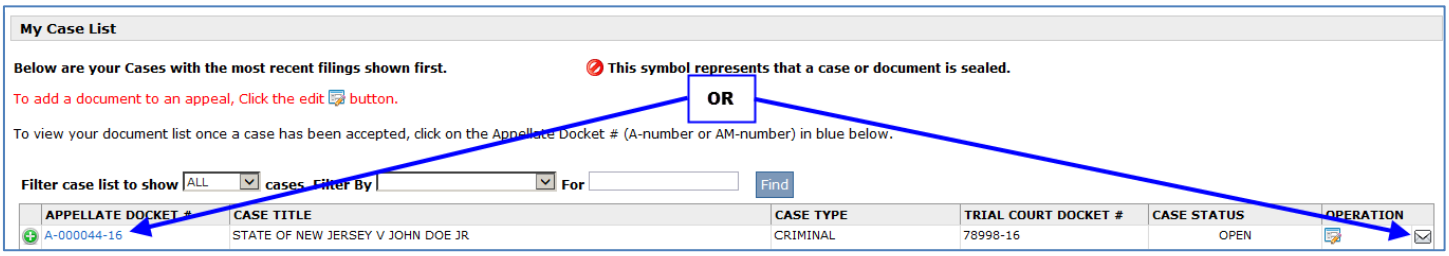
Review the communication.



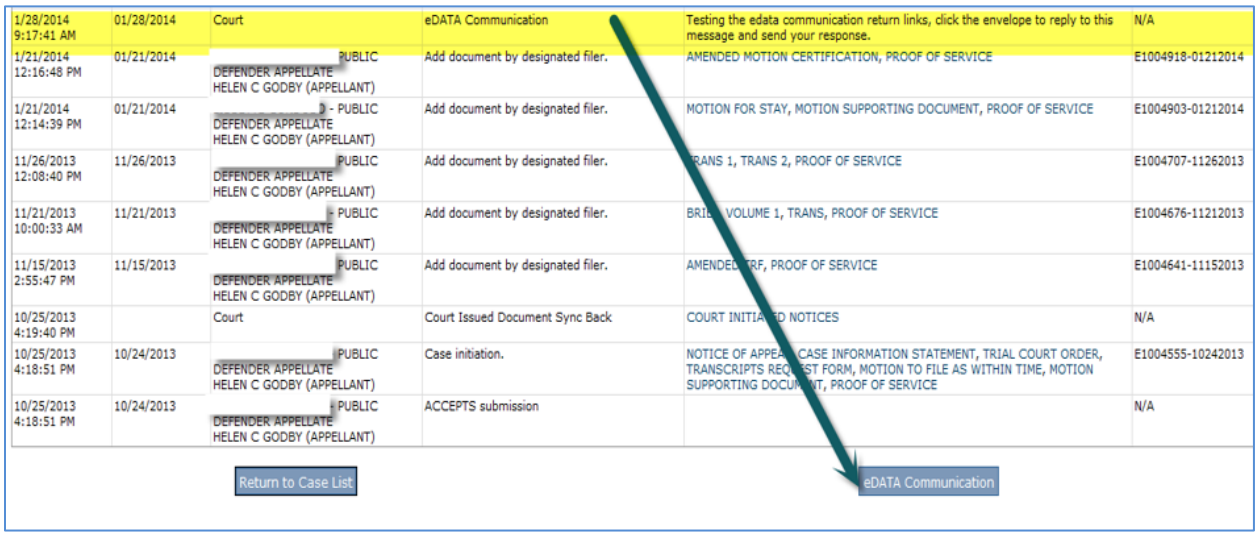
Returning eCourts Appellate Communications

After you have logged in to the system, you can send an eCourts Appellate communication in two ways.

Click on the envelope on your case list OR click on the docket # link to the Docket Information page.



Read the communication from the court and then click the eCourts Appellate COMMUNICATION button.

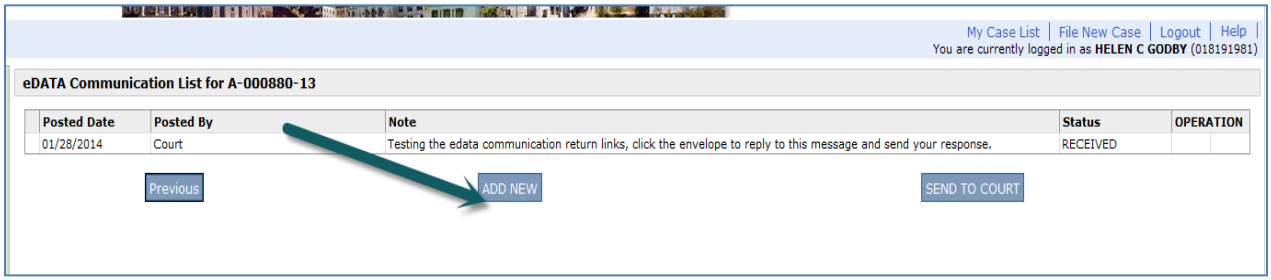


1/28/2014 9:17:41 AM	01/28/2014	Court	eDATA Communication	Testing the edata communication return links, click the envelope to reply to this message and send your response.	N/A
1/21/2014 12:16:48 PM	01/21/2014	PUBLIC DEFENDER APPELLATE HELEN C GODBY (APPELLANT)	Add document by designated filer.	AMENDED MOTION CERTIFICATION, PROOF OF SERVICE	E1004918-01212014
1/21/2014 12:14:39 PM	01/21/2014	) - PUBLIC DEFENDER APPELLATE HELEN C GODBY (APPELLANT)	Add document by designated filer.	MOTION FOR STAY, MOTION SUPPORTING DOCUMENT, PROOF OF SERVICE	E1004903-01212014
11/26/2013 12:08:40 PM	11/26/2013	PUBLIC DEFENDER APPELLATE HELEN C GODBY (APPELLANT)	Add document by designated filer.	RANS 1, TRANS 2, PROOF OF SERVICE	E1004707-11262013
11/21/2013 10:00:33 AM	11/21/2013	- PUBLIC DEFENDER APPELLATE HELEN C GODBY (APPELLANT)	Add document by designated filer.	BRIE VOLUME 1, TRANS, PROOF OF SERVICE	E1004676-11212013
11/15/2013 2:55:47 PM	11/15/2013	PUBLIC DEFENDER APPELLATE HELEN C GODBY (APPELLANT)	Add document by designated filer.	AMENDED RF, PROOF OF SERVICE	E1004641-11152013
10/25/2013 4:19:40 PM		Court	Court Issued Document Sync Back	COURT INITIA D NOTICES	N/A
10/25/2013 4:18:51 PM	10/24/2013	PUBLIC DEFENDER APPELLATE HELEN C GODBY (APPELLANT)	Case initiation.	NOTICE OF APPE CASE INFORMATION STATEMENT, TRIAL COURT ORDER, TRANSCRIPTS REQ ST FORM, MOTION TO FILE AS WITHIN TIME, MOTION SUPPORTING DOCU T, PROOF OF SERVICE	E1004555-10242013
10/25/2013 4:18:51 PM	10/24/2013	- PUBLIC DEFENDER APPELLATE HELEN C GODBY (APPELLANT)	ACCEPTS submission		N/A

Return to Case List

eDATA Communication

Once either the envelope or the button eDATA Communication is selected, you will be given a list of all communications, if any. Click Add New to initiate a message.



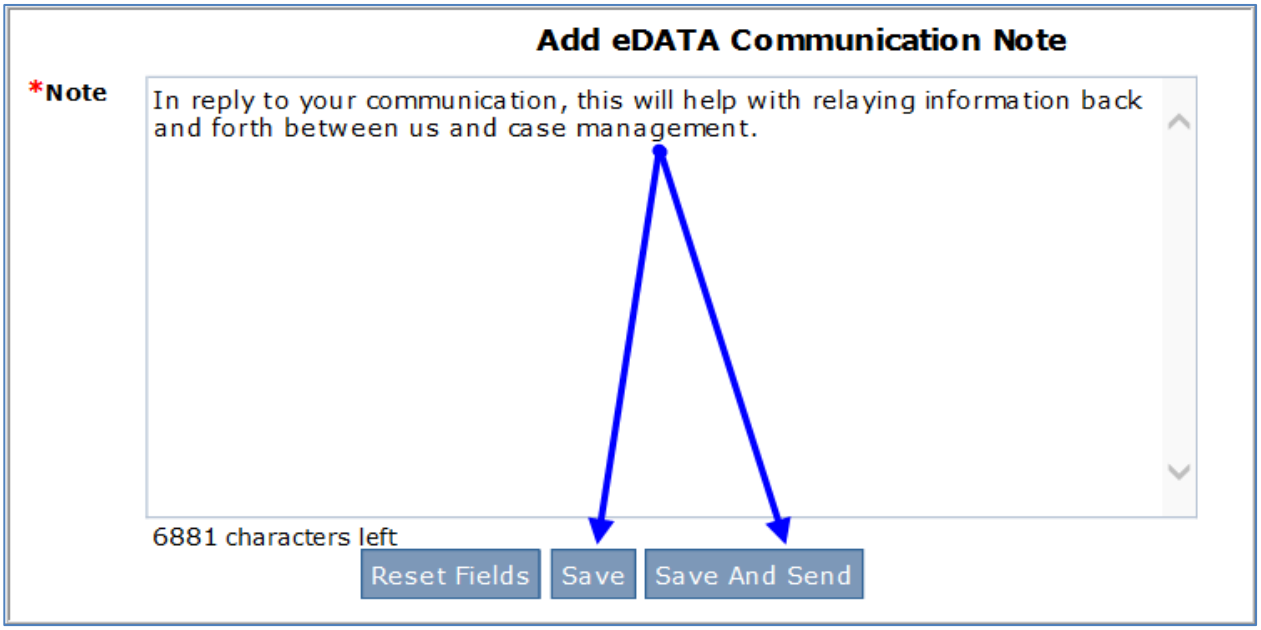
My Case List | File New Case | Logout | Help |
You are currently logged in as **HELEN C GODBY** (018191981)

eDATA Communication List for A-000880-13

Posted Date	Posted By	Note	Status	OPERATION
01/28/2014	Court	Testing the edata communication return links, click the envelope to reply to this message and send your response.	RECEIVED	

Previous ADD NEW SEND TO COURT

Enter your message and click either Save and Send if you are done or click Save if you want to send the communication later.



Add eDATA Communication Note

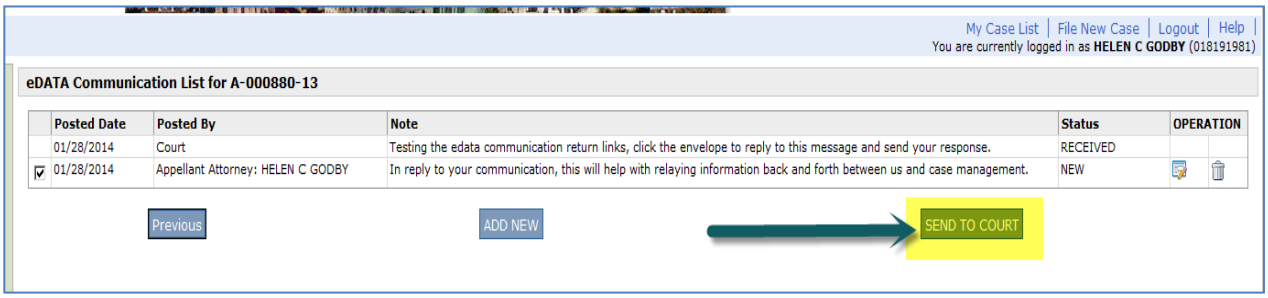
***Note**

In reply to your communication, this will help with relaying information back and forth between us and case management.

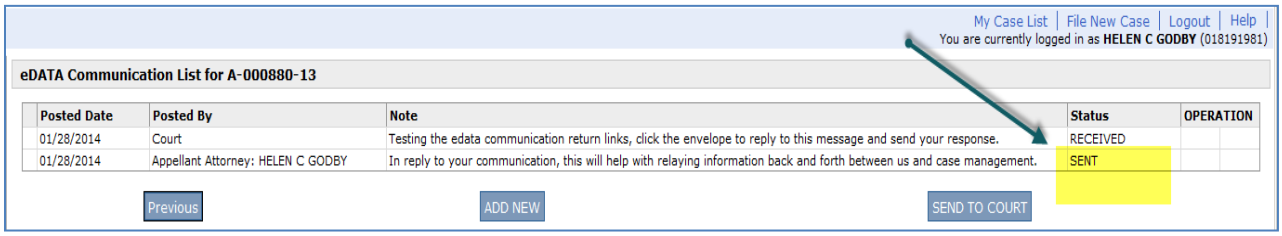
6881 characters left

Reset Fields Save Save And Send

If you click Save, you are returned to the eCourts Appellate Communication list. When you are ready to send the communication, select your comment and Click Send to Court.

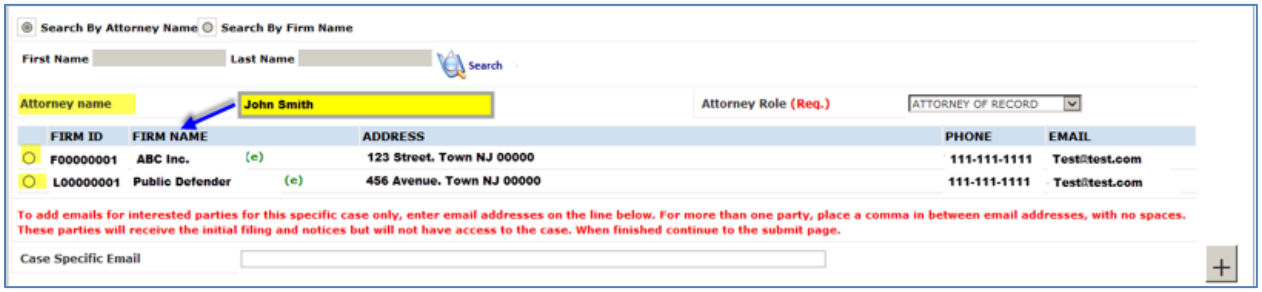


Once sent, the status will be displayed.

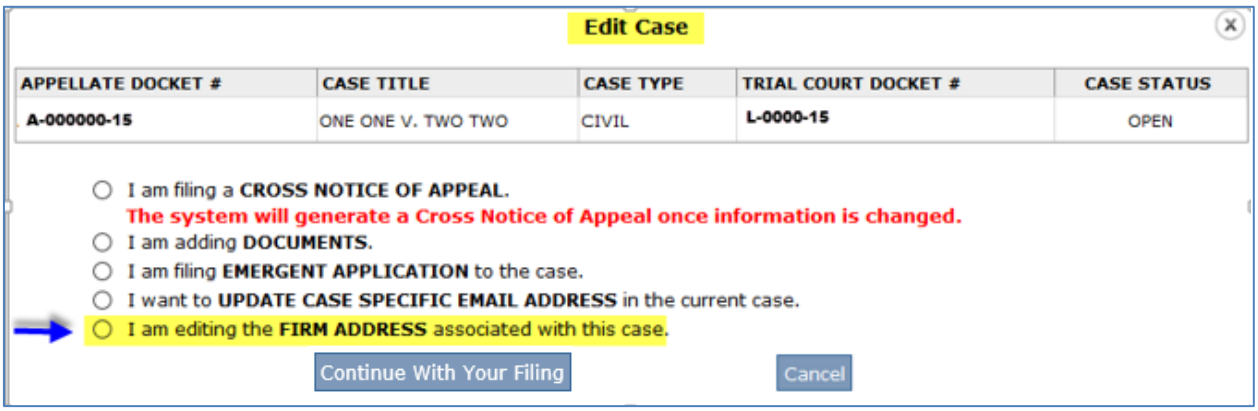


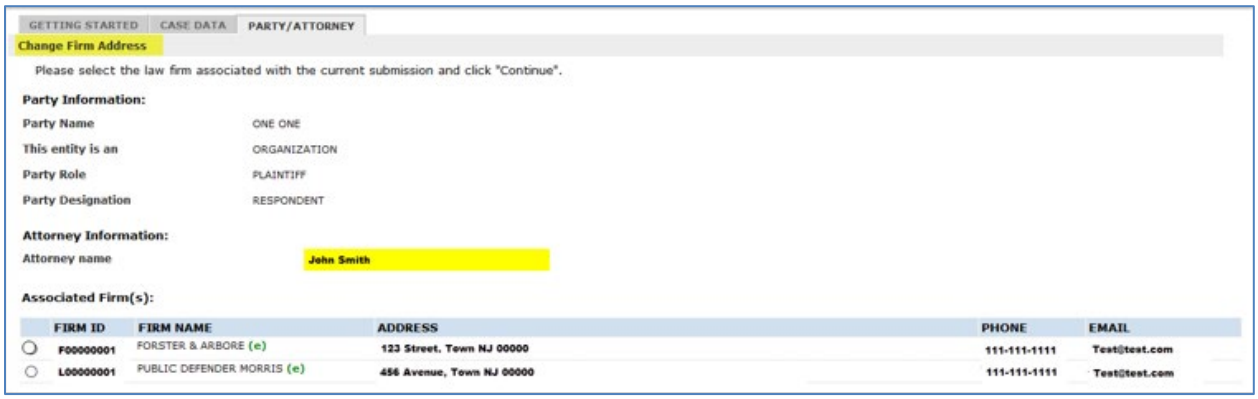
Attorneys associated with multiple firm/businesses address

If an attorney is associated to multiple firms, a list of the firms will display on the List of Parties page and a firm selection will be required in order to proceed with the filing.



Note: If the filing was submitted with the incorrect firm for the attorney, only the attorney with the multiple associations can make the correction in the system. The attorney will have to log in and from the Edit Case popup, **select I am editing the Firm Address associated with this case**. Then click Continue with Your Filing

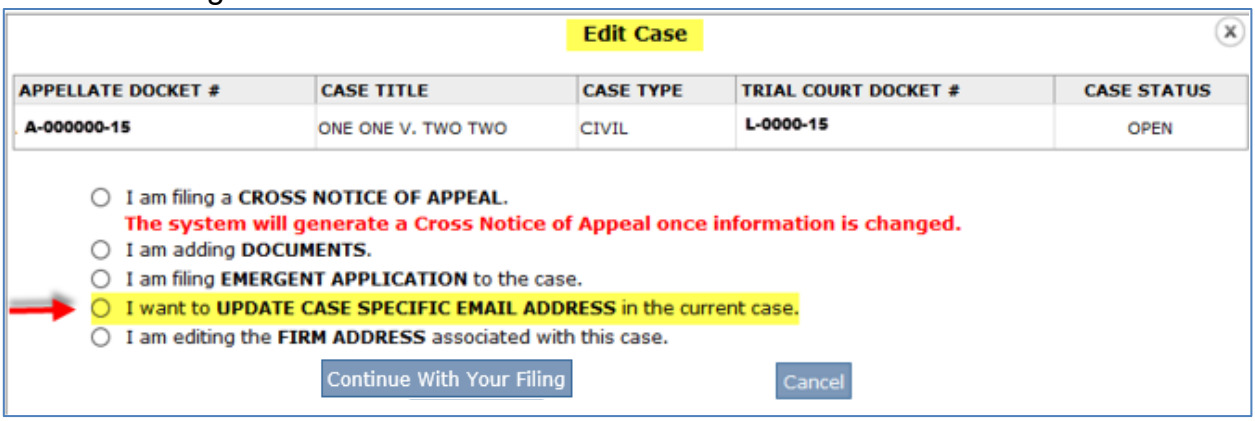
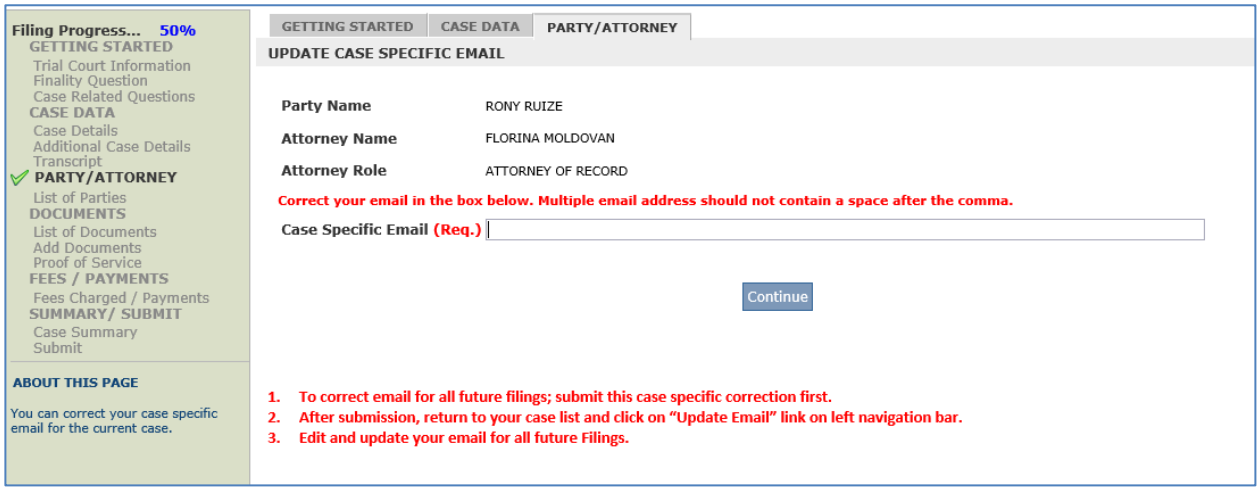




On the next screen, select the firm that should be associated to the case.

Modifying Case Specific Email

To edit the case specific email originally entered, select "I want to update case specific email address in the current case." from the Edit Case popup options. Click Continue with Your Filing.



Enter the email in the space provided and click continue.