



# **Creating a Civil Appeal and documents in eCourts Appellate**



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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 1<sup>st</sup>, 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**.



**New Jersey Courts**  
Independence • Integrity • Fairness • Quality Service

SELF-HELP CENTER **ATTORNEYS** PAY TRAFFIC TICKET JURORS COURTS PUBLIC/MEDIA

Supreme Appellate Tax Superior County Municipal

### New Jersey Court System

The Judiciary, or justice system, is one of the three co-equal but independent branches of state government established in New Jersey by the 1947 state constitution. Courts are a very visible part of our legal system. Each year, about seven million new cases are filed in New Jersey's state-level courts. The decisions that are made in our courts influence people's lives in countless ways.

**Supreme Court**  
New Jersey Supreme Court  
Watch Oral Argument Webcasts  
Track Supreme Court Appeals  
Supreme Court Opinions  
Supreme Court Committee Reports

**Appellate Division**  
Appellate Division  
Appellate eCourts  
Appellate Calendars  
Appellate Opinions

**Tax Court**  
Tax Court  
Judges Directory  
Docketed Cases  
Tax eCourts  
Opinions

Click **eCourts Login**.

The screenshot shows the New Jersey Courts website. The header includes the logo, tagline 'Independence • Integrity • Fairness • Quality Service', and navigation links: SELF-HELP CENTER, ATTORNEYS, PAY TRAFFIC TICKET, JURORS, COURTS, and PUBLIC/MEDIA. A search bar is in the top right. Below the header is a secondary navigation bar with links: Attorneys Home, Opinions, Notices, eCourts, Attorney Registration, and Rules of Court. The main content area features a large image of a man in a suit standing in front of a classical building. To the right of the image is a section titled 'Recent Notices to the Bar' with a list of notices dated May 03, 2017, and May 05, 2017. Below the image is a section titled 'Attorney & Judge Regulation' with a list of links. The 'eCourts Login' link is circled in red. To the right of this section is a 'Legal Practice' section with a list of links. Further right is a 'Resources' section with a list of links.

New Jersey Courts  
Independence • Integrity • Fairness • Quality Service

SELF-HELP CENTER ATTORNEYS PAY TRAFFIC TICKET JURORS COURTS PUBLIC/MEDIA

Attorneys Home Opinions Notices eCourts Attorney Registration Rules of Court

Recent Notices to the Bar

- May 05, 2017 Notice - IOLTA Fund 2016 Reinstatements.
- May 03, 2017 Notice - Comment Period Extended to May 24 on the Proposed Amendments to the Regulations Governing the Supreme Court Committee on Character..
- May 03, 2017 Order - 2017 Appellate Division Summer Schedule and Parts.
- May 03, 2017 Notice - Disciplinary Review Board - Defaults Scheduled for Review.
- May 03, 2017 Notice - eCourts Appellate - Credit Cards Now Accepted; Training Sessions Offered with No-Cost CLE Credits.

Attorney & Judge Regulation

- eCourts Login**
- Online Registration & Payment
- Advisory Committee on Judicial Conduct
- Attorney Index
- Board on Attorney Certification
- Board of Bar Examiners
- Continuing Legal Education
- Disciplinary Review Board
- Lawyers' Fund for Client Protection
- Office of Attorney Ethics
- Supreme Court Committees
- Supreme Court Committee Reports

Legal Practice

- Calendars/Schedules
- Civil Motion Calendar
- Civil Case Public Access
- Civil Mediators Search
- Criminal Convictions
- Discovery End Date
- Judiciary Account Charge System (JACS)
- Judgment Lien Search
- Legal Practice Forms
- Multicounty Litigation Center

Resources

- Opinions
- Administrative Directives
- Appellate Review Standards
- Case Captioning Guidelines
- Civil Practitioner's Guide
- Criminal Sample Verdict Sheets
- General Assignment Order 2015-2016
- General Assignment Order 2016-2017
- Jury Selection Questions
- Manual on NJ Sentencing Law
- Model Civil Jury Charges System
- Model Criminal Jury Charges System (AMCJS)

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**.

The screenshot shows the eCourts Appellate webpage. The header is identical to the previous screenshot. The main content area features the 'eCourts' logo and a description of the system. Below the description is a section titled 'eCourts Criminal' with a dropdown arrow. Below that is a section titled 'eCourts Appellate' with a dropdown arrow. The 'eCourts Appellate' section is expanded, showing a list of links. The 'Attorney Login' link is circled in red and has a blue arrow pointing to it. Below the 'Attorney Login' link is a description of the eCourts Appellate system, its requirements, and a list of links for more information.

New Jersey Courts  
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SELF-HELP CENTER ATTORNEYS PAY TRAFFIC TICKET JURORS COURTS PUBLIC/MEDIA

Attorneys Home Opinions Notices eCourts Attorney Registration Rules of Court

eCourts

eCourts is a web based application that is designed to allow attorneys, in good standing, to electronically file documents with the courts. The Judiciary's plans for full implementation of eCourts in all trial court divisions is underway. The plan to modernize our systems is built on the following four essential functionalities:

- Electronic filing and information exchange between the court and attorneys;
- The creation of an electronic filing system;
- The establishment of an electronic case jacket;
- The maintenance of an electronic records management system that provides both attorneys and the public with access to case information.

eCourts Criminal

eCourts Appellate

Attorney Login

eCourts Appellate is an interactive, web based application to assist attorneys, in good standing, to complete or upload legal forms for Appellate court matters in all case types.

The Appellate Division electronic filing system was developed under Chief Justice Rabner's initiative for an electronic filing system of court documents, records management, and repository.

**Requirements:**

eCourts Appellate is available to the attorneys who have a JACS (Judiciary Account Charge System) collateral account. Filers who use a credit card will be charged a service fee. [Click here](#) for the list of Fees.

Attorneys who use the system as an Appellant or Cross Appellant and are initiating a Notice of Appeal, Motion for Leave to Appeal or Cross Appeal must have a JACS account and this number must be entered on the fee page. [Click here](#) for information if you do not have a JACS account.

\* All users of eCourts Appellate must first be registered electronically through the Judiciary On-line Attorney registration portal. In addition, all users of eCourts Appellate must be added to a security list in order to have access to the eCourts Appellate tab. In order to register, please contact the Appellate eFiling team at [\[email address\]](#).

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.**

NJCourts | Request Activation Email | Request User ID Information | Reset Password

**New Jersey Courts**  
Independence • Integrity • Fairness • Quality Service

## Login

Please be advised that the eCDR Training site will be unavailable on Saturday, October 8, 2016. The eCDR production system will be operating as normal.

Enter your User ID and Password.  
If you have been provided with a temporary password, login below.

User ID:

Password:

Login

For Login Help: click "Reset Password" or to request information about your existing ID click "Request User ID Information".

**Internet Explorer Version Issue:** There is a known issue with Internet Explorer Version 11 running on Windows 10 which is causing users to attempt to login multiple times unsuccessfully. If you encounter this issue, please use another browser (e.g., Chrome, Microsoft Edge, Safari, Firefox).

If you are receiving "Authentication Failed" error message after logging in, please perform the following steps in order to reset your password:

1. Click the Reset Password button
2. Answer the security questions when prompted
3. An email will be sent to the email address used to activate the account
4. Open the email and follow the instructions

If you are still not able to successfully login after resetting your password, please contact the Help Desk at 1-800-343-7002 and someone will assist you.

Reset Password | Request User ID Information

## 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 not 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.**

New Jersey Courts Enterprise Single Sign On

- Home
- Attorney Registration
- Update Contact Info
- Registration and Pay...
- eCourts
- eCourts Appellate**
- eCourts Supreme

89 day(s).

**Internet Explorer Version Issue:** There is a known issue with Internet Explorer Version 11 running on Windows 10 which is causing users to attempt to login multiple times unsuccessfully. If you encounter this issue, please use another browser (e.g., Chrome, Microsoft Edge, Safari, Firefox).

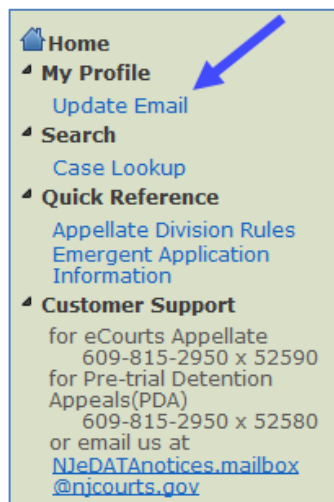
set your password now to avoid problems with accessing our systems, [Click here for P-Synch](#).

questions, please contact the Superior Court Clerk's Office at 609-421-6100.

## 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**.

The screenshot shows the 'Update Email' page. At the top, there is a header bar with links: 'File NEW Case', 'My Case List', 'Logout', and 'Help'. Below the header, there is a sidebar with navigation links: 'Home', 'My Profile' (with sub-links 'Update Submission', 'Password/Security Question', and 'Update Email'), 'Search', 'Case Lookup', 'Quick Reference', and 'Form Templates'. The main content area is titled 'Update Email' and contains the instruction: 'Click the edit button (edit icon) to update.' Below this is a table with the following columns: 'Firm ID', 'Qualifier', 'Address Type', 'Address', 'Email', and 'OPERATION'. The table contains one row of data: 'F00000000', '0001', 'Branch Office', '123 Street, Any Town, NJ 00000', and an empty 'Email' field. The 'OPERATION' column header has an edit icon. Below the table is a button labeled 'Continue and Go Back to Case List'.

| Firm ID   | Qualifier | Address Type  | Address                        | Email | OPERATION |
|-----------|-----------|---------------|--------------------------------|-------|-----------|
| F00000000 | 0001      | Branch Office | 123 Street, Any Town, NJ 00000 |       |           |

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.

EDIT EMAIL

Email1

Email2

Email3

YOU MAY UPDATE ALL 3 EMAIL ADDRESSES:  
THE UPDATE AFFECTS ALL eCOURTS APPLICATIONS (Superior Court,  
Appellate Division and Supreme Court).

Cancel

Save

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.

System Message

The email address is required to file a new case.

Continue

Cancel

## 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**.

Home | **My Profile** | Update Email | Search | Case Lookup | Quick Reference | Appellate Division Rules | Emergent Application Information | Customer Support | eCourts Appellate: 609-815-2950 x 52590 for Pre-trial Detention Appeals(PDA) | 609-815-2950 x 52580 or email us at [NJEDATAnotices@mailbox@njcourts.gov](mailto:NJEDATAnotices@mailbox@njcourts.gov) | ABOUT THIS PAGE

Welcome To eCourts Appellate

**eCourts Appellate**  
Is an interactive, web based application to assist Attorneys, in good standing, to complete and/or upload legal forms for Appellate Court Matters in all case types.

**MESSAGES FROM THE CLERK'S OFFICE**

**CHANGES TO THE SYSTEM FOR CRIMINAL APPEALS ONLY**  
Entered Date: 12/16/2016

Please be aware that based upon the interface with eCourts trial, the system now requires an exact match of the trial court docket number found in P/G or eCourts trial case jacket. If you do not have an exact match, you will not be able to proceed.

**SUPPORT & REFERENCE LINKS**

eCourts Appellate Benefits  
First Time Filer's Requirements

FAQs  
Glossary of Terms  
Helpful Tips  
User Manuals  
Video Tutorials

PDA  
R. 2:9-13  
PDA Instruction Form  
PDA Expedited Information form  
PDA Expedited Information form (fillable template)  
Instructions to upload template  
Condensed PDA Training Manual

Common Filing Deficiencies  
Forms Templates  
List of Fees  
User Agreement

**FOR MORE INFORMATION**  
Contact us at **609-815-2950 X 52590** for eCourts Appellate and **609-815-2950 X 52580** for Pre-trial Detention Appeals(PDA) or send us an email at [NJEDATAnotices@mailbox@njcourts.gov](mailto:NJEDATAnotices@mailbox@njcourts.gov)

File NEW Case | You are currently logged in as | My Case List | Logout | Help

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

Home | **My Profile** | Update Email | Search | Case Lookup | Quick Reference | Appellate Division Rules | Emergent Application Information | Customer Support | eCourts Appellate: 609-815-2950 x 52590 for Pre-trial Detention Appeals(PDA) | 609-815-2950 x 52580 or email us at [NJEDATAnotices@mailbox@njcourts.gov](mailto:NJEDATAnotices@mailbox@njcourts.gov) | ABOUT THIS PAGE

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FAQs  
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File NEW Case | You are currently logged in as | **My Case List** | Logout | Help

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.

**My Case List**

Below are your Cases with the most recent filings shown first. This symbol represents that a case or document is sealed.

To add a document to an appeal, Click the edit button.

To view your document list once a case has been accepted, click on the Appellate Docket # (A-number or AM-number) in blue below.

Filter case list to show **ALL** cases, Filter By  For  **Find**

| APPELLATE DOCKET # | CASE TITLE   | CASE TYPE | TRIAL COURT DOCKET # | CASE STATUS | OPERATION |
|--------------------|--|-----------|----------------------|-------------|-----------|
| A-003991-14        | RICK V MIRIAM  | CIVIL     | L-6765814-14         | OPEN        |           |
| A-004117-14        | CERCI LANNISTER V. SANSA STARK                             | CIVIL     | L-009999-14          | OPEN        |           |
| A-003990-14        | LOKI OF ASGARD V. THOR OF ASGARD                           | CIVIL     | L-12345-14           | OPEN        |           |
| AM-000490-14       | PENNY PLATE PLAINTIFF V. MARATHON DEFENDANT                | CIVIL     | L-1742-13            | OPEN        |           |
|                    | ABC V DEF  | CIVIL     | 56787                | OPEN        |           |
|                    | STATE OF NEW JERSEY PLAINTIFF V. JOHN DOE DEFENDANT        | CIVIL     | L-12345              | OPEN        |           |
|                    | DENISE Y. MARIN PLAINTIFF V. LAWRENCE W. LINDSAY DEFENDANT | CIVIL     | L-001234-10          | OPEN        |           |
| A-003981-14        | MICKEY MOUSE V DONALD DUCK                                 | CIVIL     | L-1-13               | OPEN        |           |
|                    | STATE OF NEW JERSEY PLAINTIFF V. JOHN DOE DEFENDANT        | CIVIL     | L-999-14             | OPEN        |           |
|                    | JOE MASON PLAINTIFF V. GREEN ACRES CORP DEFENDANT          | CIVIL     | 123456-1             | OPEN        |           |

**1** 2 3 4 5 6 7 10 **Records/Page** 62 Records -- 1 - 10 Displayed

## 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

**File New Case**

Once you start your filing, we will automatically save your information for 180 days or it will be deleted.

To file a **NEW** case, use the drop down menu below.

☒ File **NEW APPEAL or MOTION FOR LEAVE TO APPEAL** in **APPELLATE DIVISION**

Click [here](#) to see the Trial Court/Agencnt Docket # Formats.

Select the Case Type to start an appeal process and enter the Trial Court/Agency Docket #.

**\*CASE TYPE:** **CIVIL**

Select the Case Category for the Civil appeal and enter the Trial Court/Agency Docket #.

**\*CASE CATEGORY:**

CHANCERY  
COMMITMENT  
LAW-CIVIL PART  
MEGAN'S LAW  
SEXUAL VIOLENT PREDATOR  
SPECIAL CIVIL PART  
TAX COURT

[Return to Case List](#) [Continue](#)

Case County:  Docket Type:  Docket Number:  Docket Year:  [Reset](#)

Ex. Atlantic Ex. DJ (DJ) Ex.123456 Ex. 15

**OR: Type a free form docket number only if the trial court number does not meet the requirements above for an eCourts match.**

Case County:


[Return to Case List](#) [Continue](#)

## Finality Question

Is the order you are appealing from FINAL?

If you have a final order/judgment, 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?**

- ☒ 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.**
- ☐ 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?**

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

GETTING STARTED

Case Related Questions

**1. Buttons are pre-filled to display on appeal, if the case is from a judgment or order, and will also display the appropriate court. Only change if necessary. Motion for leave to appeal information must be filled in.**

**This case is from** ☐ A JUDGMENT ☒ AN ORDER **in a** ☐ STATE AGENCY ☒ TRIAL COURT ☐ TAX COURT

The **Fee** for filing a **NOTICE OF APPEAL** is \$250.00

**2. Select payment type.**

☒ I am filing with payment in full.  
☐ I am filing under an **exempt** status by statute.  
☐ I am filing as an indigent with a trial court order.\*  
☐ I am filing as an indigent with a motion.\*

\*Notice to filer - later in this filing process you will need to upload the court order or motion on the DOCUMENT SCREEN.

**3. Fill in the text box if you are appealing a partial judgment/order, if not, leave blank**

**IF NOT APPEALING THE ENTIRE JUDGMENT, ORDER OR AGENCY DECISION, SPECIFY WHAT PARTS OR PARAGRAPHS ARE BEING APPEALED.**

500 characters left

Return to Case List

Previous

Continue

## 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  **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:

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.

**Add New Hearing Date** ✕

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

| DATE OF PROCEEDINGS<br>(MM/DD/YYYY)       | TYPE OF PROCEEDING                        | NAME OF JUDGE/AGENCY                      | TRANSCRIPT TO BE ORDERED | REASON FOR NOT ORDERING TRANSCRIPT        |
|---|---|---|--------------------------|---|
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input type="checkbox"/> | <input style="width: 100%;" type="text"/> |

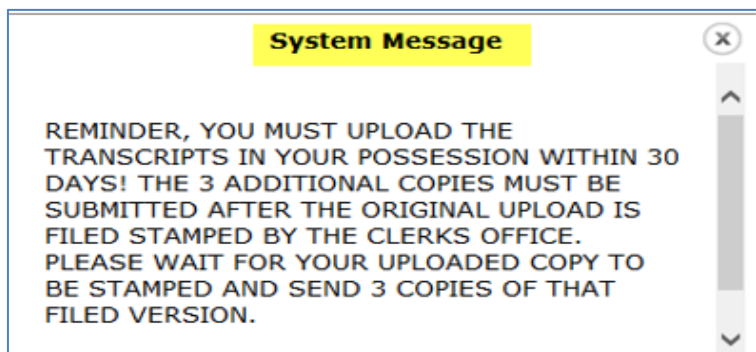
Cancel
Save

When ordering transcripts for appeal through the eCourts appellate eFiling system, it is not necessary to upload those documents. **Do Not** upload your copy of the transcript(s) received from the transcript office into system. The Clerk's office will automatically upload the ordered transcripts when the official certified transcript(s) have been sent to the Appellate Division by the county Court Reporter.

Transcripts already in your possession and not ordered from the system should be uploaded within 30 days of the filing of the notice of appeal, or with the Notice of Appeal.

## 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.


**Add Document**

**DOCUMENT INFORMATION**

\*CATEGORY: TRANSCRIPT Category Description

\*DOCUMENT TYPE: DECISION

\*PROCEEDING DATE:   

\*VOLUME NUMBER:  

☐ **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

**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

## List of Parties

Use the buttons to add the parties to the appeal.

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

2<sup>nd</sup> 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.

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.

Add Amicus or Intervenor only if you have an order admitting the party in the Trial Court (The Trial Court order needs to be uploaded).  
Click **Add Amicus/Intervenor**

**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.

## Appellant - Party Information

- Entity - Click on INDIVIDUAL, ORGANIZATION, INITIALS or MULTIPLE PARTIES.
- Role of Party - Click DEFENDANT OR PLAINTIFF OR OTHER.
- 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   |
|---|--|--|
| <b>Add Appellant Party</b>                                |  |  |
| <b>Check if any of the following apply to this party:</b> |  |  |
| This entity is an   | <input type="radio"/> INDIVIDUAL<br><input checked="" type="radio"/> ORGANIZATION<br><input type="radio"/> INITIALS ONLY<br><input type="radio"/> STATE OF NEW JERSEY<br><input type="radio"/> MULTIPLE PARTIES (Use if filing ONE brief on behalf of all parties) | <input type="checkbox"/> This party is filing as <a href="#">PRO SE.</a> |
| Role of party in the Trial court/Agency:                  | <input checked="" type="radio"/> PLAINTIFF<br><input type="radio"/> DEFENDANT<br><input type="radio"/> OTHER   | <input type="text"/>   |
| Status of party as of date of appeal:                     | <input checked="" type="radio"/> Participated below<br><input type="radio"/> Dismissed with Prejudice<br><input type="radio"/> Dismissed without Prejudice<br><input type="radio"/> Defaulted below<br><input type="radio"/> New Party                             |  |
| <b>*Party Name: ORGANIZATION NAME</b>                     |  |  |
| <input type="text" value="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.

|  |  |  |
|--|--|--|
| <b>Check if any of the following apply to this party:</b>  |  |  |
| This entity is an  | <input type="radio"/> INDIVIDUAL<br><input type="radio"/> ORGANIZATION<br><input type="radio"/> INITIALS ONLY<br><input type="radio"/> STATE OF NEW JERSEY<br><input checked="" type="radio"/> MULTIPLE PARTIES (Use if filing ONE brief on behalf of all parties) | <input type="checkbox"/> This party is filing as <a href="#">PRO SE.</a> |
| Role of party in the Trial court/Agency:                   | <input type="radio"/> PLAINTIFF<br><input type="radio"/> DEFENDANT<br><input type="radio"/> OTHER  | <input type="text"/>   |
| Status of party as of date of appeal:                      | <input type="radio"/> Participated below<br><input type="radio"/> Dismissed with Prejudice<br><input type="radio"/> Dismissed without Prejudice<br><input type="radio"/> Defaulted below<br><input type="radio"/> New Party  |  |
| <b>*Party Name: MULTIPLE PARTIES(Use comma in between)</b> |  |  |
| <input type="text"/>                                       |  |  |
| 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.

**Add Respondent 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)

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  
☐ Settled (Party will not be participating in appeal)

\*Party Name: ORGANIZATION NAME

\*Address line 1

City

State

Zip

Address line 2

Phone

Email

☒ International address

Country/Region

☐ New Party  
☐ Settled (Party will not be participating in appeal)

\*Party Name: ORGANIZATION NAME

slan leat

\*Address line 1

25 glen road

City

State

Zip

BT11 8BA

Address line 2

Belfast

Phone

Email

siobhan@test.com

☒ International address

Country/Region

northern ireland

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

Cancel

Continue

## 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.

**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.

Attorney name:  Attorney Role (Req.):

| FIRM ID                                    | FIRM NAME        | ADDRESS                                  | PHONE        | EMAIL         |
|--|------------------|--|--------------|---------------|
| <input checked="" type="radio"/> F00001818 | ABC Law, LLC (e) | 368 WASHINGTON ROAD SAYREVILLE, NJ 08872 | 732-254-5900 | 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.

## 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.


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.



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

☒ Search By Attorney Name ☐ Search By Firm Name

First Name:  Last Name:   Search

Attorney name:  Attorney Role (Req.):

| FIRM ID | FIRM NAME | ADDRESS | PHONE | EMAIL |
|---------|-----------|---------|-------|-------|
|---------|-----------|---------|-------|-------|

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:

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

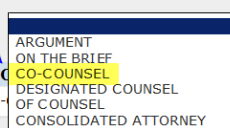
| Attorney Search |               |            |             |
|-----------------|---------------|------------|-------------|
| Attorney Name   | Firm Name     | Good Stand | Firm Status |
| WILLIAM P WELAJ | WILLIAM WELAJ | 01         | 01          |

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.

☒ Search By Attorney Name ☐ Search By Firm Name

First Name  Last Name  

Attorney name

Attorney Role (Req.) 

| FIRM ID                                    | FIRM NAME         | ADDRESS   | PHC          |
|--|-------------------|---|--------------|
| <input checked="" type="radio"/> F00010238 | WILLIAM WELAJ (e) | 21 NORTH BRIDGE STREET, P.O. BOX 962 SOMERVILLE, NJ 08876 | 908-685-0900 |

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.

The list of parties now shows the co-counsel.

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   |
|------------|------------|--------------------|-------------------|--|---|---|
| TEST ONE   | DEFENDANT  | Participated below | APPELLANT         | PUBLIC DEFENDER APPELLATE - ALYSSA A AIELLO (ATTORNEY OF RECORD) (e)<br>WILLIAM WELAJ - WILLIAM P WELAJ (CO-COUNSEL) (e) | 31 CLINTON ST, PO BOX 46003<br>NEWARK, NJ 07101<br>973-877-1200<br>kirti.tank@judiciary.state.nj.us<br>21 NORTH BRIDGE STREET, P.O. BOX<br>962 SOMERVILLE, NJ 08876<br>908-685-0900<br>bxsu@csiteh.com.cn |   |

Click on the Add Respondent button to proceed.

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 (Respondent and their attorneys).

To ADD party contact and attorney information

- Click  (The case filer)
- Click  (Other parties of which there may be one or more)
- For additional parties use the buttons above after the prior entry is complete. Click Continue after all parties are added.
- A movant is a filer that did not participate at the trial or agency level.  
A movant designation requires the entry of that person or organization as a party and a motion to appear as Amicus Curiae or a motion to Intervene. The court must grant this motion before the Movant has access to the case.

## 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.

**GETTING STARTED** **CASE DATA** **PARTY/ATTORNEY**

**Add Respondent 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 B

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.

**Add Respondent 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)

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 ☐ Settled (Party will not be participating in appeal)

**\*Party Name: ORGANIZATION NAME** EDUCATION

## 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.

**ADD RESPONDENT 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.

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

First Name  Last Name   Search

Note, Pro Hac attorneys must file through their New Jersey counsel, therefore they will not appear in a name search.

Attorney name  Attorney Role (Req.)


| FIRM ID | FIRM NAME | ADDRESS | PHONE | EMAIL |
|---------|-----------|---------|-------|-------|
|---------|-----------|---------|-------|-------|

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.

## 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.


**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

- Click [Add Appellant](#) (The case filer)
- Click [Add Respondent](#) (Other parties of which there may be one or more)
- For additional parties use the buttons above after the prior entry is complete. Click Continue after all parties are added.
- [Add Movant](#) A movant is a filer that did not participate at the trial or agency level.  
A movant designation requires the entry of that person or organization as a party and a motion to appear as Amicus Curiae or a motion to Intervene. The court must grant this motion before the Movant has access to the case.





To MODIFY party/attorney information or ADD NEW ATTORNEY, click on the **EDIT**  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.

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   |
|------------|------------|--------------------|-------------------|---|--|---|
| TEST B     | DEFENDANT  | Participated below | RESPONDENT        | WATERS MC PHERSON MC NETHILL - JOHN DOE (ATTORNEY OF RECORD) (e)<br>BLANK ROME, LLP - ADAM SMITH (CO-COUNSEL) | 300 LIGHTING WAY, P.O. BOX 1560 SECAUCUS, NJ 07096<br>201-863-4400<br>test@test.com<br>301 CARNEGIE CTR, 3RD FL PRINCETON, NJ 08540<br>609-750-7700<br>(test@test.com) |   |
| TEST A     | PLAINTIFF  | Participated below | APPELLANT         | ROBINSON BROG LEINWAND ET AL - JANE DOE (ATTORNEY OF RECORD) (e)  | 875 3RD AVE 9TH FL NEW YORK, NY 10022-0123<br>212-603-6300<br>test@test.com,so_so@abc.com  |   |

# 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 STARTEDCASE DATAPARTY/ATTORNEYDOCUMENTS

LIST OF DOCUMENTS

Return to Case ListPrevious


Add DocumentContinue


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 STARTEDCASE DATAPARTY/ATTORNEYDOCUMENTS

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)

SaveContinue

## CIS-Page 2

GETTING STARTEDCASE DATAPARTY/ATTORNEYDOCUMENTS

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?**

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?

☒ Yes ☐ No

**\* If outstanding claims remain open, has the order been properly certified as final pursuant to [R. 4:42-2](#)?**

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.

☐ Yes ☐ No ☒ N/A

**\* Were any claims dismissed without prejudice?**

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)

SavePreviousContinue

## CIS-Page 3

GETTING STARTEDCASE DATAPARTY/ATTORNEYDOCUMENTS

Case Information Statement - CIVIL APPEAL (3/6)

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

Breach of tenancy contract occurred 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)

SavePreviousContinue

## CIS-Page 4

GETTING STARTED
CASE DATA
PARTY/ATTORNEY
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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

Case Information Statement - CIVIL APPEAL (5/6)

Make sure related appeals. if any, appear below.

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 earlier case 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
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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.

| 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  | LAWRENCE HOLDINGS | EDATA GROUP - KAREN CARROLL    | NOTICE OF APPEAL        | SYSTEM GENERATED | 11/06/2014  | READY TO SUBMIT |    |
| TRANSCRIPTS REQUEST FORM  | LAWRENCE HOLDINGS | EDATA GROUP - KAREN CARROLL    | TRANSCRIPT REQUEST FORM | SYSTEM GENERATED | 11/06/2014  | READY TO SUBMIT |    |
| CASE INFORMATION STATEMENT  | LAWRENCE HOLDINGS | EDATA GROUP - KAREN CARROLL    | CASE INFO STATEMENT     | SYSTEM GENERATED | 11/06/2014  | READY TO SUBMIT |    |
| TRIAL COURT ORDER   | LAWRENCE HOLDINGS | EDATA GROUP - KAREN CARROLL    | TRIAL COURT ORDER       | UPLOAD           | 11/06/2014  | DRAFT           |   |

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

GETTING STARTED CASE DATA PARTY/ATTORNEY DOCUMENTS

Document

**DOCUMENT INFORMATION**

\*CATEGORY APPELLATE DOCUMENTS [Category Description](#)

\*DOCUMENT TYPE TRIAL COURT ORDER/JUDGMENT/DECISION

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

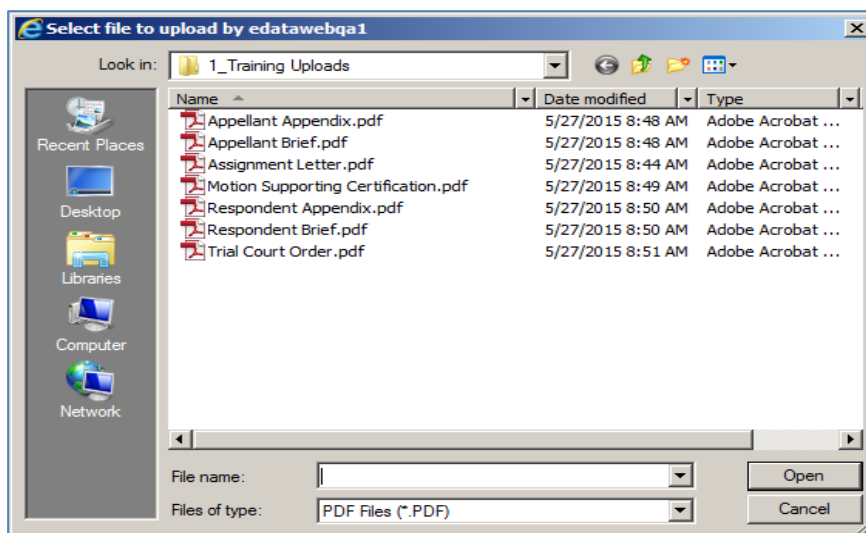
\*FILING PARTY TEST A

**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

Double click on the order.



Click continue when the upload is complete.

Trial Court Order.pdf  
Complete.

Upload Documents


Cancel Uploads

Back to Document List

Continue

## 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.


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              | 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                               | SYSTEM GENERATED | 02/17/2016  | DRAFT           |    |
| TRIAL COURT ORDER             | JOHN SMITH   | PUBLIC DEFENDER APPELLATE - ALYSSA A AIELLO | APPELLATE DOCUMENTS - TRIAL COURT ORDER  | UPLOAD           | 02/17/2016  | DRAFT           |    |
| 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 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 above.  
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 NJ eDATA.

ADD DOCUMENT

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

GETTING STARTED

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LIST OF DOCUMENTS


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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.  
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| DOCUMENT / FILE NAME       | FILING PARTY | FIRM NAME / ATTORNEY ATTENTION                 | CATEGORY / DOCUMENT TYPE                                  | SOURCE           | DATE POSTED | STATUS          | OPERATION   |
|----------------------------|--------------|--|---|------------------|-------------|-----------------|---|
| TRANSCRIPTS REQUEST FORM   | JOHN DOE     | TESTING AND TESTING - INTERNET BILLING TESTING | APPELLATE DOCUMENTS - TRANSCRIPT REQUEST FORM             | SYSTEM GENERATED | 07/24/2017  | READY TO SUBMIT |    |
| TRIAL COURT ORDER          | JOHN DOE     | TESTING AND TESTING - INTERNET BILLING TESTING | APPELLATE DOCUMENTS - TRIAL COURT ORDER/JUDGMENT/DECISION | UPLOAD           | 07/24/2017  | READY TO SUBMIT |    |
| NOTICE OF APPEAL           | JOHN DOE     | TESTING AND TESTING - INTERNET BILLING TESTING | APPELLATE DOCUMENTS - NOTICE OF APPEAL                    | SYSTEM GENERATED | 07/24/2017  | READY TO SUBMIT |    |
| CASE INFORMATION STATEMENT | JOHN DOE     | TESTING AND TESTING - INTERNET BILLING TESTING | APPELLATE DOCUMENTS - CASE INFO STATEMENT                 | SYSTEM GENERATED | 07/24/2017  | READY TO SUBMIT |    |

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.

The screenshot shows the 'Add Document' form with tabs for 'GETTING STARTED', 'CASE DATA', 'PARTY/ATTORNEY', and 'DOCUMENTS'. The 'DOCUMENTS' tab is active. The form is titled 'Add Document' and 'DOCUMENT INFORMATION'. It contains two dropdown menus: '\*CATEGORY' and '\*DOCUMENT TYPE'. A 'Category Description' button is next to the category dropdown. Below these are two checkboxes: 'AMENDED DOCUMENT.' and 'SEALED DOCUMENT BASED ON COURT RULE, STATUTE OR COURT ORDER.' A red note states: 'SEALED DOCUMENTS FOR THE COURT'S VIEWING ONLY MUST BE SUBMITTED IN PAPER FORM.' The '\*FILING PARTY' field is populated with 'JOHN DOE'. At the bottom, there are 'Upload Documents' and 'Cancel Uploads' buttons. A note states: 'Note: System accepts documents in PDF format only. If your upload file exceeds the size limit of 25 MB, you need to break it up into multiple smaller files. (?) To save your attachment once uploaded, click on "Continue" button.' At the very bottom are 'Back to Document List' and 'Continue' buttons.

## Motion Text

- a. Add additional wording only 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.

The screenshot shows the 'SYSTEM GENERATED DOCUMENT' form with tabs for 'GETTING STARTED', 'CASE DATA', 'PARTY/ATTORNEY', and 'DOCUMENTS'. The 'DOCUMENTS' tab is active. The form is titled 'SYSTEM GENERATED DOCUMENT'. It contains a text area for 'MOTION TO EXTEND TIME' with a yellow highlight and a red box 'a.' pointing to it. The text area contains the text 'July 1, 2016' and '138 characters left'. A red box 'b.' points to the 'Add Other Reliefs' button. A red note states: 'To combine more than one motion, click on Add Other Reliefs'. At the bottom are 'Back to Document List' and 'Continue' buttons.

## Adding Additional Relief

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

KEY V. KENNETH BANKS You a

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

Motion Issue:

TO FILE NOTICE OF APPEAL AS WITHIN TIME

TO FILE OVERLENGTH APPENDIX

TO FILE OVERLENGTH BRIEF

TO FILE OVERLENGTH REPLY BRIEF

TO FILE REPLY BRIEF AS WITHIN TIME

TO FILE REQUEST FOR ORAL ARG AS WITHIN TIME

TO FILE RESPONDENT'S BRIEF AS WITHIN TIME

TO FILE SUPPLEMENTAL BRIEF

TO INTERVENE

TO PARTICIPATE IN ORAL ARGUMENT

TO PROCEED AS AN INDIGENT

TO RELY ON MOTION BRIEF AS MERITS BRIEF

TO REMOVE APPEAL FROM SENTENCING CALENDAR

TO SETTLE THE RECORD

TO STAY APPELLATE PROCEEDINGS

TO STRIKE

TO SUPPLEMENT THE RECORD

TO SUPPLEMENT/SETTLE THE RECORD

TO SUPPRESS BRIEF

TO VACATE

TO VACATE DISMISSAL AND REINSTATE APPEAL

TO VACATE SUPPRESSION ORDER


TO SETTLE THE RECORD
















The selected to right!

Cancel 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.

| 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              | 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.

GETTING STARTED CASE DATA PARTY/ATTORNEY DOCUMENTS

Supporting Document

---

**DOCUMENT INFORMATION**

DOCUMENT NAME MOTION TO FILE AS WITHIN TIME

CATEGORY MOTION  
CROSS MOTION

DOCUMENT TYPE MOTION TO FILE NOTICE OF APPEAL AS WITHIN TIME

☐ 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 JO

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**ATTACHMENT INFORMATION**

Note: If your upload file exceeds the size limit of 25 MB, you need to break it up into multiple smaller files. (?)

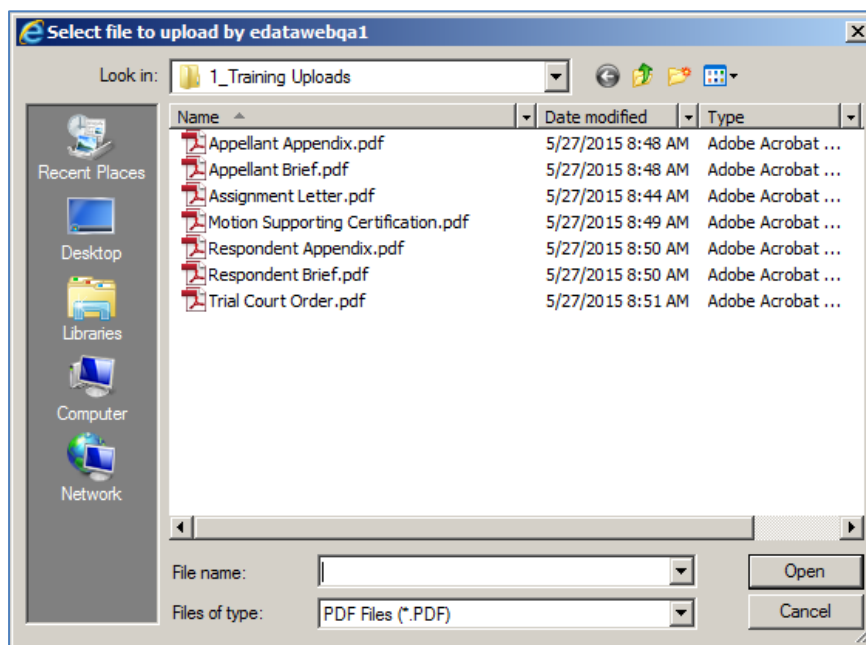
\*ATTACHMENT DOCUMENT TYPE I am submitting a SUPPORTING brief/certification to the DOCUMENT above  
MOTION- SUPPORTING DOCUMENT

Upload Documents Cancel Uploads

Note: System accepts documents in PDF format only.  
To save your attachment once uploaded, click on "Continue" button.

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.

Motion Supporting Certification.pdf

Complete.

















Upload Documents

Cancel Uploads

Note: System accepts documents in PDF format only.  
To save your attachment once uploaded, click on "Continue" button.

## Adding Additional Attachments to Motion

Select the attachment button  on the far right under operations.

| 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              | 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  | READY TO SUBMIT |       |
| 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           |    |

Use the drop down and then upload your additional document.

**ATTACHMENT INFORMATION**

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 after uploading and add another, click on "Save Attachment" button. After uploading all documents, click on "Back to Document List" button.

I am submitting a SUPPORTING brief/certification to the DOCUMENT above

\* ATTACHMENT TYPE


Upload Documents

Cancel Uploads

Back to Document List

Save Attachment

## 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.

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   |
|----------------------------|--------------|--|--|------------------|-------------|-----------------|---|
| 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)<br>WATERS MC PHERSON MC NEILL, PC<br>300 LIGHTING WAY<br>P.O. BOX 1560<br>SECAUCUS NJ 07096<br>201-863-4400<br>TEST@TEST.COM |                        |                 |
| TEST B (RESPONDENT)   | ADAM L BLISS, Esq.<br>BLANK ROME, LLP<br>301 CARNEGIE CTR<br>3RD FL<br>PRINCETON NJ 08540<br>609-750-7700<br>(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     | FEE / PAYMENTS |                 |
|--|-----------------|----------------|---------------|----------------|-----------------|
| Fees   |                 |                |               |                |                 |
| Fee Type   | Fee Amount      | Fee Status     | Fee Paid      | Payment Date   | Amount Due      |
| FILING FEE   | \$250.00        | FEE PENDING    | \$0.00        |                | \$250.00        |
|  | <b>\$250.00</b> |                | <b>\$0.00</b> |                | <b>\$250.00</b> |
| <input type="checkbox"/> Pay Security Deposit<br>Security Deposit Required for Civil Appeals Only with 30 days, see <a href="#">R.2:5-2</a>  |                 |                |               |                |                 |
| Select Payment Method.   |                 |                |               |                |                 |
| <input type="radio"/> <b>JUDICIARY ACCOUNT CHARGE SYSTEM</b><br>You must have an active JACS account to use this payment method. If you do not have an account, click <a href="#">here</a> or contact the appropriate person in your firm authorized to establish a JACS account.                        |                 |                |               |                |                 |
| <input type="radio"/> <b>Credit Card</b><br>You must accept the service fee to continue with a credit card filing.<br><input type="checkbox"/> Accept Service Fee <a href="#">Service Fees for Credit Cards</a><br>To waive Service Fees, select JACS account radio button, if you have a valid account. |                 |                |               |                |                 |
| If you wish to file a <b>MOTION FOR LEAVE TO PROCEED AS AN INDIGENT</b> , <a href="#">click here</a> to be returned to the Case Related Questions page to make that selection.   |                 |                |               |                |                 |
| <a href="#">Return to Case List</a> <a href="#">Previous</a> <a href="#">Continue</a>  |                 |                |               |                |                 |

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.

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.

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

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.

The screenshot shows the 'Case Summary - Trial Court' page. On the left is a green navigation bar with a progress indicator 'Filing Progress... 97%'. The navigation bar includes sections: GETTING STARTED (Finality Question, Case Related Questions), CASE DATA (Case Details, Transcript), PARTY/ATTORNEY (List of Parties), DOCUMENTS (List of Documents, Add Documents, Proof of Service), FEES / PAYMENTS (Fees Charged / Payments), and SUMMARY / SUBMIT (SUMMARY / SUBMIT, Case Summary, Submit). The main content area has a yellow header with tabs: GETTING STARTED, CASE DATA, PARTY/ATTORNEY, DOCUMENTS, FEES / PAYMENTS, and SUMMARY / SUBMIT. Below the tabs, the title is 'Case Summary - Trial Court'. There are 'Previous' and 'Continue' buttons. A text block states: 'Below is a summary of the case you are filing with the APPELLATE DIVISION. Click Here to View or Print Case Summary with All Documents. Click Continue at the bottom of the page to submit your filing.' A red warning message reads: 'Review ALL information and documents for accuracy prior to clicking the submit button on the next page. Once a case or document is submitted it cannot be deleted. Any corrections require the filing of an Amended Notice of Appeal.' At the bottom, there are two columns of case information. The first column lists: Filing ID # 1118382, APPELLATE/SUPREME #, CASE TITLE STATE OF NJ V JOHN DOE, CASE TYPE CRIMINAL, and CATEGORY ACCUSATION. The second column lists: TRIAL COURT DOCKET # 06-05-00549-A, TRIAL COURT COUNTY PASSAIC, DISPOSITION DATE 07/20/2017, and TRIAL COURT JUDGE EDWARD NEAFSEY.

|                     |                        |                      |                |
|---------------------|------------------------|----------------------|----------------|
| Filing ID #         | 1118382                | TRIAL COURT DOCKET # | 06-05-00549-A  |
| APPELLATE/SUPREME # |                        | TRIAL COURT COUNTY   | PASSAIC        |
| CASE TITLE          | STATE OF NJ V JOHN DOE | DISPOSITION DATE     | 07/20/2017     |
| CASE TYPE           | CRIMINAL               | TRIAL COURT JUDGE    | EDWARD NEAFSEY |
| CATEGORY            | ACCUSATION             |                      |                |

## 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.

| GETTING STARTED   | CASE DATA | PARTY/ATTORNEY | DOCUMENTS | FEES / PAYMENTS | SUMMARY / SUBMIT |
|---|-----------|----------------|-----------|-----------------|------------------|
| <b>Submit</b>   |           |                |           |                 |                  |
| <p><b>This is the final step to complete your filing.</b></p> <p>If you chose not to submit your case at this time, select <b>CANCEL</b> to return to the <b>HOME PAGE</b>.<br/>(All your entities and documents are saved and your case will show a status of DRAFT.)</p> <p>Entries made and documents uploaded for this case are saved for retrieval and updating.</p> <p>You can delete the case as long as it has not been submitted.<br/>Once submitted, a <b>letter of withdraw</b> is required.</p> <p><b>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.</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 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 <a href="#">R. 1:38-7(b)</a> excluding <b>SEALED</b> cases or confidential documents submitted separately under seal.</li> <li><input checked="" type="checkbox"/> 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 (<a href="#">R. 1:4-4(b)</a>)</li> <li><input checked="" type="checkbox"/> I certify that unless exempt, or not required, the filing fee required by <a href="#">N.J.S.A. 22A:2</a> has been paid.</li> <li><input checked="" type="checkbox"/> I certify that the email addresses displayed below are current and correct for this case.</li> </ul> <p><b>NAME OF FILER</b> JOHN DOE, Esq.      <b>BAR ID #</b> 123456789      <b>DATE FILED</b> 07/26/2017</p> <p><b>EMAIL ADDRESS</b> TEST@TEST.COM</p> <p><b>Your filing is not considered submitted until payment (if required), is successfully processed on a later page.</b></p> <p><a href="#">Click Here</a> to View or Print Case Summary with All Documents</p> <p> <input type="button" value="Return to Case List"/> <input type="button" value="Submit"/> </p> |           |                |           |                 |                  |

## 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**.

**JACS Payment Verification** ✕

**Judiciary Account Charge System(JACS) Number:**

**Payment Date:** 03/07/2016

**Total Amount Charged to your JACS account:** \$250.00

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

JACS Number Confirm

JACS account number: 11111

Account name: ABC LAW FIRM, LLC

Are you sure this is the account number and name that you want to use?

Cancel

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.

GETTING STARTEDCASE DATAPARTY/ATTORNEYDOCUMENTSFEES / PAYMENTSSUMMARY/ SUBMIT

Confirmation

Your case has been submitted for review and docketing on Mar 7 2016 4:07PM. Your transaction ID is E1068096-03072016.

Your JACS ACCOUNT has been accepted, JACS # 11111 Account Name: ABC LAW FIRM, LLC

You will receive a docketing notice once your case has been reviewed by the Clerk's office.

You can track the status of your case in the CASE LIST page.

To print a summary report, [click HERE](#).

Return to Case List

## 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.

## 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          |
| <b>Pay to New Jersey Courts</b> | <b>\$257.50</b> |

### 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.

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**.

Payment

Payment Type ✓

Credit Card

Customer Information ✓

Address  
Test Test  
Test  
Test, NJ 99999

Country  
United States

Email Address ✎

Payment Info ✓

Credit Card  
Discover \*\*\*\*6668  
Exp. 01/2020

Name on Credit Card  
Test

Cancel

Submit Payment

Transaction Summary

|                                 |                 |
|---------------------------------|-----------------|
| FILING FEE                      | \$250.00        |
| SERVICE FEE                     | \$7.50          |
| <b>Pay to New Jersey Courts</b> | <b>\$257.50</b> |

Need Help?

Review payment information. When complete, select Submit Payment. If you need additional help with your transactions, please call the Help Desk at 800-555-5555. Please note before you hit submit payment, the 3% fee is non-refundable.

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.

Payment successful!

FilingID:

1087125

Order Number:

1087125

ePay Transaction ID:

40120599988888004042617114510

Amount:

\$250.00

ePay Service Fee Transaction ID:

0010540000802469216598017042617114503

Service Fee:

\$6.00

Continue

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.

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

**Confirmation**

Your case has been submitted for review and docketing on Jul 11 2017 11:32AM. Your transaction ID is E1111465-07112017.

Your Credit Card has been accepted, E-Pay Transaction # 40120599988897009071117113200

You will receive a docketing notice once your case has been reviewed by the Clerk's office.

You can track the status of your case in the CASE LIST page.

To print a summary report, [click HERE](#).

[Return to Case List](#)


## 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.

Filter case list to show  cases, Filter By  For  [Find](#)

| APPELLATE DOCKET # | CASE TITLE                                  | CASE TYPE | TRIAL COURT DOCKET # | CASE STATUS | OPERATION |
|--------------------|---|-----------|----------------------|-------------|-----------|
| A-003991-14        | RICK V MIRIAM                               | CIVIL     | L-6765814-14         | OPEN        |           |
| A-004117-14        | CERCI LANNISTER V. SANSA STARK              | CIVIL     | L-009999-14          | OPEN        |           |
| A-003980-14        | LOKI OF ASGARD V. THOR OF ASGARD            | CIVIL     | L-12345-14           | OPEN        |           |
| AM-000490-14       | PENNY PLATE PLAINTIFF V. MARATHON DEFENDANT | CIVIL     | L-1742-13            | OPEN        |           |
|                    | ABC V DEF                                   | CIVIL     | 56787                | OPEN        |           |

| FILING TYPE      | DATE SUBMITTED | FILING PARTY - FILING ATTORNEY | FILING ID | POSTED DATE | FILING STATUS | OPERATION |
|------------------|----------------|--------------------------------|-----------|-------------|---------------|-----------|
| NOTICE OF APPEAL |                | ABC - MARY SMITH HANLEY        | 1038545   | 06/05/2015  | DRAFT         |           |

| APPELLATE DOCKET # | CASE TITLE   | CASE TYPE | TRIAL COURT DOCKET # | CASE STATUS | OPERATION |
|--------------------|--|-----------|----------------------|-------------|-----------|
|                    | STATE OF NEW JERSEY PLAINTIFF V. JOHN DOE DEFENDANT        | CIVIL     | L-12345              | OPEN        |           |
|                    | DENISE Y. MARIN PLAINTIFF V. LAWRENCE W. LINDSAY DEFENDANT | CIVIL     | L-001234-10          | OPEN        |           |
| A-003981-14        | MICKEY MOUSE V DONALD DUCK                                 | CIVIL     | L-1-13               | OPEN        |           |
|                    | STATE OF NEW JERSEY PLAINTIFF V. JOHN DOE DEFENDANT        | CIVIL     | L-999-14             | OPEN        |           |
|                    | JOE MASON PLAINTIFF V. GREEN ACRES CORP DEFENDANT          | CIVIL     | 123456-1             | OPEN        |           |

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [10](#)

Records/Page 62 Records -- 1 - 10 Displayed

Edit Draft
X

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     | DEFENDER/APPELATE<br>HELEN C GODBY (APPELLANT) | eDATA Communication       | dd   | N/A               |
| 5/11/2015 11:31:34 AM   | 05/11/2015     | DEFENDER/APPELATE<br>HELEN C GODBY (APPELLANT) | Amend appeal.             | <a href="#">AMENDED NOTICE OF APPEAL, TO FILE AMENDED NOA AWT, MOTION SUPPORTING DOCUMENT, PROOF OF SERVICE</a>  | E1038252-05112015 |
| 5/11/2015 11:30:50 AM   | 05/06/2015     | DEFENDER/APPELATE<br>HELEN C GODBY (APPELLANT) | Case initiation.          | <a href="#">NOTICE OF APPEAL, CASE INFORMATION STATEMENT, TRIAL COURT ORDER, TRANSCRIPTS REQUEST FORM, MOTION TO FILE AS WITHIN TIME, MOTION SUPPORTING DOCUMENT, PROOF OF SERVICE</a> | 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.

Login to eCourts Appellate

Click on My Case List button.

Welcome To eDATA

**NJ Appellate eDATA**  
**NJ eDATA(Electronic Docketing of Appeals and Tracking Application)**  
is an interactive, internet-based program to assist Attorneys and self-represented litigants complete and/or upload legal forms for both Appellate and Supreme Court Matters.

**MESSAGES FROM THE CLERK'S OFFICE**

File NEW Case **My Case List**

Motion Entry and text box comments Entered Date: 1/23/2015

PLEASE REMEMBER THAT MOTIONS ARE SYSTEM GENERATED AND NOT UPLOADED DOCUMENTS. IN ADDITION, THE TEXT BOX ATTACHED TO THE MOTION SHOULD BE A BRIEF LINE ABOUT YOUR MOTION ONLY IF NEEDED. MOST MOTIONS CAN RELY ON THE SYSTEM NAME AND ANY SUPPORTING INFORMATION WILL BE ADDRESSED IN YOUR CERTIFICATION. MOST TIMES THE TEXT BOX WILL BE USED FOR A DATE FOR AN EXTENSION OR FOR A "SHORT" DESCRIPTION ABOUT THE MOTION.

First Previous 1 2 3 4 5 6 7 8 9 10 Next Last 2/11

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        |           |

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

## Select the Filing Type

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

**Edit Case** ✕

Once you start your filing, we will automatically save your information for 180 days or it will be deleted.

| APPELLATE DOCKET # | CASE TITLE          | CASE TYPE | TRIAL COURT DOCKET # | CASE STATUS |
|--------------------|---------------------|-----------|----------------------|-------------|
| A-000155-18        | JANE DOE V JOHN DOE | CIVIL     | I-1234-16            | OPEN        |

The action below are only associated to the selected party.

☐ I am filing an **AMENDED NOTICE OF APPEAL**.

☒ I am adding **DOCUMENTS**.  
**Documents are either system generated or uploaded from the list of documents screen.**

☐ I am adding **SUBSTITUTION OF ATTORNEY**.

☐ I am **ADDING/EDITING ATTORNEYS, DESIGNATED OR CO-COUNSEL** information in the current case.

☐ 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. 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

Edit Case X

| 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**.

The system will generate an Amended Notice of Appeal once information is changed.

☐ I am adding DOCUMENTS.

☐ I am adding SUBSTITUTION OF ATTORNEY.

☐ I am ADDING/EDITING ATTORNEYS, DESIGNATED OR CO-COUNSEL information in the current 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.

Edit Selected
Cancel

## Explain Reason for Amended Appeal

GETTING STARTED

Case Related Questions

This case is from ☐ A JUDGMENT ☒ AN ORDER in a ☐ STATE AGENCY ☒ TRIAL COURT ☐ TAX COURT

IF NOT APPEALING THE ENTIRE JUDGMENT, ORDER OR AGENCY DECISION, SPECIFY WHAT PARTS OR PARAGRAPHS ARE BEING APPEALED.

500 characters left

**\*EXPLAIN BRIEFLY THE REASON FOR AMENDING THE NOTICE OF APPEAL.**

444 characters left

Return to Case List
Previous
Continue

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

- Click [Add Appellant](#) (The case filer)
- Click [Add Respondent](#) (Other parties of which there may be one or more)
- 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<br>609-984-6500<br>anita.toldo@judiciary.state.nj.us<br>karen.carroll@judiciary.state.nj.us<br>kirti.tank@judiciary.state.nj.us<br>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<br>973-877-1200<br>anita.toldo@judiciary.state.nj.us<br>karen.carroll@judiciary.state.nj.us<br>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.

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 NJ eDATA.

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.

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

**DOCUMENT INFORMATION**

**\*CATEGORY** APPELLATE DOCUMENTS [Category Description](#)

**\*DOCUMENT TYPE** CASE INFORMATION STATEMENT

☒ **AMENDED** DOCUMENT. Explain Reason:

☐ **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

[Back to Document List](#) [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.**

- ☒ 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

# Filing a Motion on Pending Case

Log in to eCourts Appellate

Click on My Case List button.

Welcome To eDATA

NJ Appellate eDATA  
NJ eDATA(Electronic Docketing of Appeals and Tracking Application)  
is an interactive, internet-based program to assist Attorneys and self-represented litigants complete and/or upload legal forms for both Appellate and Supreme Court Matters.

MESSAGES FROM THE CLERK'S OFFICE


Motion Entry and text box comments

Entered Date: 1/23/2015


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First Previous 1 2 3 4 5 6 7 8 9 10 Next Last

Select Case to Edit

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







My Case List

Below are your Cases with the most recent filings shown first.  This symbol represents that a case or document is sealed.

To add a document to an appeal, Click the edit  button.

To view your document list once a case has been accepted, click on the Appellate Docket # (A-number or AM-number) in blue below.

Filter case list to show **ALL** cases, Filter By  For  **Find**

| APPELLATE DOCKET #          | CASE TITLE               | CASE TYPE | TRIAL COURT DOCKET # | CASE STATUS | OPERATION   |
|-----------------------------|--------------------------|-----------|----------------------|-------------|---|
| <a href="#">A-003252-14</a> | STATE OF NEW JERSEY V. R | CRIMINAL  | 09-04-1              | OPEN        |   |
| <a href="#">A-003583-14</a> | STATE OF NEW JERSEY V. S | CRIMINAL  | 05-10-1              | OPEN        |   |
| <a href="#">A-003840-13</a> | STATE OF NEW JERSEY V. T | CRIMINAL  | 10-12-1              | OPEN        |   |

Select the Filing Type

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

Edit Case

| COURT     | APPELLATE # | CASE TITLE                             | FILING TYPE      | DATE SUBMITTED | FILING PARTY                   | TRIAL COURT DOCKET # | CASE TYPE | FILING ID | STATUS   |
|-----------|-------------|--|------------------|----------------|--------------------------------|----------------------|-----------|-----------|----------|
| APPELLATE | A-000795-14 | TONY TEST V FEE FOR COUNTY PROSECUTORE | NOTICE OF APPEAL | 11/05/2014     | TONY PLAINTIFF - LAUREN S KIRK | 11-03-2014-I         | CRIMINAL  | 1022234   | ACCEPTED |

☐ I am filing a **CROSS NOTICE OF APPEAL**.

☒ I am adding **DOCUMENTS**. **Documents are either system generated or uploaded from the list of documents screen.**

☐ I am adding **SUBSTITUTION OF ATTORNEY**.

☐ I am **ADDING/EDITING ATTORNEYS, DESIGNATED OR CO-COUNSEL** information in the Case.

☐ I am filing **EMERGENT APPLICATION** to the case.

☐ I want to **UPDATE 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. 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

**Edit Case**
X

| 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.**  
Documents are either system generated or uploaded from the list of documents screen.  
☐ I am adding **SUBSTITUTION OF ATTORNEY**.  
☐ I am **ADDING/EDITING ATTORNEYS, DESIGNATED OR CO-COUNSEL** information in the current 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.

Edit Selected
Cancel

Continue With Your Filing

## Add Document

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

GETTING STARTED
CASE DATA
PARTY/ATTORNEY
DOCUMENTS

**LIST OF DOCUMENTS**

Return to Case List
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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 NJ eDATA.

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 Information

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

GETTING STARTED CASE DATA PARTY/ATTORNEY DOCUMENTS

Add Document

### DOCUMENT INFORMATION

\*CATEGORY MOTION Category Description

\*DOCUMENT TYPE MOTION FOR REMAND

☐ 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 TYI

[Back to Document List](#) [Continue](#)

Figure 2: Motion Document Type

\*DOCUMENT TYPE

MOTION FOR ASSIGNMENT OF COUNSEL  
MOTION FOR BAIL  
MOTION FOR CLARIFICATION  
MOTION FOR COSTS  
MOTION FOR COUNSEL FEES  
MOTION FOR COUNSEL FEES AND COSTS  
MOTION FOR FINAL REMAND  
MOTION FOR FURTHER RELIEF  
MOTION FOR LEAVE TO APPEAL  
MOTION FOR LEAVE TO FILE MOTION FOR LEAVE TO APPEAL AS WITHIN TIME  
MOTION FOR ORAL ARGUMENT  
MOTION FOR ORAL ARGUMENT ON MOTION  
MOTION FOR RECONSIDERATION  
MOTION FOR RELEASE OF PRE-SENTENCE REPORT(S) OF CO-DEFENDANT(S)  
MOTION FOR REMAND  
MOTION FOR STAY  
MOTION FOR SUMMARY DISPOSITION  
MOTION FOR TEMPORARY REMAND  
MOTION FOR TRANSCRIPTS AT PUBLIC EXPENSE  
MOTION OTHER-  
MOTION TO ACCELERATE APPEAL  
MOTION TO APPEAR AS AMICUS CURIAE  
MOTION TO APPEAR PRO HAC VICE  
MOTION TO BE RELIEVED AS COUNSEL  
MOTION TO COMPEL  
MOTION TO CONSOLIDATE APPEAL  
MOTION TO CROSS-APPELLANT'S BRIEF AS WITHIN TIME  
MOTION TO DISMISS APPEAL  
MOTION TO DISMISS CROSS-APPEAL

## Motion Text

- Add additional wording only 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.**
- Click Add Other Reliefs to combine more than one motion.

GETTING STARTED CASE DATA PARTY/ATTORNEY DOCUMENTS

SYSTEM GENERATED DOCUMENT

You are filing a motion, to complete the motion information ( **MOTION TO EXTEND TIME** ) add text below or to add additional relief click the button on the bottom of the page.

This box is only for relief not found in the motion drop down list. For example, a motion "Other" which requires additional text, or a due date for an extension. Your certification explains the motion, space is limited to 150 characters.

MOTION TO EXTEND TIME  
July 1, 2016

a.

138 characters left
















To add additional motion relief click button [Add Other Reliefs](#)

b. To combine more than one motion, click on Add Other Reliefs

[Back to Document List](#) [Continue](#)

## Upload Supporting Document

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

| 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              | 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 Upload Documents.

GETTING STARTED CASE DATA PARTY/ATTORNEY DOCUMENTS

Supporting Document

**DOCUMENT INFORMATION**

DOCUMENT NAMEMOTION FOR REMAND

CATEGORYMOTION  
CROSS MOTION

DOCUMENT TYPEMOTION FOR REMAND

☐ 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 PARTYTY

**ATTACHMENT INFORMATION**

Note: If your upload file exceeds the size limit of 25 MB, you need to break it up into multiple smaller files. [?](#)

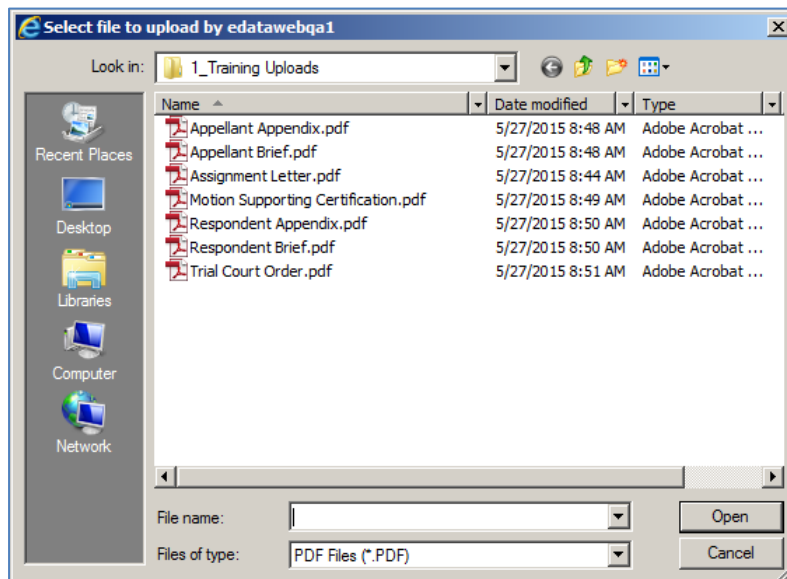
\*ATTACHMENT DOCUMENT TYPEI am submitting a SUPPORTING brief/certification to the DOCUMENT above  
MOTION - SUPPORTING DOCUMENT

Upload DocumentsCancel Uploads

Note: System accepts documents in PDF format only.  
To save your attachment once uploaded, click on "Continue" button.

Back to Document ListContinue

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.

Appellant Brief.pdf  
Complete.

Upload Documents

Cancel Uploads

Note: **System accepts documents in PDF format only.**  
If your upload file exceeds the size limit of 28 MB, you need to break it up into multiple smaller files. (?)  
**To save your attachment once uploaded, click on "Continue" button.**

Back to Document List

Continue

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.


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            | 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.

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

# Transcripts

## Filing Transcripts

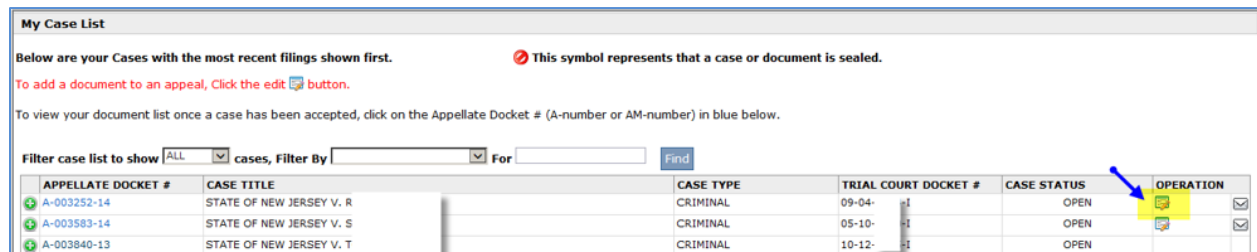
Transcripts that are ordered with the notice of appeal through a transcript request form are submitted to the court by the court reporter, or transcription agency through a CD. Transcripts are then uploaded to the Appellate case management system by the Clerk's office and synched to eCourts Appellate. 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.






**My Case List**

Below are your Cases with the most recent filings shown first.  This symbol represents that a case or document is sealed.

To add a document to an appeal, Click the edit  button.

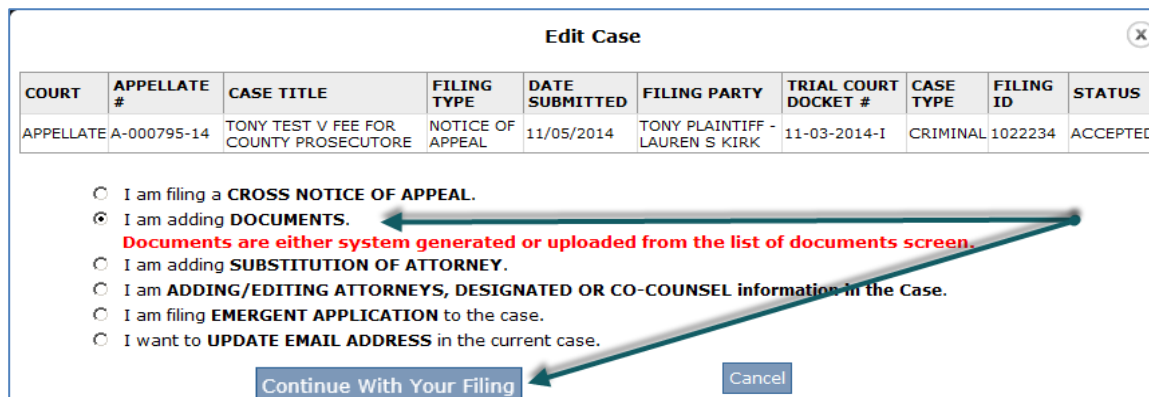
To view your document list once a case has been accepted, click on the Appellate Docket # (A-number or AM-number) in blue below.

Filter case list to show  cases, Filter By  For

| APPELLATE DOCKET #          | CASE TITLE               | CASE TYPE | TRIAL COURT DOCKET # | CASE STATUS | OPERATION   |
|-----------------------------|--------------------------|-----------|----------------------|-------------|---|
| <a href="#">A-003252-14</a> | STATE OF NEW JERSEY V. R | CRIMINAL  | 09-04-               | OPEN        |  |
| <a href="#">A-003583-14</a> | STATE OF NEW JERSEY V. S | CRIMINAL  | 05-10-               | OPEN        |  |
| <a href="#">A-003840-13</a> | STATE OF NEW JERSEY V. T | CRIMINAL  | 10-12-               | OPEN        |  |

### Select the Filing Type

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



**Edit Case**

| COURT     | APPELLATE # | CASE TITLE                             | FILING TYPE      | DATE SUBMITTED | FILING PARTY                   | TRIAL COURT DOCKET # | CASE TYPE | FILING ID | STATUS   |
|-----------|-------------|--|------------------|----------------|--------------------------------|----------------------|-----------|-----------|----------|
| APPELLATE | A-000795-14 | TONY TEST V FEE FOR COUNTY PROSECUTORE | NOTICE OF APPEAL | 11/05/2014     | TONY PLAINTIFF - LAUREN S KIRK | 11-03-2014-I         | CRIMINAL  | 1022234   | ACCEPTED |

☐ I am filing a **CROSS NOTICE OF APPEAL**.

☒ I am adding **DOCUMENTS**. **Documents are either system generated or uploaded from the list of documents screen.**

☐ I am adding **SUBSTITUTION OF ATTORNEY**.

☐ I am **ADDING/EDITING ATTORNEYS, DESIGNATED OR CO-COUNSEL** information in the Case.

☐ I am filing **EMERGENT APPLICATION** to the case.

☐ I want to **UPDATE EMAIL ADDRESS** in the current case.

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.

X

| 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.**  
Documents are either system generated or uploaded from the list of documents screen.  
☐ I am adding **SUBSTITUTION OF ATTORNEY**.  
☐ I am **ADDING/EDITING ATTORNEYS, DESIGNATED OR CO-COUNSEL information** in the current 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

## Add Document

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

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 NJ eDATA.

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 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

TY.....

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 | <input type="checkbox"/> |                                    |

Cancel
Save

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

| 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            | CATEGORY / DOCUMENT TYPE                    | SOURCE           | DATE POSTED | STATUS          | OPERATION   |
| TRANSCRIPT REQUEST- AMENDED   | R/ EI        | PUBLIC DEFENDER APPELLATE - HELEN C GODBY | APPELLATE DOCUMENTS - TRANSCRIPT ORDER FORM | SYSTEM GENERATED | 05/21/2015  | READY TO SUBMIT |   |
| PROOF OF SERVICE  | R/ EI        | MARY SMITH HANLEY - MARY SMITH HANLEY     | APPELLATE DOCUMENTS - PROOF OF SERVICE      | SYSTEM GENERATED | 05/15/2015  | APPROVED        |    |

## Filing Briefs

Log in to eCourts Appellate

Click on My Case List button.

Welcome To eDATA

NJ Appellate eDATA
NJ eDATA(Electronic Docketing of Appeals and Tracking Application)
is an interactive, internet-based program to assist Attorneys and self-represented litigants complete and/or upload legal forms for both Appellate and Supreme Court Matters.

File NEW Case
My Case List


MESSAGES FROM THE CLERK'S OFFICE















Motion Entry and text box comments
Entered Date: 1/23/2015

PLEASE REMEMBER THAT MOTIONS ARE SYSTEM GENERATED AND NOT UPLOADED DOCUMENTS. IN ADDITION, THE TEXT BOX ATTACHED TO THE MOTION SHOULD BE A BRIEF LINE ABOUT YOUR MOTION ONLY IF NEEDED. MOST MOTIONS CAN RELY ON THE SYSTEM NAME AND ANY SUPPORTING INFORMATION WILL BE ADDRESSED IN YOUR CERTIFICATION. MOST TIMES THE TEXT BOX WILL BE USED FOR A DATE FOR AN EXTENSION OR FOR A "SHORT" DESCRIPTION ABOUT THE MOTION.

First Previous 1 2 3 4 5 6 7 8 9 10 Next Last

Select Case to Edit

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

| My Case List   |                          |           |  |             |   |   |
|--|--------------------------|-----------|--|-------------|---|---|
| Below are your Cases with the most recent filings shown first.  This symbol represents that a case or document is sealed. |                          |           |  |             |   |   |
| To add a document to an appeal, Click the edit  button.   |                          |           |  |             |   |   |
| To view your document list once a case has been accepted, click on the Appellate Docket # (A-number or AM-number) in blue below.   |                          |           |  |             |   |   |
| Filter case list to show <input type="text" value="ALL"/> cases, Filter By <input type="text" value=""/> For <input type="text" value=""/> <input type="button" value="Find"/>                               |                          |           |  |             |   |   |
| APPELLATE DOCKET #   | CASE TITLE               | CASE TYPE | TRIAL COURT DOCKET #   | CASE STATUS | OPERATION   |   |
|  A-003252-14  | STATE OF NEW JERSEY V. R | CRIMINAL  | 09-04-  I | OPEN        |  |  |
|  A-003583-14  | STATE OF NEW JERSEY V. S | CRIMINAL  | 05-10-  I | OPEN        |  |  |
|  A-003840-13  | STATE OF NEW JERSEY V. T | CRIMINAL  | 10-12-  I | OPEN        |  |  |

Select the Filing Type

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

(X)

### Edit Case

| COURT     | APPELLATE # | CASE TITLE                             | FILING TYPE      | DATE SUBMITTED | FILING PARTY                   | TRIAL COURT DOCKET # | CASE TYPE | FILING ID | STATUS   |
|-----------|-------------|--|------------------|----------------|--------------------------------|----------------------|-----------|-----------|----------|
| APPELLATE | A-000795-14 | TONY TEST V FEE FOR COUNTY PROSECUTORE | NOTICE OF APPEAL | 11/05/2014     | TONY PLAINTIFF - LAUREN S KIRK | 11-03-2014-I         | CRIMINAL  | 1022234   | ACCEPTED |

☐ I am filing a **CROSS 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 Case.  
☐ I am filing **EMERGENT APPLICATION** to the case.  
☐ I want to **UPDATE 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. 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

(X)

### 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 |           |                      | OPEN        | A-003838-15        | JOHN DOE, JANE DOE AND JESSE DOE V ABC COMPANY | CIVIL     | L-000139-16          |

Continue With Your Filing

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.  
☐ 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.

Edit Selected
Cancel

## Add Document

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

(X)

### Edit Case

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 NJ eDATA.

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 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.

**Add Document**

**DOCUMENT INFORMATION**

**\*CATEGORY** BRIEF AND APPENDIX Category Description

**\*DOCUMENT TYPE** APPELLANTS BRIEF

☐ **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 AA

Upload Documents

Cancel Uploads

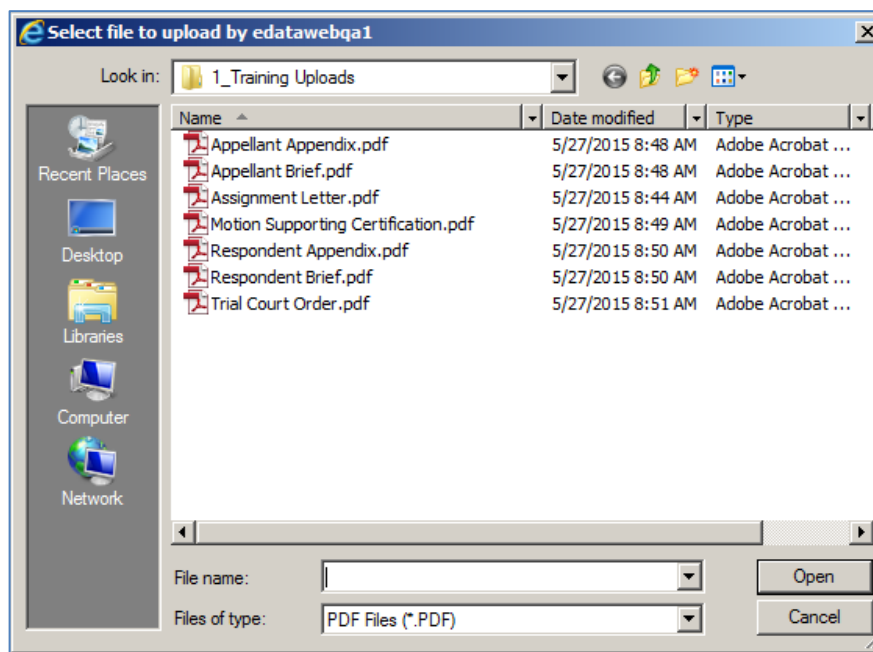
Note: System accepts documents in PDF format only.  
If your upload file exceeds the size limit of 28 MB, you need to break it up into multiple smaller files. [\(?\)](#)  
To save your attachment once uploaded, click on "Continue" button.

Back to Document List

Continue

## 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.

The screenshot shows a confirmation screen for the upload of 'Appellant Brief.pdf'. A blue box with the word 'Complete.' and a blue arrow pointing left is at the top. Below this are two buttons: 'Upload Documents' (disabled) and 'Cancel Uploads' (disabled). A note states: 'Note: System accepts documents in PDF format only. If your upload file exceeds the size limit of 28 MB, you need to break it up into multiple smaller files. (?) To save your attachment once uploaded, click on "Continue" button.' At the bottom are two buttons: 'Back to Document List' and 'Continue'.

## 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.

The screenshot shows the 'LIST OF DOCUMENTS' page. At the top are tabs: 'GETTING STARTED', 'CASE DATA', 'PARTY/ATTORNEY', and 'DOCUMENTS' (selected). Below the tabs are buttons: 'Return to Case List', 'Previous', 'Add Document' (highlighted with a blue arrow), and 'Continue'. A note says: '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 NJ eDATA.' Below this is a section: 'TO ADD ATTACHMENTS TO A DOCUMENT(MOTION OR BRIEF), CLICK ON THE [icon] ICON IN THE OPERATION COLUMN.' At the bottom is a paragraph: '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 [icon] TO COMPLETE THESE DOCUMENTS. IF YOU CANNOT SEE THE OPERATION BUTTON YOU WILL NEED TO CHANGE YOUR SCREEN RESOLUTION TO VIEW THEM.'

## Document Information

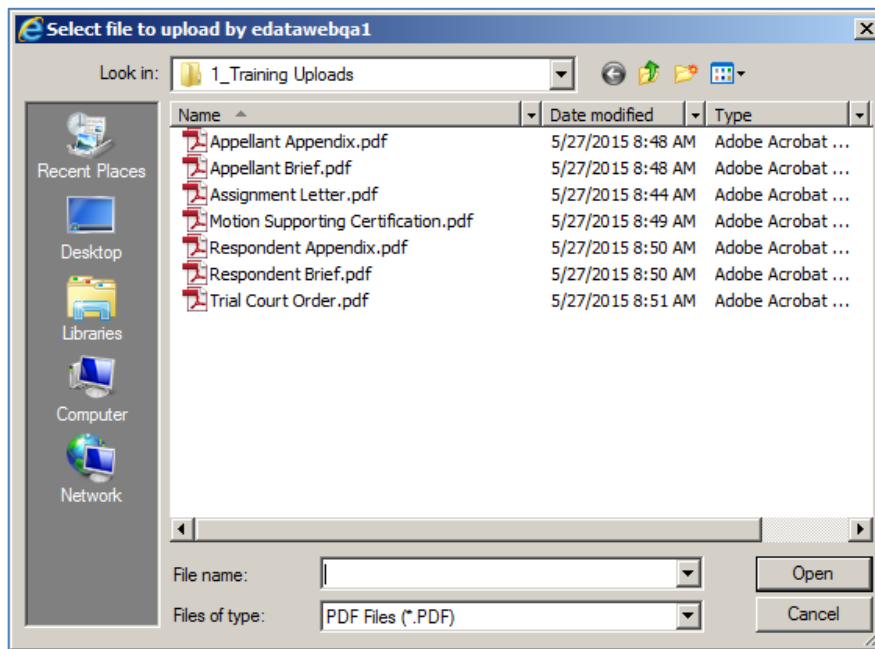
- CATEGORY – select Brief and Appendix.
- DOCUMENT TYPE – select the Appellants Appendix or Respondents Appendix, which ever applies.
- Enter the Volume Number
- Click Upload Documents.

The screenshot shows the 'Add Document' form. At the top is a yellow button 'Add Document'. Below is the 'DOCUMENT INFORMATION' section. It contains the following fields:

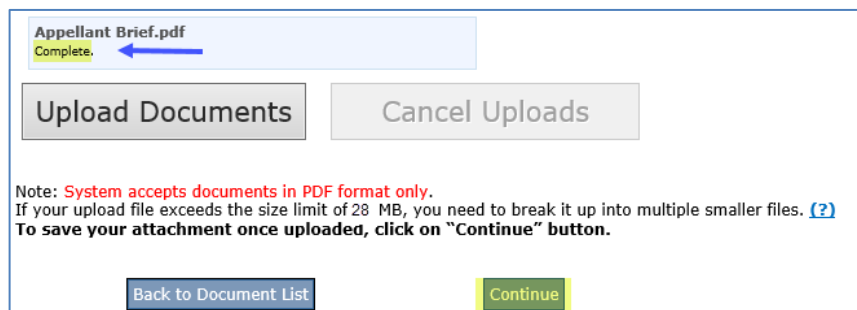
- \*CATEGORY: A dropdown menu with 'BRIEF' selected. To its right is a 'Category Description' button.
- \*DOCUMENT TYPE: A dropdown menu with 'BRIEF-APPELLANTS APPENDIX' selected.
- \*VOLUME NUMBER: A text input field.
- A checkbox labeled 'SEALED DOCUMENT BASED ON COURT RULE, STATUTE OR COURT ORDER.' with a red note below it: 'SEALED DOCUMENTS FOR THE COURT'S VIEWING ONLY MUST BE SUBMITTED IN PAPER FORM.'
- \*FILING PARTY: A text input field with 'HIM ONE' entered.

At the bottom are two buttons: 'Upload Documents' (highlighted in yellow) and 'Cancel Uploads' (disabled). Below these are two buttons: 'Back to Document List' and '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. 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.

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 NJ eDATA.

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   |
|--------------------------------|--------------|--------------------------------|--|--------|-------------|-----------------|---|
| APPELLANTS APPENDIX (Vol. 002) |              | John Doe, Esq. - John Doe LLC  | BRIEF AND APPENDIX - APPELLANTS APPENDIX | UPLOAD | 06/29/2016  | READY TO SUBMIT |   |
| APPELLANTS APPENDIX (Vol. 001) |              | John Doe, Esq. - John Doe LLC  | BRIEF AND APPENDIX - APPELLANTS APPENDIX | UPLOAD | 06/29/2016  | READY TO SUBMIT |   |
| APPELLANTS BRIEF               |              | John Doe, Esq. - John Doe LLC  | BRIEF AND APPENDIX - APPELLANTS BRIEF    | UPLOAD | 06/29/2016  | 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.

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 entries 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\(h\)](#))
- ☒ 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](#)


## 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.



**My Case List**

Below are your Cases with the most recent filings shown first.  This symbol represents that a case or document is sealed.

To add a document to an appeal, Click the edit  button.

To view your document list once a case has been accepted, click on the Appellate Docket # (A-number or AM-number) in blue below.

Filter case list to show  cases, Filter By  For  [Find](#)

| APPELLATE DOCKET #          | CASE TITLE | CASE TYPE | TRIAL COURT DOCKET # | CASE STATUS | OPERATION   |
|-----------------------------|------------|-----------|----------------------|-------------|---|
| <a href="#">A-000159-15</a> | LAWRENCE   | CIVIL     | LT-012               | OPEN        |   |

[1](#) [10](#) [Records/Page](#) [1 Records -- 1 - 1 Displayed](#)

## 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.

**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.

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.

Attorney name:  Attorney Role (Req.):

| FIRM ID                                    | FIRM NAME                        | ADDRESS  | PHONE        | EMAIL                            |
|--|----------------------------------|--|--------------|----------------------------------|
| <input checked="" type="radio"/> L00000011 | GLOUCESTER COUNTY PROSECUTOR (e) | PO BOX 623, 70 HUNTER STREET WOODBURY, NJ 08096-0000 | 856-384-5500 | KIRTI.TANK@JUDICIARY.STATE.NJ.US |

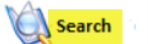
To add emails for interested parties for this specific case only, enter email addresses on the line below. For more than one party, place a comma in between email addresses, with no spaces. These parties will receive the initial filing and notices but will not have access to the case. When finished continue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

Case Specific Email:

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

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

☒ 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:  


Double click on the Attorney's name.

| Attorney Search |               |            |             |
|-----------------|---------------|------------|-------------|
| Attorney Name   | Firm Name     | Good Stand | Firm Status |
| WILLIAM P WELAJ | WILLIAM WELAJ | 01         | 01          |

Confirm the attorney information and select the Attorney Role from the dropdown menu. 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.

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

☐ 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)

Firm Name:  

Attorney name:  Attorney Role (Req.):

| FIRM ID                                    | FIRM NAME                    | ADDRESS  | PHONE        | EMAIL |
|--|------------------------------|--|--------------|-------|
| <input checked="" type="radio"/> L00000011 | GLOUCESTER COUNTY PROSECUTOR | PO BOX 623, 70 HUNTER STREET WOODBURY, NJ 08096-0000 | 856-384-5500 |       |


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.

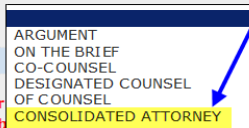
Case Specific Email:

## Consolidated Attorney

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

☒ 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  Attorney Role (Req.) 

| FIRM ID   | FIRM NAME | ADDRESS | PHONE |
|---|-----------|---------|-------|
| To add emails for interested parties for this specific case only, enter email addresses on the line below. For comma in between email addresses, with no spaces. These parties will receive the initial filing and notices to this case. When finished continue to the submit page. |           |         |       |

## 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<br>HADDON HEIGHTS, NJ 08035-0000<br>856-546-2390<br>(msp@test.com)   |   |
| JOHN SMITH        | DEFENDANT  | Participated below | APPELLANT         | GLOUCESTER COUNTY PROSECUTOR - DANA R ANTON (ATTORNEY OF RECORD) (e)<br>WILLIAM WELAJ - WILLIAM P WELAJ (CO-COUNSEL) (e)<br>GLOUCESTER COUNTY PROSECUTOR - LAURIE P CIMINO (DESIGNATED COUNSEL) | PO BOX 623, 70 HUNTER STREET<br>WOODBURY, NJ 08096-0000<br>856-384-5500<br>kirt.tank@judiciary.state.nj.us<br>21 NORTH BRIDGE STREET, P.O. BOX 962<br>SOMERVILLE, NJ 08876<br>908-685-0900<br>bxsu@csitsh.com.cn<br>(wpw@test.com)<br>PO BOX 623, 70 HUNTER STREET<br>WOODBURY, NJ 08096-0000<br>856-384-5500<br>(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.

Document

**DOCUMENT INFORMATION**

\*CATEGORY APPELLATE DOCUMENTS [Category Description](#)

\*DOCUMENT TYPE NOTICE OF ASSIGNMENT LETTER

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

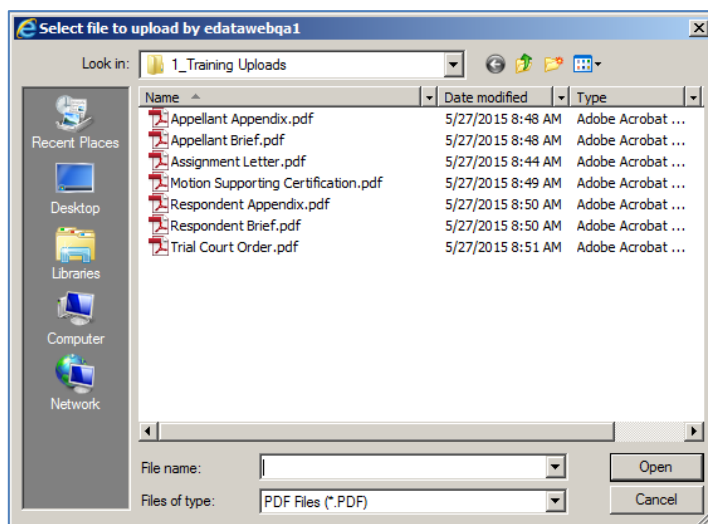
\*FILING PARTY E

[Upload Documents](#) [Cancel Uploads](#)

Note: System accepts documents in PDF format only.  
If your upload file exceeds the size limit of 25 MB, you need to break it up into multiple smaller files. [\(?\)](#)  
To save your attachment once uploaded, click on "Continue" button.

[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.

Appellant Brief.pdf  
Complete.

[Upload Documents](#) [Cancel Uploads](#)

Note: System accepts documents in PDF format only.  
If your upload file exceeds the size limit of 28 MB, you need to break it up into multiple smaller files. [\(?\)](#)  
To save your attachment once uploaded, click on "Continue" button.

[Back to Document List](#) [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.

**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](#)

## 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.

Welcome To eDATA

NJ Appellate eDATA

NJ eDATA(Electronic Docketing of Appeals and Tracking Application)

is an interactive, internet-based program to assist Attorneys and self-represented litigants complete and/or upload legal forms for both Appellate and Supreme Court Matters.

MESSAGES FROM THE CLERK'S OFFICE

Motion Entry and text box comments

PLEASE REMEMBER THAT MOTIONS ARE SYSTEM GENERATED AND NOT UPLOADED DOCUMENTS. IN ADDITION, THE TEXT BOX ATTACHED TO THE MOTION SHOULD BE A BRIEF LINE ABOUT YOUR MOTION ONLY IF NEEDED. MOST MOTIONS CAN RELY ON THE SYSTEM NAME AND ANY SUPPORTING INFORMATION WILL BE ADDRESSED IN YOUR CERTIFICATION. MOST TIMES THE TEXT BOX WILL BE USED FOR A DATE FOR AN EXTENSION OR FOR A "SHORT" DESCRIPTION ABOUT THE MOTION.


Entered Date: 1/23/2015


First Previous 1 2 3 4 5 6 7 8 9 10 Next Last

Select Case to Edit

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



My Case List

Below are your Cases with the most recent filings shown first.  This symbol represents that a case or document is sealed.

To add a document to an appeal, Click the edit  button.

To view your document list once a case has been accepted, click on the Appellate Docket # (A-number or AM-number) in blue below.

Filter case list to show  cases, Filter By  For  Find

| APPELLATE DOCKET # | CASE TITLE | CASE TYPE | TRIAL COURT DOCKET # | CASE STATUS | OPERATION   |
|--------------------|------------|-----------|----------------------|-------------|---|
| A-000159-15        | LAWRENCE   | CIVIL     | LT-012               | OPEN        |   |

1 10 Records/Page 1 Records -- 1 - 1 Displayed

Select Filing Type

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

Edit Case

| APPELLATE DOCKET # | CASE TITLE                     | CASE TYPE | TRIAL COURT DOCKET # | CASE STATUS |
|--------------------|--------------------------------|-----------|----------------------|-------------|
| A-000159-15        | LAWRENCE HOLDINGS V JOHN SMITH | CIVIL     | LT-012345-14         | OPEN        |

☐ I am filing an AMENDED NOTICE OF APPEAL.

☐ I am adding DOCUMENTS.

☒ I am adding SUBSTITUTION OF ATTORNEY.

A substitution of attorney is filed from the list of documents screen.

☐ I am ADDING/EDITING ATTORNEYS, DESIGNATED OR CO-COUNSEL information in the current 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.

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 Substitution of Attorney** and click Continue with Your Filing

**Edit Case**
X

| 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<br>JESSE DOE V ABC COMPANY | CIVIL     | L-000139-16          | OPEN        | A-003838-15        | JOHN DOE, JANE DOE AND<br>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.**  
 A substitution of attorney is filed from the list of documents screen.

☐ I am ADDING/EDITING ATTORNEYS, DESIGNATED OR CO-COUNSEL information in the current 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

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

☐ 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)

Firm Name  Search

Attorney name  Attorney Role (Req.) NEW ATTORNEY

| FIRM ID                                    | FIRM NAME         | ADDRESS                                      | PHONE        | EMAIL |
|--|-------------------|--|--------------|-------|
| <input checked="" type="radio"/> F00004908 | ALAN J. CORNBLATT | 44 PRINCETON AVENUE BRICKTOWN, NJ 08724-0000 | 732-840-9595 |       |

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

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.

| Attorney Search  |            |             |
|------------------|------------|-------------|
| Attorney Name    | Good Stand | Firm Status |
| ALAN J CORNBLATT | 01         | 01          |
| THOMAS C KECK    | 04         | 01          |
| UNKNOWN          |            |             |


Back

**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.

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)

Firm Name  

Attorney name  Attorney Role (Req.)

| FIRM ID   | FIRM NAME | ADDRESS | PHONE | EMAIL |
|---|-----------|---------|-------|-------|
| <p>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.</p> <p>Case Specific Email <input type="text"/></p> |           |         |       |       |

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<br>856-546-2390<br>(msp@test.com)   |           |
| JOHN SMITH        | DEFENDANT  | Participated below | APPELLANT         | GLOUCESTER COUNTY PROSECUTOR - DANA R ANTON (ATTORNEY OF RECORD)<br>(ATTORNEY TO BE SUBSTITUTED) (e)<br>WILLIAM WELAJ - WILLIAM P WELAJ (CO-COUNSEL) (e)<br>ALAN J. CORNBLATT - ALAN J CORNBLATT (NEW ATTORNEY) | PO BOX 623, 70 HUNTER STREET WOODBURY, NJ 08096-0000<br>kirt.tank@judiciary.state.nj.us<br>21 NORTH BRIDGE STREET, P.O. BOX 962 SOMERVILLE, NJ 08876<br>908-685-0900<br>bxsu@csiteh.com.cn<br>(wpw@test.com)<br>44 PRINCETON AVENUE BRICKTOWN, NJ 08724-0000<br>732-840-9595<br>(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.

If the substitution is to an attorney 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 Substitution of Attorney document 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              | 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.

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.

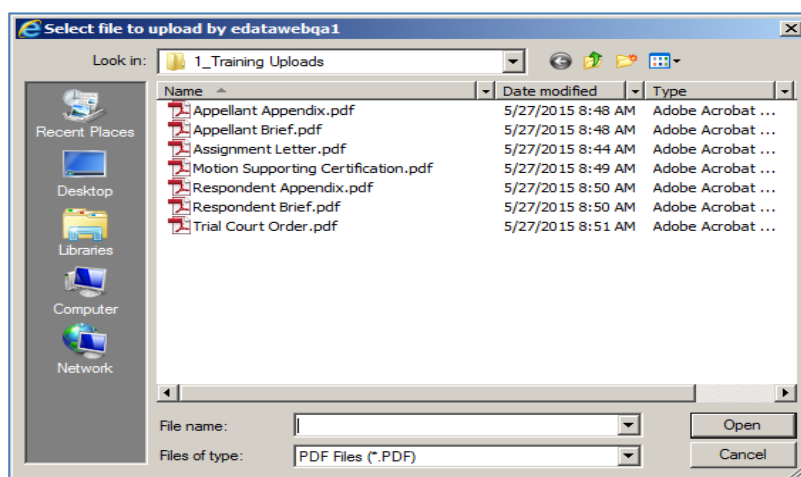
\*FILING PARTY TEST A

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.

Appellant Brief.pdf  
Complete

Upload Documents Cancel Uploads

Note: System accepts documents in PDF format only. If your upload file exceeds the size limit of 28 MB, you need to break it up into multiple smaller files. (?) To save your attachment once uploaded, click on "Continue" button.

Back to Document List 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](#)

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.

**Edit Case** X

| 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.**

[Continue With Your Filing](#) [Cancel](#)

## Filed by Substituting Attorney

Log in to eCourts Appellate

Click on the Case Lookup link from the menu on the left.

**Welcome To eDATA**

**NJ Appellate eDATA**  
**NJ eDATA(Electronic Docketing of Appeals and Tracking Application)**  
is an interactive, web based application to assist Attorneys, in good standing, to complete and/or upload legal forms for Appellate Court Matters in all case types.

[File NEW Case](#) [My Case List](#)

**MESSAGES FROM THE CLERK'S OFFICE**

**Civil Appeals involving the State of NJ** Entered Date: 3/15/2016

Counsel, when creating a **CIVIL** appeal where the responding attorney is the State of New Jersey; please make sure that you use Melissa Raksa for the Civil attorney general as all appeals go to her, not trial counsel. Failure to do so will require the filing of an amended Notice of Appeal. Thank you.

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Next](#) [Last](#)

Enter the Appellate docket # and click Search.

**Case Lookup - Search required**

To file a New Case, begin by searching for related cases by using the search criteria below. Start your search by entering the trial court docket #. Only one criterion is required.

**CASE SECTION** For docket# or APPELLATE case number formats, [click HERE](#)

TRIAL COURT/AGENCY DOCKET#

APPELLATE#

CASE TITLE

**PARTY SECTION**

PARTY NAME

[Return to Case List](#) [Return to Welcome Page](#) [Reset Fields](#) [Search](#)

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

**Case Lookup Search Results**

The following are the matches found for the search criteria you entered.

APPELLATE #: 186-18

|                                  | COURT     | APPELLATE # | CASE TITLE            | CASE TYPE | TRIAL COURT DOCKET # | FILING PARTY | Date Filed | Disposition Date | Case Status |
|----------------------------------|-----------|-------------|-----------------------|-----------|----------------------|--------------|------------|------------------|-------------|
| <input checked="" type="radio"/> | APPELLATE | A-000186-18 | JANE DOE B JOHN SMITH | FAMILY    | L-12345-17           | JANE DOE     | 02/04/2019 | 01/21/2019       | OPEN        |

[1](#) [10](#) [Records/Page](#) [1 Records -- 1 - 1 Displayed](#)

[Return to Case List](#) [Cancel](#) [Continue](#)

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

**Edit Case**

Once you start your filing, we will automatically save your information for 180 days or it will be deleted.

| APPELLATE DOCKET # | CASE TITLE           | CASE TYPE | TRIAL COURT DOCKET # | CASE STATUS |
|--------------------|----------------------|-----------|----------------------|-------------|
| A-000186-18        | TEST A V FAMILY CASE | FAMILY    | FA-01-123456-16      | OPEN        |

The action below are only associated to the selected party.

☒ I am adding **A NEW PARTY (MOVANT)**.  
**The system will generate a motion to appear as Amicus Curiae or Intervener once a new movant is added or changed.**

☐ I am adding **SUBSTITUTION OF ATTORNEY**.


[Continue With Your Filing](#) [Cancel](#)

## Edit Party


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


GETTING STARTEDCASE DATAPARTY/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<br>732-777-9494<br>SSH@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 ADDR1N2<br>PRINCETON, NJ 08540-6617<br>609-452-3100<br>BETHH@TEST.COM,BHANSEN@TEST.COM |  |

Return to Case List

PreviousContinue

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. 

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 NameLast Name

Attorney nameJohn Doe, Esq. Attorney Role (Req.)NEW ATTORNEY

| FIRM ID                                    | FIRM NAME        | ADDRESS   | PHONE        | EMAIL         |
|--|------------------|---|--------------|---------------|
| <input checked="" type="radio"/> 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.

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<br>856-546-2390<br>(msp@test.com)  |   |
| JOHN SMITH        | DEFENDANT  | Participated below | APPELLANT         | GLOUCESTER COUNTY PROSECUTOR - DANA R ANTON (ATTORNEY OF RECORD)<br>(ATTORNEY TO BE SUBSTITUTED) (e)<br>WILLIAM WELAJ - WILLIAM P WELAJ (CO-COUNSEL) (e)<br>ALAN J. CORNBLATT - ALAN J CORNBLATT (NEW ATTORNEY) | PO BOX 623, 70 HUNTER STREET WOODBURY, NJ 08096-0000<br>856-384-5500<br>kirti.tank@judiciary.state.nj.us<br>21 NORTH BRIDGE STREET, P.O. BOX 962 SOMERVILLE, NJ 08876<br>908-685-0900<br>bxsu@csitoh.com.cn<br>(wpw@test.com)<br>44 PRINCETON AVENUE BRICKTOWN, NJ 08724-0000<br>732-840-9595<br>(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.

If the substitution is to an attorney 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.

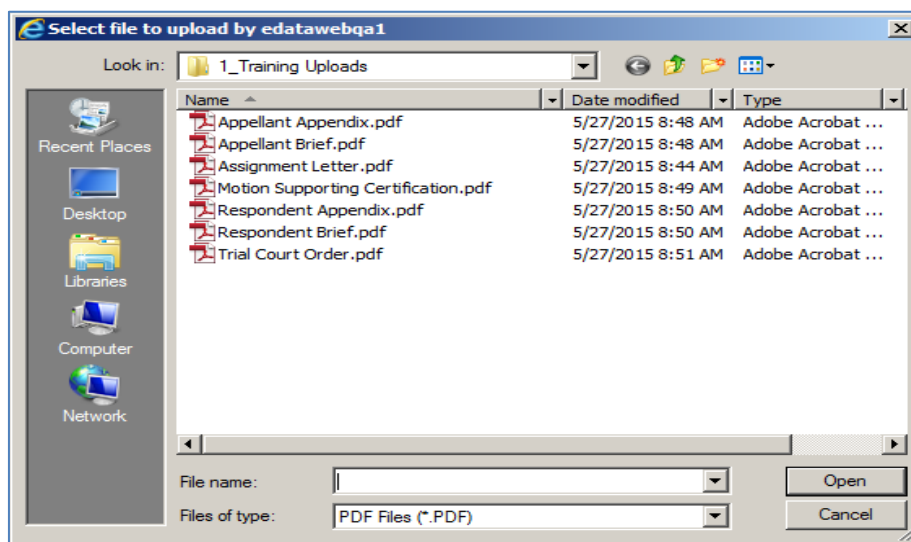
To upload the document click on edit  button.

| GETTING STARTED   | CASE DATA    | PARTY/ATTORNEY                               | DOCUMENTS                                     |                  |             |          |   |
|---|--------------|--|---|------------------|-------------|----------|---|
| <b>LIST OF DOCUMENTS</b>  |              |  |   |                  |             |          |   |
| 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   |
| 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 |   |

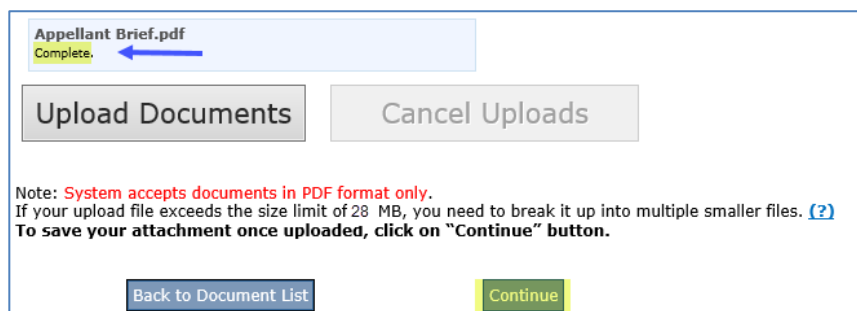
The document information on this filing type is pre-filled, click Upload Documents.

| GETTING STARTED  | CASE DATA  | PARTY/ATTORNEY | DOCUMENTS |
|--|--|----------------|-----------|
| <b>Document</b>  |  |                |           |
| <b>DOCUMENT INFORMATION</b>  |  |                |           |
| *CATEGORY  | APPELLATE DOCUMENTS <a href="#">Category Description</a> |                |           |
| *DOCUMENT TYPE   | SUBSTITUTION OF ATTORNEY                                 |                |           |
| <input type="checkbox"/> SEALED DOCUMENT BASED ON COURT RULE, STATUTE OR COURT ORDER.<br>SEALED DOCUMENTS FOR THE COURT'S VIEWING ONLY MUST BE SUBMITTED IN PAPER FORM.  |  |                |           |
| *FILING PARTY  | TEST A   |                |           |
| <small><b>Note:</b> 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.<br/>To save your attachment once uploaded, click on "Continue" button.</small> |  |                |           |
| <div> <b>Upload Documents</b> <span>Cancel Uploads</span></div> <div><a href="#">Back to Document List</a> <a href="#">Continue</a></div>   |  |                |           |

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. J](#)  
Docket #: (Appeal &/or Trial Court) [A-005381-12](#)  
Filing Party: [J](#)  
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     | <a href="#">poolappellate@opd.state.nj.us</a> |
| MONIQUE D MOYSE         | <a href="#">moniquemoysse@gmail.com</a>       |

| RESPONDENT ATTORNEY NAME | RESPONDENT ATTORNEY EMAIL              |
|--------------------------|--|
| NICHOLAS D NORCIA        | <a href="#">nnorcia@co.ocean.nj.us</a> |

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.

**My Case List**

Below are your Cases with the most recent filings shown first. This symbol represents that a case or document is sealed.

To add a document to an appeal, Click the edit button.

To view your document list once a case has been accepted, click on the Appellate Docket # (A-number or AM-number) in blue below.

Filter case list to show  cases, Filter By  For

| APPELLATE DOCKET #          | CASE TITLE               | CASE TYPE | TRIAL COURT DOCKET # | CASE STATUS | OPERATION |
|-----------------------------|--------------------------|-----------|----------------------|-------------|-----------|
| <a href="#">A-003252-14</a> | STATE OF NEW JERSEY V. R | CRIMINAL  | 09-i                 | OPEN        |           |
| <a href="#">A-003583-14</a> | STATE OF NEW JERSEY V. S | CRIMINAL  | 05-i                 | OPEN        |           |
| <a href="#">A-003840-13</a> | STATE OF NEW JERSEY V. T | CRIMINAL  | 10-i                 | OPEN        |           |
| <a href="#">A-004114-13</a> | STATE OF NEW JERSEY V. R | CRIMINAL  | 14-i                 | OPEN        |           |
| <a href="#">A-003888-13</a> | STATE OF NEW JERSEY V. S | CRIMINAL  | 12-i                 | OPEN        |           |
| <a href="#">A-003888-13</a> | STATE OF NEW JERSEY V. D | CRIMINAL  | 12-i                 | OPEN        |           |
| <a href="#">A-000675-14</a> | STATE OF NEW JERSEY V. M | CRIMINAL  | 12-i                 | OPEN        |           |
| <a href="#">A-005702-13</a> | STATE OF NEW JERSEY V. D | CRIMINAL  | 13-i                 | OPEN        |           |
| <a href="#">A-003352-14</a> | STATE OF NEW JERSEY V. U | CRIMINAL  | 12-i                 | OPEN        |           |
| <a href="#">A-005557-13</a> | STATE OF NEW JERSEY V. D | CRIMINAL  | 13-i                 | OPEN        |           |

1 2 3 4 5 6 7 8 9 10 Next Last 10 Records/Page 1490 Records -- 11 -- 20 Displayed

Review the communication.

| Docket Information for A-000234-13 Case Team: TEAM 03 File Manager: NANCY CATERINA(609-633-2256) |                |   |                          |   |                   |
|--|----------------|---|--------------------------|---|-------------------|
| DATE POSTED  | DATE SUBMITTED | FILING PARTY  | SUBMISSION TYPE          | DOCUMENTS   | TRANSACTION ID    |
| 1/27/2014 10:21:13 AM  | 01/27/2014     | Court   | eDATA Communication      | M-003676-13 is rejected and not being filed at this time. This is because the Notice of Motion does not state the relief being sought. Additionally, there is no supporting certification or brief for the motion. The motion supporting document that has been uploaded appears to be the beginning of a letter brief.<br><br>Please contact Anita Toldo with our E-Filing Team for instructions on amending the motion. | N/A               |
| 1/27/2014 8:27:58 AM   | 01/27/2014     | STATE OF NEW JERSEY - ESSEX COUNTY PROSECUTOR, ANDREW ROBERT BURROUGHS (RESPONDENT) | Add document.            | STATE V. STERLING, MOTION SUPPORTING DOCUMENT, LETTER BRIEF, PROOF OF SERVICE   | E1006495-01272014 |
| 1/23/2014 11:51:49 AM  | 01/23/2014     | STATE OF NEW JERSEY - ESSEX COUNTY PROSECUTOR, DEBRA GRACE SIMMS (RESPONDENT)       | Add Designated Attorney. |   | E1006441-01232014 |

## 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.

**My Case List**

Below are your Cases with the most recent filings shown first. This symbol represents that a case or document is sealed.

To add a document to an appeal, Click the edit button.

To view your document list once a case has been accepted, click on the Appellate Docket # (A-number or AM-number) in blue below.

Filter case list to show  cases, Filter By  For

OR

| APPELLATE DOCKET #          | CASE TITLE                        | CASE TYPE | TRIAL COURT DOCKET # | CASE STATUS | OPERATION |
|-----------------------------|-----------------------------------|-----------|----------------------|-------------|-----------|
| <a href="#">A-000044-16</a> | STATE OF NEW JERSEY V JOHN DOE JR | CRIMINAL  | 78998-16             | OPEN        |           |



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.

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 |           |
| 01/28/2014  | Appellant Attorney: HELEN C GODBY | In reply to your communication, this will help with relaying information back and forth between us and case management. | NEW      |           |

Previous ADD NEW **SEND TO COURT**

Once sent, the status will be displayed.

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 |           |
| 01/28/2014  | Appellant Attorney: HELEN C GODBY | In reply to your communication, this will help with relaying information back and forth between us and case management. | SENT     |           |

Previous ADD NEW SEND TO COURT

## 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.

Search By Attorney Name Search By Firm Name

First Name Last Name Search

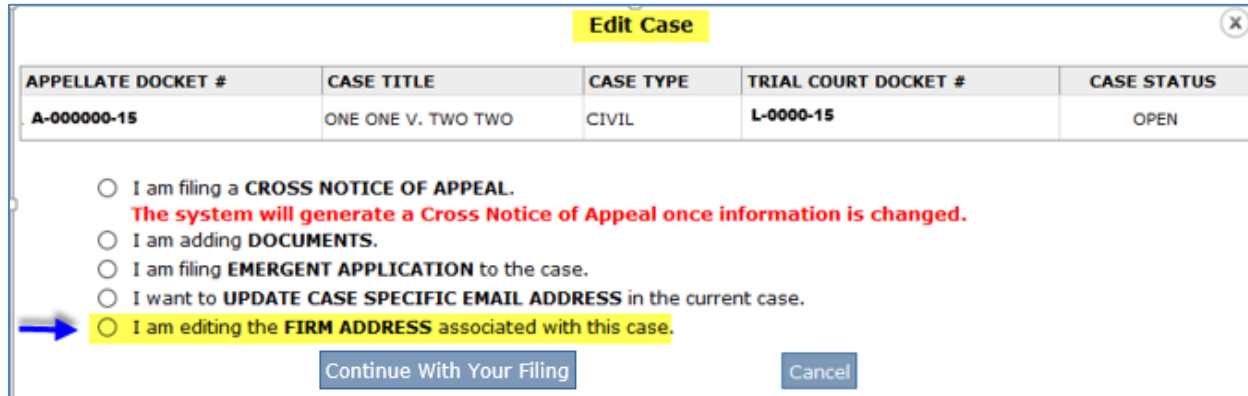
Attorney name John Smith Attorney Role (Req.) ATTORNEY OF RECORD

| FIRM ID   | FIRM NAME           | ADDRESS                   | PHONE        | EMAIL         |
|-----------|---------------------|---------------------------|--------------|---------------|
| F00000001 | ABC Inc. (e)        | 123 Street. Town NJ 00000 | 111-111-1111 | Test@test.com |
| L00000001 | Public Defender (e) | 456 Avenue. Town NJ 00000 | 111-111-1111 | 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  +

**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



| APPELLATE DOCKET # | CASE TITLE         | CASE TYPE | TRIAL COURT DOCKET # | CASE STATUS |
|--------------------|--------------------|-----------|----------------------|-------------|
| A-000000-15        | ONE ONE V. TWO TWO | CIVIL     | L-0000-15            | OPEN        |

☐ I am filing a **CROSS NOTICE OF APPEAL**.  
**The system will generate a Cross Notice of Appeal once information is changed.**  
☐ I am adding **DOCUMENTS**.  
☐ 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



GETTING STARTED CASE DATA PARTY/ATTORNEY

**Change Firm Address**

Please select the law firm associated with the current submission and click "Continue".

**Party Information:**

Party Name: ONE ONE  
 This entity is an: ORGANIZATION  
 Party Role: PLAINTIFF  
 Party Designation: RESPONDENT

**Attorney Information:**

Attorney name: John Smith

**Associated Firm(s):**

| FIRM ID                                    | FIRM NAME                  | ADDRESS                   | PHONE        | EMAIL         |
|--|----------------------------|---------------------------|--------------|---------------|
| <input checked="" type="radio"/> F00000001 | FORSTER & ARBORE (e)       | 123 Street, Town NJ 00000 | 111-111-1111 | Test@test.com |
| <input type="radio"/> L00000001            | PUBLIC DEFENDER MORRIS (e) | 456 Avenue, Town NJ 00000 | 111-111-1111 | Test@test.com |

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.



| APPELLATE DOCKET # | CASE TITLE         | CASE TYPE | TRIAL COURT DOCKET # | CASE STATUS |
|--------------------|--------------------|-----------|----------------------|-------------|
| A-000000-15        | ONE ONE V. TWO TWO | CIVIL     | L-0000-15            | OPEN        |

☐ I am filing a **CROSS NOTICE OF APPEAL**.  
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☒ 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

Enter the email in the space provided and click continue.

|  |   |
|--|---|
| <b>Filing Progress... 50%</b><br><b>GETTING STARTED</b><br>Trial Court Information<br>Finality Question<br>Case Related Questions<br><b>CASE DATA</b><br>Case Details<br>Additional Case Details<br>Transcript<br>✓ <b>PARTY/ATTORNEY</b><br>List of Parties<br><b>DOCUMENTS</b><br>List of Documents<br>Add Documents<br>Proof of Service<br><b>FEES / PAYMENTS</b><br>Fees Charged / Payments<br><b>SUMMARY / SUBMIT</b><br>Case Summary<br>Submit | <b>GETTING STARTED</b> <b>CASE DATA</b> <b>PARTY/ATTORNEY</b> |
|  | <b>UPDATE CASE SPECIFIC EMAIL</b>                             |

|                      |                    |
|----------------------|--------------------|
| <b>Party Name</b>    | RONY RUIZE         |
| <b>Attorney Name</b> | FLORINA MOLDOVAN   |
| <b>Attorney Role</b> | ATTORNEY OF RECORD |

**Correct your email in the box below. Multiple email address should not contain a space after the comma.**

**Case Specific Email (Req.)**

[Continue](#)

**ABOUT THIS PAGE**  
You can correct your case specific email for the current case.

1. To correct email for all future filings; submit this case specific correction first.
2. After submission, return to your case list and click on "Update Email" link on left navigation bar.
3. Edit and update your email for all future Filings.