



Condensed eCourts Appellate Pretrial Detention eFiling Training Manual

eCourts Appellate



Registered eCourts Appellate User Log In

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

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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**.

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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 (AMCJCS)

➔ Click on **eCourts Appellate and Attorney Login**.

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.

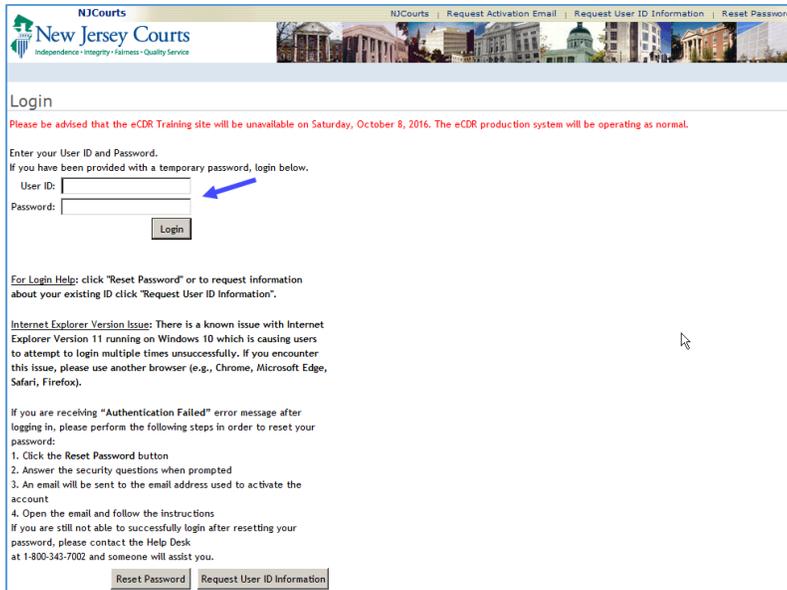
* All users of eCourts Appellate must first be registered electronically through the Judiciary On-line Attorney registration portal. In addition, all users of eCourts Appellate must be added to a security list in order to have access to the eCourts Appellate sub. In order to register, please contact the Appellate e-filing team at [appellate@njcourts.com](#).

eCourts Civil

eCourts Tax

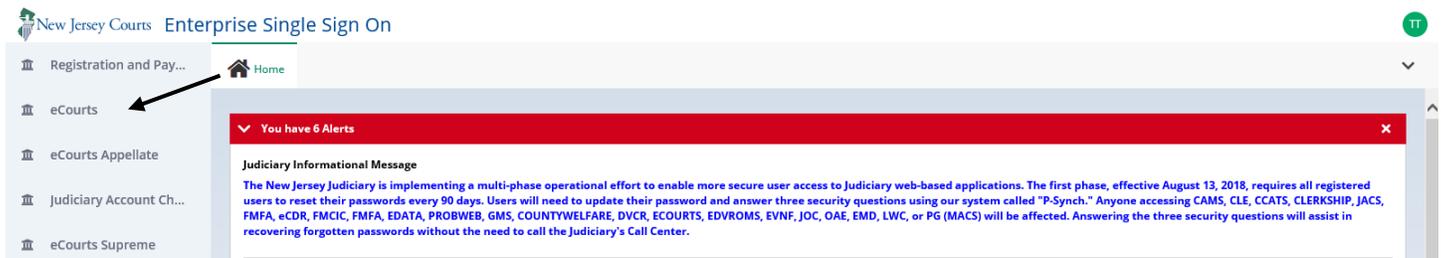
➔ Enter **NJ Attorney ID and password**

****This is the same User ID and Password used to log in and pay your annual attorney registration.**

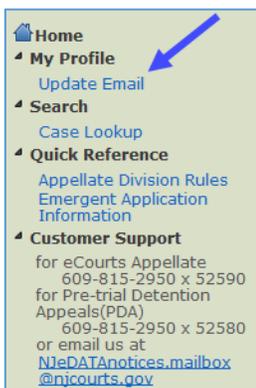


➔ Select **eCourts Appellate** tab. Prior to accessing eCourts Appellate, you should verify your firm information by selecting the **Confirm or Update Contact Information** tab.

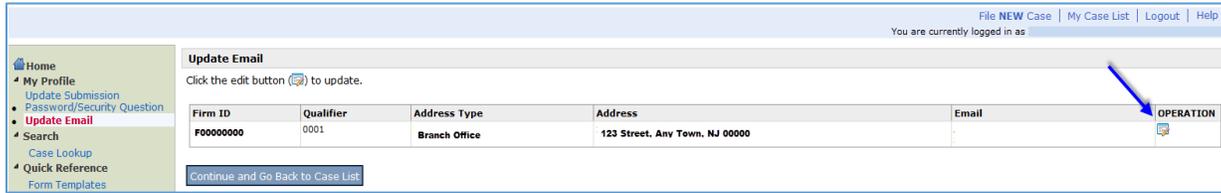
***** If you do not see the eCourts Appellate option after logging in to the Judiciary Single Sign-On, contact the Appellate eFiling Unit at 609.815.2950 ext. 52590 or njedatanotices.mailbox@njcourts.gov to register for access.**



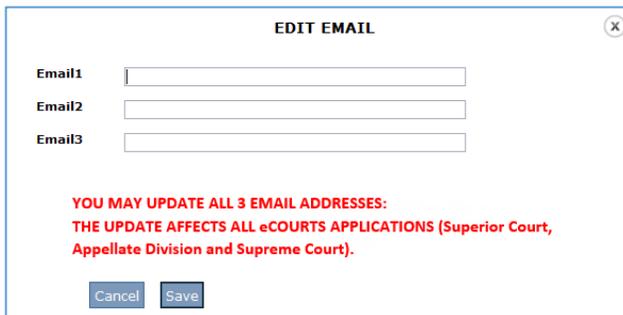
➔ To ensure delivery of court notifications and eCourt Appellate communications, you will need to add your email address. Click on **Update Email** under **My Profile**.



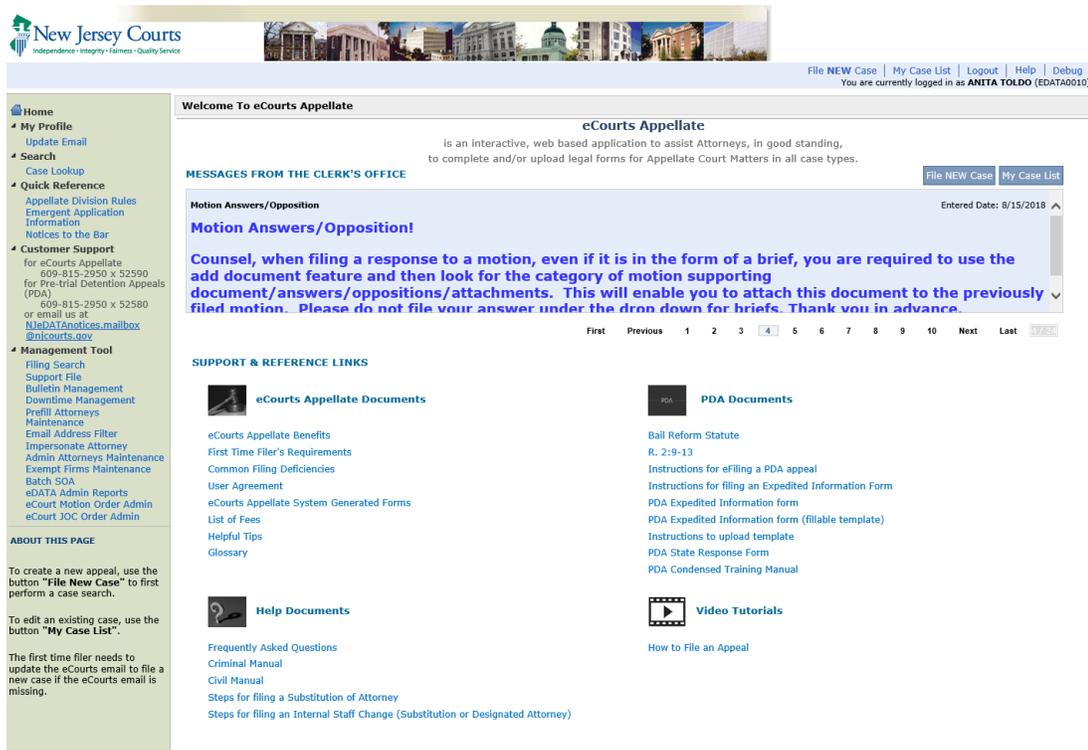
➔ If you currently use eCourts, the email addresses entered in that application are used in eCourts Appellate. To add or modify an email, click on the **Edit** icon under **Operation**.



➔ You can enter up to three default email addresses. Click **Save** and then the **Continue and Go Back to Case List** button.



➔ 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, Case Lookup search feature, and About This Page information.



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[Creating a Pretrial Detention Appeal](#)

➔ To file an appeal, select **File New Case** from the task bar in the upper right corner.

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-001932-15	DEMO I V DEMO II	CIVIL	L-1000000-15	OPEN	

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

STATUS - The following status applies to your cases:

- DRAFT** Case has not been submitted to the courts. All associated party information and documents can be edited or deleted if necessary.
- SUBMITTED** Case has been submitted to the Clerk's office and waiting for review.
- ACCEPTED** Case is currently being processed by the Court.

OPERATION - You may perform the following functions:

- Click **EDIT** option to change case information and documents.
Note: Modifying a submitted case generates an AMENDED NOTICE OF APPEAL or AMENDED MOTION FOR LEAVE TO APPEAL.
- Click **VIEW** option to review case information and documents.
- Click **PRINT** option to generate a CASE SUMMARY report.
- Click **COMMUNICATION** option to send a note to the Court regarding this case.
- Click to view/collapse case filing details.

➔ Enter the trial court docket number as it appears on the Pretrial Detention Motion Order or Pretrial Release Order to search for related cases.

****IMPORTANT**** The criminal trial court docket/CDR number and county must match **EXACTLY** as it appears in the eCourts case jacket (including spaces or hyphens) in order to proceed with your filing. You can confirm the correct number and county in the eCourts case jacket. Click Logout and click the eCourts tab to view the trial court case jacket.

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 in **APPELLATE DIVISION**

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

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

*CASE TYPE:

Enter Indictment/Accusation #: - - - **Search** **Reset**
Example: Atlantic 13 12 12345 I

OR

Enter Complaint (CDR) #: **Search** **Reset**
Example: S 2010 012345 1111

OR: ONLY type a free form docket number if the trial court number does not meet the requirements above for an eCourts match, i.e., municipal, expungement or investigations which may not have a docket number (use N/A). If the docket number is entered here the documents will not appear in the eCourt case jacket.

Reset **Search**

➔ You will see the docket with the Promis/Gavel case number and the Case Caption. If multiple Promis/Gavel cases numbers appear, you will need to select the case that is linked to your appeal. If this is not your case you may click on the EDIT DOCKET NUMBER button. If all looks correct, choose the defendant in the case.

Filing Progress... 2%
GETTING STARTED
Trial Court Information
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 Fees Charged / Payments
SUMMARY / SUBMIT
 Case Summary
 Submit

ABOUT THIS PAGE
 Select the Trial Court Information, Party Information and Document Information for your trial court docket number.

GETTING STARTED

Trial Court Information

Trial Court Information

1. If more than one number appears below, please select the Promis/Gavel case number that is linked to your case.

CASE NUMBER	CASE CAPTION	JUDGE
<input checked="" type="radio"/> CAM-17-000067	STATE OF NEW JERSEY VS RONY RUIZE, ROCKY RAISON, JOSEPH JONES, MILICENT CRUIZE, SUSAN WRIGHT	PHILIP HAINES

2. Edit the docket number if you have made a mistake by clicking on the button. [EDIT DOCKET NUMBER](#)

Party Information

3. Choose the appealing party or if the filing is on behalf of State of New Jersey choose the primary defendant.

NAME	SEQ#	SBI#	REPRESENTED BY THE TRIAL COURT
<input type="radio"/> RONY RUIZE	1	173173M	Attorney ALBERT ZABADY (UNION COUNTY PROSECUTOR)
<input type="radio"/> ROCKY RAISON	2	176176M	Attorney ALLEN SOOHOO (GOLDEN ROTHSCHILD SPAGNOLA ET AL, PC)
<input type="radio"/> JOSEPH JONES	3	235235M	Attorney ANTHONY PADOVANI
<input type="radio"/> MILICENT CRUIZE	4		
<input type="radio"/> SUSAN WRIGHT	5		

➔ Choose the appropriate Trial Court order. If the order you are appealing is not listed, click on none of the above, the order/JOC will be uploaded instead.

Proof of Service
FEES / PAYMENTS
 Fees Charged / Payments
SUMMARY / SUBMIT
 Case Summary
 Submit

ABOUT THIS PAGE
 Select the Trial Court Information, Party Information and Document Information for your trial court docket number.

Party Information

3. Choose the appealing party or if the filing is on behalf of State of New Jersey choose the primary defendant.

NAME	SEQ#	SBI#	REPRESENTED BY THE TRIAL COURT
<input checked="" type="radio"/> RONY RUIZE	1	173173M	Attorney ALBERT ZABADY (UNION COUNTY PROSECUTOR)
<input type="radio"/> ROCKY RAISON	2	176176M	Attorney ALLEN SOOHOO (GOLDEN ROTHSCHILD SPAGNOLA ET AL, PC)
<input type="radio"/> JOSEPH JONES	3	235235M	Attorney ANTHONY PADOVANI
<input type="radio"/> MILICENT CRUIZE	4		
<input type="radio"/> SUSAN WRIGHT	5		

Document Information

4. Select from the list of the Trial Court order(s) below. If it does not appear, you may upload the order later on the List of Documents page.

Please select the primary order or judgement of conviction for the appeal. The "Entry Date" is the "Date of Final Order/Judgement".

TRANSACTION ID	FILED DATE	DOCUMENT TYPE	JUDGE NAME	ENTRY DATE	ORDER
<input type="radio"/> CRM20175987	07/14/2017	MOTION ORDER	Information not available	07/14/2017	
<input type="radio"/> CRM20175993	07/14/2017	MOTION ORDER	Information not available	07/14/2017	
<input type="radio"/> CRM20175976	07/14/2017	MOTION ORDER	Information not available	07/14/2017	
<input type="radio"/> CRM20175926	07/14/2017	MOTION ORDER	Information not available	07/14/2017	
<input type="radio"/> CRM20171121	02/23/2017	MOTION ORDER	LINDA G. BAXTER	03/03/2017	
<input type="radio"/> CRM20175936	07/14/2017	MOTION ORDER	Information not available	07/14/2017	
<input type="radio"/> CRM20176010	07/14/2017	MOTION ORDER	Information not available	07/14/2017	
<input type="radio"/> None of the above, the order/JOC will be uploaded instead					

➔ Answer yes or no to the **Finality Question**:

If you have an order GRANTING pretrial detention, select #3 YES, The ORDER/JUDGEMENT being appealed is from an order Granting Pre-Trial Detention. This will create a system generated Notice of Appeal. Part 2 will automatically be chosen for you and cannot be changed. Click **Continue**.

If you have an order DENYING pretrial detention and are challenging the terms of release select #4, NO, The ORDER/JUDGEMENT being appealed is from an order Denying Pre-Trial Detention, and a Motion for Leave to Appeal is created. Click **Continue**.

Filing Progress... 4%
GETTING STARTED
Trial Court Information
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SUMMARY / SUBMIT
Case Summary
Submit

ABOUT THIS PAGE
Not sure if your appeal is final? Click on the word "FINAL" to view definition.
Improperly filed appeals, for example, the Appellate Division does not have jurisdiction, may be dismissed upon review.

GETTING STARTED
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
THE APPEAL IS FINAL PER THE EXCEPTION BELOW:
 R.2:9-13 Orders granting pretrial detention, pursuant to N.J.S.A. 2A:162-18 (c).

Return to Case List Previous Continue

➔ Indicate if the appeal is from a judgment or order. If the answer to the **Finality Question # 3 YES**, the system defaults based upon the selections on the previous screen. Select the payment method (*Note to Offices of the Public Defender: The system will default to exempt status for the filing fee*). If not appealing the entire judgment, order or agency decision, specify the parts in the text box.

GETTING STARTED
Case Related Questions

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

- 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.

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

500 characters left

→ Complete the required information on the **Case Details** page. This information will create the front page of the Notice of Appeal or Motion for Leave to Appeal. For both Notices of Appeal and Motion for Leaves to Appeal, the Trial Court Docket number, Case Caption, Case Type, Case Category and Trial Court County will pre-fill based upon the selections from the Trail Court Information Page. If you chose an order from the Trial Court Information Page, the Date of Final Order/Judgement will automatically be filled. If you did not choose an order or there was not one there for you to choose, you will have to enter the Date of Final Order/Judgement. You will need to enter the Trail Court Judge. Click Continue

ALL pretrial detention filings (Notice of Appeal or Motion for Leave to Appeal) must be sealed. The system will automatically check the sealed box if the Case Type is criminal and the Case Category is Pretrial Detention.

GETTING STARTED CASE DATA

Case Details - TRIAL COURT

Fields marked with * are REQUIRED.

TRIAL COURT DOCKET# W-2019-000007-0108

*DATE OF FINAL ORDER/JUDGMENT 02/22/2019

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 STATE OF NEW JERSEY
V
LINDA HAROLD
3964 characters left

This is a **SEALED** case based upon court rule, statute, case law or court order.
 COURT RULE, STATUTE, OR CASE LAW COURT ORDER
SEALED DOCUMENTS FOR THE COURT'S VIEWING ONLY MUST BE SUBMITTED IN PAPER FORM.

*CASE TYPE CRIMINAL

*CASE CATEGORY PRE-TRIAL DETENTION

*TRIAL COURT COUNTY ATLANTIC

*TRIAL COURT JUDGE ALAN G. LESNEWICH

Judge Name from the Trial Court: **ALAN G. LESNEWICH**
Type a portion of the first or last name to get a partial list of judges.
For a full list click on the arrow.

→ To add additional trial court information, click [here](#).

Filing Progress... 19%

✓ **GETTING STARTED**

- Trial Court Information
- Finality Question
- Case Related Questions

✓ **CASE DATA**

- Case Details
- Additional Case Details**
- Transcript

PARTY/ATTORNEY

- List of Parties

DOCUMENTS

- List of Documents
- Add Documents
- Proof of Service

FEES / PAYMENTS

- Fees Charged / Payments

SUMMARY / SUBMIT

- Case Summary
- Submit

ABOUT THIS PAGE

Additional trial court information or related Appellate docket numbers may be added here.

* You will have an opportunity if necessary to add the related cases when completing the Case Information Statement.

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: **17-05-00067-A**

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](#)

→ Fill out the required information. If you need to add more, click the plus button

Add Additional Trial Court Information

You can add maximum of 10 trial court orders at a time. All fields are required.

TRIAL COURT DOCKET # (Req.) **DISPOSITION DATE (Req.)** **TRIAL COURT COUNTY (Req.)** **TRIAL COURT JUDGE (Req.)**

[Cancel](#) [Save](#)

→ You must search for related appellate cases to move on. Click on the [link](#), and eCourts Appellate will automatically run a search.

Filing Progress... 19%

✓ **GETTING STARTED**

- Trial Court Information
- Finality Question
- Case Related Questions

✓ **CASE DATA**

- Case Details
- Additional Case Details**
- Transcript

PARTY/ATTORNEY

- List of Parties

DOCUMENTS

- List of Documents
- Add Documents
- Proof of Service

FEES / PAYMENTS

- Fees Charged / Payments

SUMMARY / SUBMIT

- Case Summary
- Submit

ABOUT THIS PAGE

Additional trial court information or related Appellate docket numbers may be added here.

* You will have an opportunity if necessary to add the related cases when completing the Case Information Statement.

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: **17-05-00067-A**

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](#)

➔ Once the search is complete, choose the related appeals or if no related appeals are found click continue.

Add Additional APPELLATE COURT Docket#

The following are the matches found for the search criteria you entered.
TRIAL COURT DOCKET #: 14-03-00582-A

<input type="checkbox"/>	COURT	APPELLATE #	CASE TITLE	CASE TYPE	TRIAL COURT DOCKET #	FILING PARTY	Date Filed	Disposition Date	Data Source
<input type="checkbox"/>	APPELLATE	AM-000035-18	STATE OF NEW JERSEY V LEE JAMES	CRIMINAL	14-03-00582-A	STATE OF NEW JERSEY - CAROL M HENDERSON	01/07/2019	01/01/2019	eCourts Appellate
<input type="checkbox"/>	APPELLATE	AM-000035-18	STATE OF NEW JERSEY V LEE JAMES	CRIMINAL	14-03-00582-A	LEE JAMES - MARY LOOBY	01/07/2019	01/01/2019	eCourts Appellate
<input type="checkbox"/>	APPELLATE	A-000078-18	STATE OF NEW JERSEY V JOAN SMITH	CRIMINAL	14-03-00582-A	STATE OF NEW JERSEY - CAROL M HENDERSON	01/07/2019	10/30/2018	eCourts Appellate
<input type="checkbox"/>	APPELLATE	A-000078-18	STATE OF NEW JERSEY V JOAN SMITH	CRIMINAL	14-03-00582-A	JOAN SMITH - MARY LOOBY	01/07/2019	10/30/2018	eCourts Appellate
<input type="checkbox"/>	APPELLATE	A-000103-18	STATE OF NEW JERSEY V MICHAEL DAVID	CRIMINAL	14-03-00582-A	MICHAEL DAVID - BETH HANSEN	01/16/2019	01/14/2019	NJAPP
<input type="checkbox"/>	APPELLATE	A-000101-18	STATE OF NEW JERSEY V LEE JAMES	CRIMINAL	14-03-00582-A	LEE JAMES - BETH HANSEN	01/16/2019	01/07/2019	NJAPP
<input type="checkbox"/>	APPELLATE	AM-000045-18	STATE OF NEW JERSEY V MICHAEL DAVID, LEE JAMES	CRIMINAL	14-03-00582-A	MICHAEL DAVID - BETH HANSEN	01/10/2019	01/04/2019	NJAPP
<input type="checkbox"/>	APPELLATE	A-000055-18	RECORD SEALED	CRIMINAL	14-03-00582-A	RECORD SEALED	12/12/2018	08/19/2014	NJAPP

[Cancel](#) [Continue](#)

Add Additional APPELLATE COURT Docket#

The following are the matches found for the search criteria you entered.
TRIAL COURT DOCKET #:

COURT	APPELLATE #	CASE TITLE	CASE TYPE	TRIAL COURT DOCKET #	FILING PARTY	Date Filed	Disposition Date	Data Source
No record found.								

[Cancel](#) [Continue](#)

➔ Complete the Case Related Questions – Criminal.

GETTING STARTED | **CASE DATA**

Case Related Questions - Criminal

For criminal, quasi-criminal and juvenile actions only:

*Give a concise statement of the offense and the judgment including date entered and any sentence or disposition imposed:

500 characters left

This appeal is from a conviction post judgment motion post-conviction relief pre-trial detention

If post-conviction relief, is it the 1st 2nd other (Specify)

*Is defendant incarcerated? Yes No

*Was bail granted or the sentence or disposition stayed? Yes No

If in custody, select the place of confinement:

*Defendant was represented below by:
 Public Defender Self Private Counsel (Specify trial counsel's name)

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

➔ Complete the **Transcript Request Form Verification**. All transcripts dates are entered as either showing they are ordered or in your possession, click the radio button to enter dates. Or if the transcript is not required select the I am exempt button.

➔ If ordering transcripts OR if they are in your possession: Select **Expedited** from the **Delivery Schedule** drop-down menu. Click **Add Hearing Dates**. On the next screen enter the **Proceeding date** and **type**. Check the box for **Transcript to be Ordered** or select **Transcript in Attorney Possession** from the drop-down menu. The verification form is automatically sent to the county transcript office. You will be contacted by the transcript agency for payment.

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

➔ **Party/Attorney** Information will automatically insert the appellant and respondent parties. Both will appear in red, indicating that you need to finalize information for each party. Click the edit icon under the operation column for each party.

List of Parties - Party and Attorney Information

Note: Primary defendant cannot be deleted on this page, if you want to change primary defendant, please click on the Trial Court Information link in the menu on the left.

You must update the **imported party** (in red) information shown in this section. This may include the parties' role in the trial court, their status, or you might need to update attorney information. Click the EDIT button under the word OPERATION to make these changes.

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** button in the Additional Party Entry section above.

PARTY NAME	PARTY ROLE	PARTY STATUS	PARTY DESIGNATION	FIRM NAME - ATTORNEY NAME / ATTORNEY ROLE	ADDRESS	OPERATION
STATE OF NEW JERSEY	PLAINTIFF		RESPONDENT			
LINDA HAROLD	DEFENDANT (Primary)		APPELLANT	MC ELROY DEUTSCH MULVANEY & CARPENTER, LLP - FLORINA MOLDOVAN (ATTORNEY OF RECORD) (e)	1300 MOUNT KEMBLE AVENUE, PO BOX 2075 MORRISTOWN, NJ 07962 973-993-8100	

➔ Complete the required fields. If you want a staff member to also receive notices for this case, enter a case specific email in the attorney information section.

Filing Progress... 40%

GETTING STARTED CASE DATA **PARTY/ATTORNEY**

Update 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

*Party Name: ORGANIZATION NAME STATE OF NEW JERSEY

➔ After completing the appellant and respondent party information, review and click continue.

➔ On the **List of Documents** page, those listed in black are system-generated forms. The documents listed in red require further action. Click the **Edit** icon  to upload the required PDA form and Trial Court Order.

GETTING STARTED CASE DATA PARTY/ATTORNEY DOCUMENTS

LIST OF DOCUMENTS

Return to Case List Previous Add Document Continue

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

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

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

DOCUMENT / FILE NAME	FILING PARTY	FIRM NAME / ATTORNEY ATTENTION	CATEGORY / DOCUMENT TYPE	SOURCE	DATE POSTED	STATUS	OPERATION
TRANSCRIPTS REQUEST FORM	JOHN DOE JR.	PUBLIC DEFENDER APPELLATE - CLAIRE DRUGACH	APPELLATE DOCUMENTS - TRANSCRIPT ORDER FORM	SYSTEM GENERATED	10/11/2016	READY TO SUBMIT	  
PDA FORM	JOHN DOE JR.	PUBLIC DEFENDER APPELLATE - CLAIRE DRUGACH	APPELLATE DOCUMENTS - PDA EXPEDITED INFORMATION FORM	UPLOAD	10/11/2016	DRAFT	  
TRIAL COURT ORDER	JOHN DOE JR.	PUBLIC DEFENDER APPELLATE - CLAIRE DRUGACH	APPELLATE DOCUMENTS - TRIAL COURT ORDER/JUDGMENT/DECISION	UPLOAD	10/11/2016	DRAFT	  
NOTICE OF APPEAL	JOHN DOE JR.	PUBLIC DEFENDER APPELLATE - CLAIRE DRUGACH	APPELLATE DOCUMENTS - NOTICE OF APPEAL	SYSTEM GENERATED	10/11/2016	READY TO SUBMIT	  

➔ To add the PSA, click **Add Document** on the **List of Documents** page. Choose **Exhibit** from the **Category** dropdown and **Public Safety Assessment** from the **Document Type** dropdown.

GETTING STARTED CASE DATA PARTY/ATTORNEY DOCUMENTS

LIST OF DOCUMENTS

Return to Case List Previous Add Document Continue

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

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DOCUMENT / FILE NAME	FILING PARTY	FIRM NAME / ATTORNEY ATTENTION	CATEGORY / DOCUMENT TYPE	SOURCE	DATE POSTED	STATUS	OPERATION
TRANSCRIPTS REQUEST FORM	JOHN DOE JR.	PUBLIC DEFENDER APPELLATE - CLAIRE DRUGACH	APPELLATE DOCUMENTS - TRANSCRIPT ORDER FORM	SYSTEM GENERATED	10/11/2016	READY TO SUBMIT	  
PDA FORM	JOHN DOE JR.	PUBLIC DEFENDER APPELLATE - CLAIRE DRUGACH	APPELLATE DOCUMENTS - PDA EXPEDITED INFORMATION FORM	UPLOAD	10/11/2016	READY TO SUBMIT	  
TRIAL COURT ORDER	JOHN DOE JR.	PUBLIC DEFENDER APPELLATE - CLAIRE DRUGACH	APPELLATE DOCUMENTS - TRIAL COURT ORDER/JUDGMENT/DECISION	UPLOAD	10/11/2016	READY TO SUBMIT	  
NOTICE OF APPEAL	JOHN DOE JR.	PUBLIC DEFENDER APPELLATE - CLAIRE DRUGACH	APPELLATE DOCUMENTS - NOTICE OF APPEAL	SYSTEM GENERATED	10/11/2016	READY TO SUBMIT	  

GETTING STARTED CASE DATA PARTY/ATTORNEY DOCUMENTS

Add Document

DOCUMENT INFORMATION

*CATEGORY EXHIBIT  Category Description

*DOCUMENT TYPE PUBLIC SAFETY ASSESSMENT 

AMENDED DOCUMENT.

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

*FILING PARTY JANICE CLARK

Upload Documents Cancel Uploads

➔ To add additional documents (e.g. motions, supporting documents, brief and appendices, etc.), click the **Add Document** button on the **List of Documents** page. Then select the Category and Document Type from the drop-down menus.

→ If adding motions, after clicking continue you are able to add text to the system-generated motion only if the relief was not found in the motion drop down list.

GETTING STARTED CASE DATA PARTY/ATTORNEY DOCUMENTS

SYSTEM GENERATED DOCUMENT

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

MOTION TO COMPEL

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.

150 characters left

To add additional motion relief click button **Add Other Reliefs**

→ To add attachments to a document, click the attachment icon  (if available) on the document line in the operation column on the **List of Documents** page. Select the **Attachment Type** from the drop-down menu and click the **Upload Documents** button.

ATTACHMENT INFORMATION

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

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

* ATTACHMENT TYPE

Upload Documents Cancel Uploads

BRIEF-APPELLANTS APPENDIX
BRIEF-RESPONDENTS APPENDIX
MISC ATTACHMENT
MOTION- SUPPORTING DOCUMENT
MOTION-PROOF OF SERVICE

Note: **System accepts documents in PDF format only.**

To save your attachment after uploading and add another, click on "Save Attachment" button. After uploading all the documents, click on "Back To Document List" button.

Back to Document List Save Attachment

→ All documents must be in Ready to Submit status before you can proceed. To review documents, select the **View** icon .

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.
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Click continue at the bottom of each page to reach the submission page.
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TO ADD **ATTACHMENTS** TO A DOCUMENT(MOTION OR BRIEF), CLICK ON THE  **ICON IN THE OPERATION COLUMN.**

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DOCUMENT / FILE NAME	FILING PARTY	FIRM NAME / ATTORNEY ATTENTION	CATEGORY / DOCUMENT TYPE	SOURCE	DATE POSTED	STATUS	OPERATION
TRANSCRIPTS REQUEST FORM	JOHN DOE JR.	PUBLIC DEFENDER APPELLATE - CLAIRE DRUGACH	APPELLATE DOCUMENTS - TRANSCRIPT ORDER FORM	SYSTEM GENERATED	10/11/2016	READY TO SUBMIT	  
PDA FORM	JOHN DOE JR.	PUBLIC DEFENDER APPELLATE - CLAIRE DRUGACH	APPELLATE DOCUMENTS - PDA EXPEDITED INFORMATION FORM	UPLOAD	10/11/2016	READY TO SUBMIT	  
TRIAL COURT ORDER	JOHN DOE JR.	PUBLIC DEFENDER APPELLATE - CLAIRE DRUGACH	APPELLATE DOCUMENTS - TRIAL COURT ORDER/JUDGMENT/DECISION	UPLOAD	10/11/2016	READY TO SUBMIT	  
NOTICE OF APPEAL	JOHN DOE JR.	PUBLIC DEFENDER APPELLATE - CLAIRE DRUGACH	APPELLATE DOCUMENTS - NOTICE OF APPEAL	SYSTEM GENERATED	10/11/2016	READY TO SUBMIT	  

➔ On the **Proof of Service** page, verify the Contact Information and if opposing counsel requires a paper copy. If the date field is displayed, the attorney does not have a confirmed eCourts email address. You must enter the date served in paper. An **(e)** will display by their name if they have a confirmed eCourts email address.

GETTING STARTED CASE DATA PARTY/ATTORNEY DOCUMENTS

Proof of Service - TRIAL COURT

NOTICE OF APPEAL, PDA FORM, PROOF OF SERVICE, TRANSCRIPTS REQUEST FORM, TRIAL COURT ORDER are served on all parties on the completion of this filing.

Name

TRIAL COURT JUDGE PEDRO J. JIMENEZ JR., JSC

TRIAL COURT DIVISION MANAGER MERCER

TRIAL COURT ASSISTANT DIVISION MANAGER PAULS, VIRGINIA

TRANSCRIPT OFFICE MERCER

PROSECUTOR MERCER

Other parties in this action:

NAME AND DESIGNATION	ATTORNEY CONTACT INFORMATION	DATE OF E-NOTIFICATION	DATE OF MAILING
STATE OF NEW JERSEY (RESPONDENT)	DOROTHY ANN HERSH, Esq. (e) MERCER COUNTY PROSECUTOR COURTHOUSE 209 SOUTH BROAD STREET TRENTON NJ 08650-0000 609-989-6350 oluwafunmilayo.osho@lab.judiciary.state.nj.us		
STATE OF NEW JERSEY (RESPONDENT)	RACHEL GAIL COOK, Esq. MERCER COUNTY PROSECUTOR COURTHOUSE 209 SOUTH BROAD STREET TRENTON NJ 08650-0000 609-989-6350 (test@test.com)		* <input type="text"/> <input type="button" value="Go"/>

* Pro Se respondents or parties who are not registered user **must** be provided with a copy of the printed documents by the **filer**.

→ The **Fees/Payments** page lists the fee incurred for your filing (*Note to Offices of the Public Defender: Since you are exempt from filing fees this page will not display*). Select either **Judiciary Account Charge System** or **Credit Card**. If you select to pay via credit card, you are required to accept the service fee by checking the applicable box. Click on the [Service Fees for Credit Cards](#) link for a list of fees. Click **Continue**.

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

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

Pay Security Deposit
Security Deposit Required for Civil Appeals Only with 30 days, see [R.2:5-2](#)

Select Payment Method.

JUDICIARY ACCOUNT CHARGE SYSTEM
 You must have an active JACS account to use this payment method. If you do not have an account, click [here](#) or contact the appropriate person in your firm authorized to establish a JACS account.

Credit Card
 You must accept the service fee to continue with a credit card filing.
 Accept Service Fee [Service Fees for Credit Cards](#)
 To waive Service Fees, select JACS account radio button, if you have a valid account.

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

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

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

→ The **Case Summary** page lists the case data, party/attorney information as well as the documents to be filed. To make corrections select the corresponding tab at the top. Once changes have been made, click **Continue** through the remaining screens to return to the **Case Summary** page.

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

Case Summary - Trial Court [Previous](#) [Continue](#)

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.**

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.

Filing ID # 1074554 **TRIAL COURT DOCKET #** 78998-16
APPELLATE/SUPREME # **TRIAL COURT COUNTY** MERCER
CASE TITLE STATE OF NEW JERSEY V JOHN DOE JR **DISPOSITION DATE** 10/07/2016
CASE TYPE CRIMINAL **TRIAL COURT JUDGE** PEDRO J. JIMENEZ JR.
CATEGORY PRE-TRIAL DETENTION

Party/Attorney

PARTY NAME	PARTY ROLE	PARTY STATUS	PARTY DESIGNATION	FIRM NAME - ATTORNEY NAME / ATTORNEY ROLE	ADDRESS
STATE OF NEW JERSEY	PLAINTIFF	Participated below	RESPONDENT	MERCER COUNTY PROSECUTOR - DOROTHY ANN HERSH (ATTORNEY OF RECORD) (e) MERCER COUNTY PROSECUTOR - RACHEL GAIL COOK (CO-COUNSEL)	COURTHOUSE, 209 SOUTH BROAD STREET TRENTON, NJ 08650-0000 609-989-6350 oluwafunmilayo.osho@lab.judiciary.state.nj.us COURTHOUSE, 209 SOUTH BROAD STREET TRENTON, NJ 08650-0000 609-989-6350 (test@test.com)
JOHN DOE JR.	DEFENDANT	Participated below	APPELLANT	PUBLIC DEFENDER APPELLATE - CLAIRE DRUGACH (ATTORNEY OF RECORD) (e)	31 CLINTON STREET, PO BOX 46003 NEWARK, NJ 07101 973-877-1200 ckuo@csitech.com,cd@test.com

Documents

DOCUMENT / FILE NAME	FILING PARTY	FIRM NAME / ATTORNEY ATTENTION	CATEGORY / DOCUMENT TYPE	SOURCE	DATE POSTED	STATUS
PROOF OF SERVICE	JOHN DOE JR.	PUBLIC DEFENDER APPELLATE - CLAIRE DRUGACH	APPELLATE DOCUMENTS - PROOF OF SERVICE	SYSTEM GENERATED	10/11/2016	READY TO SUBMIT
TRANSCRIPTS REQUEST FORM	JOHN DOE JR.	PUBLIC DEFENDER APPELLATE - CLAIRE DRUGACH	APPELLATE DOCUMENTS - TRANSCRIPT ORDER FORM	SYSTEM GENERATED	10/11/2016	READY TO SUBMIT
PDA FORM	JOHN DOE JR.	PUBLIC DEFENDER APPELLATE - CLAIRE DRUGACH	APPELLATE DOCUMENTS - PDA EXPEDITED INFORMATION FORM	UPLOAD	10/11/2016	READY TO SUBMIT
TRIAL COURT ORDER	JOHN DOE JR.	PUBLIC DEFENDER APPELLATE - CLAIRE DRUGACH	APPELLATE DOCUMENTS - TRIAL COURT ORDER/JUDGMENT/DECISION	UPLOAD	10/11/2016	READY TO SUBMIT
NOTICE OF APPEAL	JOHN DOE JR.	PUBLIC DEFENDER APPELLATE - CLAIRE DRUGACH	APPELLATE DOCUMENTS - NOTICE OF APPEAL	SYSTEM GENERATED	10/11/2016	READY TO SUBMIT

Fees and Payments

Fee Type	Fee Amount	Fee Status	Fee Paid	Payment Date	Payment Type	Amount Due
FILING FEE	\$250.00	EXEMPT	\$0.00			\$0.00
	\$250.00		\$0.00			\$0.00

➔ On the **Submit** page, check the four-(4) certification boxes and click **Submit**. Please be aware that all personal identifiers must be redacted.

➔ If you selected to pay the filing fee with your JACS account, you will be required to enter the account number on the JACS Payment Verification popup. Click **Continue**.

➔ Confirm the JACS account number entered is correct and click **Yes**.

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

➔ After the case is docketed and a case manager assigned, an email notification is sent containing the case manager's name, phone and team numbers.

NJ eDATA ELECTRONIC NOTIFICATION

A document was entered by the Appellate Division Clerk's Office on the case below:
Caption: **TEST XX V TEST YY**
Docket #: (Appeal &/or Trial Court) **A-000000-15**
Case manager: **SAMANTHA KEEGAN**
Team number: **TEAM 02**
Phone number: **609-292-5743**
Document Type: **COURT INITIATED NOTICES EXTERNAL**

NOTICE HAS BEEN ELECTRONICALLY MAILED TO:

APPELLANT ATTORNEY NAME	APPELLANT ATTORNEY EMAIL
JOHN DOE	test@test.com

RESPONDENT ATTORNEY NAME	RESPONDENT ATTORNEY EMAIL
ANNE SMITH	test@test.com
JANE DOE	test@test.com

TRIAL COURT JUDGE: **PEDRO J. JIMENEZ, JSC**
TRIAL COURT DIVISION MGR: **JUDITH IRIZARRY**
TRANSCRIPT OFFICE : **MERCER**

➔ If you selected to pay the filing fee with a credit card, after clicking submit, complete the required fields and click **Next**

New Jersey Courts
Independence • Integrity • Fairness • Quality Service

FAQ Contact

Payment

Payment Type: **Credit Card** ✓

Transaction Summary

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

Customer Information

Country: United States (dropdown) Complete all required fields (*)

First Name * [input] Last Name * [input]

Company Name [input]

Address * [input]

Address 2 [input]

City * [input] State: Select State (dropdown)

ZIP/Postal Code * [input]

Phone [input]

Email * [input]

Next >

Payment Info

Cancel

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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**

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 Info

Complete all required fields [*]

Credit Card Number *
[Input field]

Credit Card Type
[Visa] [Discover] [American Express]

Expiration Month *
[Select a Month]

Expiration Year *
[Select a Year]

Security Code *
[Input field]

Name on Credit Card *
[Input field]

Next >

Cancel

→ Review all the information then click **Submit Payment**

Payment

Payment Type **Credit Card** ✓

Customer Information ✓

Address
Test Test
Test
Test, NJ 99999

Country
United States

Email Address [Input field]

Payment Info ✓

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

Name on Credit Card
Test

Transaction Summary

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

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.

Cancel **Submit Payment**

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

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. 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 Oct 11 2016 2:26PM. Your transaction ID is E1074554-10112016.

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](#)

→ After the case is docketed and a case manager assigned, an email notification is sent containing the case manager's name, phone and team numbers.

NJ eDATA ELECTRONIC NOTIFICATION

A document was entered by the Appellate Division Clerk's Office on the case below:
 Caption: [TEST XX V TEST YY](#)
 Docket #: (Appeal &/or Trial Court) [A-000000-15](#)
 Case manager: **SAMANTHA KEEGAN**
 Team number: **TEAM 02**
 Phone number: **609-292-5743**
 Document Type: [COURT INITIATED NOTICES EXTERNAL](#)

NOTICE HAS BEEN ELECTRONICALLY MAILED TO:

APPELLANT ATTORNEY NAME	APPELLANT ATTORNEY EMAIL
JOHN DOE	test@test.com

RESPONDENT ATTORNEY NAME	RESPONDENT ATTORNEY EMAIL
ANNE SMITH	test@test.com
JANE DOE	test@test.com

TRIAL COURT JUDGE: [PEDRO J. JIMENEZ, JSC](#)
 TRIAL COURT DIVISION MGR: [JUDITH IRIZARRY](#)
 TRANSCRIPT OFFICE : [MERCER](#)

ADDING ADDITIONAL DOCUMENTS AFTER CASE IS CREATED

→ To file additional documents to the case, select **My Case List**.

File NEW Case My Case List Logout Help

You are currently logged in as

OR

File NEW Case My Case List

→ Click the **Plus** sign (+) and then the **Edit** icon OR the **Edit** icon under Operation.

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

APPELLATE DOCKET #	CASE TITLE	CASE TYPE	TRIAL COURT DOCKET #	CASE STATUS	OPERATION
A-00044-16	STATE OF NEW JERSEY V JOHN DOE JR	CRIMINAL	78998-16	OPEN	

➔ On the **Edit Case** pop up select **I am adding documents** and click the **Edit Selected** button.

Edit Case (X)

APPELLATE DOCKET #	CASE TITLE	CASE TYPE	TRIAL COURT DOCKET #	CASE STATUS	APPELLATE DOCKET #	CASE TITLE	CASE TYPE	TRIAL COURT DOCKET #
A-000044-16	STATE OF NEW JERSEY V JOHN DOE JR	CRIMINAL	78998-16	OPEN	A-000044-16	STATE OF NEW JERSEY V JOHN DOE JR	CRIMINAL	78998-16

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 filing **EMERGENT APPLICATION** to the case.

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

Edit Selected
Cancel

➔ On the List of 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.

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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	JOHN DOE JR.	PUBLIC DEFENDER APPELLATE - CLAIRE DRUGACH	APPELLATE DOCUMENTS - TRANSCRIPT ORDER FORM	SYSTEM GENERATED	10/11/2016	READY TO SUBMIT	
PDA FORM	JOHN DOE JR.	PUBLIC DEFENDER APPELLATE - CLAIRE DRUGACH	APPELLATE DOCUMENTS - PDA EXPEDITED INFORMATION FORM	UPLOAD	10/11/2016	READY TO SUBMIT	
TRIAL COURT ORDER	JOHN DOE JR.	PUBLIC DEFENDER APPELLATE - CLAIRE DRUGACH	APPELLATE DOCUMENTS - TRIAL COURT ORDER/JUDGMENT/DECISION	UPLOAD	10/11/2016	READY TO SUBMIT	
NOTICE OF APPEAL	JOHN DOE JR.	PUBLIC DEFENDER APPELLATE - CLAIRE DRUGACH	APPELLATE DOCUMENTS - NOTICE OF APPEAL	SYSTEM GENERATED	10/11/2016	READY TO SUBMIT	

➔ To add the PSA, under **Category** select **Exhibit** and **Document Type** select **Public Safety Assessment**. Upload the document.

GETTING STARTED CASE DATA PARTY/ATTORNEY DOCUMENTS

Add Document

DOCUMENT INFORMATION

*CATEGORY: EXHIBIT Category Description

*DOCUMENT TYPE: PUBLIC SAFETY ASSESSMENT

AMENDED DOCUMENT.

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

*FILING PARTY: JANICE CLARK

Upload Documents
Cancel Uploads

➔ To add other types of documents (e.g., motions, brief and appendix, etc.), select from the drop down menus for **Category** and **Document Type**. Upload the document.

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 XX

Upload Documents Cancel Uploads

➔ To file a Substitution of Attorney, select **I am adding Substitution of Attorney** from the **Edit Case** pop up.

Edit Case

APPELLATE DOCKET #	CASE TITLE	CASE TYPE	TRIAL COURT DOCKET #	CASE STATUS	APPELLATE DOCKET #	CASE TITLE	CASE TYPE	TRIAL COURT DOCKET #
A-000044-16	STATE OF NEW JERSEY V JOHN DOE JR.	CRIMINAL	78998-16	OPEN	A-000044-16	STATE OF NEW JERSEY V JOHN DOE JR.	CRIMINAL	78998-16

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 filing **EMERGENT APPLICATION** to the case.
 I want to **UPDATE CASE SPECIFIC EMAIL ADDRESS** in the current case.

Edit Selected Cancel

➔ Scroll down to the attorney section and search for attorney by name or firm. If you are substituting an attorney within the same firm, select the staff change option. For staff change substitutions you are not required to upload an assignment letter.

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 Name: _____ Last Name: _____ Search

Attorney name: _____ Attorney Role (Req.): NEW ATTORNEY

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.

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 send an eDATA communication select the envelope icon from the Case List OR click on the docket number link to open the Docket Information and click the **eDATA Communication** 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 cases. Filter By For

APPELLATE DOCKET #	CASE TITLE	CASE TYPE	TRIAL COURT DOCKET #	CASE STATUS	OPERATION
A-000044-16	STATE OF NEW JERSEY V JOHN DOE JR	CRIMINAL	78998-16	OPEN	 

➔ Your Case List will only display (aside from the case initiating document) documents you have filed. To review ALL documents filed including those by the Respondent or Court. Click the docket number link from your case list. See screen shot above.

Docket Information for A-001949-15 Case Team: TEAM 02 File Manager: SAMANTHA KEEGAN(609-292-5743)

DATE POSTED	DATE SUBMITTED	FILING PARTY	SUBMISSION TYPE	DOCUMENTS/ACTIONS	TRANSACTION ID
3/8/2016 2:18:15 PM	03/08/2016	TEST YY – SMITH & SMITH ANNE SMITH (RESPONDENT) ←	Add document.	MOTION TO EXTEND TIME TO FILE RESPONDENT'S BRIEF, MOTION- SUPPORTING DOCUMENT, PROOF OF SERVICE	E1064673-03082016
3/8/2016 12:56:05 PM	03/08/2016	TEST XX – ABC LAW FIRM, LLC JOHN DOE (APPELLANT) ←	Substitution of Attorney.	New Attorney: AL S. SMITH	E1064671-03082016
3/8/2016 12:51:58 PM	03/08/2016	TEST XX – ABC LAW FIRM, LLC JOHN DOE (APPELLANT)	Substitution of Attorney.	New Attorney: SUE ROBERTS	E1064669-03082016
3/8/2016 12:32:42 PM	03/08/2016	TEST XX – ABC LAW FIRM, LLC JOHN DOE (APPELLANT)	Add document by designated filer.	APPELLANTS BRIEF, APPELLANTS APPENDIX, PROOF OF SERVICE	E1064668-03082016
3/8/2016 11:35:43 AM		Court	Court Issued Document Sync Back	NOTICE OF DOCKETING	N/A
3/8/2016 11:34:58 AM	03/08/2016	TEST XX – ABC LAW FIRM, LLC JOHN DOE (APPELLANT)	Case initiation.	NOTICE OF APPEAL, CASE INFORMATION STATEMENT, TRIAL COURT ORDER, TRANSCRIPTS REQUEST FORM, PROOF OF SERVICE	E1064636-03082016
3/8/2016 11:34:58 AM	03/08/2016	Court	Court accepts submission.	Case docketed.	N/A