Creating a Criminal Appeal and documents in eCourts Appellate

New Jersey Courts
Independence • Integrity • Fairness • Quality Service

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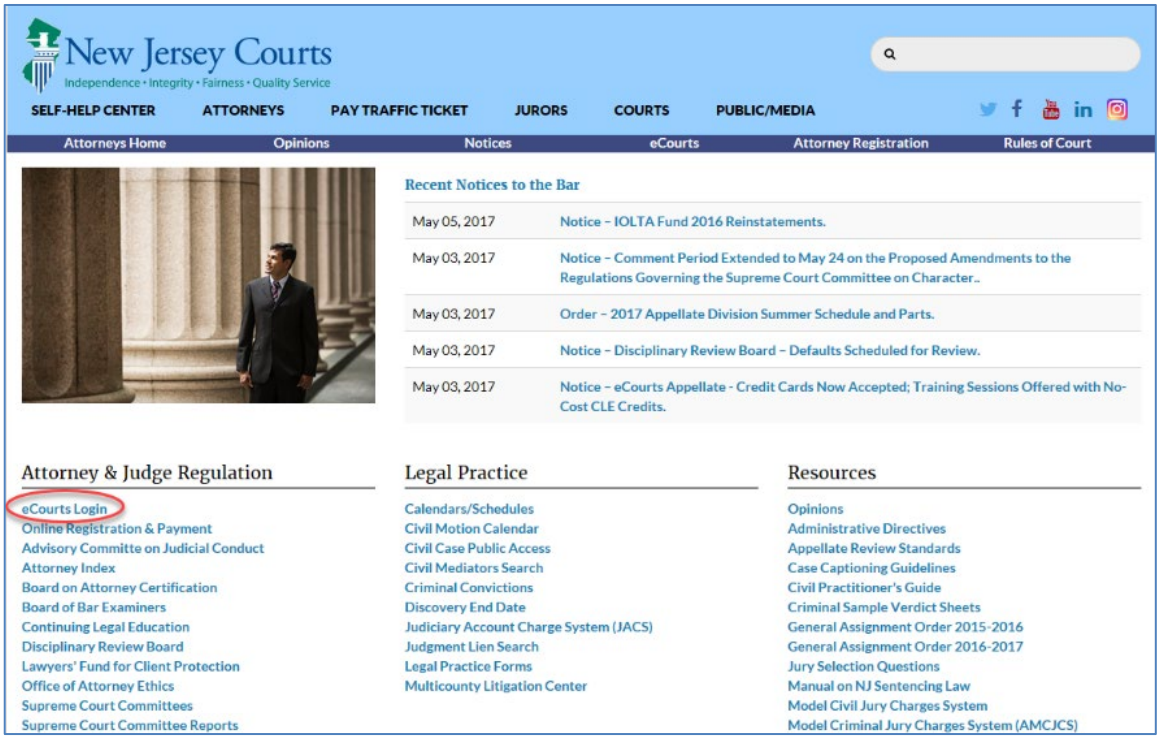
Logging in and Application Access

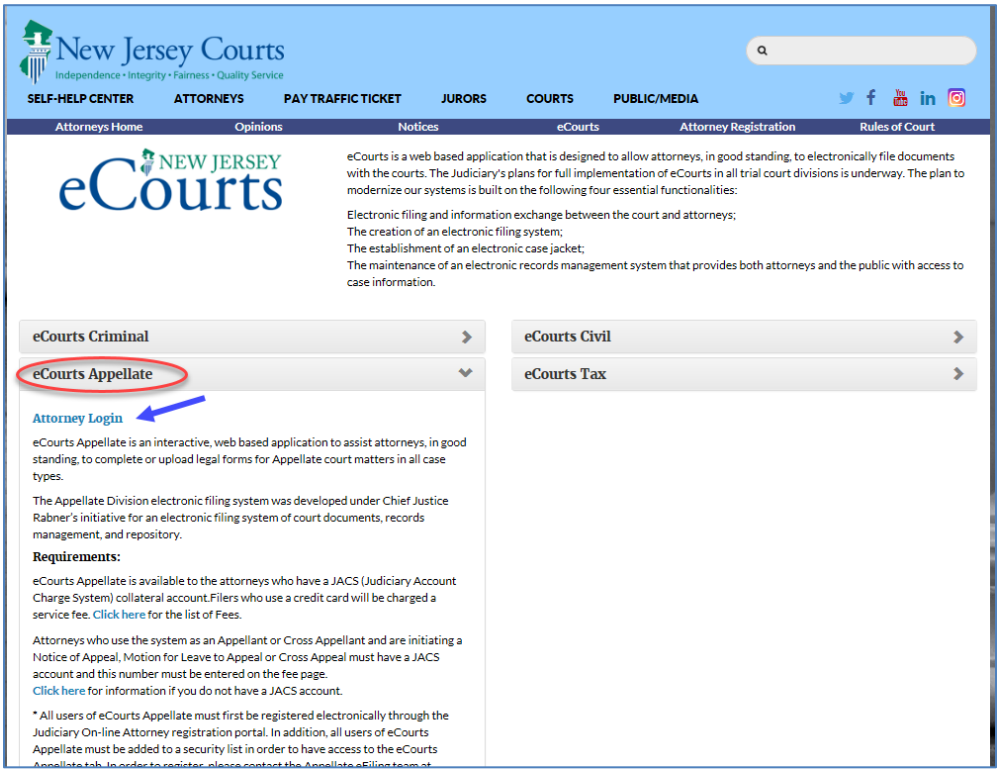
Registered eCourts Appellate User Log In

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

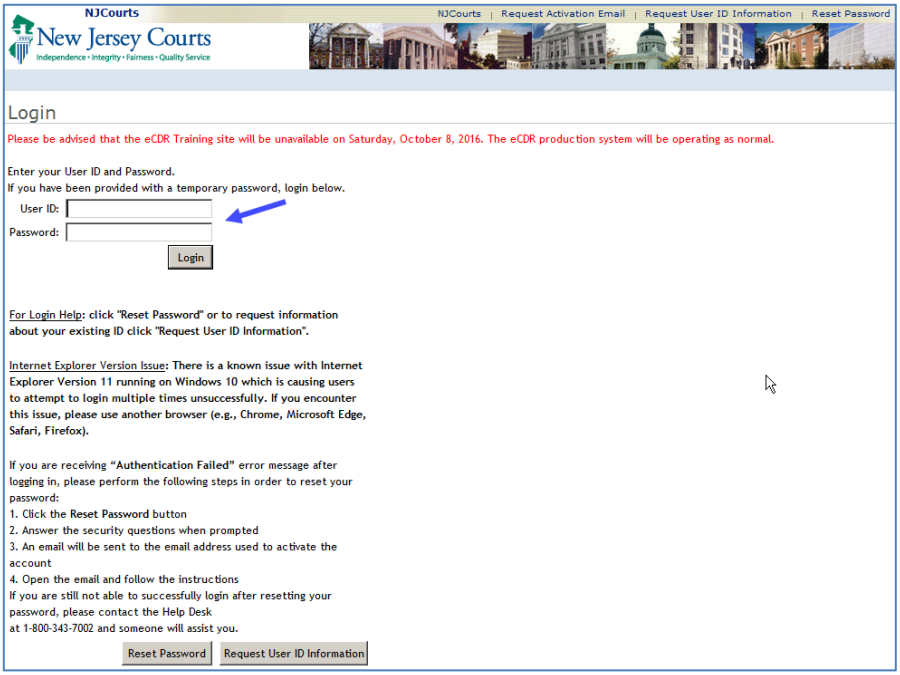
Click **eCourts Login**.



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



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

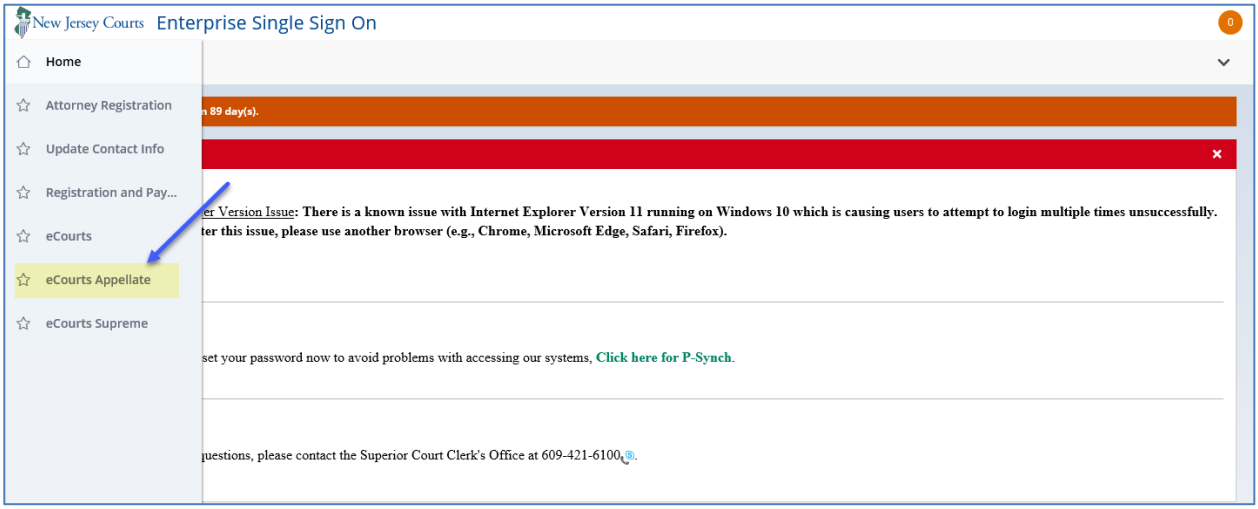


Application Access

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

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

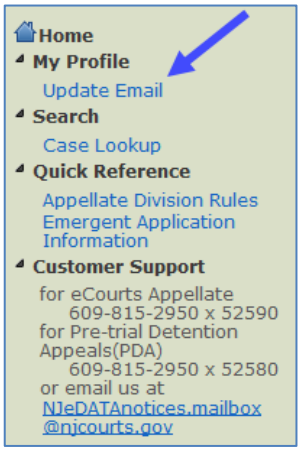
** If you do **not** see the eCourts Appellate tab after logging in to the Judiciary Single Sign-On, contact the Appellate eFiling Unit at 609.815.2950 ext. 52590 njedatanotices.mailbox@njcourts.gov to register for access.



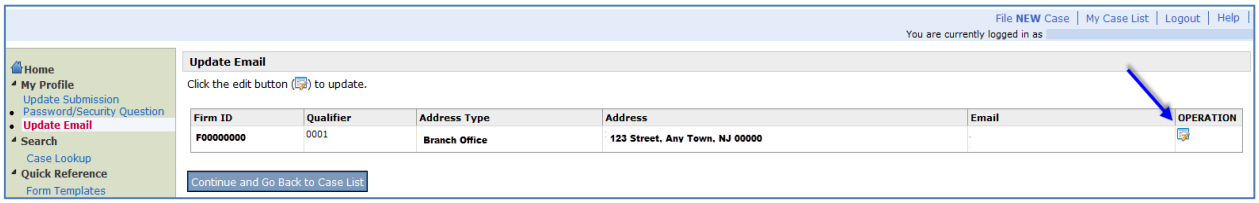
Update/Verify Email and Firm Address

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

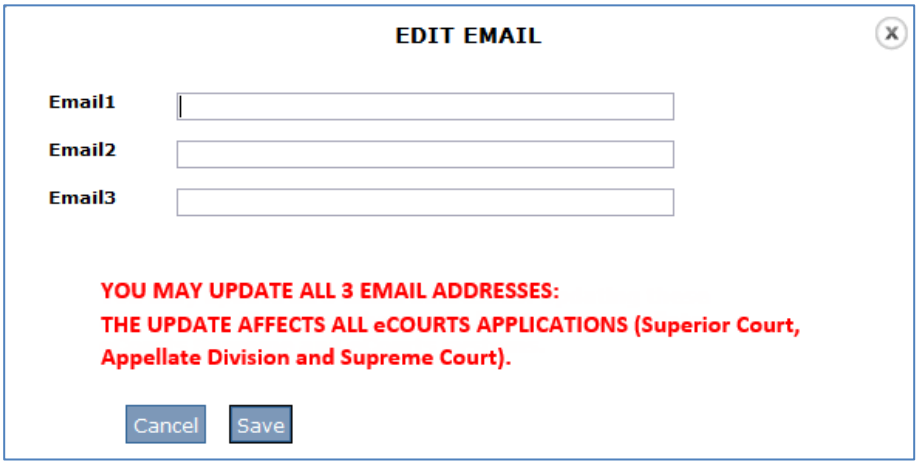
To ensure delivery of court notifications and eCourt Appellate communications, you should verify and update, if necessary, your email address. Click on **Update Email** under **My Profile**.



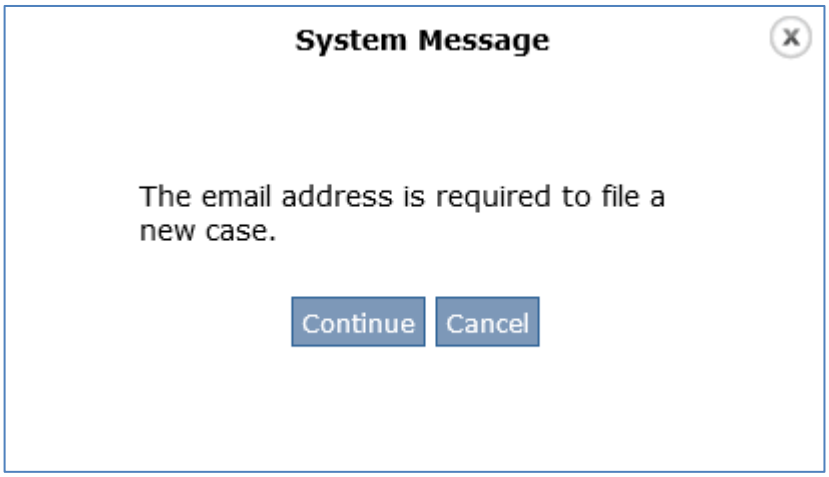
If you currently use eCourts, the email addresses entered in that application are used in eCourts Appellate. To add or modify an email, click on the **Edit** icon under **Operation**.



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



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

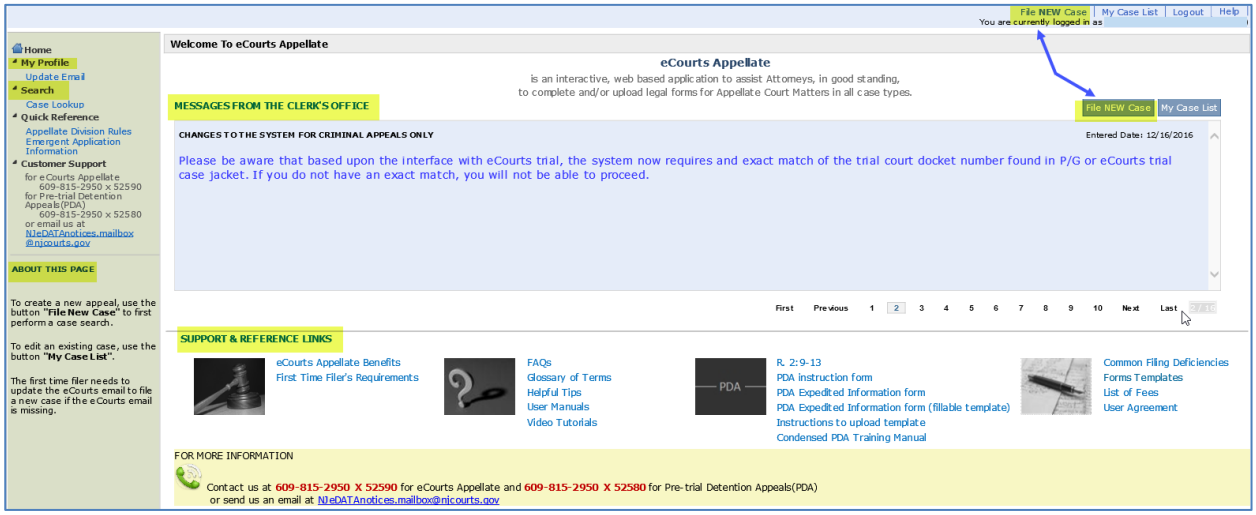


Creating a Criminal Appeal

Home/Welcome Page

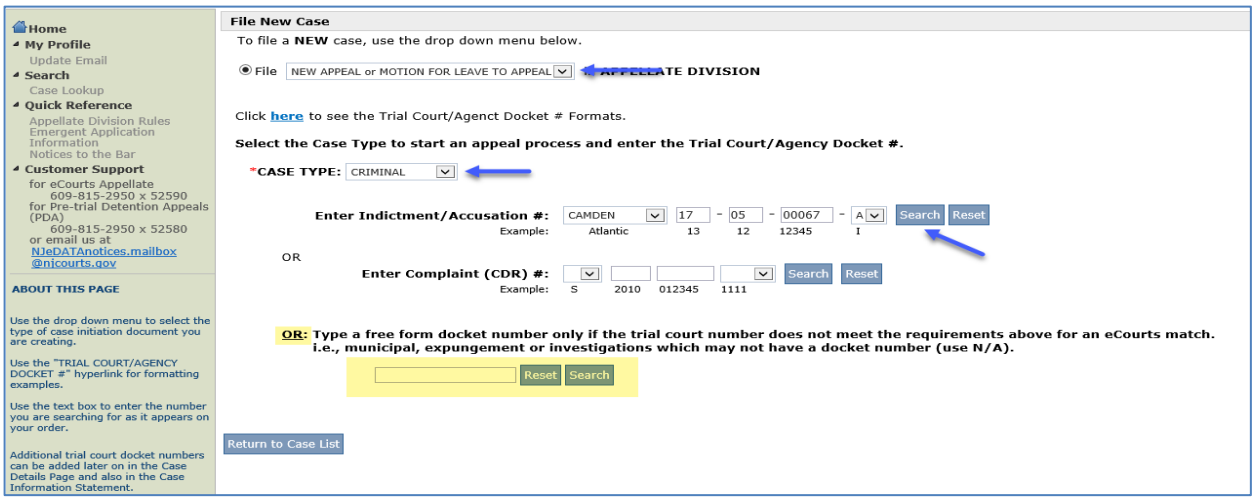
The **Welcome Page** contains a bulletin board with information and notices posted by the Clerk's office, Support and Reference links, access to My Profile, the Case Lookup search feature, and About This Page information.

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



Initiate a New Case

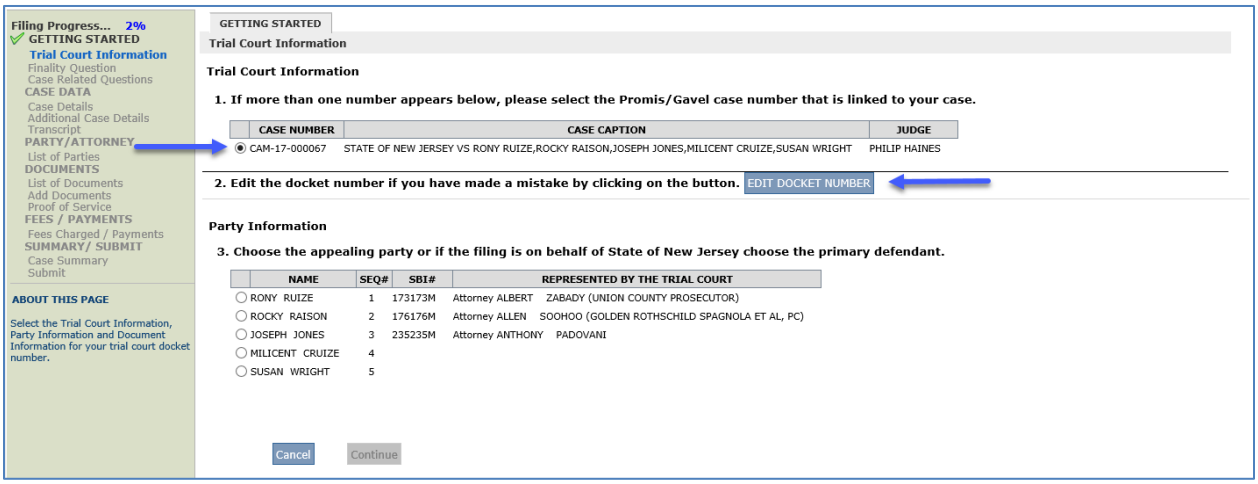
After selecting "File NEW Case", select the Case Type "Criminal" from the drop down menu. Next, enter the Indictment/Accusation number or the Complaint (CDR) number. The trial court docket number MUST match exactly as it appears in the eCourts case jacket. IF the trial court number does not meet the requirements for an eCourts match, i.e., municipal, expungement, or investigations, you can type in a free form docket number. Click search.



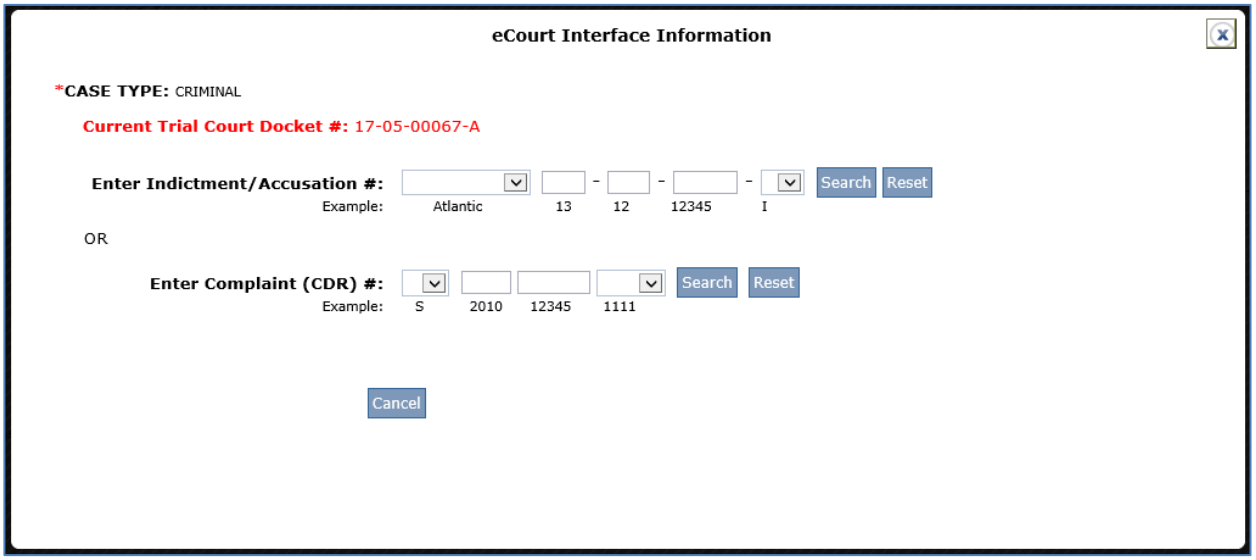
Trial Court Information

1. Once you click continue, you will be brought to the Trial Court Information Page. You will see the docket with the Promis/Gavel case number and the Case Caption. If multiple Promis/Gavel case numbers appear, you will need to select the case that is linked to your appeal.

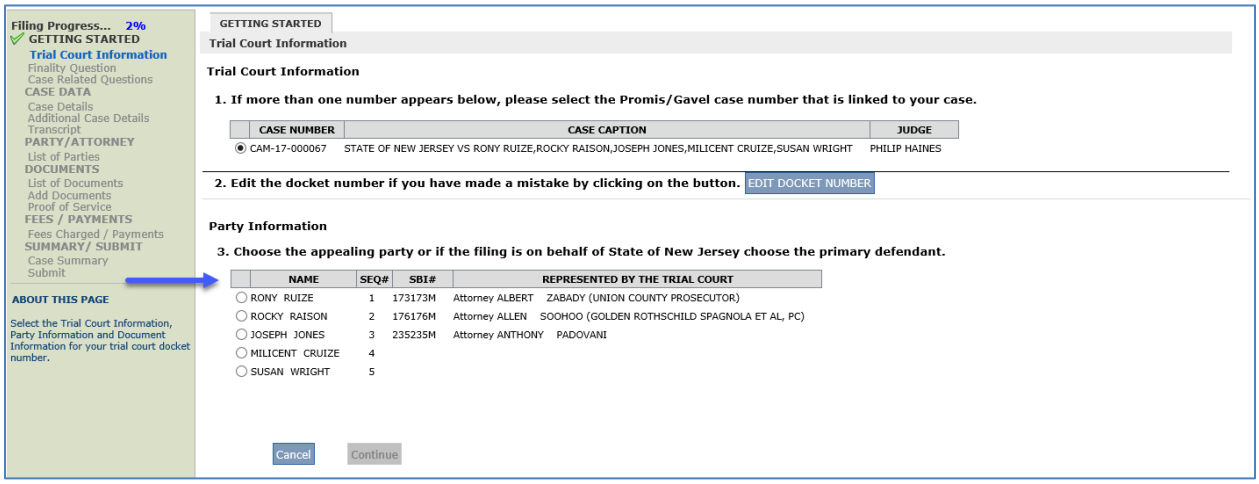
2. If this is not your case you may click on the EDIT DOCKET NUMBER button, to edit the docket number. You will receive a box that will allow you to enter the correct docket number.



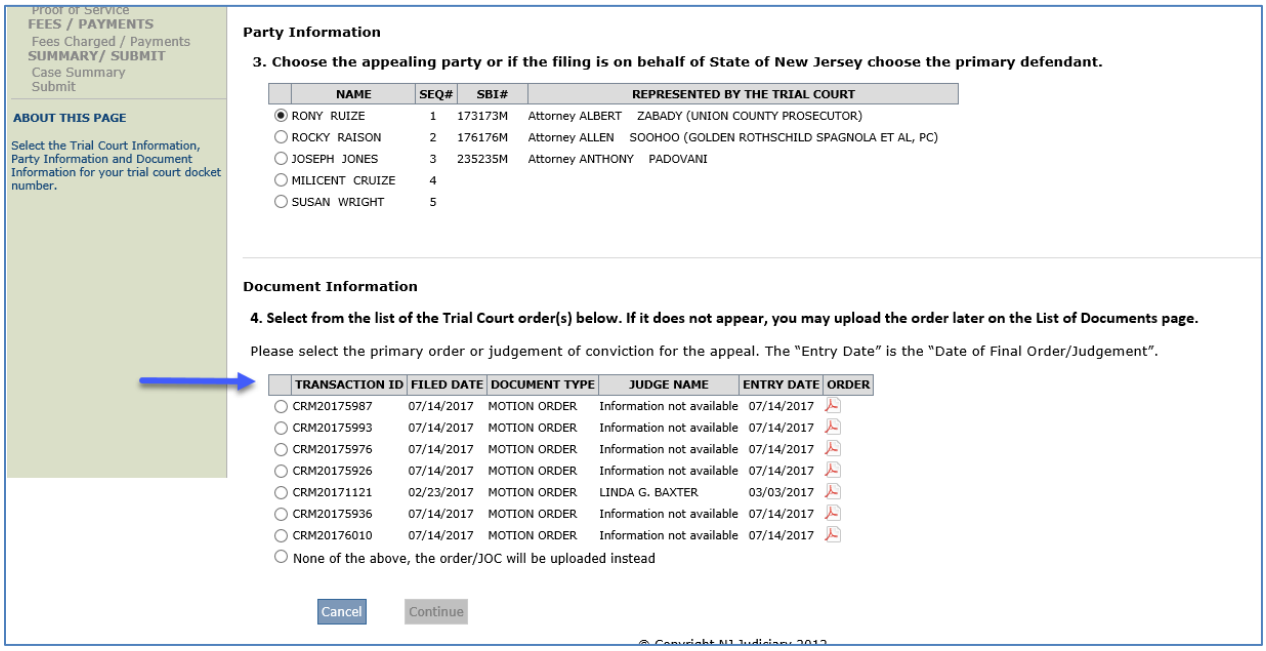
If you click on the EDIT DOCKET NUMBER button, a pop-up will appear that will allow you to change the docket number.



3. If the Promis/Gavel case number is correct or the only match, choose the primary party, **OR** if you are appealing on behalf of the State of New Jersey, please choose the respondent/defendant. Click continue. If there are multiple defendants, you will be able to add them on the List of Parties Page.



4. After choosing the primary defendant, all signed orders available in the eCourts case jacket will be listed. Choose the order you are appealing (you may only choose one). If none of the orders apply, the order/JOC must be uploaded. The "Entry Date" will automatically populate as the "Date of Final Order/Judgment" on the Case Details page. If you are appealing more than one order, you will be able to add additional orders on a later screen.



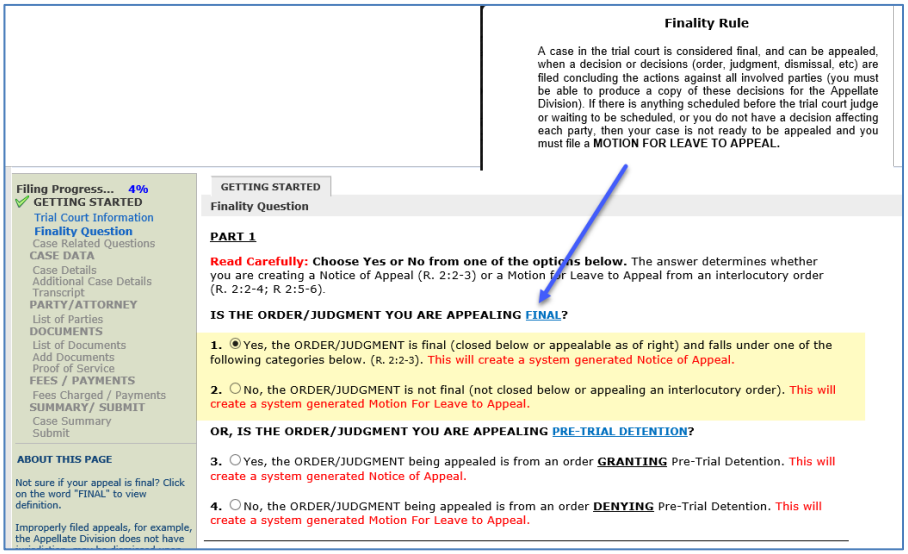
Finality Question

Part 1:

Criminal Appeals or Motions for Leave to Appeal:

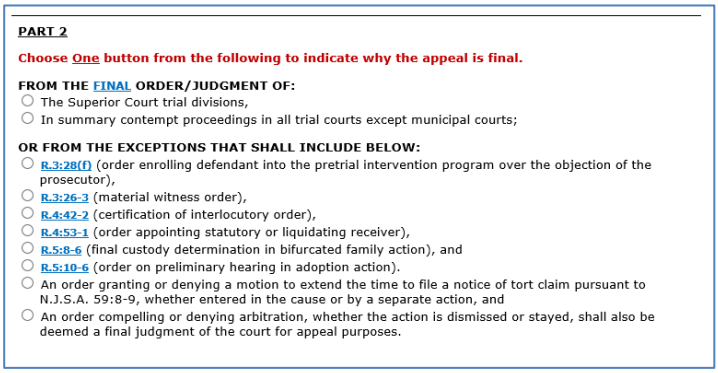
If you have a final order you will click the radio button **#1. Yes -** This will create a system generated Notice of Appeal.

If you do not have a final order (not closed below or appealing an interlocutory order) select the radio button **#2. No -** This will create a system generated Motion for Leave to Appeal.



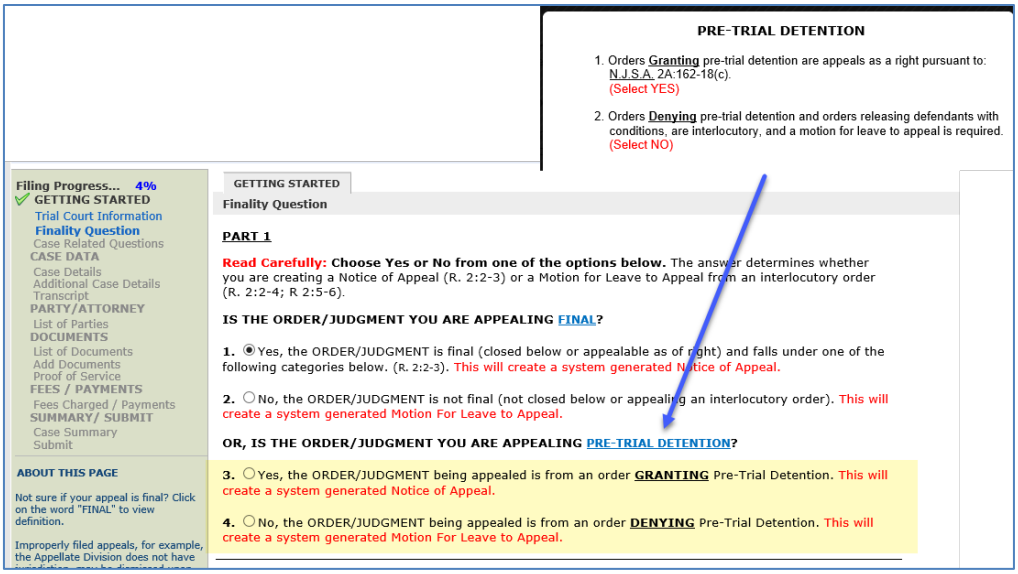
Part 2:

If you chose #1. Yes the ORDER/JUDGEMENT is final, select why the appeal is final.

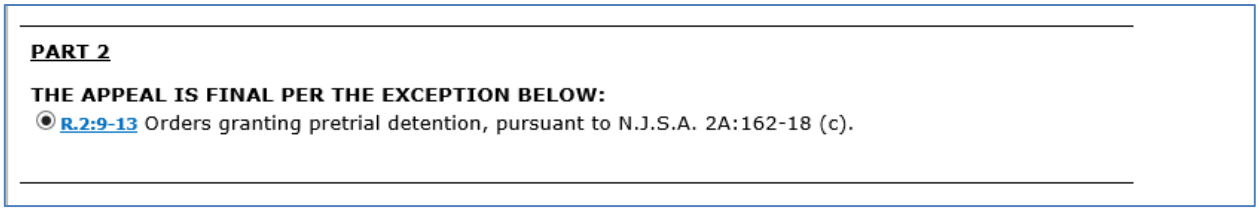


Pre-Trial Detention Appeals or Motions for Leave to Appeal:

If you have an order GRANTING pretrial detention you will click the radio button **#3. Yes -** This will create a system generated Notice of Appeal.If you have an order DENYING pretrial detention and are challenging the terms of release you will click the radio button **#4. Yes -** This will create a system generated Motion for Leave to Appeal.



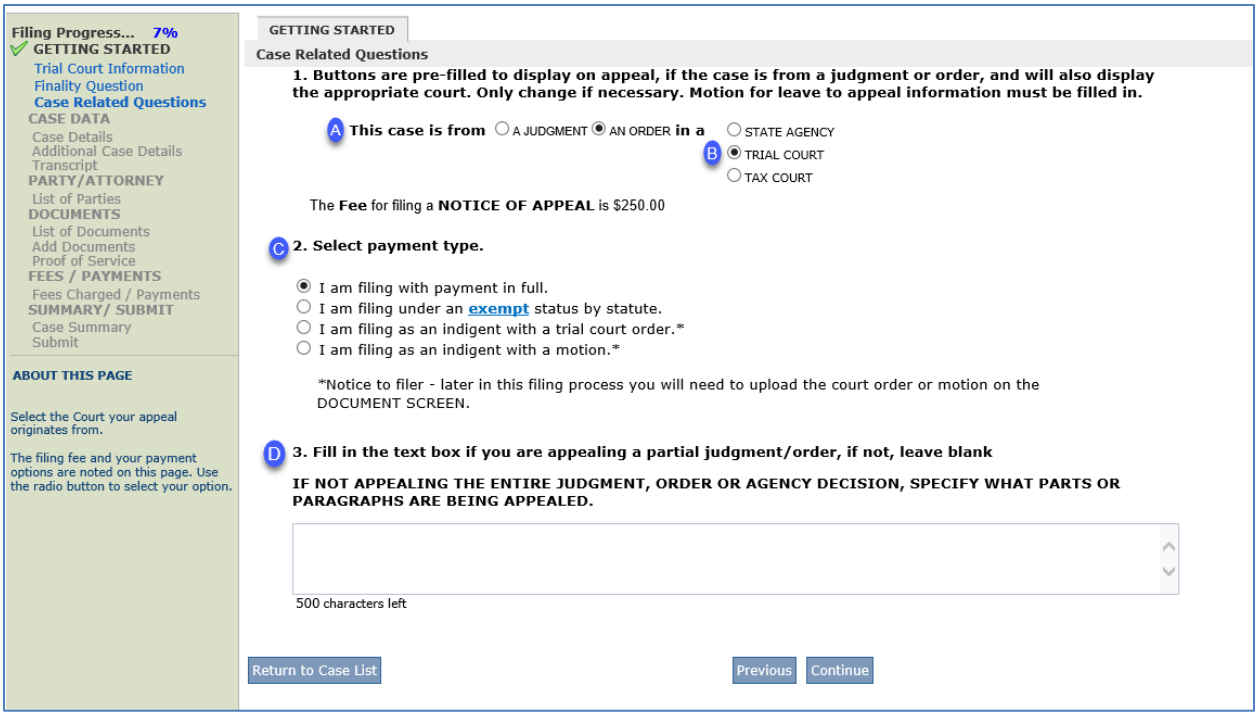
If you chose # 3. Yes, the ORDER/JUDGEMENT being appealed is from an order **GRANTING** Pre-Trail detention, the applicable exception is prefilled.



If you choose either 2. No, the ORDER/JUDGEMENT is not final, or 4. No, the ORDER/JUDGEMENT being appealed is from an order **DENYING** Pre-Trial Detention, click continue.

Case Related Questions

a. Choose Judgment or Order – Buttons are pre-filled on appeal. Motion for leave to appeal information must be filled in.
b. TRIAL COURT is pre-filled based upon answer to finality question.
c. Choose a fee type. For Public Defender or Attorney General, fee type is prefilled for Exempt.
d. If not appealing entire judgment, use this box to specify those portions in detail.

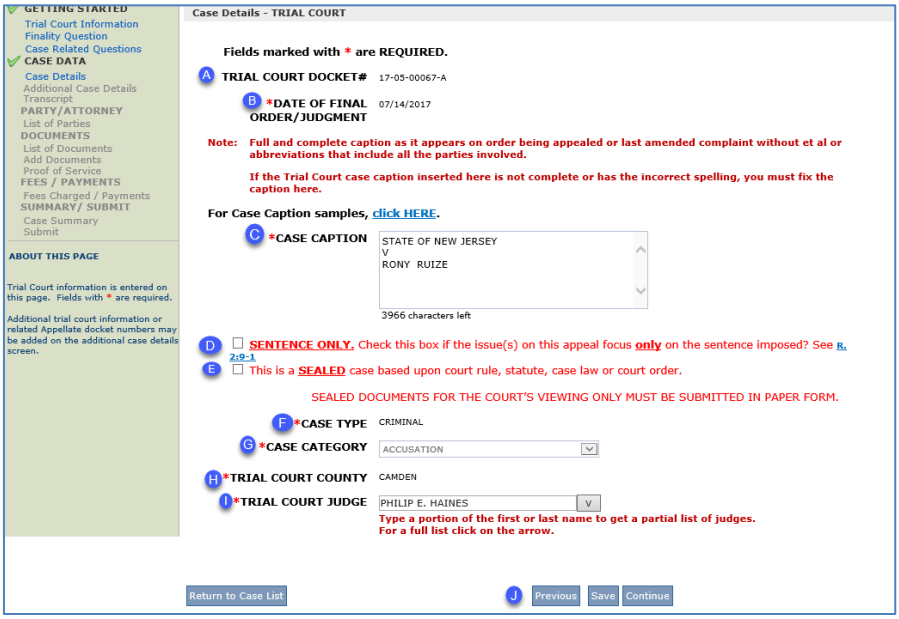


Case Details Page

This information will create the front page of the Notice of Appeal. To edit any of the prefilled sections, you will need to return to the Trial Court Information page. If entered the docket number in the free form text box on the File New Case page, you will be required to complete the fields below.

a. TRIAL COURT DOCKET# - The trial court docket number will be prefilled. If the trial court docket number is incorrect, you will need go back to the Trial Court Information page, and follow the steps to editing the docket number.
b. DATE OF FINAL ORDER – If you chose a trial court order from the Trial Court Information page, the date will be prefilled. If you chose the wrong order, you will need go back to the Trial Court Information page and choose the correct order. If you chose that you will be uploading the order, you will need to enter the order date.
c. CASE CAPTION – The case caption will be prefilled with the defendant that you chose on the Trial Court Information page. If there are co-defendants, you will need to edit the case caption to include all party names. *Case Caption must conform to the Trial Court Order Case Caption.
d. SENTENCE ONLY - Check this box for criminal appeals if the only issue is sentencing.
e. SEALED - Click on the check box for SEALED if the matter is sealed to the public. The system will automatically seal Pre-Trial Detention filings.
f. CASE TYPE – Will prefill for Criminal docket types: –I, -A, -S, and Pre-Trial Detention.
g. CASE CATEGORY – Will prefill based upon docket type entered.
h. TRIAL COURT COUNTY – Will prefill based on what you entered on the File New Case page.
i. TRIAL COURT JUDGE – If the Judge's name does not prefill, select from the drop down or type 2 or 3 letters of the first or last name to get a shortlist, then double click on the name.

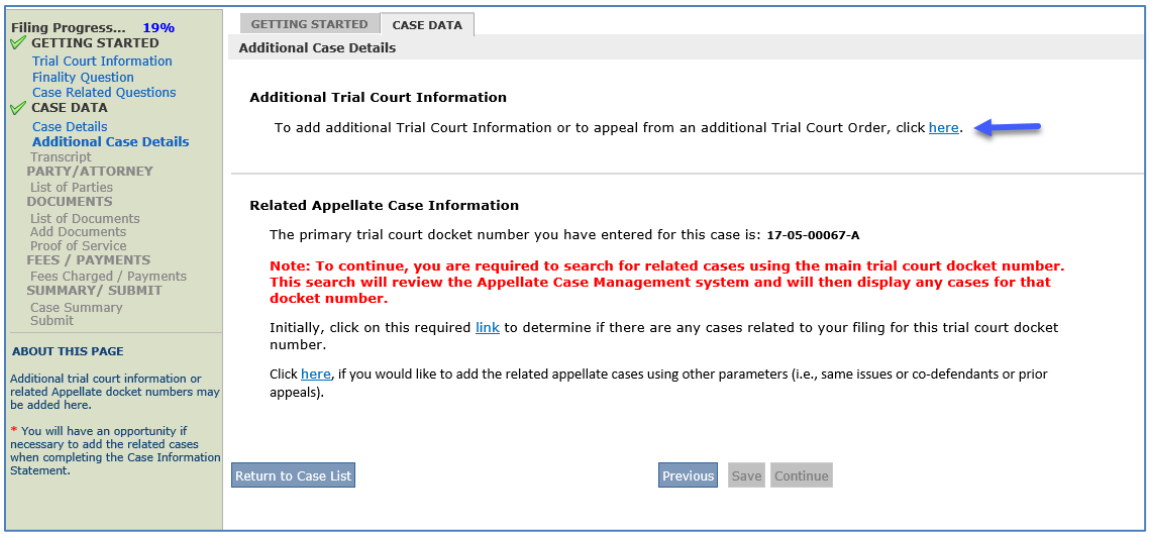
j. Save or Continue – Save if you are leaving this filing in draft status or Continue to move to proceed.



Additional Case Details Page

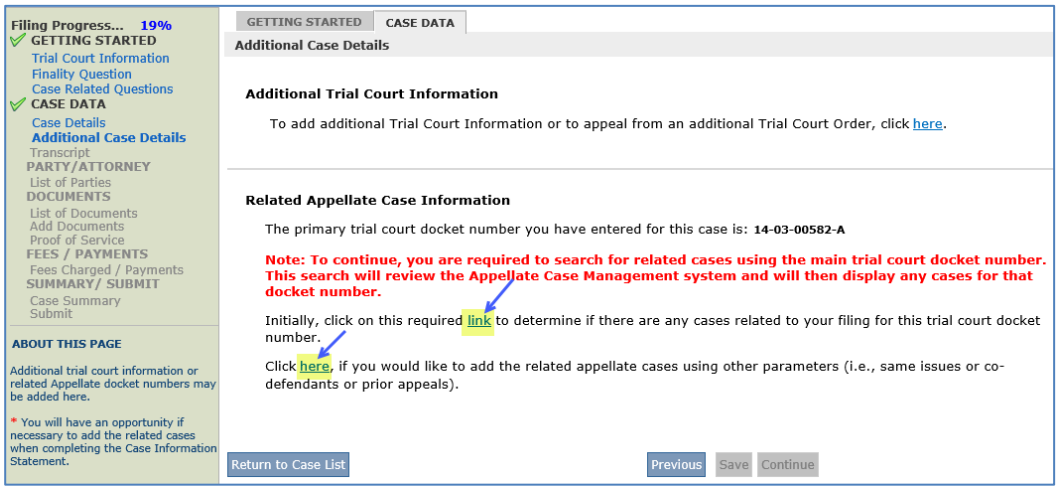
Additional Trial Court Information

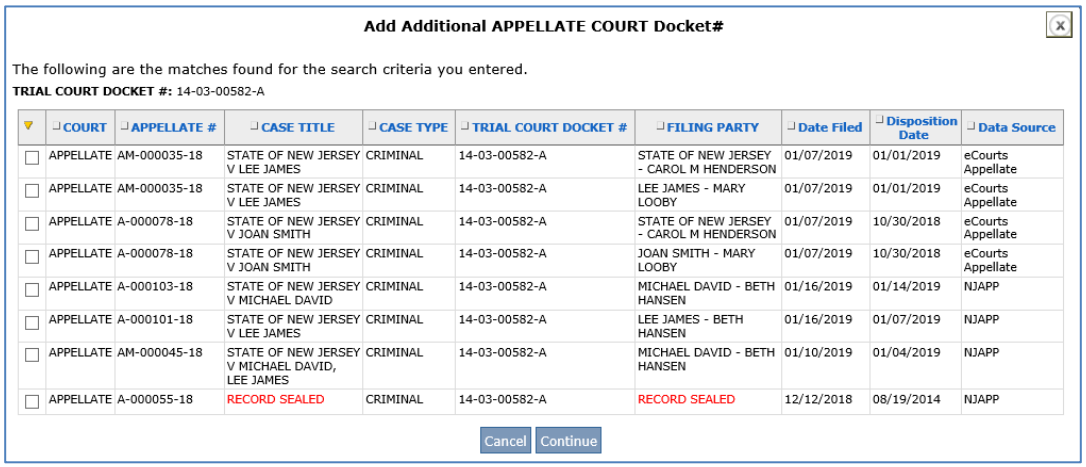
If you are appealing from more than one order, click the word here and complete the required fields. To add multiple orders, click the (+) sign.



Related Appellate Case Information

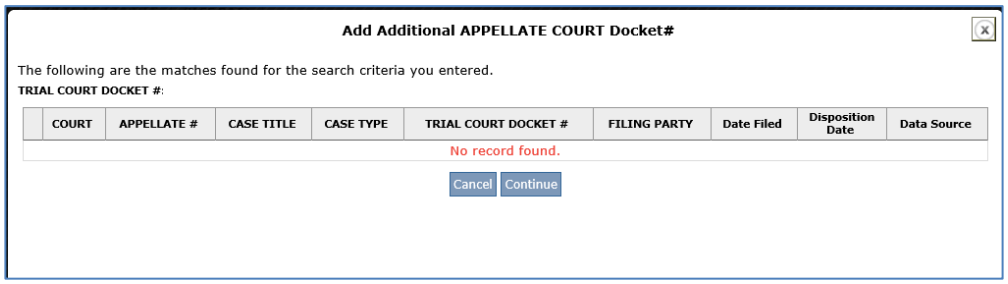
In order to proceed you are required to search the primary trial court docket number for related appellate cases, click the word link, the system will complete an automatic search. To add related appellate cases (i.e. same issues, co-defendants, prior appeals), click the word here.





COURT	APPELLATE #	CASE TITLE	CASE TYPE	TRIAL COURT DOCKET #	FILING PARTY	Date Filed	Disposition Date	Data Source
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
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
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
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
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
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
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
APPELLATE	A-000055-18	RECORD SEALED	CRIMINAL	14-03-00582-A	RECORD SEALED	12/12/2018	08/19/2014	NJAPP

If there are no related appeals, click continue in the popup. If records found, check all that apply, click continue in the popup. Then click continue again on the Additional Case Details page.



Case Related Questions – Criminal

Fill in or check off the appropriate answers to the questions. Everything with a red asterisk is required

a. Required - Statement of offense and sentence - can be obtained from trial court order.
b. Appeal from - can be obtained from order.
c. PCR relief - check off 1st, 2nd, other or not all if this is not a post-conviction relief.
d. Required - Incarceration? Yes, or No.
e. Required - Bail? Yes, or No.
f. Custody? Where is the defendant confined? Place of confinement is available through the dropdown menu.

g. Required - Check if they were represented below and add the attorney's name; which can be found on the trial court order.

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

Filing Time

If the appeal is filed after 45 days (7 days for Pre-Trial Detention), select the radio button for good cause (a Notice of Motion will be system generated and inserted in the List of Documents along with motion supporting documentation) or, select the applicable exception. ***NOTE: THE FILING TIME OF 45 DAYS (7 DAYS FOR PRE-TRIAL DETENTION) 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.

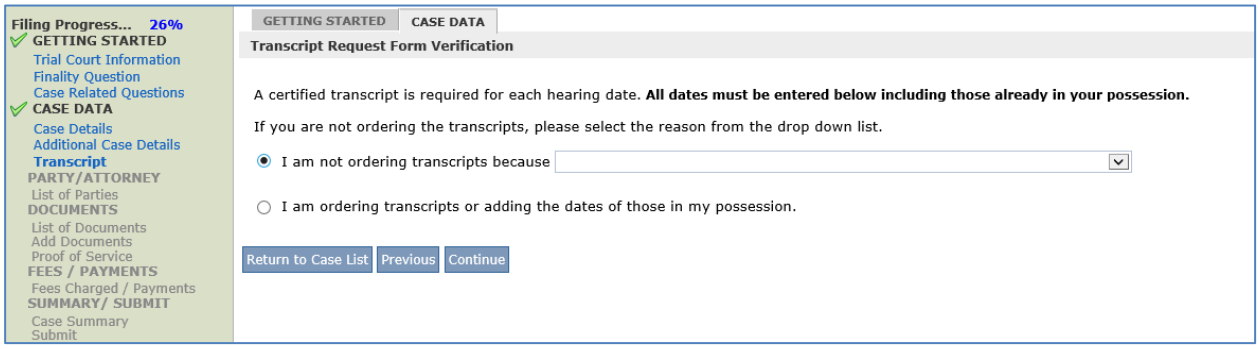
- ☐ Death of aggrieved party. (R.2:4-3(a))
- ☐ Death, disbarment, resignation, or suspension of the attorney of record. (R.2:4-3(a))
- ☐ CRIMINAL: Timely filing and service of a MOTION to the trial court for judgment (R.3:18-2) OR for a new trial (R.3:20) OR in arrest of judgment (R.3:21-9) OR for Rehearing 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.

Note: A motion for reconsideration stops the time running. Please calculate your time from the date the motion was made and then add to it the time after the order on reconsideration is filed. This will give you the accurate time. Both the original order and the order on reconsideration must be uploaded.

Return to Case List | Previous | Continue

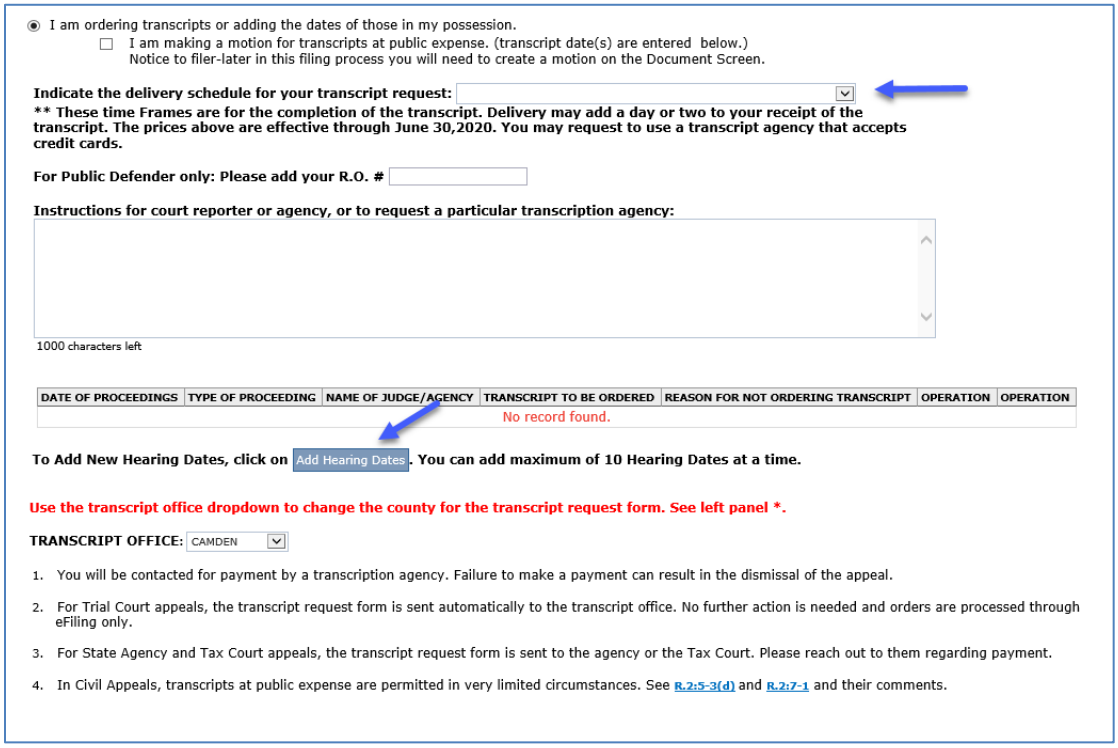
Transcript Request Verification Form

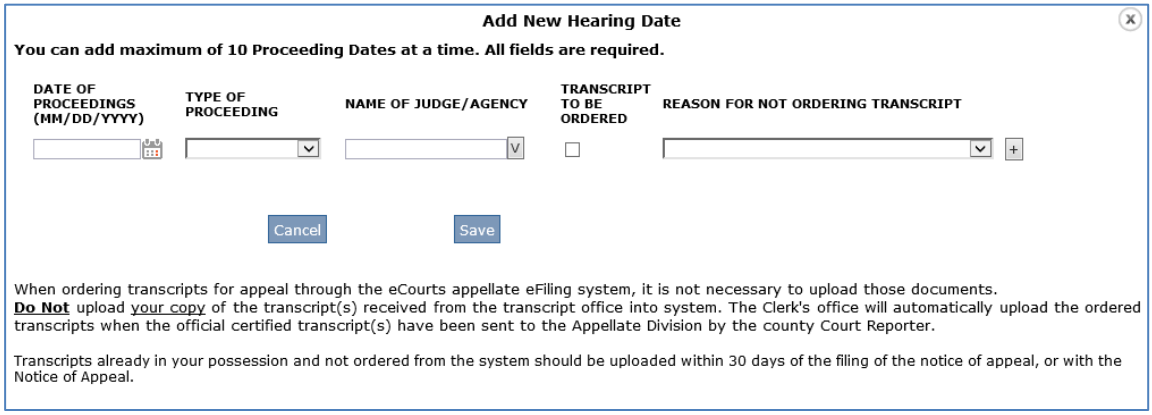
Select the option that applies.



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

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 (i.e., in Attorney possession). Click the plus (+) sign to add additional dates. Click save after 10 dates and then click Add Hearing date again for more entries.

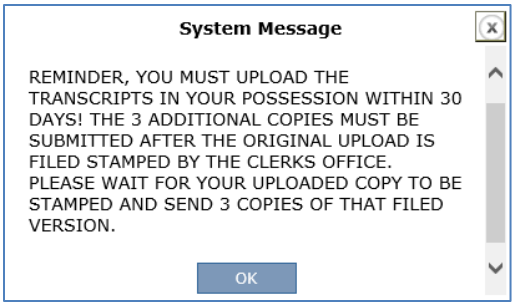




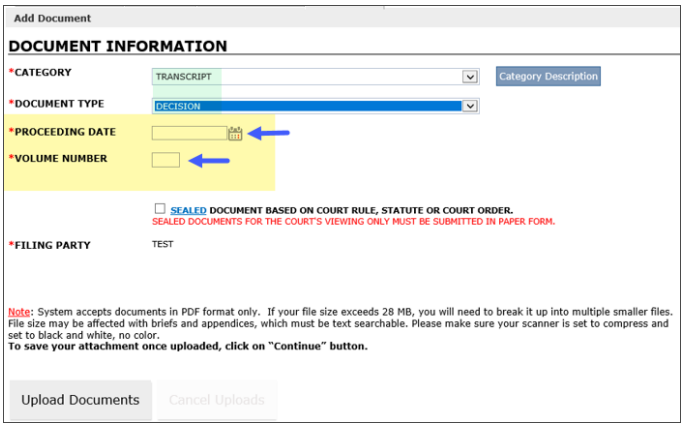
The Transcript Request Form will automatically be sent to the Appellate Division's Transcript Unit for processing. You will be contacted by the transcript agency for a payment.

Transcripts in Attorney Possession

If you indicated transcripts are in attorney possession, the system will display 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 before forwarding the 3 paper copies to the Clerk's office.

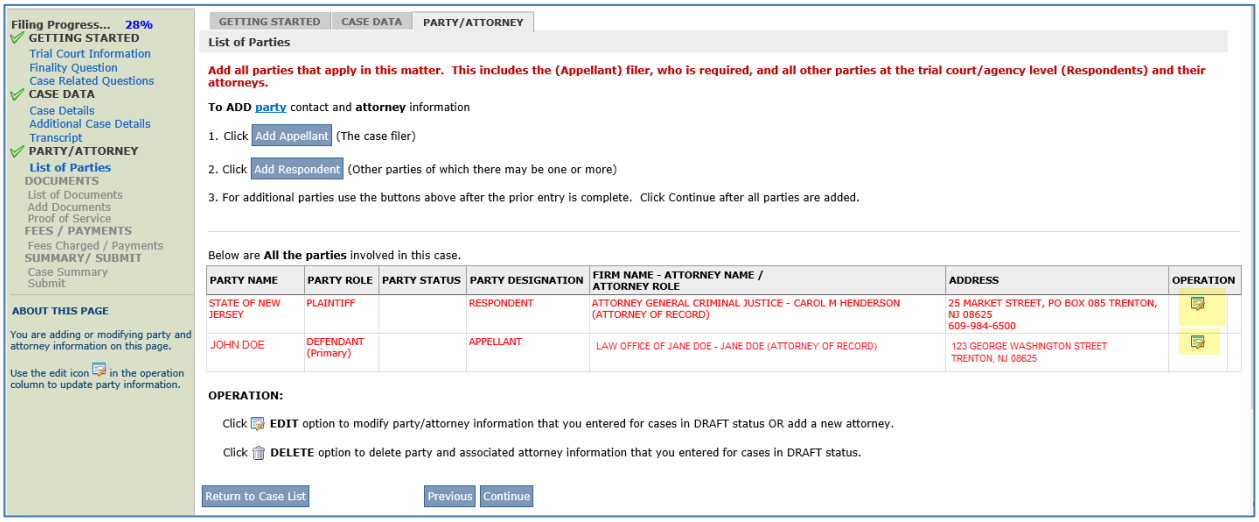


Note: When adding/uploading attorney possession transcripts in eCourts Appellate, you must fill out **2** required fields on the "Add Document-Document Information" page: "Proceeding Date" and "Volume Number" as shown below.



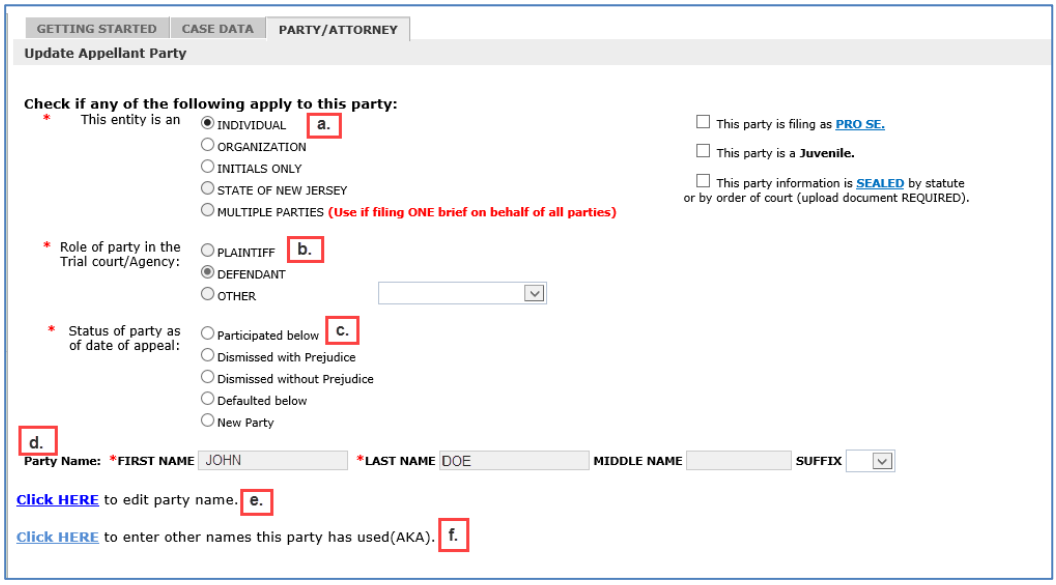
List of Parties

The List of Parties page will automatically insert the appellant and respondent parties. Both parties will show in red, indicating that you need to finalize information for each party. Click on the edit icon under the operation column for each party.



Appellant - Party Information

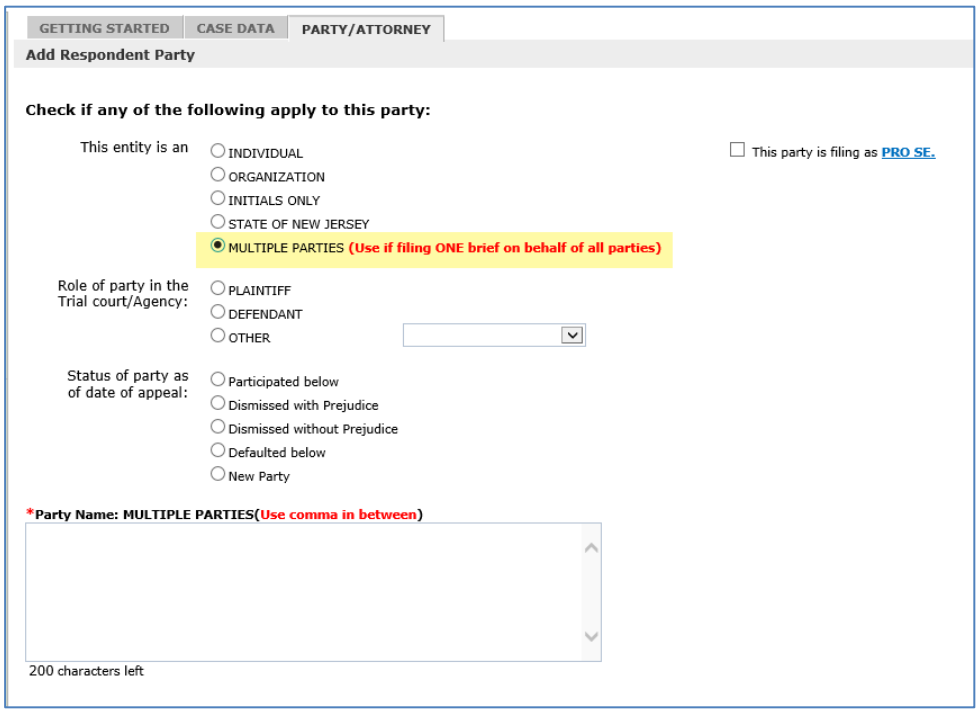
a. Entity – The system will automatically choose Individual.
b. Role of Party – The system will automatically choose the party role in the trial court. This cannot be changed
c. Status of Party – Select option that applies.
d. Party Name – The party name will prefill. If the name listed in not correct, you will need to return to the Trial Court Information page, to choose the correct party.
e. Edit party name – If the prefilled name is not an exact match to the order, such as, a middle name or suffix needs to be added, use the Click Here to edit.
f. For AKA, use the Click Here link to add.



Multiple Parties

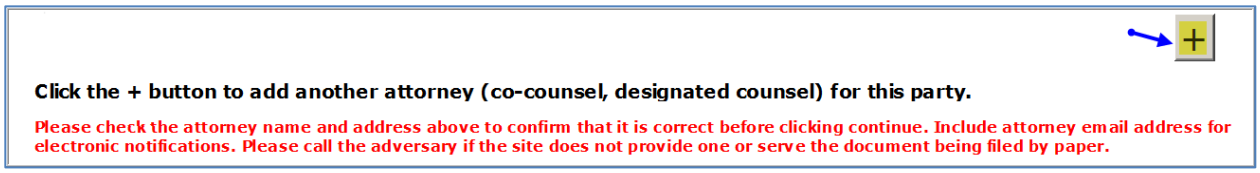
**This option is only available for case categories of: Expungements, Municipal Appeals, and Other. These case types are not matched with the eCourts case jacket.

The Multiple Parties option is for attorneys representing multiple parties within the case **and** will be filing **ONE** brief for all parties. Your brief should reflect the additional parties that you represent.

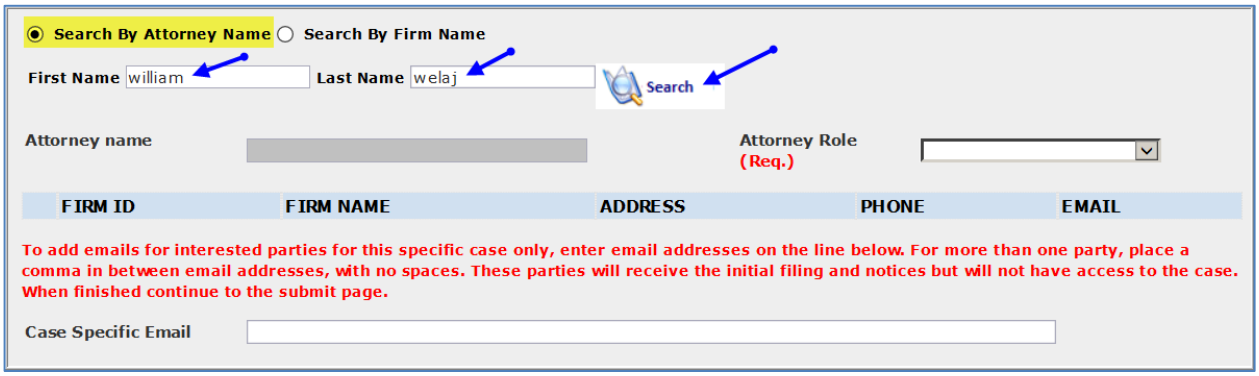


CO-COUNSEL

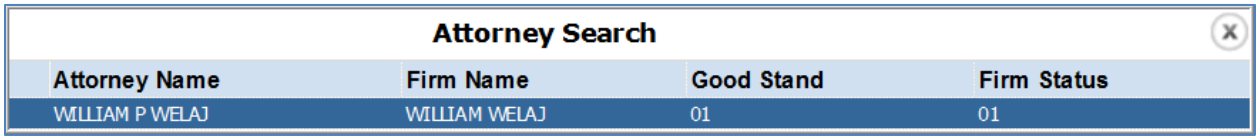
To add another attorney as co-counsel, click the plus sign at the bottom right hand corner of the page. Continue with the procedure of selecting the appropriate attorney through the search option.



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

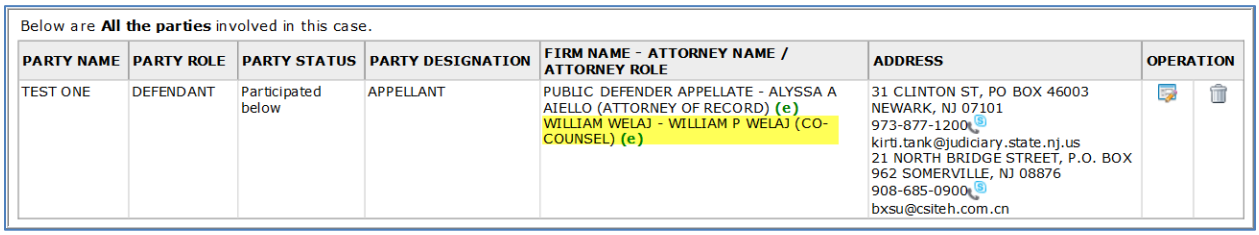


Double Click on the attorney to enter data into the fields.



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

The list of parties now shows the co-counsel.



Respondent – Party/Attorney Information

Notices of Appeal with trial court docket numbers ending in –I, -A, -S:

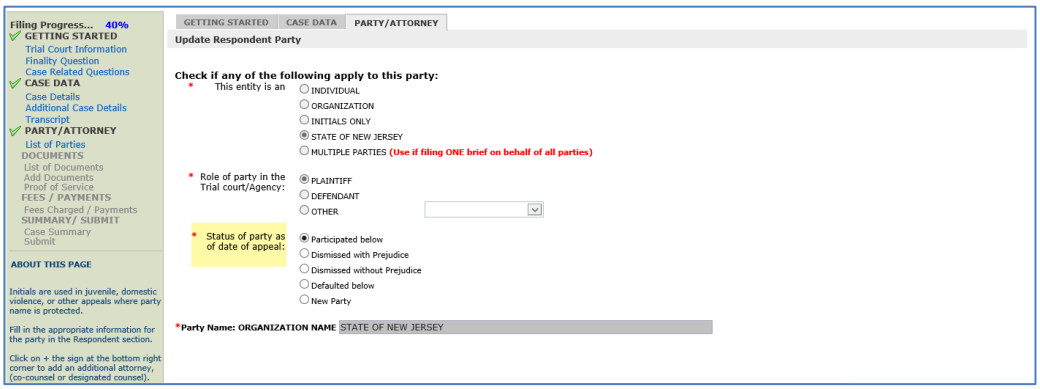
a. Entity – The system will automatically choose State of New Jersey. This cannot be changed.
b. Role of Party – The system will automatically choose the party role as Plaintiff. This cannot be changed
c. Status of Party – The system will automatically choose Participated Below. This cannot be changed.
d. Party Name – The party name will prefill with State of New Jersey. This cannot be changed.
e. Attorney Name – The system will automatically prefill Carol Henderson from the Attorney General's Office as the attorney of record.

Motions for Leave to Appeal with trial court docket numbers ending in –I, -A, -S:

a. Entity – The system will automatically choose State of New Jersey. This cannot be changed.
b. Role of Party – The system will automatically choose the party role as Plaintiff. This cannot be changed
c. Status of Party – The system will automatically choose Participated Below.
d. Party Name – The party name will prefill with State of New Jersey. This cannot be changed.
e. Attorney Name – The system will automatically prefill the lead prosecutor for the county as the attorney of record.

Notices of Appeal and Motions for Leave to Appeal for Pre-Trial Detention:

a. Entity – The system will automatically choose State of New Jersey. This cannot be changed.
b. Role of Party – The system will automatically choose the party role as Plaintiff. This cannot be changed
c. Status of Party – The system will automatically choose Participated Below.
d. Party Name – The party name will prefill with State of New Jersey. This cannot be changed.
e. Attorney Name – Search for the county prosecutor by name.



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. 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. Also available on the link is a list of Agencies that the Attorney General does not represent. Please note and serve trial counsel for the agency.

Select an attorney address if more than one is shown below.

Attorney name CAROL M HENDERSON Attorney Role (Req.) ATTORNEY OF RECORD

	FIRM ID	FIRM NAME	ADDRESS	PHONE	EMAIL
◉	L00000098	ATTORNEY GENERAL CRIMINAL JUSTICE (e)	25 MARKET STREET, PO BOX 085 TRENTON, NJ 08625	609-984-6500	TEST@MAIL.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

Additional parties

If additional defendants exist in the eCourts case jacket and are involved in the appeal, click the Add/Edit Trial Court Party(ies) button. Check the YES box for the additional party and select the party designation. Click confirm to proceed.

Filing Progress... 28%
- 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

GETTING STARTED | CASE DATA | PARTY/ATTORNEY

List of Parties - Additional Party Entry

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.

Appellant filer will only add additional parties after reviewing the imported parties (in red) found on the bottom of the page.

To add additional parties found in Trial Court, select the Add/Edit Trial Court Party(ies) button below.

Click Add/Edit Trial Court Party(ies)

List of Trial Court Parties

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

Please select defendants involved in the appeal.
You must select the party designation: Appellant = Case Filer, Respondent = All others

Yes	Party Designation	PARTY NAME	SEQ#	SBI#	Name	TC Attorney Name
☐		MICHAEL DAVID	3	480257D	MICHAEL DAVID	( )
☐		JOAN SMITH	2	222044A	JOAN SMITH	FRANK GREEN ( )
☑	APPELLANT	LEE JAMES	1	952753B	LEE JAMES	MARY SMITH (LEGAL EAGLES)

Cancel Confirm to proceed

You will need to finalize the information for the added parties. Click the on the edit icon under the Operation column.

List of Parties - Additional Party Entry

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.

Appellant filer will only add additional parties after reviewing the imported parties (in red) found on the bottom of the page.

To add additional parties found in Trial Court, select the Add/Edit Trial Court Party(ies) button below.

Click Add/Edit Trial Court Party(ies)

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

List of Parties - Party and Attorney Information

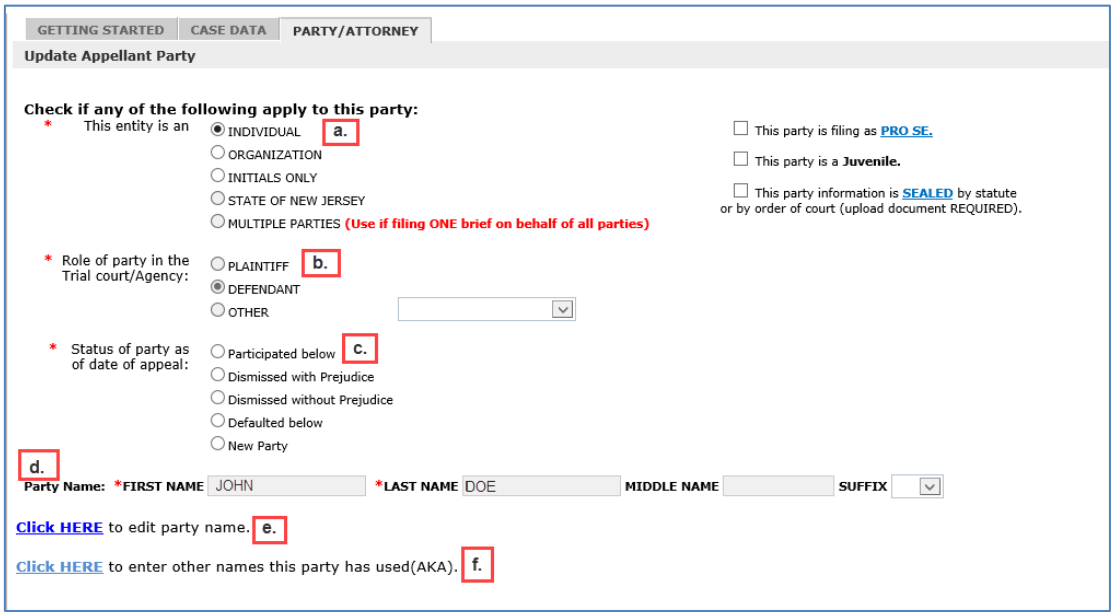
Note: Primary defendant cannot be deleted on this page, if you want to change primary defendant, please click on the Trial Court Information link in the menu on the left.

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.

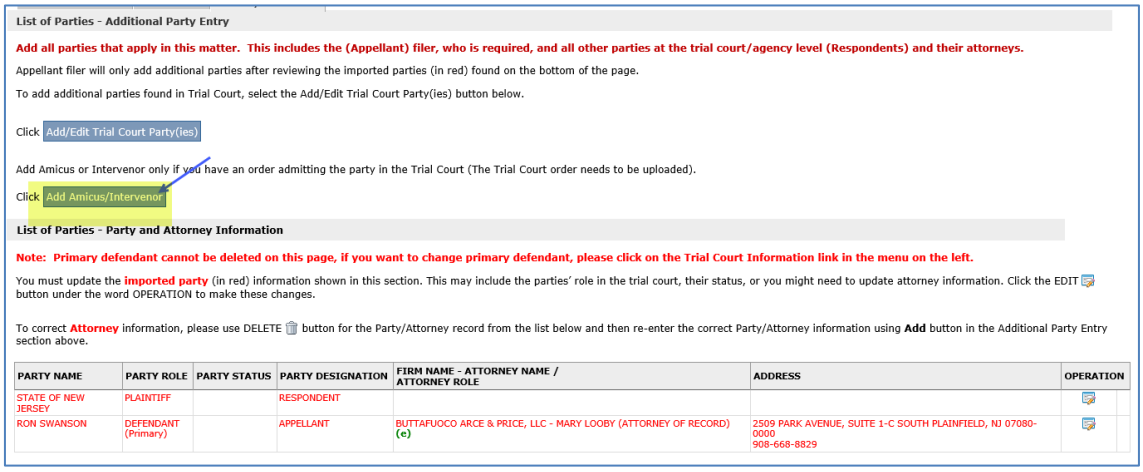
PARTY NAME	PARTY ROLE	PARTY STATUS	PARTY DESIGNATION	FIRM NAME - ATTORNEY NAME / ATTORNEY ROLE	ADDRESS	OPERATION
MICHAEL DAVID	DEFENDANT		RESPONDENT			
STATE OF NEW JERSEY	PLAINTIFF	Participated below	RESPONDENT	ATTORNEY GENERAL CRIMINAL JUSTICE - CAROL M HENDERSON (ATTORNEY OF RECORD) (e)	25 MARKET STREET, PO BOX 085 TRENTON, NJ 08625 609-984-6500 TEST@MAIL.COM	
LEE JAMES	DEFENDANT (Primary)	Participated below	APPELLANT	BUTTAFUOCO ARCE & PRICE, LLC - MARY LOOBY (ATTORNEY OF RECORD) (e)	2509 PARK AVENUE, SUITE 1-C SOUTH PLAINFIELD, NJ 07080-0000 908-668-8829 mlooby@test.com	

a. Entity – The system will automatically choose Individual.
b. Role of Party – The system will automatically choose the party role in the trial court. This cannot be changed.
c. Status of Party – Select option that applies.
d. Party Name – The party name will prefill. If the name listed in not correct, you will need to return to the List of Parties page, delete the entire entry for the incorrect name and repeat the steps to add additional parties outlined previously.
e. Edit party name – If the prefilled name is not an exact match to the order, such as, a middle name or suffix needs to be added, use the Click Here to edit.
f. For AKA, use the Click Here link to add.



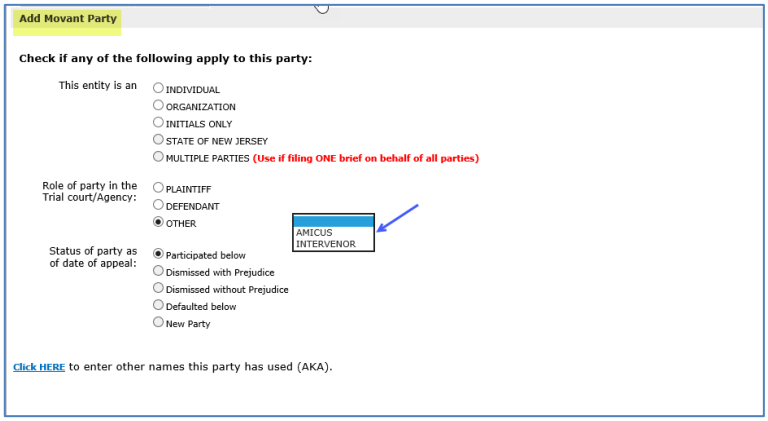
Amicus/Intervenor

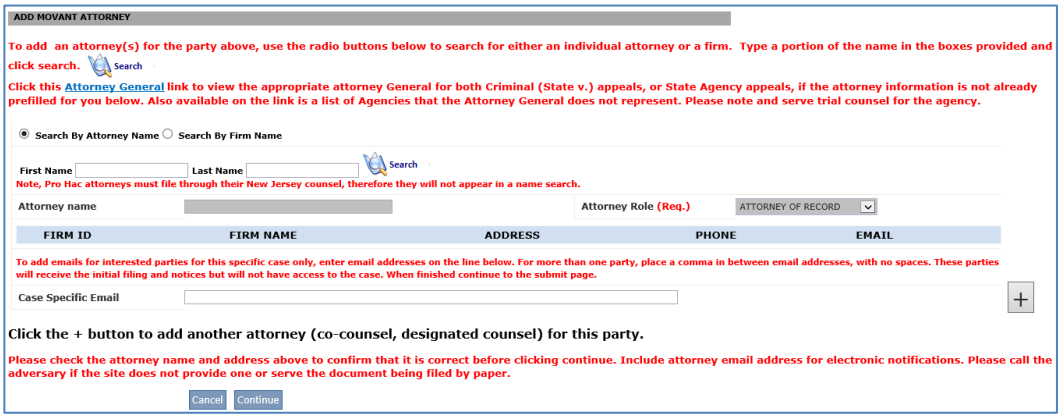
To add an amicus or intervenor party that as admitted in the trial court, click the Add Amicus/Intervenor button. Note, a copy of the trial court order admitting the party will need to be uploaded on the List of Documents page.



Amicus/Intervenor – Party/Attorney Information

a. Entity – Select option that applies.
b. Role of Party – The system will default to OTHER, select the type from the drop down menu.
c. Status of Party – The system will automatically choose Participated Below.
d. Party Name – Enter the party name.
e. Attorney Name – Search for the attorney by name or firm.





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 and do not need to be edited.

Documents in **red** are in Draft form and need additional information.
Click on the edit button to complete a document that is in Draft form.
Click on Add New Documents button if you want to add additional documents to the filing.

When documents are complete the status will reflect ready to submit.

GETTING STARTED | CASE DATA | PARTY/ATTORNEY | DOCUMENTS

LIST OF DOCUMENTS

Return to Case List | Previous | Add Document | Continue

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

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

TO ADD ATTACHMENTS TO A MOTION ONLY, CLICK ON THE ICON IN THE OPERATION COLUMN TO LINK THE DOCUMENT TO YOUR MOTION.

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	CREATED	DATE POSTED	STATUS	OPERATION
MOTION-SUPPORTING DOCUMENT	JOHN DOE	MC ELROY DEUTSCH MULVANEY & CARPENTER, LLP - FLORINA A MOLDOVAN	MOTION SUPPORTING DOCUMENTS/ANSWERS/ATTACHMENTS - MOTION SUPPORTING DOCUMENT	UPLOAD	SYSTEM	10/12/2018	DRAFT	
MOTION TO FILE AS WITHIN TIME	JOHN DOE	MC ELROY DEUTSCH MULVANEY & CARPENTER, LLP - FLORINA A MOLDOVAN	MOTION - TO FILE NOTICE OF APPEAL AS WITHIN TIME	SYSTEM GENERATED	SYSTEM	10/12/2018	DRAFT	
NOTICE OF APPEAL	JOHN DOE	MC ELROY DEUTSCH MULVANEY & CARPENTER, LLP - FLORINA A MOLDOVAN	APPELLATE DOCUMENTS - NOTICE OF APPEAL	SYSTEM GENERATED	SYSTEM	10/09/2018	READY TO SUBMIT	
CASE INFORMATION STATEMENT	JOHN DOE	MC ELROY DEUTSCH MULVANEY & CARPENTER, LLP - FLORINA A MOLDOVAN	APPELLATE DOCUMENTS - CASE INFO STATEMENT	SYSTEM GENERATED	SYSTEM	10/09/2018	DRAFT	
TRIAL COURT ORDER/JUDGMENT/DECISION	JOHN DOE	MC ELROY DEUTSCH MULVANEY & CARPENTER, LLP - FLORINA A MOLDOVAN	APPELLATE DOCUMENTS - TRIAL COURT ORDER/JUDGMENT/DECISION (PULL FROM TRIAL COURT CASE JACKET)	INTERFACE	SYSTEM	10/09/2018	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.

SEY V. KENNETH BANKS

GETTING STARTED | CASE DATA | PARTY/ATTORNEY | DOCUMENTS

Case Information Statement - CRIMINAL APPEAL (1/4)

* Give Date and Summary of Judgment or Order Being Appealed and Attach a Copy:

Defendent convicted on 10-11-12 of robbery, Unlawful Possession of imitation firearm, eluding. Aggrate sentence of 50 years and fines.

Please fill in as much as possible, at least 25 characters

136 characters entered (Minimum: 25 / No Max)

* Are there any issues below in this action involving defendant which have not been disposed of? (If so, leave to appeal must be sought. R. 2:2-4, 2:5-6) ○ Yes ◉ No

* 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

* Is defendant presently confined? ◉ Yes ○ No

* Is defendant on bail? ○ Yes ◉ No

Most of the questions will be answered the same way, bail and confined are prefilled from earlier questions on NOA

Provide any State Bureau of Identification (SBI) number : 861069B

SBI # can normally be found on the trial court order

Save | Continue

CIS-Page 2

SET V. KENNETH BANKS

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

Case Information Statement - CRIMINAL APPEAL (2/4)

*** Will the issue(s) in this appeal involve only whether the trial court imposed a proper sentence?** ◉ Yes ○ No

Prefilled from NOA

If so, briefs shall not be filed without leave of court. (R. 2:9-11)

***Are there co-defendants?** ○ Yes ◉ No

If so, state their names and whether they were tried with the defendant or shared any pretrial motion.

List Co-defendants

29998 characters left

*** Give a brief statement of the facts and procedural history:**

Defendant arrested on 10/17/2009. Plead not guilty, hearings held and defendant sentenced on 10-11-12 by Hon. Frederic McDaniel.

Fill in as much a possible

129 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.

CIS-Page 3

SET V. KENNETH BANKS

GETTING STARTED | CASE DATA | PARTY/ATTORNEY | DOCUMENTS

Case Information Statement - CRIMINAL APPEAL (3/4)

*To the extent possible, list the proposed issues to be raised on the appeal as they will be described in appropriate point headings pursuant to R. 2:6-2(a)(5). (Appellant or cross-appellant only.):

To be determined upon receipt of transcripts

Be as specific as possible

44 characters entered (Minimum: 25 / No Max)

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? (Attach a copy.)** 10/11/2012 ◉ 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 will be filing a statement or opinion pursuant to R. 2:5-1(b).

Date of Your Inquiry:

Save | Previous | Continue

CIS-Page 4

RSEY V. KENNETH BANKS

GETTING STARTED | CASE DATA | PARTY/ATTORNEY | DOCUMENTS

Case Information Statement - CRIMINAL APPEAL (4/4)

1. Is there any case now pending or about to be brought before this court which:

* **(A) Arises from substantially the same case or controversy as this appeal?** ○ Yes ◉ No ○ UNKNOWN

* **(B) Involves an issue that is substantially the same, similar or related to an issue in this appeal?** ○ Yes ◉ No ○ UNKNOWN

2. ***Was there any prior appeal involving this case or controversy?** ○ Yes ◉ No ○ UNKNOWN

If the answer to either 1 or 2 above is Yes, state:

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

No record found.

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.

Uploading Trial Court Order

The trial court order that you chose on the Trial Court Information page, will automatically be inserted into the case. If you need to upload additional trial court orders, click on the Add Documents button at the top of the screen.

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.

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

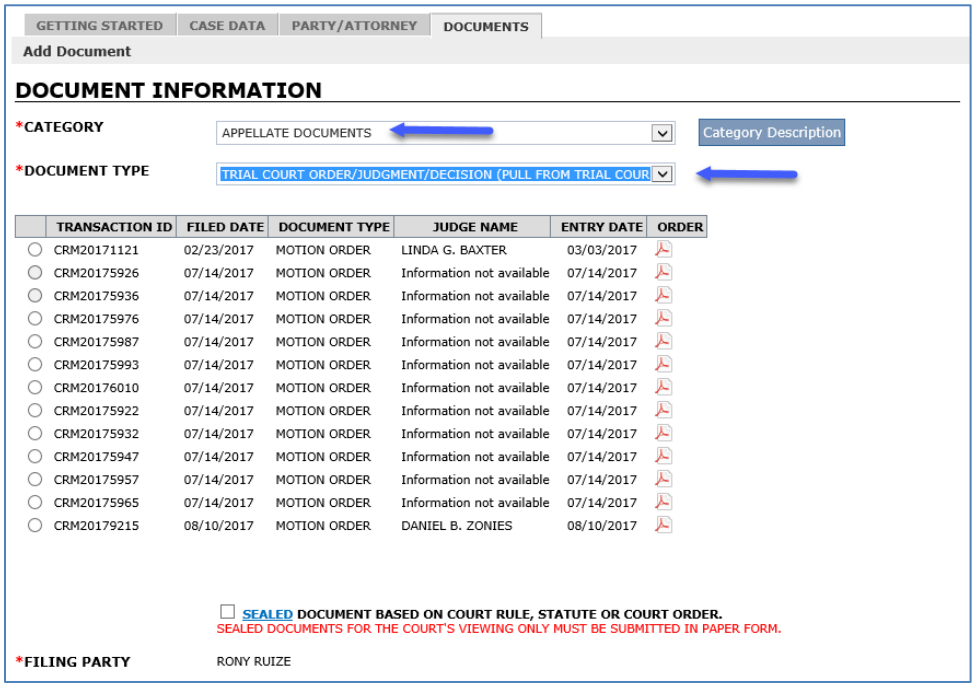
TO ADD ATTACHMENTS TO A MOTION ONLY, CLICK ON THE ICON IN THE OPERATION COLUMN TO LINK THE DOCUMENT TO YOUR MOTION.

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.

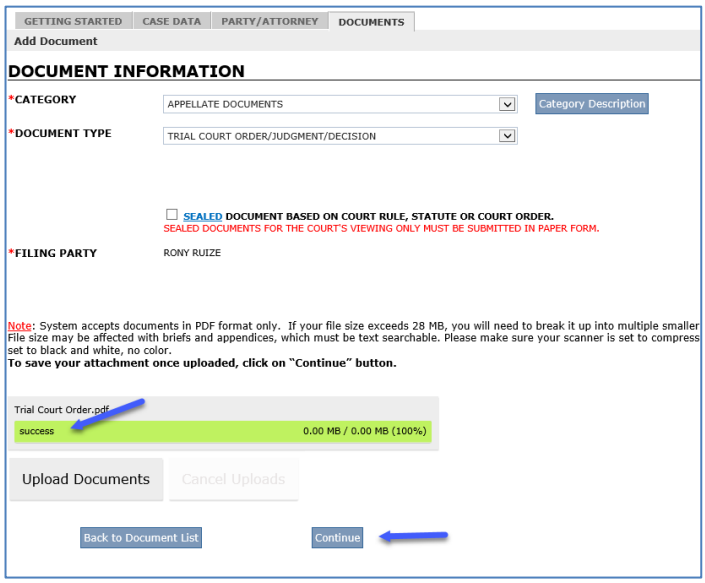
DOCUMENT / FILE NAME	FILING PARTY	FIRM NAME / ATTORNEY ATTENTION	CATEGORY / DOCUMENT TYPE	SOURCE	CREATED	DATE POSTED	STATUS	OPERATION
MOTION-SUPPORTING DOCUMENT	JOHN DOE	MC ELROY DEUTSCH MULVANEY & CARPENTER, LLP - FLORINA A MOLDOVAN	MOTION SUPPORTING DOCUMENTS/ANSWERS/ATTACHMENTS - MOTION SUPPORTING DOCUMENT	UPLOAD	SYSTEM	10/12/2018	DRAFT	
MOTION TO FILE AS WITHIN TIME	JOHN DOE	MC ELROY DEUTSCH MULVANEY & CARPENTER, LLP - FLORINA A MOLDOVAN	MOTION - TO FILE NOTICE OF APPEAL AS WITHIN TIME	SYSTEM GENERATED	SYSTEM	10/12/2018	DRAFT	
NOTICE OF APPEAL	JOHN DOE	MC ELROY DEUTSCH MULVANEY & CARPENTER, LLP - FLORINA A MOLDOVAN	APPELLATE DOCUMENTS - NOTICE OF APPEAL	SYSTEM GENERATED	SYSTEM	10/09/2018	READY TO SUBMIT	
CASE INFORMATION STATEMENT	JOHN DOE	MC ELROY DEUTSCH MULVANEY & CARPENTER, LLP - FLORINA A MOLDOVAN	APPELLATE DOCUMENTS - CASE INFO STATEMENT	SYSTEM GENERATED	SYSTEM	10/09/2018	DRAFT	
TRIAL COURT ORDER/JUDGMENT/DECISION	JOHN DOE	MC ELROY DEUTSCH MULVANEY & CARPENTER, LLP - FLORINA A MOLDOVAN	APPELLATE DOCUMENTS - TRIAL COURT ORDER/JUDGMENT/DECISION (PULL FROM TRIAL COURT CASE JACKET)	INTERFACE	SYSTEM	10/09/2018	READY TO SUBMIT	

There are two ways of uploading your additional Trial Court Orders.

a. If there are additional signed Trial Court Orders from the eCourts case jacket, the category will be APPELLATE DOCUMENTS and the Document Type will be TRIAL COURT ORDER/JUDGMENT/DECISION (PULL FROM TRIAL COURT CASE JACKET). The additional documents will appear. You can choose one of the documents.



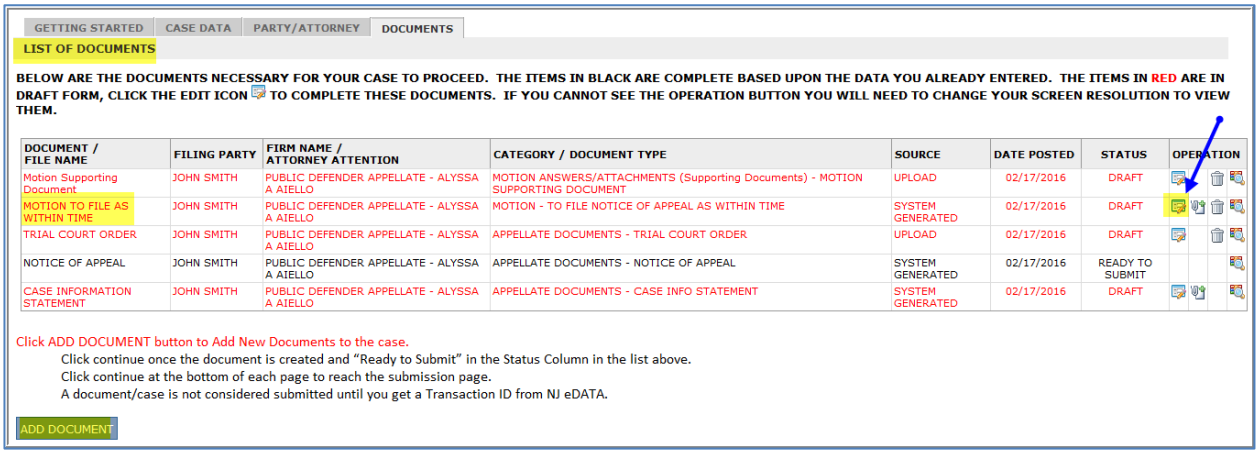
b. If the documents are not uploaded in eCourts Case Jacket, you must upload them yourself. The category will be APPELLATE DOCUMENTS and the document type will be TRIAL COURT ORDER/JUDGMENT/DECISION. Click upload document. Once it says success or complete, click continue.



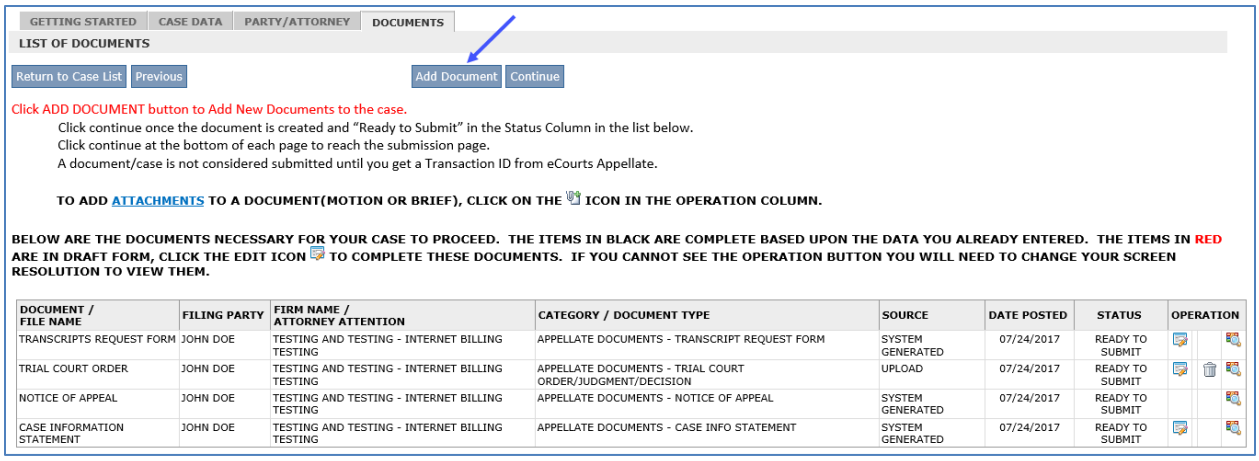
Motion Creation

List of Documents

If an As Within Time Motion is necessary, the system will add it to the list of documents. Click on the edit button to continue with the system generated motion, otherwise you can also add a motion by clicking on the Add Document button.



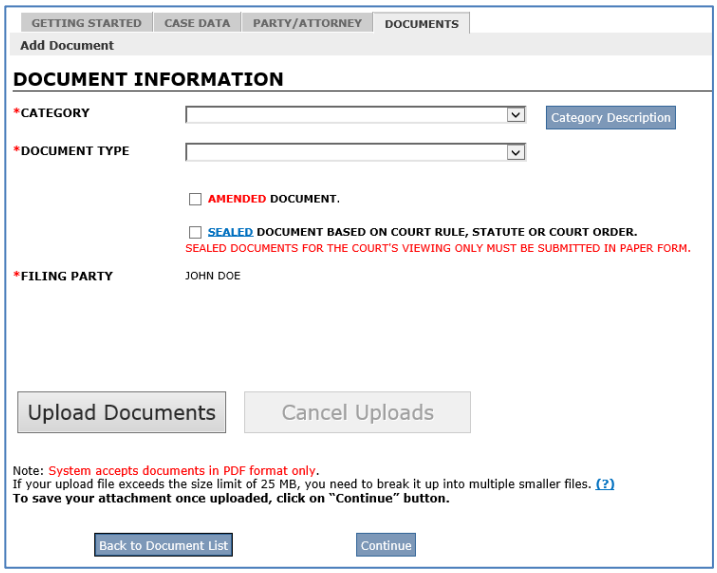
To add a motion, click on the Add Document button.



Use the drop downs to select the appropriate motion type.

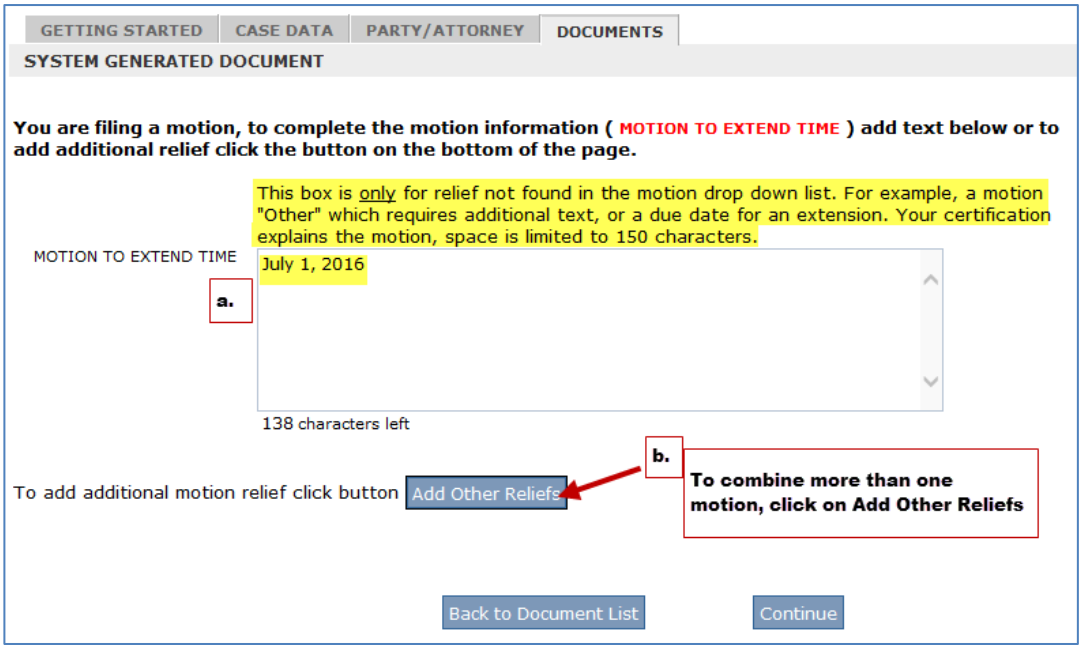
- **Category** - Select Motion from the drop down.
- **Document Type** - Select the type of motion.

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



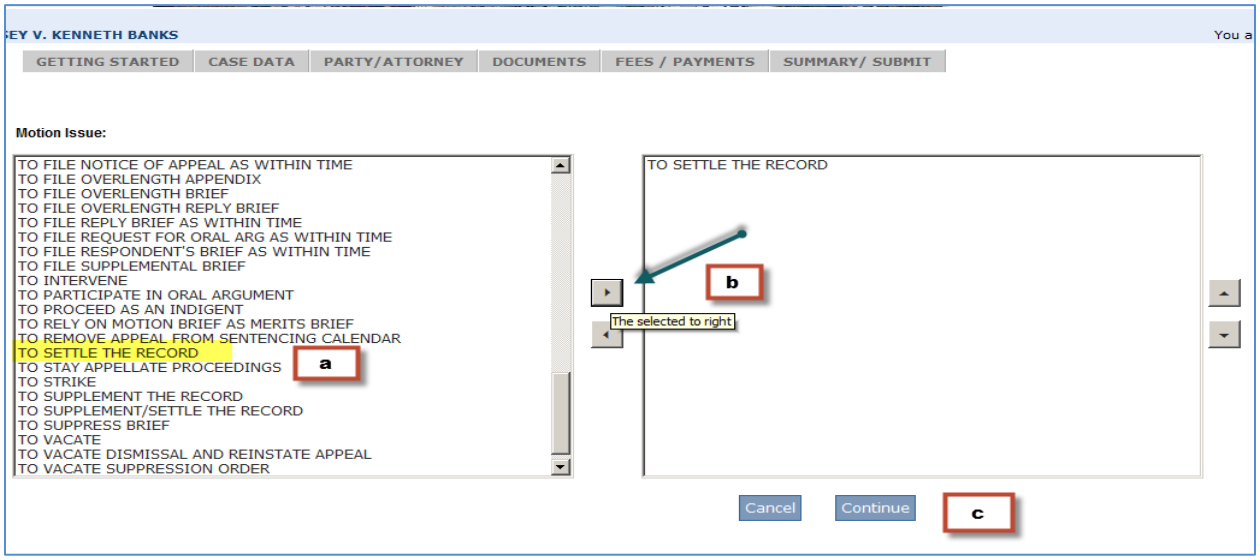
Motion Text

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



Adding Additional Relief

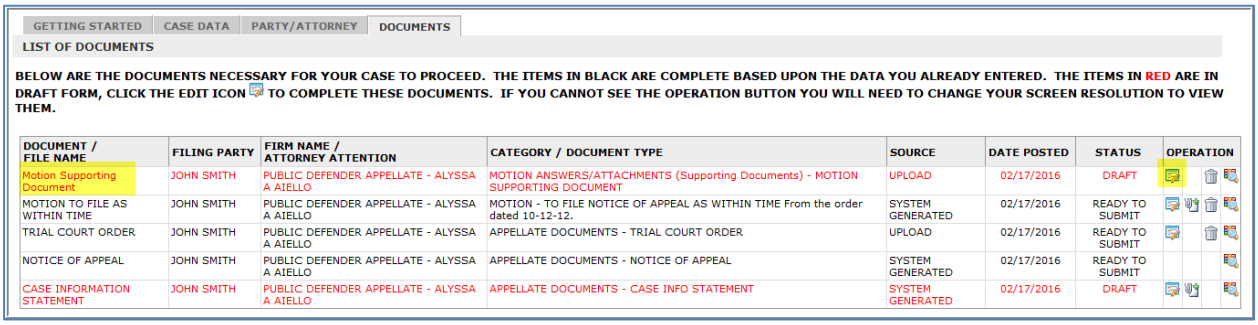
a. Click to highlight a motion type from the list.
b. Click the arrow to move it to the motion issue box.
c. Click continue.



Motion supporting document

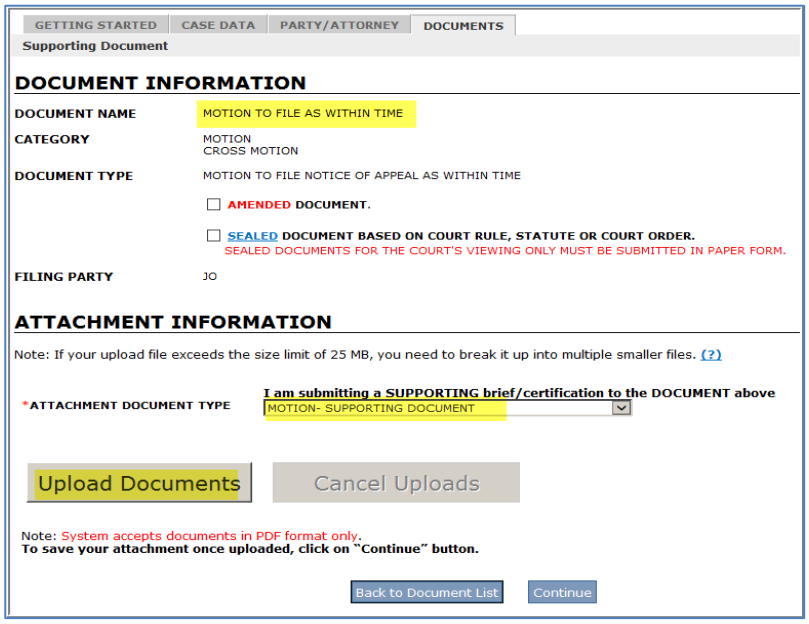
Upload Supporting Document

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

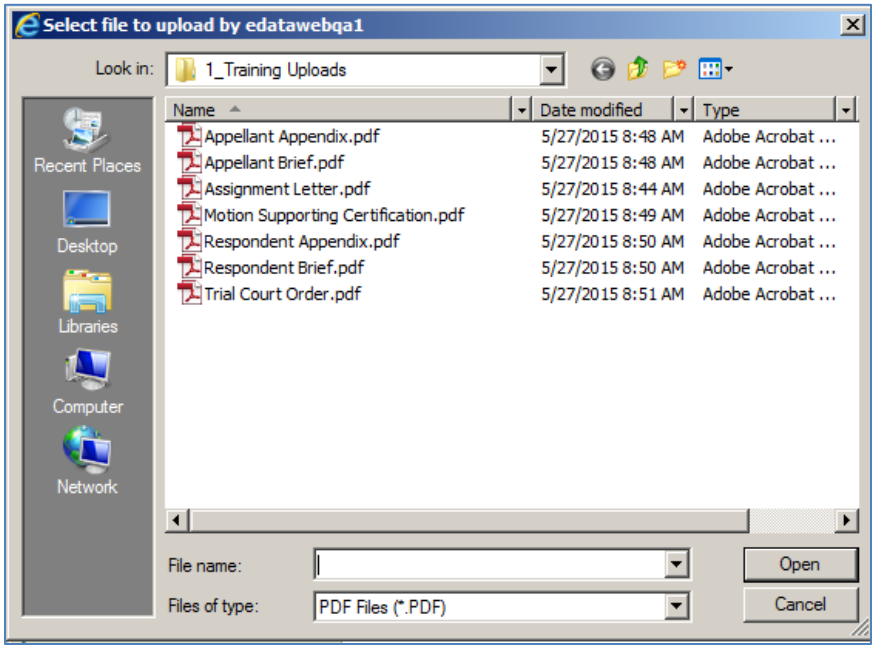


DOCUMENT / FILE NAME	FILING PARTY	FIRM NAME / ATTORNEY ATTENTION	CATEGORY / DOCUMENT TYPE	SOURCE	DATE POSTED	STATUS	OPERATION
Motion Supporting Document	JOHN SMITH	PUBLIC DEFENDER APPELLATE - ALYSSA A AIELLO	MOTION ANSWERS/ATTACHMENTS (Supporting Documents) - MOTION SUPPORTING DOCUMENT	UPLOAD	02/17/2016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

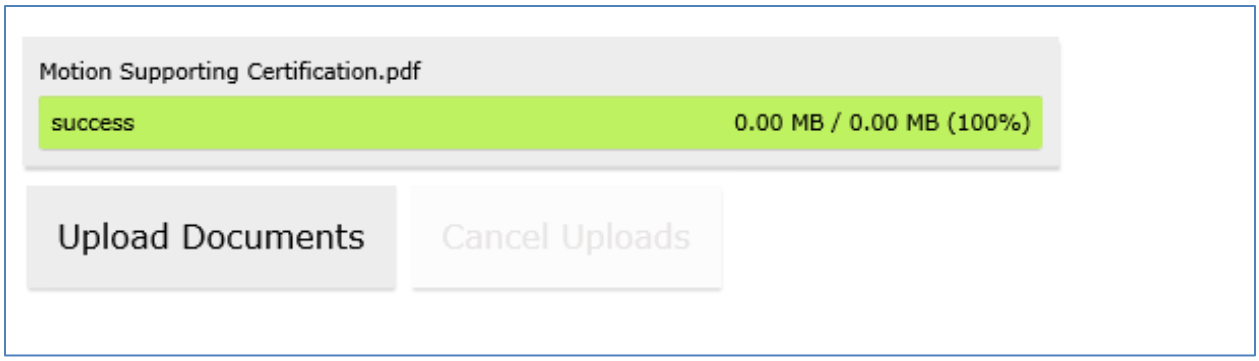
Click on Upload Documents.



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

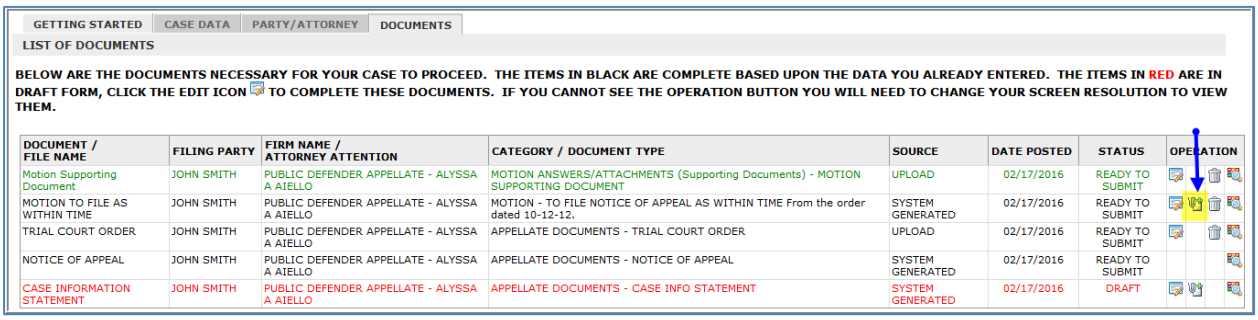


Upload is complete when the box indicating complete or success appears. If internet connection is slow wait for it to complete, do not cancel.

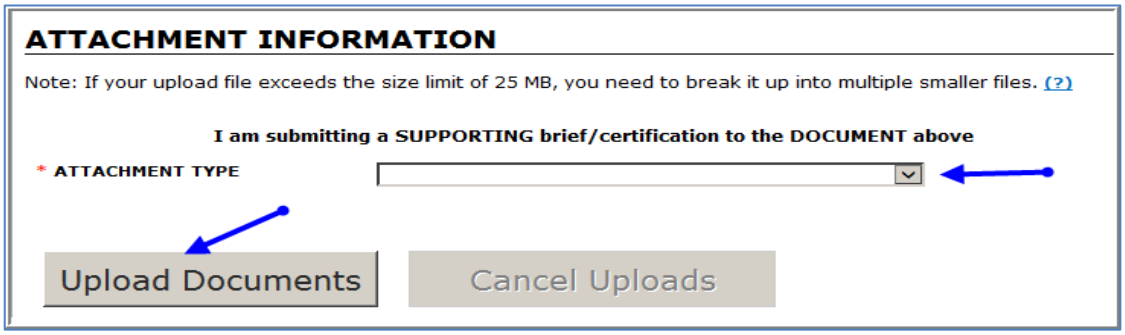


Adding Additional Attachments to Motion

Select the attachment button on the far right under operations, if available.



Use the drop down and then upload your additional document.



Once all attachments have been uploaded, click Save Attachment

DOCUMENT / FILE NAME	TYPE OF DOCUMENT	SOURCE	DATE POSTED	STATUS	OPERATION
MOTION-SUPPORTING DOCUMENT	MOTION SUPPORTING DOCUMENT	UPLOAD	10/12/2018	READY TO SUBMIT	

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	JOHN DOE	TESTING AND TESTING - INTERNET BILLING TESTING	MOTION SUPPORTING DOCUMENTS/ANSWERS/ATTACHMENTS - MOTION SUPPORTING DOCUMENT	UPLOAD	07/24/2017	READY TO SUBMIT	
MOTION FOR BAIL	JOHN DOE	TESTING AND TESTING - INTERNET BILLING TESTING	MOTION - FOR BAIL	SYSTEM GENERATED	07/24/2017	READY TO SUBMIT	
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	

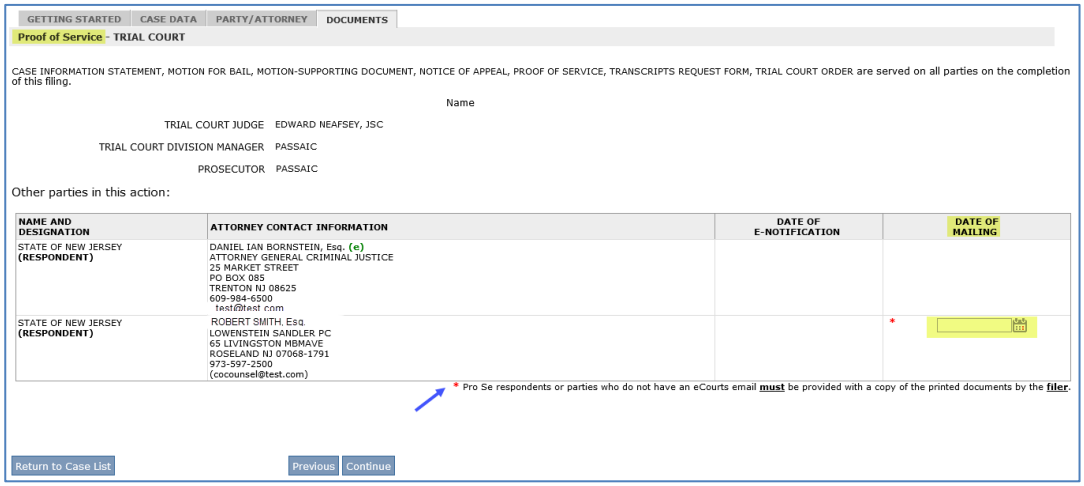
Proof of Service

The system will electronically serve the trial court judge, the division manager/state agency, and the prosecutor. If transcripts have been ordered, the transcript request form will be sent electronically to the Appellate Division's Transcript Unit; the transcription office 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.

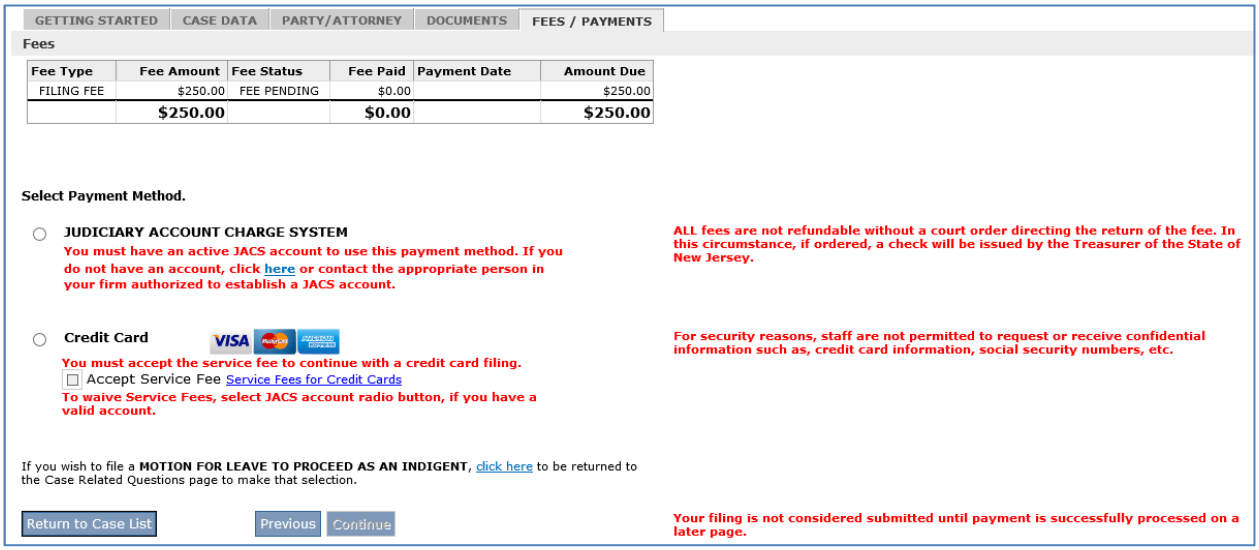
If the adversary has **NOT** entered an eCourts email address for court notices and you had to enter a case specific email in the attorney section of the party information page, the Date of Mailing field is required. The party **must** be served in paper. The system generated Proof of Service will reflect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

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



Fees / Payments

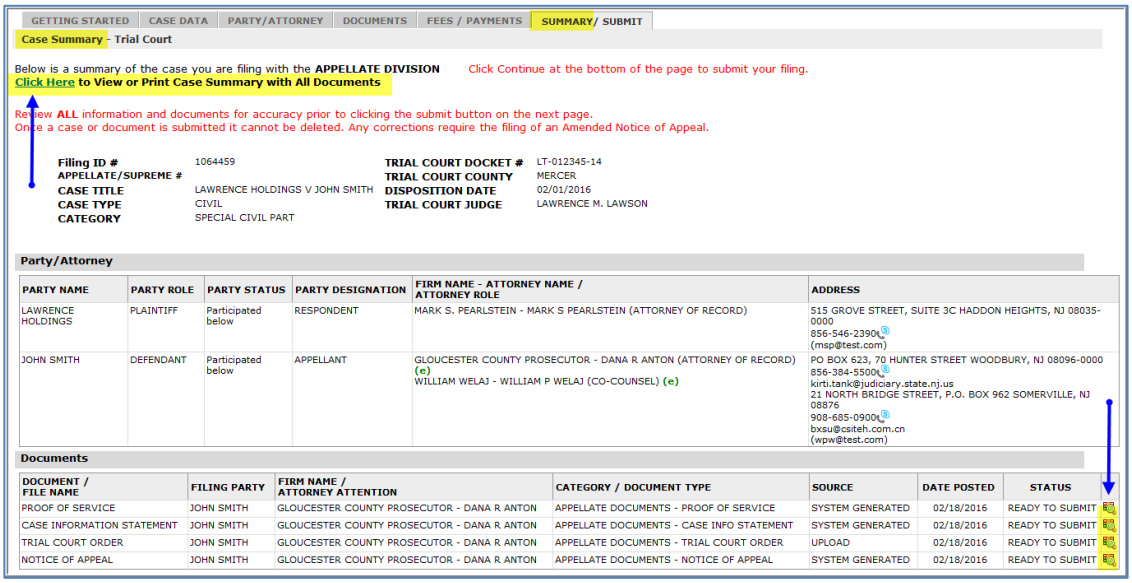
The **Fees/Payments** page lists the fee incurred for your filing. If the filer has exempt status, this page will not display. Select either **Judiciary Account Charge System** or **Credit Card**. If you select to pay via credit card, you are required to accept the service fee by checking the applicable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



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.



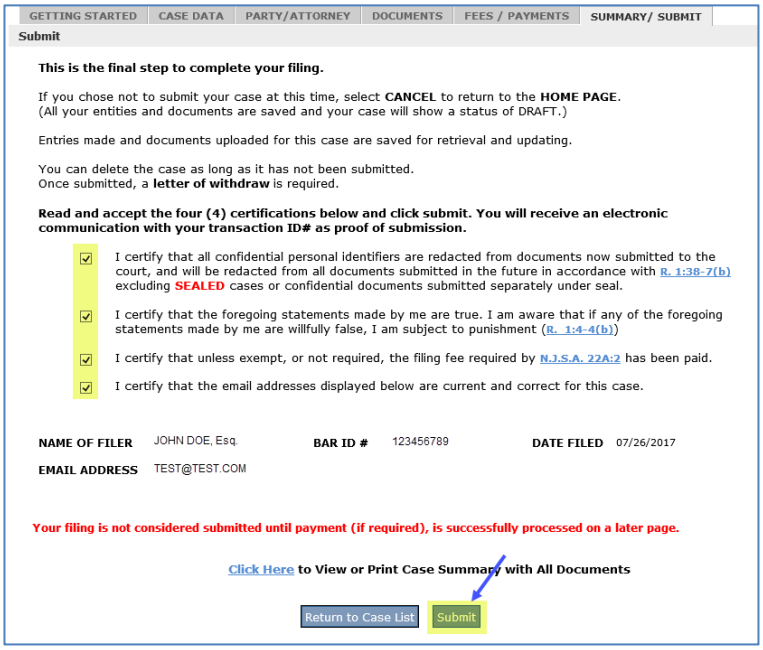
Returning to a Prior Page

If corrections are required and you have <u>not</u> submitted your filing, you can return to prior sections by clicking on the tabs at the top or on the links on the 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 <u>not</u> be able to go back edit information.

Submit

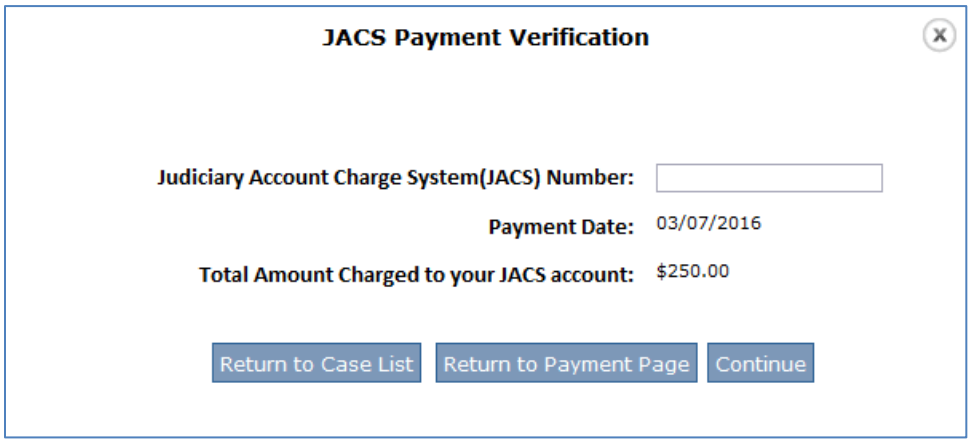
Check the four-(4) certification boxes and click Submit. A Transaction ID will be generated, and you will receive an email confirmation of your filing after you have entered your payment information. If you are exempt from filing fees, a Transaction ID will be generated after clicking Submit and you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



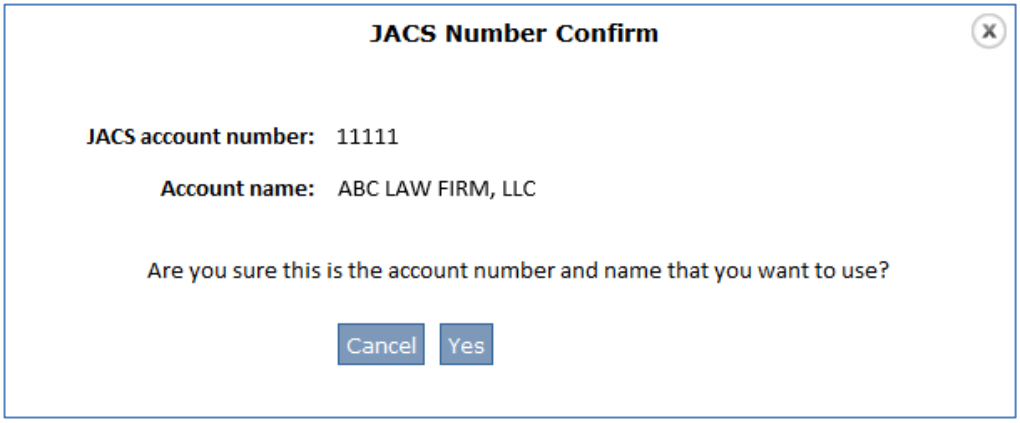
JACS Payment Screens

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

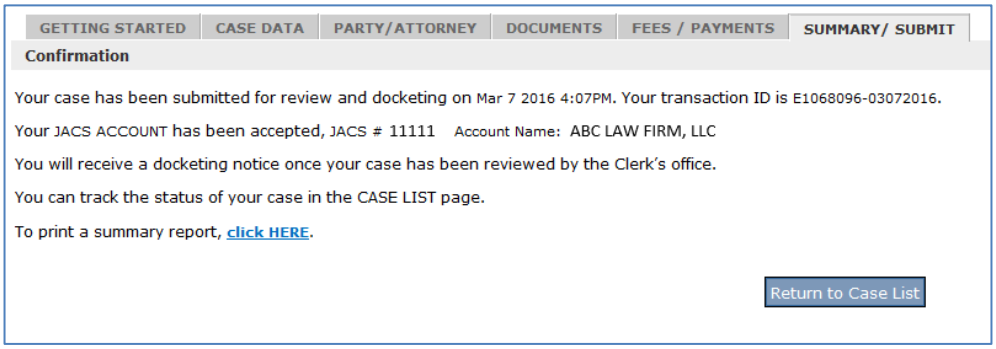
Enter your account number on the JACS Payment Verification popup. Click **Continue**.



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



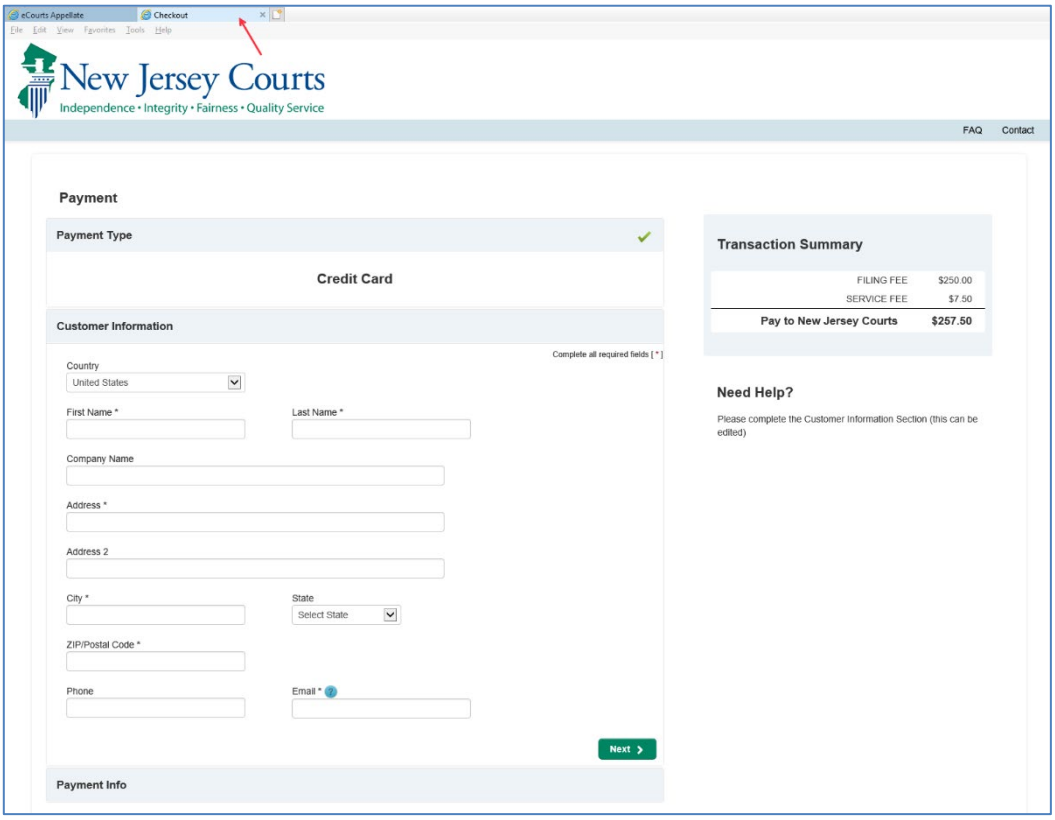
The **Confirmation** page will provide your transaction ID and the JACS account number charged. You will also receive email confirmation of your filing. Click the **Return to Case List** button.



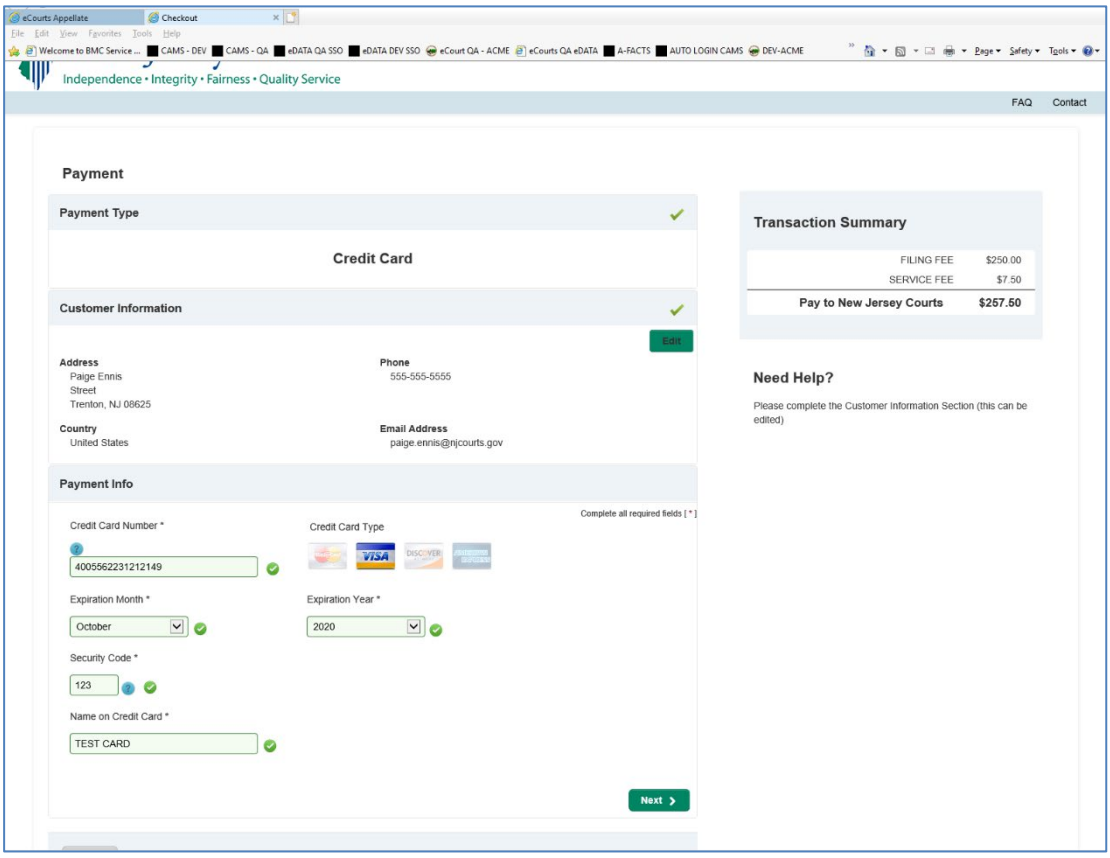
Credit Card Payment Screens

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

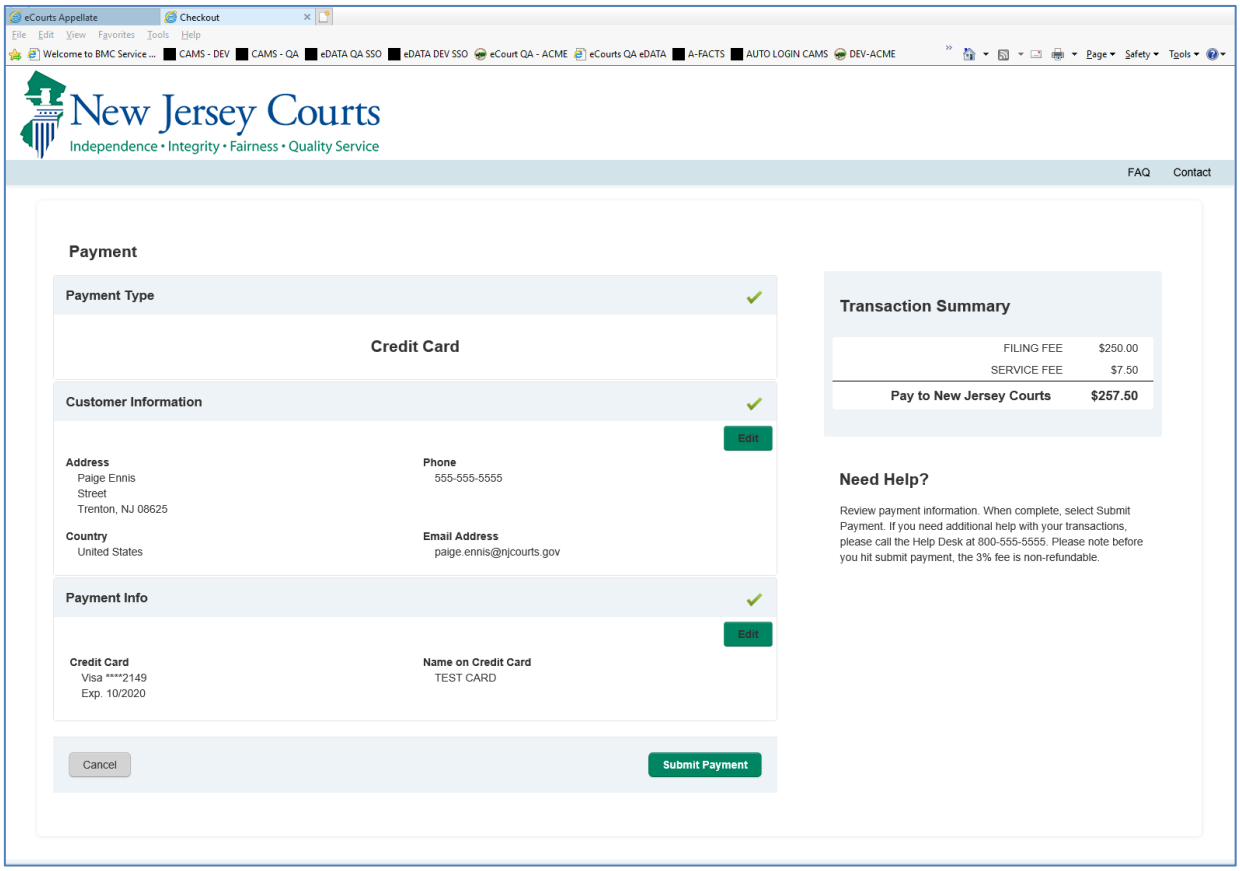
Enter the required information for **Costumer Information** and click next. Required fields are denoted by an asterisk (*)



Once you click next, you will be required to enter the credit card information. Enter the required information and click next

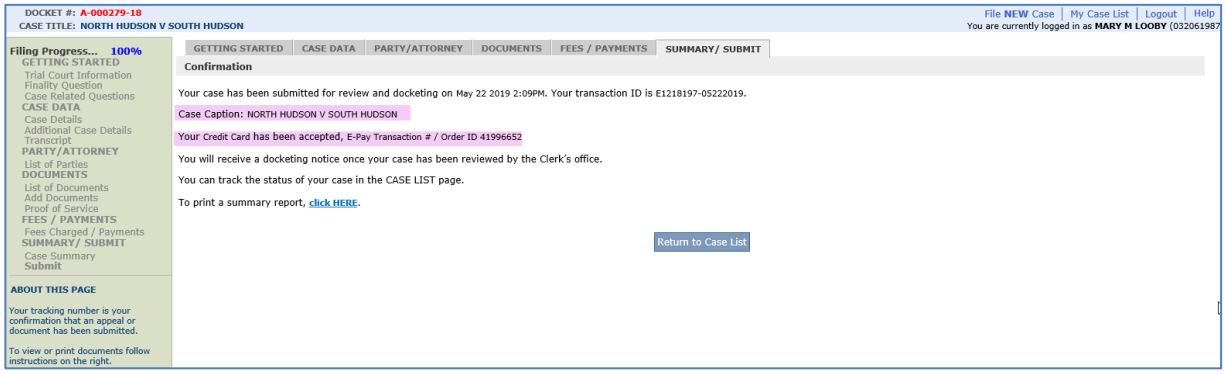


After you click next, you will have the opportunity to review the information. If any of the information is incorrect, you can click on the edit buttons to edit. If all is correct click submit payment. Note: The credit card payment service is unavailable from 11:30 pm until midnight daily. All filings must be submitted prior to 11:30 pm in order to receive the same date of filing.



The system will return a message indicating if your payment was successful.

Click **Continue**. If payment is not successful, please provide the Filing ID number listed when contacting the Appellate eFiling unit.
The **Confirmation** page will provide your transaction ID and the credit card E-Pay transaction number. You will also receive email confirmation of your filing. Click the **Return to Case List** button.



Email Notification of Case Activity

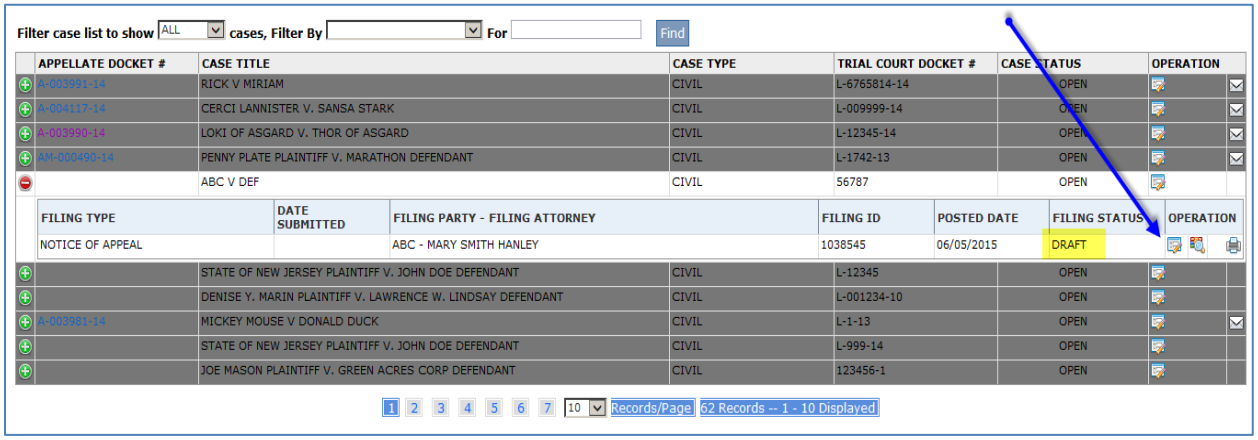
Following any case activity, an email notification with a brief description is sent to all valid email addresses in the case. To view specifics, you will need to log in to eCourts Appellate.

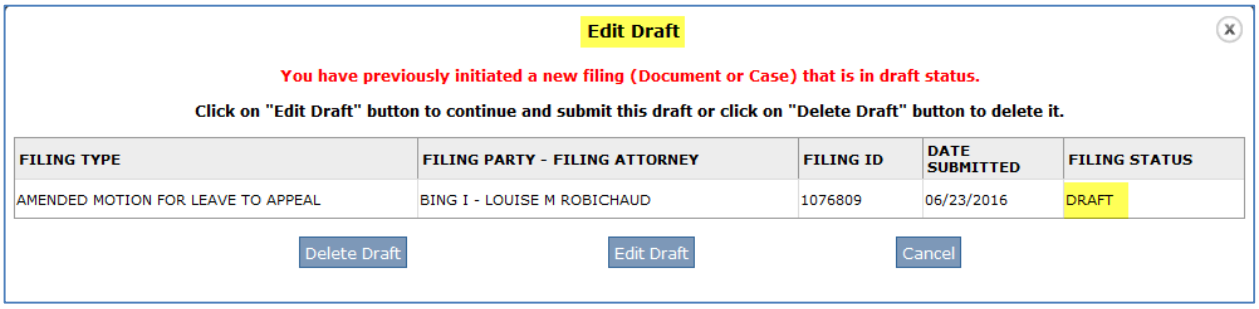
Examples:

1. eCourts Appellate-Submission: A case or document submitted by the filer.
2. eCourts Appellate-Communication: Communication form 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.

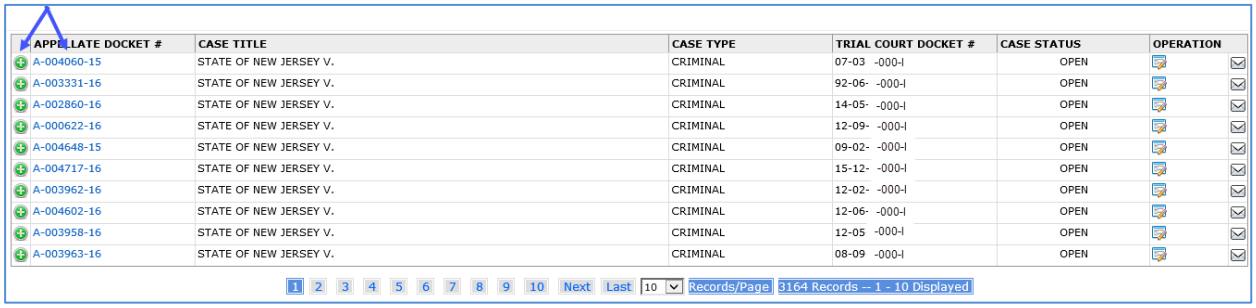




Viewing documents in a Case

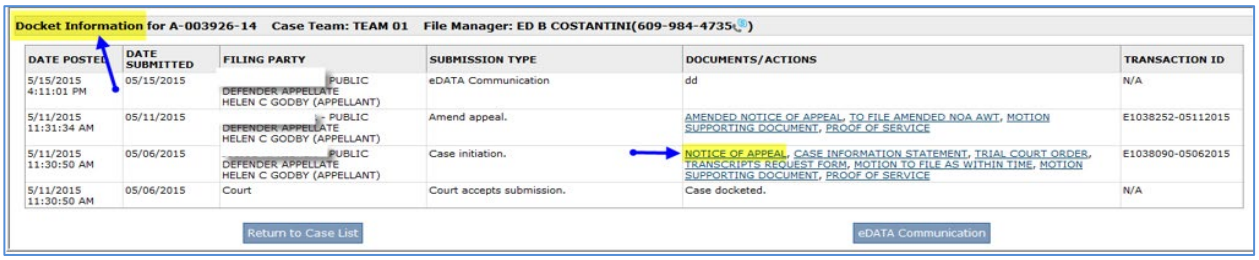
From “My Case List” page, click on sign or click on the docket number link to view filings in a case that has been accepted.

Click on the document link to view actual documents.



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



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

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

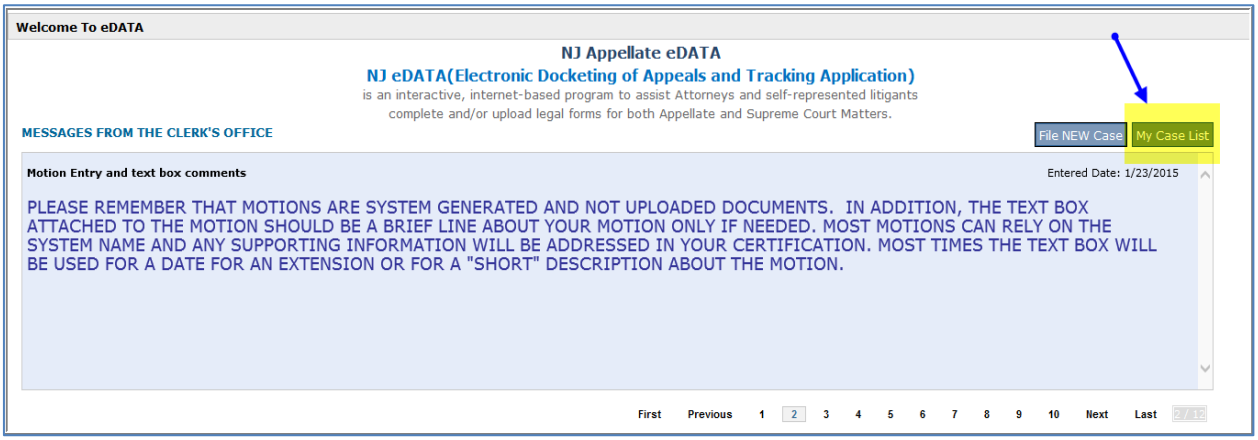
Return to Case List eDATA Communication

Amending an Appeal

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

Log in to eCourts Appellate

Click on My Case List button.



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

Select Case to Edit

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.

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

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

The action below are only associated to the selected party.

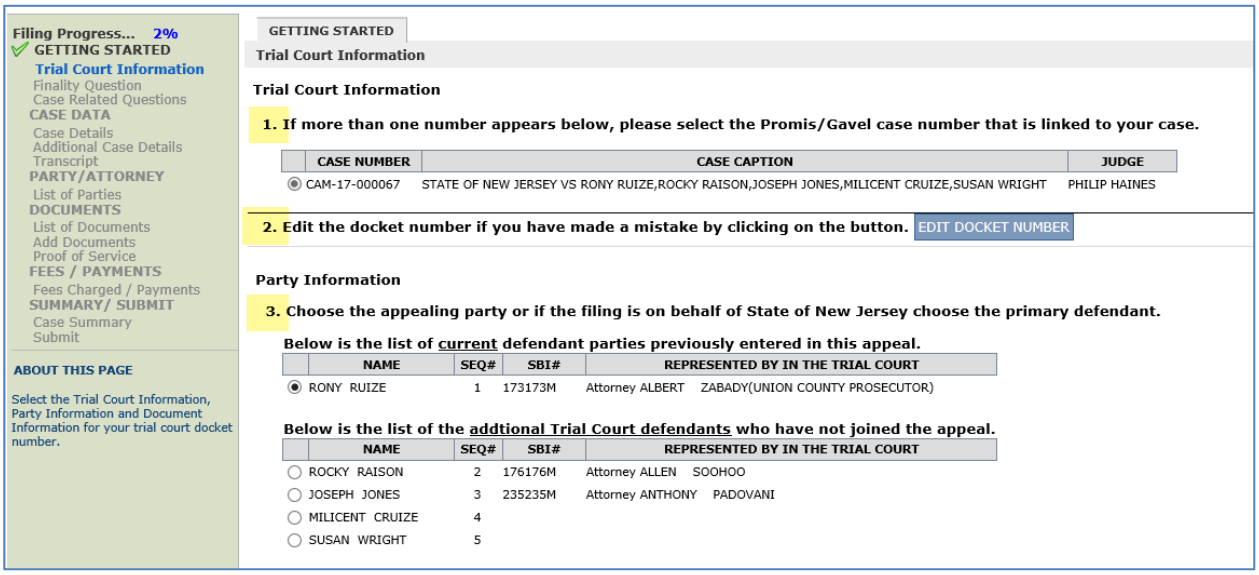
- (●) I am filing an **AMENDED NOTICE OF APPEAL.**
  The system will generate an Amended Notice of Appeal once information is changed.
- ( ) I am adding **DOCUMENTS.**
- ( ) I am adding **SUBSTITUTION OF ATTORNEY.**
- ( ) I am **ADDING/EDITING ATTORNEYS, DESIGNATED OR CO-COUNSEL information** in the current case.
- ( ) I am making **SECURITY DEPOSIT PAYMENT.**
- ( ) I want to **UPDATE CASE SPECIFIC EMAIL ADDRESS** in the current case.

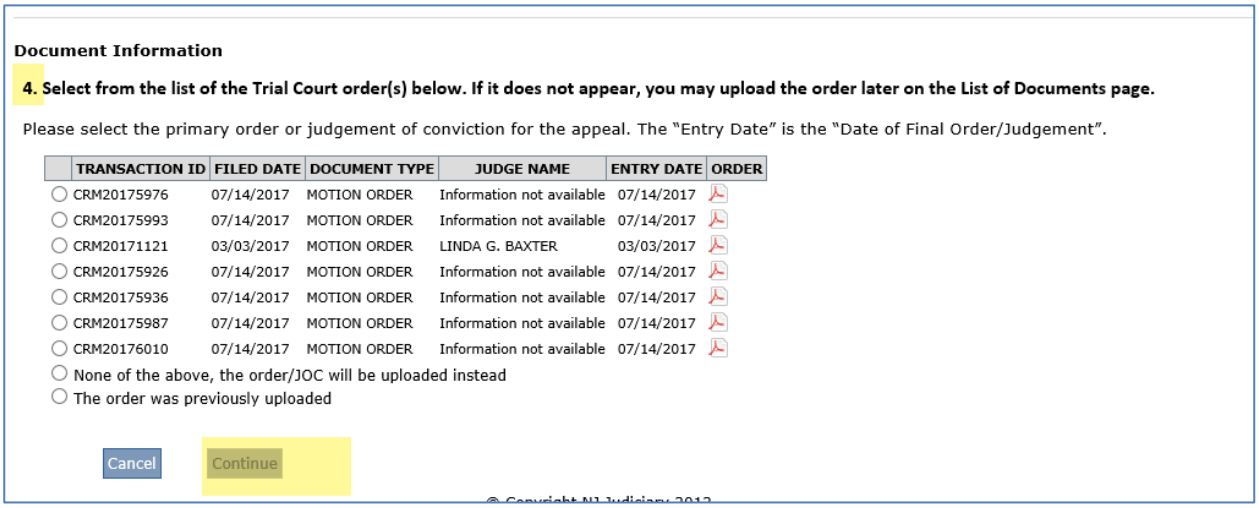
Continue With Your Filing Cancel

Trial Court Information

1. Review the PROMIS/Gavel #
2. If you need to change the docket number click the "EDIT DOCKET NUMBER" button
3. Party information. This will show you which defendant(s) are currently entered in the appeal, and a list of additional trial court defendants that have not joined the appeal. If you need to change the defendant, choose a radio button.

4. Document Information. If you do not need to change your defendant, your Trial court order should have been uploaded with the original appeal. You may choose the radio button "The order was previously uploaded" and continue. If you have changed your defendant you will have to choose a trial court order (if it was entered in eCourts Case Jacket)





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.

Amending case details to reflect correct date of appeal.

444 characters left

Return to Case List | Previous | Continue

Editing Case Data

You will have the opportunity to change the date of final judgment, case caption, and judge on this screen. Then click continue

Filing Progress... 13%
- 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

Trial Court information is entered on this page. Fields with * are required.

Additional trial court information or related Appellate docket numbers may be added on the additional case details screen.

GETTING STARTED | CASE DATA

Case Details - TRIAL COURT

Fields marked with * are REQUIRED.

TRIAL COURT DOCKET# 17-05-00067-A

*DATE OF FINAL ORDER/JUDGMENT 01/02/2019

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
RONY RUIZE

3966 characters left

☐ SENTENCE ONLY. Check this box if the issue(s) on this appeal focus only on the sentence imposed? See R. 2:9-1

☐ 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 CRIMINAL

*CASE CATEGORY ACCUSATION

*TRIAL COURT COUNTY CAMDEN

*TRIAL COURT JUDGE PHILIP E. HAINES

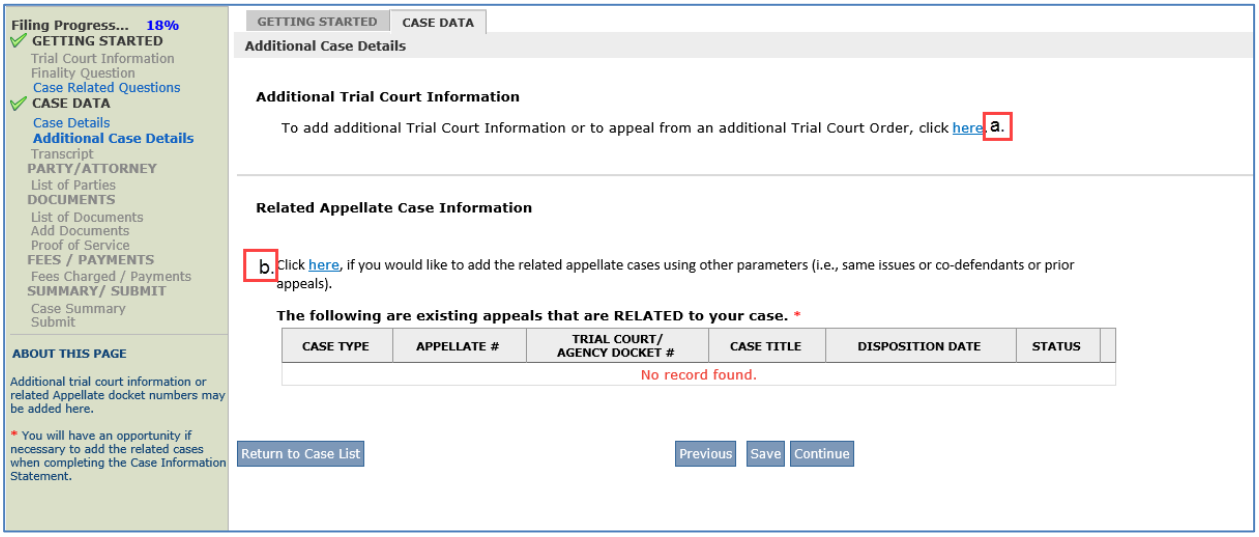
Judge Name from the Trial Court: PHILIP HAINES

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

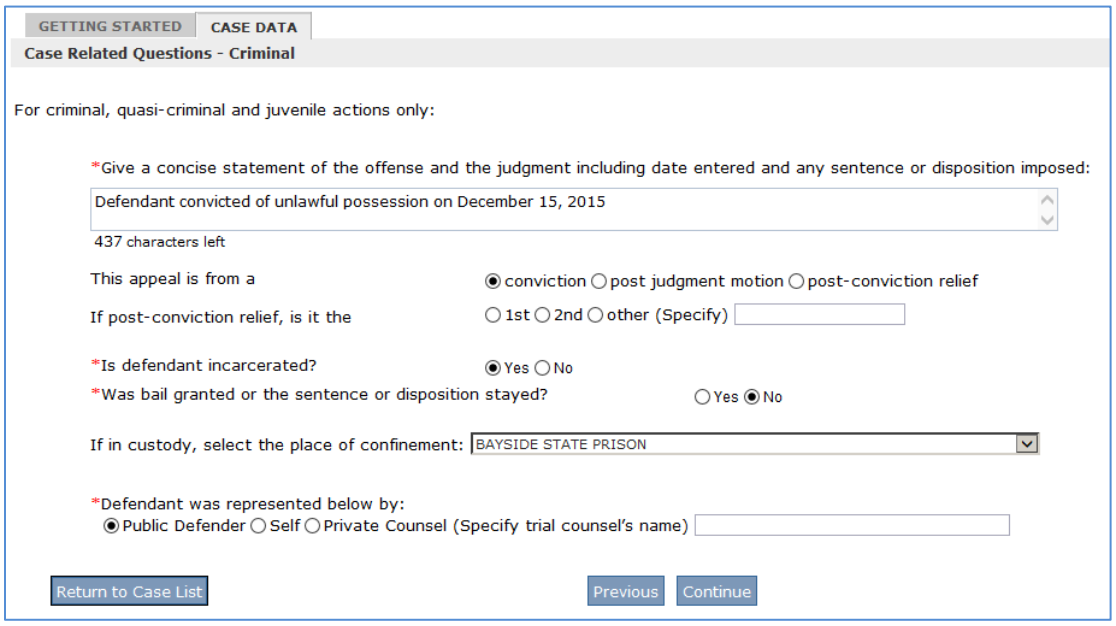
Additional Case Details

a. Click here to add additional Trial court information.
b. Click here to add related appellate case. If you changed the Docket Number you MUST complete this action to move on.



Editing Case Related Questions

Edit any information on this screen if applicable.



Transcript Request Form

If in the original appeal you chose that you are not ordering transcripts, but now you need to add transcripts in your possession, this page will allow you to do so.

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 or adding the dates of those in my possession.

☐ 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: Standard (30 Days) - Original $4.29 per page; Copy $0.72 per page

**** These time Frames are for the completion of the transcript. Delivery may add a day or two to your receipt of the transcript. The prices above are effective through June 30,2020. You may request to use a transcript agency that accepts credit cards.**

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

Instructions for court reporter or agency, or to request a particular transcription 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.**

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/AGENCY	CHECK BOX TO ORDER TRANSCRIPT	OR SELECT REASON FOR NOT ORDERING	
11/07/2018	ARRAIGNMENT	PHILIP E. HAINES V	☐	TRANSCRIPT IN ATTORNEY POSSESSION	+

Cancel Save

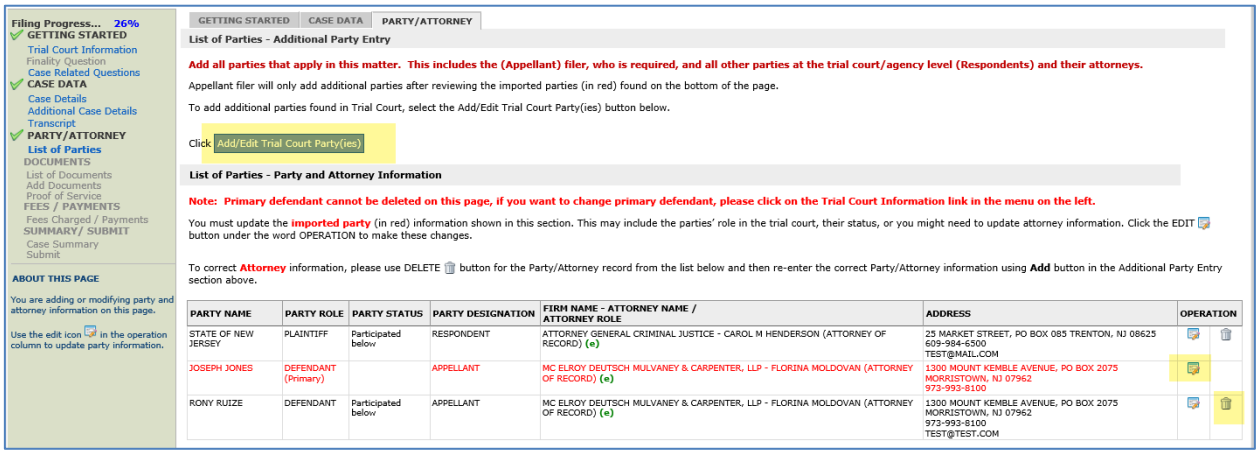
When ordering transcripts for appeal through the eCourts Appellate eFiling system, it is not necessary to upload those documents. **Do Not** upload your copy of the transcript(s) received from the transcript office into system. The Clerk's office will automatically upload the ordered transcripts when 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.

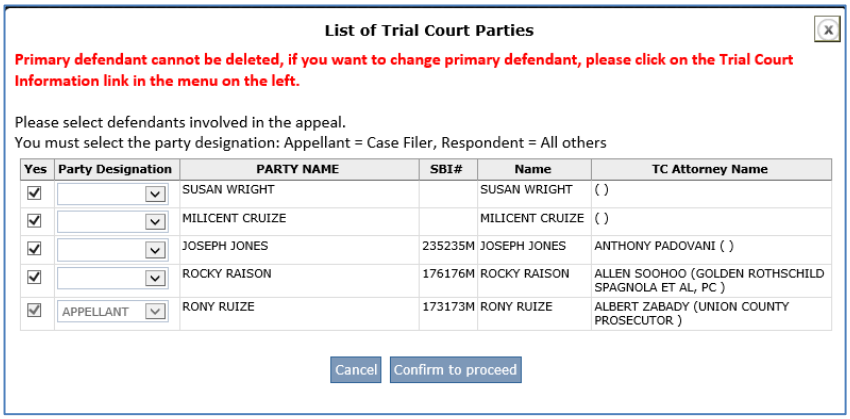
Editing Party Information

If you chose a new defendant from the Trial Court Information page, it will be in red and you will need to edit the party to be able to move on.

If you need to delete a party that is NOT the primary defendant, they will have a trash can next to their name. Click that and the party will be deleted.

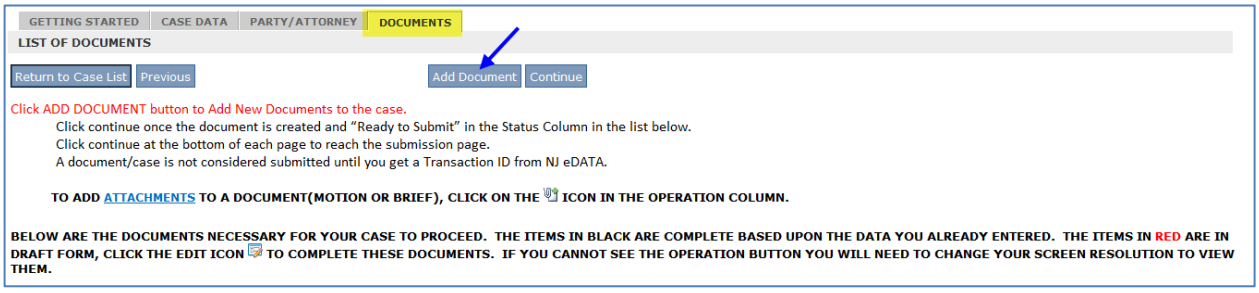


If you need to add additional parties choose the "ADD/EDIT TRIAL COURT PARTY(IES)" button. A list of additional defendants will pop up. Check off each defendant you would like to include in this appeal and choose their party designation. Click confirm to proceed

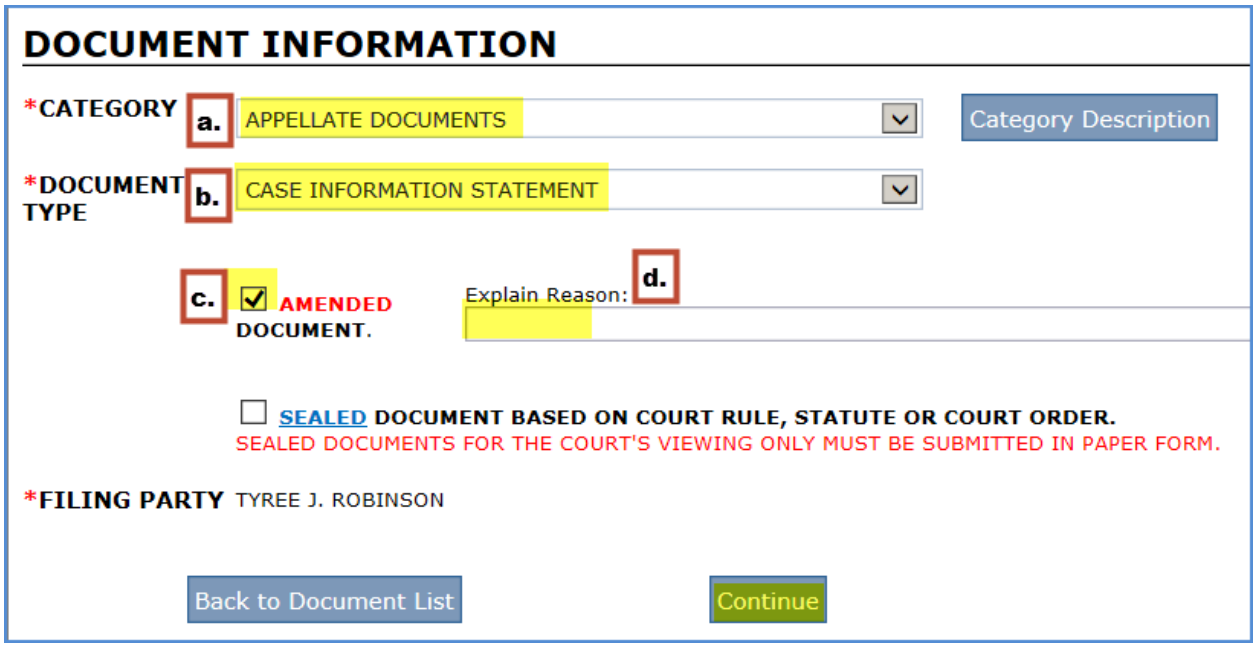


Amended Case Information Statement

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



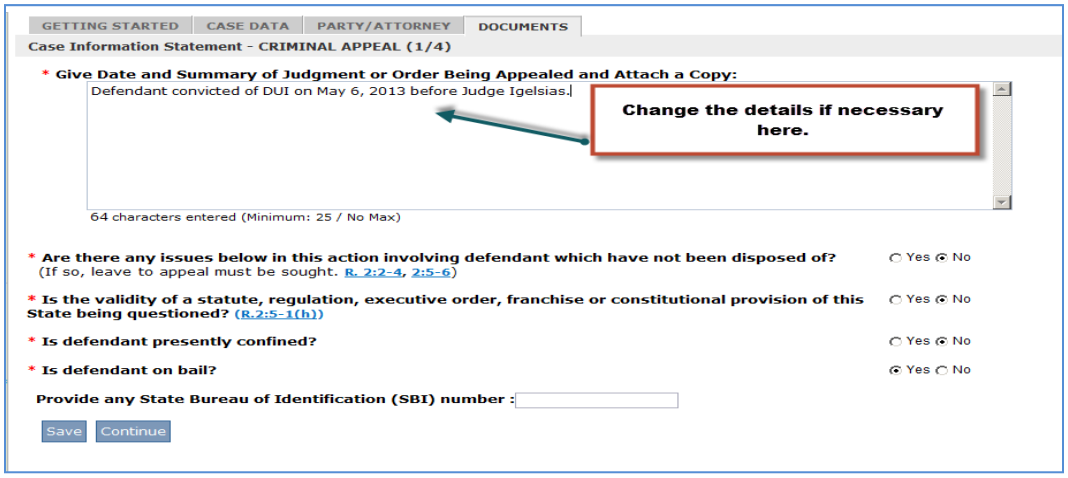
a. Category - select Appellate Documents.
b. Document Type – select Case Information Statement.
c. Check the Amended Box.
d. Explain the reason and click Continue.



Editing Details within the Case Information Statement

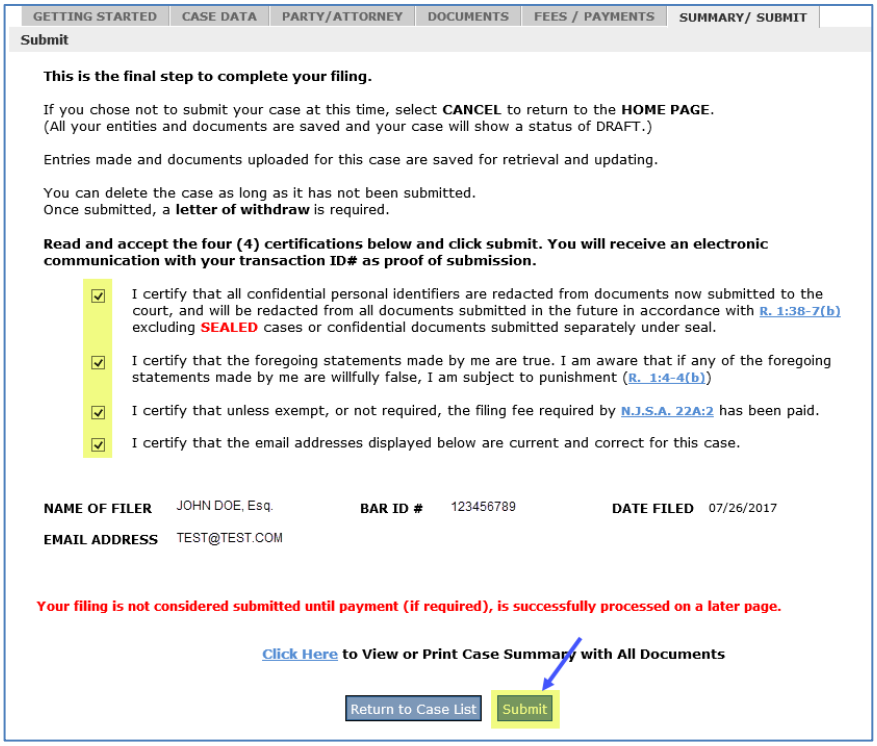
For any changes in the case data (i.e., case title, docket number, party changes), details in the CIS document may need to be changed. Change the details if necessary here. (If you changed the primary defendant, all information will be wiped out, and you will need to re-enter it).

Edit each page of the CIS if necessary. If you added additional parties 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

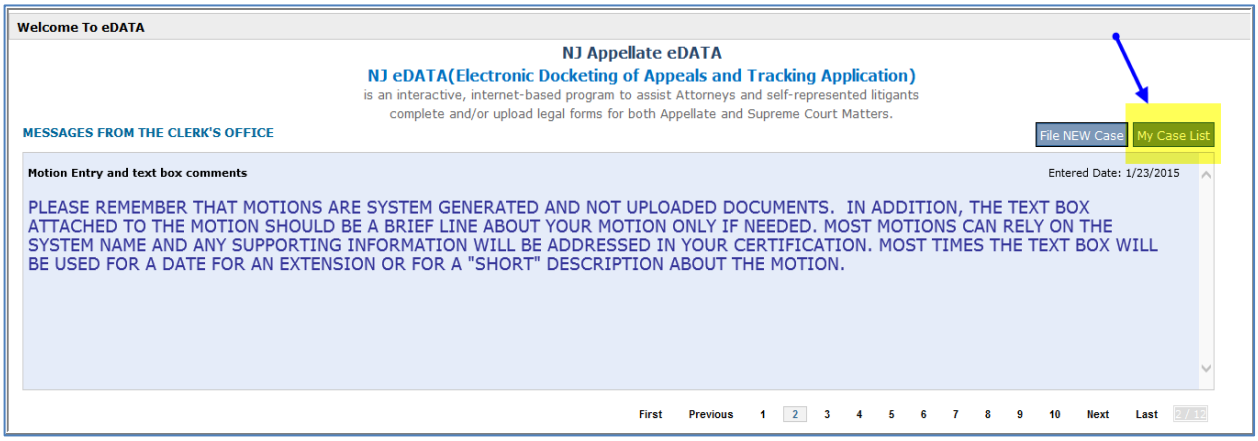
You will click through several more pages to get to the submit page. Check the four-(4) certification boxes and click Submit. A Transaction ID will be generated, and you will receive an email confirmation of your filing.



Filing a Motion on Pending Case

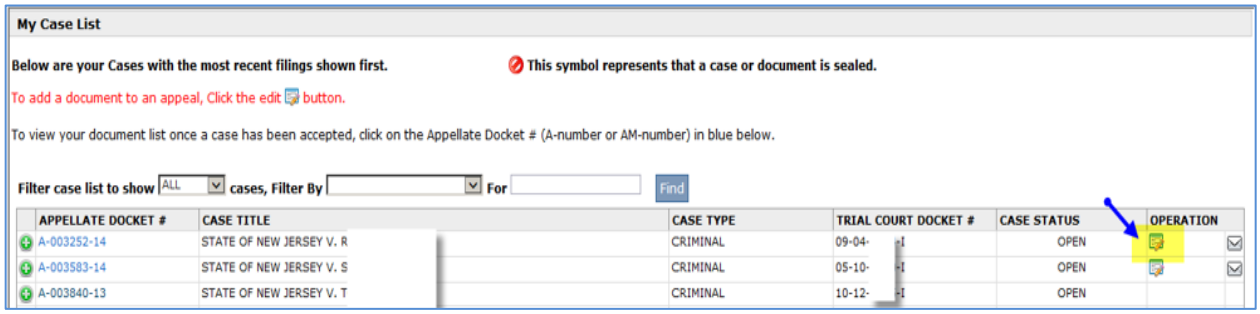
Log in to eCourts Appellate

Click on My Case List button.



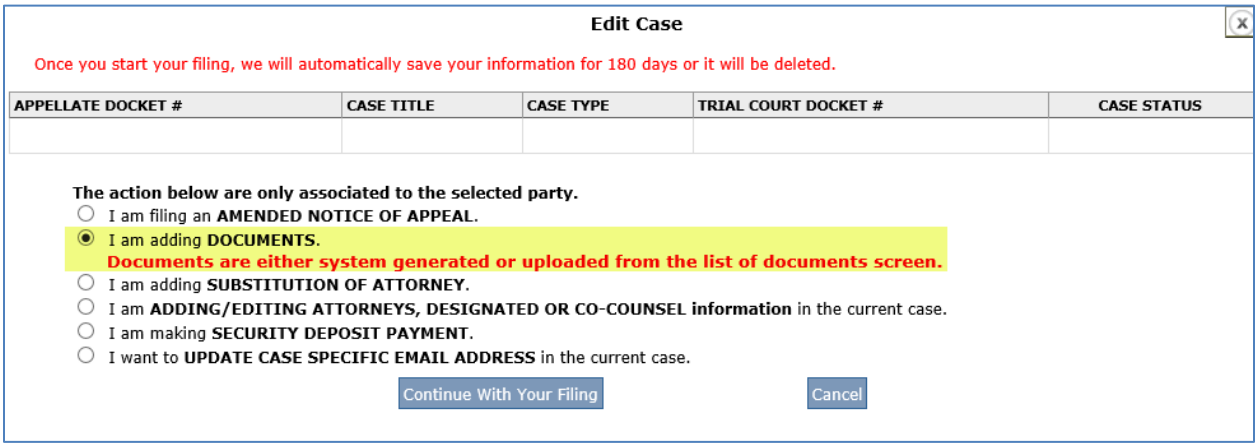
Select Case to Edit

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

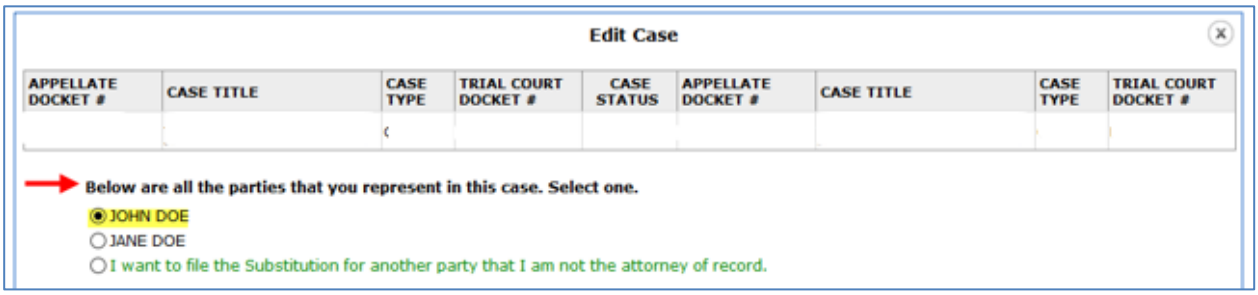


Select the Filing Type

Click the radio button for **I am adding DOCUMENTS**. Click continue with your filing.

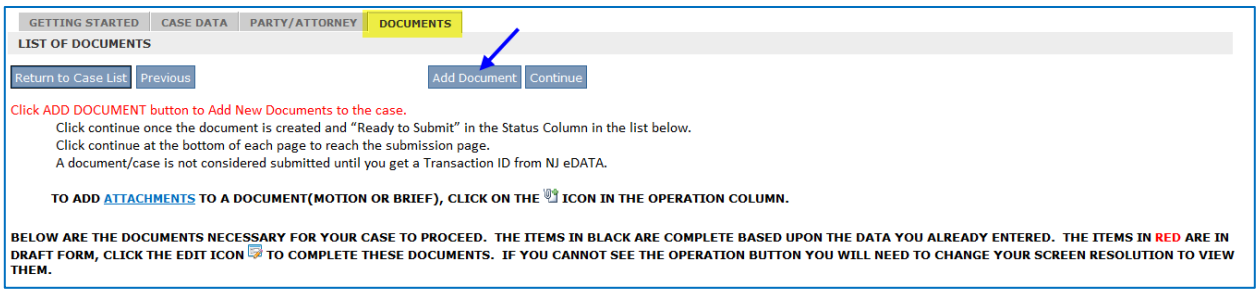


If you represent multiple parties, the system will allow you to select only one party name. If the document you are filing applies to both parties, select the radio button for the lead party (the first party entered) in the case. Select **I am adding documents** and click continue with your filing.



Add Document

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



Document Information

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

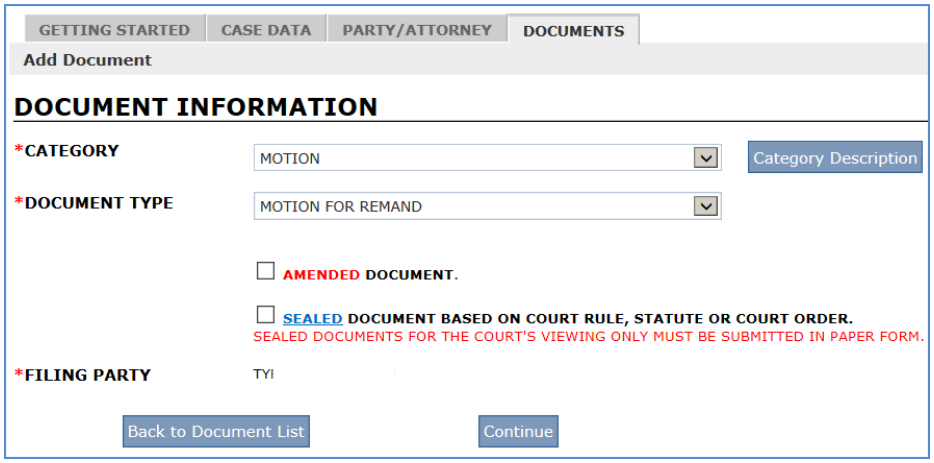
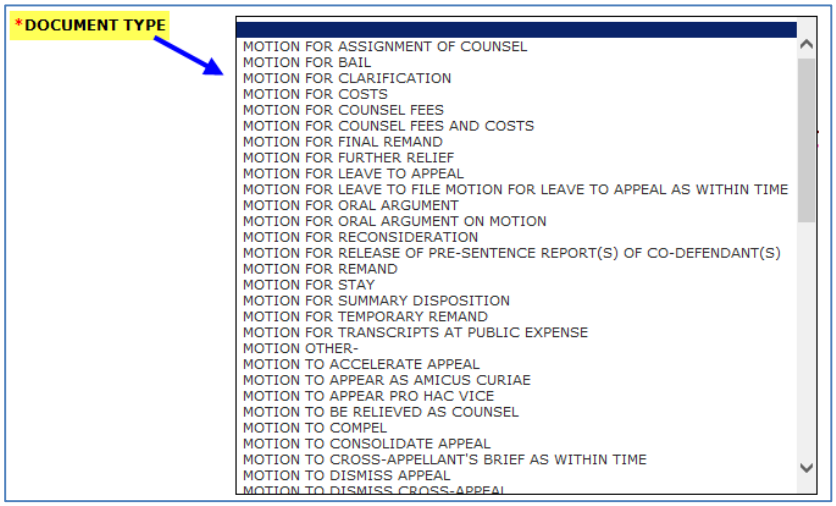
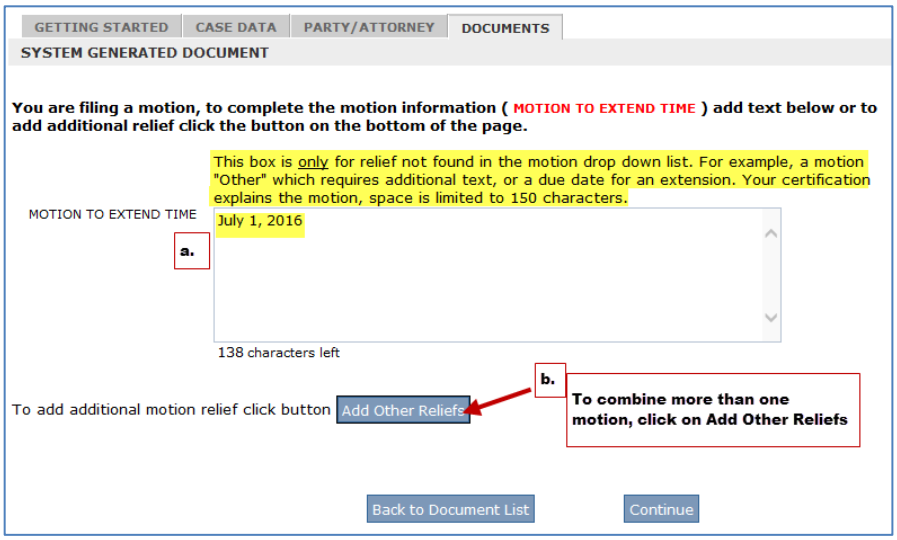


Figure 2: Motion Document Type



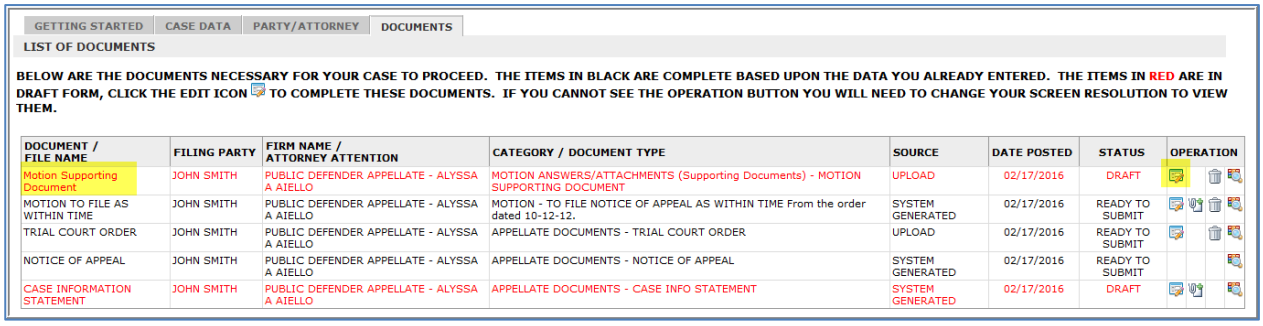
Motion Text

a. Add additional wording 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.

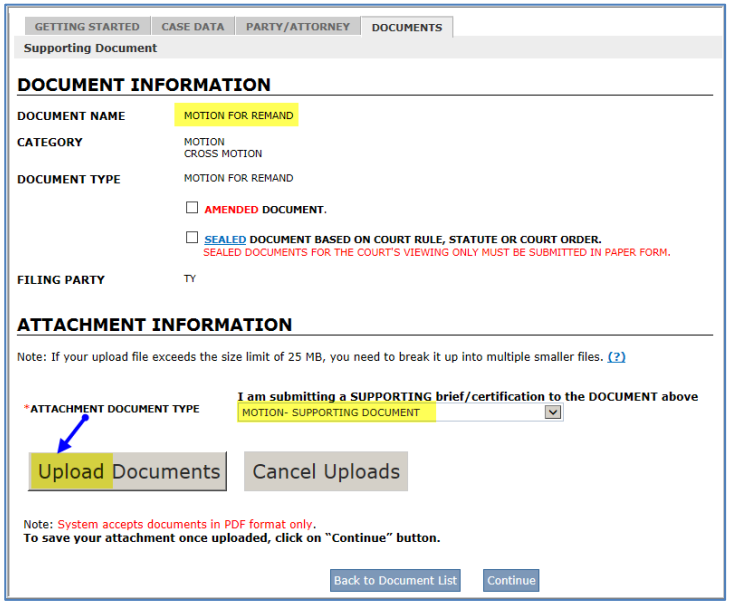


Upload Supporting Document

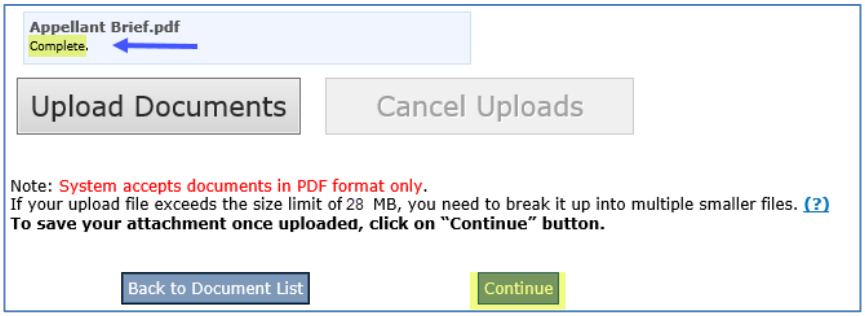
The motion requires supporting documentation, click the Edit button to upload.



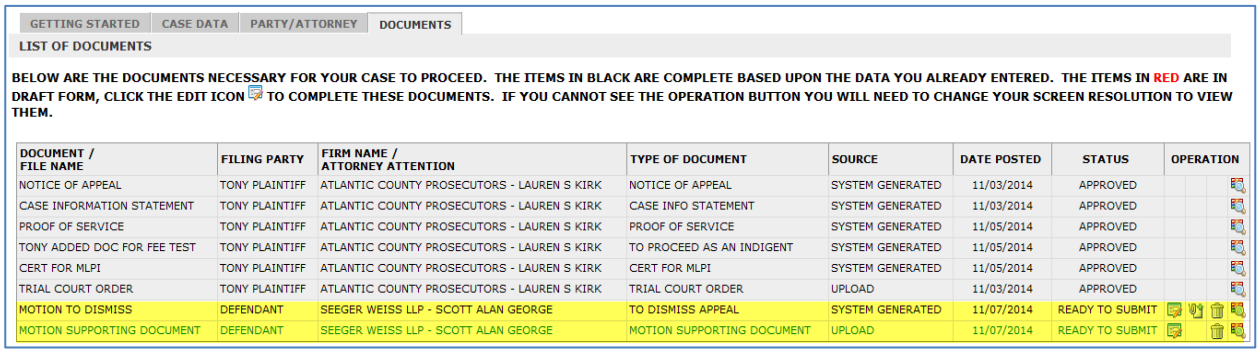
Click Upload Documents.



Upload is complete when the box indicating success or complete appears. If internet connection is slow wait for it to complete, do not cancel. Then click continue to return back to your document list

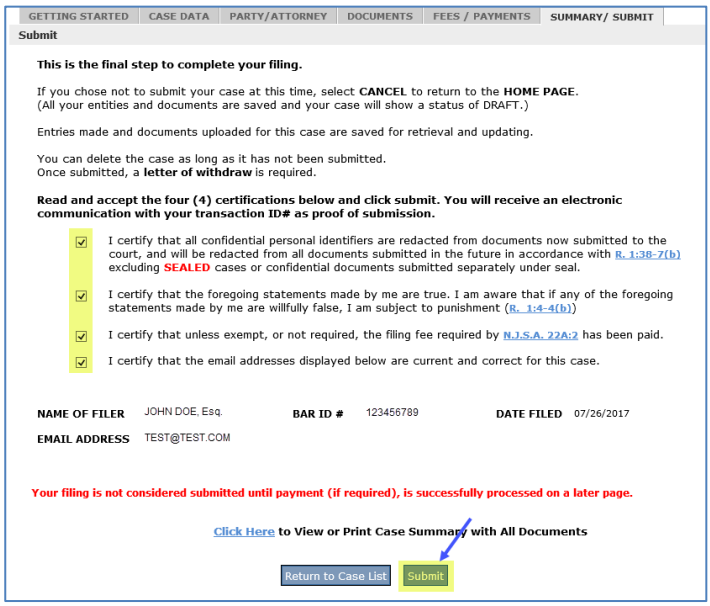


If you do not need to add anymore documents, click continue. Items that are complete and ready for submission indicate the same in the status column.



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

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



Transcripts

Filing Transcripts

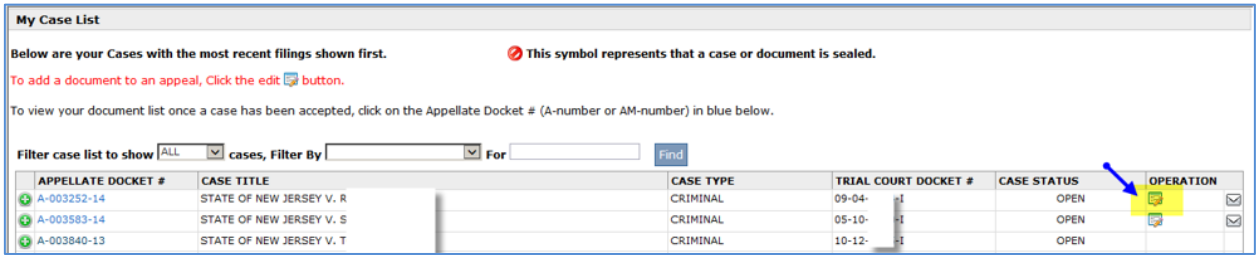
Transcripts that are ordered with the notice of appeal through a transcript request form are submitted to the court by the court reporter, or transcription agency through a CD. Transcripts are then uploaded to the Appellate Case Management system by the Clerk's office and synched to eCourts Appellate. Please do not submit the three additional transcript copies until you receive your scheduling order. Your adversary will have access to the transcripts through eCourts Appellate.

If transcripts are in your possession you will have 30 days from the time the appeal has been filed to upload them into eCourts Appellate.

Ordering Transcripts After Appeal is Submitted

Select Case to Edit

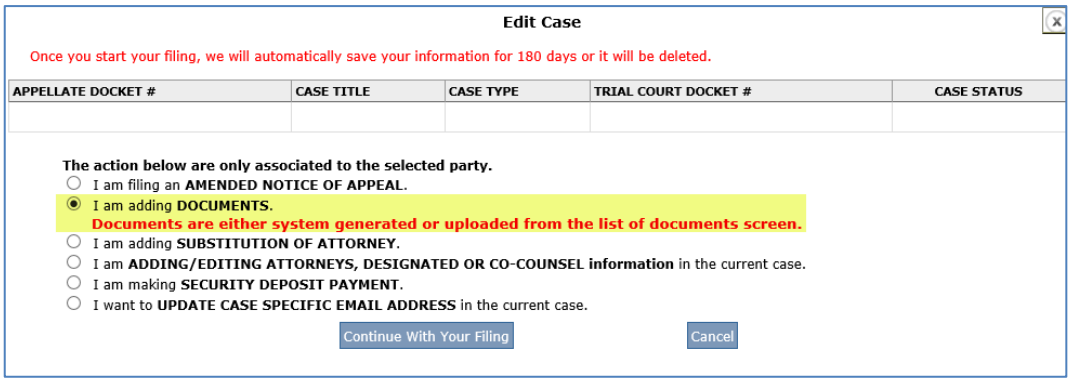
Click on Edit button for the case you want to order transcripts.



Select the Filing Type

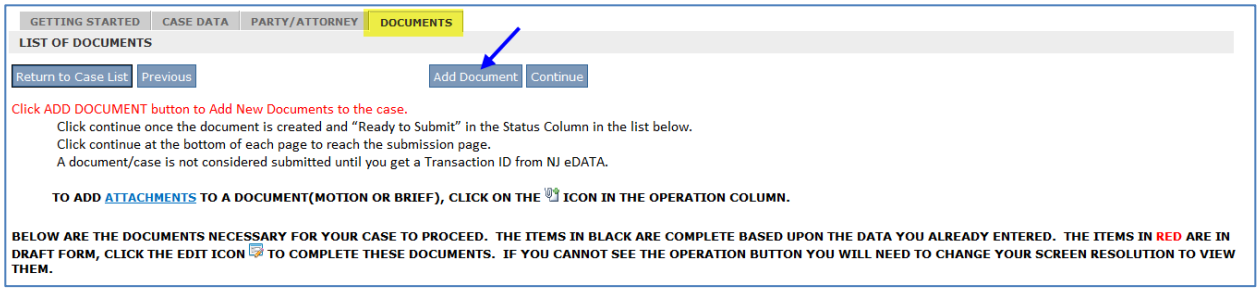
Click the radio button for **I am adding DOCUMENTS**. Click continue with your filing.

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



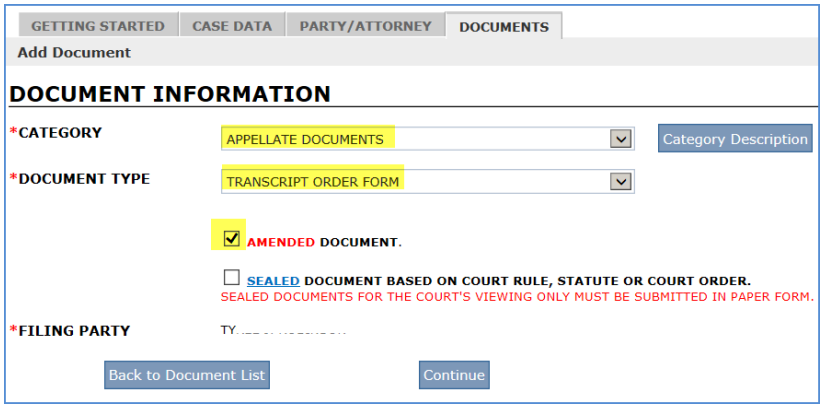
Add Document

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



Document Information

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



Transcript Request Form Verification

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

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

Transcript Request Form Verification

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

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

○ I am not ordering transcripts because

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

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

Indicate the delivery schedule for your transcript request:

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

Instructions for court reporter or agency:

1000 characters left

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

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

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

TRANSCRIPT OFFICE: MERCER

Add New Hearing Date

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

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

Cancel Save

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

GETTING STARTED | CASE DATA | PARTY/ATTORNEY | DOCUMENTS

LIST OF DOCUMENTS

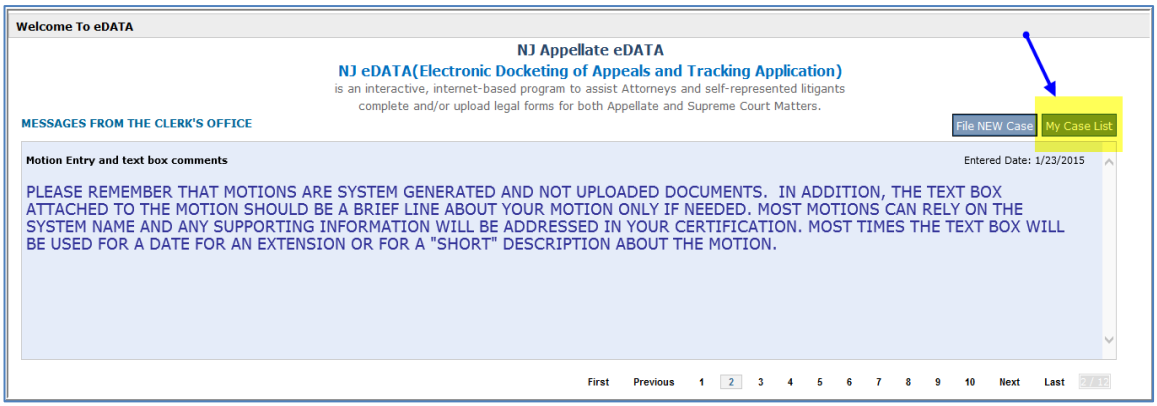
BELOW ARE THE DOCUMENTS NECESSARY FOR YOUR CASE TO PROCEED. THE ITEMS IN BLACK ARE COMPLETE BASED UPON THE DATA YOU ALREADY ENTERED. THE ITEMS IN RED ARE IN DRAFT FORM, CLICK THE EDIT ICON TO COMPLETE THESE DOCUMENTS. IF YOU CANNOT SEE THE OPERATION BUTTON YOU WILL NEED TO CHANGE YOUR SCREEN RESOLUTION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

DOCUMENT / FILE NAME	FILING PARTY	FIRM NAME / ATTORNEY ATTENTION	CATEGORY / DOCUMENT TYPE	SOURCE	DATE POSTED	STATUS	OPERATION
TRANSCRIPT REQUEST-AMENDED	R E	PUBLIC DEFENDER APPELLATE - HELEN C GODBY	APPELLATE DOCUMENTS - TRANSCRIPT ORDER FORM	SYSTEM GENERATED	05/21/2015	READY TO SUBMIT	
PROOF OF SERVICE	R E	MARY SMITH HANLEY - MARY SMITH HANLEY	APPELLATE DOCUMENTS - PROOF OF SERVICE	SYSTEM GENERATED	05/15/2015	APPROVED	

Filing Briefs

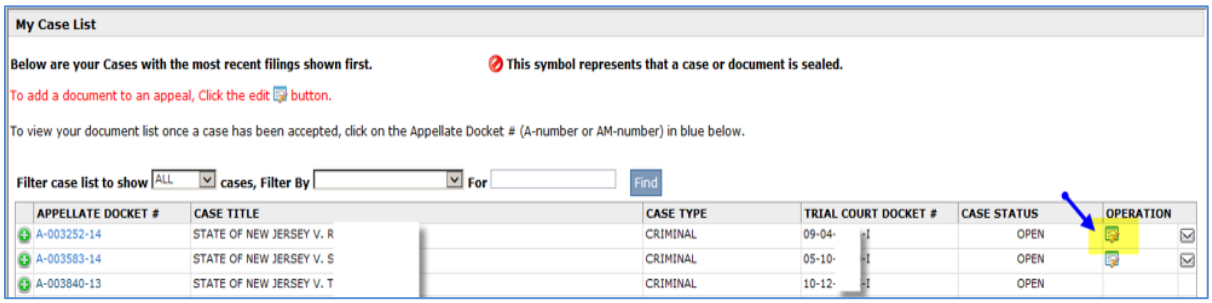
Log in to eCourts Appellate

Click on My Case List button.



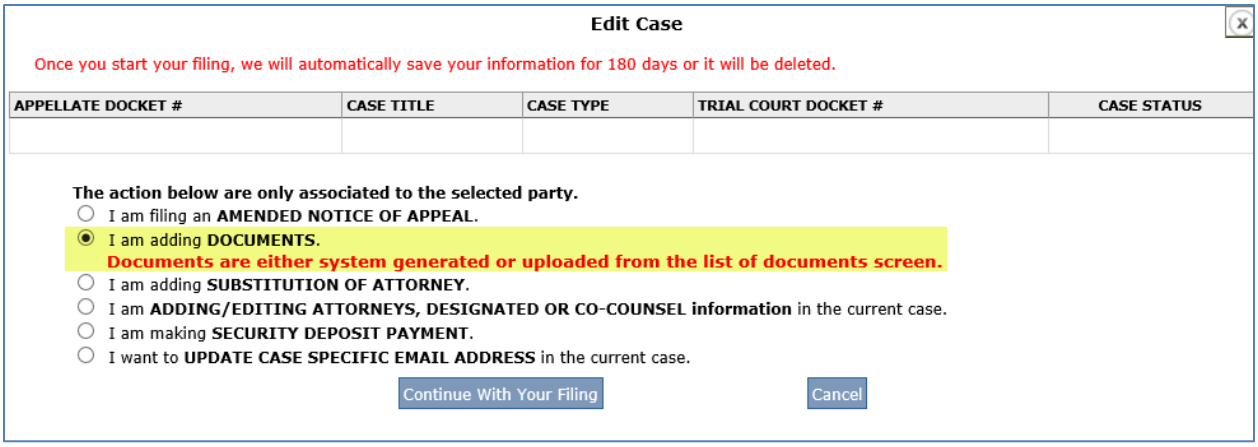
Select Case to Edit

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

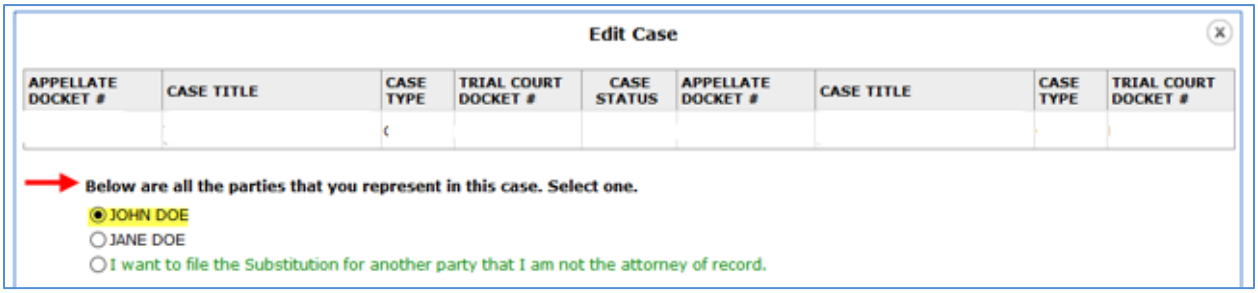


Select the Filing Type

Click the radio button for **I am adding DOCUMENTS**. Click continue with your filing.

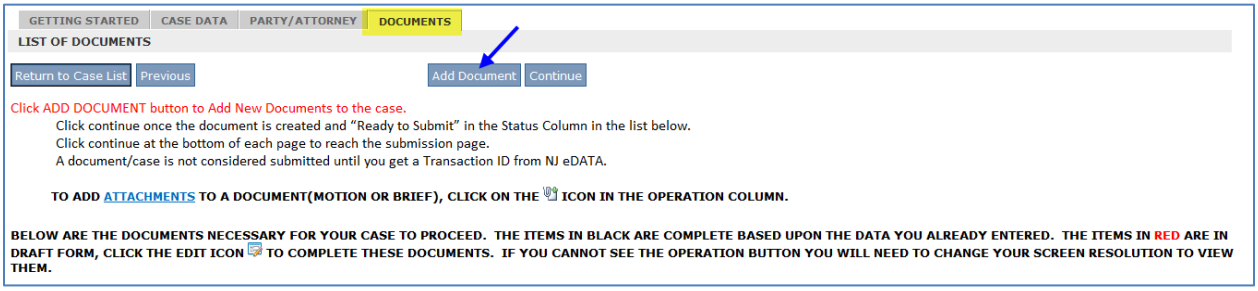


If you represent multiple parties, the system will allow you to select only one party name. If the document you are filing applies to both parties, select the radio button for the lead party (the first party entered) in the case. Select **I am adding documents** and click continue with your filing.



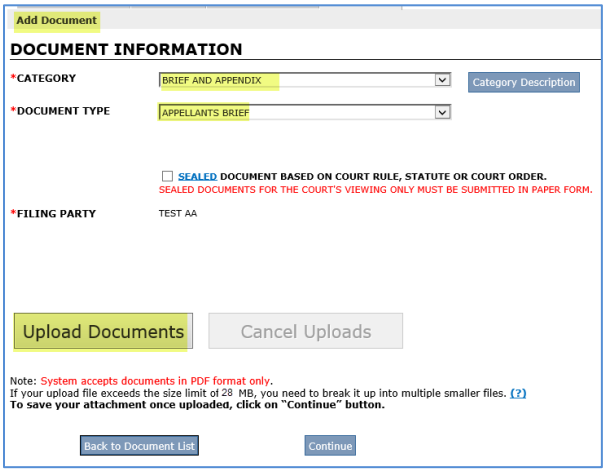
Add Document

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



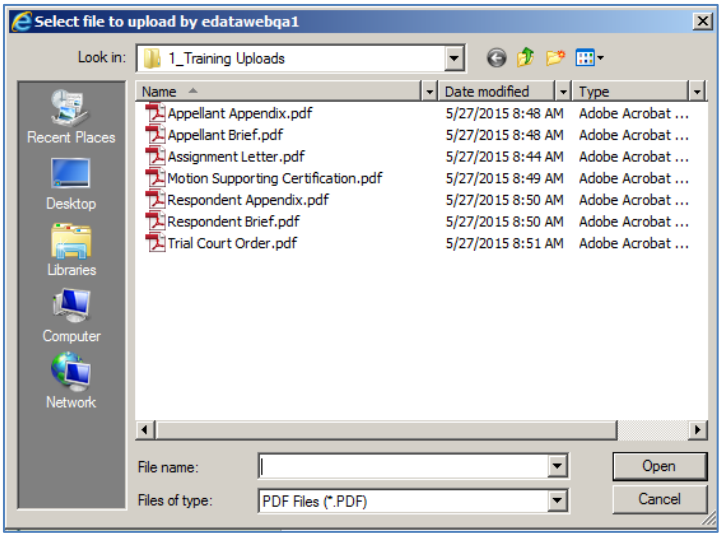
Document Information

a. CATEGORY – select Brief and Appendix.
b. DOCUMENT TYPE – select the Appellants Brief or Respondents Brief, which ever applies. If combined, select Brief and Appendix. It is suggested that you file your brief and appendix as separate documents. That way if there is a typo in a brief you won't have to rescan the appendix if they were previously combined.
c. Click Upload Documents.

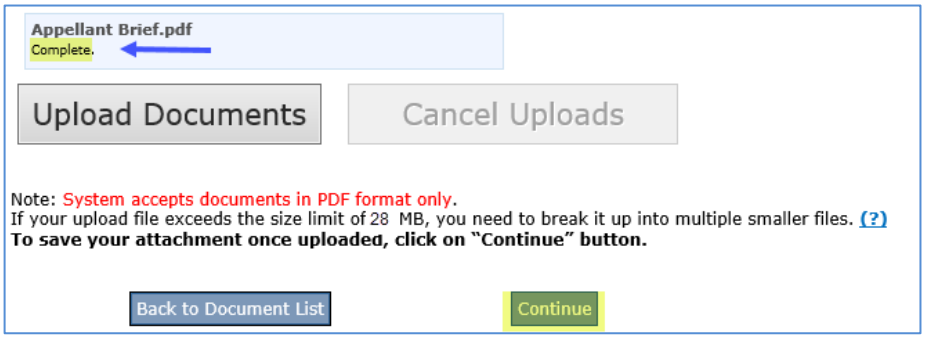


Upload Documents

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

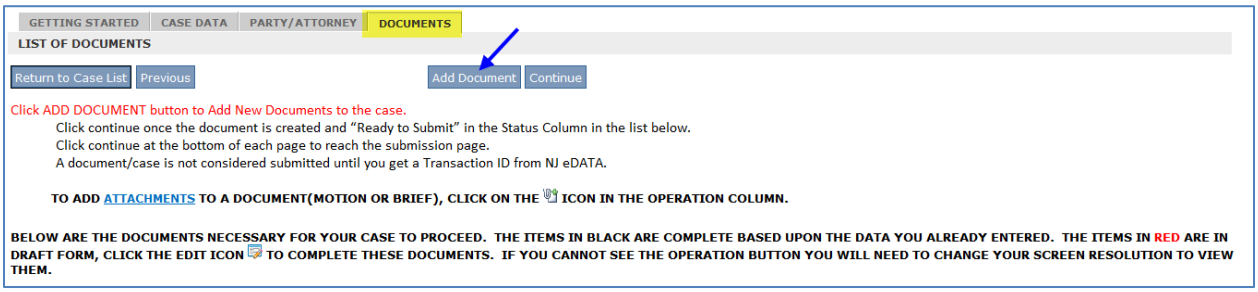


Upload is complete when the box indicating success or complete appears. If internet connection is slow wait for it to complete, do not cancel.



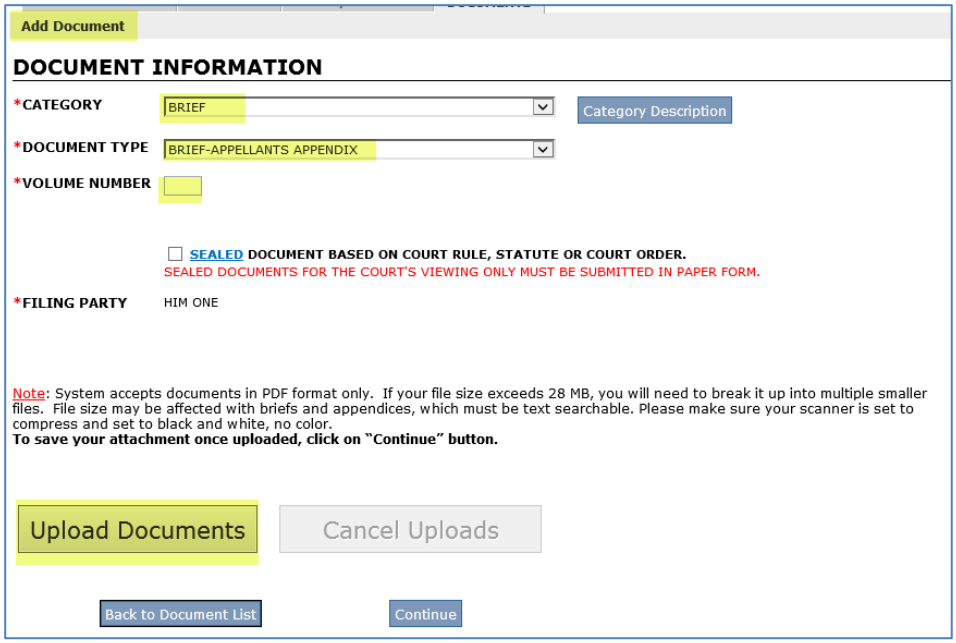
Adding Appendices

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

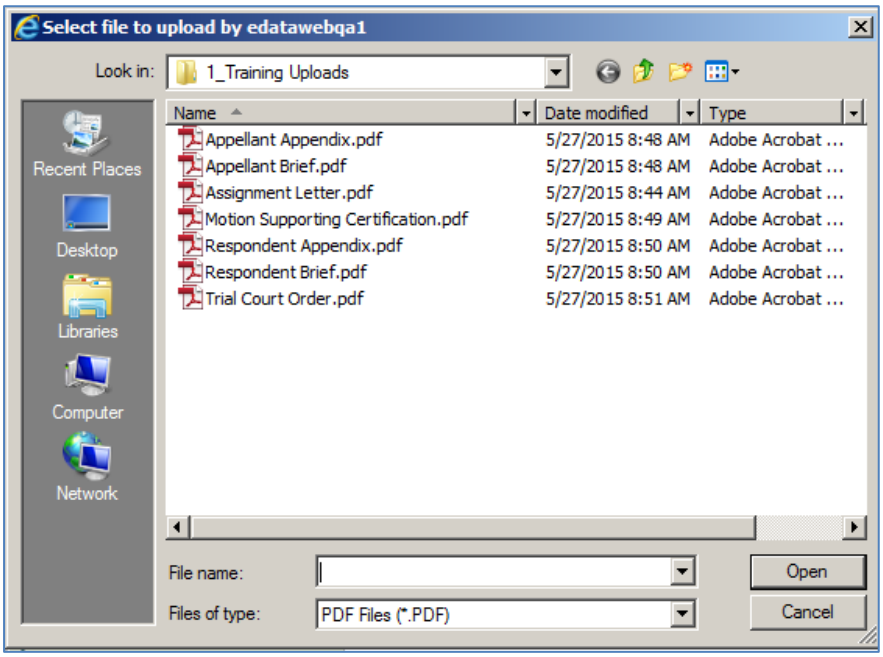


Document Information

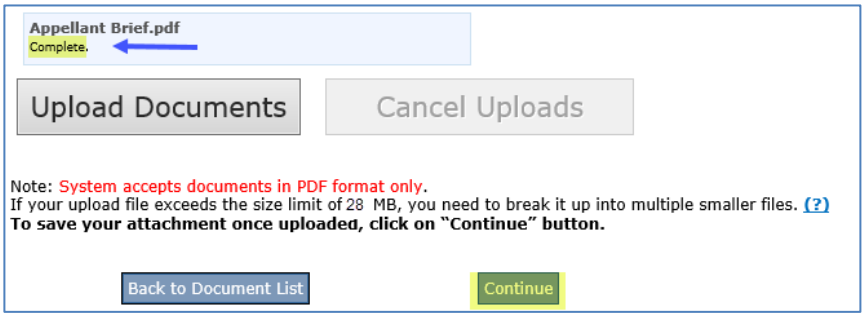
a. CATEGORY – select Brief and Appendix.
b. DOCUMENT TYPE – select the Appellants Appendix or Respondents Appendix, which ever applies.
c. Enter the Volume Number
d. Click Upload Documents.



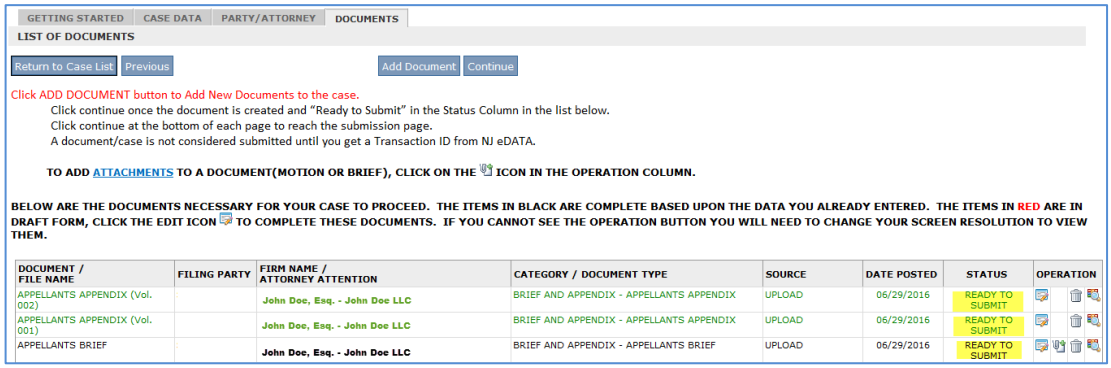
Go to the location of the file on your machine and double click the document. All uploaded documents must be in .pdf format.



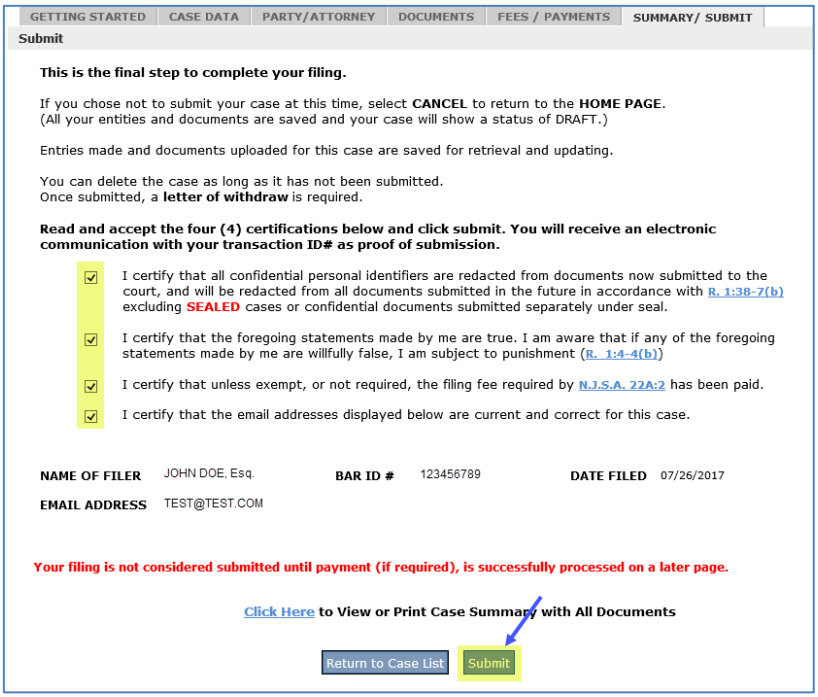
Upload is complete when the box indicating success or complete appears. If internet connection is slow wait for it to complete, do not cancel. Once complete, click continue. Repeat these steps to add additional appendices.



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



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



Brief Copies

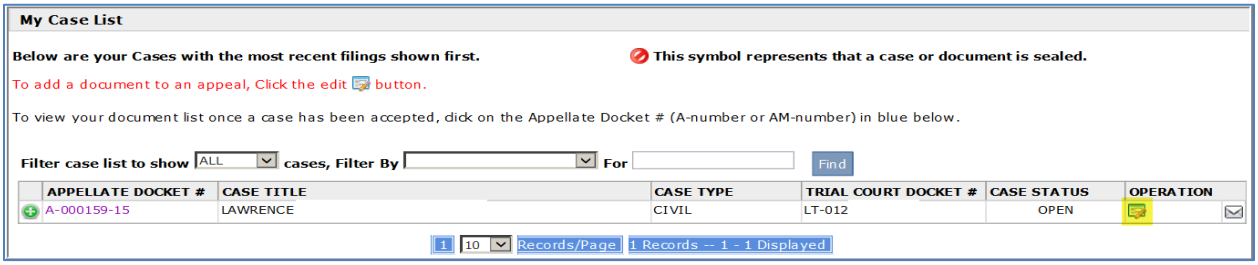
Once the brief is reviewed, the case manager will either approve the document or advise of a deficiency. Once approved, a filed stamp is applied. You will be notified by your case manager via an eCourts Appellate communication to print the 3 copies and forward them to the court.

Adding Designated Counsel/Co-Counsel/Consolidated Attorney

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

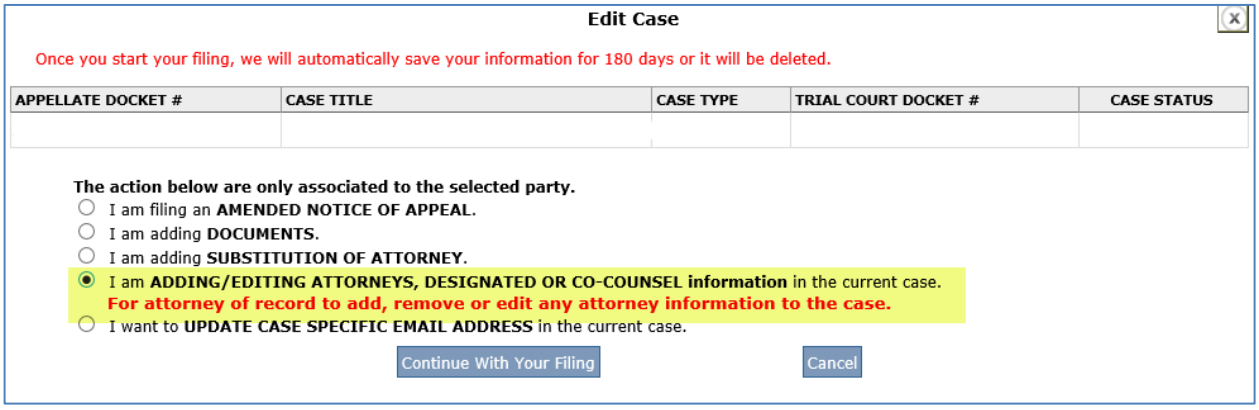
Use this when you want to add another attorney from your firm or an outside firm as co-counsel. This will give that attorney access to the case but the filer will remain the attorney of record.

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

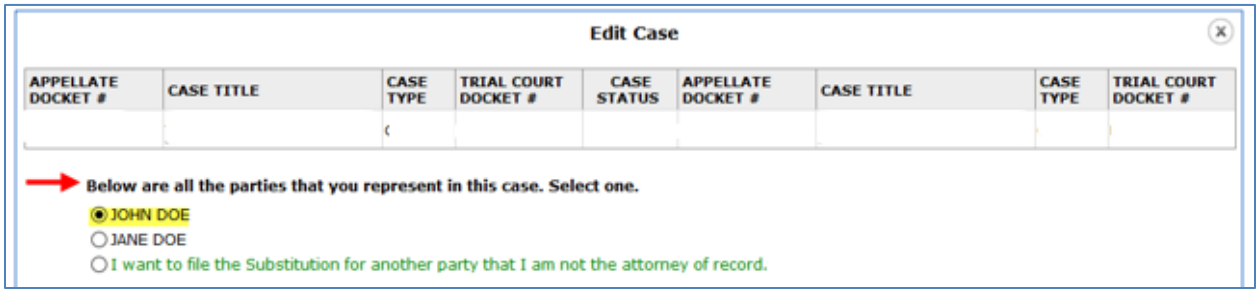


Select Filing Type

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

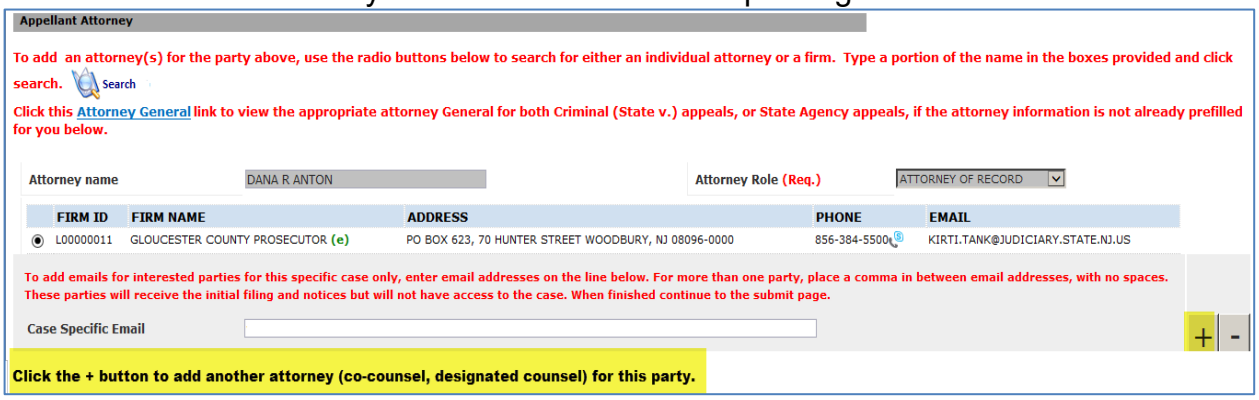


If you represent multiple parties, the system will allow you to select only one party name. To add designated or co-counsel you will need to submit a filing for each individual party. Select **I am Adding/Editing Attorneys, Designated or Co-Counsel** and click continue with your filing.

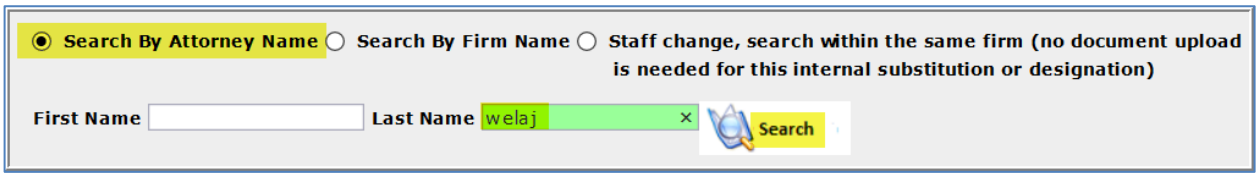


Edit Party

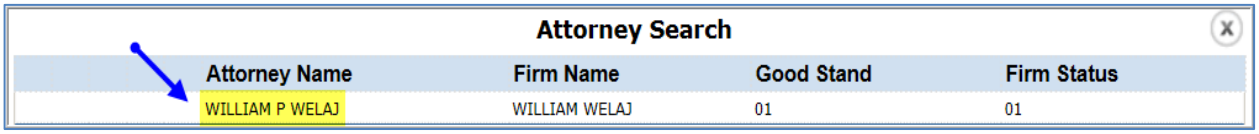
Scroll down to the attorney information and click the plus sign.



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

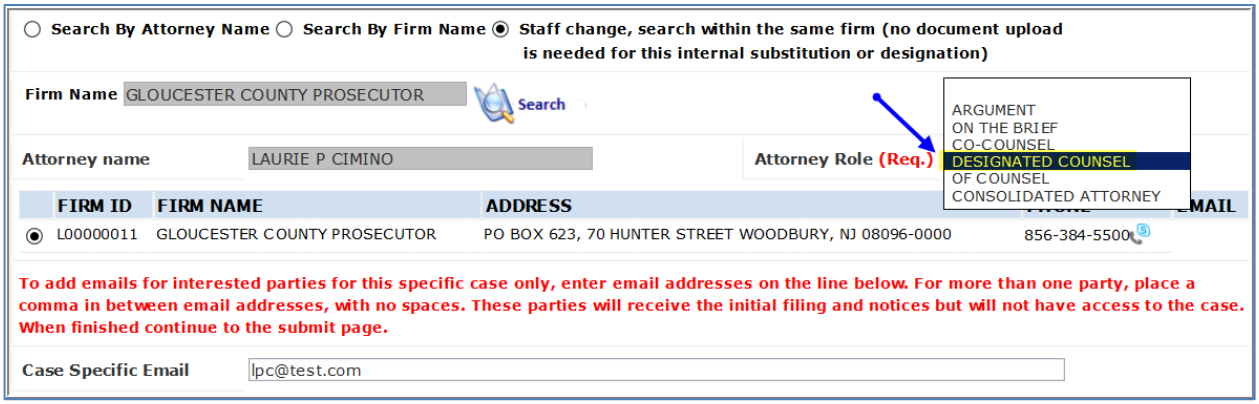


Double click on the Attorney's name.



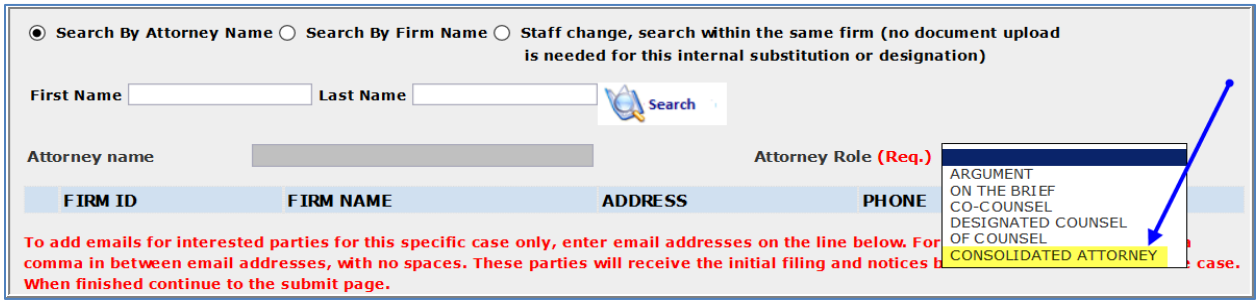
Confirm the attorney information and select the Attorney Role from the dropdown menu. If the attorney in not registered with eCourts Appellate or has not updated their email in their profile, you are required to enter their email address in the case specific email field.

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



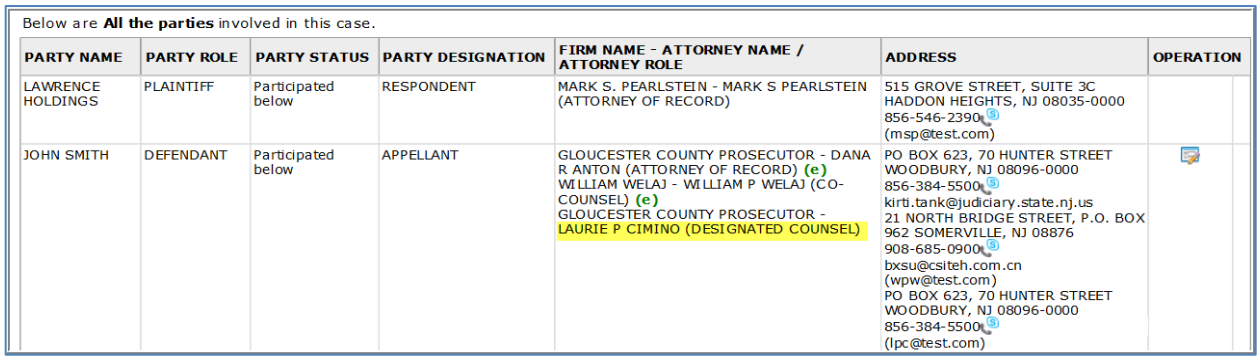
Consolidated Attorney

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



Review the Filing

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



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

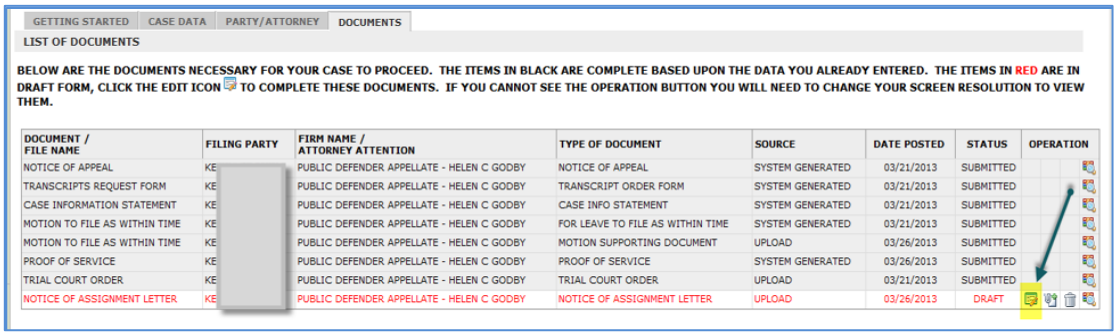
PARTY NAME	PARTY ROLE	PARTY STATUS	PARTY DESIGNATION	FIRM NAME - ATTORNEY NAME / ATTORNEY ROLE	ADDRESS	OPERATION
LAWRENCE HOLDINGS	PLAINTIFF	Participated below	RESPONDENT	MARK S. PEARLSTEIN - MARK S PEARLSTEIN (ATTORNEY OF RECORD)	515 GROVE STREET, SUITE 3C HADDON HEIGHTS, NJ 08035-0000 856-546-2390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

Upload Assignment Letter

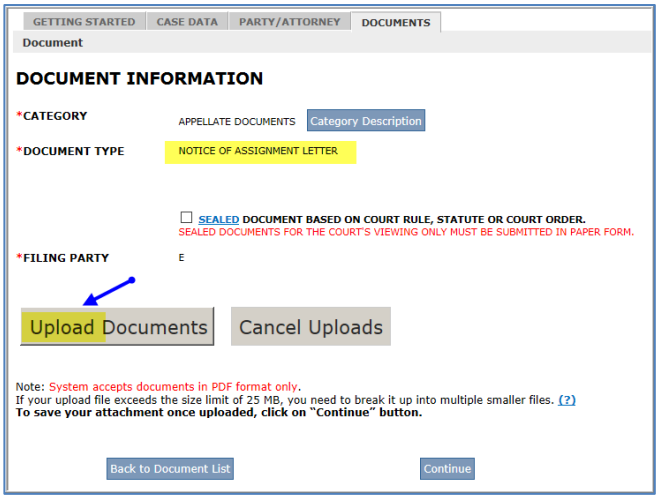
An assignment letter or letter regarding co-counsel status is required for attorneys outside your firm. The system will require the supporting documentation be uploaded.

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

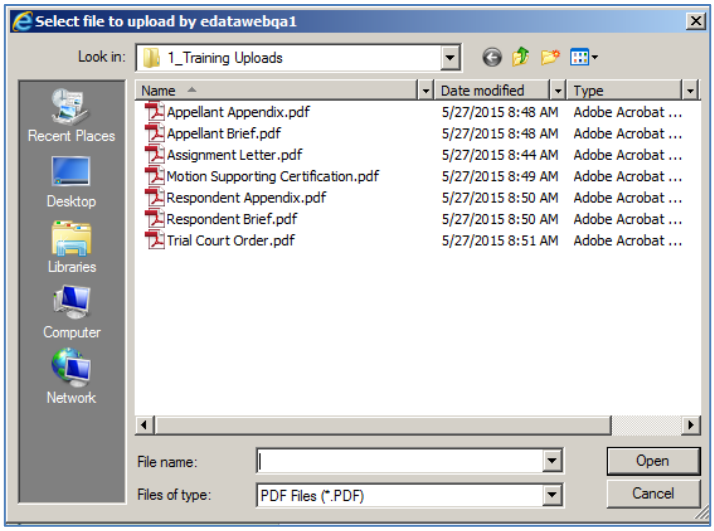
To upload the Assignment Letter click on edit button.



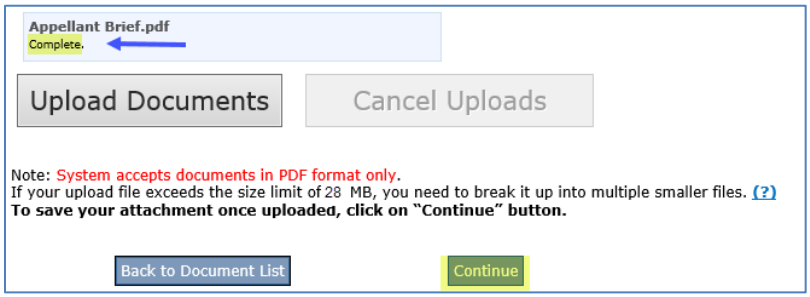
The document information on this filing type is pre-filled, click Upload Documents.



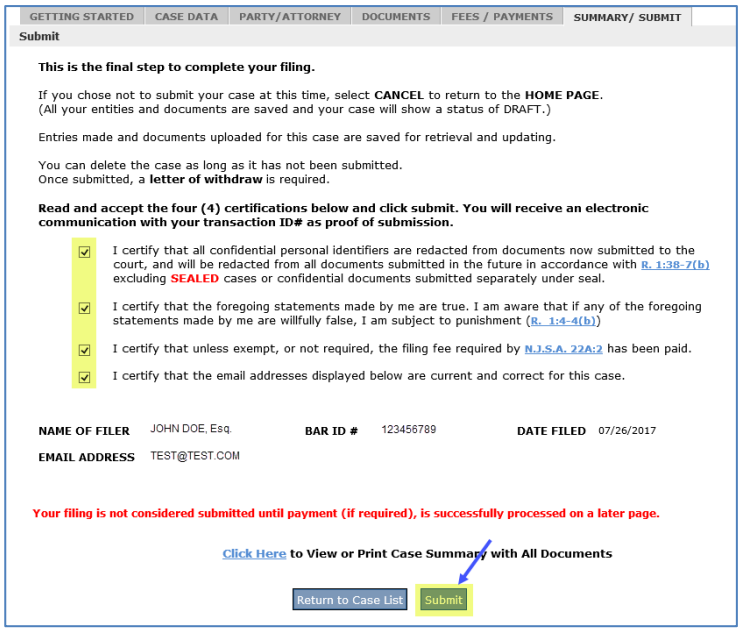
Go to the location of the file on your machine and double click the document. All uploaded documents must be in .pdf format.



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



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



Substitution of Attorney

A substitution of attorney removes you as the attorney of record. You will no longer get notices and only have access to prior information that you created in eCourts Appellate.

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

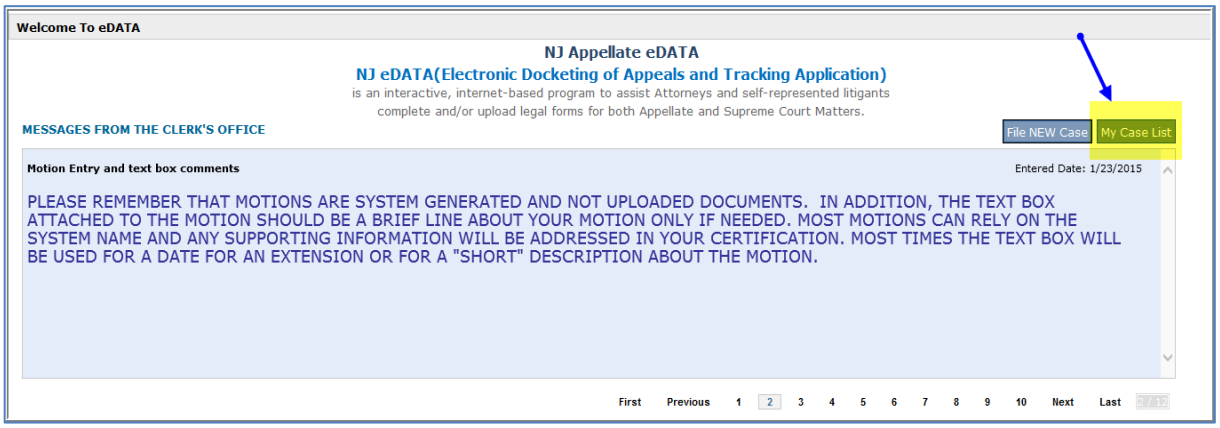
attorneys listed as designated or co-counsel will remain in the case and retain access.

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

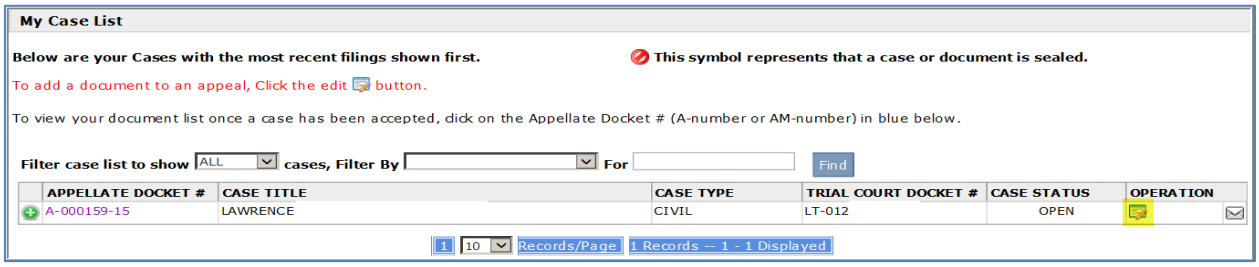
Log in to eCourts Appellate

Click on My Case List button.



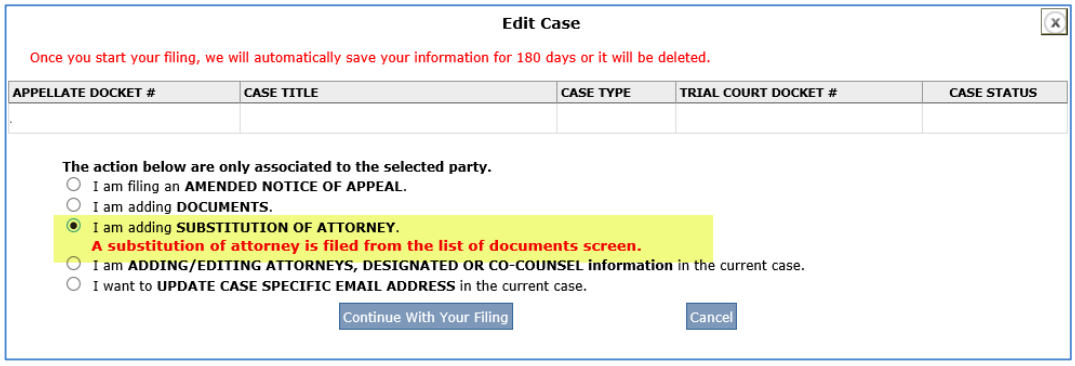
Select Case to Edit

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

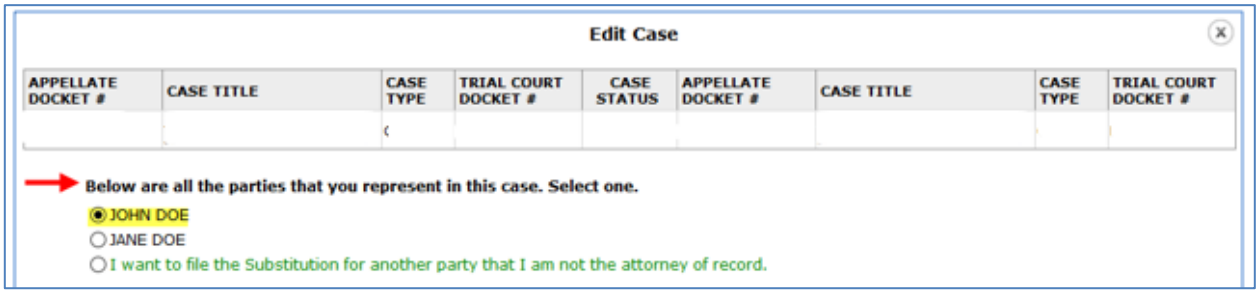


Select Filing Type

Select the radio button **I am adding SUBSTITUTION OF ATTORNEY**. Click continue with your filing.



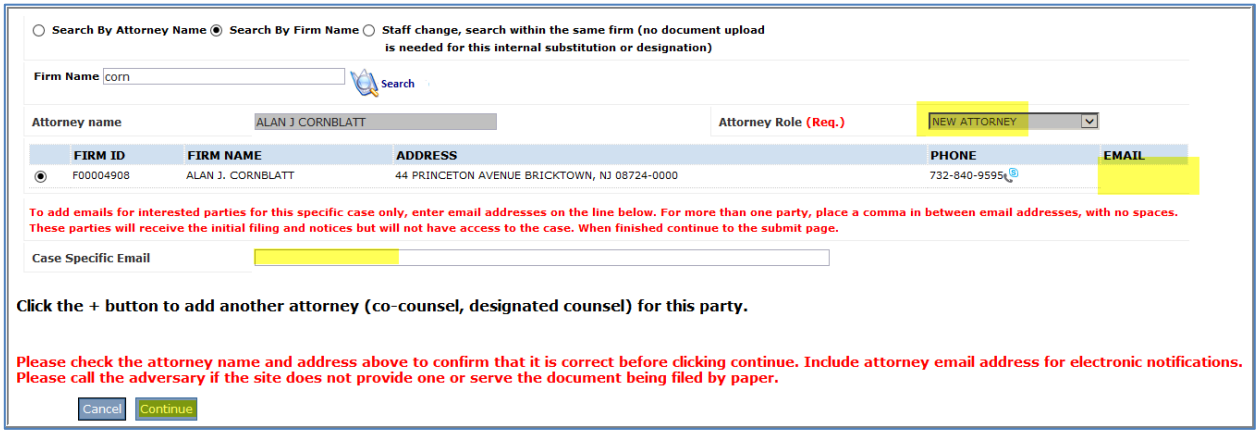
If you represent multiple parties, the system will allow you to select only one party name. To add designated or co-counsel you will need to submit a filing for each individual party. Select **I am adding Substitution of Attorney** and click continue with your filing.



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

Then below, search for the attorney by name, firm or staff change within your firm.

If searching by firm, double click the firm name then double click the attorney name from list of attorneys.
Confirm the attorney information and select the Attorney Role from the dropdown menu. If the attorney has not entered an email address in eCourts, you are required to enter their email address in the case specific email field. Click Continue.



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

Review the Filing

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

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

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

Upload Substitution of Attorney

A substitution of attorney letter 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 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	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

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.

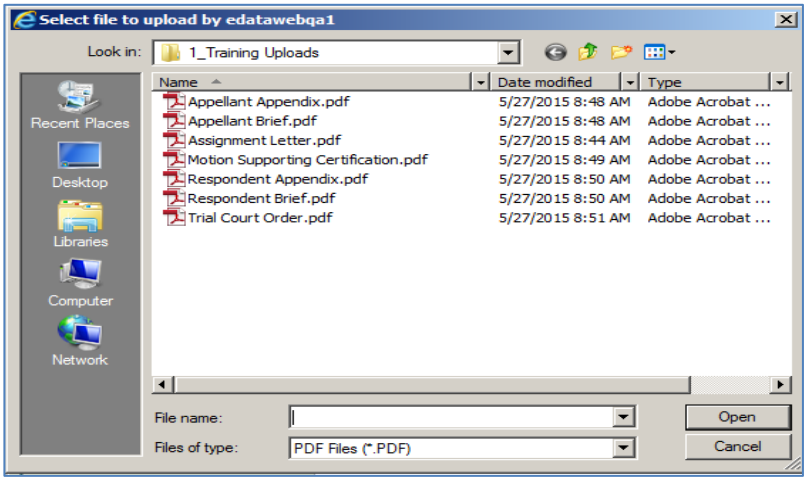
*FILING PARTY JAMES E. GRANT, JR

Upload Documents | Cancel Uploads

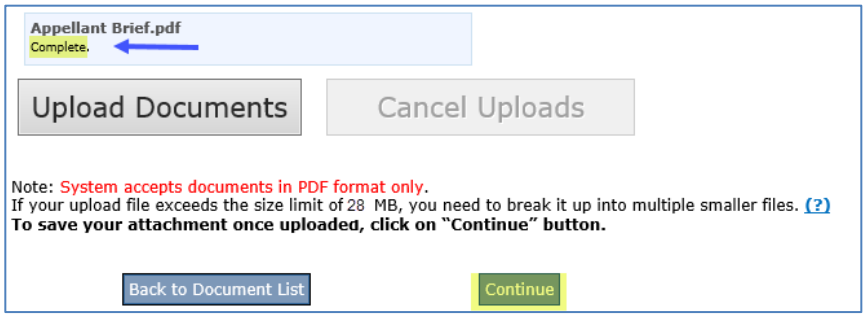
Note: System accepts documents in PDF format only.
If your upload file exceeds the size limit of 25 MB, you need to break it up into multiple smaller files. (?)
To save your attachment once uploaded, click on "Continue" button.

Back to Document List | Continue

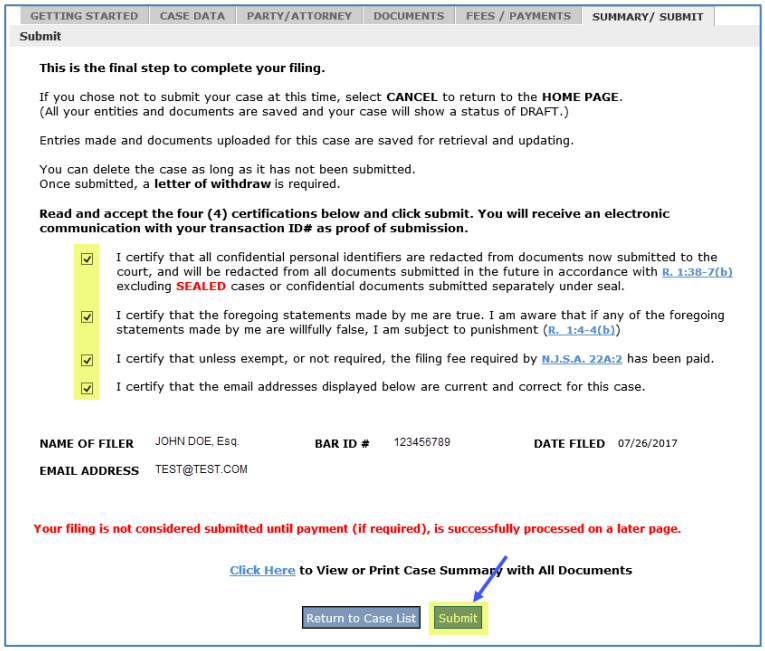
Go to the location of the file on your machine and double click the document. All uploaded documents must be in .pdf format



Upload is complete when the box indicating complete or success 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.

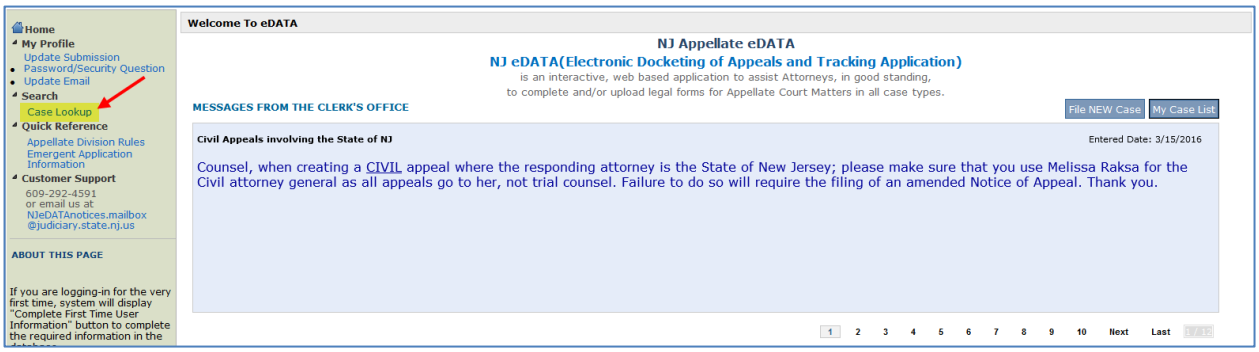


Filed by Substituting Attorney

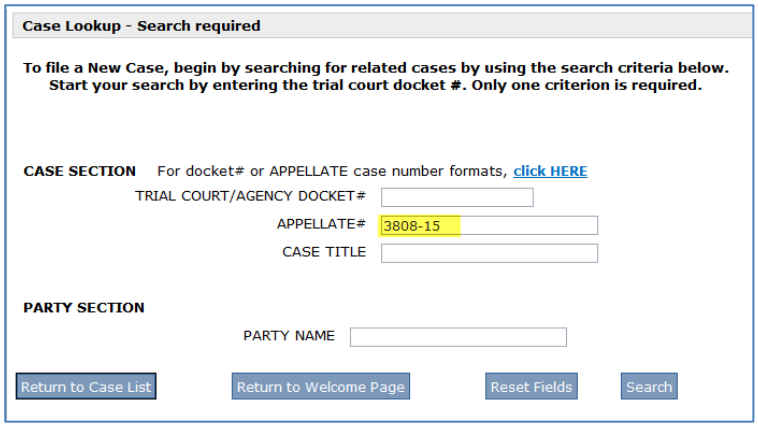
Log in to eCourts Appellate

Case Lookup Search

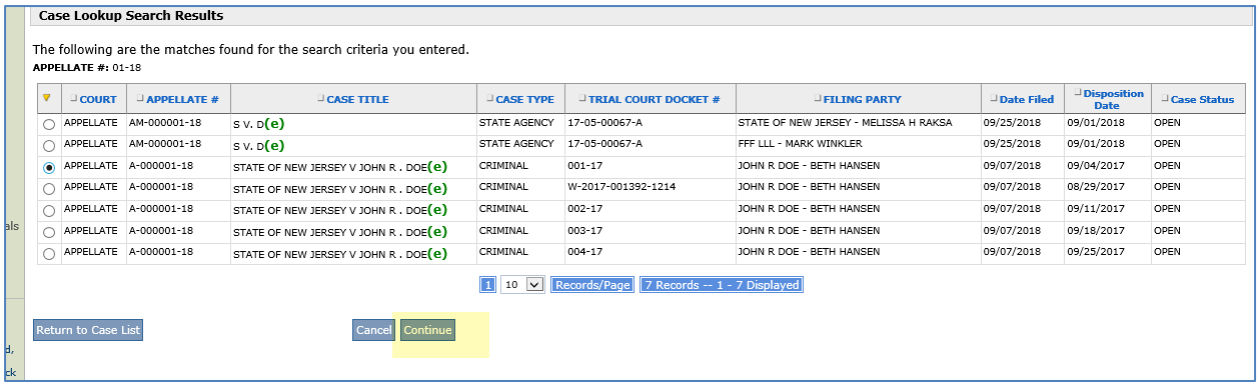
Click on the Case Lookup link from the menu on the left.



Enter the Appellate docket # and click Search.

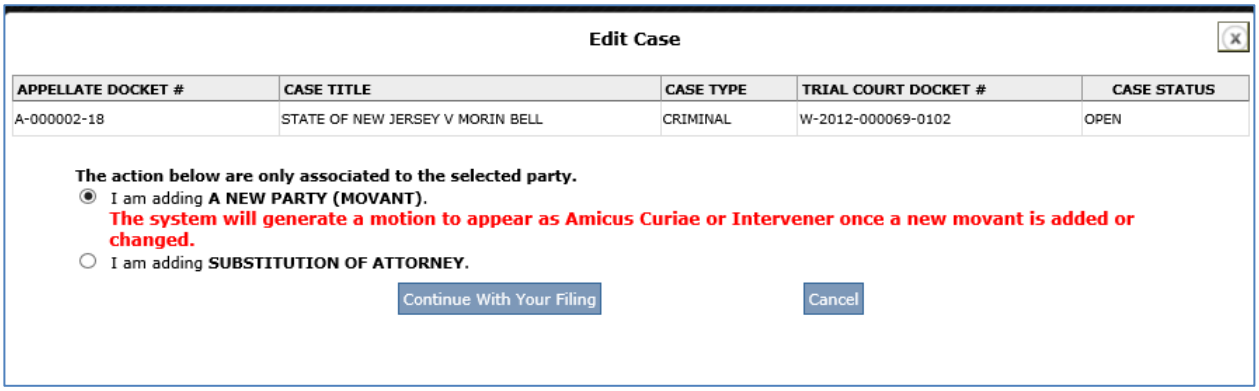


Check applicable Appellate docket # then click the radio button for the case and click Continue.



COURT	APPELLATE #	CASE TITLE	CASE TYPE	TRIAL COURT DOCKET #	FILING PARTY	Date Filed	Disposition Date	Case Status
APPELLATE	AM-000001-18	S v. D(e)	STATE AGENCY	17-05-00067-A	STATE OF NEW JERSEY - MELISSA H RAKSA	09/25/2018	09/01/2018	OPEN
APPELLATE	AM-000001-18	S v. D(e)	STATE AGENCY	17-05-00067-A	FFF LLL - MARK WINKLER	09/25/2018	09/01/2018	OPEN
APPELLATE	A-000001-18	STATE OF NEW JERSEY V JOHN R . DOE(e)	CRIMINAL	001-17	JOHN R DOE - BETH HANSEN	09/07/2018	09/04/2017	OPEN
APPELLATE	A-000001-18	STATE OF NEW JERSEY V JOHN R . DOE(e)	CRIMINAL	W-2017-001392-1214	JOHN R DOE - BETH HANSEN	09/07/2018	08/29/2017	OPEN
APPELLATE	A-000001-18	STATE OF NEW JERSEY V JOHN R . DOE(e)	CRIMINAL	002-17	JOHN R DOE - BETH HANSEN	09/07/2018	09/11/2017	OPEN
APPELLATE	A-000001-18	STATE OF NEW JERSEY V JOHN R . DOE(e)	CRIMINAL	003-17	JOHN R DOE - BETH HANSEN	09/07/2018	09/18/2017	OPEN
APPELLATE	A-000001-18	STATE OF NEW JERSEY V JOHN R . DOE(e)	CRIMINAL	004-17	JOHN R DOE - BETH HANSEN	09/07/2018	09/25/2017	OPEN

You will receive the edit case pop-up. Choose the radio button for I am adding **SUBSTITUITON OF ATTORNEY**, then click continue with your filing.



Edit Case

APPELLATE DOCKET #	CASE TITLE	CASE TYPE	TRIAL COURT DOCKET #	CASE STATUS
A-000002-18	STATE OF NEW JERSEY V MORIN BELL	CRIMINAL	W-2012-000069-0102	OPEN

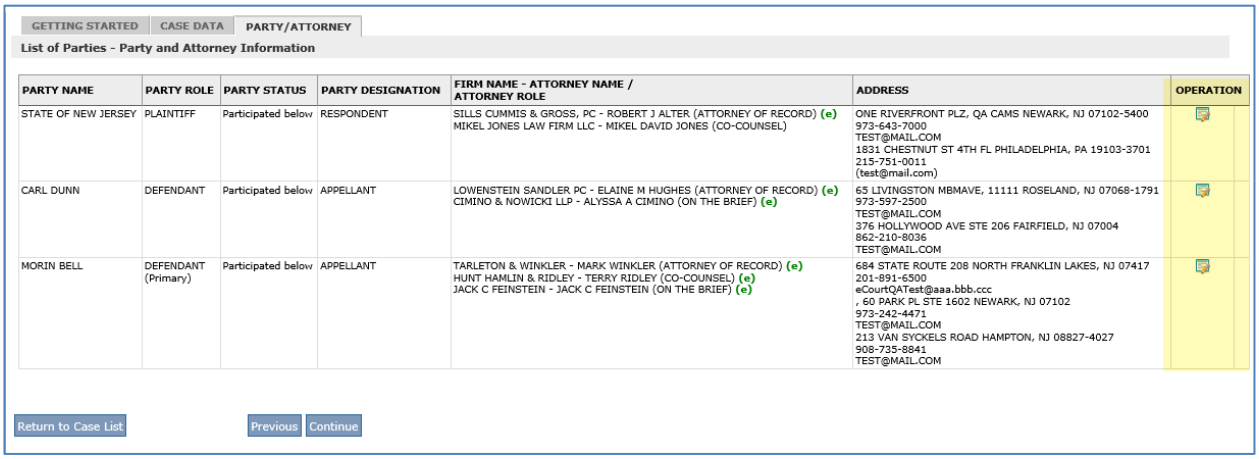
The action below are only associated to the selected party.

(●) 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

Under operation, click the edit button next to the party you are substituting for



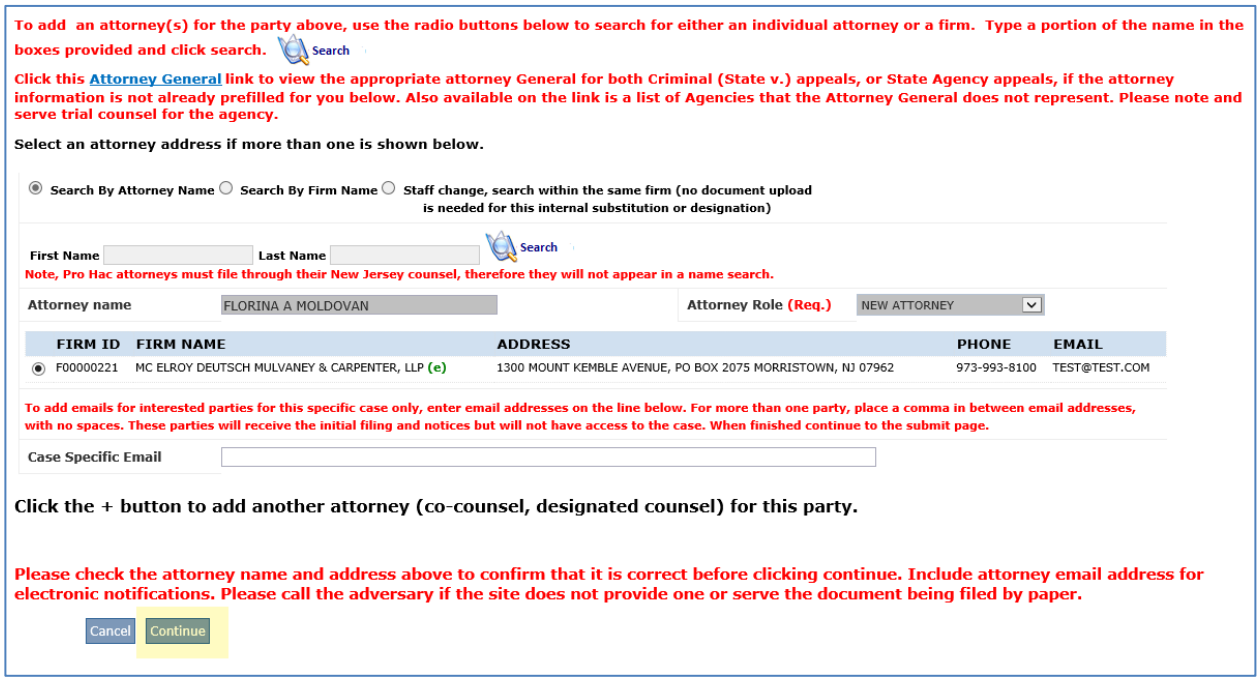
GETTING STARTED | CASE DATA | PARTY/ATTORNEY

List of Parties - Party and Attorney Information

PARTY NAME	PARTY ROLE	PARTY STATUS	PARTY DESIGNATION	FIRM NAME - ATTORNEY NAME / ATTORNEY ROLE	ADDRESS	OPERATION
STATE OF NEW JERSEY	PLAINTIFF	Participated below	RESPONDENT	SILLS CUMMIS & GROSS, PC - ROBERT J ALTER (ATTORNEY OF RECORD) (e) MIKEL JONES LAW FIRM LLC - MIKEL DAVID JONES (CO-COUNSEL)	ONE RIVERFRONT PLZ, QA CAMS NEWARK, NJ 07102-5400 973-643-7000 TEST@MAIL.COM 1831 CHESTNUT ST 4TH FL PHILADELPHIA, PA 19103-3701 215-751-0011 (test@mail.com)	
CARL DUNN	DEFENDANT	Participated below	APPELLANT	LOWENSTEIN SANDLER PC - ELAINE M HUGHES (ATTORNEY OF RECORD) (e) CIMINO & NOWICKI LLP - ALYSSA A CIMINO (ON THE BRIEF) (e)	65 LIVINGSTON MBMAVE, 11111 ROSELAND, NJ 07068-1791 973-597-2500 TEST@MAIL.COM 376 HOLLYWOOD AVE STE 206 FAIRFIELD, NJ 07004 862-210-8036 TEST@MAIL.COM	
MORIN BELL	DEFENDANT (Primary)	Participated below	APPELLANT	TARLETON & WINKLER - MARK WINKLER (ATTORNEY OF RECORD) (e) HUNT HAMLIN & RIDLEY - TERRY RIDLEY (CO-COUNSEL) (e) JACK C FEINSTEIN - JACK C FEINSTEIN (ON THE BRIEF) (e)	684 STATE ROUTE 208 NORTH FRANKLIN LAKES, NJ 07417 201-891-6500 eCourtQATest@aaa.bbb.ccc , 60 PARK PL STE 1602 NEWARK, NJ 07102 973-242-4471 TEST@MAIL.COM 213 VAN SYCKELS ROAD HAMPTON, NJ 08827-4027 908-735-8841 TEST@MAIL.COM	

Return to Case List Previous Continue

Once you choose the party you are subbing in for, your information will automatically populate below. Then click continue,



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. Also available on the link is a list of Agencies that the Attorney General does not represent. Please note and serve trial counsel for the agency.

Select an attorney address if more than one is shown 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

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

Attorney name FLORINA A MOLDOVAN **Attorney Role (Req.)** NEW ATTORNEY

	FIRM ID	FIRM NAME	ADDRESS	PHONE	EMAIL
(●)	F00000221	MC ELROY DEUTSCH MULVANEY & CARPENTER, LLP (e)	1300 MOUNT KEMBLE AVENUE, PO BOX 2075 MORRISTOWN, NJ 07962	973-993-8100	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

Review the Filing

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

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

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

Upload Substitution of Attorney

A substitution of attorney letter is required if you are outside the current attorney's firm. The system will require the supporting documentation be uploaded.

If you are from the current attorney's firm, then 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 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	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

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.

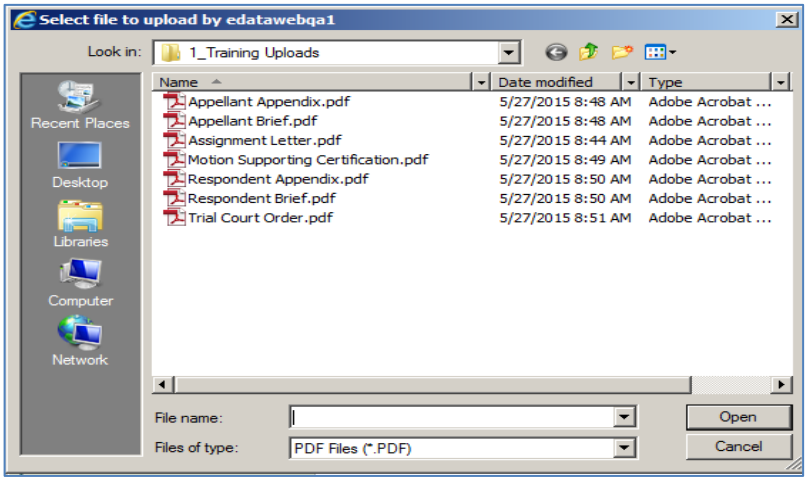
*FILING PARTY JAMES E. GRANT, JR

Upload Documents | Cancel Uploads

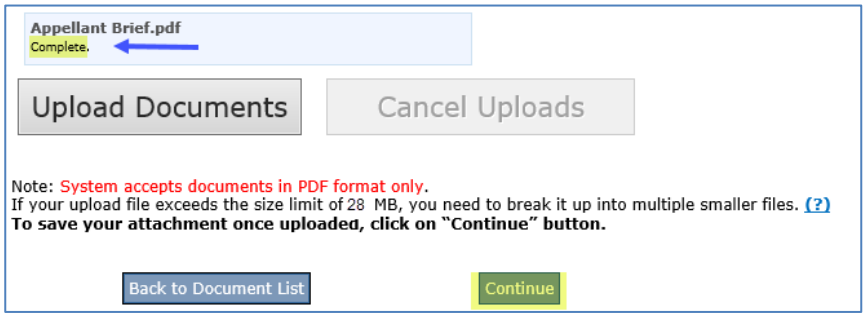
Note: System accepts documents in PDF format only.
If your upload file exceeds the size limit of 25 MB, you need to break it up into multiple smaller files. (?)
To save your attachment once uploaded, click on "Continue" button.

Back to Document List | Continue

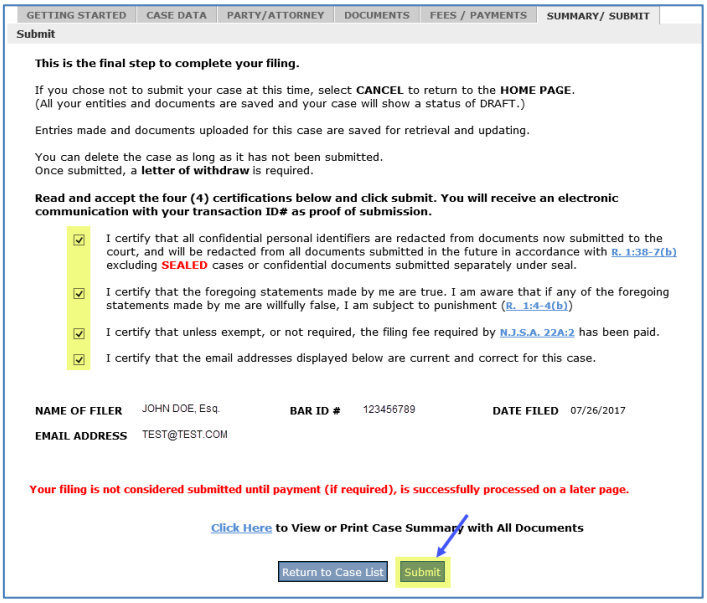
Go to the location of the file on your machine and double click the document. All uploaded documents must be in .pdf format



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

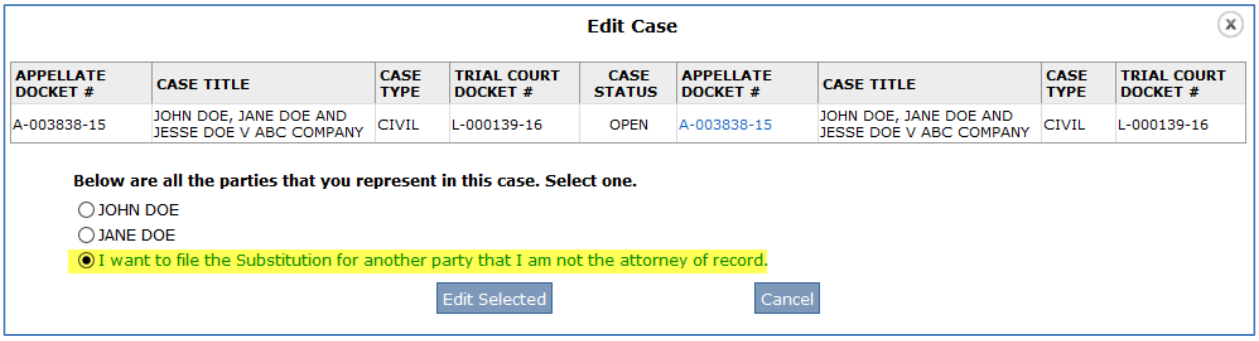


You will click through several more pages to get to the submit page. Check the four-(4) certification boxes and click Submit. A Transaction ID will be generated, and you will receive an email confirmation of your filing.



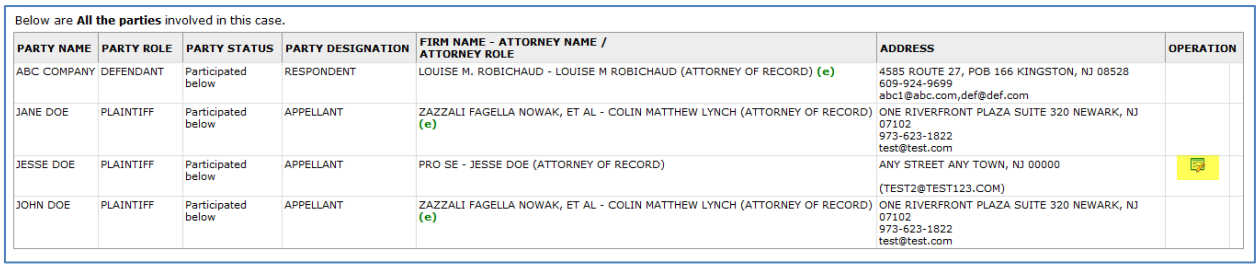
Substituting for an additional party in the case

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 Edit Selected.

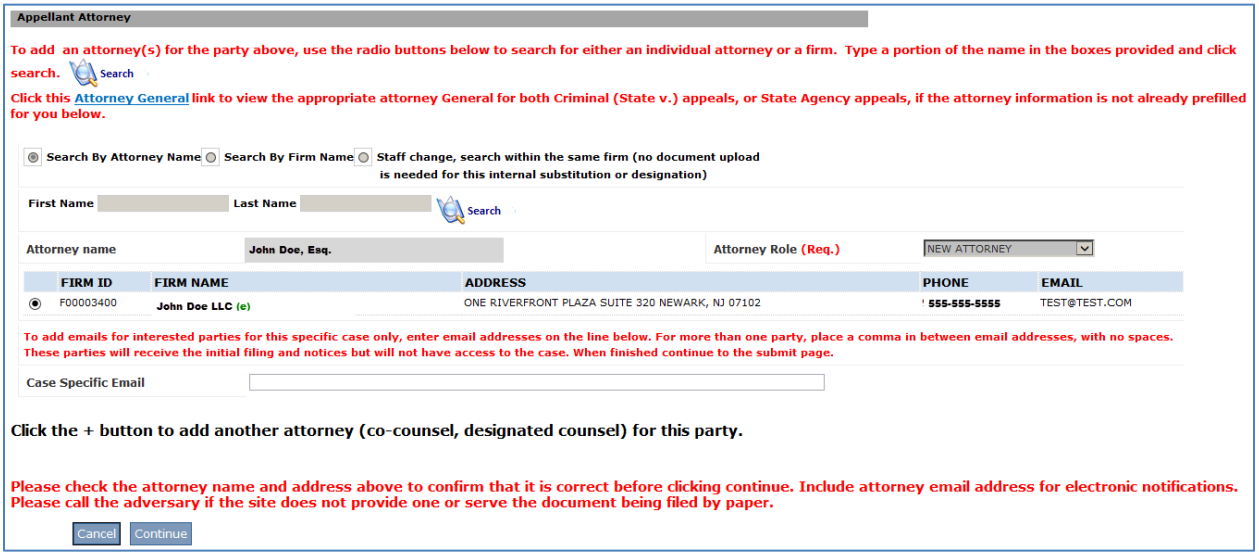


Edit Party

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



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.



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

Upload Substitution of Attorney

A substitution of attorney letter 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 Assignment Letter click on edit button.

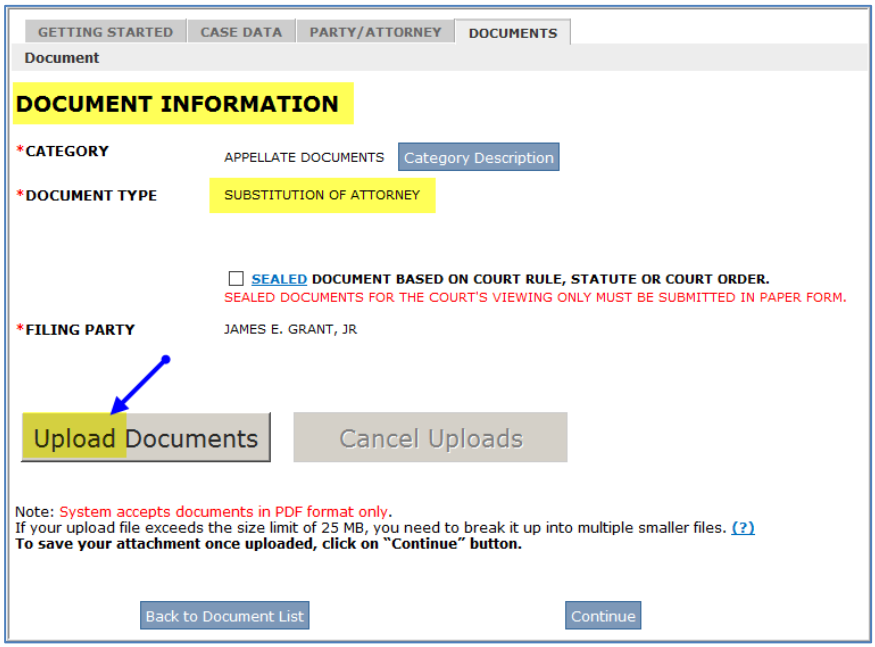
GETTING STARTED | CASE DATA | PARTY/ATTORNEY | DOCUMENTS

LIST OF DOCUMENTS

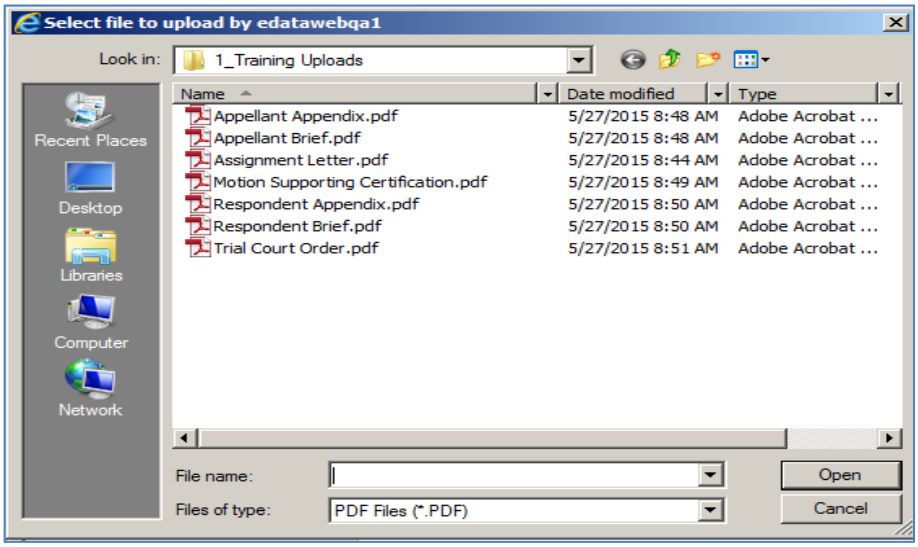
BELOW ARE THE DOCUMENTS NECESSARY FOR YOUR CASE TO PROCEED. THE ITEMS IN BLACK ARE COMPLETE BASED UPON THE DATA YOU ALREADY ENTERED. THE ITEMS IN RED ARE IN DRAFT FORM, CLICK THE EDIT ICON TO COMPLETE THESE DOCUMENTS. IF YOU CANNOT SEE THE OPERATION BUTTON YOU WILL NEED TO CHANGE YOUR SCREEN RESOLUTION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

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

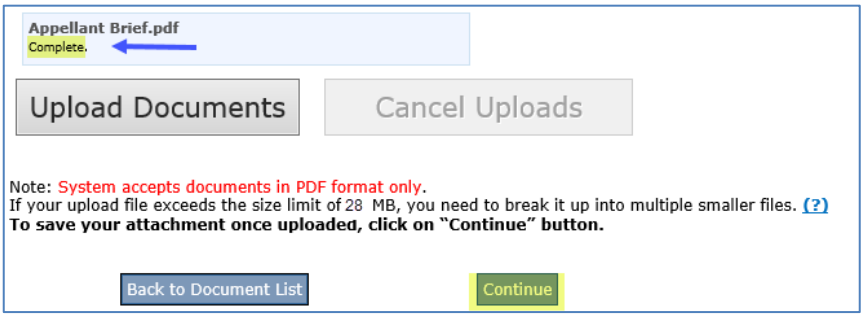
The document information on this filing type is pre-filled, click Upload Documents.



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



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



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

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

Submit

This is the final step to complete your filing.

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

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

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

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

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

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

EMAIL ADDRESS TEST@TEST.COM

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

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

Return to Case List | Submit

eCourts Appellate Communications

Receiving communications

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

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

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

NOTICE HAS BEEN ELECTRONICALLY MAILED TO:

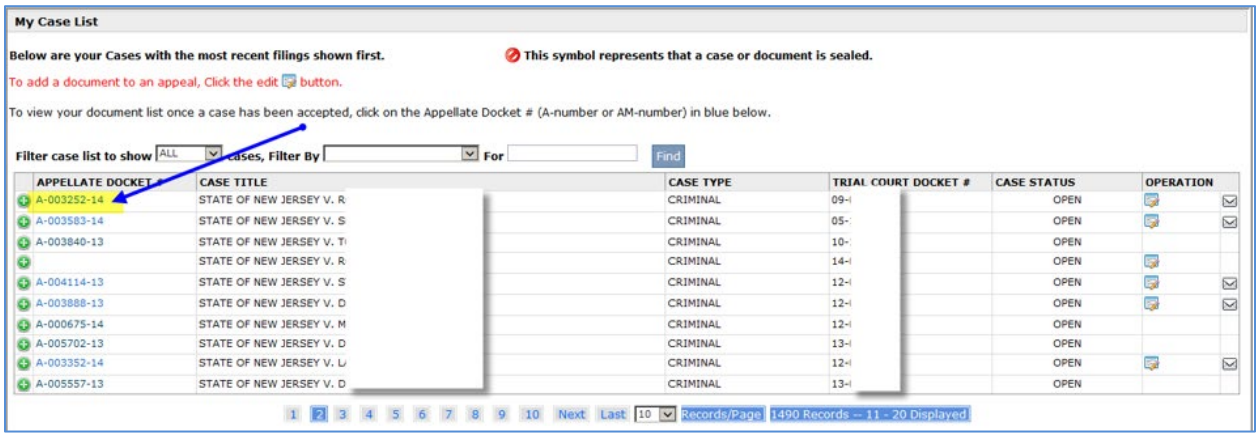
APPELLANT ATTORNEY NAME	APPELLANT ATTORNEY EMAIL
JODI LYNNE FERGUSON	pool.appellate@opd.state.nj.us
MONIQUE D MOYSE	moniquemoyse@gmail.com

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

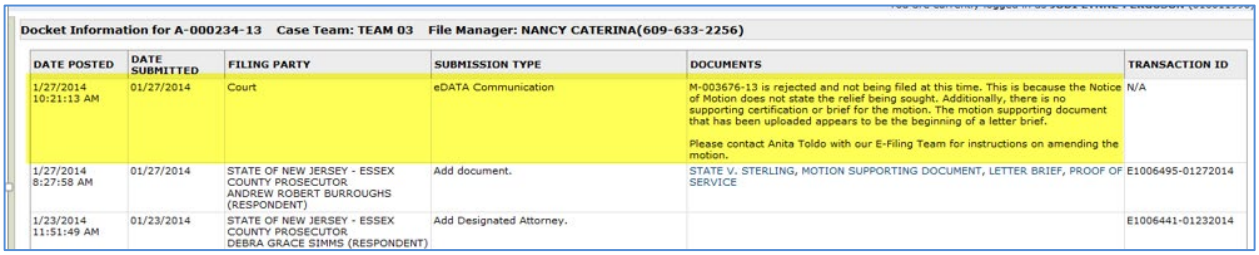
You will need a valid user id to **view and reply** to the eDATA communication.

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

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



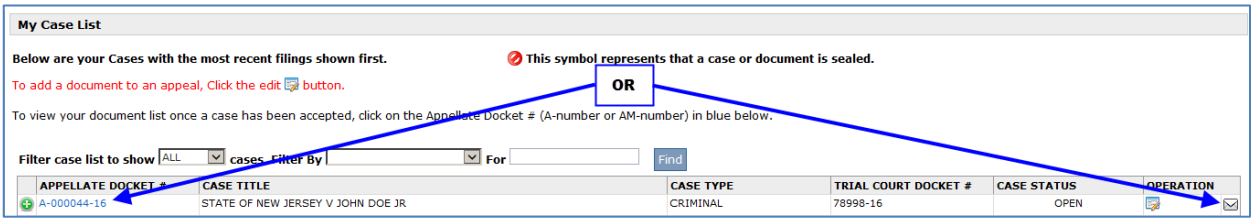
Review the communication.



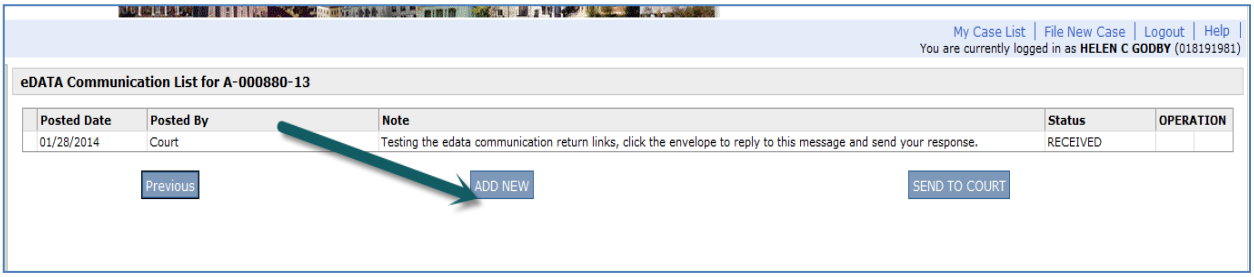
Returning eCourts Appellate Communications

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

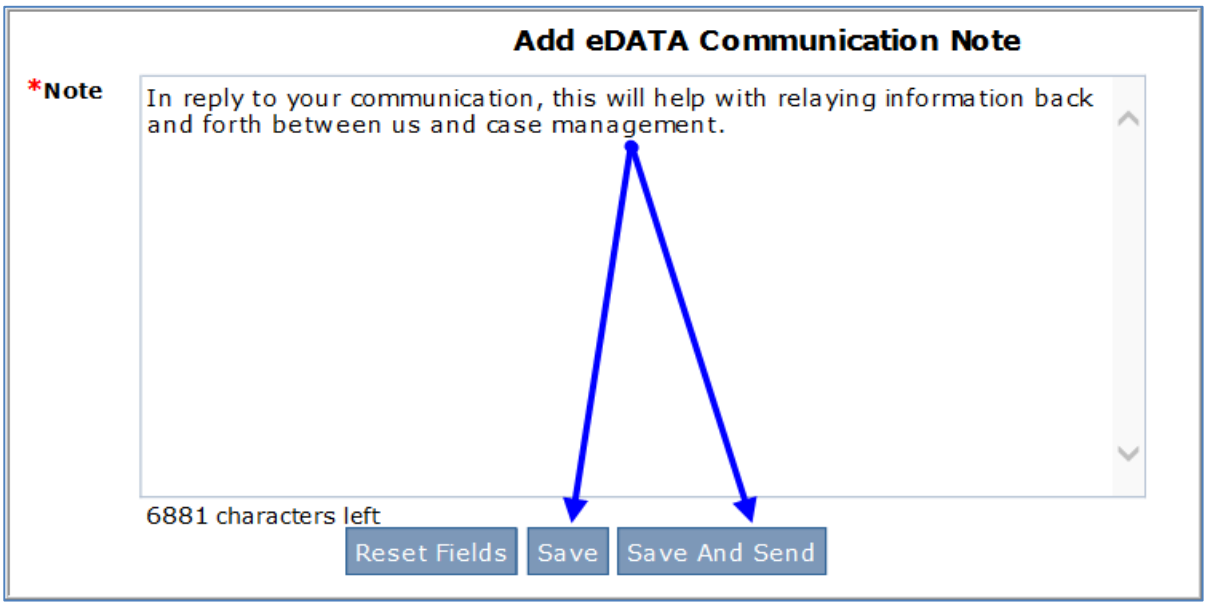
Click on the envelope on your case list OR click on the docket # link to the Docket Information page.



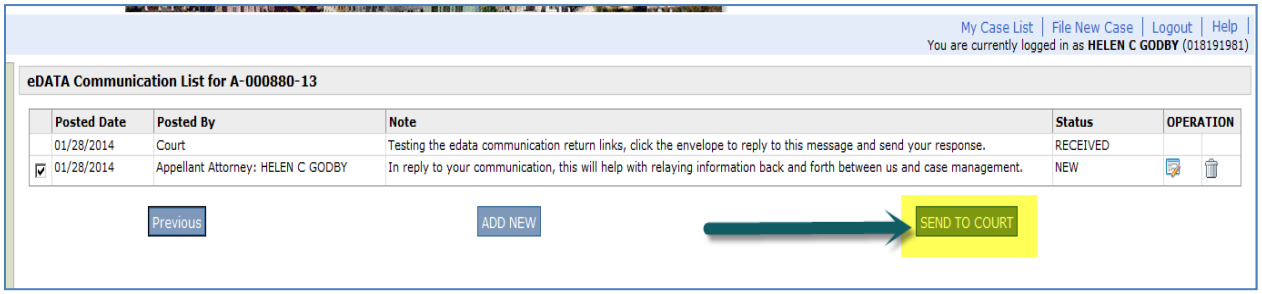
To send a communication, click the Add New button.



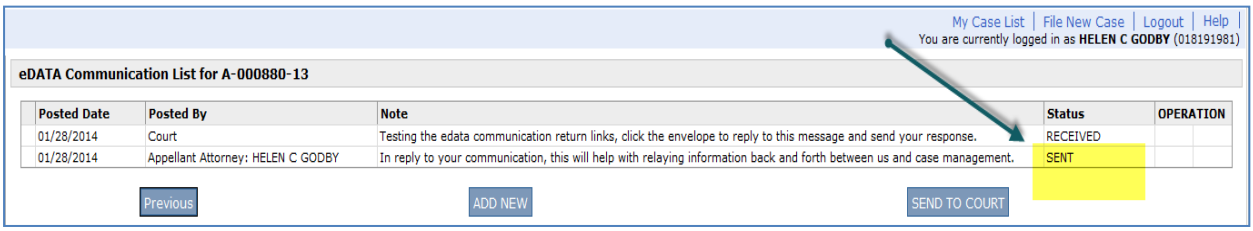
Enter your message and click Send if you are done or click Save if you want to send the communication later.



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

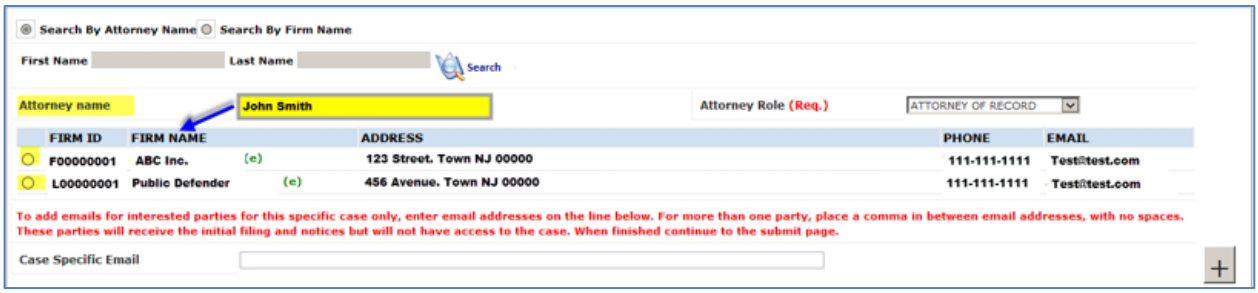


Once sent, the status will be displayed.



Attorneys associated with multiple firm/businesses address

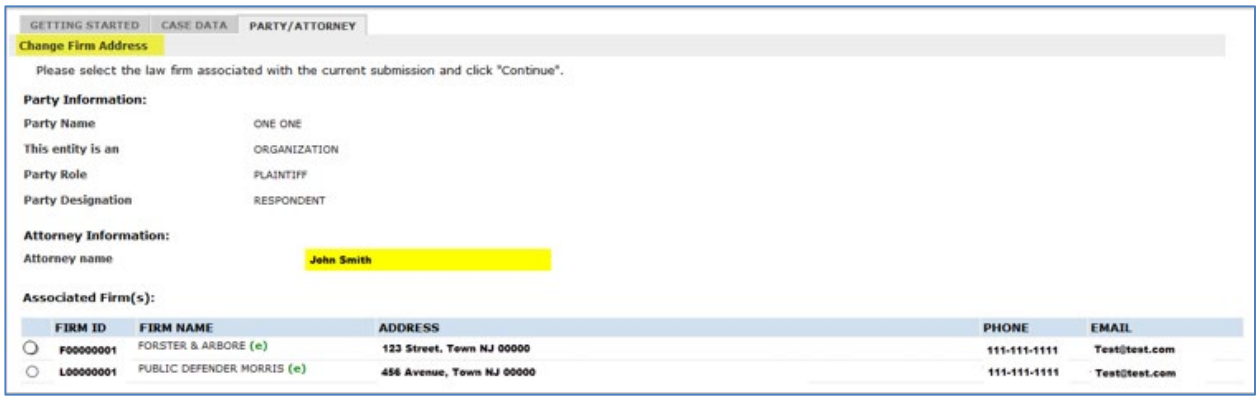
If an attorney is associated to multiple firms, a list of the firms will display on the List of Parties page and a firm selection will be required in order to proceed with the filing.



Updating Firm Address

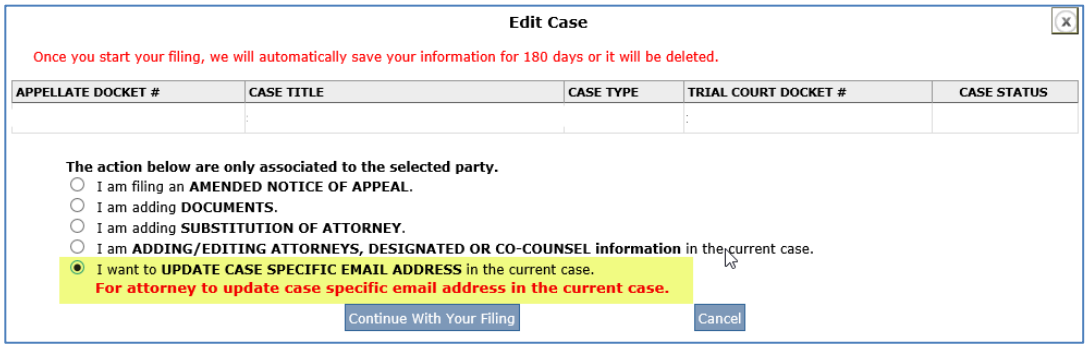
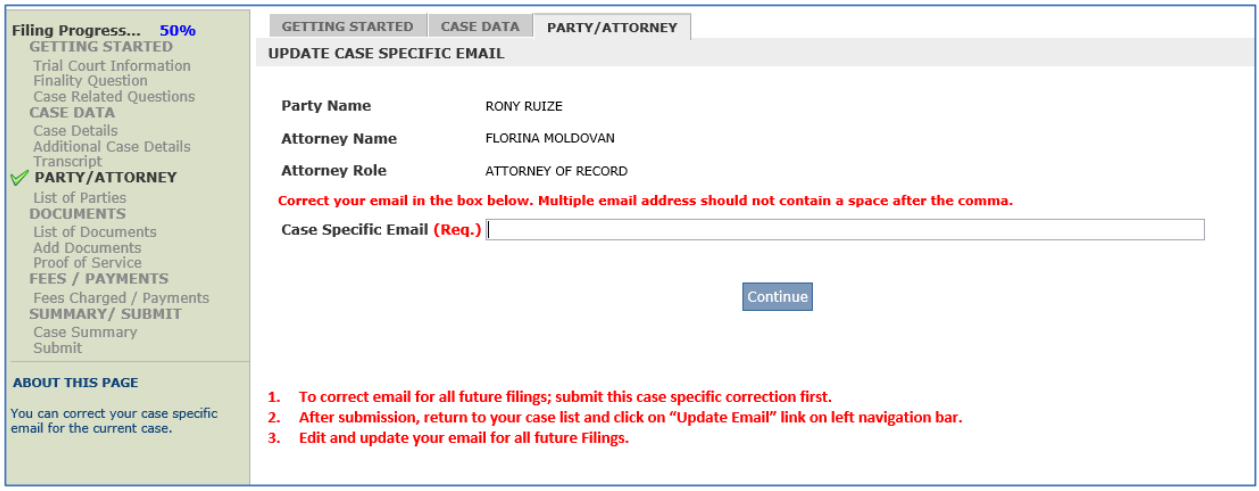
If you changed firms and have updated your information via Central Attorney Management System (CAMS), you will need to file a Firm Address Change for each of your cases. Log in and from the Edit Case popup, select **I am editing the Firm Address associated with this case**.

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.



Enter the email in the space provided and click continue.