

eCourts Appellate First Time Filer's Requirements

Please have the following information available before you proceed:

1. **CASE INFORMATION** from judgment or order.

DOCKET#, CASE TITLE, COUNTY, JUDGE, DISPOSITION DATE, CASE TYPE

2. **PARTY/ATTORNEY INFORMATION**

APPELLANT and representing ATTORNEY (if not PRO SE)
RESPONDENT and representing ATTORNEY (if not PRO SE)

3. **DOCUMENTS**

The following documents are required to initiate a case:

JUDGMENT/ORDER in electronic form

The system will generate the following forms based on user entered data:

MOTION FOR LEAVE TO APPEAL, if case is not FINAL
NOTICE OF APPEAL
CASE INFORMATION STATEMENT
TRANSCRIPT INFORMATION

4. **PAYMENT** (See the LIST OF FEES link for filing fees)

The following forms of payment are accepted:

JACS (JUDICIARY ACCOUNT CHARGE SYSTEM)

To contact the JACS Support unit, contact the call center at 609-421-6100 Monday – Friday from 8:30 AM to 4:30 PM or email jacssupport.MBX@njcourts.gov.

CREDIT CARDS (Visa, Master Card, AMEX)

A Service Fee is applied when filing fees are paid via credit card. Click the link above for a list of the fees.

5. **IF PAYMENT CANNOT BE MADE AT THE TIME OF FILING YOU MUST FILE A MOTION FOR LEAVE TO PROCEED AS AN INDIGENT.**