

Judiciary Electronic Document Submission (JEDS) Frequently Asked Questions (FAQs)

What is JEDS?

The Judiciary Electronic Document Submission (JEDS) system is a website that facilitates the submission of documents electronically to the New Jersey Courts.

Who can use JEDS?

JEDS can be used by self-represented litigants. Attorneys may also use JEDS for anything that cannot be filed in eCourts.

REGISTRATION AND ACCESS

How do I access JEDS?

For those who have never accessed NJ Courts Online, complete the registration process by clicking on the link below. Then follow the instructions to create your user ID and password. You will receive a confirmation email and then you can access JEDS. If you already have a user ID, then you do not need to get another one to access JEDS.

Registration:

<https://portalsselfreg-cloud.njcourts.gov/prweb/PRServletPublicAuth?AppName=ESSO&RegAppID=ECOURTS>

JEDS Login:

<https://portalefile-cloud.njcourts.gov/prweb/PRAuth/EFILESAMLAAuth?AppName=EFILE>

Are eCourts users required to register separately to file in JEDS?

Registered eCourts users do not need to register separately to use JEDS. Current registered attorneys will log on as they normally do and then access JEDS. All attorneys must file in eCourts when the docket is in eCourts or in JEDS for all other matters.

Why didn't I receive an activation link after I completed my registration?

You should receive an activation link in your email shortly after registering. Since many users are now utilizing the system, you may at times experience a slight delay in the delivery of the activation email due to the high volume. Please check your email again after a few minutes. Also be sure to check your junk/spam folder for the activation email.

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Why am I getting an unauthorized message after logging in?

If you are receiving this message, please clear the cache (browsing history and cookies) in your browser. Then close your browser and reopen it to try again. You may also try using a different browser when you get this message. JEDS is compatible with Chrome, Internet Explorer, Microsoft Edge, and Safari.

To clear the cache in Chrome:

<https://support.google.com/accounts/answer/32050?co=GENIE.Platform%3DDesktop&hl=en>

To clear the cache in Internet Explorer:

<https://support.microsoft.com/en-us/help/17438/windows-internet-explorer-view-delete-browsing-history>

DOCUMENT SELECTION

Where should I submit my document?

For non-emergent matters, use the table below to determine where to submit a document.

Court / Division	Docket Type	If you are an Attorney, use:	If you are Self-represented Litigant, use:
Civil	Law	eCourts	JEDS
Criminal	Criminal – Existing Cases	eCourts	JEDS
Family	Child Support/Custody	JEDS	JEDS
Family	Divorce	JEDS	JEDS
Family	Child Abuse/Neglect	eCourts	N/A
Family	Child Placement Review	eCourts	N/A
Family	Termination of Parental Rights	eCourts	N/A
Family	Kinship/Legal Guardianship	eCourts	N/A
Family	Domestic Violence Contempt	JEDS	JEDS
Family	Domestic Violence/Sexual Assault Survivor Protection Act (SASPA)	JEDS	JEDS
General Equity	Chancery	JEDS	JEDS
General Equity	Foreclosure	eCourts	JEDS
Special Civil	District Court	eCourts	JEDS
Special Civil	Landlord Tenant	JEDS	JEDS
Special Civil	Small Claims	JEDS	JEDS
SCCO	Judgment Processing	JEDS	JEDS
SCCO	Records Requests	JEDS	JEDS
Tax	Local Property Tax	JEDS	N/A
Tax	State Tax	JEDS	JEDS

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What types of documents can be submitted in JEDS?

The types of documents that can be submitted include complaints, letters to the court, motions, expungements, divorce documents, etc. Almost all types of case-related documents can be submitted to the court **EXCEPT** discovery, evidence, civil commitments, guardianship, and estates.

How do I know how much a filing will cost and if I am paying the correct amount?

When you attempt to file in JEDS, a list of documents will display along with the cost of the filing also known as the Filing Fee.

Where do I go if I have an emergency?

Self-represented litigants can submit documents for emergent matters via JEDS or an email to the emergent matters email box that has been set up in each county. For these county email addresses, go to "Representing Yourself in Emergent Matters" at <https://www.njcourts.gov/self-help/emergent.html>. JEDS is not a replacement for eCourts. All attorneys must file in eCourts when the docket is in eCourts or in JEDS for all other matters, even for emergent applications.

DOCUMENT UPLOAD

Is there a file size limit that I can upload?

The maximum file size for each document is 35 MB. If you have a larger document, consider breaking it into smaller documents.

I am filing a submission; do I file one document at a time, or can I put 4-5 attachments in one filing?

You can attach all related documents at the time of filing for one submission. Each document should not exceed the 35 MB of size.

If a complaint was submitted to the wrong court, would I receive a refund, and how is the refund processed?

Court Staff have technical ability to change the court of the submitted document if it was submitted incorrectly. For more information regarding specific refund questions, please contact the Superior Court Clerk's Office (SCCO).

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Can another attorney in the same firm as the attorney of record submit a document on behalf of the attorney of record under?

Another attorney in the firm can file on behalf of the attorney of record.

How can I remove a filing from JEDS?

As of now, deleting is not allowed nor does it exist in JEDS. Court staff can mark the document as "Completed".

What if I am not able to attach a file?

The character limit for a file name that JEDS will accept is 58 which includes any spaces. If you cannot upload a file, please shorten the file name. Also, do not use periods or special characters as part of your file name.

Can we have an option to add comments to filings?

As of now, comments cannot be added to filings in JEDS.

Will documents submitted online before midnight receive that date as the filing and received date?

The court staff will review the document based on the filing date. Hence, if your document has been submitted before midnight, it will be docketed and filed with the same date.

Can I upload video or audio files in JEDS?

No, as of now video or audio files cannot be uploaded in JEDS. The only acceptable file formats that will be accepted are pdf, .docx and jpegs.

FEES/PAYMENTS

If the document I submit has a filing fee, what payment method can I use?

You can pay a filing fee with either a debit or credit card. You can also use your checking or savings account through an Automated Clearing House (ACH) wire payment. Judiciary Account Charge System (JACS) is for attorney use only.

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Upon submission, I have received message that payment could not be processed, and status is Pending Payment?

Once payment will be processed, the status will be Resolved-Completed.

Are the filing fees in JEDS automatically handled by the eCourts account?

Filings fees are not handled by the eCourts account automatically. As of now, you can pay using credit card, ACH or JACS in JEDS.

SUBMISSION

Is there a timeline as to when we can expect a filed copy of the document to appear in eCourts?

For existing eCourts cases, documents that are filed through JEDS utilizing the docket number will be sent automatically to the eCourts Case Jacket. For new cases, court staff need to create a new case and process the documents so there is no specific timeline for when the documents will be uploaded into eCourts. Each county may differ in their processing times.

Does the Court email you that the documents have been eFiled in eCourts?

The filer will get a confirmation e-mail to notify that the documents have been filed in eCourts. Parties on the case that receive electronic notifications will also receive eCourts Notifications.

How can I get a filed copy of my submitted documents or obtain proof of my filing?

You can view Judiciary stamped documents by going to "My Submissions" in JEDS and selecting "Documents" next to your filing. Documents listed under "Court Stamped Documents" have been date and time stamped by the court. If the documents you submitted are not listed under "Court Stamped Documents", you will receive an email from court staff containing your stamped documents.

Can I export "My Submissions" list to a PDF or Excel?

As of now, ability to export the filings to PDF or Excel is not available in JEDS.

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COURT PROCESSING

When are documents processed by the court?

Documents are processed by the court during normal business hours, Monday – Friday between 8:30 a.m. and 4:30 p.m. Documents received after 4:30 p.m. Friday through the weekend will be processed on Monday.

If this is an emergent matter, please go to

<https://www.njcourts.gov/selfhelp/emergent.html?lang=eng> for details on emergent matters.

QUESTIONS/ISSUES

What if I have a technical problem accessing the system or submitting a document?

For technical issues with JEDS, send an e-mail including the technical issues you are experiencing to JEDSSupport.Mailbox@njcourts.gov.

What if I have questions about what I should submit, where I should submit something new or a previous submission?

For questions, please contact your county ombudsman. For information about the ombudsman and the county ombudsman list, please go to <https://njcourts.gov/public/ombuds.html?lang=eng>.