Creating a State Agency Appeal in eCourts Appellate Filing Tips



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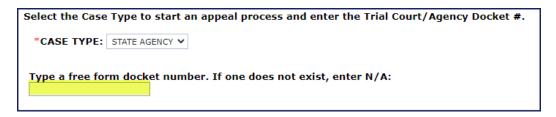
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Creating a State Agency Appeal

The following are tips specific to state agency appeals. For instructions on filing actions not included in this guide, refer to the "Creating a Civil Appeal" filing tips guide.

File New Case Page

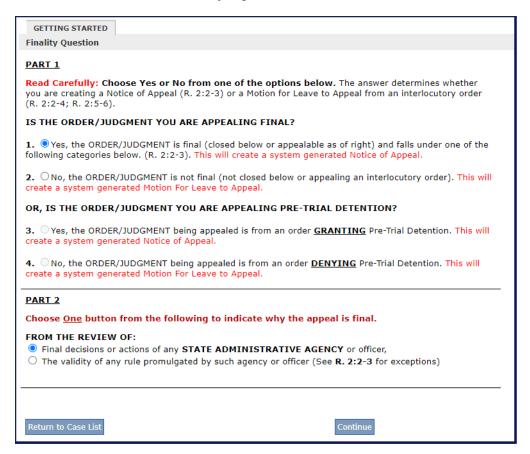
> Select "STATE AGENCY" from the Case Type dropdown and enter the agency case/file number.



Finality Question

Is the order you are appealing from FINAL?

- Select Yes if you have a final order/judgement, then select why the appeal is final in Part 2
- Select No if the order/judgment is not final.



Case Details Page

DATE OF ORDER/JUDGMENT/DECISION ON APPEAL – Enter the date of the agency decision.

State Agency Inaction

If your appeal is regarding a state agency inaction, enter the date that you sent your letter/request to the state agency in the "Date of Order/Judge/Decision on Appeal" field.

State Regulation and Enacted Rules

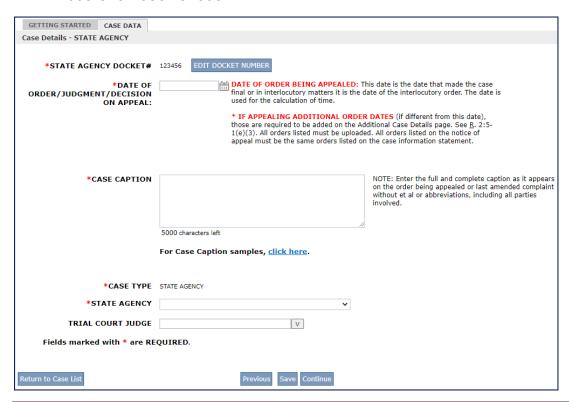
If you are appealing a state regulation or an enacted Rule, enter the date it went into effect in the "Date of Order/Judge/Decision on Appeal" field.

CASE CAPTION – Enter the full and complete caption **as it appears on the order/decision.** For examples as to format, click the hyperlink below the text box.

NOTE Appeals for the Division of Pensions and Benefits should be captioned [Appellant Name] v. Board of Trustees, [Pension Fund name]. The party name should identify the Board of Trustees that issued the decision on appeal.

STATE AGENCY – Use the dropdown to select the appropriate agency. Be sure to review the entire list to ensure the correct agency is selected. If the agency is not listed, select OTHER.

TRIAL COURT JUDGE - This field is only required for certain state agencies such as Workers Compensation. Note this field is searchable by clicking on the field and typing in the box. If the Judge is not listed in the dropdown, contact the eCourts Appellate Help Line at 609-815-2950 x52590.



Filing Time

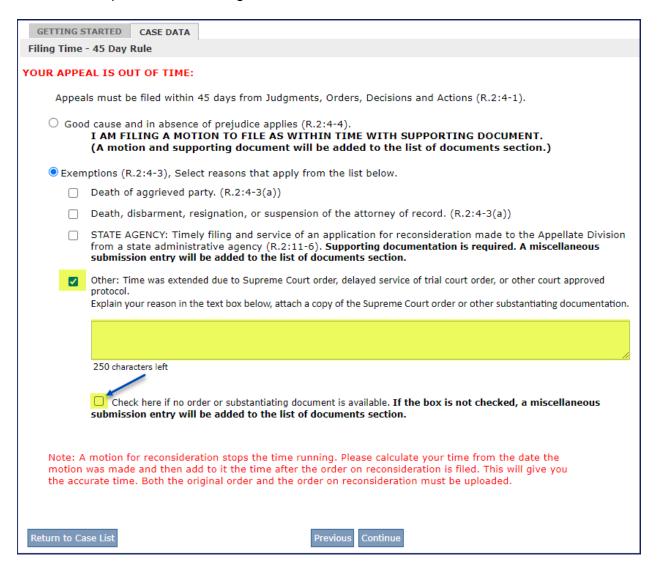
YOUR APPEAL IS OUT OF TIME – If the appeal is filed out of time, you must choose to file a Motion to File As Within Time or select the appropriate exemption. If an exemption is selected, an As Within Time Certification will be automatically inserted on the List of Documents screen.

State Agency Inaction

If your appeal is due to State Agency inaction, select "Other" under Exemptions. In the text box, indicate the appeal is regarding state agency inaction. Check off the box under the text box to ensure that the system does not require substantiating documents.

State Regulations and Enacted Rules

If you are appealing a state regulation or an enacted rule, select "Other" under Exemptions. In the text box, indicate the appeal is regarding a state regulation or enacted rule. Check off the box under the text box to ensure that the system does not require substantiating documents.



Transcripts

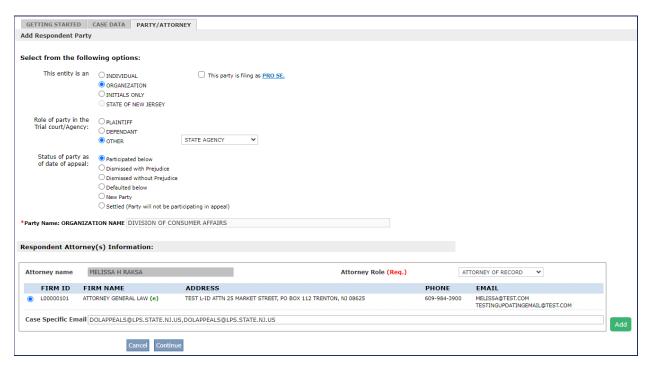
TRANSCRIPT REQUEST FORM – Select the appropriate answer. If you are ordering transcripts, the system will send a copy of the form to the state agency. You must contact their office to discuss payment and their ordering process. If "Other" was selected as the state agency, the transcript request form was NOT forwarded, and you must contact the agency.



List of Parties

Respondent Party

Certain state agencies will prefill the Organization Name field and the appropriate D.A.G. from the Attorney General's Office under the attorney section. Review the information that is prefilled and hit Continue.



Proof of Service

Ecourts Appellate assumes service to the state agency and will electronically forward copies of the case initiating documents. If you selected "Other" as the state agency, the filer is responsible for serving the agency and uploading proof of the same.

State Agencies Represented by the Attorney General

Agriculture Board of Review, Department of Labor **Building Authority**

Cannabis Regulatory Commission Children and Families

Commission for Blind & Visually Impaired

Corrections

Delaware and Raritan Canal Commission

Division of Civil Rights

Division of Developmental Disabilities

Division of Family Development

Division of Pensions and Benefits

Division of Taxation

Education

Executive Branch/Governor

Health

Homeland Security **Human Services** Law & Public Safety Military & Veterans Affairs Office of the Attorney General

Professional Boards and Advisory Committees

Public Utilities Racing Commission Second Injury Fund

State Police Retirement System

Teachers Pension & Annuity Fund

Treasury

Banking & Insurance

Catastrophic Illness Commission

Civil Service Commission

Community Affairs

Council on Affordable Housing (COAH) Division of Behavioral Health Services

Division of Consumer Affairs Division of Disability Services

Division of Mental Health and Addiction Services

Division of State Police

Economic Development Authority Environmental Protection Government Records Council

Higher Education

Housing & Mortgage Finance Agency Labor & Workforce Development Medical Assistance & Health Services

Motor Vehicle Commission **Pinelands Commission**

Public Employees Retirement System

Purchase & Property Real Estate Commission State Parole Board State, Dept of/Elections

Transportation

Victims of Crimes Compensation Agency

State Agencies Not Represented by the Attorney General

Alcoholic Beverage Control

Casino Control Commission

Casino Reinvestment Development Authority

Division of Gaming Enforcement, Athletic Control Board

Division of Rate Counsel

Division of State Police (Disciplinary Actions)

Election Law Enforcement

Investigations, State Commission of

New Jersey Sports and Exposition Authority

Office Of Administrative Law

Police & Firemen's Retirement System

Port Authority of NY & NJ

Public Defender

Public Employment Relations Commission (PERC)

School Development Authority

School Ethics Commission

State Commission of Investigations

Transportation Trust Fund Authority

Turnpike Authority

Waterfront Commission

Workers Compensation (unless the case is from the Second Injury Fund)