

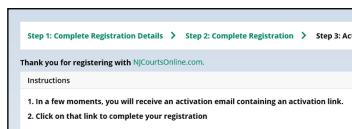
How to Use the Judiciary Electronic Document Submission (JEDS) System

Introduction

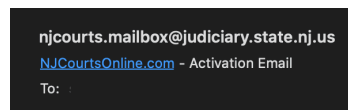
The Judiciary Electronic Document Submission (“JEDS”) system is a website that allows self-represented litigants and attorneys to electronically submit documents to the New Jersey Courts. It does not provide service onto other parties or litigants in any respective cases. If another party must be served with documents notifying them of their involvement in a legal proceeding, the process must be done separately from JEDS.

How Do I Register for JEDS?

1. **Type the following into the URL search line of your internet browser:** <https://portalfselfreg-cloud.njcourts.gov/prweb/PRServletPublicAuth?AppName=ESSO&RegAppID=ECOURTS>.
2. **The registration page will display.**
3. **Create and enter your desired User ID.** User IDs must be between 9-15 characters and consist of uppercase letters, lowercase letters, or numbers.
4. **Enter a password using all of the security requirements listed:**
 1. Must be at least 8 characters long
 2. At least 1 lowercase letter
 3. At least 1 uppercase letter
 4. At least 1 number
 5. At least one of the three special characters: @, #, \$.
5. **Enter your contact information.** **NOTE:** The phone number field(s) should contain numbers only. **No dashes.**
6. **Select and answer 3 different security questions.** Make sure to follow formatting and character requirements.
7. **Accept the privacy statement at the bottom of the page and click “Complete Registration.”**
8. **A confirmation screen will appear, stating an activation link has been sent to your email.**



9. **Check your e-mail and open the activation e-mail titled “NJCourtsOnline.com - Activation Email”.** Click on the link to activate your JEDS account.



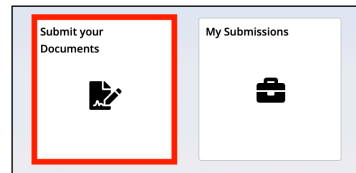
10. A web page will appear and confirm your registration. **Click “Log In.”**
11. A login page will appear. **Enter your User ID and Password and click “Log In.”**

How Do I Submit Documents Using JEDS?

1. Once you log in to JEDS, you will be taken to a home page. **Click on the tile in the upper-left corner of the screen and click “JEDS” from the drop-down menu that appears.**



2. The JEDS homepage will open in a new window. **Click “Submit your Documents.”**



3. **Enter your case details (Court, Docket type, and Venue) and click “Next.”** A docket number is required in order to submit a document on an existing case.

Enter case details

Court * Docket type * Venue *

Select Court Division Select Docket Type Select County

4. Indicate what type of document you are submitting on the drop-down menu that appears. **Click “Next.”**

What are you filing?	Fee
Adjustment Request	\$0.00
Application for Public Defender	\$0.00
Child Custody Order	\$0.00
Certified Copy	\$15.00
Certified Copy with Seal	\$25.00
Consent Order	\$0.00
Digital plain copy	\$0.00
Formalized copy	\$100.00
Letter/Correspondence	\$0.00
Motion	\$0.00
Other	\$0.00
Post-Conviction Relief	\$0.00
Proof of Service	\$0.00
Proposed Form of Order	\$0.00

5. **Fill in additional case details**, including the sequence number (docket number) and the year that the case was initiated. Click “Next.”
 - **Sequence Number Examples:**
FM-012345-20, LT-789123-20,
DC-456789-21
 - **Note:** if you are filing for divorce, your case does not have a docket # yet.

Proceed without and court will assign. ALL OTHER CASES WILL HAVE A DOCKET # ALREADY AND IT MUST BE ENTERED HERE.”

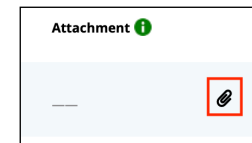
Case Search

Court
Family

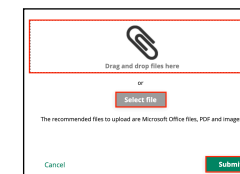
Docket Type Venue Sequence number * Year *

FM CAM

6. Add your document by **clicking the paperclip icon** that is located on the right side of the screen under the “Attachments” column.



7. **Select a document to attach and click “Submit.”** Click “Next” at the bottom of the page to continue. Select **+Add Document** to add additional documents.



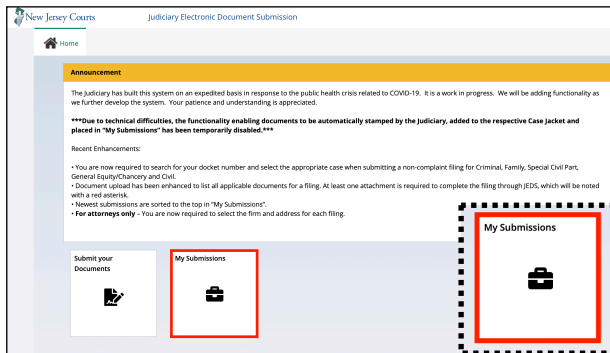
8. If payment is required, complete the **Fee Requirement** section. Fees can be paid using automatic clearing checks (ACH), credit card, or a judiciary account charge system (ACS). **If payment is exempt**, select “Exempt” and indicate the reason from the dropdown that appears.
 - **Note:** If your fee is waived/exempt, your upload should also include the fee waiver document. The upload of these multiple documents should be titled something along the lines of **“COMPLAINT AND FEE WAIVER APPLICATION.”**
9. Complete the **Certification to submit filing** by selecting the checkbox and then select “Accept”.

Primary phone number *

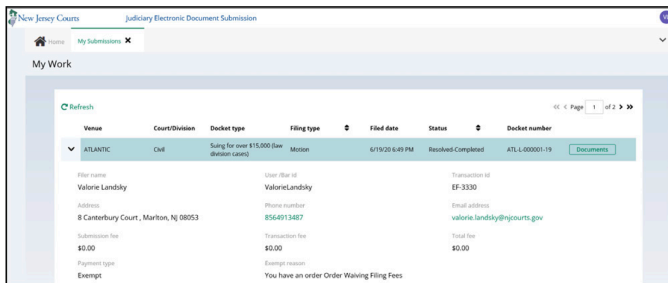
Primary phone number

How Do I View My Submitted Documents on JEDS?

- From the Home Page, select **My Submissions** tile to get a list of your submissions.



- Your submissions will display. Select **Refresh** to update your list. To sort by a column, select the arrow symbols located next to the title of each column. Select the > next to the submission title to get the details.



- Select **Documents** to see your submitted documents and the court stamped documents.
- For documents on an existing case, you can select the **Court Stamped Documents** to view your document with the blue court stamp that appears at the top of your filed document. The court stamp will not appear for new cases.

Resources and Helpful Information

- How Do I Access JEDS?

- In order to access JEDS, you must register with the courts by creating a User ID and password.
- Registration:** <https://portalfreg-cloud.njcourts.gov/prweb/PRServletPublicAuth?AppName=ESSO&RegAppID=ECOURTS>
- JEDS:** Can be accessed from any Internet browser: <https://portalefile-cloud.njcourts.gov/prweb/PRAuth/EFILESAMLAAuth?AppName=EFILE>

- What Documents Cannot Be Submitted Through JEDS?

- The following types of legal matters and documents **SHOULD NOT** be submitted through JEDS:
 - Civil Commitments
 - Discovery
 - Guardianship
 - Evidence
 - Estates

- Where Do I Submit Documents?

- Self-represented litigants can submit documents for emergent matters through JEDS or by email to the emergent matters email box that has been set up in each county. The county email addresses can be found in the "Representing Yourself in an Emergent Matter" section at <https://www.njcourts.gov/selfhelp/emergent.html>.

Court/Division	Docket Type	Attorneys use:	Self-represented 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	Records Request	JEDS	JEDS
Tax	Local Property Tax	eCourts	N/A
Tax	*State Tax	JEDS	JEDS

- Where Can I Get Further Assistance?

- If you need assistance with what to submit, where to submit a new document, or assistance about a previous submission, contact the county ombudsman at <https://njcourts.gov/public/ombuds.html?lang=eng>.
- If you need technical assistance with the JEDS system, send an email to JEDSSupport.Mailbox@njcourts.gov.

- What Is the Maximum Document File Size

- The maximum file size for each document is 35 MB.

- When Are the Court's Processing Hours?

- 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, visit <https://www.njcourts.gov/selfhelp/emergent.html>.