

Agenda

- Introduction to JEDS
- JEDS Navigation
- Filing Types
- Support and Assistance



What is JEDS?

- JEDS is the Judiciary Electronic Document Submission system that facilitates the submission of documents electronically to the New Jersey Courts.
- Attorneys and self-represented litigants can use this system for the submission of documents related to new or existing cases and pay the appropriate filing fees, if applicable.
- JEDS is one of the latest technology enhancements implemented as part of the Judiciary's response to the COVID-19 crisis. It is intended to support continuity of our operations while our courthouses are closed to the public.



What is JEDS? (cont.)

- Documents uploaded to JEDS will be placed in an electronic work basket, and the contents of the work basket will be reviewed and processed by court staff.
- JEDS was built on an expedited basis. The Judiciary continues to improve and enhance the system.
- JEDS was implemented on April 2, 2020.



JEDS vs. eCourts

- 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, and must pay all appropriate fees.
- If you are an attorney with the ability to file in eCourts, you should continue to do so; JEDS is for individuals who do not have the ability to file through eCourts.



Submitting Documents

- Attorneys should use their existing Attorney ID and password to access JEDS.
- Self-represented litigants must register with the courts by creating a User ID and password.



Submitting Documents (cont.)

- The following documents must NOT be submitted through JEDS:
 - Civil Commitments
 - Guardianship
 - Estates
 - Discovery
 - Evidence
- The maximum file size for each document is 35 MB.



Submitting Documents (cont.)

 For other matters, use the table:

Court / Division	Docket Type	Attorneys use:	Self-represented use:
Criminal	Criminal – Existing Cases	eCourts	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
General Equity	Foreclosure	eCourts	JEDS
Special Civil	District Court	eCourts	JEDS
Family	Child Support/Custody	JEDS	JEDS
Family	Divorce	JEDS	JEDS
Family	Domestic Violence Contempt	JEDS	JEDS
Family	Domestic Violence/Sexual Assault Survivor Protection Act (SASPA)	JEDS	JEDS
General Equity	Chancery	JEDS	JEDS
Special Civil	Landlord Tenant – Existing Cases	JEDS	JEDS
Special Civil	Small Claims	JEDS	JEDS
Тах	Local Property Tax	JEDS	N/A
Тах	State Tax	JEDS	JEDS
Special Civil	Landlord Tenant - New Cases	N/A	N/A

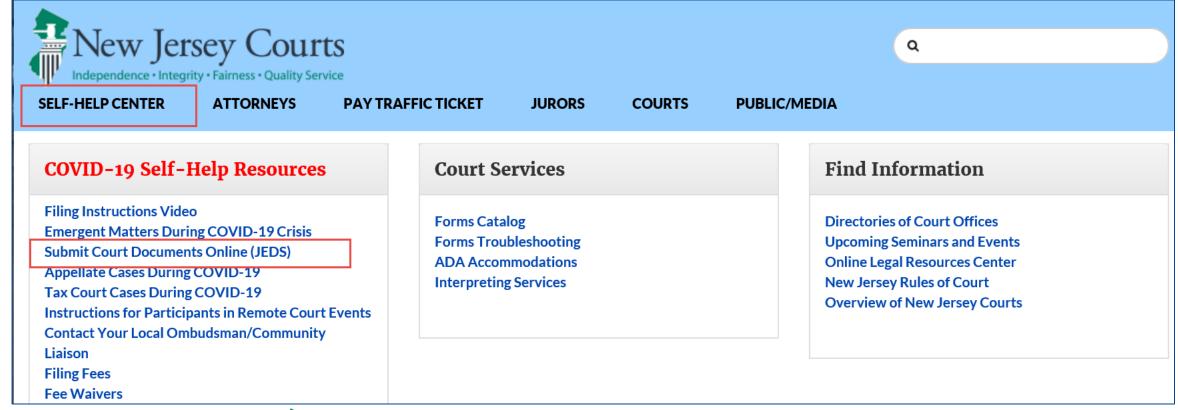


Navigation of JEDS



Self-Help Center

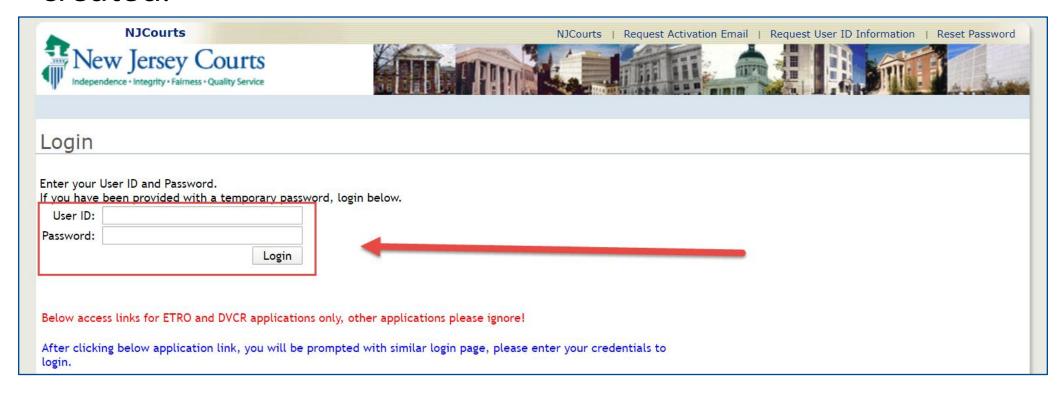
• To access JEDS and the Self-Help Center, go to www.njcourts.gov and click the Self-Help Center link.





Login

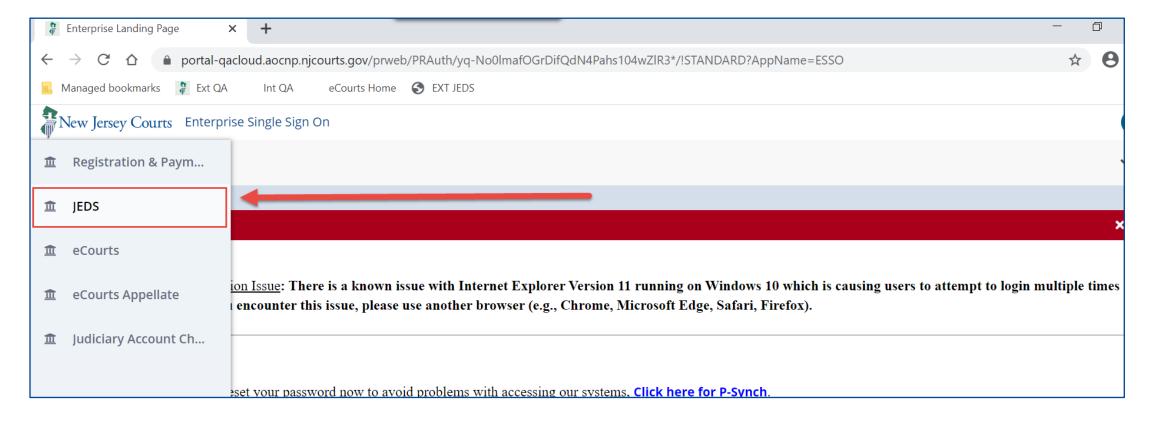
• Users would login using the User ID and Password previously created.





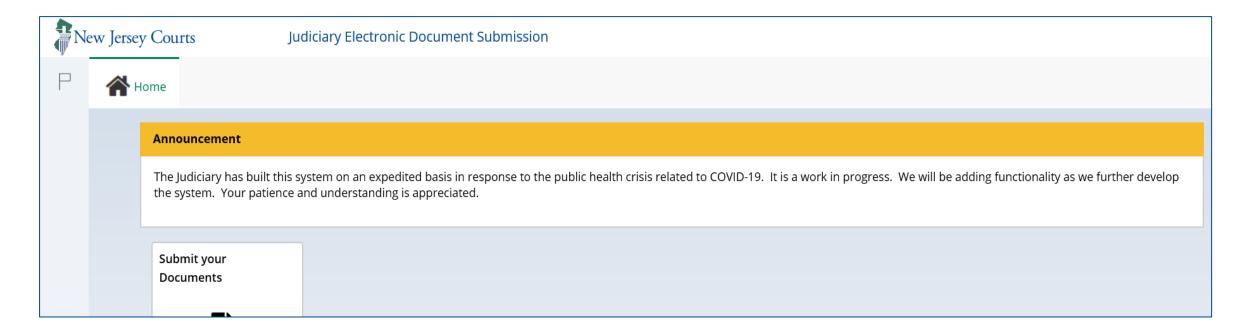
Attorney Access to JEDS

• For attorneys, this is similar to accessing eCourts.



Announcements

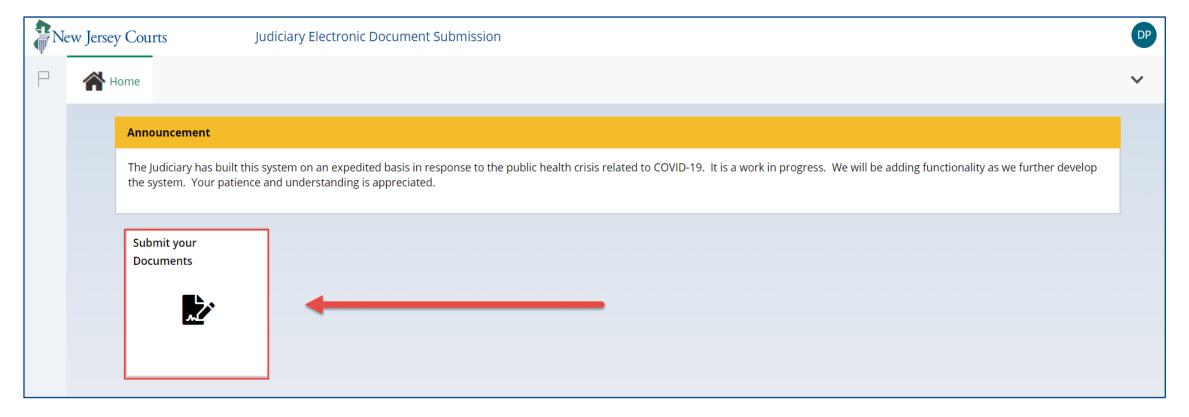
 The Announcement section may include notifications and upcoming enhancements to the system.





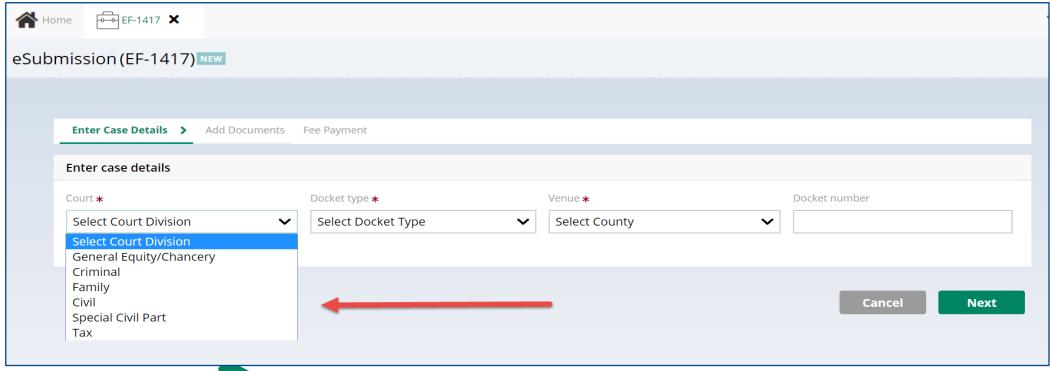
Home Page

 From the JEDS home page, the user would then click the "Submit your Documents" tile to begin the filing process.



Submit your Documents: Court

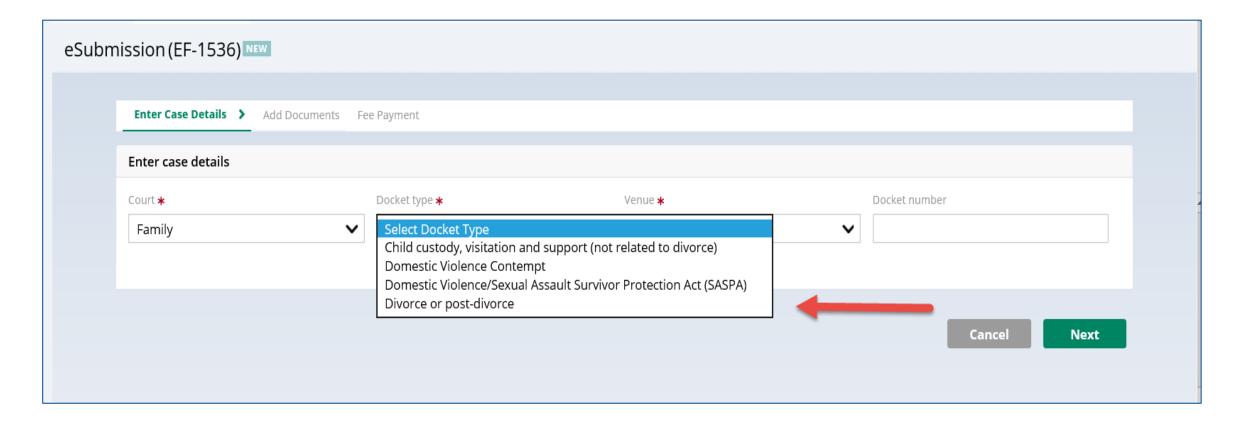
- The user would provide some basic details regarding their submission.
- Documents may be submitted to 6 courts; General Equity/Chancery, Criminal, Family, Civil, Special Civil Part, and Tax.





Submit your Documents: Docket Type

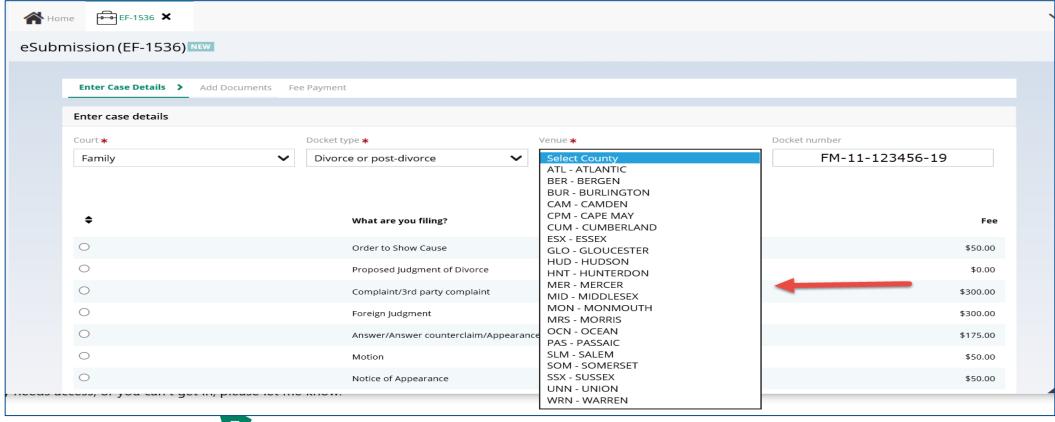
Select the appropriate docket type related to the filing.





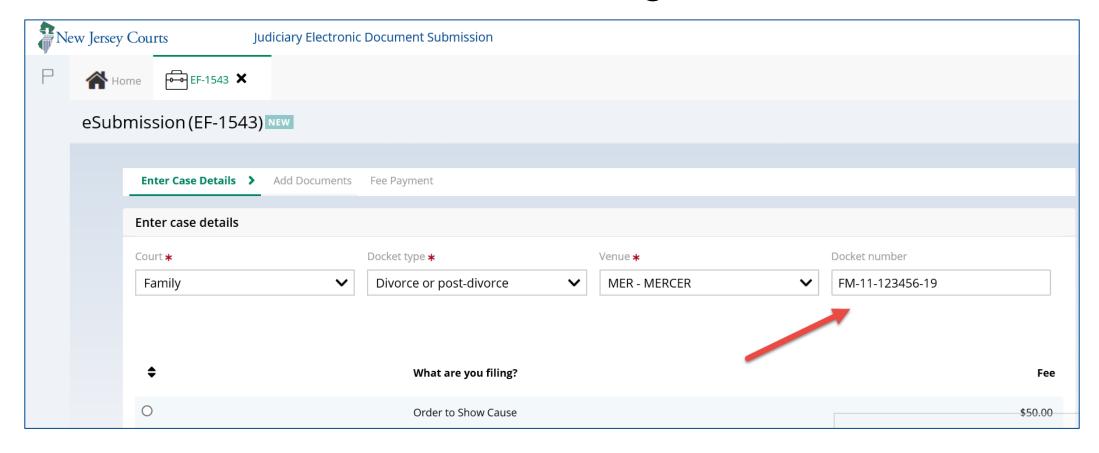
Submit your Document: Venue

Select the Venue.



Submit your Document: Docket Number

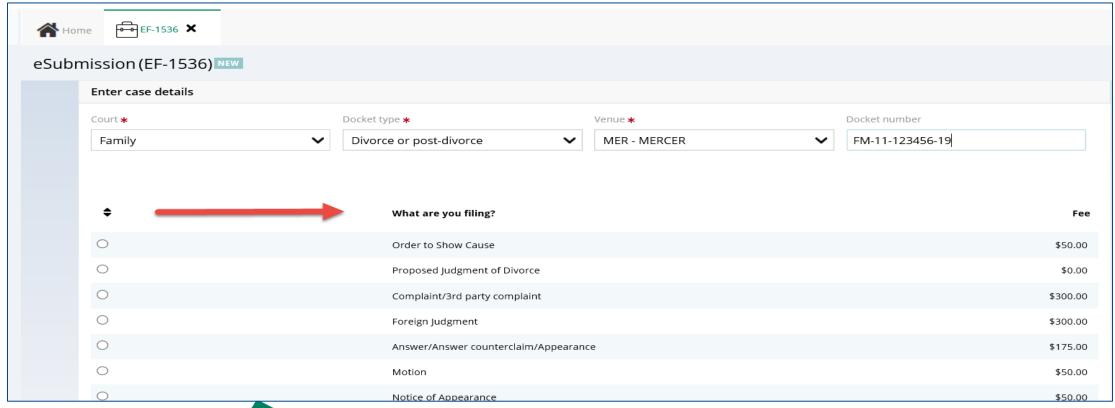
• Enter the docket number for the filing, if known.





What are you filing?

- The system will provide a list of filing options.
- One filing type may be selected for each filing.



Add Documents

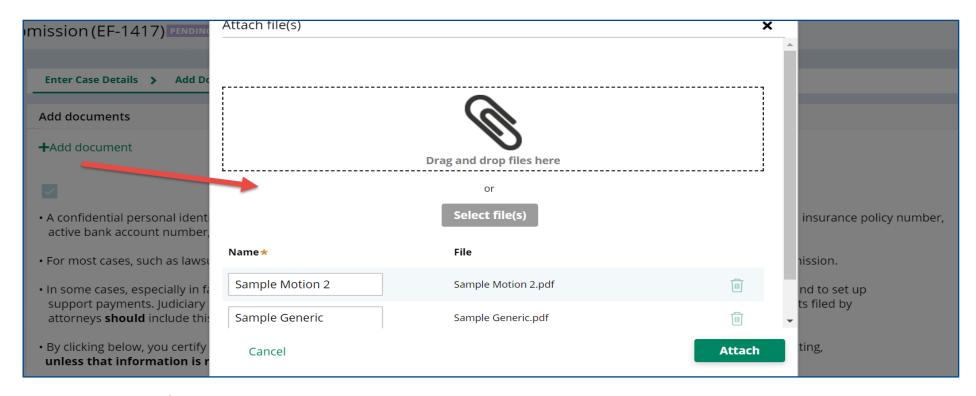
Once the user clicks 'Next', the user will attach their documents by clicking 'Add document'.





Add Documents

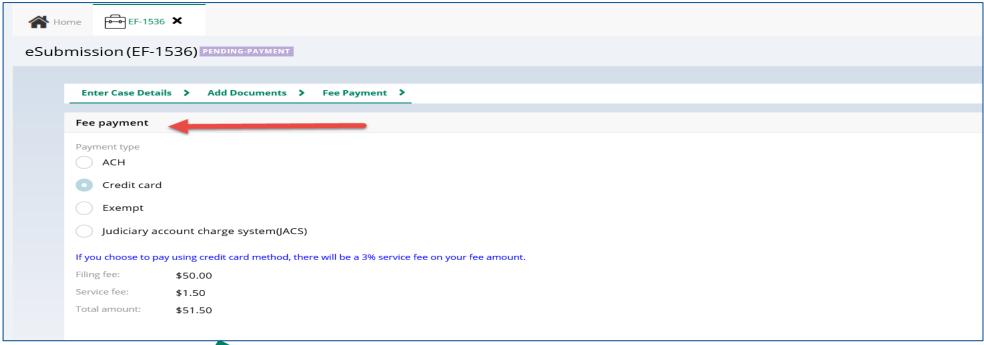
 JEDS will accept a variety of file formats, beyond PDF, and will allow attachments up to 35 MB in size.





Submit your Documents

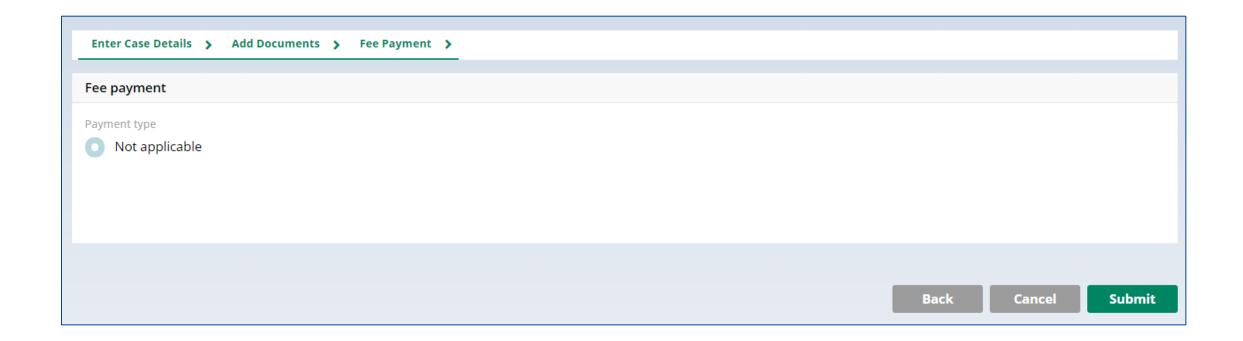
- Once the user has attached all of their documents, they can proceed to pay for any associated filing fees.
- JEDS currently allows payment by ACH (Bank Account), Credit Card, JACS (Judiciary Account Charge System), or Fee Exemption.





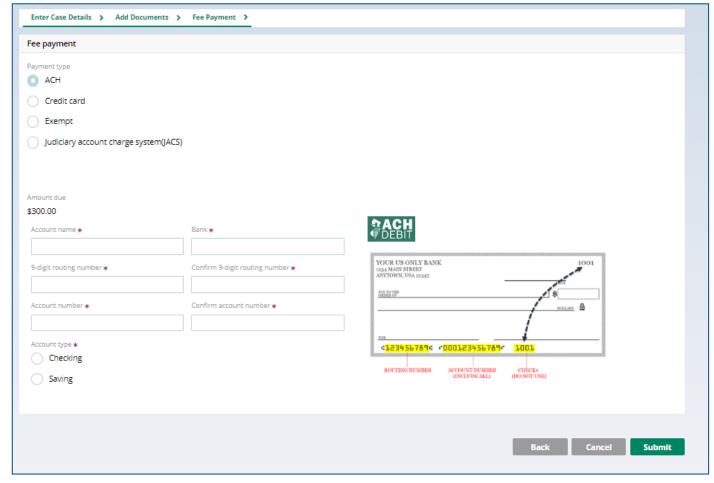
Fee Payment: Not required

• If the user submits a filing type that does not require a fee, "Not Applicable" is preselected.



Fee Payment: ACH

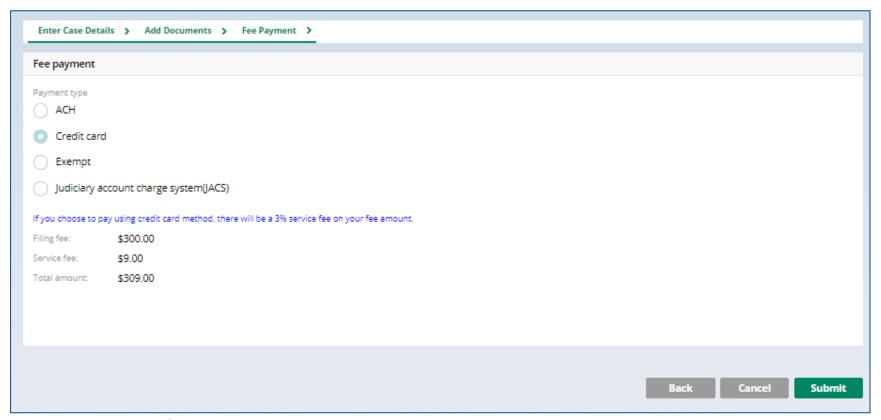
 If ACH is the payment method, the bank information is required.





Fee Payment: Credit Card

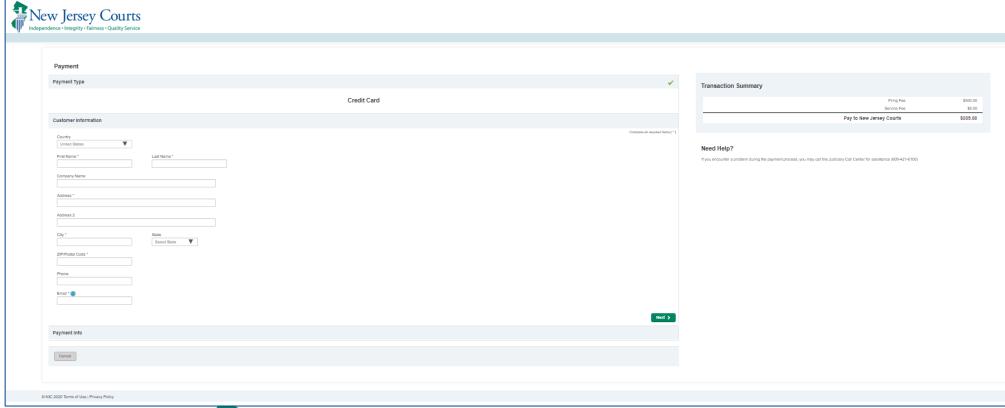
 If Credit Card is the payment method, a 3% service fee is added to the filing fee and included in the total amount.





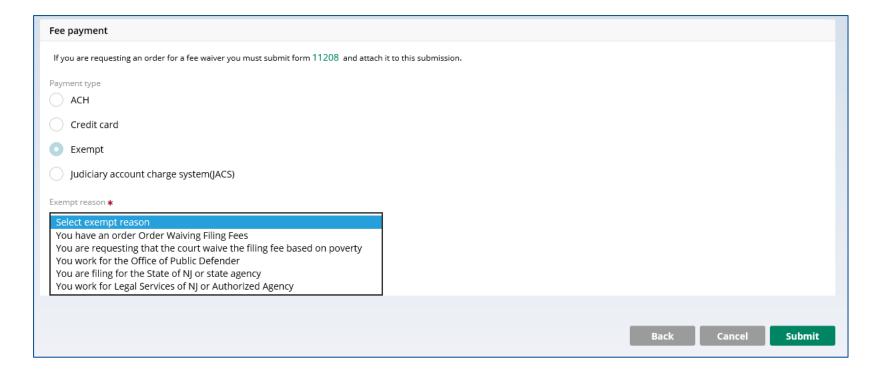
Fee Payment: Credit Card (cont.)

• The system will be redirected for the Credit Card payment information to be completed.



Fee Payment: Exempt

• If the filer is exempt from payment, the exemption reason is required.





Fee Payment: JACS

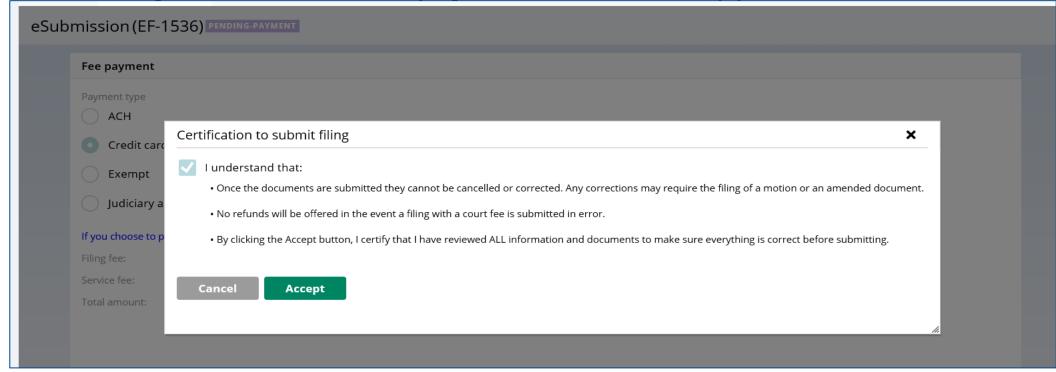
• If an attorney is paying using the Judiciary Account Charge System, the Account Number is required.

ACH Credit card Exempt Judiciary account charge system(JACS) Filing fee: \$250.00 Service fee: \$0.00 Total amount: \$250.00	Fee payment		
Credit card Exempt Judiciary account charge system(JACS) Filing fee: \$250.00 Service fee: \$0.00 Total amount: \$250.00	Payment type		
Exempt Judiciary account charge system(JACS) Filing fee: \$250.00 Service fee: \$0.00 Total amount: \$250.00	ACH		
Judiciary account charge system(JACS) Filing fee: \$250.00 Service fee: \$0.00 Total amount: \$250.00	Credit card	i	
Filing fee: \$250.00 Service fee: \$0.00 Total amount: \$250.00	Exempt		
Service fee: \$0.00 Total amount: \$250.00	Judiciary a	ccount charge system(JACS)	
Total amount: \$250.00	Filing fee:	\$250.00	
725000	Service fee:	\$0.00	
Account number ★ Confirm account number ★	Total amount:	\$250.00	
	Account number	k	Confirm account number *



Confirmation

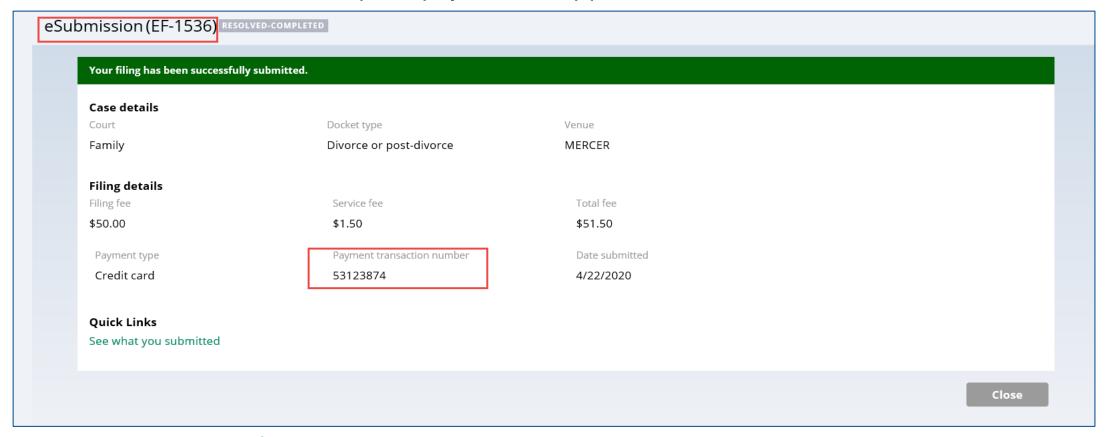
- Once the fee payment is selected, the user must acknowledge the Certification to submit filing before submission.
- The user may be rerouted to a payment window, if applicable.





Receipt

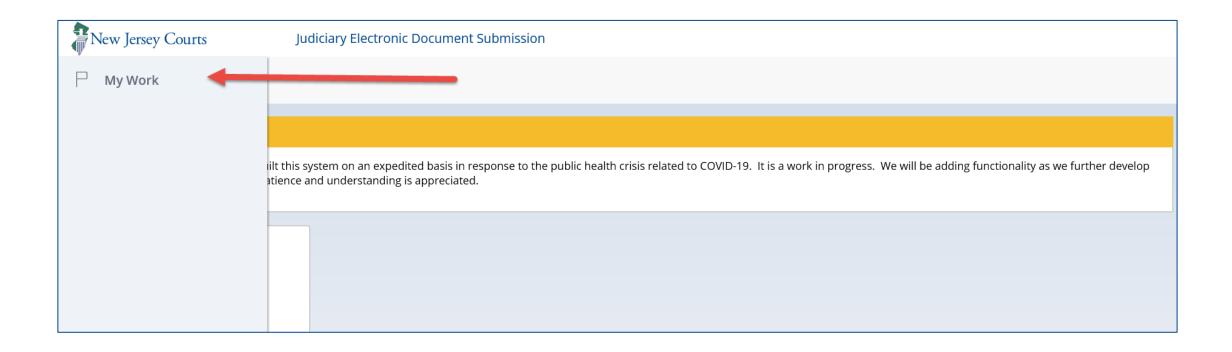
 Once the payment is submitted, the user will receive a confirmation, that includes a transaction ID and a receipt of payment, if applicable.





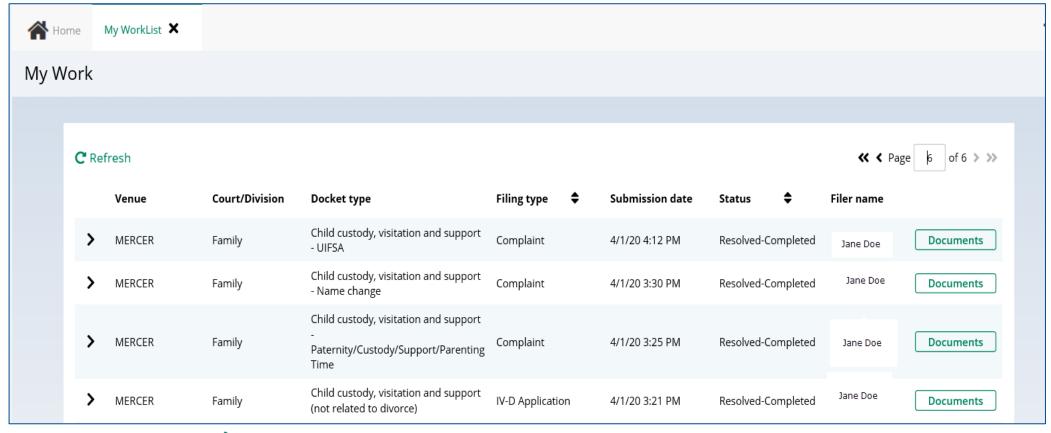
My Work

• Users can view all of their previously submitted filings as submitted in JEDS.



My Work

• "My Work" provides a history of the user's filings.

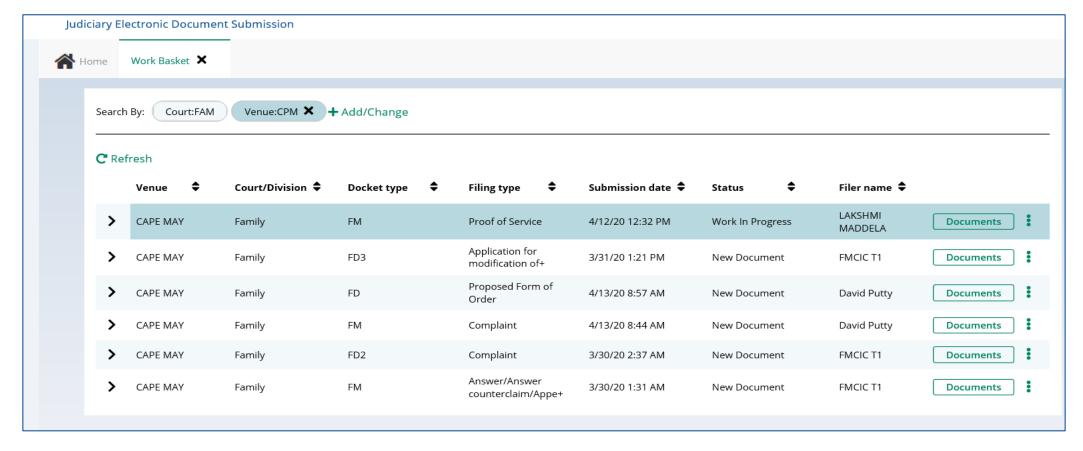


Court User View of JEDS



Court User View of JEDS

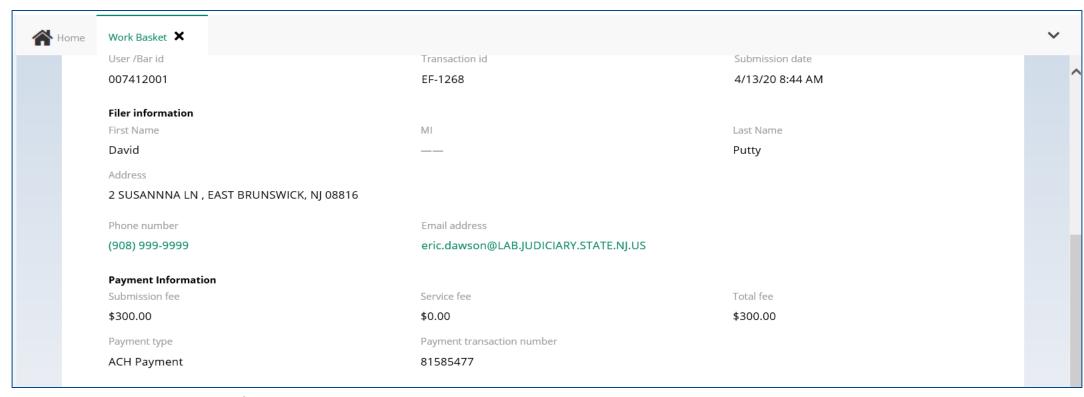
• Court Users receive the JEDS documents sorted by Court and Venue.





Court User View of JEDS

 Court Users have access to the filer and payment information, if further processing is required.





Filing Types



Family – Child Support/Custody (Non-Dissolution)

- Proposed Form of Order
- UIFSA
- Other
- Order to Show Cause
- Proof of Service
- Name Change
- Letter / Correspondence
- Motion
- Notice of Appearance

- Substitution of Attorney
- Application for modification of support/custody/parenting time
- Consent order
- Writ of Execution/Foreign Judgment
- Emergent application for relief
- IV-D Application
- Paternity/Custody/Support/Parenting Time
- Adjournment Request
- Brief / Letter Brief



Family – Divorce (Dissolution)

- Order to Show Cause
- Proposed Judgment of Divorce
- Complaint/3rd party complaint
- Foreign Judgment
- Answer/Answer Counterclaim/Appearance
- Motion
- Notice of Appearance
- Substitution of Attorney
- Parent Education Reg
- Notice of Appeal

- Writ
- Warrant Satisfy Judgment
- Application to default judgment
- Other
- Case Information Statement
- Proof of Service
- Letter / Correspondence
- Adjournment Request
- Brief / Letter Brief
- Proposed Form of Order
- Consent order



Family – Domestic Violence/Sexual Assault Survivor Protection Act (SASPA)

- Proof of Service
- Affidavit
- Application to Modify an Order
- Certification
- Financial Statement

- Motion
- Notice of Appeal
- Notice of Appearance
- Request for Dismissal
- Adjournment Request



Family – Domestic Violence Contempt

- Consent Order
- Motion
- Notice of Appearance
- Proof of Service
- Proposed Form of Order
- Substitution of Attorney
- Adjournment Request



Civil Part

(Available for pro se litigants only)

- Adjournment Request
- Case Information Statement
- Order to Show Cause
- Brief / Letter Brief
- Proposed Form of Order
- Consent Order
- Complaint
- Answer/First Pleading
- Cross/Counter/3rd Party Claim
- Motion
- Summons
- Assignment of Judgment (not an allowable taxed cost)
- Warrant to Satisfy Judgment (not an allowable taxed cost)
- Writ

- Wage Garnishment
- Warrant for Arrest
- Proof of Service
- Affidavit
- Certification
- Complaint w/ OTSC
- Letter / Correspondence
- Other
- Trial DeNovo
- Amended Complaint



Special Civil Part – DC (Available for pro se litigants only)

- Adjournment Request
- Proof of Service
- Brief / Letter Brief
- Proposed Form of Order
- Consent Order
- Order to Show Cause
- Initial Pleading for more than \$3000, one defendant
- Answer/First Appearance
- Answer with 3rd party claim for more than \$3000, one 3rd party
- Motion
- Jury Demand
- Writ of Possession
- Assignment of Judgment (not an allowable taxed cost)

- Warrant to Satisfy with docketed judgment (not an allowable taxed cost)
- Warrant to Satisfy without docketed judgment (not an allowable taxed cost)
- Letter / Correspondence
- Other
- Complaint w/ OTSC (one defendant, less than \$3000)
- Complaint w/ OTSC (one defendant, more than \$3000)
- Answer with counterclaim, crossclaim (claim less than \$3000)
- Answer with counterclaim, crossclaim (claim more than \$3000)
- Initial Pleading for less than \$3000, one defendant
- Answer with 3rd party claim for less than \$3000, one 3rd party



Special Civil Part - LT

- Adjournment Request
- Proof of Service
- Brief / Letter Brief
- Proposed Form of Order
- Consent Order
- Motion
- Order to Show Cause
- Substitution of Attorney
- Notice of Appearance

- Writ of Possession
- Assignment of Judgment (not an allowable taxed cost)
- Warrant to Satisfy with docketed judgment (not an allowable taxed cost)
- Warrant to Satisfy without docketed judgment (not an allowable taxed cost)
- Letter / Correspondence
- Other
- Complaint



Special Civil Part - SC

- Counterclaim (claim more than \$3000)
- Suing one person or being sued for up to \$3,000 (small claims) complaint
- Order to Show Cause
- Motion
- Proposed Form of Order
- Substitution of Attorney
- Notice of Appearance
- Adjournment Request
- Proof of Service
- Brief / Letter Brief

- Consent Order
- Small claims counterclaim
- Jury Demand
- Writ of Possession
- Assignment of Judgment (not an allowable taxed cost)
- Warrant to Satisfy with docketed judgment (not an allowable taxed cost)
- Warrant to Satisfy without docketed judgment (not an allowable taxed cost)
- Letter/Correspondence
- Other



GE Chancery – Foreclosure (Available for pro se litigants only)

- Letter / Correspondence
- Adjournment Request
- Case Information Statement
- Proof of Service
- Brief / Letter Brief
- Other
- Proposed Form of Order

- Consent order
- Order to Show Cause
- Complaint w/ OTSC
- Complaint
- Answer
- Motion



GE Chancery – Injunction and Rights Violations

- Complaint
- Adjournment Request
- Brief / Letter Brief
- Proposed Form of Order
- Consent order
- Order to Show Cause
- Proof of Service

- Complaint w/ OTSC
- Answer
- Cross/Counter/3rd Party Claim
- Motion
- Letter / Correspondence
- Other
- Amended Complaint



Tax

- Complaint for one state tax type (Non-small claims)
- Complaint for one state tax type (Small claims)
- Complaint (Homestead Rebate or Senior Freeze PTR)



Criminal

(Available for pro se litigants only)

- Adjournment Request
- Proof of Service
- Brief / Letter Brief
- Proposed Form of Order
- Consent Order
- Motion

- PTI Application
- Post Conviction Relief
- Records Request
- Letter / Correspondence
- Other



JEDS Support

- If you need assistance with what to submit, where to submit something new, or about a previous submission, contact the county ombudsman at https://njcourts.gov/public/ombuds.html?lang=eng.
- For assistance with an ID or password, contact the Judiciary Help Desk at 609-421-6100.
- For technical assistance with JEDS, or suggestions, please send an email to the JEDSSupport Mailbox: <u>JEDSSupport.Mailbox@njcourts.gov</u>



Thank You!

