

**INSTRUCTIONS FOR FILING A CIVIL COMPLAINT,
NOTICE OF REMOVAL OR NOTICE OF APPEAL ELECTRONICALLY**

- ! **Types of Filings.** Complaints, Notices of Removal and/or Notices of Appeal can be filed electronically by making payment through Pay.gov. Cases subject to sealing or restricted access (e.g. social security, qui tam) and applications for an order to show cause should not be filed electronically. Counsel should refer to Local Rule 65.1(b) when filing an Application for an Order to Show Cause.

- ! **On-Line Payment of Fees.** The filing of a civil Complaint, Notice of Removal or Notice of Appeal that requires a payment shall be paid on-line by the filer on the same day that the transaction is docketed.

- ! **Acceptable Credit Cards.** Only VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER and DINERS CLUB credit cards will be accepted. Debit cards from the above-mentioned providers that do not require a “PIN” code will also be accepted.

- ! **Rejected Credit Card.** Any transaction declined by the credit card issuer for any reason must be paid to the Court by counsel in cash or by check or money order by the close of business on the next business day after notification by Court staff of the rejection.

- ! **Customer Service.** Please call the New Jersey District Court Helpdesk at:
Camden 1-866-726-0726
Newark 1-866-208-1405
Trenton 1-866-848-6059

I. Before getting started, you will need the following:

1. Complaint, Notice of Removal and/or Notice of Appeal in PDF format.
2. Completed civil cover sheet (Form JS-44) which form is available in PDF format on the Court’s website under Forms.
3. Completed summons in PDF format.
4. Valid credit card.
5. **NOTE:** The Court strongly encourages the filing of Complaints, Notices of Removal and, especially, Notices of Appeal during business hours.

II. Procedures for filing a Civil Complaint or Notice of Removal electronically:

1. Select *Civil* from the blue menu bar at the top of your screen.

2. Select *Initial Pleadings (Attorney/Credit Card)*.
3. Select the type of pleading (e.g. Complaint or Notice of Removal).
4. Insert the fictitious case number assigned (**33-1**). The **33-1** case number is a fictitious case that will allow the clerk's office to receive the Complaint or Notice of Removal electronically. Enter the case number exactly as shown. **33-1**.
5. Select the appropriate case based on the vicinage where the case should be assigned (e.g. 1: - Camden; 2: - Newark; 3: - Trenton). The Clerk will review each new case and may allocate to a vicinage other than the one selected.
6. At the Validation of case number screen press the *Next* button.
7. Attach the pleading to be filed: **NOTE:** It is imperative that you attach an electronic copy of the actual document when prompted by the system. All documents that you intend to file in ECF **MUST** be in **PDF** format. Otherwise, ECF will not accept the document for filing.
 - a. Click on the *Browse* button. It may be necessary to change the File of type from HTML Files to **Acrobat (*.pdf)** or **All files (*.*)**.
 - b. Navigate to the appropriate directory on your local or network drive to select the PDF document you wish to file. Highlight the file to upload it to ECF. **NOTE:** To verify you have selected the correct document, right mouse click on the highlighted file name to open a *quick menu* and left mouse click on *Open*. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you have selected. You should view the document to verify that it is the correct document. Once you have verified the document is correct, close Adobe Acrobat.
 - c. Click on the *Open* button on the screen. ECF closes the File Upload screen and inserts the PDF file name into the Filename box. **NOTE:** Ensure the highlighted file name appears in the *File name* field on the screen.
 - d. Change the radio button for **Attachments to document** from No to Yes. Click *Next*.
8. Attach additional documents, including summonses and civil cover sheet, to the main pleading as follows:
 - a. Click on *Browse* to search for the document file name of the attachment. Navigate to the correct directory on your system to select the PDF document you

wish to file. Highlight the file you wish to attach. Double-click on the selected document or click the Open button. **NOTE:** Ensure the highlighted file name appears in the *File name field* on the screen.

- b. Under **Category**, click on the down arrow to select the type of attachment from the drop-down screen. Highlight the type of attachment from the displayed selection. If you wish to describe the attachment in greater detail, click on the **Description** box and type a clear and concise description of the attachment.
 - c. Click on *Add to List*.
 - d. Repeat the sequence for each additional attachment.
 - e. After adding all the desired PDF documents as attachments, click on *NEXT*.
9. Enter case title in the format of Plaintiff v. Defendant (e.g. John Smith v. Mary Jones). If filing a notice of removal, insert the other case number and court name (e.g. NJSuper.Ct. CAM-L-9999-02).
 10. Indicate “Y” for yes if you are filing an Application to Proceed In Forma Pauperis (without Prepayment of Fees) or if you are a Criminal Justice Act (CJA) Attorney, Federal Public Defender or United States Attorney. If yes, proceed to Step #19.
 11. Enter name, address, credit card and payment details as required on the Credit Card Payment Screen.
 12. Click the *Continue with Plastic Card Payment* button.
 13. Review the Payment Summary and Edit if necessary.
 14. Enter your e-mail address in the *Confirmation Receipt Request*.
 15. Click “*I Authorize a charge to my card account for the above amount in accordance with my card issuer agreement*” to confirm and authorize the payment details.
 16. Click *Submit Payment* button.
 17. An e-mail receipt will be sent to the e-mail address provided in Step #14.
 18. **If the credit card is not accepted by Pay.gov, a message will appear on the screen and the docket event will not continue. The filing will not be accepted by the system. The attorney will be instructed to contact his or her card issuer.**

19. Modify the Docket Text if necessary and press the *Next* button.
20. Proofread the Final Docket Text screen and press the *Next* button. **NOTE: IF YOU DO NOT PRESS NEXT TO COMPLETE THE DOCKET TEXT SCREEN, THE FEE WILL HAVE BEEN PAID, BUT THE COMPLAINT OR NOTICE OF REMOVAL WILL NOT BE FILED.**
21. A Notice of Electronic Filing will appear on the screen and will not be e-mailed to the filer. Please print a copy of this Notice of Electronic Filing for your records.
22. Upon receipt of the filed Complaint or Notice of Removal, the Court will review and process the document and assign a judge and a case number. A Notice of Electronic Filing will be sent to the filer and this notice will be the “**FILED**” stamp. Please print a copy of the Notice of Electronic filing for your records.
23. When serving the Complaint, it is recommended that you include a copy of the Notice of Electronic Filing along with the summons.
24. If submitted, the summons will be signed, sealed and returned via U.S. Mail.

III. Procedures for filing a Civil or Criminal Notice of Appeal electronically:

1. Select *Civil* or *Criminal* from the blue menu bar at the top of your screen.
2. Under *Other Filings* select *Appeal Documents*.
3. Select *Notice of Appeal* (Federal Circuit or USCA).
4. Insert the case number.
5. Select the appropriate case if there is more than one case that matches the case number.
6. At the Validation of case number screen press the *Next* button.
7. Attach the document to be filed: **NOTE:** It is imperative that you attach an electronic copy of the actual document when prompted by the system. All documents that you intend to file in ECF **MUST** be in **PDF** format. Otherwise, ECF will not accept the document for filing.
 - a. Click on the *Browse* button. It may be necessary to change the File of type from HTML Files to **Acrobat (*.pdf)** or **All files (*.*)**.

- b. Navigate to the appropriate directory on your local or network drive to select the PDF document you wish to file. Highlight the file to upload it to ECF. **NOTE:** To verify you have selected the correct document, right mouse click on the highlighted file name to open a *quick menu* and left mouse click on *Open*. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you have selected. You should view the document to verify that it is the correct document. Once you have verified the document is correct, close Adobe Acrobat.
 - c. Click on the *Open* button on the screen. ECF closes the File Upload screen and inserts the PDF file name into the Filename box. **NOTE:** Ensure the highlighted file name appears in the *File name* field on the screen.
 - d. If there are no attachments to the document, click on *Next*.
8. If appropriate, attach additional documents to the main document as follows:
 - a. Click on *Browse* to search for the document file name of the attachment. Navigate to the correct directory on your system to select the PDF document you wish to file. Highlight the file you wish to attach. Double-click on the selected document or click the Open button. **NOTE:** Ensure the highlighted file name appears in the *File name field* on the screen.
 - b. Under **Category**, click on the down arrow to select the type of attachment from the drop-down screen. Highlight the type of attachment from the displayed selection. If you wish to describe the attachment in greater detail, click on the **Description** box and type a clear and concise description of the attachment.
 - d. Click on *Add to List*.
 - e. Repeat the sequence for each additional attachment.
 - f. After adding all the desired PDF documents as attachments, click on *NEXT*.
9. Select the filer.
10. Select the document that is the subject of the appeal.
11. Indicate “Y” for yes if you are filing an Application to Proceed In Forma Pauperis (without Prepayment of Fees) or if you are a Criminal Justice Act (CJA) Attorney, Federal Public Defender or United States Attorney. Proceed to Step #20.
12. Enter name, address, credit card and payment details as required on the Credit Card Payment Screen.

13. Click the *Continue with Plastic Card Payment* button.
14. Review the Payment Summary and Edit if necessary.
15. Enter your e-mail address in the *Confirmation Receipt Request*.
16. Click “*I Authorize a charge to my card account for the above amount in accordance with my card issuer agreement*” to confirm and authorize the payment details.
17. Click *Submit Payment* button.
18. An e-mail receipt will be sent to the e-mail address provided in Step #15.
19. **If the credit card is not accepted by Pay.gov, a message will appear on the screen and the docket event will not continue. The filing will not be accepted by the system. The attorney will be instructed to contact his or her card issuer.**
20. Modify the docket text if necessary and click *Next*.
21. Proofread the Final Docket Text screen and click *Next*. **NOTE: IF YOU DO NOT PRESS NEXT TO COMPLETE THE DOCKET TEXT SCREEN, THE FEE WILL HAVE BEEN PAID, BUT THE NOTICE OF APPEAL WILL NOT BE FILED.**
22. A Notice of Electronic Filing will appear on the screen and will not be e-mailed to the filer. Please print a copy of this Notice of Electronic Filing for your records.
23. Upon receipt of the Notice of Appeal, the Third Circuit Court of Appeals will review and process the document and assign a case number. A Notice of Electronic Filing will be sent by the Third Circuit Court of Appeals. Appeals to the Federal Court in Washington, DC, will be reviewed and processed and notice delivered by other means to counsel.