



Topic:

eCourts Special Civil Part - eFiling Order to Show Cause

This document demonstrates how to electronically file an Order to Show Cause (OTSC) in Special Civil Part.

Three new 'Actions' are available:

- *EJECTMENT/WRIT OF POSSESSION – EJECTMENT*
- *ILLEGAL LOCKOUT/RETURN OF TENANTS PROP – ILLEGAL LOCKOUT*
- *OSC OTHER/ORDER TO SHOW CAUSE - OTHER*

This Guide is for:

Attorneys eFiling an Order to Show Cause (OTSC)

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File a New Order to Show Cause Verified Complaint

1. From the eCourts Home page, select 'Special Civil Part' from the 'Select Court/Division' drop-down list.

2. Click on **eFile**

3. Click **New Case**.


Retrieve	Delete	Pending Title	Attorney	Law Firm Case ID	Created	Last Modified
Retrieve	Delete	rt VS hjgh	LASTNAMETEST, FIRSTNAMETEST MIDDLENAME		11-29-2018	11-29-2018

Enter Case Details

1. Select Court Section field will auto populate with 'DC'.
2. Select the Venue.
3. Select whether or not the matter in controversy is the subject of another action.
4. Select the Action from the drop-down. Three new actions are available allowing filers to submit a verified complaint.
 - EJECTMENT/WRIT OF POSSESSION – EJECTMENT
 - ILLEGAL LOCKOUT/RETURN OF TENANTS PROP – ILLEGAL LOCKOUT
 - OSC OTHER/ORDER TO SHOW CAUSE - OTHER

NOTE: When one of these actions are chosen, the screen will display the fields needed to proceed to file the OTSC filing.

Judiciary eCourts System - Special Civil Part My Account | Home | Help | Logout

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eCOURTS HOME | eFILING | CASE JACKET User: 007412001, F. LASTNAMETEST Firm: ANSELL GRIMM & AARON PC

Enter Case Details

* Select Court Section: **1**

* Select Venue: **2**

* I certify that the matter in controversy is not the subject of any other court action or arbitration proceeding, no pending or contemplated, and that no other parties should be joined in this action. **3**

The matter in controversy is subject to another court action or arbitration proceeding, pending or contemplated.

Enter Case Details

* Select Action: **4**

* Enter Demand Amount:

Attorney's Fees:

* Jury Demand:

* Select Service Method:

Law Firm Case ID:

Complete this field to accommodate the assignees as defined in Rule 6:3-2. Must be a proper case caption. If this field is populated, the content of this field will be placed as the plaintiff caption on the Summons.

Plaintiff Caption:

Complete this field to accommodate the assignees as defined in Rule 6:3-2. Must be a proper case caption. If this field is populated, the content of this field will be placed as the defendant caption on the Summons.

Defendant Caption:

5. Enter in the requested relief in the Requested relief field.

NOTE: This field allows for a maximum of 1,000 characters.

6. When done, click **Continue**.

NOTE: Fields with * are required.

Enter Case Details

* Select Court Section:

* Select Venue:

- I certify that the matter in controversy is not the subject of any other court action or arbitration proceeding, no pending or contemplated, and that no other parties should be joined in this action.
- The matter in controversy is subject to another court action or arbitration proceeding, pending or contemplated.

Enter Case Details

* Select Action:

Enter Demand Amount:

Ex. 10000.00

Attorney's Fees:

Law Firm Case ID:

* Requested relief:
(Max 1,000 Characters)


Requested relief should go here.

5

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Continue

Enter Plaintiff (s)

1. Click  to enter Plaintiff (s) information.

2. A pop-up will display to 'Add a Plaintiff'.

- Party Description
- Part Affiliation
- Corporation Type
- Name
- Address Line 1
- Address Line 2
- City
- State of NJ - Judiciary Zip
- Phone
- Alternate Type
- Interpreter
- ADA accommodation

NOTE: Fields with the red asterisk * are required:

3. Click  .

Enter Plaintiff(s)



Click  to enter a Plaintiff

Case Details: ▶

Case Type: EJECTMENT/ WRIT OF POSSESSION - EJECTMENT

Plaintiff(s) ▼

	Party Description	Name	Address	Phone	Attorney
 1					

Add a Plaintiff

* Party Description:

Party Affiliation:

* Address Line 1:

Address Line 2:






* City:

* State:

* Zip: Zip Ext:

Phone:

Ex. 6091234567

	Alternate Type	Alternate Name
	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="text" value=""/>	<input type="text" value=""/>

Will you need an Interpreter? Yes No

Will you need ADA accommodations? Yes No

3
 

4. Click **Continue** to proceed to enter defendants for the case.

Enter Plaintiff(s)


[Back](#)

Click **+** to enter a Plaintiff

Case Details: ▶

Case Type: EJECTMENT/ WRIT OF POSSESSION - EJECTMENT

Plaintiff(s) ▼


	Party Description	Name	Address	Phone	Attorney
 Modify	Individual	SMITH, MEGAN	123 Main Street, Anywhere, NJ 12932		LASTNAMETEST, FIRSTNAMETEST MIDDLENAME
+					

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[Continue](#)

Enter Defendant (s)


1. Click  to enter Defendant (s) information.

2. The 'Add a Defendant screen will pop-up. Enter information for the defendant.

NOTE: Fields with the * are required:



3. Click  .

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Enter Defendant(s)



 Click  to enter a Defendant

Case Details: ▶ Case Type: EJECTMENT/ WRIT OF POSSESSION - EJECTMENT

Plaintiff(s) ▶


Defendant(s) ▼

	Party Description	Name	Address	Phone	Attorney
					

Add a Defendant

* Party Description: ▼

Party Affiliation: ▼ 

* Address Line 1:

Address Line 2:






* City:




* State: ▼

* Zip: Zip Ext:

Phone:

Ex. 6091234567

	Alternate Type	Alternate Name
	<input type="text" value=""/> ▼	<input type="text"/>
	<input type="text" value=""/> ▼	<input type="text"/>
	<input type="text" value=""/> ▼	<input type="text"/>
	<input type="text" value=""/> ▼	<input type="text"/>
	<input type="text" value=""/> ▼	<input type="text"/>

4. Click [Continue](#) to proceed to enter defendants for the case.

Enter Defendant(s)

[Back](#)


Click [+](#) to enter a Defendant

Case Details: [▶](#)

Case Type: EJECTMENT/ WRIT OF POSSESSION - EJECTMENT

Plaintiff(s) [▶](#)

Defendant(s) [▼](#)

	Party Description	Name	Address	Phone	Attorney
 Modify	Individual	SMITH, FRANCES	123 Main Street, Anywhere, NJ 29586		
+					

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[Continue](#)

Upload Required Documents

1. Click the checkbox to certify that all confidential personal identifiers have been redacted.

NOTE: Browse option will not be available until checkbox is clicked.

2. Click on the 'Browse...' button to select the document to upload as the


3. Click on the 'Browse...' button to select the document to upload as the

4. After uploading both attachments, if there are no more attachments, click

or

NOTE: When is selected, the filing is saved and can be viewed from the Pending Filing List on the Home Page if not submitted.

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Upload Required Documents

Case Details: ▶ Case Type: EJECTMENT/ WRIT OF POSSESSION - EJECTMENT



Plaintiff(s) ▶

Defendant(s) ▶

Upload Required Documents ▼

To upload documents please accept the following:

I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7.

	Document Name	Document Description	Access Restrictions	File Name
	* Verified Complaint	Verified Complaint		 <input type="text" value="Browse..."/>
	* Proposed Final Order	Proposed Final Order		 <input type="text" value="Browse..."/>
<input type="button" value="+"/>				

Review and Submit


1. The fee for Verified Complaint is \$75.00. \$50 for the Complaint and \$25 for the Motion.

NOTE: Click the Fee-exemption checkbox if user is exempt from fees. Then select the reason for exemption.

2. To view a draft of the OTSC, click

[View Draft OTSC](#)

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Review and Submit

[Back](#)

Case Details: ▼ **Case Type:** EJECTMENT/ WRIT OF POSSESSION - EJECTMENT

Court: Special Civil Part Section: District Court - DC Venue: ATLANTIC Demand Amount: \$0.00
Service Method: CERTIFIED/REGULAR MAIL Law Firm Case ID: Jury Demand:

Plaintiff(s) ▼

Party Description	Name	Address	Phone	Attorney
Individual	SMITH, MEGAN	123 Main Street, Anywhere, NJ 12932		LASTNAMETEST, FIRSTNAMETEST MIDDLENAME

Defendant(s) ▼

Party Description	Name	Address	Phone	Attorney
Individual	SMITH, FRANCES	123 Main Street, Anywhere, NJ 29586		

Upload Required Documents ▼

I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7.

Document Name	Document Description	Access Restrictions	File Name
* Verified Complaint	Verified Complaint		Verified Complaint.pdf
* Proposed Final Order	Proposed Final Order		Proposed_Order.docx

Fees ▼

I certify that I am exempt from the fee charge associated with this filing.

Filing Fee: \$75.00 **1**
Total: \$75.00

*Select Payment Method: ▼
*Select Account Number: ▼
Attorney's Client Reference Number:

[View Draft OTSC](#) [Back](#) [Save](#) [Submit](#)

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FIRSTNAMETEST MIDDLENAME LASTNAMETEST
1500 LAWRENCE AVE
QA CAMS CN 7807
OCEAN NJ 07712

Superior Court of New Jersey
Law Division, Special Civil Part
ATLANTIC County

Docket Number

MEGAN SMITH
Vs.
FRANCES SMITH

Civil Action
Order to Show Cause - Ejectment

This matter having been brought to the court by MEGAN SMITH, Plaintiff, seeking relief by way of summary action based upon the facts set forth in the verified complaint filed herewith and the Court having determined that this matter may be commenced by Order to Show Cause as a summary proceeding and for good cause shown,

It is on this ____, ORDERED that the defendant(s) appear and show cause before the undersigned Judge on the __ before the Superior Court at ATLANTIC, New Jersey, or soon thereafter as the parties can be heard, why judgment should not be entered:

Requested relief should go here.

And it is further ORDERED that:

1. A copy of this order to show cause, verified complaint, and all supporting affidavits or certifications submitted in support of this application be served by the plaintiff upon the defendant(s) personally within ____ days of the date hereof, or if such service cannot be personally made, plaintiff shall either serve the defendant(s) by regular and certified mail or by regular mail upon the defendant's attorney, if known, within ____ days of the date hereof in accordance with R. 4:4-4 and R. 6:2-3(a), this being original process.
2. The plaintiff must file with the Court his/her proof of service of these pleadings upon the defendant(s) no later than ____ days before the scheduled hearing or return date scheduled by this Court.
3. The defendant(s) may file and serve the plaintiff with an answering affidavit or motion returnable on the hearing date scheduled by this Court and shall appear in response to this order to show cause. Any documents filed by the defendant must be filed with the Clerk of the Special Civil Part in the county listed above and a copy must be sent to the

plaintiff, if the plaintiff has no attorney, or plaintiff's attorney named above. A telephone call will not protect the defendant's rights, defendant(s) must appear in Court at the designated date and time scheduled by this Court.

4. Defendant(s) take notice that the plaintiff has filed a lawsuit against you in the Superior Court of New Jersey. The verified complaint attached to this order to show cause states the basis of the lawsuit and the relief sought. If you dispute this complaint then you may submit, before the scheduled hearing date to this order to show cause, and answering affidavit or motion returnable on the hearing date and proof of its service. You must also appear on the hearing date set forth above to answer this complaint.
5. If you wish to hire an attorney and cannot afford one, you may call the Legal Services offices in the county in which you live or the Legal Services of New Jersey Statewide Hotline at 1-888-LSNJLAW (1-888-576-5529). If you do not have an attorney and are not eligible for free legal assistance, you may obtain a referral to an attorney by calling one of the Lawyer Referral services. A directory with contact information for local Legal Services Offices and Lawyer Referral Services is available in the Civil Division Case Management Office in the county listed above and online at www.judiciary.state.nj.us/prose/10153_deptyclerklawref.pdf.

Submit

1. After review of the OTSC,

click **Submit**

2. The Submit Filing screen will

display. Click **Agree** to continue to file.

Individual | SMITH, FRANCES | 123 Main Street, Anywhere, NJ 08000

Upload Required Documents ▼

I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7.

Document Name	Document Description	Access Restrictions	File Name
* Verified Complaint	Verified Complaint		Verified Complaint.pdf
* Proposed Final Order	Proposed Final Order		Proposed_Order.docx

Fees ▼

I certify that I am exempt from the fee charge associated with this filing.

Filing Fee: \$75.00
Total: \$75.00

*Select Payment Method: Collateral Account ▼
*Select Account Number: 2065 ▼
Attorney's Client Reference Number:

1

Submit Filing?


1. I certify that I have reviewed ALL information and documents for accuracy prior to submitting the filing.
2. I understand that I am required to redact confidential personal identifiers pursuant to [R. 1:38-7](#), and that the Judiciary will neither review nor redact any documents if I include confidential personal identifiers in error.
3. I understand that once the filing is submitted it cannot be deleted, and that any corrections may require the filing of an amended document or a motion to remove the contents from the case jacket.
4. I understand that no refunds will be offered in the event a filing with a court fee is submitted erroneously.

2

Agree **Cancel**

Confirmation

1. A confirmation message will display in green, indicating that the filing has been successfully submitted, and email notification sent.

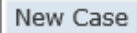
2. Click  to view the printable Confirmation.

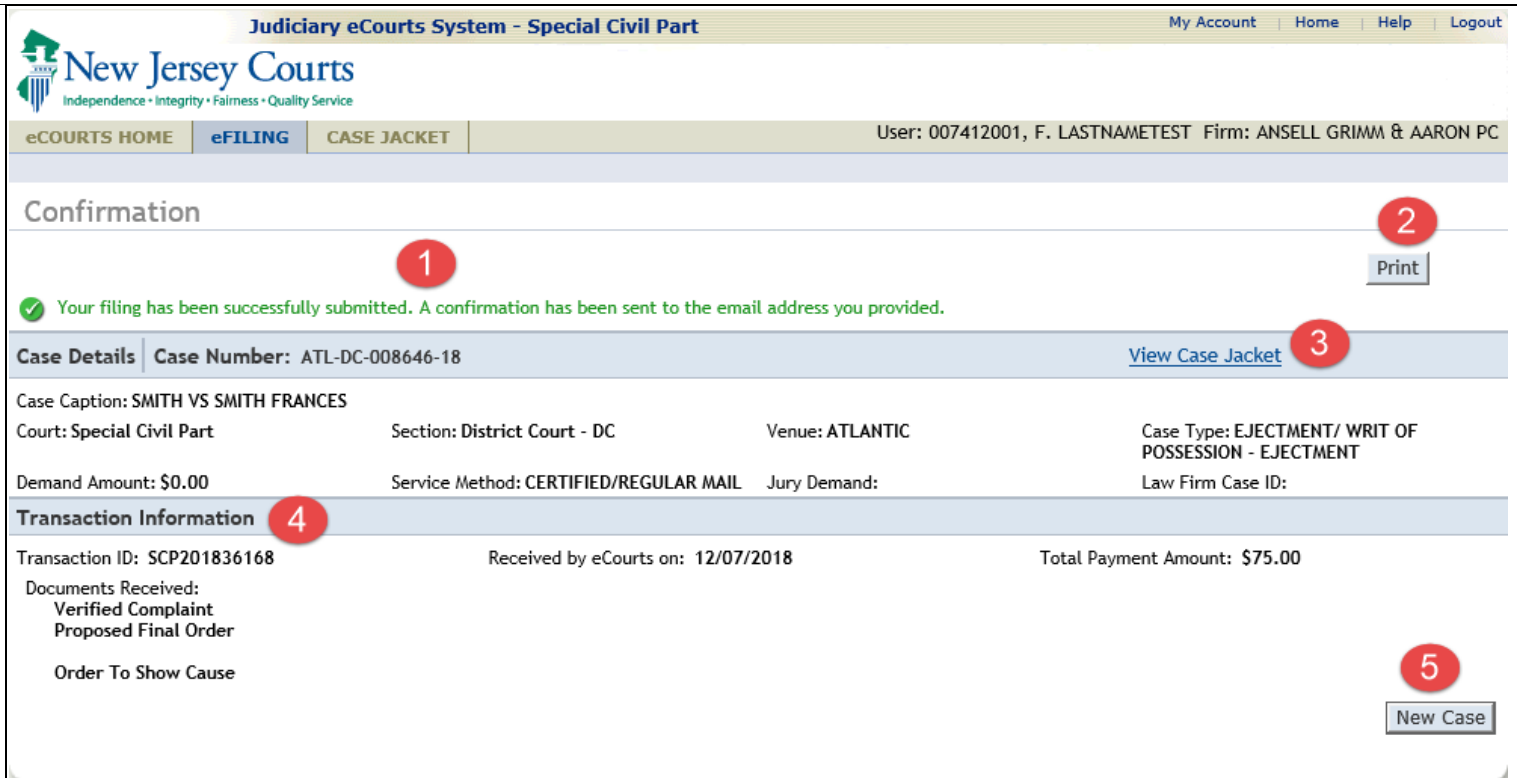
NOTE This is a printable version of the Confirmation screen that can also be saved as a PDF document.

3. Click the [View Case Jacket](#) hyperlink to view information found in the case jacket.


4. The Transaction Information section will display

- Transaction ID
- Date received Payment amount
- Documents filed

5. Click  to start a new case.





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Confirmation



 Your filing has been successfully submitted. A confirmation has been sent to the email address you provided.

Case Details | **Case Number:** ATL-DC-008646-18 [View Case Jacket](#)

Case Caption: SMITH VS SMITH FRANCES
Court: Special Civil Part Section: District Court - DC Venue: ATLANTIC Case Type: EJECTMENT/ WRIT OF POSSESSION - EJECTMENT
Demand Amount: \$0.00 Service Method: CERTIFIED/REGULAR MAIL Jury Demand: Law Firm Case ID:

Transaction Information

Transaction ID: SCP201836168 Received by eCourts on: 12/07/2018 Total Payment Amount: \$75.00

Documents Received:
Verified Complaint
Proposed Final Order
Order To Show Cause

