

eCourts: Guidelines for Preparing Documents for e-Filing



Last Updated: June 28, 2018

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ABOUT THIS GUIDE

This guide is provided for the convenience of eCourts filers and contains suggestions for preparing documents which will be accepted by the New Jersey electronic filing system: eCourts.

This guide does not cover technical instruction on how to use eCourts or electronic authoring software. The information in this guide should not be relied upon as legal authority and is subject to periodic updates.

WHICH CASE TYPES CAN BE FILED ELECTRONICALLY?

Currently DC, F and L docket types must be filed through eCourts. Exceptions are Name Change complaints and documents with confidential personal identifiers (CPI).

COURTESY COPIES

Please be advised that one paper courtesy copy of all motion-related papers, including briefs, letter memoranda, and proposed orders should be sent by regular mail or hand delivered to chambers marked "Courtesy Copy". Attorneys must ensure that the required courtesy copy is received by the judge within two (2) days of electronically filing the motion-related paper.

WHAT TECHNOLOGY DO I NEED?

1. Computer with internet connection
2. PDF software

PDF CREATION METHODS

- **Ideal:** Save or export the source document to PDF format with the Microsoft Word "Save as Adobe PDF" option or with PDF software.
- **Acceptable:** If you do not have an electronic source document, use a scanner to convert paper documents to PDF.

Note: *Electronically converting documents to PDF preserves the text of the source document, making it searchable and resulting in smaller file size.*

RECOMMENDED SCANNER SETTINGS

- 200x200 DPI is a sufficient resolution and will minimize unnecessary file size bloat of higher resolution settings.
- Bi-tonal (black and white) text. Grayscale is not recommended. Color imagery is only suggested if scanning exhibits or documents where color is essential (maps, etc.).
- Scans should be straight. Excessively crooked documents may be marked deficient.

- If necessary to scan to TIFF, JPG, or PNG, convert to PDF before uploading to eCourts.

DOCUMENT REQUIREMENTS

- US Letter, no larger than 8.5 x 11 inches.
- Portrait orientation. Landscape orientation will not be accepted.
- All documents, other than Proposed Documents (Orders, Writs, etc.), should be submitted as PDF. Proposed Documents will be alternatively accepted in Microsoft Word format. File size limit of 7 MB for each document.
- Cumulate file size limit of 25 MB for each filing submission.

Note: Filings that exceed these limits will not be accepted. If a document exceeds the limit, user should break the document into volumes with each file clearly labeled (“1 of 3,” etc.).

PROHIBITED ITEMS

Documents **must not** contain:

- Password protection or features that otherwise limit access.
- Unreadable words or images.
- Invalid or corrupted formatting, tables, etc.
- Any form of information that cannot be readily viewed in its entirety with PDF viewing software.

Documents **should not** contain:

- Fillable PDF values or software markups such as: comments, “Track Changes” objects, redaction, etc. While it may be possible to upload such documents, one of the following problems could occur:
 - The form entries will be missing, OR
 - The form entries will be editable

To prepare marked-up documents or fillable PDFs for e-filing, it is best practice to first flatten the document by printing a copy to PDF instead of saving it to PDF format.

Instructions on how to print to PDF vary depending on your software.

Note: Occasionally, eCourts may reject a document that otherwise complies with these guidelines. Please call the Judiciary help desk @ 1-800-343-7002 for assistance.

CONFIDENTIAL INFORMATION

e-Filing requires that filers comply with Rule 1:38-7 and submit ONLY redacted documents via eCourts. Filings which contain confidential personal identifiers should be filed to the court through standard mail. More information regarding the submission of filings with CPI can be found [here](#).