

Topic:

eCourts- Notice of Settlement Template

Summary:

This guide will explain how eFilers can use system generated templates when submitting an Notice of Settlement.

Audience:

eCourts attorneys who file in the Civil Division.

Support:

For support, please call 609-421-6100.

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eFiling with Notice of Settlement Template

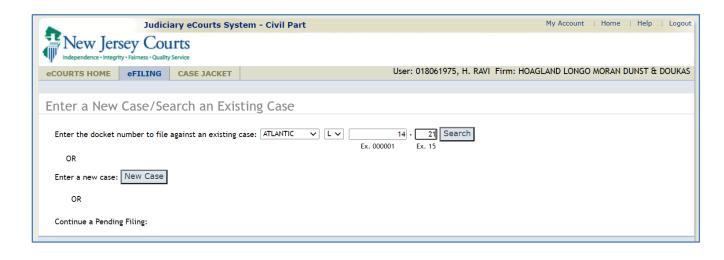
To begin the filing process, the user will enter the docket number of the case and click the Search button.

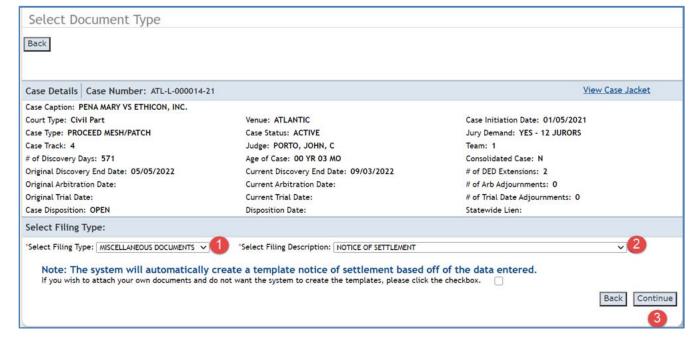
From the Select Document Type screen, the user will complete the following steps:

- Select the Filing Type as: Miscellaneous Documents
- Select the Filing Description as: Notice of Settlement

Note: The system will display an information notice informing the user that a template will be created.

3. The user will then click the Continue button.





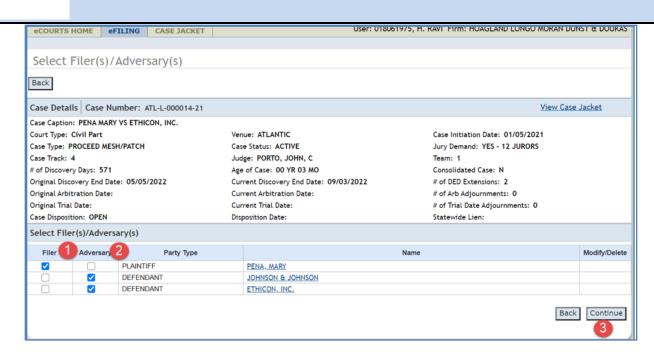


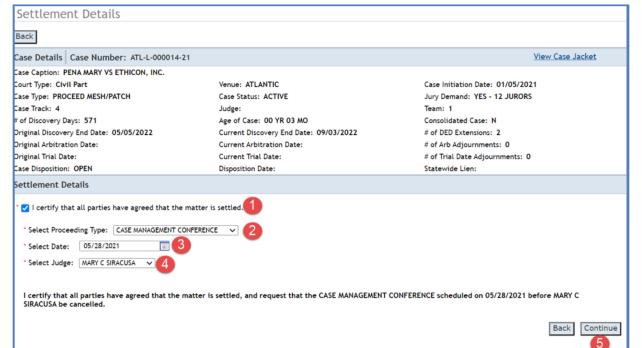
Select Filer/Adversary

- The user will select the Filer.
- 2. The user will select the Adversary.
- 3. The user will then click the Continue button.

The user will input the details regarding the Notice of Settlement by completing the following fields:

- Certification
 Acknowledgment
- Select Proceeding Type
- 3. Select Date
- 4. Select Judge
- 5. Click the Continue button.







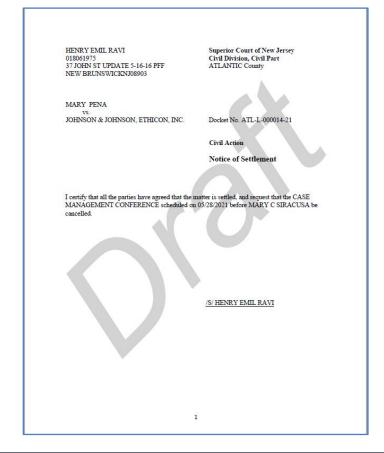
Prior to submission, the user will complete the following:

- Certification
 Acknowledgment
- 2. Template Preview

By clicking the Document Description hyperlink, the user can preview a draft version of the template request, which is acutomatically attached by the system, to ensure that all of the data has been captured accurately.

3. Click the Submit button to complete the filing flow.

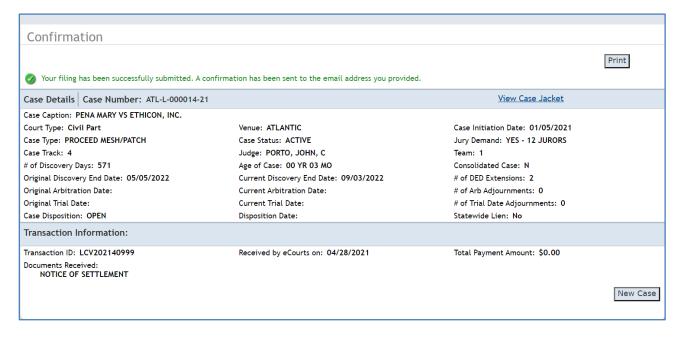


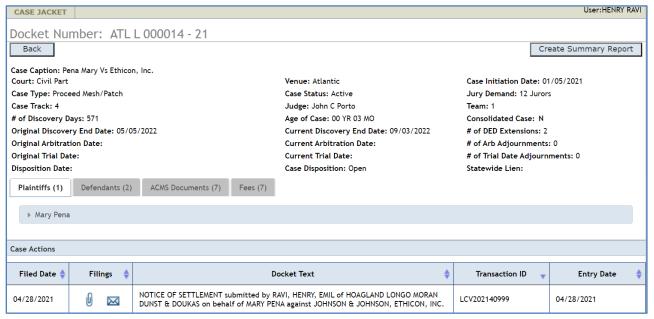




Once submitted, the user will receive confirmation of the filing.

Also, upon submission, the notice will be automatically stored to the eCourts case jackets and notifications will be triggered accordingly.





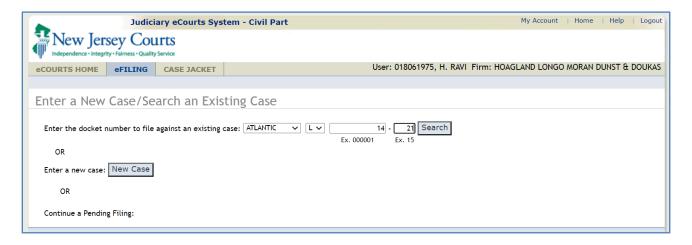


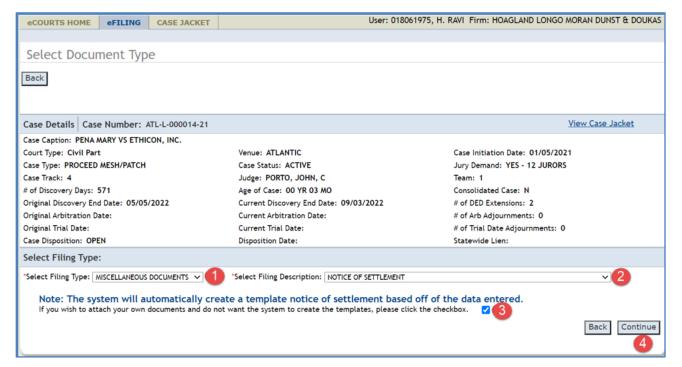
eFiling without Notice of Settlement Template

To begin the filing process, the user will enter the docket number of the case and click the Search button.

From the Select Document Type screen, the user will complete the following steps:

- Select the Filing Type as: Miscellaneous Documents
- Select the Filing Description as: Notice of Settlement
- 3. Click the checkbox, which will prompt the system to not create the template form.
- 4. Click the Continue button.





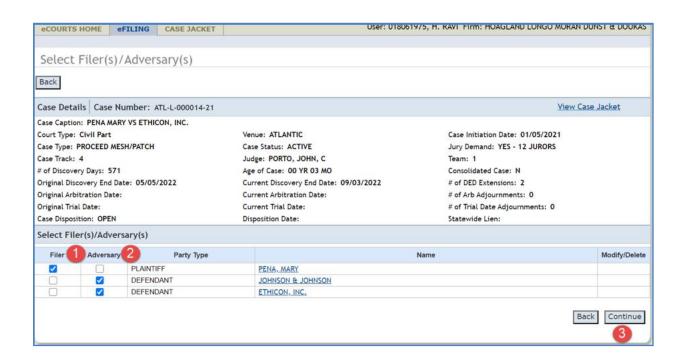


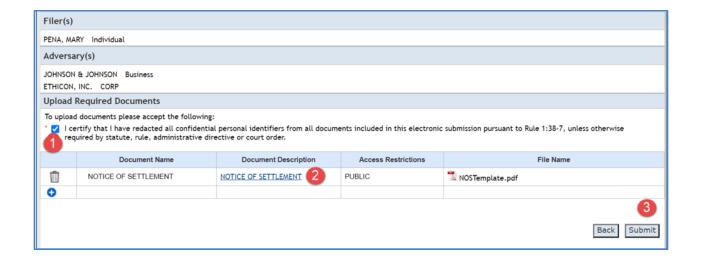
Select Filer/Adversary

- 1. The user will select the Filer.
- 2. The user will select the Adversary.
- 3. The user will then click the Continue button.

Prior to submission, the user will complete the following:

- Certification
 Acknowledgment
- 2. Browse and attach their filing.
- 3. Click the Submit button to complete the filing flow.







Once submitted, the user will receive confirmation of the filing.

Also, upon submission, their filing will be automatically stored to the eCourts case jackets and notifications will be triggered accordingly.



