

**Topic:**

eCourts- Landlord Case Information Statement

**Summary:**

This guide will explain how eFilers can submit a Landlord Case Information Statement in eCourts.

**Audience:**

eCourts registered attorneys who file Landlord Tenant documents.

**Support:**

For support, please call 609-421-6100.

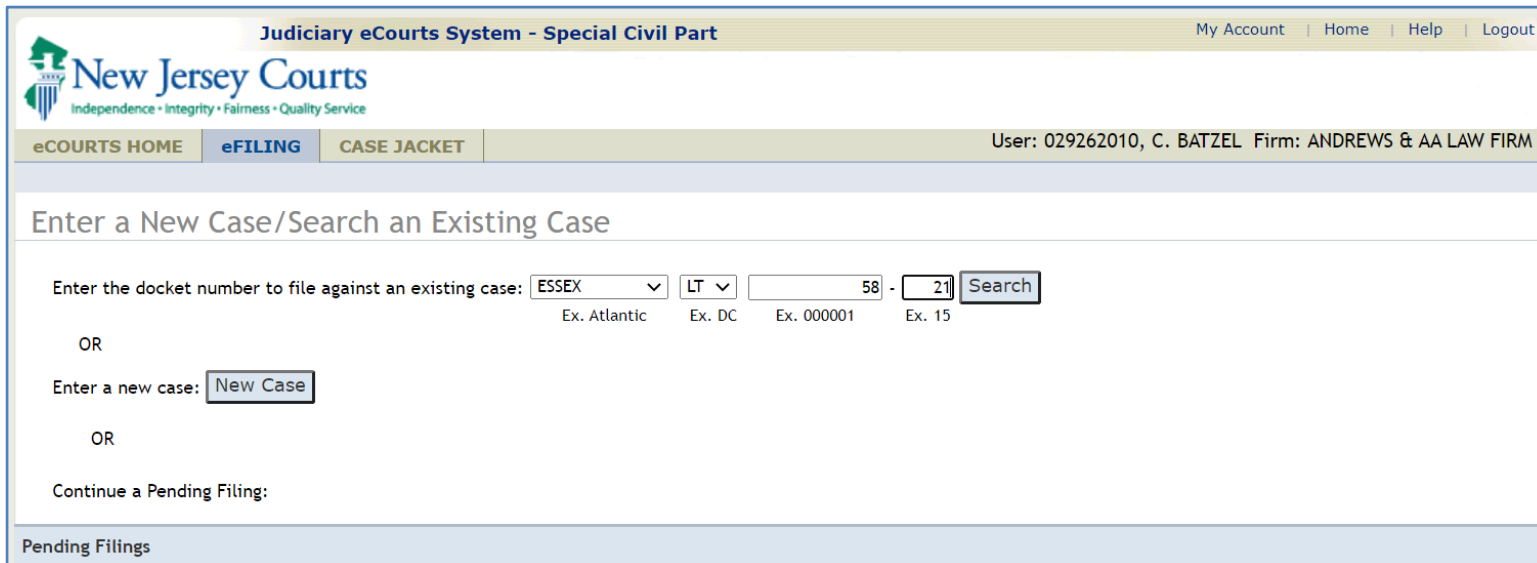
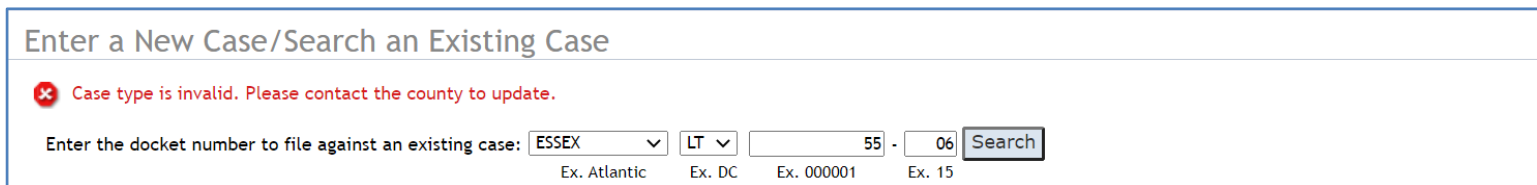
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### Search for Case

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

**NOTE:** If the LT case was filed prior to 07/28/2020 and the case type has not been updated in the court's case management system to one of the following 6 types: Residential Non-Payment Holdover, Commercial Non-Payment Holdover, Residential Holdover, Commercial Holdover, Residential Non-Payment, Commercial Non-Payment, then the system will prevent the user from proceeding. The filer must contact the county managing the case to have the case type updated accordingly.

### Select Filing Type

Select the following:

1. Filing Type as “Miscellaneous Documents” and
2. The Filing Description as “LCIS.”
3. Click the Continue button.

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eCOURTS HOME | eFILING | CASE JACKET User: 029262010, C. BATZEL Firm: ANDREWS & AA LAW FIRM

### Select Document Type

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Case Details | Case Number: ESX-LT-000058-21 [View Case Jacket](#)

Case Caption: LANDLORD VS TENANT 321	Court Type: Special Civil Part Section: Landlord Tenant	Venue: ESSEX	Case Initiation Date: 06/28/2021
Case Type: RESIDENTIAL HOLDOVER NON-PAYMENT	Case Status: ACTIVE	Demand Amount: \$0.00	Jury Demand: NONE
Case Track:	Judge:	Statewide Lien:	
Case Disposition: OPEN	Disposition Date:		

Select Filing Type:

\*Select Filing Type: MISCELLANEOUS DOCUMENTS

\*Select Filing Description: LCIS

**Enter Case Details**

Enter the case details by either selecting applicable choices or entering data in fields displayed.

All required fields are marked with a red asterisk (\*).

**NOTE:** The answers to these questions will be used to pre-populate a system generated LCIS template document.

**Select Movant(s)/Adversary(s)**

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**Case Details** | Case Number: **ESX-LT-000059-21** [View Case Jacket](#)

Case Caption: **LANDLORD VS TENANT 322**

Court Type: **Special Civil Part** Section: **Landlord Tenant** Venue: **ESSEX** Case Initiation Date: **06/28/2021**

Case Type: **COMMERCIAL HOLDOVER NON-PAYMENT** Case Status: **ACTIVE** Demand Amount: **\$0.00**

Case Track: Judge: Jury Demand: **NONE**

Case Disposition: **OPEN** Disposition Date: Statewide Lien:

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**Enter Case Details**

\*Select Holdover Cause of Action(s):

22. Tenant Stays after Expiration of Lease Term - N.J.S.A. 2A:18-53

23. Tenant Disorderly as to Destroy Peace and Quiet - N.J.S.A. 2A:18-53

24. Tenant Willfully Destroys, Damages or Injures the Premises - N.J.S.A. 2A:18-53

25. Tenant Constantly Violates Landlord's Written Rules and Regulations - N.J.S.A. 2A:18-53

26. Tenant Breaches/Violates any Agreement in Lease that Provides for Right of Reentry - N.J.S.A. 2A:18-53

27. Violation of Alcoholic Beverages Laws by Commercial Tenant - N.J.S.A. 33:1-54

\* The total number of months of unpaid rent is:  (Number from 01-99)

\* The first month of unpaid rent was:  (Year)  (Month)

\* The amount due and owing by the tenant in this case is: \$

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**Select Movant(s)/Adversary(s)**

Movant	Adversary	Party Type	Name	Modify/Delete
<input type="checkbox"/>	<input type="checkbox"/>	PLAINTIFF	<a href="#">PARTY, LANDLORD</a>	<a href="#">Modify</a>
<input type="checkbox"/>	<input type="checkbox"/>	DEFENDANT	<a href="#">PARTY, TENANT</a>	<a href="#">Modify</a>

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The case details required and displayed will vary and are based on the type of LT case in which the filer is attempting to file the LCIS.

**Questions for “Residential Holdover” and “Residential Non-Payment Holdover” case types:**

**Enter Case Details**

\*Select Holdover Cause of Action(s):

<input type="checkbox"/> 1. Disorderly Tenant - N.J.S.A. 2A:18-61.1(b)	<input type="checkbox"/> 14. Personal Occupancy by Owner or Purchaser of Unit Owner (building with 3 or fewer residential units) - N.J.S.A. 2A:18-61.1(l)(3)
<input type="checkbox"/> 2. Willful or Gross Negligent Damage to Premises - N.J.S.A. 2A:18-61.1(c)	<input type="checkbox"/> 15. Rental is Conditioned on Tenant’s Employment by Landlord - N.J.S.A. 2A:18-61.1(m)
<input type="checkbox"/> 3. Violation of Rules and Regulations - N.J.S.A. 2A:18-61.1(d)	<input type="checkbox"/> 16. Convicted or Plead Guilty to Offenses under the 1987 Comprehensive Drug Reform Act, or Harbors Such Person - N.J.S.A. 2A:18-61.1(n)
<input type="checkbox"/> 4. Violation of the Lease Covenants - N.J.S.A. 2A:18-61.1(e)	<input type="checkbox"/> 17. Convicted or Plead Guilty to Assault/Threats against Landlord, Landlord’s Family or Employee, or Harbors such Person - N.J.S.A. 2A:18-61.1(o)
<input type="checkbox"/> 5. Violation of the Lease Covenants Under the Control of a Public Housing Authority or Redevelopment Agency - N.J.S.A. 2A:18-61.1(e)	<input type="checkbox"/> 18. Tenant or Tenant Harbors such Person previously found Liable in a Civil Action for Certain Criminal Acts on the Rental Premises - N.J.S.A. 2A:18-61.1(p)
<input type="checkbox"/> 6. Failure to Pay Rent After Increase - N.J.S.A. 2A:18-61.1(f)	<input type="checkbox"/> 19. Tenant or Tenant Harbors Such Person who pleaded or was convicted of theft of property from the Landlord, the Rental Premises, or Other Tenants - N.J.S.A. 2A:18-61.1(q)
<input type="checkbox"/> 7. Demolish/Board Up Premises - N.J.S.A. 2A:18-61.1(g)	<input type="checkbox"/> 20. Tenant or Tenant Harbors such Person previously found Liable in a Civil Action for Human Trafficking on the Rental Premises - N.J.S.A. 2A:18-61.1(r)
<input type="checkbox"/> 8. Permanently Retiring Residential Building/Mobile Home Park from Residential Use - N.J.S.A. 2A:18-61.1(h)	<input type="checkbox"/> 22. Tenant Stays after Expiration of Lease Term - N.J.S.A. 2A:18-53
<input type="checkbox"/> 9. Reasonable Changes to Lease at End of Lease Term that Tenant Refuses to Accept - N.J.S.A. 2A:18-61.1(i)	<input type="checkbox"/> 23. Tenant Disorderly as to Destroy Peace and Quiet - N.J.S.A. 2A:18-53
<input type="checkbox"/> 10. Habitual Late Payment of Rent - N.J.S.A. 2A:18-61.1(j)	<input type="checkbox"/> 24. Tenant Willfully Destroys, Damages or Injures the Premises - N.J.S.A. 2A:18-53
<input type="checkbox"/> 11. Converting Property to Condominium or Cooperative Ownership - N.J.S.A. 2A:18-61.1(k)	<input type="checkbox"/> 25. Tenant Constantly Violates Landlord’s Written Rules and Regulations - N.J.S.A. 2A:18-53
<input type="checkbox"/> 12. Personal Occupancy by Owner or Purchaser of Unit Owner (property converted to condo/cooperative or fee simple ownership) - N.J.S.A. 2A:18-61.1(l)(1)	<input type="checkbox"/> 26. Tenant Breaches/Violates any Agreement in Lease that Provides for Right of Reentry - N.J.S.A. 2A:18-53
<input type="checkbox"/> 13. Personal Occupancy by Owner or Purchaser of Unit Owner (owner of a building with 3 or fewer condo/cooperative units.) - N.J.S.A. 2A:18-61.1(l)(2)	

\*Resident(s) at Residential Health Care Facilities - N.J.S.A. 30:11A-1 et. seq?  Yes  No

\*Does the case involve Subsidized Housing?  Yes  No

\*Select all that apply:

- Public Housing
- §8 Voucher
- §8 HAP Contract
- Other Subsidy Program

\*Enter program name:

Are the notice(s) that are required for Holdover, Public Housing and/or Subsidized Housing attached to the complaint?  Yes  No  N/A

\*The rental property is not a covered property under the Federal CARES Act, 15 U.S.C.S. § 9058(a)?  Yes  No

\*Is the tenancy subject to a municipal rent control ordinance?  Yes  No

**Questions for “Residential Non-Payment” case type:**

Enter Case Details	
*Resident(s) at Residential Health Care Facilities?	<input type="radio"/> YES <input type="radio"/> NO
*Does the case involve Subsidized Housing?	<input type="radio"/> YES <input type="radio"/> NO
Are the notice(s) that are required for Holdover, Public Housing and/or Subsidized Housing attached to the complaint?	<input type="radio"/> YES <input type="radio"/> NO
*The rental property is not a covered property under the Federal CARES Act, 15 U.S.C.S. § 9058(a)?	<input type="radio"/> YES <input type="radio"/> NO
*Is the tenancy subject to municipal rent control ordinance?	<input type="radio"/> YES <input type="radio"/> NO
*The total number of months of unpaid rent is:	<input type="text"/> (Number from 01-99)
*The first month of unpaid rent was:	<input type="text"/> (Month) <input type="text"/> (Year)
*The amount due and owing by the tenant in this case is:	\$ <input type="text"/>

**Questions for “Commercial Holdover” and “Commercial Non-Payment Holdover” case types:**

Enter Case Details	
*Select Holdover Cause of Action(s):	
<input type="checkbox"/> 22. Tenant Stays after Expiration of Lease Term - N.J.S.A. 2A:18-53	
<input type="checkbox"/> 23. Tenant Disorderly as to Destroy Peace and Quiet - N.J.S.A. 2A:18-53	
<input type="checkbox"/> 24. Tenant Willfully Destroys, Damages or Injures the Premises - N.J.S.A. 2A:18-53	
<input type="checkbox"/> 25. Tenant Constantly Violates Landlord’s Written Rules and Regulations - N.J.S.A. 2A:18-53	
<input type="checkbox"/> 26. Tenant Breaches/Violates any Agreement in Lease that Provides for Right of Reentry - N.J.S.A. 2A:18-53	
<input type="checkbox"/> 27. Violation of Alcoholic Beverages Laws by Commercial Tenant - N.J.S.A. 33:1-54	
* The total number of months of unpaid rent is:	<input type="text"/> (Number from 01-99)
* The first month of unpaid rent was:	<input type="text"/> (Year) <input type="text"/> (Month) <input type="text"/>
* The amount due and owing by the tenant in this case is:	\$ <input type="text"/>

**Questions for “Commercial Non-Payment” case type:**

Enter Case Details	
* The total number of months of unpaid rent is:	<input type="text"/> (Number from 01-99)
* The first month of unpaid rent was:	<input type="text"/> (Month) <input type="text"/> (Year)
* The amount due and owing by the tenant in this case is:	\$ <input type="text"/>

**Select Movant/Adversary**

1. Select the Filer and Adversary.
2. The user will be required to select the “Municipality” of the rental property.
3. The user will be able to click the “Modify” link and update the party’s personal email address, phone number or cell phone number information.
4. The user will then click the Continue button.

\*The first month of unpaid rent was:  (Month)  (Year)

\*The amount due and owing by the tenant in this case is: \$

Select Movant(s)/Adversary(s)

Filer	Adversary	Type	Name	Modify/Delete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plaintiff	<a href="#">PARTY, LANDLORD</a>	<a href="#">Modify</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Defendant	<a href="#">PARTY, TENANT</a>	<a href="#">Modify</a>

\*Select the Municipality of the rental address:

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Filer	Adversary	Type	Name	Modify/Delete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plaintiff	<a href="#">PARTY, LANDLORD</a>	<a href="#">Modify</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Defendant	<a href="#">PARTY, TENANT</a>	<a href="#">Modify</a>

\*Select the Municipality of the rental address:

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25. Reentry Address Line 1:  Address Line 2:

26. Reentry Details: **PARTY, TENANT**  
 Party Type: **Defendant** Party Description: **Individual** Party Status: **ACTIVE**

27. Attorney Name: \_\_\_\_\_ Attorney Bar ID: \_\_\_\_\_  
 Address Line 1: **123 MILLER DR** Address Line 2: \_\_\_\_\_  
 City: **NEWARK** State: **NEW JERSEY** Zip: **08032**  
 \*The to Email Address:  Phone:  Cell Phone:

\*The fir  
 \*The an

[Save](#) [Cancel](#)

Select Movant(s)/Adversary(s)

Filer	Adversary	Type	Name	Modify/Delete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plaintiff	<a href="#">PARTY, LANDLORD</a>	<a href="#">Modify</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Defendant	<a href="#">PARTY, TENANT</a>	<a href="#">Modify</a>

\*Select the Municipality of the rental address:

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## Upload Documents

1. On the Upload Documents screen, the system will pre-attach the LCIS template document created from the details given in the Case Details section.
2. Prior to submission, the user will be required to acknowledge the two certifications.
3. The user can preview and verify the template document by clicking the Document Description link.
4. Also, the user has the option of attaching additional documents to their submission by clicking the blue plus sign icon.
5. The user will then click the Submit button to complete the filing flow.

**Upload Documents**

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**Case Details** | Case Number: ESX-LT-000063-21 [View Case Jacket](#)

Case Caption: LANDLORD VS TENANT 326  
 Court Type: Special Civil Part Section: Landlord Tenant Venue: ESSEX Case Initiation Date: 06/28/2021  
 Case Type: COMMERCIAL NON-PAYMENT Case Status: ACTIVE Demand Amount: \$0.00  
 Case Track: Judge: Jury Demand: NONE  
 Case Disposition: OPEN Disposition Date: Statewide Lien:

**Movant(s)**  
 PARTY, LANDLORD Individual

**Adversary(s)**  
 PARTY, TENANT Individual

**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, unless otherwise required by statute, rule, administrative directive or court order.
- I certify that the foregoing statements made by me are true to the best of my knowledge. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

	Document Name	Document Description	Access Restrictions	File Name
1	* LCIS	<a href="#">LCIS</a> 3	PUBLIC	LCIS.pdf
4	+			

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[Submit](#) 5

**Upload Documents**

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**Case Details** | Case Number: ESX-LT-000063-21

Case Caption: LANDLORD VS TENANT 326  
 Court Type: Special Civil Part Section: Landlord Tenant Venue: ESSEX  
 Case Type: COMMERCIAL NON-PAYMENT Case Status: ACTIVE  
 Case Track: Judge: Jury Demand: NONE  
 Case Disposition: OPEN Disposition Date: Statewide Lien:

**Movant(s)**  
 PARTY, LANDLORD Individual

**Adversary(s)**  
 PARTY, TENANT Individual

**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, unless otherwise required by statute, rule, administrative directive or court order.
- I certify that the foregoing statements made by me are true to the best of my knowledge. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

	Document Name	Document Description	Access Restrictions	File Name
4	* LCIS	<a href="#">LCIS</a>	PUBLIC	LCIS.pdf
5	+			

**Landlord Case Information Statement**

Case Details: ESSEX - Special Civil Part Docket# ESX-LT-000063-21  
 Caption: LANDLORD VS TENANT 326

**Plaintiff/Landlord**

Name of Plaintiff/Landlord: LANDLORD PARTY Attorney Name and Firm: CHARLES SAMUEL BATZEL A1 LAW OFFICES, LLC  
 Email Address: MICHAEL.LEVINS@NJUDLAB.NJCOURTS.GOV  
 Home/Office Phone: 609-633-7451  
 Cell Phone: Attorney/Plaintiff Mailing Address: 25 MARKET ST. 7TH FLOOR NORTH SIDE, TRENTON NJ 08625

**Defendant/Tenant**

Name of Defendant/Tenant(s): TENANT PARTY Email Address: MICHAEL.LEVINS@NJUDLAB.NJCOURTS.GOV  
 Rental Property Address: 33 MASON DR. NEWARK NJ 08322 Home/Office Phone: Municipal Code: 0714  
 Cell Phone:

Type of Tenancy:  Residential  Commercial Cause of Action:  Non-Payment  Other (Holdover for Cause)  
 Holdover Cause of Action:

**THE INFORMATION PROVIDED ON THIS FORM CANNOT BE INTRODUCED INTO EVIDENCE**

Public Housing  
 Type:  Public Housing  Section 8 Voucher  Section 8 HAP Contract  Other Subsidy Program

Notion(s) that are required for Holdover, Public Housing and/or Subsidized Housing are attached to the complaint.  
 Rental property is not a covered property under the Federal CARES Act, 15 U.S.C. § 9058(a).  
 The tenancy is subject to a municipal rent control ordinance.

The total number of months of unpaid rent is: 12  
 The first month of unpaid rent was: July 2020  
 The amount due and owing by the tenant in this case is: \$ 12000.00

I certify that confidential personal identifiers have been redacted from documents now submitted to the court and will be redacted from all documents submitted in the future in accordance with Rule 1:38-7(b).  
 I certify that the foregoing statements made by me are true to the best of my knowledge. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Date: 07/13/2021 Attorney/Plaintiff Signature: /S/ CHARLES SAMUEL BATZEL



**Filing & Confirmation**


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

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

**Note:** The LCIS will be auto-docketed into ACMS upon submission as well.

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eCOURTS HOME | **eFILING** | CASE JACKET User: 029262010, C. BATZEL Firm: ANDREWS & AA LAW FIRM

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Confirmation [Print](#)

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

Case Details | Case Number: ESX-LT-000063-21 [View Case Jacket](#)

Case Caption: LANDLORD VS TENANT 326

Court Type: Special Civil Part	Section: Landlord Tenant	Venue: ESSEX	Case Initiation Date: 06/28/2021
Case Type: COMMERCIAL NON-PAYMENT	Case Status: ACTIVE	Demand Amount: \$0.00	Jury Demand: NONE
Case Track:	Judge:	Disposition Date:	Statewide Lien: No
Case Disposition: OPEN			

Transaction Information:

Transaction ID: SCP202111500	Received by eCourts on: 07/13/2021	Total Payment Amount: \$0.00
Documents Received: LCIS		

[New Case](#)

Docket Number: ESX LT 000063 - 21 [Create Summary Report](#)

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Case Caption: Landlord Vs Tenant 326	Venue: Essex	Case Initiation Date: 06/28/2021	Age: 00 YR 00 MO
Court: Special Civil Part	Case Status: Active	Demand Amount: \$0.00	Jury Demand: None
Case Type: Commercial Non-Payment	Judge:	Disposition Date:	
Case Track:	Statewide Lien:		
Case Disposition: Open			

[Plaintiffs \(1\)](#) | [Defendants \(1\)](#) | [ACMS Documents \(6\)](#) | [Fees \(7\)](#)

▶ Landlord Party

Case Actions

Filed Date	Filings	Docket Text	Transaction ID	Entry Date
07/13/2021	 	LCIS submitted by BATZEL, CHARLES, SAMUEL of ANDREWS & AA LAW FIRM on behalf of LANDLORD PARTY against TENANT PARTY	SCP202111500	07/13/2021