

### **Topic:**

eCourts Civil Part - eFiling Complaint to Change Name and Deficiency Correction.

### **Summary:**

When an Attorney files a Complaint to Change Name, documents containing confidential identifiers can be protected.

#### This Guide is for:

Attorney eFiling a Complaint to Change Name

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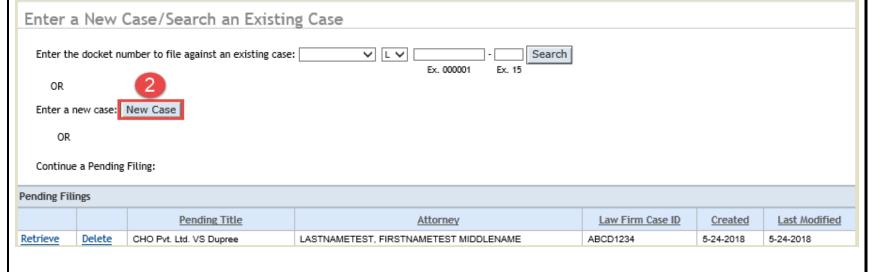


### Complaint to Change Name

1. Select eFILING



2. Click New Case to file a new case.





#### **Enter Case Details**

1. Select or type the following Case Detail entries.

Fields with the red asterisk \* are required:

- Venue
- Certification of other Court action
- Initiating Document
- Case Type
- Law Firm Case ID
- Related Cases Pending?
- Do you anticipate adding parties?
- 2. Once completed, click

**NOTE:** When 'Complaint to Change Name' is selected as the initiating document the Case Type 'Name Change' will automatically populate.

Enter Case Details 1	
* Select Venue: ATLANTIC V	
be joined in this action.	ot the subject of any other court action or arbitration proceeding, no pending or contemplated, and that no other parties should ther court action or arbitration proceeding, pending or contemplated.
Enter Case Details	
*Select Initiating Document:	COMPLAINT TO CHANGE NAME
*Select Case Type:	151 - NAME CHANGE
Law Firm Case ID:	12345
*Related cases pending?	○ Yes ● No
*Do you anticipate adding any parties?	○ Yes    ● No
(arising out of same transaction or occurrence)? Use this space to alert the court to any special of	case characteristics that may warrant individual management or accelerated disposition:  Continue

Enter Filer(s)

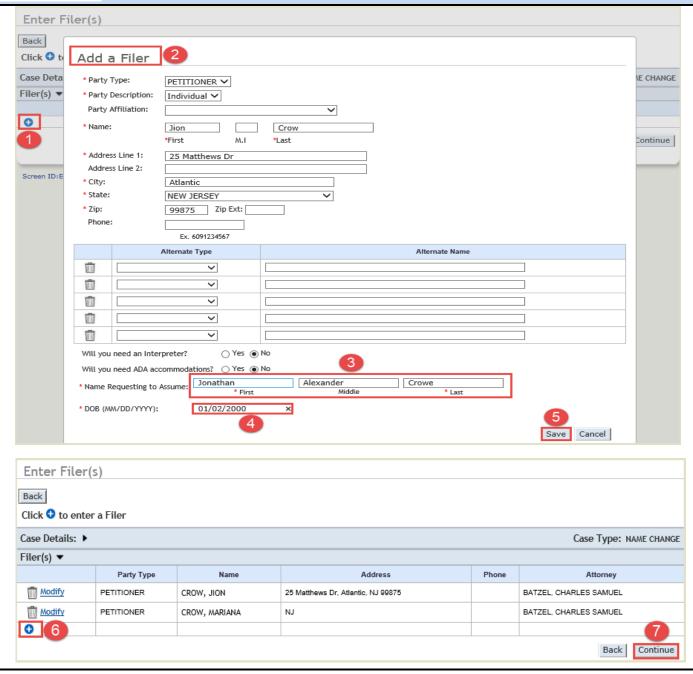


- 1. Click to enter filer information.
- 2. A pop-up will display to 'Add a Filer' details.

Fields with the red asterisk ★ are required:

- 3. Enter the Name the Petitioner is requesting to assume.'
- 4. Enter Date of Birth of the Petitioner.
- 5. Click Save to save the details entered.
- 6. Click to enter additional filer (s).
- 7. Click Continue.

**Enter Adversary (s)** 





1. By default the Defendant is the Attorney General Office.

NOTE: If no other Adversary Click the Continue to proceed with the filing.

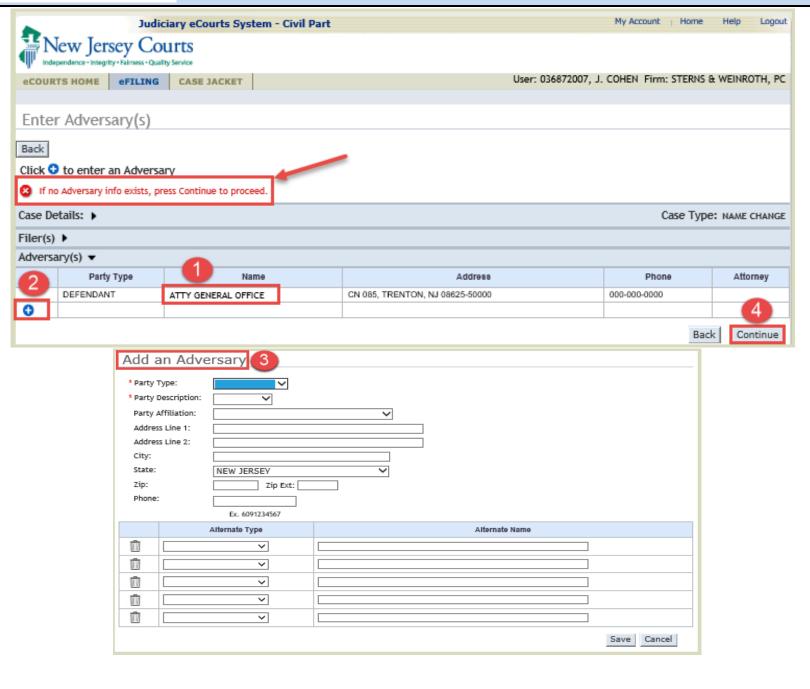
- 2. If there are other Adversary (s) e.g. non-custodial parents, click to enter Adversary(s) information.
- 3. The 'Add an Adversary' screen will pop-up to allow entry of Adversary details. If there are additional Adversary (s) they will be displayed along with the Attorney General Office.

**NOTE**: Fields with the red asterisk \* are required.

4. Click Continue to proceed.

### Upload Required Documents

1. Click the checkbox to certify that all confidential



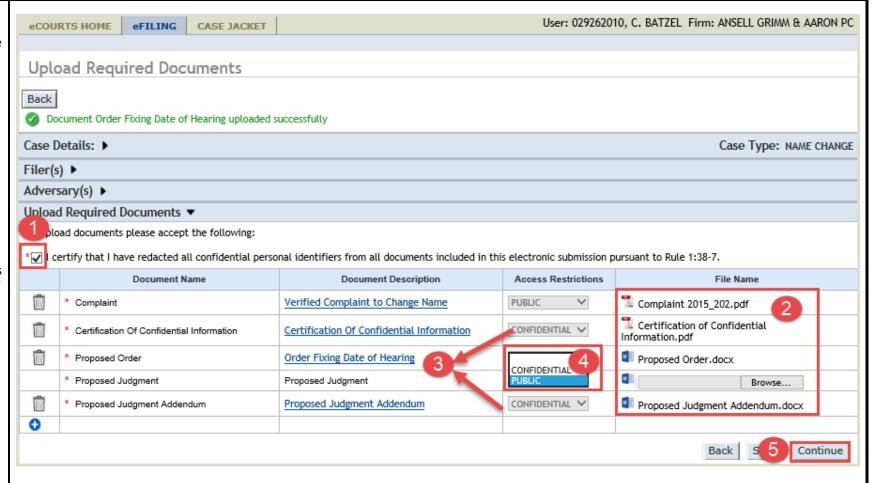


personal identifiers have been redacted from all documents submitted in the Name Change filing (except for those that are marked 'Confidential'.)

- 2. Browse and upload the required documents.
- 3. Certification of
  Confidential Information
  and Proposed Judgment
  Addendum will contain unredacted information
  necessary for Name Change
  filing. These will have access
  restrictions (only Court staff
  and parties to the case will
  have access to them.)
- 4. If another attachement outside the CCI or Prop Judgment needs to be made 'Confidential' to the public, select the dropdown arrow to mark a filing as 'Public' or 'Confidential'.
- 5. Click Continue to proceed with filing.

Certification of Confidential Information for Name Change

See Rule 1:38-3





INEW JETSO
1. Form A1
CCI Form

Final Judgment Addendum

1. Form C1

Final Judgment Addendum

	Form A1
Name	Superior Court Of New Jersey Law Division
Street Address	County
City, State, Zip	Docket No(To be filled in by the court)
Telephone Number  In the Matter of the Application of:	CIVIL ACTION
ir Name	Certification of Confidential Information for Name Change
Name you wish to assume	—
My social security number is	, County of, in the State of New Jersey.  (County)  its made by me are true. I am aware that if any of the
	ully false, I am subject to punishment.
foregoing statements made by me are willf	
	ully false, I am subject to punishment.  Signature of Plaintiff



	FORM C1	
Final Judgment Addendum		
Pursuant to	the Final Judgment dated (leave blank for the court to complete) (your name, first, middle,	.last)
vhose social securi	ity number is, is authorized to assume the name of	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
(name you	wish to assume)	
This Final J	Judgment Addendum shall not be published with the Final Judgment or made	public in
ny form.		

### **Review and Submit**

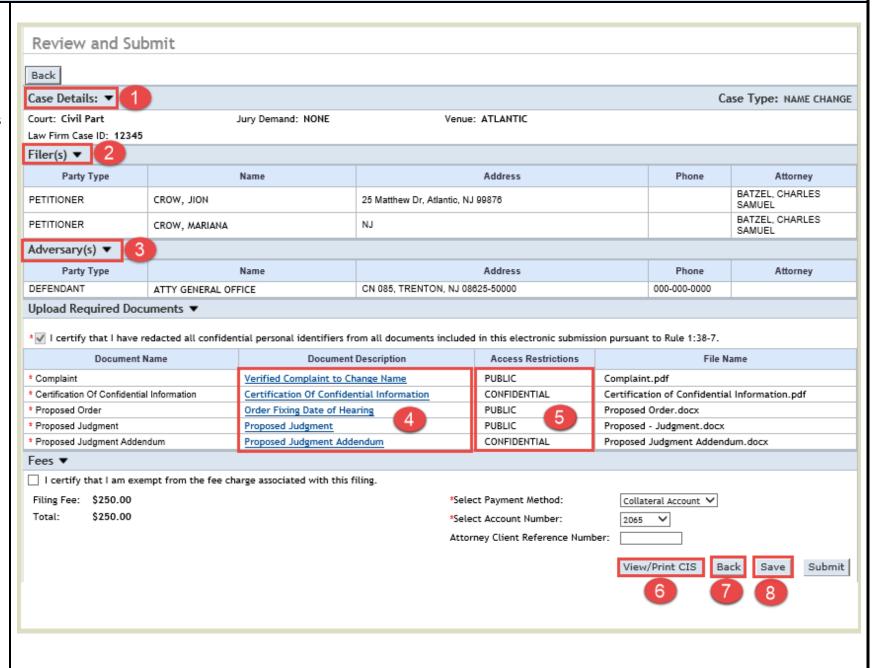
- 1. Review Case Details.
- 2. Review Filer information entered.
- 3. Review Adversary information entered.



- 4. Click the link in the 'Document Description' column to review documents uploaded.
- 5. Review access restriction for documents uploaded.
- 6. Click View/Print CIS to view of the CIS.
- 7. Click Back to return to the previous page.
- 8. Click Save to retain the information entered. The saved entry will be displayed under 'Pending Filings' on the efiling screen.

#### Fees

- 1. Click the fee exemption checkbox, if filer is exempt from paying fees.
- 2. Select the reason for filing fee exemption from the drop-down list.

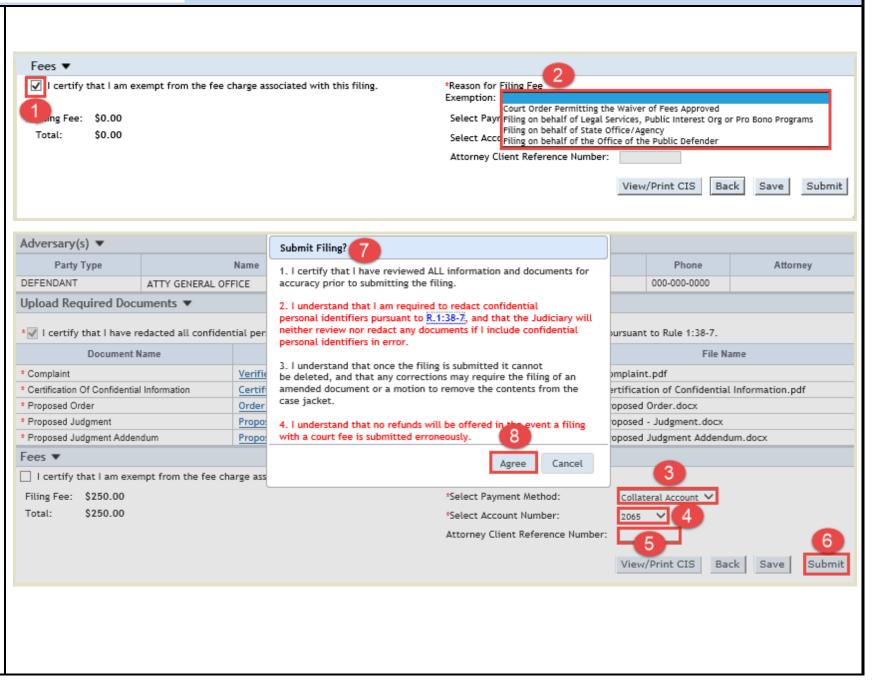




- 3. If user is not exempt Select payment method
- 4. Select Account Number.
- 5. Enter Client Reference Number (Optional).
- 6. Click 'Submit'
- 7. A 'Submit Filing' Confirmation pop-up will display. Read remarks carefully.
- 8. Click Agree to complete submission or 'Cancel' to go back.

#### Confirmation

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

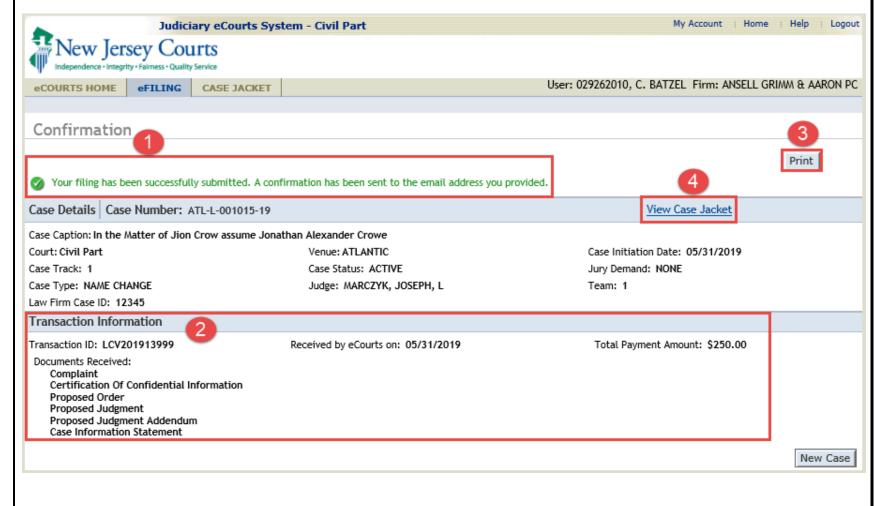




- 2. The Transaction Information comprises;
- Documents received
- Date received by eCourts
- Total Payment Amount
- 3. Click on the 'Print' button to view, save or print the PDF version of the Confirmation page.
- 4. To view the Case Jacket, click the View Case Jacket hyperlink.

#### **Case Jacket**

- 1. Click the Paper Clip in the Case Actions section, to display the documents filed for the Complaint to Change Name.
- 2. A pop-up will display showing all the documents filed for the





Complaint to Change Name.

NOTE: The Certification of Confidential Information and Proposed Judgment Addendum documents will be visible in the Case Jacket only to Court staff and Attorneys that are associated with the Case.

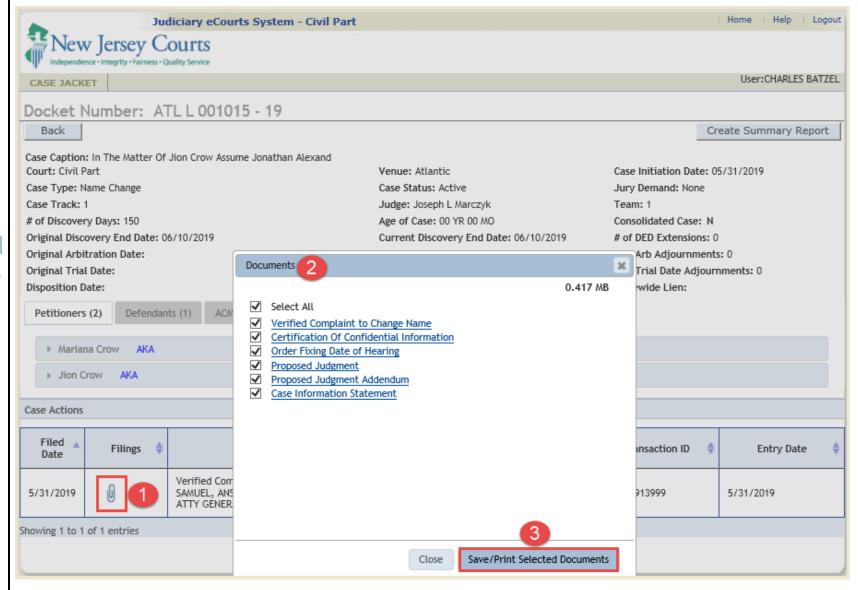
#### 3. Click

#### Save/Print Selected Documents

to view, save or print PDF copies of the document if needed.

Case Jacket – Document with Access Restrictions

NOTE: Only Attorneys associated with the Case will be able to view, save and print 'Confidential' documents. Any Attorney NOT associated with the Case will be restricted from accessing 'Confidential' documents.



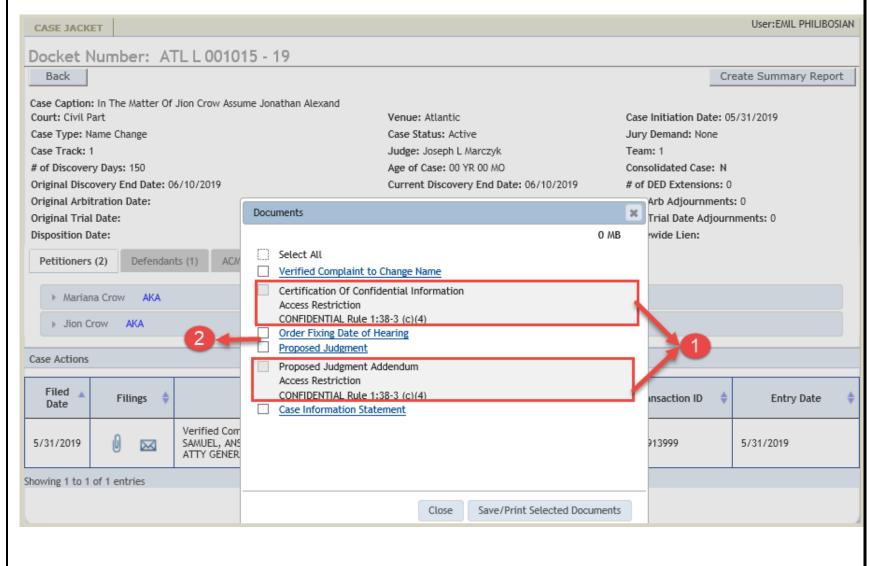


- 1. Certification of Confidential Information and Proposed Judgment Addendum which contain un-redacted information necessary for Name Change filing will be inaccessible to parties not associated with the case.
- 2. Attorneys who are not parties to the case can click the 'Save/Print Selected Documents' to access all documents that are not designated as 'Confidential.'

### Submitting Deficiency Correction for a Name Change Case

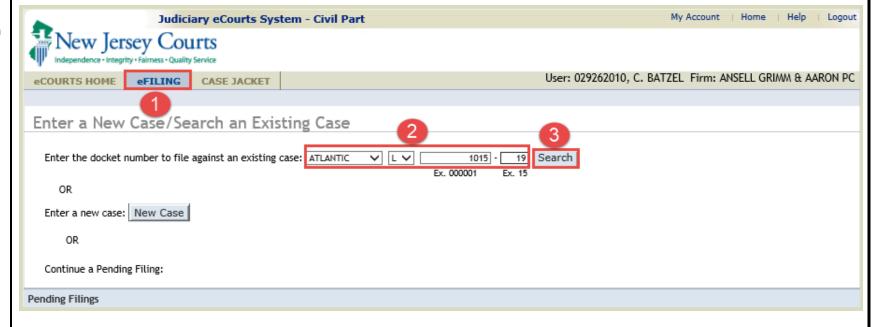
In the event that a Filer needs to make changes to the access restriction on a document in the Complaint to Change Name, a Deficiency Correction can be filed in eCourts to resubmit confidential documents.

1. Click eFILING





- 2. Enter the Docket Number to file against an existing Case.
- 3. Click Search.



### **Select Document Type**

- 1. Select Filing Type 'Miscellaneous Document.'
- 2. Select Filing
  Description 'Deficiency
  Correction.'
- 3. Click Continue



Select Filer(s)/Adversary

(s)

1. Click the checkbox to

2. Click the checkbox to select the Adversary.

4. An Attention pop-up box will display advising parties to be served.

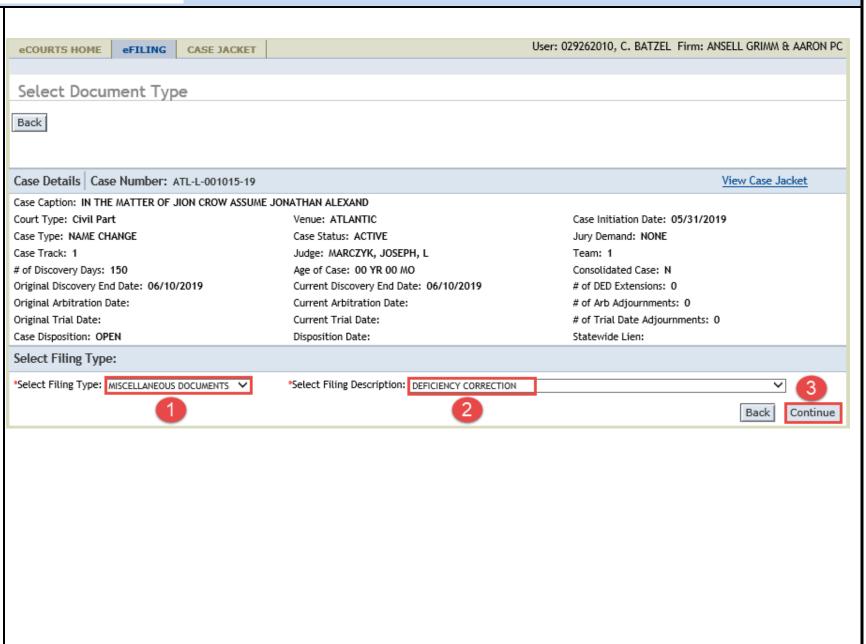
5. Click Continue from the

select the Filer.

3. Click Continue

pop-up.

### eCourts Civil Part – eFiling Complaint to Change Name







# Deficiency Correction - Upload Documents

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

**NOTE:** Access Restrictions default to 'Public.'

2. Select 'Confidential' from the Access Restrictions drop-down to change access



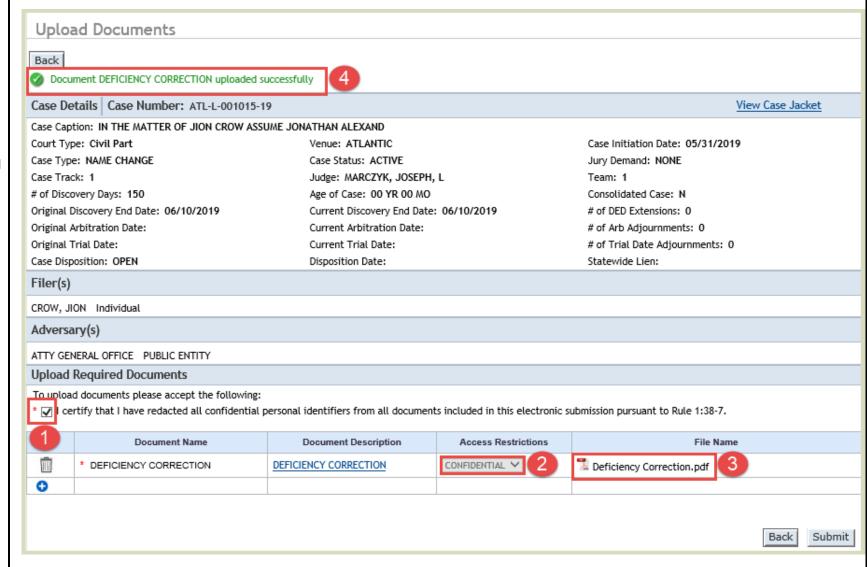
restriction from 'Public' to 'Confidentail.'

3. Browse and upload the required document.

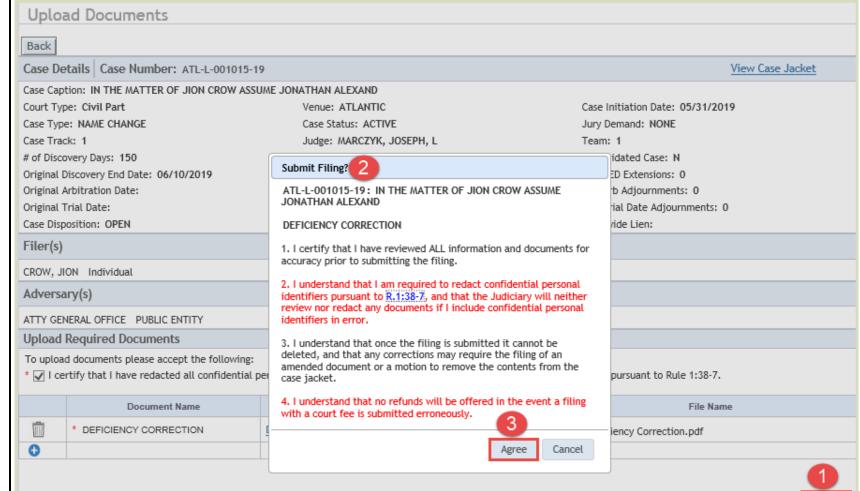
NOTE: The Access
Restrictions drop down is grayed out after the document has been submitted. The uploaded document would have to be deleted using the trash can in order to make any changes.

# Submit Deficiency Correction

- 1. Click Submit
- 2. A Submit Filing pop-up will display. Read carefully.
- 3. Click Agree to complete submission of Deficiency Correction.







# Confirmation Deficiency Correction

- 1. A Confirmation message will display in green text indicating that filing has been successfully submitted and notification email sent to parties.
- 2. Transaction information will comprise
- Transaction ID
- Date Deficiency
   Correction was received by eCourts.
- Total Payment Amount
- 3. Select 'Print' to print the confirmation page

Submit



4. Click View Case Jacket to get to the Case Jacket

# Case Jacket Deficiency Correction

- 1. Click to display documents filed.
- 2. The Documents popup will display the Deficiency Correction that was filed.

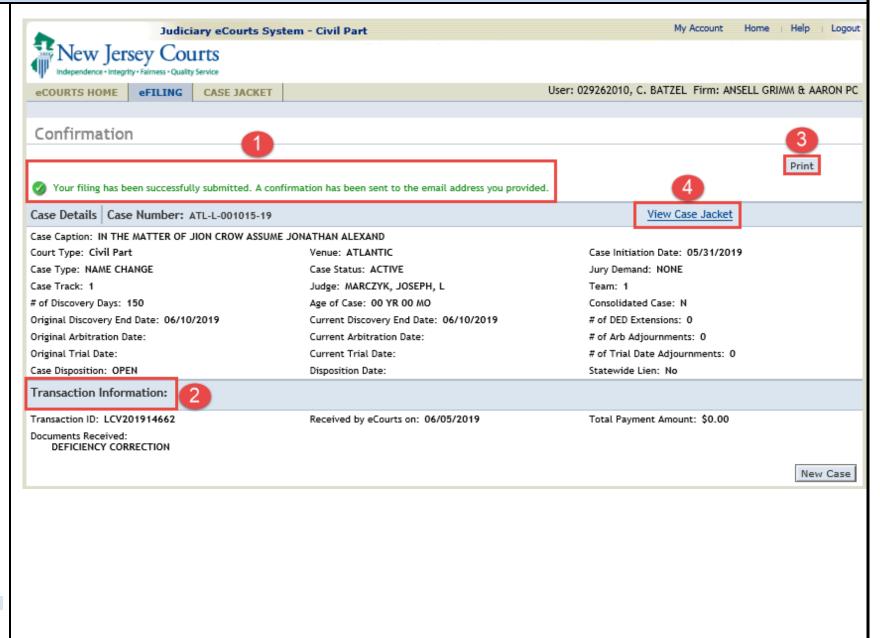
**NOTE:** Access Restriction displays document as Confidential and there will be no ability to view document.

3. Click

Save/Print Selected Documents

To view, save or print document.

**NOTE:** Attorney of Record and Court staff





will be the only ones with access to Confidential filings.

