



## NJLS eFiling Services

### **NJLS can do your eFiling in New Jersey.**

Currently, eFiling is mandatory for Special Civil, Tax, Appellate and Foreclosure cases, and in July, 2017 will begin being mandatory for Law Division Civil cases.

### **Why use NJLS?**

#### **Experience. Speed. Low-cost. Convenience.**

Our staff does these all the time; your staff probably does not. Docs have to be redacted, filed under the correct name and in the correct place. If you are only doing these every so often, it will take your admin staff (or you!) much longer. Considering how little NJLS charges, your own staff's time is much better spent elsewhere.

### **Speaking of Cost ... How much?**

For now, and the near future, NJLS has two pricing levels:

1. \$10 per case. This eFiling charge includes all docs needed to be filed with the case; or
2. Free. Correct, there is NO eFiling charge where NJLS is ALSO going to be doing one or more process serves on that case, at NJLS's standard process service rates.

There is no charge for printing out your docs, which we sometimes need to do to separate them, unless the total number of pages exceed 50. We then charge \$.10/page. The \$10 charge includes a full redaction. If the case is huge, we will notify you if there are going to be additional charges.

### **What do I need to get started and how do I contact NJLS?**

You will need to provide us with:

Info: NJ ID (9-character number); 2. your password; 3. JACS account number (usually a 7-digit number); and 4. All the documents needed to be filed. NJLS will be doing the case under your name. Our eFiling is subject to the terms and conditions set forth at [https://www.njls.com/Content/Shipment\\_tc.aspx](https://www.njls.com/Content/Shipment_tc.aspx). You will only need to provide us your ID info and JACS info for the first filing we do on your behalf.

**Contact:** You can email us what needs to be filed at [efile@njls.com](mailto:efile@njls.com); or you can go online and select "efile" as a service (like next day, same day); fill in the info, attach the docs as requested and we will take it from there. You can always call us at 908-686-8284.

#### **Note:**

Hopefully the Courts will *eventually* change the rules and allow NJLS to file as a third party, on your behalf, using our OWN JACS account, so you can be billed by NJLS monthly. This is the way New York courts handle eFiling. Unfortunately, New Jersey has not adopted this approach.