

## **Morris County District Court Special Instructions**

- Attach only one main document and as many supporting documents as are applicable in the same transaction.
- You will be unable to locate your case unless a member of your firm is included on the service list. Contact Customer Support at 888-529-7587 if you are unable to locate your case.
- Upload the main document first, then any supporting documents
- Electronically ‘staple’ supporting documents to the main document by using the Main/Supporting column in the Attached Documents list.
- By default, the Service/Notice tab will only list parties who can receive service electronically. Click the “All Active Participants” button (located just above the service list) to view all parties in the case, including those who can only receive service via U.S. Mail.
- Your transaction will only be available to other firms/parties within your litigation. Use the Serve Only-Private service option only for those documents which contain confidential information such as medical records or Social Security Numbers. All other documents should be submitted using the Serve Only-Public option.
- Your File & Serve receipt is your proof of service. Please print this document for your records.