

APPEAL FILING SYSTEM HELP MANUAL

The Appeal filing system facilitates filing of property assessment appeals with New Jersey’s various county organizations.

Please note that the screenshots provided in this document may show a specific organization’s data but the information provided is applicable to all the organizations that the user is registered with.

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INTRODUCTION



<http://www.njappealonline.com/>

The Appeal Filing System is web based application that enables law firms and citizens to File for Tax Appeals online. The purpose of the portal is to provide online access to Appeals filed online or manually. The users can File an Appeal, Search for Submitted Appeal(s) and View Hearing Dates with updated Statuses (or Responses) from the County for filed Appeals. The Manage Account and Account Users feature is available to Law Firms or Business Entities.

HOMEPAGE

The Appeal Filing System homepage contains links for Registration, Login and Contact Information.

REGISTRATION

Appeal Filing System

New Registration

Are you a Business Entity? Yes No This site accepts payment by CREDIT CARD ONLY.

User Information

*First Name :

*Last Name :

*Login Name : (must be between 6 to 15 characters in length. Password cannot be same as Login Name.)

*Password : (must be between 6 to 15 characters in length and must contain at least one digit and one character.)

*Confirm Password :

*Pin Number : (must be between 4 to 6 digits in length.)

*Confirm Pin Number :

*Email Address :

*Phone No. : Ext:

Fax No. :

Organization Information

* Please choose organization(s) to which you want to submit tax appeals: (Please [click here to check town list](#) if you are not sure which county your town belongs to.)

Monmouth Union

* Please enter these words :

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All users have to Register into the system to be able to access the Appeal Filing System. First time users can click on the Registration link available on the Homepage. The user enters the following information on the Registration page:

- **Are you a Business Entity – Yes or No.** The Account Information section gets displayed and becomes mandatory when the user selects Yes.

User Information Section – All fields in this section are mandatory.

- **First Name** –
- **Last Name** –
- **Login Name** – The Login Name entered must be between 6 to 15 characters in length.
- **Password** - The Password cannot be same as Login Name and must be between 6 to 15 characters in length, containing at least one digit and one letter.
- **Confirm Password** –
- **Pin Number** – The PIN Number entered must be between 4 to 6 digits in length.

- **Confirm Pin Number**
- **Email Address**
- **Phone No.**
- **Fax No.**

Organization Information Section – This section is mandatory.

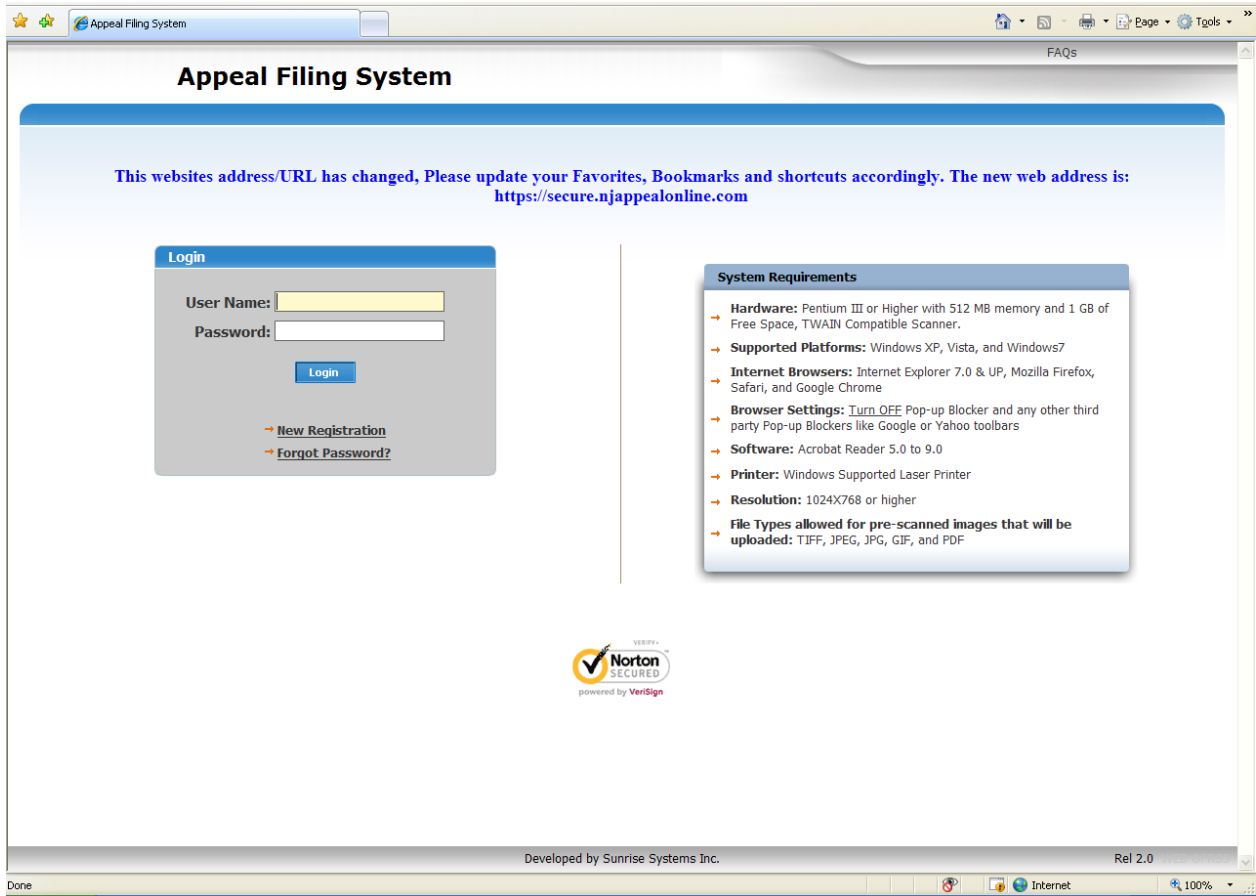
Please select the county organization that you want to register with for filing appeals.

Account Information Section – Only for Business Users. Except Address 2 all other fields are mandatory in this section.

- **Company Name**
- **Address 1**
- **Address 2**
- **City**
- **State**
- **Zip**
- **Email Address** – Auto populated with inputs from the User Information Section
- **Phone No.** – Auto populated with inputs from the User Information Section
- **Fax No.** – Auto populated with inputs from the User Information Section

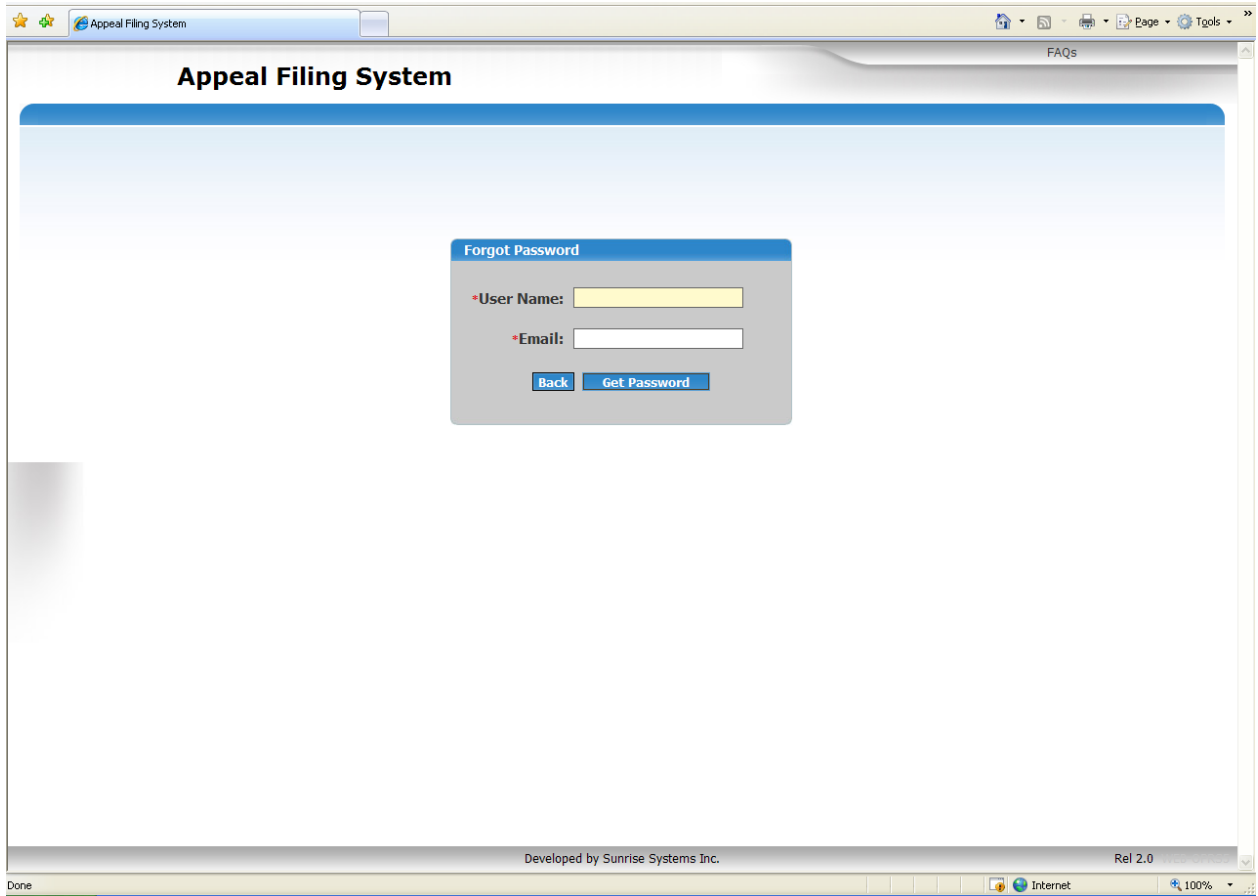
Once the user enters valid information in all the mandatory fields and clicks on Register the user is directed to the Login to log into the system.

LOGIN



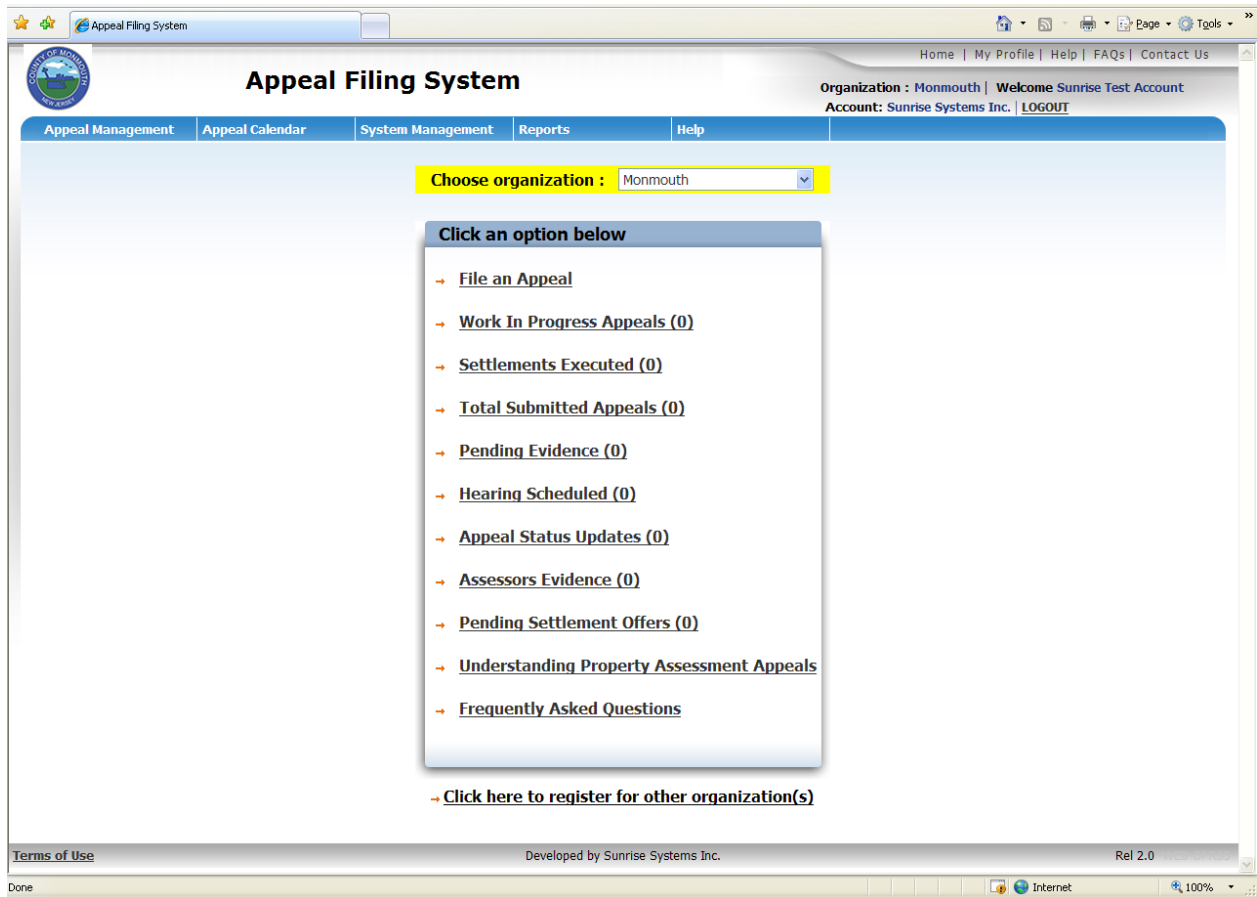
If the user has already registered in the system then the user can click on the Login link from the Appeal Filing homepage; or after successful registration the user is directed to the homepage. The user has to enter a valid User ID and Password to log into the system.

FORGOT PASSWORD



The user can click on the Forgot Password link to retrieve the user's Password. The user has to input a valid User Name and Email Address (that is associated with the input User Name) and click on Get Password. An email is sent to the user with the user's Password.

USER HOMEPAGE



When the user logs in, the homepage menus displayed are based on the logged in user's role. When the user is registered for more than one county organizations, the user can choose the organization that they want to work with by selecting the organization from the “**Choose Organization**” drop down.

The following links are available to all users in the top right corner from all screens:

- **Home** – The user can click on the Home link to go to the homepage from any screen.
- **My Profile** - The user can view and edit his/her Details in this screen.
- **Help** – A PDF Help Manual is displayed to user.
- **FAQs** – The user can view the Frequently Asked Questions
- **Contact Us** – To view Contact Information the user can click on the Contact Us link available in the upper right corner of the screen.

The **Appeal Management**, **Appeal Calendar** and **Reports** menus are available to all users. Business Entity (Law Firm) Administrators will get an additional menu for **System Management**.

The homepage also contains shortcut links for Appeal Management. The following shortcuts or quick links are available:

- **File an Appeal**
- **Work In Progress Appeals (x)**
- **Stipulations Attached (x)**
- **Total Submitted Appeals (x)**
- **Pending Evidence (x)**
- **Hearing Scheduled (x)**
- **Appeal Status Updates (x)**
- **Assessors Evidence (x)**
- **Understanding Property Assessment Appeals**
- **Frequently Asked Questions**

APPEAL MANAGEMENT

The Appeal Management menu is available to all users. This menu contains links for:

- **File An Appeal**
- **Search Appeals**
- **View Judgments**

FILE AN APPEAL

The screenshot displays the 'Appeal Filing System' web application. The main content area is titled 'File an Appeal' and contains the following sections:

- Section 1: Property Information** (All fields marked with * are mandatory)
 - Instructions: a) Please select a Municipality and enter Block and Lot OR Property Location. b) Click on "Validate Property Information" button to select property record. c) Start entering information from Section 2 through Section 5.
 - *Municipality: --Select-- (dropdown)
 - *Block: [text input] *Lot: [text input] Qualifier: [text input] [OR] *Property Location: [text input]
 - Buttons: Validate Property Information, Clear
- Section 2: Property Owner Information** (Please enter Property Owner/Petitioner information.)
 - *Owner Name: [text input]
 - *Address1: [text input] Address2: [text input]
 - *City/State/Zip: [text input] Email Address: [text input]
 - *Daytime Phone No.: [text input] Ext: [text input] Fax Number: [text input]
- Section 3: Additional Information** (Please enter Name, Tel.No., Fax No. and Address of person or attorney to be notified if different than above)
 - First Name: [text input] Last Name: [text input]
 - Address1: [text input] Address2: [text input]
 - City: [text input] State: NJ (dropdown) Zip: [text input]
 - Email Address: [text input] Daytime Phone No.: [text input] Ext: [text input]
 - Fax Number: [text input]
- Section 4: Deduction/Exemption Appeal** (Select any Deductions/Exemptions if applicable. Please make sure to check at least one option below the questions if Question 2 or Question 3 is selected 'yes'.)
 - 1. Are you appealing for Property Valuation? Yes No
 - 2. Are you claiming any Deduction/Exemption? Yes No
 - 1. Veteran's Property Tax Deduction
 - 2. Veteran's/Serviceperson's Surviving Spouse or Veteran's/Serviceperson's Surviving Civil Union Partner or Veteran's/Serviceperson's Surviving Domestic Partner Deduction
 - 3. Senior Citizen/Disabled Person Property Tax Deduction
 - 4. Surviving Spouse or Surviving Civil Union Partner of Senior Citizen/Disabled Person
 - 5. 100% Disabled Veteran Exemption or Surviving Spouse or Civil Union Partner or Domestic Partner Exemption
 - 8. REAP Property Tax Credit
 - (Specify) [text input]
 - 3. Are you appealing on Property Classification? Yes No

The File an Appeal screen displays the online version of the Tax Appeal Form. The following sections and fields are available on this screen:

Section 1 - Property Information.

- **Municipality** – Dropdown listing Municipalities within the County. The municipalities will be listed based on the Appeal Calendar. If the current date does not fall within the

municipality’s Appeal Calendar Dates then that municipality will not be listed in the dropdown. Please refer to the [Appeal Calendar](#) for the Appeal Dates.

- **Block and Lot** - which are mandatory with Qualifier being an optional field,
- **OR** The actor can choose to input the Property Location.
- **Validate Property Information** – The user has to click on the button to be able to enter information in the Sections 2 through 5.

Property Search Results -- Web Page Dialog

Property Search Results

Showing Property Records 1 to 20 of 185 for Colts Neck Twp. Page: 1 of 10

please click on 'Select' action button to select the relevant property

Block-Lot-Qualifier	Property Address	Property Class	Owner Name	Owner Address	Action
1-10	196 NEWMAN SPRINGS RD	2	PARKER, JAMES E & BARBARA	196 NEWMAN SPRINGS RD, COLTS NECK, NJ 07722	Select
1-3	2 AMSTERDAM COURT	2	CUTOLO, EUGENE & EARLINE	2 AMSTERDAM COURT, COLTS NECK, N. J. 07722	Select
1-4	4 AMSTERDAM COURT	2	ALLAN, WILLIAM J & MARY B	4 AMSTERDAM COURT, COLTS NECK, N J 07722	Select
1-5	6 AMSTERDAM COURT	2	SIX AMSTERDAM COURT, LLC/% L. LENZA	83 CARRIAGE HILL DRIVE, COLTS NECK, NJ 07722	Select
1-6	8 AMSTERDAM COURT	2	RICCIO, GRACE & PIROZZI, JOSEPH	8 AMSTERDAM COURT, COLTS NECK, NJ 07722	Select
1-7	10 AMSTERDAM COURT	2	MCNEILL, JOSEPH & CATHERINE	10 AMSTERDAM COURT, COLTS NECK, NJ 07722	Select
1-8	5 AMSTERDAM COURT	2	CUNNINGHAM, THOMAS F.	5 AMSTERDAM COURT, COLTS NECK, NJ 07722	Select
1-9	3 AMSTERDAM COURT	2	LUTKEWITTE, ROBERT & MARIE L	3 AMSTERDAM CT, COLTS NECK, NJ 07722	Select
1.1-13	29 CLOVER HILL RD	2	NARDINI, THOMAS & LUCIA	29 CLOVER HILL ROAD, COLTS NECK, N J 07722	Select
1.1-16	37 CLOVER HILL RD	2	MCDONNELL, CHRISTOPHER & LEE JOYCE E	37 CLOVERHILL ROAD, COLTS NECK, N J 07722	Select
10-29	165 LAIRD ROAD	2	SULLIVAN, JANICE	221 BERGEN STREET, BROOKLYN, NY 11217	Select
10-3.1	55 LAIRD ROAD	3A	CAMPANINI ASSOCIATES	55 LAIRD ROAD, COLTS NECK, N J 07722	Select
10-3.1-QFARM	55 LAIRD ROAD	3B	CAMPANINI ASSOCIATES	55 LAIRD ROAD, COLTS NECK, N J 07722	Select
10-4	LONGBRIDGE RD	1	NEW JERSEY-AMERICAN WATER SSC	% PO BOX 2657 GENERAL TAX, CHERRY HILL, NJ 08034	Select
10-8	113 LAIRD ROAD	3A	JESSOP, PAUL & MOLNAR, LAURIE	113 LAIRD ROAD, COLTS NECK, NJ 07722	Select
10-8-QFARM	113 LAIRD ROAD	3B	JESSOP, PAUL & LAURIE MOLNAR	113 LAIRD ROAD, COLTS NECK, N J 07722	Select
11-3.10	1 MOCKINGBIRD DRIVE	2	PAPETTI, ALFRED	1 MOCKINGBIRD DRIVE, COLTS NECK, NJ 07722	Select
11-3.3	2 MOCKINGBIRD DRIVE	2	SHARMA, ANIL & PRAGATI	2 MOCKINGBIRD DRIVE, COLTS NECK NJ 07722	Select
11-3.4	6 MOCKINGBIRD DRIVE	2	SHATKU, ADRIAN	6 MOCKINGBIRD DRIVE, COLTS NECK, NJ 07722	Select
11-3.5	10 MOCKINGBIRD DRIVE	2	NOTARO, CHRISTINA	10 MOCKINGBIRD DRIVE, COLTS NECK, NJ 07722	Select

Showing Property Records 1 to 20 of 185 for Colts Neck Twp. Page: 1 of 10

Close

http://demo6.sunrisesys.com/TaxAppeals/Prop_Assessments.aspx?tnp=328557742 Internet

After selecting the Municipality and entering Block and Lot OR Property Location when the user clicks on the Validate Property Information button the Property Search Results popup screen is displayed, with the records matching the Block and Lot OR Property Location. The user has to Select at least one record from the list to be able to enter the rest of the information on the form. When the user clicks on Select the Property Information associated with the selected property gets populated in the Property Owner Information and Assessment Information Section.

Section 2 – Property Owner Information – This section is populated with the Property Owner information based on the Property Record selected by the user. The user can Edit any of the fields, while adding mandatory Contact Information of Phone Number, and optional Email Address or Fax Number.

- **Name**

- **Address**
- **City, State and Zip**
- **Daytime Phone No.**
- **Email Address**
- **Fax Number**

Section 3 – Additional Information – This section is populated based on the logged in user's details. The section in case of a Business Entity user is populated with the Account Information. The user can edit any of the fields.

- **First Name**
- **Last Name**
- **Address 1**
- **Address 2**
- **City**
- **State**
- **Zip**
- **Email Address**
- **Daytime Phone No.**
- **Fax Number**

Section 4 - Deduction/Exemption Appeal - This section contains a set of 3 questions:

1. **Are you appealing for Property Valuation? - Yes or No**
2. **Are you claiming any Deduction/Exemption? – Yes or No** (with options for selection)
3. **Are you appealing on Property Classification? – Yes or No** (with options for selection)

Each question is provided with a Radio button that is by default checked as Yes for Question 1 and No for Questions 2 and 3. If the user selects Yes for Question 2 or Question 3 then it is mandatory for the user to select one of the options provided below each question. If the user doesn't select the options below the questions then upon Save the user is prompted to do so. The user can select Yes for all questions or at least one. If the user selects No for all then upon Save the user gets a message to select at least one.

The fee for the Appeal is calculated based on the selections for the above questions.

Section 5 – Assessment Information - Based on the Block and Lot entered the Current Assessment, including Property Class, Lot Size, Purchase Price and Purchase Date, for the property gets populated. The user can select/enter the Requested Assessment fields.

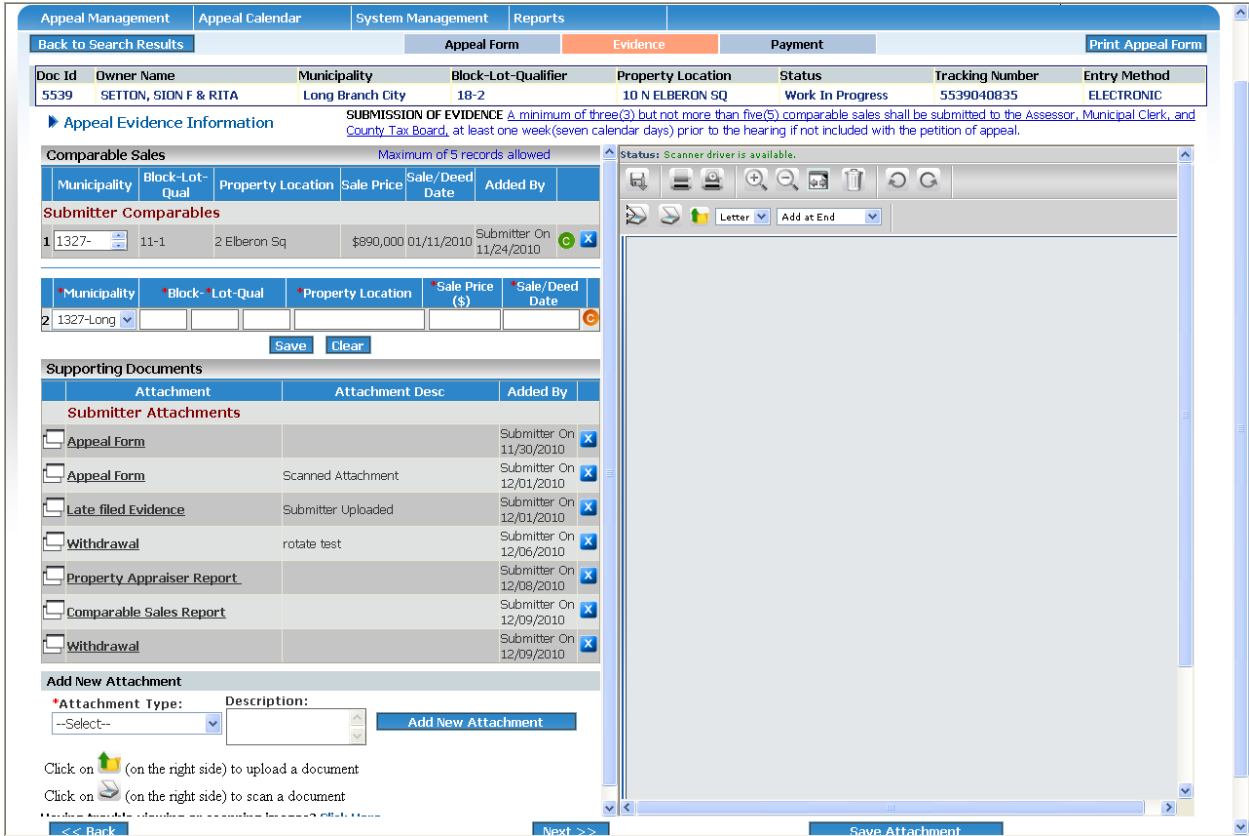
- **Property Class** – The dropdown is auto selected with the Current Property Class. The user can change the selection. When the user changes the selection leaving the Property Classification as No then the user gets a prompt that the selection has been changed and the fee has been recalculated. Ie. When the user changes the Property Class then Property Class is defaulted as Yes and the fee is calculated for Property Classification.
- **Total** – If the user selects the Property Valuation as No and inputs an amount in this field then the user gets a prompt that Property Valuation selection has been changed and the fee recalculated. Ie. If the user enters a Requested Assessment then the Property Valuation is defaulted to Yes and the fee is calculated for Property Valuation.
- **Tax Court Pending – Yes or No** (default is No)
- **Other Reason for Appeal**

Fee Details – This section displayed the itemized Fee for the Appeal. The Fee calculated is based on the selections in Section 4.

After valid inputs when the user can click on Save or Next. The Save button will enable the Evidence and Payment tabs. Section 1 is made Read Only and user is allowed to Edit only the fields in the other sections, once the Appeal is saved. The Next button will take the user to the Evidence screen.

System generated Tracking Number and Document Id are displayed in an Information strip above the Appeal Form, Evidence and Payment pages. The Appeal Information strip also contains the Property Information of Owner Name, Municipality, Block-Lot-Qualifier and Property Location.

EVIDENCE



The users can Add Supporting Documentation and/or Information for the Appeal. This screen is available to the user while filing for the Appeal or Editing the Appeal. While Editing Submitted Appeal the Evidence screen is available to the user only until 7 days before the Hearing Date. The screen is divided into the 2 panels. The right panel is available for inputs and the left panel is displayed based on the inputs. If there are any existing records these are listed above the Add option. For any supporting Documents attached the user can click on the attachment name link to view the attachment in the panel on the right.

In this screen the user can Add information about Comparable Sales in the area and scan or upload or both supporting documents.

Comparable Sales

The user can add a maximum of five comparable sales. The information to be entered for the sales is:

- Block and Lot, Qualifier
- Property Location
- Sale Price
- Sale/Dee/ Date

Supporting Documents

User can select to Scan or Upload Attachments through this Control. On the right side the user has to make a selection from the **Attachment Type** dropdown and can enter **Description** for the Attachment. Once the user has Scanned or Uploaded the Attachment the other options are enabled and displayed based on the whether the user has Scanned or Uploaded.

Scan Documents

- The Scan icons are displayed with tool tips for each: Choose Scanner, Scan
- **Choose Scanner:** This will display a dropdown list of Scanners, attached to the machine the user is operating.
- **Show Scanner Dialog:** a checkbox that enables user to view/change the Scan settings before scanning.
- **Scan Type:** Dropdown listing Front Side or Duplex.
- **Paper Size - Letter and Legal.**
- **Order - Add At End, Insert Before, Replace Current:** User can select the Order in which the Pages are scanned. This option can be used when the user is scanning the Attachment in successive batches.
- Once the user Scans the Attachment the following icons are enabled.
- **Save:** User can Save the Attachment to Local Drive.
- **Print - Print Content, Print Current View and Print Current View:** User can choose to Print all Pages in the Attachment or only the Current View or Current Page that is being viewed.
- **Zoom In and Zoom Out**
- **Fit to Width:** This will Fit the page to the width of the control, so that the user can View the entire page.
- **Delete and Delete All:** Delete will only Delete the Current Page and Delete All will delete all pages that have been scanned.
- **Rotate – Right and Left**
- **Show Thumbnails:** By Default the Thumbnails for all pages scanned are not displayed. User can click on the icon to view the Thumbnails.
- **Move to Previous/Next Page - Page x of y**
- **Move Selected Image Up/Down**
- **Image Cleanup – Apply to All Pages, Remove Punch Holes, Remove Borders, Remove Lines, Remove Large Specks, Despeckle (to remove small specks), Deskew, Flip Horizontal/Vertical.**
- **Annotations – Redaction and Highlight.**

Upload Documents

- **Upload:** When user clicks on the icon the file selection window is displayed.
- **PDF, TIFF, GIFF, JPG or JPEG:** User can select any one of the file types.
- The following icons are displayed to the user:
- **Save:** User can Save the Attachment to Local Drive.
- **Print - Print Content, Print Current View and Print Current View:** User can choose to Print all Pages in the Attachment or only the Current View or Current Page that is being viewed.
- **Zoom In and Zoom Out**

- **Fit to Width:** This will Fit the page to the width of the control, so that the user can View the entire page.
- **Delete and Delete All:** Delete will only Delete the Current Page and Delete All will delete all pages that have been scanned.
- **Rotate – Right and Left**
- **Show Thumbnails:** By Default the Thumbnails for all pages scanned are not displayed. User can click on the icon to view the Thumbnails.
- **Move to Previous/Next Page-Page x of y**

User has to click on **Save Attachments** button to save the scanned/uploaded document as attachment to the Appeal.

View Attachments

The screenshot shows the 'Evidence' tab of the Appeal Filing System. At the top, there are navigation links: 'Back to Search Results', 'Appeal Form', 'Evidence' (active), 'Payment', and 'Print Appeal Form'. Below this is a table with the following data:

Doc Id	Owner Name	Municipality	Block-Lot-Qualifier	Property Location	Status	Tracking Number	Entry Method
5539	SETTON, SION F & RITA	Long Branch City	18-2	10 N ELBERON SQ	Work In Progress	5539040835	ELECTRONIC

Below the table is a section for 'Appeal Evidence Information' with a note: 'SUBMISSION OF EVIDENCE A minimum of three(3) but not more than five(5) comparable sales shall be submitted to the Assessor, Municipal Clerk, and County Tax Board, at least one week(seven calendar days) prior to the hearing if not included with the petition of appeal.'

The 'Comparable Sales' section shows a table with columns: Municipality, Block-Lot-Qual, Property Location, Sale Price, Sale/Deed Date, and Added By. It lists one record for '1 1327- 11-1 2 Elberon Sq' with a sale price of \$890,000 on 01/11/2010.

The 'Supporting Documents' section lists several attachments: 'Appeal Form', 'Late filed Evidence', 'Withdrawal', 'Comparable Sales Report', 'Withdrawal', and 'Photographs of the Property'. Each entry includes a description and a date.

At the bottom left, there is an 'Add New Attachment' section with a dropdown for 'Attachment Type' and a text field for 'Description'. Below this are instructions on how to upload or scan documents.

On the right side, a large image viewer displays a photograph of a dining room with a wooden table, chairs, and a chandelier.

The attachments are listed in the left panel as links. When the user clicks on the link the Attachment is displayed in the right panel.

PAYMENT

Home | My Profile | Help | FAQs | Contact Us

Welcome Jeff J. Horn
Account: Horn, Tumbach & Rybar, LLC | LOGOUT

Appeal Management | Appeal Calendar | System Management | Reports

Back to Search Results | Appeal Form | Evidence | **Payment** | Print Appeal Form

Doc. Id	Owner Name	Municipality	Block-Lot-Qualifier	Property Location	Status	Tracking Number	Entry Method
5539	SETTON, SION F & RITA	Long Branch City	18-2	10 N ELBERON SQ	Work In Progress	5539040835	ELECTRONIC

▶ Payment Information

Payment Details

Amount :\$155.00

*Payment Type : Credit Card

*Card Type : --Select--

*Last Name : *First Name :

*Card Number : *CVV : [What is CVV?](#) *Expiry Date : Month Year

Billing Information Save Billing Address

*Address1 : 229 WASHINGTON STREET *City : TOMS RIVER

*State : NJ *Zip : 08753

*Email : STEPHANIEW@HTRLAW.COM *Phone No. : 732 286 4860 Ext:

Comments :

Certification of Service

On 12/23/2010 10:24:48 AM I, the undersigned, served upon the Assessor and the Clerk of Long Branch City or upon the taxpayer, personally or by regular mail or certified mail, or by submission into the Monmouth County appeal filing system, a copy of this appeal. I certify that the foregoing statement I have made is true. I am aware that if the foregoing statement is willfully false, I am subject to punishment.

WHEREFORE, Owner/Petitioner seeks judgment reducing/increasing (circle one) the said assessment(s) to the correct assessable value of the said property and/or granting the requested deduction, credit, Farmland Assessment classification, exemption or abatement.

By clicking the Submit button, I hereby authorize MONMOUTH COUNTY to charge my credit card account in the amount listed above.

* I Agree

* PRINT NAME :

DATE : 12/23/2010 10:24:48 AM

<< Back Submit

Terms of Use Developed by Sunrise Systems Inc. Rel 2.0

The user can click on the Payment tab or Next button on the Evidence screen to go to the Payment screen. The Payment Information for submitting the Appeal is displayed in this screen. The user needs to input information in each of section from Payment Details to Billing Details to Certification of Service.

The only payment method allowed is Credit Card. Credit Card is selected as the default Payment Type. All fields, except the Comments field, are mandatory. The user has to input information in the following fields:

Fee Payment Details

- Payment Type – Default selected is Credit Card
- Card Type – User can choose American Express, Master Card or Visa
- Last Name - User has to enter the Last Name as it is printed on the Credit Card
- First Name – User has to enter the First Name as it is printed on the Credit Card
- Card Number – The 15 or 16 digit Credit Card Number
- CVV – The 3 or 4 digit security code either on the back or front of the card, depending on the card type.
- Expiry Date – user has to select the Expiry Month and Year

Billing Address

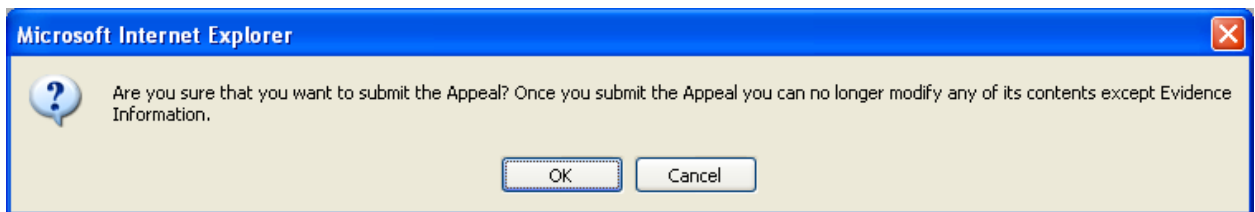
- Save Billing Address – Checkbox.
- Address 1 – The Credit Card Billing Street Address

- City - The Credit Card Billing City
- State - The Credit Card Billing State
- Zip - The Credit Card Billing Zip
- Email – User’s email address to receive the Transaction Id
- Phone No. – User’s contact number
- Comments – Optional field if the user want to input any comments.

Certification of Service

- I Agree - Checkbox
- Print Name – User’s Name as a form of digital signature

The user has to check on I Agree and enter his/her name (as a form of electronic signature) to be able to Submit the Appeal.



When the user clicks on Submit button a confirmation is displayed informing the user that no changes can be made to the Appeal once it has been submitted. If the user clicks on Ok the Appeal gets Submitted, else the Appeal remains in Work in Progress status.

PRINT APPEAL FORM

PETITION OF APPEAL
MONMOUTH COUNTY BOARD OF TAXATION
 HALL OF RECORDS, MAIN STREET, FREEHOLD, NJ 07728

Property Class: Residential Property (1 - 4 Family)
 Owner Name: RYAN, WILLIAM & KAREN V
 Mailing Address: 14 GARDNERS LN, MANASQUAN, NJ 08736
 Daytime Telephone No.: _____ E-mail Address: _____
 Block/Lot/Qualifier: 26.02-15 Lot Size: 1816
 Municipality: 1329 - Manasquan Boro Property Location: 14 GARDNERS LN

Name, telephone no., fax no. and address of person or attorney to be notified of hearing and judgment:
 Account/Law Firm Name:
 Mailing Address:
 Daytime Telephone No.: _____ E-mail Address: _____

SECTION I APPEAL OF REAL PROPERTY VALUATION (SEE INSTRUCTION SHEET FOR FILING FEES AND DEADLINE DATE)
 Appeal Year 2010

	<u>CURRENT ASSESSMENT</u>		<u>REQUESTED ASSESSMENT</u>
Regular Appeal	Land \$212,600	Land	_____
	Improvement \$297,800	Improvement	_____
	Abatement _____	Abatement	_____
	Total \$510,400	Total	\$378,000
	Purchase Price \$58,950	Lot Size	1816
	Date of Purchase 06/26/1991	Tax Court Pending	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Other Reason For Appeal _____		

Filed : _____
 Payment Method : No Charge
 Checked : _____
 Notified : _____
 Heard : _____
 Appeal Number : _____
 Appeal Method : PAPER
 Submitted Date : 2/22/2010 12:03:04 PM
 Document Id : 186
 Tracking Number : 18692895691

The Print Appeal Form button is available from all screens while creating the Appeal, after the first Save of the Appeal. Clicking on the button displays the Appeal in Printable PDF format.

SEARCH APPEALS

The screenshot shows the 'Search Appeals' interface within the 'Appeal Filing System'. The page header includes 'New Jersey's Monmouth County' and 'The Right Time, Right Place, Right Way'. The user is logged in as 'Jeff J. Horn' with the account 'Horn, Tumbach & Rybar, LLC'. The search form includes the following fields:

- Appeal Year: 2011
- Municipality: --ALL--
- Block: [] Lot: [] Qualifier: []
- Status Update Date: From [] / [] / [] To [] / [] / [] (mm/dd/yyyy)
- Hearing Date: From [] / [] / [] To [] / [] / [] (mm/dd/yyyy)
- Submitted Date: From [] / [] / [] To [] / [] / [] (mm/dd/yyyy)
- Appeal Number: []
- Company Name: --ALL--
- Property Owner: []
- Status: --ALL--
- Appeals With: -- Select --
- Entry Method: ELECTRONIC
- Appeal Code: --ALL--
- Document Id Range: [] to []
- Tracking Number: []

Buttons for 'Search' and 'Clear' are located at the bottom of the search form.

The user can Search for Appeals created and filed for his/her account in this screen. The following search options are available:

- **Appeal Year**
- **Company Name** – The Company Name list contains all the Submitter companies registered in the system. The default selection is ‘All’.
- **Municipality** – The Municipality dropdown list is based on the user role. For Tax Board Admin and users all municipalities within the County are listed. For Municipal Assessor only the municipalities assigned to the logged in user are listed. ‘All’ is selected by default.
- **Property Owner**
- **Block / Lot / Qualifier**
- **Status** – Dropdown values are All, All Submitted, Work in Progress, Submitted, Appeal Number Assigned, Hearing Date Scheduled, Heard, Judgement Issued, Stipulation Executed only for Tax Board Admins and Users. The default selected is ‘All’.
- **Status Update Date Range**
- **Appeals With** – Submitter Pending Evidence, Assessor Pending Evidence, Evidence in Progress, Assessor Evidence, Stipulations Attached and Latest Appeal Status Updates.
- **Hearing Date Range**
- **Entry Method** – All, Electronic or Paper

- **Appeal Code** – All, Direct(Taxpayer), Lawyer or anyone other than owner, Assessor and Cross Appeals
- **Submitted Date Range**
- **Document Id Range**
- **Appeal Number**
- **Tracking Number**

With the default selections the user can click on Search to view the Search Results.

SEARCH RESULTS

The screenshot displays the 'Appeal Filing System' interface. At the top, there are navigation links (Home, My Profile, Help, FAQs, Contact Us) and a user welcome message for Jeff J. Horn. Below this is a menu with 'Appeal Management', 'Appeal Calendar', 'System Management', and 'Reports'. The main section is titled 'Search Appeals - Results' and includes a 'Back to Search' button. Under 'Search Criteria', various filters are set, such as 'Appeal Year: 2011', 'Municipality: --ALL--', and 'Status: --ALL--'. A table below shows 11 records with columns for Property Location, Block-Lot-Qual, Owner Name, Submitted Dt, Hearing Dt, Status, Tracking #, Appeal #, and Action. Each record has an 'Edit Appeal Information' button and a 'View' button. The bottom of the page contains 'Terms of Use', 'Developed by Sunrise Systems Inc.', and 'Rel 2.0'.

Property Location	Block-Lot-Qual	Owner Name	Submitted Dt	Hearing Dt	Status	Tracking #	Appeal #	Action
1285 OCEAN AVE	1-1	ELBERON BATHING CO INC	12/16/2010		Submitted	553638450		Edit Appeal Information View
4 JACOB LANE	1-1	OHEL YAACOB CONGREGATION	12/07/2010		Submitted	5550724675		Edit Appeal Information View
1116 PARK LN	19-14	ROSE, ARTHUR & JOAN M	12/07/2010		Submitted	5537098319		Edit Appeal Information View
1 BERINGER RD	6-9	SHAMAH, MAURICE	11/22/2010		Judgment Issued	5535155802		Edit Appeal Information View
5 CORAL PL	153-4.03	LEFKON, BRUCE & SANDRA THOMAS-	11/30/2010	09/10/2010 05:10 PM	Hearing Date Scheduled	5541983352	27- 2257525582	Edit Appeal Information View
2 N ELBERON SQ	13-6	KANTER, V TRST NO2(98%) V(1%) R (1%)	11/19/2010	11/29/2010 02:35 PM	Heard	5531270770		Edit Appeal Information View
8 MARSHALL CT	99-21	DOUEK, RACHEL S & VICTOR	11/19/2010		Submitted	5532242028		Edit Appeal Information View
212 COLEMAN AVE	364-25.01	MORRIS, RODNEY & SUSIE	11/30/2010		Submitted	5542954610		Edit Appeal Information View
1195 LINCOLN SQ	11-2	MARTOCCI, DAVID J & WM J, TRUSTEES	11/29/2010	11/30/2009 11:00 AM	Hearing Date Scheduled	5536127061		Edit Appeal Information View
10 N ELBERON SQ	18-2	SETTON, SION F & RITA			Work In Progress	5539040835		Edit Appeal Information Edit
82 NORWOOD AVE	18-1	82 NORWOOD ASSOCIATES%DR C ABADY	11/19/2010		Submitted	5534184544		Edit Appeal Information View

- **Municipality**
- **Property Location**
- **Block-Lot-Qualifier**
- **Owner Name**
- **Submitted Date**
- **Hearing Date**
- **Status**
- **Tracking Number**
- **Appeal Number**

Each record is provided with an **Edit** icon and Action button. The Action button displayed is based on the status of the Appeal. For Work In Progress Appeals the Edit button is available and for Submitted Appeal the View button is available. The user can click on the available button for a selected Appeal to Edit or View the Appeal.

EDIT APPEAL

Appeal Filing System

Account: Burns Welcome Robert Burns | LOGOUT

Appeal Management | Reports

Back to Search | **Appeal Form** | Evidence | Payment | Print Appeal Form

Doc Id	Petitioner Name	Municipality	Block-Lot-Qualifier	Property Location	Tracking Number
81	IRENE K PAITAKES	Belmar Boro	102-7	317 TENTH AVE	340250358130913580

File an Appeal

Section 1: Property Information All fields marked with * are mandatory

a) Please select a Municipality, and enter Block and Lot OR Property Location.
 b) Click on "Validate Property Information" button to select property record.
 c) Start entering information from Section 2 through Section 5.

*Municipality : 1307-Belmar Boro
 *Block : 102 *Lot : 7 Qualifier : [OR] *Property Location : 317 TENTH AVE
 [Validate Property Information]

Section 2: Petitioner Information Please enter Property Owner/Petitioner information.

*First Name : IRENE K *Last Name : PAITAKES
 *Address 1 : 317 TENTH AVENUE Address 2 :
 *City : Belmar *State : NJ *zip : 07719
 *Email Address : rajitha@sunrisesys.com *Daytime Phone No : 732 603 2200 Ext :
 Fax Number :

Section 3: Additional Information Please enter Name, Tel.No., Fax No. and Address of person or attorney to be notified of hearing and judgment if different than above

First Name : Robert Last Name : Burns
 Address 1 : Address 2 :
 City : State : NJ zip :
 Email Address : rajitha@sunrisesys.com Daytime Phone No : Ext :
 Fax Number :

Section 4: Assessment Information Appeal of Real Property Valuation (see [Instruction Sheet](#) for filing fees and deadline date)

Tax Year : 2009

CURRENT ASSESSMENT		REQUESTED ASSESSMENT	
Property Class :	2	Property Class :	
Land :	\$250,000	Land :	\$
Improvement :	\$462,300	Improvement :	\$
Abatement :		Abatement :	\$
Total :	\$712,300	Total :	\$

User can Edit only Appeals that are in Work In Progress status. Except Section 1 the user can Edit all the other Sections in the Appeal.

The user can edit the Evidence and Payment information by clicking on Next or the tabs for each. Please refer to [Evidence](#) and [Payment](#) above.

VIEW APPEAL

New Jersey's Monmouth County
The Right Way to Deal with It

Appeal Filing System

Home | My Profile | Help | FAQs | Contact Us
Welcome Jeff J. Horn
Account: Horn, Tumbach & Rybar, LLC | LOGOUT

Appeal Management | Appeal Calendar | System Management | Reports
Reports Home | Print Appeal Form

Tracking Number: 5537098319 | Appeal Number: | Document Id: 5537 | Status: Submitted | Entry Method: ELECTRONIC

Municipality: Long Branch City | Property Location: 1116 PARK LN
Block: 19 | Lot: 14 | Qualifier: | Lot Size: 0 | Appeal Code: L

Owner Information		Additional Information	
ROSE, ARTHUR & JOAN M 1500 PALISADES AVE APT 5D FORT LEE, NJ, 07024 7326032200		Jeff J. Horn 229 Washington Street 7322864860 Fax: 7322443591 stephaniew@htrlaw.com	

Property Valuation				
	Land	Improvement	Abatement	Total
Current	\$1,052,100	\$150,700		\$1,202,800
Request				\$750,600

Payment Information
Payment Type: Check | Payment Amount: \$155 | Transaction Id:

Comparable Sales | Add Comparable Sales
No Record(s) Found

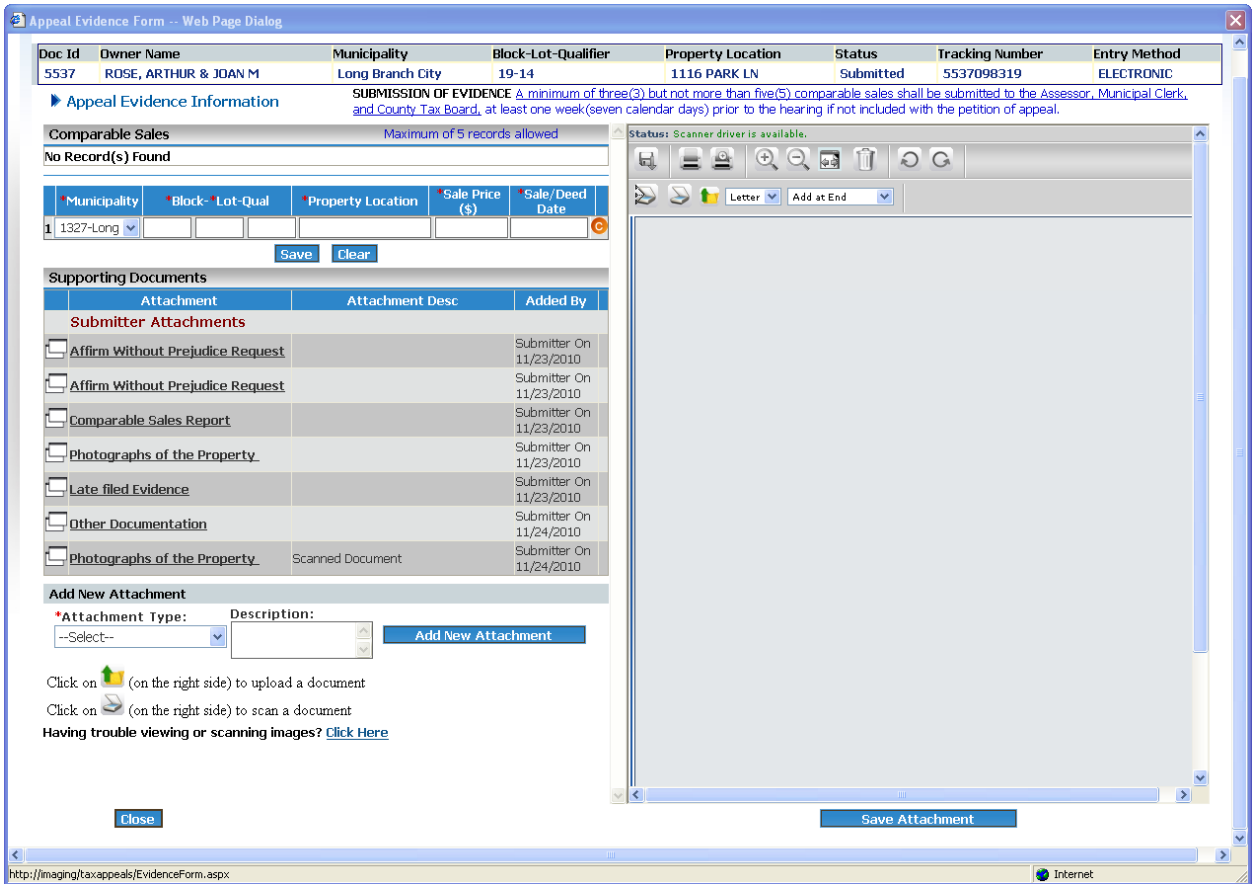
Supporting Documents			Add Supporting Documents
Attachment	Attachment Desc	Added By	
Submitter Attachments			
<input type="checkbox"/>	Affirm Without Prejudice Request	Submitter On 11/23/2010	
<input type="checkbox"/>	Affirm Without Prejudice Request	Submitter On 11/23/2010	
<input type="checkbox"/>	Comparable Sales Report	Submitter On 11/23/2010	

Back to Search Results

Terms of Use | Developed by Sunrise Systems Inc. | Rel 2.0

The View button is available only for Submitted Appeals. In the View Appeal screen the user can only add Evidence Information, until before 7 days of Hearing Date. For any existing Evidence the user can click on the attachment type or view the comparable sales in the grid. The screen is divided into 2 panels with the right panel available for displaying the attachments. The user can also view the status updates at the bottom of the page in the Status Updates section. The user can click on the **Add Comparable Sales** or **Add Supporting Documents** to add evidence.

Appeal Filing System Help File



The Evidence screen is displayed in a separate window. Since the Appeal has already been submitted the user cannot delete any Evidence information. To make any changes the user needs to contact the local Tax Board.

View Judgment

The screenshot shows the 'View Judgment' page in the Monmouth County Appeal Filing System. The interface includes a navigation bar with 'Appeal Management', 'Appeal Calendar', 'System Management', and 'Reports'. The main content area is divided into several sections:

- View Appeal Information:** Tracking Number: 1433054666, Appeal Number: 31-2010057L, Document Id: 1433, Status: Judgment Issued, Entry Method: ELECTRONIC.
- Municipality:** Matawan Boro, **Property Location:** 2 KIMBERLY DR.
- Block:** 47.02, **Lot:** 61, **Qualifier:** Lot Size: 0, **Appeal Code:** L.
- Owner Information:** BLUM, PAUL A, 2 KIMBERLY DR, MATAWAN, N J 07747, 7322864860.
- Additional Information:** Jeff J. Horn, 229 Washington Street, Toms River, NJ 08753, 7322864860, Fax: 7322443591, stephaniew@htrlaw.com.
- Property Valuation Table:**

	Land	Improvement	Abatement	Total
Current	\$223,800	\$434,700		\$658,500
Request				
- Payment Information:** Payment Type: Credit Card, Payment Amount: \$105, Transaction Id: 213529735.
- Comparable Sales:** No Record(s) Found.
- Supporting Documents:**

Attachment	Attachment Desc	Added By
Submitter Attachments		
<input type="checkbox"/> Property Appraiser Report	Appraisal Packet	Submitter On 06/30/2010
Assessor Attachments		
<input type="checkbox"/> Comparable Sales Report		Assessor On 07/01/2010
Tabboard Admin Attachment		

The **Supporting Document** section displays a PDF titled 'MEMORANDUM OF JUDGMENT' from the Monmouth County Board of Taxation. The document details the appeal for Paul A. Blum, 2 Kimberly Dr, Matawan, NJ 07747. It includes the original assessment and the judgment amounts:

ORIGINAL ASSESSMENT		JUDGMENT	
Land	\$ 223,800	Land	\$ 223,800
Improvement	\$ 434,700	Improvement	\$ 341,200
Abatement	\$ 0	Abatement	\$ 0

At the bottom of the page, there are buttons for 'Back to Search Results' and 'View Judgment'. The footer contains 'Terms of Use', 'Developed by Sunrise Systems Inc.', and 'Rel 2.0'.

For Appeals in Judgment Issued Status the View Judgment button is displayed and enabled. User can click on the button to view the Judgment Details PDF in the Attachment View frame.

To View Judgment Details the user can also click on the Judgment Issued link available in the Appeal Status History section.

Appeal Judgement

Appeal Information

Document Id:	1433	Appeal Number:	31-2010057L
Block-Lot-Qualifier:	47.02-61	Tracking Number:	1433054666
Status:	Judgment Issued	Municipality:	Matawan Boro

Judgement Information

Land Assessment:	\$223,800	Judgement Code:	3-Stipulated
Improvement:	\$341,200	Judgement Class:	-N/A-
Abatement:	\$0	Judgement Date:	07/30/2010
Total Assessment:	\$565,000	Mailed Date:	08/06/2010
Comments:	-N/A-		

[Close](#)

http://imaging/taxappeals/AppealJudgement.aspx Internet

The Judgment Details popup is displayed.

VIEW JUDGMENTS

The screenshot displays the 'View Judgments' page within the 'Appeal Filing System'. The page header includes the Monmouth County logo and the title 'Appeal Filing System'. A navigation bar contains tabs for 'Appeal Management', 'Appeal Calendar', 'System Management', and 'Reports'. The user is logged in as 'Jeff J. Horn' with the account 'Horn, Tumbach & Rybar, LLC'. The main content area is titled 'Search Judgments' and features several search criteria: '*Year:' with a dropdown menu set to '2011', '*Municipality:' with a dropdown menu set to '--ALL--', 'Appeal Number:' with a text input field, 'Block:' with a text input field, 'Lot:' with a text input field, and 'Qualifier:' with a text input field. Below these fields are 'Search' and 'Clear' buttons. A 'Judgment Results' link is visible below the search area. The footer contains 'Terms of Use', 'Developed by Sunrise Systems Inc.', and 'Rel 2.0'.

The **View Judgments** link is available from the Appeal Management menu for all users. This screen enables the user to View the Judgment Details PDF attached to Appeals in Judgment Issued status. User can search on the following:

- **Year** – Default selected is for current year.
- **Municipality** – The Municipality dropdown list is based on the user role. For Tax Board Admin and users all municipalities within the County are listed. For Municipal Assessor only the municipalities assigned to the logged in user are listed. ‘All’ is selected by default.
- **Appeal Number**
- **Block / Lot / Qualifier**

User can click on Search to view the Results with the default selections of All.

The screenshot shows the 'Appeal Judgments' section of the system. It includes search filters for Year (2010), Municipality (---ALL--), Appeal Number, Block, Lot, and Qualifier. Below the filters, there are 'Search' and 'Clear' buttons. The 'Judgment Results' section shows 'Showing Records 1 to 369 of 369' and 'Page: 1 of 1'. The table below lists the results with columns for Municipality, Block-Lot-Qualifier, Property Location, Owner Name, Appeal Number, Judgment Description, and Judgment Date. Each row also includes a PDF icon for viewing details.

Municipality	Block-Lot-Qualifier	Property Location	Owner Name	Appeal Number	Judgment Description	Judgment Date
ALLENHURST	7-4	116 CORLIES AVE	OTTO, HAZEL M & SANDRA C DEMURLEY	02-2010006L	3-Stipulated	07/30/2010
ASBURY PARK CITY	8-12	1309 COMSTOCK STREET	SCUDDER, SUSAN	04-2010032L	3-Stipulated	06/30/2010
ASBURY PARK CITY	124-15	505 BOND STREET	SCUDDER, SUSAN	04-2010033L	7-Withdrawn	06/30/2010
ASBURY PARK CITY	150-11	610 FIRST AVENUE	SCUDDER, SUSAN, M ANDREWS 8D ANDREWS	04-2010034L	6B-Hearing Waived	06/30/2010
ASBURY PARK CITY	173-13	408 FOURTH AVENUE	SCUDDER, SUSAN	04-2010035L	3-Stipulated	06/30/2010
ASBURY PARK CITY	174-2.02	305 THIRD AVENUE	SCUDDER, SUSAN	04-2010036L	3-Stipulated	06/30/2010
ASBURY PARK CITY	140-4	513 SEWALL AVENUE	SCUDDER, SUSAN	04-2010041L	7-Withdrawn	06/30/2010
ATLANTIC HIGHLANDS	134-14	93 CENTER AVE	SVIKHART, JOHN	05-2010025L	3-Stipulated	06/30/2010
AVON-BY-THE-SEA	5-1	320 NORWOOD AVENUE	ENNIS, ROBERT M.	06-2010006L	1B-Outside range N.J.S.A. 54:3-22	06/30/2010
AVON-BY-THE-SEA	43.02-6	26 POOLE AVENUE	NEFF, RICHARD B. & ELIZABETH A.	06-2010007L	2B-Presum.of correct.not overturn	06/30/2010
AVON-BY-THE-SEA	43.02-11	95 FIFTH AVENUE	FANNAN, PHILIP G & CAROLYN E	06-2010008L	1B-Outside range N.J.S.A. 54:3-22	06/30/2010
AVON-BY-THE-SEA	8-4.02	24 EAST END AVENUE	PELLETIER, ELIZABETH	06-2010009L	1B-Outside range N.J.S.A. 54:3-22	06/30/2010
BRIELLE BORO	85-3.114	114 ASHLEY AVENUE	D'AMATO, ANTHONY P & MARIANNE	09-2010073L	3-Stipulated	06/30/2010
BRIELLE BORO	85-3.116	116 ASHLEY AVENUE	CRILLEY, MICHAEL P & THERESA A SORCKO	09-2010074L	3-Stipulated	06/30/2010
BRIELLE BORO	101-12	1000 RIVERVIEW DRIVE	1000 RIVER VIEW FAM LTD % W GABELA	09-2010092L	1A-Assessed value exceeds 100%	06/30/2010
COLTS NECK TWP	33-7.2	39 MUHLENBRINK ROAD	KOHM, KEVIN R. & LINDA J.	10-2010115L	2B-Presum.of correct.not overturn	08/31/2010
FREEHOLD TWP	37.01-3	798 COLTS NECK RD	VENEZIA, ALBERT M & VIRGINIA A	17-2010135L	7-Withdrawn	07/30/2010
FREEHOLD TWP	86.01-19.01	571 TURTLE HOLLOW DR	STEINBERG, JEFFREY B	17-2010136L	3-Stipulated	07/30/2010
HIGHLANDS BOROUGH	98-6.05	12-2 BEACH BLVD.	GRAY, MICHELE & SANCHEZ, CARLOS L	19-2010056L	3-Stipulated	06/30/2010
HIGHLANDS BOROUGH	98-6.17	14-5 BEACH BOULEVARD	KELLER, RICHARD C & GLENDA F	19-2010057L	3-Stipulated	06/30/2010
HIGHLANDS BOROUGH	98-6.15	14-3 BEACH BLVD.	LENNON F, KENNETH & LOANNE, H/W	19-2010058L	3-Stipulated	06/30/2010
HIGHLANDS BOROUGH	99-14.03	9 BEACH BOULEVARD	MARRONE, ELIZABETH	19-2010059L	3-Stipulated	06/30/2010
HIGHLANDS BOROUGH	98-6.16	14-4 BEACH BOULEVARD	MORRISSEY, JOHN L. & MARGARET	19-2010060L	3-Stipulated	06/30/2010

The results are displayed with the following sortable columns:

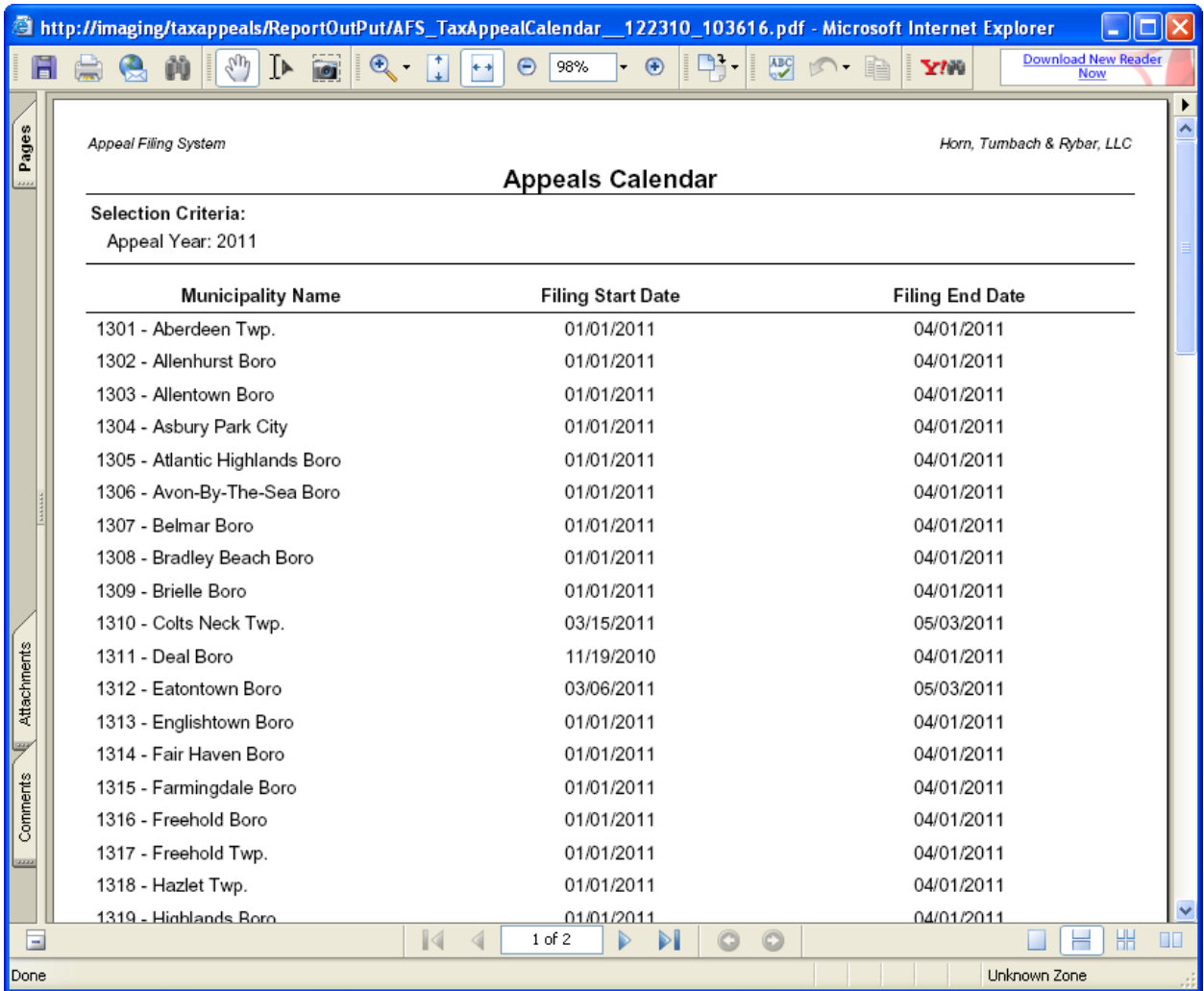
- **Municipality**
- **Property Location**
- **Block-Lot-Qualifier**
- **Owner Name**
- **Submitted Date**
- **Hearing Date**
- **Status**
- **Tracking Number**
- **Appeal Number**

Each record is provided with a PDF icon. User can click on the icon to view the Judgment Details in PDF window for the Appeal.

APPEAL CALENDAR

Appeal Management		Appeal Calendar	System Management	Reports
▶ Appeal Calendar		Appeal Year: 2011	Print Appeal Calendar	
Appeal Calendar				
Municipality Code	Municipality Name	Start Date	End Date	
003	1301-Aberdeen Twp.	1/1/2011	4/1/2011	
005	1302-Allenhurst Boro	1/1/2011	4/1/2011	
010	1303-Allentown Boro	1/1/2011	4/1/2011	
015	1304-Asbury Park City	1/1/2011	4/1/2011	
025	1305-Atlantic Highlands Boro	1/1/2011	4/1/2011	
030	1306-Avon-By-The-Sea Boro	1/1/2011	4/1/2011	
035	1307-Belmar Boro	1/1/2011	4/1/2011	
040	1308-Bradley Beach Boro	1/1/2011	4/1/2011	
045	1309-Brielle Boro	1/1/2011	4/1/2011	
047	1310-Colts Neck Twp.	3/15/2011	5/3/2011	
050	1311-Deal Boro	11/19/2010	4/1/2011	
055	1312-Eatontown Boro	3/6/2011	5/3/2011	
060	1313-Englishtown Boro	1/1/2011	4/1/2011	
065	1314-Fair Haven Boro	1/1/2011	4/1/2011	
070	1315-Farmingdale Boro	1/1/2011	4/1/2011	
075	1316-Freehold Boro	1/1/2011	4/1/2011	
080	1317-Freehold Twp.	1/1/2011	4/1/2011	
082	1318-Hazlet Twp.	1/1/2011	4/1/2011	
085	1319-Highlands Boro	1/1/2011	4/1/2011	
090	1320-Holmdel Twp.	3/6/2011	5/3/2011	
095	1321-Howell Twp.	1/1/2011	4/1/2011	
100	1322-Interlaken Boro	1/1/2011	4/1/2011	
105	1323-Keansburg Boro	3/6/2011	5/3/2011	
110	1324-Keypoint Boro	1/1/2011	4/1/2011	
115	1325-Little Silver Boro	1/1/2011	4/1/2011	
120	1326-Loch Arbour Village	1/1/2011	4/1/2011	
125	1327-Long Branch City	11/19/2010	5/23/2011	
130	1328-Manalapan Twp.	3/6/2011	5/3/2011	
135	1329-Manasquan Boro	1/1/2011	4/1/2011	
140	1330-Marlboro Twp.	1/1/2011	5/3/2011	
145	1331-Matawan Boro	1/1/2011	4/1/2011	
155	1332-Middletown Twp.	1/1/2011	4/1/2011	

The Appeal Calendar displays the Start and End Date for Filing Appeals for each Municipality within the County.



The user can view/print the list by clicking on the Print Appeal Calendar button. The button displays the Appeal calendar in a printable PDF window.

SYSTEM MANAGEMENT

The System Management menu is available only the Business Entity (Law Firm) Administrators. User can manage the Account Profile and Account Users through this menu. From this menu the user can access the following:

- **Account Profile**
- **Create User**
- **Edit Users**

ACCOUNT PROFILE

The screenshot shows a web browser window displaying the 'Appeal Filing System' interface. The page title is 'Account Profile' and the account type is 'Business'. The user is logged in as 'George Gordon Byron' with the account name 'Byron Associates'. The form contains the following fields:

*Company Name :	Byron Associates	*Last Name :	Byron
*First Name :	George	Address2 :	
*Address1 :	34 Dawn St	*State :	NJ *Zip : 08840
*City :	Metuchen	*Phone No. :	732 603 2200 Ext:
*Email Address :	rajtha@sunrisesys.com		
Fax No. :	732 603 2200		

At the bottom of the form, there are three buttons: 'Users List', 'Update', and 'Reset'.

User can click on the Account Profile link to view or edit the Account Details of:

- **Company Name**
- **First Name**
- **Last Name**
- **Address 1**
- **Address 2**
- **City**
- **State**
- **Zip**
- **Email Address**
- **Phone No.**

CREATE USER

The screenshot shows a web browser window displaying the 'Appeal Filing System' interface. The page title is 'Appeal Filing System' and the user is logged in as 'George Gordon Byron' with the account 'Byron Associates'. The navigation menu includes 'Appeal Management', 'Appeal Calendar', 'System Management', and 'Reports'. The 'Create User' form is the main content, featuring the following fields and options:

- *Login Name:** Text input field with a red asterisk and a note: "(must be between 6 to 15 characters in length.)"
- *First Name:** Text input field with a red asterisk.
- *Last Name:** Text input field with a red asterisk.
- *Role:** Dropdown menu with a red asterisk and the text "--- Select ---".
- *Email:** Text input field with a red asterisk.
- *Password:** Text input field with a red asterisk and a note: "(must be between 6 to 15 characters in length and must contain at least one digit and one character.)"
- *Confirm Password:** Text input field with a red asterisk.
- *Pin Number:** Text input field with a red asterisk and a note: "(must be between 4 to 6 digits in length.)"
- *Confirm Pin Number:** Text input field with a red asterisk.
- *Phone No.:** Three separate text input fields for the phone number, with a red asterisk.
- Ext.:** Text input field for the extension.
- Fax No.:** Three separate text input fields for the fax number.
- Disable:** A checkbox.

A blue 'Save' button is positioned below the form. The footer of the page includes 'Terms of Use', 'Developed by Sunrise Systems Inc.', and 'Rel 1.2'.

User can create other users for the Account in the Create User screen. The following information needs to be entered by the user to create new user:

- **Login Name** - This needs to be unique having 6 to 15 characters.
- **First Name**
- **Last Name**
- **Role** - The dropdown displays 2 roles Submitter Admin and Submitter User.
- **Email**
- **Password**
- **Confirm Password**
- **Pin Number**
- **Confirm Pin Number**
- **Phone No.**
- **Fax No.**

User can check on the Disable checkbox to disable the newly created user.

MANAGE USERS

The screenshot shows the 'Manage Users' interface in the Appeal Filing System. The page header includes the Monmouth County logo and navigation links. The main navigation bar has 'System Management' selected. Below this, there is a search area for users with the following fields:

- Login Name:** Input field with radio buttons for 'Starts With' and 'Contains'.
- Name:** Input field with radio buttons for 'Starts With' and 'Contains'.
- Role:** Dropdown menu currently set to 'ALL'.
- Search** and **Clear** buttons.

The 'Users List' table displays the following data:

Login Name	Name	Role	Email	Created By	Created On	Status	Action
htrlaw	Horn, Jeff	Submitter User	stephanlew@htrlaw.com	Swebster	03/11/2010	Enable	Edit
msteffen	Steffen, Margaret A.	Submitter User	msteffen@htrlaw.com	Swebster	03/11/2010	Enable	Edit
swebster	Horn, Jeff J.	Submitter Admin	stephanlew@htrlaw.com	System	03/11/2010	Enable	Edit

Below the table is an **Add New User** button.

User can access the Manage Users link from the System Management menu. When the user clicks on the Manage Users link the Users List is displayed with Search options above the list. The default list displays all County/Municipal side users in the system. The following Search filters are available to the user:

- **Login Name** – Input field for user to search by Starts With or Contains
- **Name** – Input field for user to search by Starts With or Contains
- **Role** – Dropdown with values for All, Submitter Admin and Submitter User

From the list the user can click on the **Edit** button available for each user in the list, to edit the user details or click on **Add New User** button to create new user.

Appeal Filing System Help File

The screenshot shows a web browser window displaying the 'Appeal Filing System' interface. The page title is 'Appeal Filing System' and the user is logged in as 'George Gordon Byron' with the account 'Byron Associates'. The navigation menu includes 'Appeal Management', 'Appeal Calendar', 'System Management', and 'Reports'. The 'Edit User' form contains the following fields:

- *Login Name:** byronuser2 (must be between 6 to 15 characters in length.)
- *First Name:** George
- *Last Name:** Byrontwo
- *Role:** Submitter User (dropdown menu)
- *Email:** rajtha@sunrisesys.com
- *Password:** [masked] (must be between 6 to 15 characters in length and must contain at least one digit and one character.)
- *Confirm Password:** [masked]
- *Pin Number:** [masked] (must be between 4 to 6 digits in length.)
- *Confirm Pin Number:** [masked]
- *Phone No.:** 732 603 8901 Ext: []
- Fax No.:** [] [] []
- Disable:**

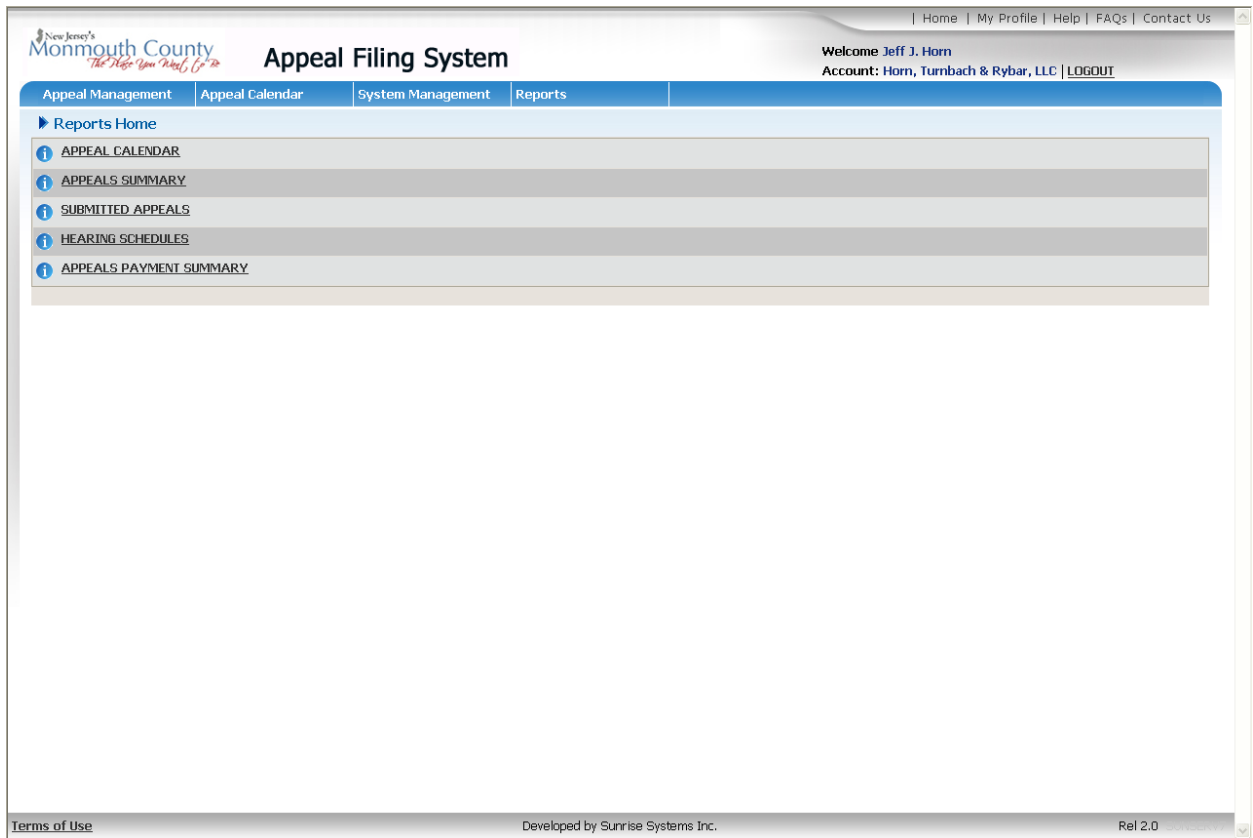
Created On: 1/14/2010 2:46:36 PM Updated On: 2/2/2010 4:12:14 PM

Buttons: Back, Save

Footer: Terms of Use, Developed by Sunrise Systems Inc., Rel 1.2, Done, Internet

All fields except the Login Name are editable. The user can also Disable the selected user.

REPORTS



The Reports menu displays the Reports home listing all the Reports available to the user:

- **Appeal Calendar**
- **Appeals Summary**
- **Submitted Appeals**
- **Hearing Schedules**
- **Appeals Payment Summary**

The following navigation and view filters are available for all reports:

- Page Navigation arrows
- View Percentage
- Input word Search
- Export to XML, CSV, Tiff, Acrobat (PDF), Web Archive and Excel file types
- Refresh Report
- View
- Print Report

All the listed Reports are available to all users. The list of Appeals displayed in each report would vary based on the user's role.

APPEAL CALENDAR

The screenshot shows the 'Appeal Filing System' interface. At the top, there are navigation tabs: 'Appeal Management', 'Appeal Calendar', 'System Management', and 'Reports'. The 'Appeal Calendar' tab is selected. Below the tabs, there is a 'View Report' button and a 'Back' button. The main content area is titled 'APPEAL CALENDAR' and features a search bar with 'Appeal Year' set to '2011'. Below the search bar, there are navigation controls including '1 of 2', '100%', and 'Find | Next'. The main data is presented in a table titled 'Appeals Calendar' with the following columns: 'Municipality Name', 'Filing Start Date', and 'Filing End Date'. The table lists 17 municipalities with their respective filing dates. At the bottom of the page, there are links for 'Terms of Use', 'Developed by Sunrise Systems Inc.', and 'Rel 2.0'.

Municipality Name	Filing Start Date	Filing End Date
1301 - Aberdeen Twp.	01/01/2011	04/01/2011
1302 - Allenhurst Boro	01/01/2011	04/01/2011
1303 - Allentown Boro	01/01/2011	04/01/2011
1304 - Asbury Park City	01/01/2011	04/01/2011
1305 - Atlantic Highlands Boro	01/01/2011	04/01/2011
1306 - Avon-By-The-Sea Boro	01/01/2011	04/01/2011
1307 - Belmar Boro	01/01/2011	04/01/2011
1308 - Bradley Beach Boro	01/01/2011	04/01/2011
1309 - Brielle Boro	01/01/2011	04/01/2011
1310 - Colts Neck Twp.	03/15/2011	05/03/2011
1311 - Deal Boro	11/19/2010	04/01/2011
1312 - Eatontown Boro	03/06/2011	05/03/2011
1313 - Englishtown Boro	01/01/2011	04/01/2011
1314 - Fair Haven Boro	01/01/2011	04/01/2011
1315 - Farmingdale Boro	01/01/2011	04/01/2011
1316 - Freehold Boro	01/01/2011	04/01/2011
1317 - Freehold Twp.	01/01/2011	04/01/2011

This report displays the Start and End date for filing Appeals for each municipality within the County for the current Tax Year. The user can change the Tax Year to view the Dates for other Years.

The following parameters are available for the Report:

- Appeal Year

APPEALS SUMMARY

APPEALS SUMMARY

Municipality: --ALL-- Appeal Status: --ALL--
 Create From Date: 2/1/2010 Create To Date: 12/23/2010

1 of 11 100% Find | Next Select a format Export

Appeal Summary

Selection Criteria:
 Municipality: --ALL-- Status: --ALL--
 Create Date From: 2/1/2010 To: 12/23/2010

Create Date	Municipality	Block/ Lot/ Oual	Owner Name	Tracking #	Appeal #	Status	Submit Date
03/15/2010	1321-Howell Twp.	143.01-5.03-C1000	MARCUS, MARTIN	5292037253	21-2010100L	JD	03/16/2010
03/15/2010	1321-Howell Twp.	143.01-6.06-C1000	HOCHMAN, SHARYN P.	5305008511	21-2010101L	JD	03/16/2010
03/15/2010	1321-Howell Twp.	143.01-9.02-C1000	POTENZIERI, FRANK SR & AN	5317979770	21-2010102L	JD	03/16/2010
03/15/2010	1321-Howell Twp.	143.01-10.02-C1000	ASHERMAN, MICHAEL & MARCI	5320951028	21-2010103L	JD	03/16/2010
03/15/2010	1321-Howell Twp.	143.01-11.01-C1000	PEARSON, JEAN E	5333922286	21-2010104L	JD	03/16/2010
03/15/2010	1321-Howell Twp.	143.01-11.02-C1000	LIDZ, SHEILA	5346893544	21-2010105L	JD	03/16/2010
03/15/2010	1321-Howell Twp.	143.01-13.01-C1000	ZIFF, ETHEL	5359864802	21-2010106L	JD	03/16/2010
03/15/2010	1321-Howell Twp.	143.01-15.02-C1000	ROSENBERG, LEONARD & DIAN	5362836061	21-2010107L	JD	03/16/2010
03/15/2010	1321-Howell Twp.	143.01-19.01-C1000	RAPPLEYEA, CAROL	5375807319	21-2010108L	JD	03/16/2010
03/15/2010	1321-Howell Twp.	143.01-19.03-C1000	BYRNE, JOSEPH & THERESA	5388778577	21-2010572L	JD	03/16/2010
03/15/2010	1321-Howell Twp.	143.01-19.04-C1000	WAGNER, ANNA S	5391749835	21-2010573L	JD	03/16/2010
03/15/2010	1321-Howell Twp.	143.01-20.04-C1000	GINGOLD, MYRA L	5404721093	21-2010574L	JD	03/16/2010
03/15/2010	1321-Howell Twp.	143.01-20.06-C1000	REFANO, LOUISA	5417692352	21-2010575L	JD	03/16/2010
03/15/2010	1321-Howell Twp.	143.01-21.01-C1000	SPINNER, LENA	5420663610	21-2010576L	JD	03/16/2010
03/15/2010	1321-Howell Twp.	143.01-21.02-C1000	ANTZES, ABRAHAM L & SANDR	5433634868	21-2010577L	JD	03/16/2010
03/15/2010	1321-Howell Twp.	143.01-22.01-C1000	ZOLNOWSKI, MARY & REES, S	5446606126	21-2010578L	JD	03/16/2010
03/15/2010	1321-Howell Twp.	143.01-22.02-C1000	LAFORET, JR JOHN A	5459577384	21-2010579L	JD	03/16/2010

This report displays all the Appeals created by logged in user or other users for that Account. The user can filter the results by changing the Create From and To Dates Municipality. The following parameters are available for the Report:

- Municipality - dropdown
- Appeal Status
- Appeal Create From and To Dates

SUBMITTED APPEALS

Submitted Appeals Summary

Selection Criteria:
Municipality: --ALL--
Submitted Date From: 11/1/2010 To: 12/22/2010

Appeal Date	Tracking #	Appeal #	Municipality	Block/ Lot/ Qualifier	Owner Name	Status	Submitted Date
11/19/2010	5534184544		1311-Deal Boro	18-1	82 NORWOOD ASSOCIATES%DR C ABADY	SUB	11/19/2010
	Status Date	Status Description	Comments				
		Submitted					
11/19/2010	5531270770		1327-Long Branch City	13-6	KANTER, V TRST NO2(98%) V (1%) R(1%)	HS	11/19/2010
	Status Date	Status Description	Comments				
	11/30/2010	Heard	Date				
	11/25/2010	Heard	Heard Date is prior to Current and Hearing Date				
11/19/2010	5532242028		1327-Long Branch City	99-21	DOUEK, RACHEL S & VICTOR	SUB	11/19/2010
	Status Date	Status Description	Comments				
		Submitted					
11/22/2010	5535155802		1311-Deal Boro	6-9	SHAMAH, MAURICE	JD	11/22/2010
	Status Date	Status Description	Comments				
	11/30/2010	Judgment Issued	Wrong Addition in the Total				
11/22/2010	5536127061		1327-Long Branch City	11-2	MARTOCCI, DAVID J & WM J, TRUSTEES	HD	11/29/2010
	Status Date	Status Description	Comments				

This report displays all Appeals submitted by logged in user or other users for that Account. The user can filter the results by changing the Submitted From and To Dates and Municipality.

The following parameters are available for the Report:

- Submitted From and To Dates
- Municipality - dropdown

HEARING SCHEDULES

HEARING SCHEDULES

Hearing From Date: 1/1/2010 | Hearing To Date: 12/23/2010 | Municipality: --ALL-- | Appeal Year: 2010

1 of 12 | 100% | Find | Next | Select a format | Export

Hearing Schedules

Selection Criteria:
Municipality: --ALL-- | Appeal Year: 2010
Hearing Date From: 1/1/2010 | To: 12/23/2010

Hearing Date	Tracking #	Appeal #	Municipality	Block/ Lot/ Qualifier	Owner Name	Hearing Location
Appeal Hearing Schedules for Date: 04/29/2010						
04/29/2010	1438910957	09-2010160L	1339-Red Bank Boro	9.01-10	JANKOWITZ, ROBERT	
Total Appeals for Hearing Date 04/29/2010 :				1		
Appeal Hearing Schedules for Date: 05/19/2010 1:30PM						
05/19/2010 1:30PM	1650817695	09-2010073L	1309-Brielle Boro	85-3.114	D'AMATO, ANTHONY P & MARIANNE	
05/19/2010 1:30PM	1651788954	09-2010074L	1309-Brielle Boro	85-3.116	CRILLEY, MICHAEL P & THERESA A SOROKO	
Total Appeals for Hearing Date 05/19/2010 1:30PM :				2		
Appeal Hearing Schedules for Date: 05/20/2010 9:00AM						
05/20/2010 9:00AM	1372807916	09-2010092L	1309-Brielle Boro	101-12	1000 RIVER VIEW FAM LTD % W GABELA	
Total Appeals for Hearing Date 05/20/2010 9:00AM :				1		
Appeal Hearing Schedules for Date: 05/26/2010 1:30PM						
05/26/2010 1:30PM	9004374045	52-2010146L	1352-Wall Twp.	793-20	SAKER, MARK F & CAROLE E	
05/26/2010 1:30PM	1440853473	52-2010161L	1352-Wall Twp.	811.09-2	HEMMER, EDWARD D & BETH MACARTNEY	
Total Appeals for Hearing Date 05/26/2010 1:30PM :				2		
Appeal Hearing Schedules for Date: 05/26/2010 9:00AM						

This report displays a list of Hearing Schedules assigned by the County for the Submitted Appeals. The user can filter the results by changing the Hearing From and To Dates and Municipality.

The following parameters are available for the Report:

- Hearing From and To Dates
- Municipality – dropdown
- Appeal Year

APPEAL PAYMENT SUMMARY

Monmouth County Appeal Filing System

Welcome Jeff J. Horn
Account: Horn, Tumbach & Rybar, LLC | LOGOUT

View Report

APPEALS PAYMENT SUMMARY Back

Municipality: --ALL-- Status: --ALL--
Submitted From Date: 11/1/2010 Submitted To Date: 12/1/2010
Payment Type: --ALL-- View Report

1 of 1 100% Find | Next Select a format Export

Appeals Payment Summary

Selection Criteria:
Municipality: --ALL-- Status: --ALL-- Payment Type: --ALL--
Submitted Date From: 11/1/2010 To: 12/1/2010

Submit Date	Municipality	Block/ Lot/ Qual	Tracking #	Appeal #	Owner Name	Pay Type	Fee	Trans ID/ Check #
11/19/2010	1311-Deal Boro	18-1	5534184544		82 NORWOOD ASSO	CHECK	\$155.00	8900990
11/19/2010	1327-Long Branch City	13-6	5531270770		KANTER, V TRST	CHECK	\$155.00	5467878
11/19/2010	1327-Long Branch City	99-21	5532242028		DOUEK, RACHEL S	CHECK	\$30.00	875876876
Total Fees as of 11/19/2010							\$340.00	
11/22/2010	1311-Deal Boro	6-9	5535155802		SHAMAH, MAURICE	CHECK	\$155.00	1234789
Total Fees as of 11/22/2010							\$155.00	
11/29/2010	1327-Long Branch City	11-2	5536127061		MARTOCCI, DAVID	CC	\$30.00	
Total Fees as of 11/29/2010							\$30.00	
11/30/2010	1327-Long Branch City	153-4.03	5541983352	27-	LEFKON, BRUCE &	CC	\$30.00	
11/30/2010	1327-Long Branch City	364-25.01	5542954610	2257525582	MORRIS, RODNEY	CC	\$30.00	
Total Fees as of 11/30/2010							\$60.00	
Grand Total Fees:							\$585.00	

Run Date: 12/23/2010 10:58:12 AM Run By: swbster Pages 1 of 1

This report displays Appeals submitted from the logged in user's account with a summary of the Payment Type, Fee and Transaction Id.

The following parameters are available for the Report:

- Municipality – dropdown
- Status – dropdown
- Submitted From and To Dates
- Payment Type - dropdown