



**Topic:** *Attorney Registration – Payment*

**Summary:** *This document will demonstrate the payment options of the Annual Attorney Registration.*

**This Guide is for:**  
*Attorneys*

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## Payment

1. Review your registration statement to ensure it is accurate.
2. Satisfy your annual assessment by paying with a Credit Card, ACH debit, or by Judiciary Account Charge System (JACS).
3. Or claim an appropriate exemption.
4. Or if your employer has agreed to pay on your behalf, you may opt for employer payment.

**NOTE:** Please contact the Superior Court Clerk’s Office for any questions about the registration process.

**Registration Statement Review, Payment, and Exemption** 1

To review your registration statement prior to selecting your payment method, click this button. Review Registration Statement

Before selecting "Opt for Employer Pay", please confirm with your employer that an online payment will be made on your behalf. Payments can be made using American Express, VISA, MasterCard, Discover, ACH Debit, or JACS.

**Responsibility of the annual assessment ultimately remains your individual responsibility.**

**2** Payment/Exemption Options 3

Pay Annual Fee
  Request Retired Or Military Exemption
 Opt For Employer Pay 4

For questions relating to payments and exemptions, please contact NJ Lawyers' Fund for Client Protection at 855-533-FUND (3863) or email [LFCP.mailbox@njcourts.gov](mailto:LFCP.mailbox@njcourts.gov)

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**Certification of Information**

By checking the box and clicking "Finish", I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to discipline.

Initial to certify (first middle last initials)

For questions, please contact the Superior Court Clerk's Office at (609) 421 - 6100 or email [SCCO.mailbox@njcourts.gov](mailto:SCCO.mailbox@njcourts.gov)

### Pay Annual Fee – Select Payment Method

After selecting “Pay Annual Fee”, your amount due will display and you can select one of three methods to satisfy your assessment.

1. Credit Card
2. ACH Debit
3. JACS

#### Registration Statement Review, Payment, and Exemption

To review your registration statement prior to selecting your payment method, click this button.

[Review Registration Statement](#)

Before selecting "Opt for Employer Pay", please confirm with your employer that an online payment will be made on your behalf. Payments can be made using American Express, VISA, MasterCard, Discover, ACH Debit, or JACS.

**Satisfaction of the annual assessment ultimately remains your individual responsibility.**

Payment/Exemption Options \*

Pay Annual Fee

Request Retired Or Military Exemption

Opt For Employer Pay

For questions relating to payments and exemptions, please contact NJ Lawyers' Fund for Client Protection at 855-533-FUND (3863) or email [LFCP.mailbox@njcourts.gov](mailto:LFCP.mailbox@njcourts.gov)

#### Select a Payment Method

**Important Note:** To ensure you receive your e-mail receipt, please add "LFCP.mailbox@njcourts.gov" to your list of approved senders.

Your total amount due for this billing year includes additional fees for late registration and/or noncompliance with your Continuing Legal Education requirement.

Amount Due: \$212.00

Click here to view the current [fee schedule](#).

1

Pay by Credit Card - VISA, MasterCard, Discover, American Express (Service fee of 0% will be applied and is non-refundable)

2

Pay by ACH Debit (US Banks only)

3

Pay by JACS (Judiciary Account Charge System)

#### Certification of Information

By checking the box and clicking "Finish", I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to discipline.

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For questions, please contact the Superior Court Clerk's Office at (609) 421 - 6100 or email [SCCO.mailbox@njcourts.gov](mailto:SCCO.mailbox@njcourts.gov)

## Pay by Credit Card

1. Select “Pay by Credit Card”.
2. Click to acknowledge the Certification of Information.
3. Enter your initials in the textbox to certify.
4. Click Finish to Proceed to the Credit Card Processor screen and complete payment.
5. After clicking Finish, you will be directed to the Credit Card Processor site, NICUSA. At that site, submit your billing and payment details.
6. If payment was processed successfully, you will be redirected back to a confirmation screen that includes your receipt link.

### Select a Payment Method

**Important Note:** To ensure you receive your e-mail receipt, please add "LFCP.mailbox@njcourts.gov" to your list of approved senders.

Your total amount due for this billing year includes additional fees for late registration and/or noncompliance with your Continuing Legal Education requirement.

Please note the amount due and enter your credit card information below to complete payment of your annual assessment.

Amount Due: \$212.00

1

[Click here](#) to view the current [fee schedule](#).

- Pay by Credit Card - VISA, MasterCard, Discover, American Express (Service fee of 0% will be applied and is non-refundable)
- Pay by ACH Debit (US Banks only)
- Pay by JACS (Judiciary Account Charge System)

2

### Certification of Information

By checking the box and clicking "Finish", I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to discipline.

3

Initial to certify (first middle last initials)

mvn

For questions, please contact the Superior Court Clerk's Office at (609) 421 - 6100 or email [SCCO.mailbox@njcourts.gov](mailto:SCCO.mailbox@njcourts.gov)

4

Back

Finish

### Payment Confirmation

6

Thank you for completing your 2019 Attorney Registration Process. You are now in Paid status.

[Click here](#) to get your receipt.

[Click here](#) for a printable copy of your current registration statement.

[Click here](#) to complete your annual IOLTA registration.

Close

## Pay by ACH Debit

1. Select “Pay by ACH Debit”.
2. Enter your electronic check/ACH information.

**NOTE:** Check# should not be entered.

3. Click to acknowledge the Certification of Information.
4. Enter your initials in the textbox to certify.
5. Click Finish.
6. You will be redirected to a confirmation screen that includes your receipt link.

**Select a Payment Method**

**Important Note:** To ensure you receive your e-mail receipt, please add "LFCP.mailbox@njcourts.gov" to your list of approved senders.

Please note the amount due and enter your ACH Debit information below to complete payment of your annual assessment.  
 Amount Due: \$212.00

Click here to view the current [fee schedule](#).


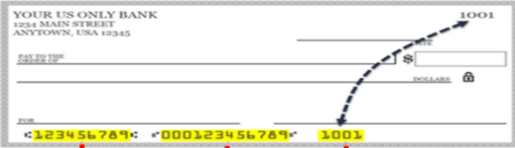
Pay by Credit Card - VISA, MasterCard, Discover, American Express **(Service fee of 3% will be applied and is non-refundable)**  
 **1** Pay by ACH Debit (US Banks only)  
 Pay by JACS (Judiciary Account Charge System)

I understand that if my payment is dishonored and I fail to submit a valid payment prior to the deadline date or publication of the ineligible list, customary late and reinstatement fees will be assessed.

Account Name: *	Bank Name: *
<input type="text" value="Admin"/>	<input type="text" value="TD Bank"/>
Routing Number *	Confirm Routing Number *
<input type="text" value="*****"/>	<input type="text" value="*****"/>
ACH Account Number *	Confirm ACH Account Number *
<input type="text" value="*****"/>	<input type="text" value="*****"/>

Account Type: \*

Checking  Saving

**ROUTING NUMBER      ACCOUNT NUMBER (INCLUDE ALL)      CHECK # (DO NOT USE)**

**2**

**Certification of Information**

**3**

By checking the box and clicking "Finish", I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to discipline.

Initial to certify (first middle last initials)

**4**

For questions, please contact the Superior Court Clerk's Office at (609) 421 - 6100 or email [SCCO.mailbox@njcourts.gov](mailto:SCCO.mailbox@njcourts.gov)

**5**

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**6** **Payment Confirmation**

Thank you for completing your 2019 Attorney Registration Process. You are now in Paid status.

[Click here](#) to get your receipt.

[Click here](#) for a printable copy of your current registration statement.

[Click here](#) to complete your annual IOLTA registration.

## Pay by JACS

1. Select “Pay by JACS”.
2. Enter the JACS account you are authorized to use.
3. Click to acknowledge the Certification of Information.
4. Enter your initials in the textbox to certify.
5. Click Finish.
6. You will be redirected to a confirmation screen that includes your receipt link.

**Select a Payment Method**

**Important Note:** To ensure you receive your e-mail receipt, please add "LFCP.mailbox@njcourts.gov" to your list of approved senders.


Your total amount due for this billing year includes additional fees for late registration and/or noncompliance with your Continuing Legal Education requirement. Please note the amount due and enter your JACS information below to complete payment of your annual assessment.

Amount Due: \$212.00

Click here to view the current [fee schedule](#).

Pay by Credit Card - VISA, MasterCard, Discover, American Express (Service fee of 0% will be applied and is non-refundable)  
 Pay by ACH Debit (US Banks only)  
 Pay by JACS (Judiciary Account Charge System)

Enter JACS Account #:  
 Confirm JACS Account #:



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**Certification of Information**

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**Payment Confirmation**

Thank you for completing your 2019 Attorney Registration Process. You are now in Paid status.

[Click here](#) to get your receipt.

[Click here](#) for a printable copy of your current registration statement.

[Click here](#) to complete your annual IOLTA registration.

## Retired or Military Exemption

If you are eligible to either the Retired or Military exemption:

1. Select “Request Retired or Military Exemption.”
2. Select the exemption to which you are entitled.

**Note:** If Retired Exemption is selected, you must identify if you practice for a qualifying pro bono service organization as defined by R.1:21-11(a) for Legal Services of New Jersey and the associated legal regional programs.

3. Check to acknowledge the Certification.
4. Initial to certify.
5. Click Finish.
6. You will be redirected to a confirmation screen that includes your receipt link.

## Employer Pay

If your employer has previously agreed to pay your assessment online:

Registration Statement > Contact Information > Pro Bono > CLE > CLE Confirmation > Payment >

### Registration Statement Review, Payment, and Exemption

To review your registration statement prior to selecting your payment method, click this button. [Review Registration Statement](#)

Before selecting "Opt for Employer Pay", please confirm with your employer that an online payment will be made on your behalf. Payments can be made using American Express, VISA, MasterCard, Discover, ACH Debit, or JACS.  
**Satisfaction of the annual assessment ultimately remains your individual responsibility.**

Payment/Exemption Options \*

Pay Annual Fee  Request Retired Or Military Exemption  Opt For Employer Pay

For questions relating to payments and exemptions, please contact NJ Lawyers' Fund for Client Protection at 855-533-FUND (3863) or email [LFCP.mailbox@njcourts.gov](mailto:LFCP.mailbox@njcourts.gov)

#### Exemptions

The exemptions from payment are narrowly defined as stated, without alteration or qualification.  
If entitled to either exemption, select the appropriate options, complete the certification and continue to receive your confirmation.  
**YOU MAY NOT CLAIM THIS EXEMPTION SOLELY BY VIRTUE OF BEING PROHIBITED FROM PRIVATE PRACTICE OR EXEMPT FROM PRO BONO ASSIGNMENT.**

**Military Exemption**  
At least since January 31 of this calendar year, I have been on full-time active duty with Armed Forces, AmeriCorps or Peace Corps and not engaging in any way in the private practice of law.

**Retired Exemption**  
At least since January 31 of this calendar year, I have been completely retired from the practice of law. My employment, if any, is not in any way related to the practice of law. I do not draft or review legal documents, render legal assistance or advice, teach law or serve in a court system in any capacity, in any jurisdiction.

Exemption Options \*

Military Exemption  Retired Exemption

I am no longer practicing law in any capacity in any jurisdiction.  
 I am retired but continue to practice for a qualifying pro bono service organization as defined by R. 1:21-11(a) for Legal Services of New Jersey and the associated legal regional programs; for a certified organization under R. 1:21-11(b); or for an organization otherwise approved by the Supreme Court. (Qualifying lawyers are exempt from annual registration fees and CLE requirements.)

For questions relating to payments and exemptions, please contact NJ Lawyers' Fund for Client Protection at 855-533-FUND (3863) or email [LFCP.mailbox@njcourts.gov](mailto:LFCP.mailbox@njcourts.gov)

#### Certification of Information

**3**  
By checking the box and clicking "Finish", I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to discipline.

Initial to certify (first middle last initials)

**4**

For questions, please contact the Superior Court Clerk's Office at (609) 421 - 6100 or email [SCCO.mailbox@njcourts.gov](mailto:SCCO.mailbox@njcourts.gov)

[Back](#) [Finish](#) **5**

### Payment Confirmation

Thank you for completing your 2019 Attorney Registration Process. You are now in Retired status.

[Click here](#) for a printable copy of your current registration statement.

[Click here](#) to complete your annual IOLTA registration. **6**

[Close](#)

1. Select “Opt for Employer Pay.”
2. If you are associated with more than one employer, select the proper employer. Otherwise, your associated firm will display.
3. Click to acknowledge that your employer has previously agreed to pay your assessment.
4. Check to acknowledge the Certification.
5. Initial to certify.
6. Click Finish.
7. You will be redirected to a confirmation screen that includes your receipt link.

**NOTE:** Please contact the NJ Lawyers’ Fund for any questions about the payment process.

**Registration Statement Review, Payment, and Exemption**

To review your registration statement prior to selecting your payment method, click this button: Review Registration Statement

Before selecting "Opt for Employer Pay", please confirm with your employer that an online payment will be made on your behalf. Payments can be made using American Express, VISA, MasterCard, Discover, ACH Debit, or JACS.  
**Satisfaction of the annual assessment ultimately remains your individual responsibility.**

Payment/Exemption Options \*

Pay Annual Fee
  Request Retired Or Military Exemption
  Opt For Employer Pay

For questions relating to payments and exemptions, please contact NJ Lawyers' Fund for Client Protection at 855-533-FUND (3863) or email [LFCP.mailbox@njcourts.gov](mailto:LFCP.mailbox@njcourts.gov)

Employers List \*

L00000004 - BERGEN COUNTY PROSECUTOR2

**Opted for Employer pay**

**Important Note:** To ensure you receive your e-mail receipt, please add "LFCP.mailbox@njcourts.gov" to your list of approved senders.

Your total amount due for this billing year includes additional fees for late registration and/or noncompliance with your Continuing Legal Education requirement. If you choose "Opt for Firm/Employer Pay," the total billed amount will be paid by your firm/employer and the additional fees will be noted. Please consult with your firm/employer as necessary regarding these fees.

**You have opted for employer pay**

Amount Due: \$212.00

[Click here to view the current fee schedule .](#)

Check here only if your employer has previously agreed to pay your assessment online.  
 Payment can be made using American Express, VISA, MasterCard, Discover, ACH Debit, or JACS.  
**Note:** Payment must be made online by your law office/employer. No request will be sent. Payment is ultimately the individual responsibility of the attorney.

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**Certification of Information**

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Back
Finish

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**Payment Confirmation**

Thank you for completing your Attorney Registration process. You are now in EMPLOYER PAY status.

Please inform your employer that your payment requirement is pending. They must log in to their employer registration system to remit payment on your behalf.

[Click here](#) for a printable copy of your current registration statement.  
[Click here](#) to complete your annual IOLTA registration.

Close