

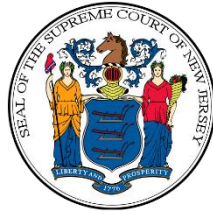
**NEW JERSEY LAWYERS' FUND
FOR
CLIENT PROTECTION**

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2017 INSTRUCTIONS

The annual assessment mandated by Supreme Court Rule provides revenue for the Fund, the disciplinary process, the Lawyers Assistance Program, and the Board on Continuing Legal Education. The fee is based on your calendar year of admission as indicated in the [fee schedule](#).

Pay Online with Visa, MasterCard, American Express, ACH debit, or JACS:

Returning online registrants should use the password they previously created; the amount due will be displayed in the payment step. If your employer has agreed to pay on your behalf, you may opt for firm/employer payment within the online system after you complete the registration portion of the process. Firms/Employers are allowed to pay as a convenience and it is ultimately the individual responsibility of the attorney. Therefore, it is important that you follow up with your employer and ensure that payment has been made to avoid ineligibility.

First time registrants should refer to the Mandatory Electronic Attorney Registration notice that was mailed to their address of record. The User ID and Password (temporary) were provided on the bottom of that notice. As a first-time registrant, you will be asked to create a set of security questions. Follow the online instructions and activate your electronic access.

To begin online payment, [click here](#) and follow the online instructions.

To reset your password, [click here](#).

Verify your Information:

The name displayed in your registration is the name under which you are licensed. If there is an error in your name as displayed or if you need to file a name change affidavit with the Supreme Court, download a [name change form](#) and follow the instructions on the form.

Ineligible Attorneys:

You may use the online Attorney Registration system only if you intend to either pay the entire balance due or claim an exemption for your entire period of ineligibility. If you want to claim a partial exemption, please contact the NJ Lawyers' Fund for Client Protection at 855-533-FUND (3863) for assistance or visit our [homepage](#).

Exemptions from payment:

If you are in **retired or military status**, you **must** inform the Fund immediately if you no longer qualify for any exemption. Please resume payment of the annual assessment and keep your address current with the Fund. You can do this [online](#). Email notification is sent each year to provide an opportunity to 1) make changes and/or to remit payment if you no longer qualify for any exemption and 2) respond to other portions of the registration.

1. **Plenary Admission in New Jersey in 1968 or Earlier** – No payment is due. Since you are in or beyond your 50th calendar year of licensure, your registration indicates automatic entitlement to the 50-year exemption. If you are also “retired completely from the practice of law” (see #3 below) and wish to claim the retired exemption, execute the retired certification [online](#) or if previously granted an exception to online registration execute the certification on the paper form.
2. **Plenary Admission in New Jersey in 2017**– You **are** required to complete your registration [online](#). No payment is due for 2017 since you are in your first calendar year of admission.
3. **Retired Exemption** – You may request the retired exemption [online](#). You are entitled to the retired exemption only if since January 31, 2017, your employment is not related to the practice of law, and you do not have to be an attorney to hold your position, and you do not draft or review legal documents, and you do not render legal assistance or advice on the law, and you do not teach law, and you do not serve in a judiciary in any capacity, in any jurisdiction. **You may not claim this exemption by virtue of being out-of-state or exempt from pro bono assignment.** Once you have certified to the retired exemption, the Fund will keep you in retired status without need of further certification and until you inform the Fund otherwise. If you are currently in retired status, please respond to the other parts of the annual registration.

For lawyers granted the retired exemption, the Supreme Court Clerk’s Office issues only letters indicating your status and not Certificates of Good Standing. If you are a Legal Services Volunteer, please contact the Fund at (855) 533-FUND (3863).

4. **Military Exemption** – You may request the military exemption [online](#). You are entitled to the military exemption only if since January 31, 2017, you are on full-time active duty with the armed forces, the Peace Corps, or AmeriCorps and you are not engaging in any way in private practice. **You may not claim this exemption by virtue of being prohibited from private practice or exempt from pro bono assignment, nor does any other government employment entitle you to the exemption.** Once you have certified to the military exemption, the Fund will keep you in military status without need of further certification and until you inform the Fund otherwise. If you are currently in military status, please respond to the other parts of the annual registration.

Out of State and Government Attorneys:

There is no exemption from payment for attorneys admitted in New Jersey but practicing in another jurisdiction or working for a governmental entity. You must pay all required fees each year.

Upon publication of the 2017 Ineligible List, attorneys whose names are included on the Ineligible List for the seventh consecutive year will have their licenses administratively revoked by Order of the Supreme Court.