

**Topic:** The following document demonstrates how to utilize the Certificate of Insurance (“COI”) upload feature in Attorney Registration.

**Summary:** Using a “Certificate of Insurance” tile, firm administrators may upload a Certificate of Insurance in Attorney Registration at any time.

**This Guide is for:** Firm administrators of employers that are required to *or choose to* secure professional liability insurance.

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## Login

Existing users with access to the Attorney Registration and Payment application will login with their firm's **F ID** and password.

Click the **Employer Registration and Payment** tile on the Enterprise Portal landing page.

**Log in help**

To request information about your existing ID click **Forgot User ID?**

Follow the steps below if you're receiving "Authentication Failed" error message when attempting to log in

1. Click the **Forgot Password?** link
2. Answer the security questions when prompted
3. An email will be sent to the email address used to activate the account
4. Open the email and follow the instructions

**If you are still unable to successfully login after resetting your password, please contact the Help Desk at 609-421-6100 for assistance.**

If you have not received an activation email after registering, click **Resend Activation Email** to request the activation email to be sent again.

To access the New Jersey Courts website, click [NJCourts.gov](#)

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**Browser compatibility**

There is a known issue with Internet Explorer Version 11 running on Windows 10 which is causing users to attempt to login multiple times unsuccessfully. If you encounter this issue, please use another browser (e.g., Chrome, Microsoft Edge, Safari, Firefox).


Enter user ID and password. If you have been provided with a temporary password, login below.

**User ID \*** [Forgot User ID?](#)

**Password \*** [Forgot Password?](#)

**Login**

[Resend Activation Email](#)




Home

### New Jersey Courts - Portal Home Page



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**Employer Registration and Payment**

**Public Access**

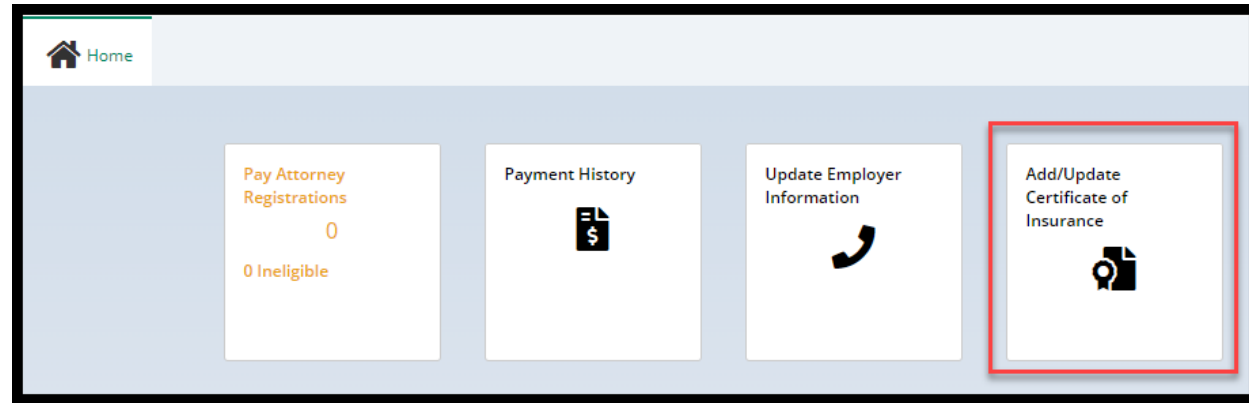



### New Tile Displays

Click on the **Add/Update Certificate of Insurance** tile.

The tile *takes the place of* mailing/faxing a Certificate of Insurance to the Supreme Court.

**Note:** Insurers and insurance agents have their own portal for uploading COIs.



## Upload Process

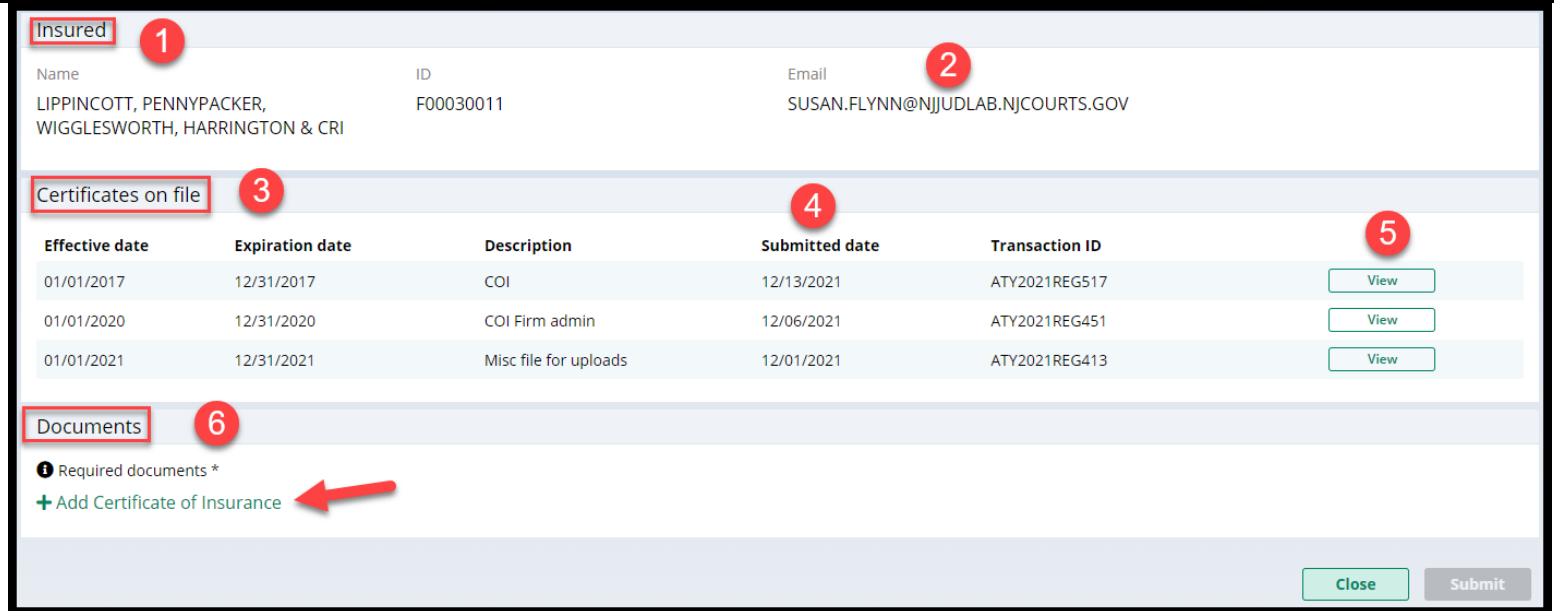
Clicking the tile opens the upload screen:

- 1) **Insured** section displaying the firm/entity insured
- 2) **Firm** billing email
- 3) **Certificates on File** section displaying up to the last five (5) years' worth of Certificates of Insurance
- 4) **Submitted Date** is the date the COI was **uploaded**
- 5) **'View'** button opens a PDF of the COIs
- 6) **Documents** section for uploading Certificates of Insurance

To begin **upload**, click on

[+ Add Certificate of Insurance](#)

- 1) Drag and drop, **or**
- 2) Select a **PDF**, and
- 3) **Click 'Attach'**



**Insured** 1

Name: LIPPINCOTT, PENNYPACKER, WIGGLESWORTH, HARRINGTON & CRI  
 ID: F00030011  
 Email: SUSAN.FLYNN@NJJUDLAB.NJCOURTS.GOV 2

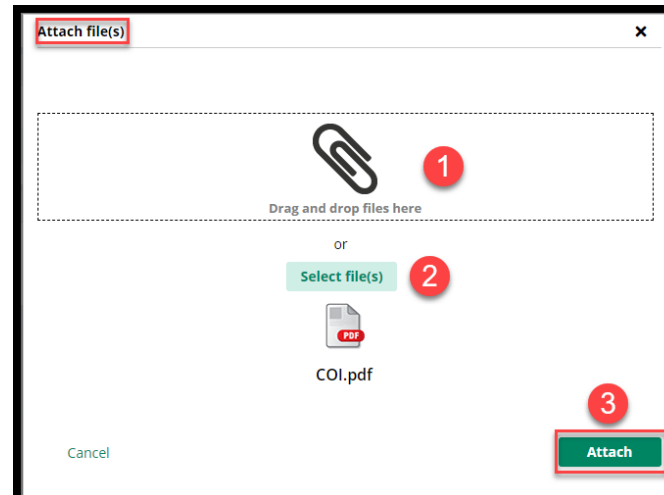
**Certificates on file** 3

Effective date	Expiration date	Description	Submitted date	Transaction ID	5
01/01/2017	12/31/2017	COI	12/13/2021	ATY2021REG517	<a href="#">View</a>
01/01/2020	12/31/2020	COI Firm admin	12/06/2021	ATY2021REG451	<a href="#">View</a>
01/01/2021	12/31/2021	Misc file for uploads	12/01/2021	ATY2021REG413	<a href="#">View</a>

**Documents** 6

Required documents \*  
[+ Add Certificate of Insurance](#)

[Close](#) [Submit](#)



**Attach file(s)**

Drag and drop files here 1

or

[Select file\(s\)](#) 2

COI.pdf

[Attach](#) 3

[Cancel](#)

From the “Documents” section:

- 1) **Enter** the policy effective date and the policy expiration date
- 2) The ‘Document Description’ field will populate with the name of the uploaded file, but this **verbiage can be changed**
- 3) **Click** ‘Submit’
- 4) **Complete** the Certification
- 5) Clicking the hyperlinks opens PDF versions of the applicable Rule

**COIs must be uploaded one at a time.**

Documents	Document description	Policy effective date *	Policy expiration date *	File name
X	Certificate of Insurance COI	12/04/2021	12/31/2022	COI.pdf

Close Submit

**Certification to submit** [X]

I understand that:

- I am required to redact confidential personal identifiers pursuant to [R. 1:38-7](#), unless otherwise required by statute, rule, administrative directive, or court order, and that the Judiciary will neither review nor redact any documents if I include confidential personal identifiers in error.
- This certificate and information regarding attorney certificates of professional liability insurance will be maintained in accordance with [R. 1:21-1A, 1B and 1C](#) and will be available to and accessible by the public in an electronic database.
- By clicking the Accept button, I certify that I have reviewed ALL information and documents for accuracy prior to submission.

Cancel Accept

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**RULES GOVERNING THE COURTS OF THE STATE OF NEW JERSEY**  
**RULE 1:21. PRACTICE OF LAW**

**1:21-1. Who May Practice; Appearance in Court**

(a) Qualifications. Except as provided below, no person shall practice law in this State unless that person is an attorney holding a plenary license to practice in this State, is in good standing, and complies with the following requirements:

(1) An attorney need not maintain a fixed physical location for the practice of law...

## Confirmation of Upload

A **confirmation** displays after upload.

This **completes** the submission **process**. Click **'Close'** to return to the **"Home"** screen.

An **email** is generated to the firm's **billing address**. If no billing address is in the system, the user will be prompted to add one.

**Note:** Uploaded COIs do *not instantly display* in "Certificates on File". They must first be **approved** by the Supreme Court.

The Supreme Court sends out a **separate email** relating to the acceptance of uploaded COIs.


✓ Your upload has been successfully submitted and a confirmation email has been sent.


**Submission information**

Transaction ID ATY2021REG526	Submitted date 12/14/2021	Document received Certificate of Insurance	Firm name LIPPINCOTT, PENNYPACKER, WIGGLESWORTH, HARRINGTON & CRI
Policy effective date 01/01/2019	Policy expiration date 12/31/2019		

Close

Certificate of Insurance Received

 [cams.mbx@njcourts.gov](mailto:cams.mbx@njcourts.gov)  
 Today, 9:12 AM  
 Susan Flynn



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The certificate of insurance reference below was received by the Clerk of the Supreme Court on 12/14/2021 at 09:12:21 and will be reviewed.

Document: **Certificate of Insurance**  
 Insured: **LIPPINCOTT, PENNYPACKER,  
 WIGGLESWORTH, HARRINGTON & CRI**  
 Policy Effective Date: **1/1/2019**  
 Policy Expiration Date: **12/31/2019**  
 Transaction ID: **ATY2021REG526**

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This notification is for informational purposes. Login to your NJ Courts registration to make any changes.

For questions, please contact the Supreme Court Clerk's Office at [SupremeCT.Mailbox@njcourts.gov](mailto:SupremeCT.Mailbox@njcourts.gov).