

**Topic:** *Attorney Registration – Login and Begin Annual Registration*

**Summary:** *This document will demonstrate how to access and begin the Attorney Registration application.*

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

**Table of Contents**

NJCourts Login ..... 2  
 Two-Factor Authentication ..... 3  
 ESSO Landing Page ..... 3  
 Security Question ..... 4  
 Registration Home ..... 5  
 Attorney Registration and Payment Process ..... 6

## NJCourts Login

To begin attorney registration, you will need to sign in with your User Id (Attorney Bar ID) and password.

**NOTE:** If you forgot your user ID or password, follow the instructions in the Log in help section to the left of the screen.

If you are a first-time user and have not already setup an your account, access the follow link for additional login information:

<https://www.njcourts.gov/attorneys/cams.html>



### 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 after logging 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 not able to successfully login after resetting your password, please contact the Help Desk at 609-421-6100 and someone will assist you.**

To access the New Jersey Courts website click [NJCourts.gov](https://www.njcourts.gov)

### 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](#)

## Two-Factor Authentication

It is necessary to select an additional verification method (SMS Text or Email) to authenticate user access to the **Employer Registration and Payment**.

1. Confirm verification method.
2. Enter One-Time Passcode sent to method selected.
3. Click **Login**.

**Two-Factor Authentication**

Choose verification method from the dropdown.

Select

SMS OTP to: 160\*\*\*\*\*

\*Message and data rates may apply.

**Confirm**

Code will expire 10 minutes after it is requested.



**One - Time Passcode Login**

Enter the One-Time Passcode(OTP) sent to the email/phone number you selected.

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**Login**

To get a new One-Time Passcode(OTP). Click [Regenerate](#)

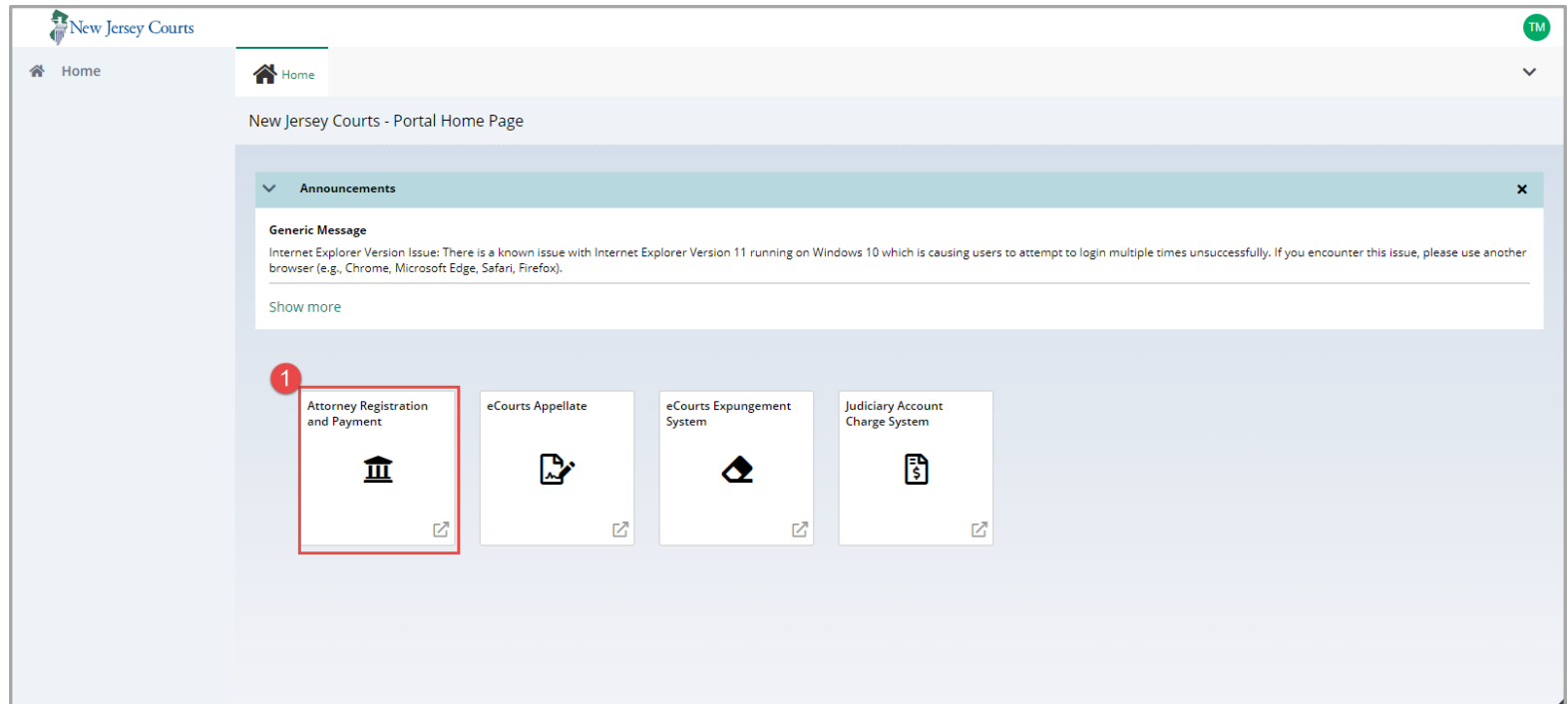
Passcode will expire 10 minutes after it was requested.

## ESSO Landing Page

The ESSO (Enterprise Single Sign On) home page will display your Judiciary applications.

1. Select the **Attorney Registration & Payment** tile to begin your annual attorney registration.

**NOTE:** If you have not logged in with this ID since the implementation of Two-Factor Authentication, it will be necessary to update your Judiciary profile information prior to this screen.



## Security Question

To protect your personal information, when accessing the Attorney Registration & Payment application you will be instructed to answer one of the security questions selected as part of your initial account setup/maintenance.

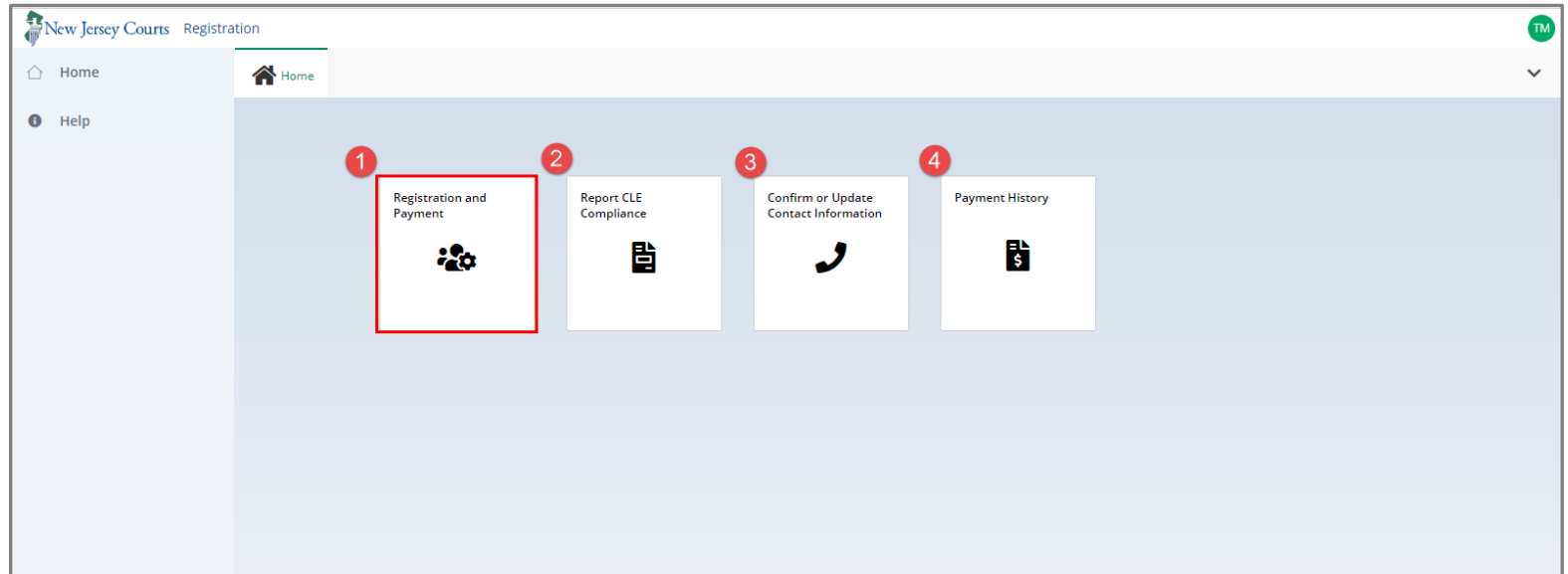
The screenshot displays the 'New Jersey Courts Registration' interface. It features a navigation menu on the left with 'Home' and 'Help' options. The main content area is titled 'Restricted Access' and contains the following text: 'You are attempting to access a restricted area. For your protection, please answer the security questions below. If you do not answer the questions correctly, your account will be inactivated. For assistance with your account, contact the Superior Court Clerk's Office at 609-421-6100.' Below this, a 'Security Question' section shows 'User ID: 009161982' and 'Security Question: What is your father's middle name?'. An 'Answer' field is provided as a text input box, followed by a green 'Submit' button.

### Registration Home

The Registration home screen will display tiles that correspond to actions you may initiate.

1. Select **Registration and Payment** to begin your annual attorney registration.
2. Select **Report CLE Compliance** if you only need to certify your compliance with Continuing Legal Education requirements.
3. Select **Confirm or Update Contact Information** any time during the year to update your contact information.
4. Select **Payment History** to view your annual registration transaction history and receipts.

**NOTE:** Reporting CLE Compliance and Confirm or Update Contact Information can also be completed as part



of the Registration and Payment process.

## Attorney Registration and Payment Process

After clicking the “Registration and Payment” tile, the Attorney Registration and Payment Process screen will display.

This screen will display information specific to *your* Attorney type (e.g., NJ Attorney, Pro Hac Vice, etc.).

**NOTE:** Click on the **green** links to get more information on that topic.

After reading this information:

1. Select **Begin Registration** to start your annual attorney registration.

The screenshot shows the 'Attorney Registration and Payment Process' page on the New Jersey Courts website. The page includes a navigation menu with 'Home' and 'Help' options. The main content area contains the following text:

New Jersey attorneys are required to electronically file a registration statement annually in a form prescribed by the Administrative Director of the Courts with approval of the Supreme Court and to pay an assessment in an amount determined by the Supreme Court. That registration statement requires the attorney to provide information related to the attorney's email address and cell phone number, pro bono status, continuing legal education (if applicable) and to pay the applicable assessment.

By Order of the Supreme Court dated July 29, 2019, Rule 1:20 and Rule 1:21 were amended to require attorneys to provide "an email address and a cell phone number." That information will be used for official judiciary business purposes and will not be accessible to the public, unless the email address is also used for electronic filing notifications. Additionally, the cell phone number and/or email address will be utilized by the Judiciary for two-factor authentication. Attorneys are required to update any changes to their cell phone number or email address within 30 days of the change.

The annual assessment is used to support the attorney discipline system, the Lawyers' Fund for Client Protection, the Board on Continuing Legal Education and the New Jersey Lawyers Assistance Program. The deadline for payment without the \$40 late fee is February 26, 2021. Attorneys who fail to register and pay the annual assessment by April 30, 2021 will be declared ineligible to practice law by Order of the Supreme Court. Attorneys who remain ineligible list for seven consecutive years will be administratively revoked by the Supreme Court.

Note: Ineligible attorneys may use the Annual Registration and Payment Center only if the attorney intends to pay the entire balance due or to claim an exemption for the entire period of ineligibility. Should you have any questions about ineligibility please contact the Lawyers' Fund for Client Protection at 855-533-FUND (3863) for assistance.

At the bottom of the page, there are logos for VISA, MasterCard, DISCOVER, AMERICAN EXPRESS, ACH DEBIT, and JACS. A red circle with the number '1' is positioned above a green button labeled 'Begin Registration'. Below the button, there is a link: 'Information and instructions for Annual Registration information you will need to proceed'.