Judiciary Account Charge System (JACS)  
Request to Change Administrator Form

Please print and complete this form, then either email or mail the completed form to one of the addresses provided below:

<table>
<thead>
<tr>
<th>Email</th>
<th>Regular Mail</th>
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| Jaessupport.mailbox@njcourts.gov | Administrative Office of the Courts  
JACS Support Unit  
PO Box 980  
Trenton, New Jersey 08625-0980 |

| Overnight Mail and Lawyers Service:  
Administrative Office of the Courts  
JACS Support Unit  
25 Market Street  
8th Floor- North Wing  
Trenton, New Jersey 08625-0980 |

Please note: You must provide the “New” Administrator’s User Id for the JACS system on this form.  
User IDs can be obtained at the following URL:  

To request a change to a JACS Administrator please provide the following required information:

- Account Number: ___________________________
- Account Name: ___________________________
- “New” Administrator’s JACS User Id: ___________________________

A Judiciary charge account can have only one Administrator. This form authorizes the replacement of your “current” Administrator with the user associated with the User Id identified above. Change requests are typically processed within one business day of receipt.

☐ I certify that I have reviewed, understand and agree to the conditions listed above, and that I am authorized to change the JACS Administrator on the aforementioned account.

Date: ___________________________

Name ___________________________

Print ___________________________  Signature ___________________________

Phone Number: ___________________________

For Administrative Office of the Courts Internal Use Only:

Updated By: ___________________________  Reviewed By: ___________________________

Date: ___________________________  Date: ___________________________