Designee Users – Designee Accesses Portal

**Topic:** The following document will demonstrate how a user, authorized as a Designee by a New Jersey attorney, accesses the New Jersey Courts Portal.

**Designee Accesses as Someone Else (attorney)**

**Step 1:** Designees will login with their User ID and password at the NJ Courts login page.

**NOTE:** The Designee must register for the New Jersey Courts Portal and give their User ID to the attorney to authorize them as a Designee.
### Step 2: Click Someone else on the eCourts Designee page to access the New Jersey Courts Portal on behalf of an attorney.

A list of attorneys that authorized the designee will display.

![Designee Users – Designee Accesses Portal](image)

### Step 3: Click the name of the attorney you want to access the courts on behalf of.

**NOTE:** The attorney must be associated to an approved firm and must be in good standing in order to appear on the list.
Step 4: Click the appropriate firm name and address for the attorney.

NOTE: There may be multiple firm names and addresses for an attorney.

Step 5: Click to certify that all the information is true and accurate.

Step 6: Click ‘Continue’.
Step 7: Click **Continue** to accept the terms and conditions of the *eCourts designee disclaimer*.

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**eCourts designee disclaimer**

You are accessing the New Jersey Courts Portal on behalf of:

- Attorney Test Id
- Private Firm Test
- 1 Test Ln
- Trenton, NJ
- Attorney Test@njjudlab.njcourts.gov

If you have accessed this system in error, or if you are not authorized to access the New Jersey Courts Portal on behalf of the attorney listed above, please click Cancel and do not proceed. Your credentials may be permanently revoked should you proceed where you are not authorized to do so.

By clicking the Continue button, you certify and represent that you have the authority to access the New Jersey Courts Portal and electronically file on behalf of Attorney Test Id. Your name will be displayed in the filing records, along with the attorney bar id of the attorney for whom you are filing.

By clicking Continue, you also accept the terms of the eCourts User Participation Agreement and agree to comply with the terms of the agreement when accessing the New Jersey Courts Portal. You also acknowledge that you are required to follow the court rules, directives, policies and procedures related to electronic filing, including immediately notifying the Superior Courts Clerk's Office of any actual or perceived security breach at (609) 421-6000.

By clicking Continue, you understand that if any of the foregoing statements are false, you may be subject to punishment.
Step 8: The attorney’s portal displays.

The Designee – Attorney Test ID in the blue banner will display the attorney’s name and serves as a reminder that you are the designee accessing the New Jersey Courts Portal on behalf of the attorney.

Designee Accesses as Self

Click Myself and Continue on the eCourts Designee page to access the New Jersey Courts Portal on behalf of yourself.