



**Supreme Court of New Jersey  
Board on Attorney Certification  
Application Instructions for Recertification - 2018**

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All completed applications must be submitted by postmark or hand delivery to this office no later than **February 28, 2018**.

- Only members in good standing of the Bar of New Jersey are eligible to file an application.
- It is important that you read the [Regulations of the Board on Attorney Certification](#) before completing the application. Your attention is also directed to [R. 1:39](#) of the Rules governing the courts of the State of New Jersey.
- Please note that, pursuant to [RG. 701](#), the Board obtains information regarding the applicant from the Office of Attorney Ethics. In addition, the Board communicates the status of a certified attorney's application to other certifying organizations.
- **If you are unable to file your application by the deadline**, you must submit a letter to the Board requesting an extension along with a filing fee of \$25, payable to "Secretary, Board on Attorney Certification." In the extension request, you must provide a good cause reason for the inability to timely file and the date on which you plan to file the application. This request must be submitted by February 12, 2018. An applicant who fails to file either an application for recertification or a good cause request for an extension will lapse and, therefore, will no longer be able to hold himself or herself out as a certified attorney. Pursuant to Board Regulations, an attorney who allows his or her certification to lapse and thereafter seeks to be certified shall comply with all of the requirements for seeking an initial application for certification.
- **Confidentiality** - The identity of applicants and the contents of application forms, reference letters, and other pertinent information concerning applications for recertification will be treated by the Board, Committee members, and staff as confidential.

Please refer to the following pre-filing checklist before submitting your application.

- 1. **All** questions answered or shown as "not applicable." Incomplete applications will be returned.
- 2. All responses must be typed. Handwritten applications will not be accepted for filing.
- 3. **Section III: Peer Review**

Do not send reference letters with your application. This office will solicit statements of reference by mail and provide forms to each person listed in your application. Applicants are required to furnish accurate and current addresses for references.

Substitute names may be requested of the applicant if any of the provided references are non-responsive. In addition, the Certification Committees and the Board may seek references from other attorneys and judges familiar with the skills of the applicant.

- 4. **Section IV: Substantial Involvement and Special Competence**  
The percentage requirement referred to in Section IV-A refers to the actual time spent practicing law in your specific area of certification, and is not based on percentage of fees earned or number of cases handled.

Section IV-B requires you to give the approximate number of matters that you have participated in the categories listed, and in what capacity, for the past five years.

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Please refer to [RG. 501:1](#) for an explanation of what the Board considers substantial involvement.

5. **Section V: Continuing Legal Education**

Attach all Certificates of Attendance for courses that you completed to meet this requirement.

If you are missing a Certificate of Attendance for any courses that you completed to meet your requirement, you must provide that information here. Do not list any courses for which you are providing a Certificate of Attendance.

If you have not yet met your CLE requirement, list the courses that you plan to complete. You must submit Certificates of Attendance upon completion.

6. The application fee is \$175.00 for **each** application, pursuant to [RG. 501:2](#). If you are seeking recertification for both civil and criminal trial attorney, the fee would be \$350.

Checks should be made payable to “Secretary, Board on Attorney Certification”

7. Certification and Waiver executed (last page of application signed)

8. **Original signed application and payment mailed to:**

**Regular Mail:**

Supreme Court of New Jersey  
Board on Attorney Certification  
PO Box 965  
Trenton, NJ 08625-0965

**Or Overnight Mail or Hand delivery:**

Supreme Court of New Jersey  
Board on Attorney Certification  
Hughes Justice Complex, 8th Floor, North Wing  
25 Market Street  
Trenton, NJ 08625-0965