

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

You may type the required information online, but you must then print, sign and either email or mail the completed form to one of the addresses provided below:

<b>Email:</b> JacsSupport.mailbox@judiciary.state.nj.us	<b>Regular Mail:</b> Administrative Office of the Courts JACS Support Unit PO Box 980 Trenton, New Jersey 08625-0980	<b>Overnight Mail and Lawyers Service:</b> Administrative Office of the Courts JACS Support Unit 25 Market Street 6th Floor- North Wing Trenton, New Jersey 08625-0980
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**Please note: You must provide the “New” Administrator’s User Id for the JACS system on this form. User Ids can be obtained at <http://www.njcourts.com/jacs/selfregister>.**

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. Once the change is processed your “current” Administrator will no longer have access to the account noted above.

**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 AOC Internal Use Only:**

Updated By: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_