

## **Instructions for Completing the Attorney Participation Certification and Registration Form**

The Attorney Participation Certification and Registration Form must be completed by each participating attorney. As per the instructions below, the electronic form must be submitted via e-mail to the [PublicAccess.mailbox@judiciary.state.nj.us](mailto:PublicAccess.mailbox@judiciary.state.nj.us) . **Please note that incomplete and scanned forms will be returned unprocessed.**

- 1) Save the form to your computer in .PDF format as **JEFIS Certification-Registration**.
- 2) Type the date and your full name to certify that you have read the JEFIS Attorney Participation Agreement and agree to abide by its terms.
- 3) Check the New User or Previous User box; if you are a previous user you must provide us with the previous firm's name.
- 4) Complete the Attorney/Firm information fields of the form.
- 5) Complete the firm contact information for system enhancement notices.
- 6) Save the document with completed fields.
- 7) Submit via e-mail as an attachment to:  
[PublicAccess.mailbox@judiciary.state.nj.us](mailto:PublicAccess.mailbox@judiciary.state.nj.us)
- 8) In the subject field of the email, place "JEFIS Registration – (Attorney's Name)"
- 9) Upon completion of your registration, you will receive a return email providing confirmation to access the JEFIS application.

**NOTE:** You must notify the Office of the Clerk of the Superior Court of any changes to your current registration information; *i.e.*, changes in address, telephone number, contact information, etc., by completing the Firm/Attorney Update form and submit via e-mail to the [PublicAccess.mailbox@judiciary.state.nj.us](mailto:PublicAccess.mailbox@judiciary.state.nj.us).