

**Topic:** Submission of an application for reinstatement or a non-compliance fee post grace period.

**Summary:** This is a step-by-step guide for submitting a request for reinstatement or paying non-compliance fees post grace period.

**This Guide is for:** external attorney registration users.

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## Submission of an Application for Reinstatement or Payment of Non-Compliance Fees

### Login Instructions

Use the attorney registration portal to login.

Select Attorney Registration and Payment.

Select Continuing Legal Education to begin.

**New Jersey eCourts Portal login**

Enter user ID and password. If you have been provided with a temporary password, log in below.

**User ID \*** [Forgot User ID?](#)



**Password \*** [Forgot / Reset Password?](#)

**Login**

Click the "+" icon to add an application to your dashboard.

+

Get additional access

eCourts Home



[↗](#)

Attorney Registration and Payment



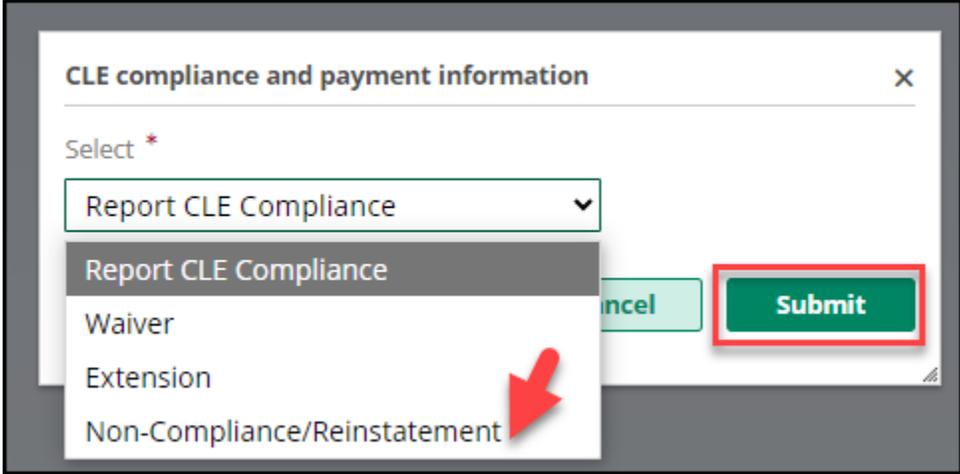
[↗](#)

<p>Registration and Payment</p> 	<p>Confirm or Update Contact Information</p> 	<p>Payment History</p> 	<p>Designee Users</p> 	<p>Certificate of Insurance</p> 	<p>Continuing Legal Education</p> 	<p>My Submissions</p> <p style="font-size: 24px;">0</p> <p style="color: orange; font-size: 12px;">0 Incomplete</p>
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### Non-Compliance and Reinstatement Requests

From the dropdown, select “Non-Compliance/Reinstatement” and .

A screen displays with instructions that are tailored to the application type.



The screenshot shows a web form titled "CLE compliance and payment information". It features a dropdown menu labeled "Select \*" with the following options: "Report CLE Compliance", "Waiver", "Extension", and "Non-Compliance/Reinstatement". A red arrow points to the "Non-Compliance/Reinstatement" option. To the right of the dropdown are two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a red rectangular border.

**Non-Compliance** is for attorneys reporting compliance after the expiration of the grace period but before they have become ineligible.

**Reinstatement** is for attorneys who are administratively ineligible to practice law.

# Submission of an Application for Reinstatement or Payment of Non-Compliance Fees

The ‘**Additional Information**’ section contains basic information about CLE compliance based on whether you are non-compliant or administratively ineligible to practice.

‘**Filer Information**’ contains Bar ID and other details including the **billing email** address where all emails concerning the application will be sent.

**\*If the billing email is incorrect**, update it via attorney registration in the Contact Information section (you can click on the Confirm or Update Contact Information tile to do this).

**Additional information**

This document is intended for the sole use of CLE noncompliant attorneys who are currently **administratively ineligible to practice New Jersey law**. This form will not be accepted for attorneys in good standing attempting to report CLE compliance for the current reporting period. CLE compliance for the current reporting period must be reported on-line through the annual attorney registration and payment process.

Effective January 1, 2021, the number of total ethics and professionalism credits required during a compliance reporting period increased from four to five credit hours and must include at least two credit hours of coursework in Diversity, Inclusion, and Elimination of Bias (DIEB).

Reciprocity: Attorneys will receive 1:1 credit for courses accredited by another mandatory CLE jurisdiction, provided the credits and/or courses are not otherwise excluded by the BCLE Regulations.

Attorneys admitted to the New Jersey bar beginning in 2010 may also have to demonstrate that they completed 16 credits in a minimum of 6 New Jersey new admit subject areas. A minimum of one credit must be taken in New Jersey Attorney Trust & Business Accounting Fundamentals under BCLE Reg. 201:2.

**Additional information**

This document is intended for the sole use of **CLE noncompliant attorneys** who are reporting compliance following the expiration of the grace period but before the CLE Ineligible Order goes into effect. CLE noncompliant attorneys who fail to immediately submit the required documentation may be placed on the CLE Ineligible List and precluded from practicing New Jersey law until compliance is resolved.

Because the Supreme Court relaxed the live classroom instruction requirement until further notice. All twenty-four credit hours for the compliance period may be fulfilled through approved courses offered in alternative verifiable learning formats (AVF).

Effective January 1, 2021, the number of total ethics and professionalism credits required during a compliance-reporting period increased from four to five credit hours and must include at least two credit hours of coursework in Diversity, Inclusion, and Elimination of Bias (DIEB).

Reciprocity: for courses accredited for CLE in another mandatory CLE jurisdiction, attorneys will receive the credit awarded by that jurisdiction toward compliance in New Jersey, provided the credits and/or courses are not otherwise excluded for CLE credit in New Jersey.

Newly Admitted attorneys have a transitional reporting period and are required to demonstrate 12 credits, including 2.5 credits in ethics and/or professionalism, 1 credit in DIEB.

For those relying on a carryover from the prior reporting period, you must demonstrate through certificates of attendance that you earned the requested carryover.

List the courses that you completed in chronological order on the reporting form provided. Attach your Certificates of Attendance or official transcript of another jurisdiction.

**Filer information**

Bar ID	Date of birth	Admission date
020531995	07/29/1970	02/04/2019
CLE status	CLE status date	Billing address
INELIGIBLE	11/04/2024	46 BLISS BLVD,SUITE 4 NEWARK,NEW JERSEY,07102
Billing email address		
SUSAN.FLYNN@NJCOURTS.GOV		

Registration and Payment



Confirm or Update Contact Information



Payment History



Designee Users



Certificate of Insurance



Continuing Legal Education



My Submissions

0

0 Incomplete

## Submission of an Application for Reinstatement or Payment of Non-Compliance Fees

To begin click

[+ Add Course](#)

Complete all appropriate fields for **each** course:

- 1) Course date;
- 2) Course name;
- 3) Format;
- 4) Total credits;
- 5) Ethics, DIEB or New Admit credits, if applicable; and
- 6) Yes or No.

The system will display the total credits entered.

When all courses are entered, select

[Next](#)

You may save your progress by selecting

[Save Draft](#)

### CLE Reinstatement for attorneys administratively ineligible to practice:

[CLE Reinstatement](#) > Documents Add Payment Type Enter Payment Details

Course information

**i** Use the add course button to enter course information indicating compliance with continuing legal education requirement.

[+ Add Course](#)

### CLE Non-Compliance for attorneys non-compliant after the grace period:

[CLE Non-Compliance](#) > Documents Add Payment Type Enter Payment Details

Course information

**i** Use the add course button to enter course information indicating compliance with continuing legal education requirement.

[+ Add Course](#)

Course information

**i** Use the add course button to enter course information indicating compliance with continuing legal education requirement.

Date *	Course Name *	Format *	Total Credits *	Total Ethics Credits	DIEB	NJ New Admit
x 1/4/2024	Intro to Special Civil Part	AVF	2.00	1.00		
x 7/10/2024	Guardianship Basics	LIVE and AVF	4.00	1.00	1.00	
<b>Total</b>			6.00	2.00	1.00	0.00

Are the credits carried over from last term? \*

Yes  No

[Cancel](#) [Save Draft](#) [Next](#)

## Uploading a Document

- 1) Review the credits in the 'Credit Information' section.
- 2) Click **+ Add document**
- 3) Complete the certification.

Upon clicking

**+ Add document** :

- Select the file or files to be uploaded;
- Pick the document type from the dropdown; and
- Enter the document description.

• Click

**Attach**

### Document types

**accepted:** Word, PDF, PNG and JPEG.

CLÉ Reinstatement > Documents > Add Payment Type Enter Payment Details

**Credit Information** 1

Total Credits	Total Ethics Credits	DIEB	NJ New Admit
6.00	2.00	1.00	0.00

**Reinstatement Documents** 2

1 Attach your Certificate of Attendance or your official transcripts for all courses including credits carried over from last term.

Required and Other Supporting Documents  
 + Add document ←

**Certification of Information** 3

I understand that the credits I am reporting to satisfy the CLE requirement to be reinstated from the CLE Ineligible List cannot also be counted again toward my next compliance reporting period.  
 I certify that the information regarding my compliance with the continuing legal education requirement is true and correct. I am aware that if the information I provided is willfully false, I am subject to punishment.

By checking the box and clicking "Next", I certify that the information contained in this application and supporting documents is accurate and true. \*

Initial to certify (first middle last initials) \*

4

Cancel Save Draft Back Next

Attach file(s)

Drag and drop files here

or

Select file(s)

Document type *	Document description *	File name *
Certificate of attendance	Intro to Special Civil Part	Course Info Reinstatement.docx
Select..		
Certificate of attendance		
Official transcripts		
Other Supporting Documents		

**Attach**

## Submission of an Application for Reinstatement or Payment of Non-Compliance Fees

After upload, the document in the 'File name' column is a hyperlink so the document can be reviewed before submission.

To delete, click the trashcan icon.

To proceed, click

**Next**

You may save your progress by selecting

**Save Draft**

**Note:** If you need to report compliance but there is no non-compliance fee due, you will not receive a payment screen. The system will display a confirmation after the courses are entered.

Reinstatement Documents

1 Attach your Certificate of Attendance or your official transcripts for all courses including credits carried over from last term.

Required and Other Supporting Documents

Document type	Document description	File name	
Certificate of attendance	Intro to Special Civil Part	Course Info Reinstatement.docx	
Certificate of attendance	Guardianship Basics	Course Info Reinstatement.pdf	
Official transcripts	Transcript	Scenario 2 B.png	
Other Supporting Documents	JPEG	additional supporting documents attached.jpg	

+ Add document

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Certification of Information

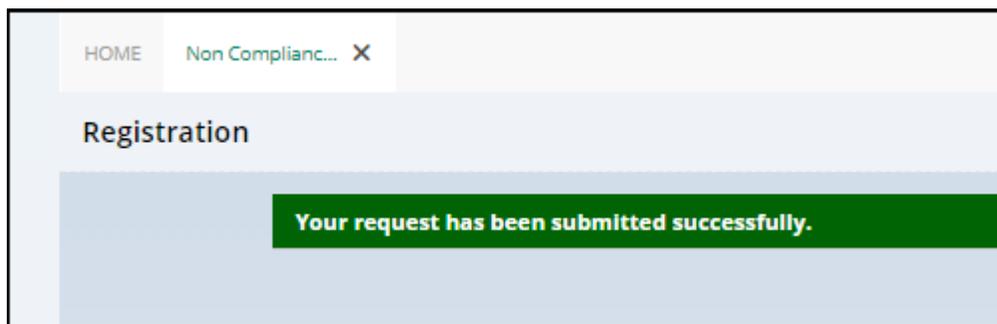
I understand that the credits I am reporting to satisfy the CLE requirement to be reinstated from the CLE Ineligible List cannot also be counted again toward my next compliance reporting period.  
 I certify that the information regarding my compliance with the continuing legal education requirement is true and correct. I am aware that if the information I provided is willfully false, I am subject to punishment.

By checking the box and clicking "Next", I certify that the information contained in this application and supporting documents is accurate and true. \*

Initial to certify (first middle last initials) \*

TS

Cancel Save Draft Back **Next**



## Submission of an Application for Reinstatement or Payment of Non-Compliance Fees

### Payment

*Payment may be made by credit card or JACS only.*

The fee for reinstatement is \$100.

If non-compliance fees are due, the system will automatically calculate the balance due.

### Credit Card Payments:

A non-refundable 3% service fee is charged for all **credit card** transactions.

CLE Reinstatement > Documents > Add Payment Type > Enter Payment Details

Payments can be made using American Express, Visa, MasterCard, Discover, or JACS.

Payment  
 Payment Type \*

CLE Reinstatement > Documents > Add Payment Type > Enter Payment Details

Payments can be made using American Express, Visa, MasterCard, Discover, or JACS.  
 Service fee of 3% will be charged for this payment type and non-refundable.

Payment  
 Payment Type \*

Reinstatement fee	\$100.00
Transaction fee	\$3.00 ⓘ
<b>Total</b>	<b>\$103.00</b>

CLE Reinstatement > Documents > Add Payment Type > Enter Payment Details

Payments can be made using American Express, Visa, MasterCard, Discover, or JACS.  
 Service fee of 3% will be charged for this payment type and non-refundable.

Payment  
 Payment Type \*

Fees detail

Non Compliance fee	\$100.00
Reinstatement fee	\$100.00
Transaction fee	\$6.00 ⓘ
<b>Total</b>	<b>\$206.00</b>

# Submission of an Application for Reinstatement or Payment of Non-Compliance Fees

Complete all fields and click

**Submit Payment**

**Customer Information** Complete all required fields [ \* ]

Country \*  
United States

First Name \*  
Edward

Last Name \*  
Corrochio

Company Name

Address \*  
1 Main St

Address 2

City \*  
Any

State \*  
NJ - New Jersey

ZIP/Postal Code \*  
99999

Phone Number

Email \*  
email@test.com

**Next >**

**Payment Information**

**Payment Information** Complete all required fields [ \* ]

Credit Card Number \*

Credit Card Type  
   

Expiration Month \*  
Select a Month

Expiration Year \*  
Select a Year

Security Code \*

Name on Credit Card \*

Payment Address is the same as Customer Information \*

**Next >**

## Submission of an Application for Reinstatement or Payment of Non-Compliance Fees

Payment confirmation:

The confirmation will display:

- Payment type
- Amount paid
- Confirmation number
- Unique transaction ID specific to the application just submitted

To receive a receipt, click

[Print](#)

Payment confirmation			
Payment Type	Amount paid	Payment Confirmation	Transaction ID
Credit Card	\$103.00	72972176	ATY2024CLEWE1398
Credit card transactions have a non-refundable 3% fee. Your credit card statement will display the description "TAX COURT OF NJ" for transactions.			
			<a href="#">Print</a> <a href="#">Close</a>

## Submission of an Application for Reinstatement or Payment of Non-Compliance Fees

### JACS Payments:

- Select JACS from the Payment Type dropdown;
- Enter the JACS account; and
- Click 

CLE Reinstatement > Documents > Add Payment Type > Enter Payment Details

Payments can be made using American Express, Visa, MasterCard, Discover, or JACS.

Payment  
 Payment Type \*  
 

Reinstatement fee	\$100.00
Total	\$100.00

### Payment confirmation displays:

- Payment type
- Amount paid
- Confirmation number
- Unique transaction ID specific to the application just submitted
- Account number

CLE Reinstatement > Documents > Add Payment Type > Enter Payment Details >

Payment Type  
 Judiciary Account Charge System (JACS)

Reinstatement fee	\$100.00
Total	\$100.00

Enter JACS Account #: \*

Confirm JACS Account #: \*

**Payment confirmation**

Payment Type Judiciary Account Charge System (JACS) 	Amount paid \$100.00	Transaction ID ATY2024CLEWE1399	Account number 143836
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To receive a receipt, click



## Submission of an Application for Reinstatement or Payment of Non-Compliance Fees

### My Submissions Tile

To: 1) check the **status** of an application; or 2) **complete** a **pending** application, open this tile.

All active submissions as well as prior completed or withdrawn submissions are located here.

My active submissions					
CLE Requests		Certificate Requests			
Transaction ID	Filed date	Application type	Status	Attention	
ATY2024CLEWE1405		Reinstatement	Pending-Payment		<a href="#">Open</a>

My previous submissions					
Transaction ID	Filed date	Application type	Status		
ATY2024CLEWE1337	11/07/2024	Reinstatement	Resolved-Approved		
ATY2024CLEWE1354	11/15/2024	Reinstatement	Resolved-Withdrawn		
ATY2024CLEWE1403	12/03/2024	Reinstatement	Resolved-Approved		
ATY2024CLEWE1404	12/03/2024	Reinstatement	Resolved-Rejected		

## Submission of an Application for Reinstatement or Payment of Non-Compliance Fees

### My Active Submissions

An active or pending application will be located here.

Clicking  displays the submitted application.

#### To withdraw an application:

- Click the ; and
- Select

Once an application has been withdrawn, it cannot be retrieved.

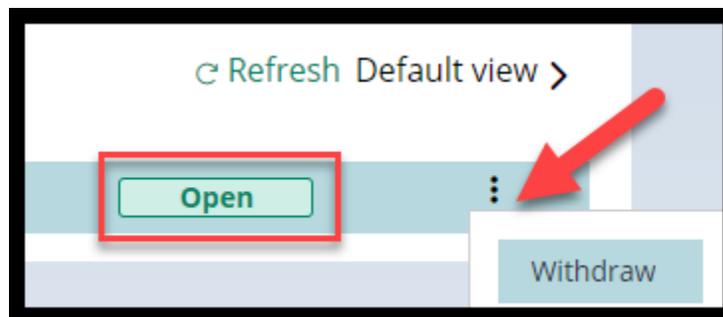
**Only one (1) application may be submitted at a time.** No additional applications can be submitted while another is pending.

My active submissions

CLE Requests Certificate Requests

Group Fields Density

Transaction ID	Filed date	Application type	Status	Attention
ATY2024CLEWE1405		Reinstatement	Pending-Payment	<input type="button" value="Open"/>



CLE compliance and payment information

**Errors:**

- Reinstatement request is pending review.

Select \*

Non-Compliance/Reinstatement

**Note:** Applications cannot be updated or changed once submitted.

## Submission of an Application for Reinstatement or Payment of Non-Compliance Fees

### *Deficient Applications*

If the CLE staff determine that an application is deficient, the status will be reflected in the ‘Status’ column.

CLE staff will reach out to you *outside the system* to cure the deficiency.

Applications can be withdrawn at this stage if appropriate.

The CLE staff will either accept or reject the application once the deficiency is addressed.

My Submissions

0

0 Incomplete

My active submissions					
CLE Requests		Certificate Requests			
Transaction ID	Filed date	Application type	Status	Attention	
ATY2024CLEWE1398	12/02/2024	Reinstatement	Deficient		Open

### *Draft/Pending Applications*

Applications saved as draft or exited before the payment screen display in ‘My active submissions’ in ‘**New**’ status.

If the application is exited on a **payment screen**, the application will be saved in ‘**Pending-Payment**’ status.

The applications can be opened and completed or withdrawn.

My active submissions

CLE Requests Certificate Requests

Group Fields Density Refresh Default view >

Transaction ID	Filed date	Application type	Status	Attention
ATY2024CLEWE1399		Reinstatement	New	Open

My active submissions

CLE Requests Certificate Requests

Group Fields Density Refresh Default view >

Transaction ID	Filed date	Application type	Status	Attention
ATY2024CLEWE1405		Reinstatement	Pending-Payment	Open

## Submission of an Application for Reinstatement or Payment of Non-Compliance Fees

### *Completed Applications*

Completed applications display in 'My previous submissions'.

My Submissions

0

0 Incomplete

My previous submissions			
Transaction ID	Filed date	Application type	Status
ATY2024CLEWE1337	11/07/2024	Reinstatement	Resolved-Approved
ATY2024CLEWE1354	11/15/2024	Reinstatement	Resolved-Withdrawn
ATY2024CLEWE1403	12/03/2024	Reinstatement	Resolved-Approved
ATY2024CLEWE1404	12/03/2024	Reinstatement	Resolved-Rejected