

Topic: The following document demonstrates how to utilize the Certificate of Insurance (“COI”) upload feature in Attorney Registration.

Summary: Using a link or the “Certificate of Insurance” tile, attorneys may upload a Certificate of Insurance in Attorney Registration at any time.

This Guide is for:

Attorneys, primarily sole practitioners, who are required to *or choose to* secure professional liability insurance.

Note: Firm administrators and insurance agents will typically upload Certificates of Insurance on behalf of firms and all affiliated attorneys.

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Attorney Login

Step1: Existing users with access to the Attorney Registration and Payment application will login with their bar ID and password.

Log in help

To request information about your existing ID click [Forgot User ID?](#)

Follow the steps below if you're receiving Authentication Failed error message after logging in.

1. Click the **[Forgot Password?](#)** link
2. Answer the security questions when prompted
3. An email will be sent to the email address used to activate the account
4. Open the email and follow the instructions

If you are still not able to successfully login after resetting your password, please contact the Help Desk at 609-421-6100 and someone will assist you.

To access the New Jersey Courts website click NJCourts.gov

Browser compatibility

There is a known issue with Internet Explorer Version 11 running on Windows 10 which is causing users to attempt to login multiple times unsuccessfully. If you encounter this issue, please use another browser (e.g., Chrome, Microsoft Edge, Safari, Firefox).

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

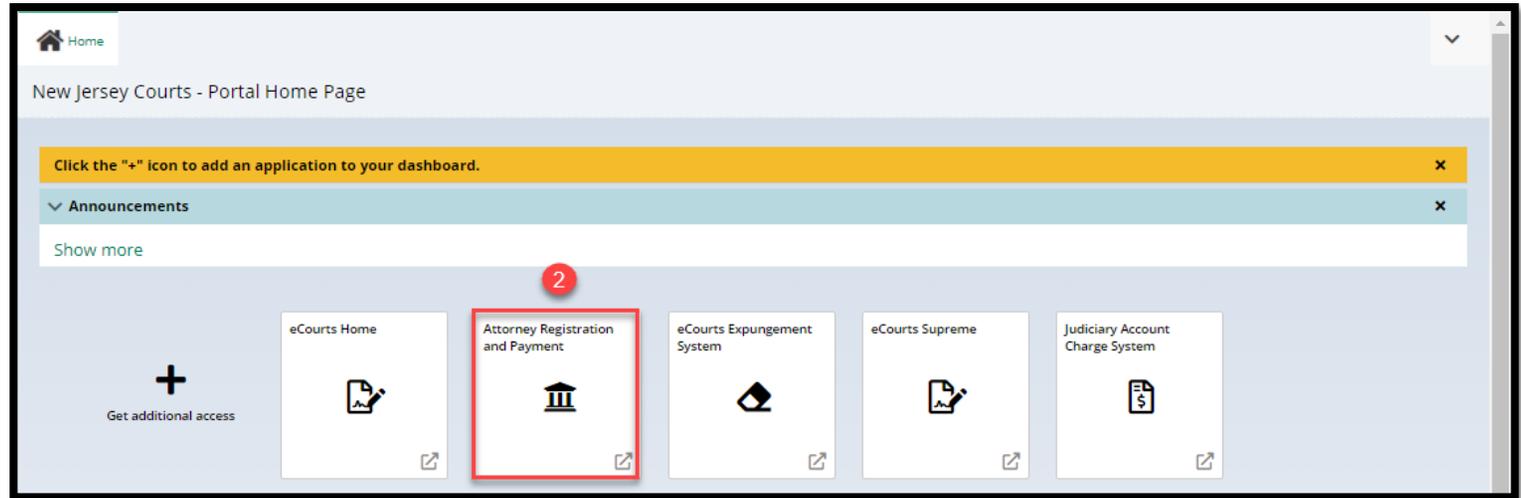
User ID * [Forgot User ID?](#)

Password * [Forgot Password?](#)

[Resend Activation Email](#)

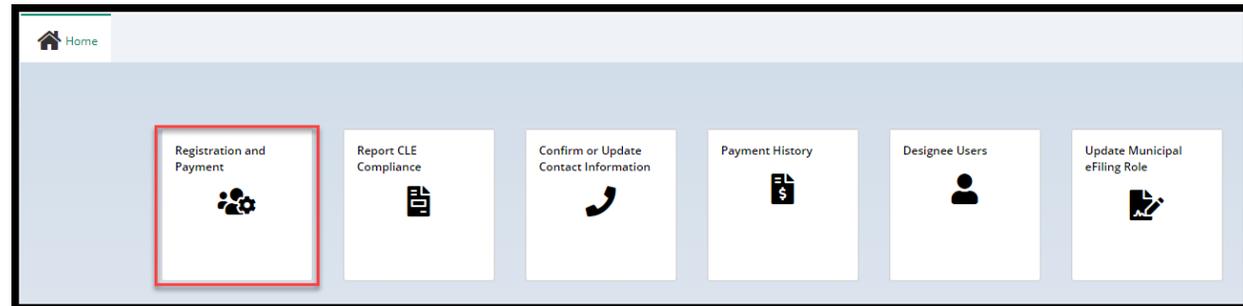
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Step 2: Click the **Attorney Registration and Payment** tile on the Enterprise Portal landing page.



Click on the **Registration and Payment** tile.

Note: Users who do not want to complete attorney registration but do want to upload a Certificate of Insurance may click the **Confirm or Update Contact Information** tile and proceed as described below.



Getting the New Tile or Link

Launch registration. In response to Question #1, select **"Yes"** to indicate that you engage in **private practice**.

A **new** Question #2 displays. Select the appropriate choice from the dropdown menu.

Users who practice as *"An individual or partnership not subject to Rules 1:21-1A, 1:21-1B or 1:21-1C"* will have a **second dropdown menu**. Select the appropriate option.

Based on the answers provided, **a link** and **a tile** for upload of a Certificate of Insurance will dynamically display.

1. * Do you engage in the private practice of New Jersey law in any jurisdiction? Private practice includes sole practitioners, partners, shareholders, associates, of counsel positions, and per diem attorneys. (Please contact the Office of Attorney Ethics at OAE.mailbox@njcourts.gov or call 609-403-7800 if you have questions about this employer type.)

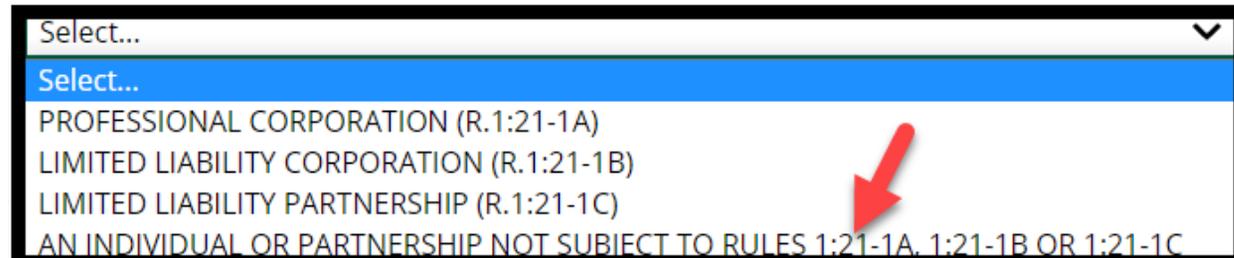
Yes 

Attorneys Engaged In Private Practice of New Jersey Law

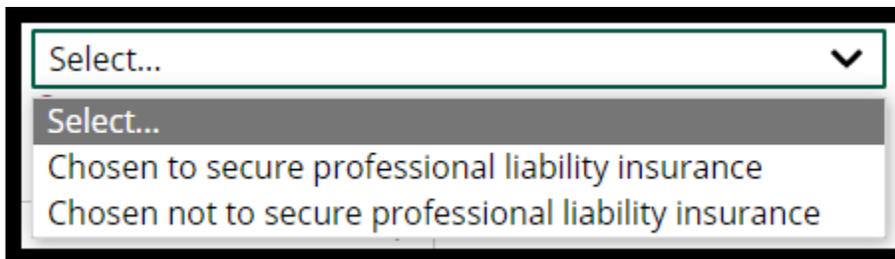
Please select all private practice options below to add/edit law firm addresses.

1. * The amount of time I engage in the private practice of New Jersey law is:

2. * For the purpose of determining whether a certificate of professional liability insurance should be submitted, how do you engage in the practice of law:



Select...
 Select...
 PROFESSIONAL CORPORATION (R.1:21-1A)
 LIMITED LIABILITY CORPORATION (R.1:21-1B)
 LIMITED LIABILITY PARTNERSHIP (R.1:21-1C)
 AN INDIVIDUAL OR PARTNERSHIP NOT SUBJECT TO RULES 1:21-1A, 1:21-1B OR 1:21-1C



Select...
 Select...
 Chosen to secure professional liability insurance
 Chosen not to secure professional liability insurance

Most attorneys affiliated with a firm will not need to upload a COI because the law firm administrator or an insurance agency files the COI.

Sole practitioners who choose to secure professional liability insurance are anticipated to be the **primary users** of this feature.

Upload Process

There are 2 ways to upload a Certificate of Insurance.

1. Link on the “Payment Confirmation” screen

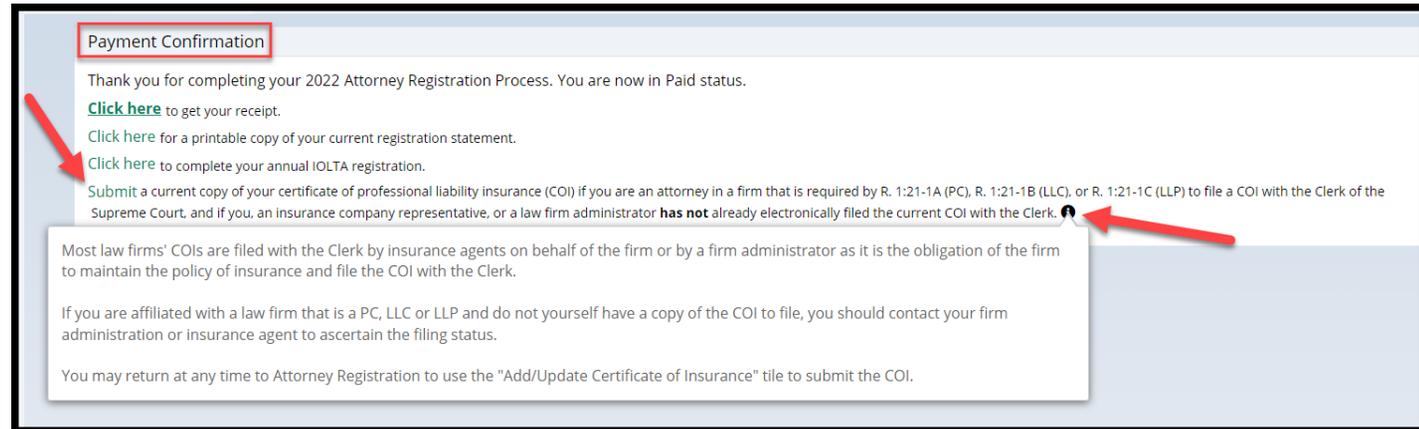
Upon **completion of attorney registration**, a link displays on the Payment Confirmation screen.

To begin upload, click the ‘**Submit**’ link.

2. *Certificate of Insurance* tile on the “Home” screen

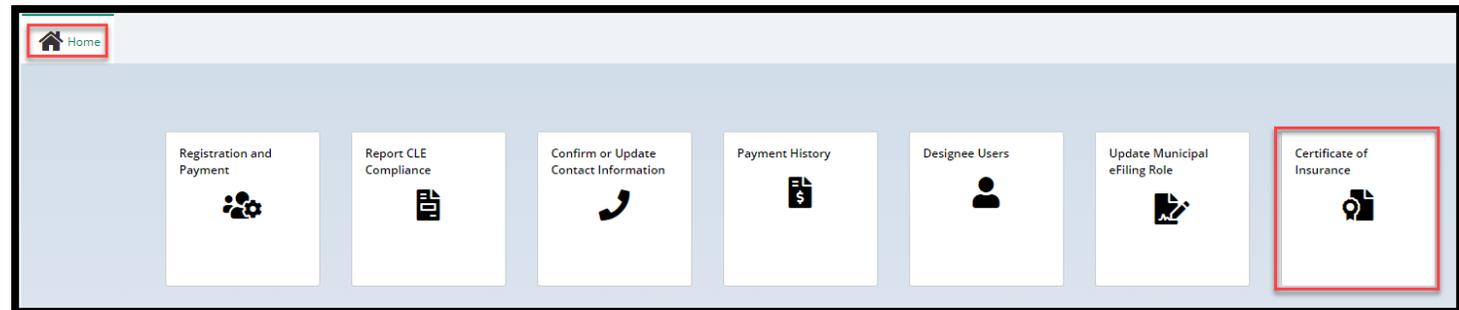
To begin upload, click on the tile.

Link:



The **link** displays **after** attorney **registration** has been **completed**.

Tile:



The **tile** can be used at **any time** to upload a COI once the questions above have been completed.

Either method opens the upload screen containing:

- 1) **Insured** section displaying the firm/entity insured
- 2) **Firm** billing email
- 3) **Certificates on File** section displaying up to the last five (5) years' worth of Certificates of Insurance
- 4) **Submitted Date** is the date the COI was **uploaded**
- 5) A **'View'** button that will display a PDF of the COIs
- 6) **Documents** section for uploading Certificates of Insurance

To begin **upload**, click on

[+ Add Certificate of Insurance](#)

- 1) Drag and drop, or
- 2) Select a **PDF**, and
- 3) **Click 'Attach'**

Insured 1

Name: LIPPINCOTT, PENNYPACKER, WIGGLESWORTH, HARRINGTON & CRI
 ID: F00030011
 Email: SUSAN.FLYNN@NJJUDLAB.NJCOURTS.GOV 2

Certificates on file 3

Effective date	Expiration date	Description	Submitted date	Transaction ID	5
01/01/2020	12/31/2020	COI Firm admin	12/06/2021	ATY2021REG451	View
01/01/2021	12/31/2021	Misc file for uploads	12/01/2021	ATY2021REG413	View

Documents 6

Required documents *
[+ Add Certificate of Insurance](#)

[Close](#) [Submit](#)

Attach file(s)

Drag and drop files here 1

or

[Select file\(s\)](#) 2

COI.pdf

[Attach](#) 3

[Cancel](#)

From the “Documents” section:

- 1) **Enter** the policy effective date and the policy expiration date
- 2) The ‘Document Description’ field will populate with the name of the uploaded file, but **this verbiage can be changed**
- 3) **Click** ‘Submit’
- 4) **Complete** the Certification
- 5) Clicking the hyperlinks opens PDF versions of the applicable Rule

COIs must be uploaded one at a time.

Documents	Document description	Policy effective date *	Policy expiration date *	File name
X Certificate of Insurance	COI	12/04/2021	12/31/2022	COI.pdf

Close Submit

Certification to submit

I understand that:

- I am required to redact confidential personal identifiers pursuant to [R. 1:38-7](#), unless otherwise required by statute, rule, administrative directive, or court order, and that the Judiciary will neither review nor redact any documents if I include confidential personal identifiers in error.
- This certificate and information regarding attorney certificates of professional liability insurance will be maintained in accordance with [R. 1:21-1A, 1B and 1C](#) and will be available to and accessible by the public in an electronic database.
- By clicking the Accept button, I certify that I have reviewed ALL information and documents for accuracy prior to submission.

Cancel Accept

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RULES GOVERNING THE COURTS OF THE STATE OF NEW JERSEY
RULE 1:21. PRACTICE OF LAW

1:21-1. Who May Practice; Appearance in Court

(a) Qualifications. Except as provided below, no person shall practice law in this State unless that person is an attorney holding a plenary license to practice in this State, is in good standing, and complies with the following requirements:

(1) An attorney need not maintain a fixed physical location for the practice of law, but must have his or her principal office in the State.

Confirmation of Upload

A **confirmation** displays after upload.

This **completes** the submission **process**. Click **'Close'** to return to the **"Home"** screen.

An **email** is generated to the firm's **billing address**. If no billing address is in the system, the user will be prompted to add one.

Note: Uploaded COIs *do not instantly display* in "Certificates on File". They must first be **approved** by the Supreme Court.

The Supreme Court sends out a **separate email** relating to the acceptance of uploaded COIs.

✓ Your upload has been successfully submitted and a confirmation email has been sent.

Submission information			
Transaction ID ATY2021REG519	Submitted date 12/13/2021	Document received Certificate of Insurance	Firm name LIPPINCOTT, PENNYPACKER, WIGGLESWORTH, HARRINGTON & CRI
Policy effective date 01/01/2019	Policy expiration date 12/31/2019		

[Close](#)

Certificate of Insurance Received

 cams.mbx@njcourts.gov
 Today, 3:41 PM
 Susan Flynn; Susan Flynn ✕



The certificate of insurance referenced below was received by the Clerk of the Supreme Court on 12/13/2021 at 03:41:48 and will be reviewed.

Document:	Certificate of Insurance
Insured:	LIPPINCOTT, PENNYPACKER, WIGGLESWORTH, HARRINGTON & CRI
Policy Effective Date:	1/1/2019
Policy Expiration Date:	12/31/2019
Transaction ID:	ATY2021REG519
Submitted By:	TARA SIMON 020531995

This notification is for informational purposes. Login to your NJ Courts registration to make any changes.

For questions, please contact the Supreme Court Clerk's Office at SupremeCT.Mailbox@njcourts.gov.