

**Topic:** The following document demonstrates how to view Certificates of Insurance in the Attorney Search feature.

**Summary:** Users can view an attorney's Certificate of Insurance ("COI") in Attorney Search.

#### This Guide is for:

Members of the public interested in determining if an attorney has submitted proof of professional liability insurance.

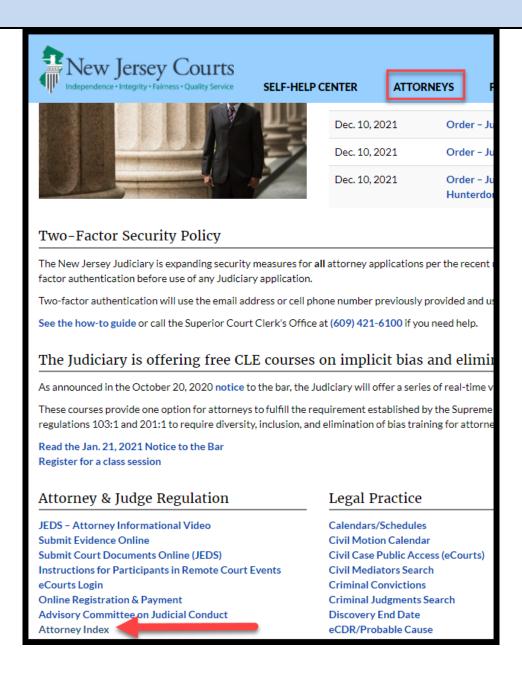
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# **Attorney Index**

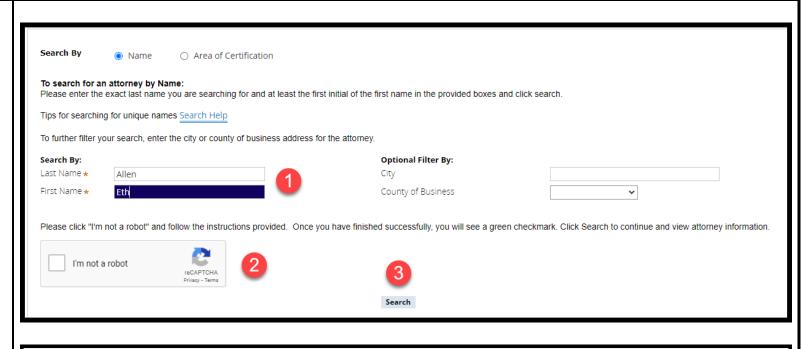
To **search** for an attorney, click on the '**Attorney Index**' link in the Attorney portal on njcourts.gov.

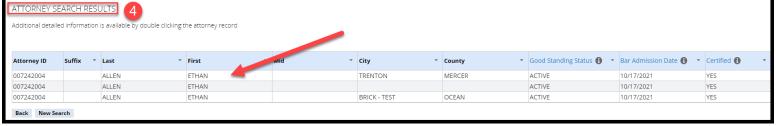




# Search

- 1) **Enter** search criteria
- 2) **Complete** reCAPTCHA
- 3) Click 'Search'
- 4) **Double click** the attorney from the "Attorney Search Results"







#### **Results**

- 5) The "Attorney Detail" screen displays
- 6) Attorneys with a Certificate of Insurance on file display a "**Yes**"
- 7) Clicking a link opens a redacted PDF of the COI. COIs will display for all employers the attorney is affiliated with.
- 8) Attorneys not required to have a COI or who do not have a COI on file display "**No**" in the "Attorney Detail".

Up to five years' worth of COIs will display in "Attorney Detail" listed by the most recent policy effective date.

