

## Requesting a Certificate of Good Standing and Other Status Letters from the Board of Bar Examiners

**Topic:** Requesting a Certificate of Good Standing and Other Letters from the Board of Bar Examiners.

**Summary:** This is a step-by-step guide for requesting a Certificate of Good Standing and other status letters.

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

### Table of Contents

Login Instructions.....	2
Requesting Certificate of Good Standing, Certification of Court of Last Resort and Admission via Examination Letter.....	3
Payment .....	6
Retirement Status Letters.....	9
Resigned without Prejudice Status Letters .....	10
License Administratively Revoked Status Letters .....	11
Admin Ineligible Status Letters .....	12
My Submissions Tile.....	13
Applications Pending Payment .....	13
Withdrawing an Application .....	14
Only One Request Can be Pending .....	15
Completed Requests.....	15

## Requesting a Certificate of Good Standing and Other Status Letters from the Board of Bar Examiners

### Login Instructions

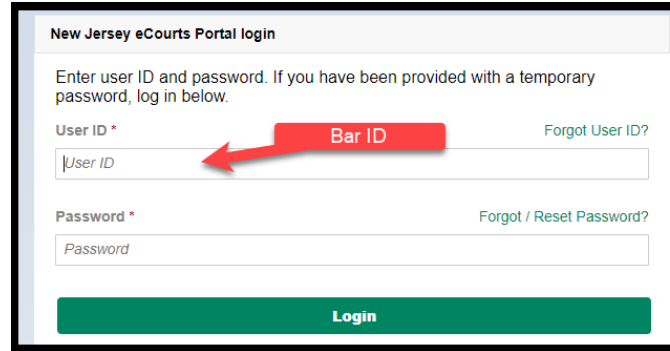
Use the attorney registration portal to login.

**User ID is your Bar ID.**

Select Attorney Registration and Payment.

Answer your security question (case sensitive).

Select 'Good Standing Certificate/Alternative Status Documents' to begin.



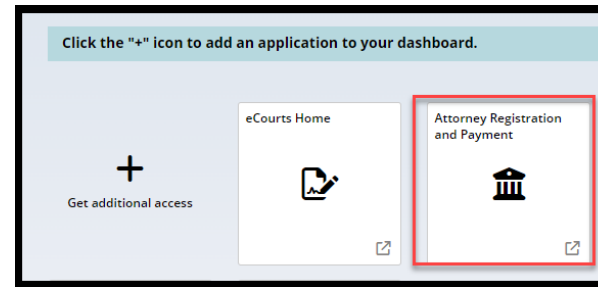
**New Jersey eCourts Portal login**

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**

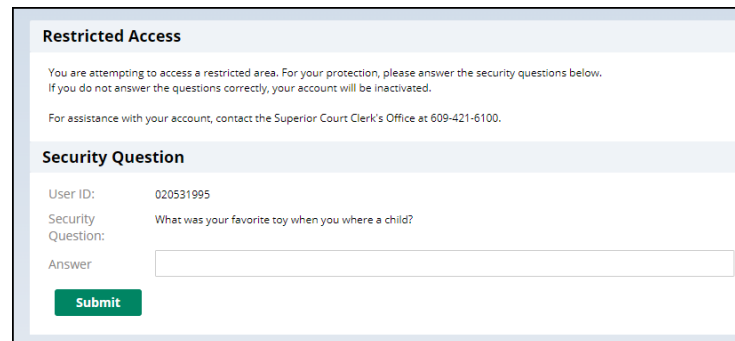


Click the "+" icon to add an application to your dashboard.

+ Get additional access

eCourts Home

**Attorney Registration and Payment**



**Restricted Access**

You are attempting to access a restricted area. For your protection, please answer the security questions below. If you do not answer the questions correctly, your account will be inactivated.

For assistance with your account, contact the Superior Court Clerk's Office at 609-421-6100.

**Security Question**

User ID: 020531995

Security Question: What was your favorite toy when you were a child?

Answer:

**Submit**



Registration and Payment

Confirm or Update Contact Information

Payment History

Designee Users

Continuing Legal Education

My Submissions  
0  
0 Incomplete

**Good Standing Certificate/Alternative Status Documents**

## Requesting a Certificate of Good Standing and Other Status Letters from the Board of Bar Examiners

### Requesting Certificate of Good Standing, Certification of Court of Last Resort and Admission via Examination Letter

- 1) **Additional information** – includes fee information
- 2) **Attorney information** - contains basic details including the **billing email** and **billing address** where documents will be sent **unless** same is modified.
- 3) **Request details** – where you select the documents needed
- 4) **Certification of information**
- 5) Click '**Next**' to proceed

Additional information

Request Certificate of Good Standing, Certification of Court of Last Resort, or alternative status letters. The cost of each document is \$20.00, plus expedited delivery cost when requested. 1

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**Attorney information**

Name	Attorney bar ID	Date of birth	Admission date
SIMON TARA	020531995	07/29/1970	02/04/2019
Phone number	Good standing status	Good Standing date	Billing email address
	ACTIVE	01/01/2024	SUSAN.FLYNN@NJCOURTS.GOV <span style="float: right; border: 1px solid red; border-radius: 50%; padding: 2px 5px;">2</span>
Billing address			
46 BLISS BLVD, NEWARK, NEW JERSEY, 07102			

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[Request for Certificates](#) > [Review Documents](#) [Add Payment Type](#) [Enter Payment Details](#)

**Request details**

Select requested documents. Only those certifications or alternative attorney status letters for which you are currently eligible to receive are listed. \*

- Certificate of Good Standing 3
- Certification of Court of Last Resort
- Admission via Examination Letter (Certification of sitting for the New Jersey Bar Examination for admission in another jurisdiction on motion.)

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**Certification of Information**

By clicking "Next", I certify that the information contained in this application is accurate and true. 4

For questions relating to this request form, you may contact the Board of Bar Examiners via email at [Bar.Mailbox@njcourts.gov](mailto:Bar.Mailbox@njcourts.gov) or by phone at (609)815-2911. 5

Cancel
Next

## Requesting a Certificate of Good Standing and Other Status Letters from the Board of Bar Examiners

Make your selections.

**For Certificate of Good Standing select:**

- **Delivery method**
  - Email;
  - U.S. mail; or
  - Expedited delivery (extra fee applies)

- **Quantity**

**For Certification of Court of Last Resort select:**

- **State**
- **Delivery method**
  - Email;
  - U.S. mail; or
  - Expedited delivery (extra fee applies)
- **Quantity**

**For Admission via Examination Letter –**  
 simply check the box

**Certificate of Good Standing**  
 By which delivery method do you request to have your document sent to you? \*  

Expedited Delivery Service (additional fee) ▼

  
 Quantity Requested \*  

2 ▼

**Certification of Court of Last Resort**  
 Specify requesting state \*  

Kentucky ▼

  
 By which delivery method do you request to have your document sent to you? \*  

U.S Postal Service (no additional fee) ▼

  
 Quantity Requested \*  

2 ▼

**Admission via Examination Letter** (Certification of sitting for the New Jersey Bar Examination for admission in another jurisdiction on motion.)  
 Document will be delivered via email within 7-10 business days.

## Requesting a Certificate of Good Standing and Other Status Letters from the Board of Bar Examiners

### 'Review Documents'

Displays:

- Documents requested
- Recipient name and address
- Delivery method
- Fee

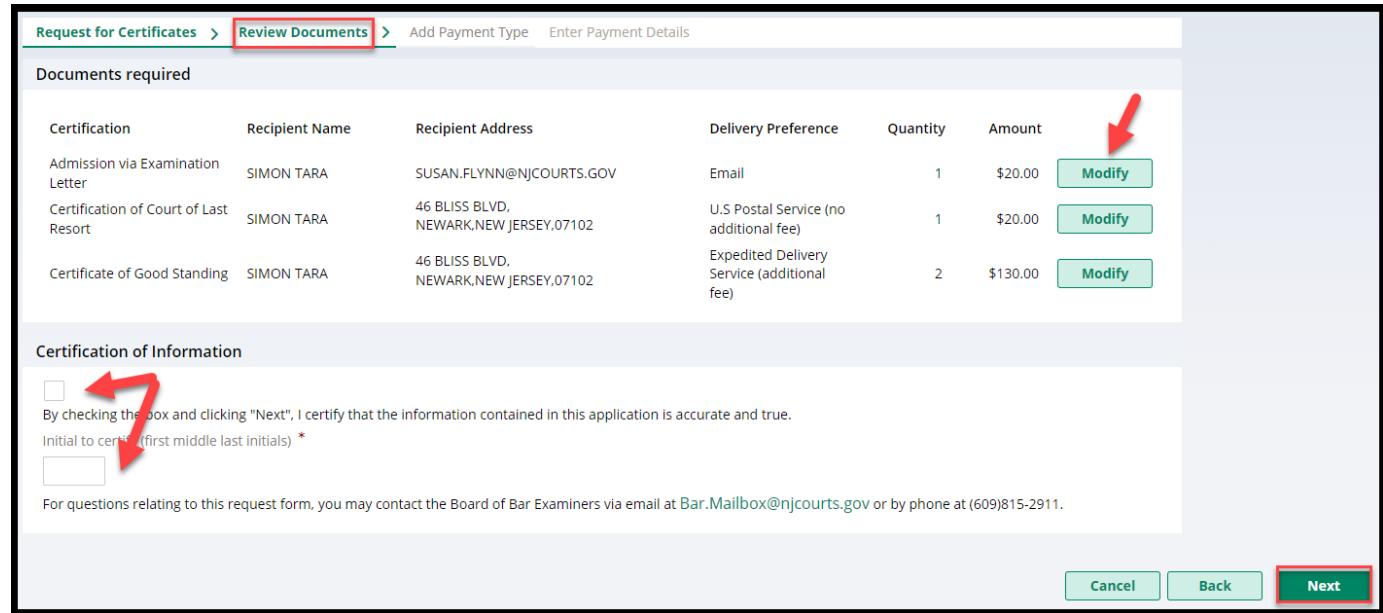
### To modify:

- Click 'Modify'
- Make updates
- Click 'Save'

### What can be modified:




- 1) Delivery method
- 2) Quantity
- 3) Recipient name & address

**Note**, there is an optional 'Business Name' field that can be used or edited as needed.



Request for Certificates > **Review Documents** > Add Payment Type Enter Payment Details

Documents required

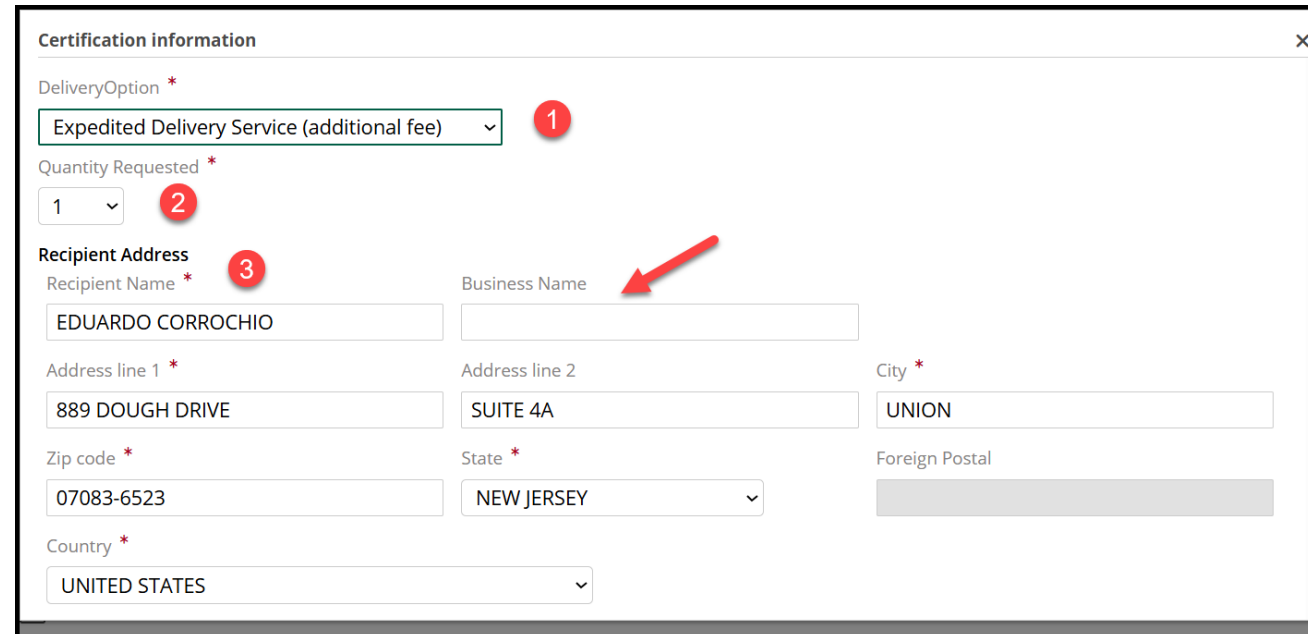
Certification	Recipient Name	Recipient Address	Delivery Preference	Quantity	Amount	
Admission via Examination Letter	SIMON TARA	SUSAN.FLYNN@NJCOURTS.GOV	Email	1	\$20.00	
Certification of Court of Last Resort	SIMON TARA	46 BLISS BLVD, NEWARK, NEW JERSEY, 07102	U.S Postal Service (no additional fee)	1	\$20.00	
Certificate of Good Standing	SIMON TARA	46 BLISS BLVD, NEWARK, NEW JERSEY, 07102	Expedited Delivery Service (additional fee)	2	\$130.00	

Certification of Information

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

Initial to certify (first middle last initials) \*

For questions relating to this request form, you may contact the Board of Bar Examiners via email at [Bar.Mailbox@njcourts.gov](mailto:Bar.Mailbox@njcourts.gov) or by phone at (609)815-2911.



Certification information

DeliveryOption \*  
 1

Quantity Requested \*  
 2

Recipient Address 3

Recipient Name \*

Business Name

Address line 1 \*

Address line 2

City \*

Zip code \*

State \*

Foreign Postal

Country \*

## Requesting a Certificate of Good Standing and Other Status Letters from the Board of Bar Examiners

### Payment

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

The fee is \$20 per requested document, plus expedited shipping if requested.

### Credit Card Payments:

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

Request for Certificates > Review Documents > **Add Payment Type** > Enter Payment Details

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

Payment  
 Payment Type \*

Credit Card  
 Judiciary Account Charge System (JACS)

Cancel Back **Next**

Customer Information Complete all required fields [ \* ]

Country \*

First Name \*  ✓ Last Name \*  ✓

Company Name  ✓

Address \*  ✓

Address 2  ✓

City \*  ✓ State \*  ✓

ZIP/Postal Code \*  ✓

Phone Number

Email \*  ✓

**Next** >

Payment Information

## Requesting a Certificate of Good Standing and Other Status Letters from the Board of Bar Examiners

Complete all fields and click

Submit Payment

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 Information** Complete all required fields [ \* ]

Credit Card Number \* ?

Credit Card Type  


Expiration Month \*

Expiration Year \*

Security Code \* ?

Name on Credit Card \*

Payment Address is the same as Customer Information \*

[Next >](#)

▼ Payment confirmation			
Payment Type	Amount paid	Payment Confirmation	Transaction ID
Credit Card	\$175.10	70462912	ATY2024GSCER784
Credit card transactions have a non-refundable 3% fee. Your credit card statement will display the description "NJ BOARD OF BAR EXAMINERS" for transactions.			
			<a href="#" style="background-color: #e0f2f1; padding: 5px 10px; border-radius: 5px;">Print</a> <a href="#" style="background-color: #e0f2f1; padding: 5px 10px; border-radius: 5px; margin-left: 10px;">Close</a>

## Requesting a Certificate of Good Standing and Other Status Letters from the Board of Bar Examiners

### JACS Payments:

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

### Payment confirmation displays:

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

To receive a receipt, click 'Print'.

Request for Certificates > Review Documents > Add Payment Type > Enter Payment Details

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

**Payment**

Payment Type \*  
 Judiciary Account Charge System (JACS)

**Fees detail**

Certification Type	Quantity	Amount
Certificate of Good Standing	2	\$40.00
Certification of Court of Last Resort	1	\$20.00
Admission via Examination Letter	1	\$20.00
Expedited Shipping Fee	2	\$90.00
<b>Total</b>		<b>\$170.00</b>

Request for Certificates > Review Documents > Add Payment Type > Enter Payment Details

Payment Type  
 Judiciary Account Charge System (JACS)

**Fees detail**

Filing fee	\$170.00
<b>Total</b>	<b>\$170.00</b>

Enter JACS Account #:  Confirm JACS Account #:

Cancel Back **Submit**

Payment confirmation

Payment Type	Amount paid	Transaction ID	Account number
Judiciary Account Charge System (JACS)	\$40.00	ATY2024GSCER799	143836

Print Close



## Requesting a Certificate of Good Standing and Other Status Letters from the Board of Bar Examiners

### Retirement Status Letters

Retired attorneys can request:

- 1) Retirement Status Letter
- 2) Admission via Examination Letter

Both letters are delivered via email only.

Billing email from attorney registration is the default delivery email address.

Update the email by clicking 'Modify'. Save the change.

For payment information, see above at pages 6-8.

**Request for Certificates** > Review Documents > Add Payment Type > Enter Payment Details

Request details

Select requested documents. Only those certifications or alternative attorney status letters for which you are currently eligible to receive are listed. \*

Retirement Status Letter **1**

Admission via Examination Letter (Certification of sitting for the New Jersey Bar Examination for admission in another jurisdiction on motion.) **2**

**Request for Certificates** > **Review Documents** > Add Payment Type > Enter Payment Details

Documents required

Certification	Recipient Name	Recipient Address	Delivery Preference	Quantity	Amount	
Admission via Examination Letter	CORROCHIO EDUARDO	SUSAN.FLYNN@NJCOURTS.GOV	Email	1	\$20.00	<b>Modify</b>
Retirement Status Letter	CORROCHIO EDUARDO	SUSAN.FLYNN@NJCOURTS.GOV	Email	1	\$20.00	<b>Modify</b>

**Certification information** [X]

Email information

Email address \*

SUSAN.FLYNN@NJCOURTS.GOV

Cancel **Save**

## Requesting a Certificate of Good Standing and Other Status Letters from the Board of Bar Examiners

### Resigned without Prejudice Status Letters

Attorneys in resigned without prejudice status can request:

- 1) Resignation in Good Standing Letter
- 2) Admission via Examination Letter

Both letters are delivered via email only.

Billing email from attorney registration is the default delivery email address.

Update the email by clicking 'Modify'. Save the change.

For payment information, see above at pages 6-8.

You are not currently eligible to update your information through the online registration and billing system. Please contact the Superior Court Clerk's Office at (609) 421 - 6100 or email SCCO.Mailbox@njcourts.gov

Confirm or Update Contact Information

Payment History

Designee Users

Continuing Legal Education

My Submissions

0

0 Incomplete

Good Standing/Other Certificate

You will be able to access the Good Standing/Other Certificate tile

[Request for Certificates](#) > [Review Documents](#) [Add Payment Type](#) [Enter Payment Details](#)

**Request details**

Select requested documents. Only those certifications or alternative attorney status letters for which you are currently eligible to receive are listed. \*

Resignation in Good Standing Letter 1

Admission via Examination Letter (Certification of sitting for the New Jersey Bar Examination for admission in another jurisdiction on motion. 2

[Request for Certificates](#) > [Review Documents](#) > [Add Payment Type](#) [Enter Payment Details](#)

**Documents required**

Certification	Recipient Name	Recipient Address	Delivery Preference	Quantity	Amount	
Resignation in Good Standing Letter	CORROCHIO EDUARDO	ERIC.DAWSON@NJJD.LAB.NJCOURTS.GOV	Email	1	\$20.00	<a href="#">Modify</a>
Admission via Examination Letter	CORROCHIO EDUARDO	SUSAN.FLYNN@NJCOURTS.GOV	Email	1	\$20.00	<a href="#">Modify</a>

## Requesting a Certificate of Good Standing and Other Status Letters from the Board of Bar Examiners

### License Administratively Revoked Status Letters

Attorneys in license administratively revoked status can request:

- 1) Administrative Revocation Letter
- 2) Admission via Examination Letter

Both letters are delivered via email only.


Billing email from attorney registration is the default delivery email address.

Update the email by clicking 'Modify'. Save the change.


For payment information, see above at pages 6-8.

You are not currently eligible to update your information through the online registration and billing system. Please contact the Superior Court Clerk's Office at (609) 421 - 6100 or email SCCO.Mailbox@njcourts.gov


Confirm or Update Contact Information




Payment History



Designee Users



Continuing Legal Education




My Submissions

0

0 Incomplete

Good Standing/Other Certificate



You will be able to access the Good Standing/Other Certificate tile

[Request for Certificates](#) > [Review Documents](#) [Add Payment Type](#) [Enter Payment Details](#)

**Request details**

Select requested documents. Only those certifications or alternative attorney status letters for which you are currently eligible to receive are listed. \*

- Administrative Revocation Letter 1
- Admission via Examination Letter (Certification of sitting for the New Jersey Bar Examination for admission in another jurisdiction on motion.) 2

[Request for Certificates](#) > [Review Documents](#) > [Add Payment Type](#) [Enter Payment Details](#)

**Documents required**

Certification	Recipient Name	Recipient Address	Delivery Preference	Quantity	Amount	
Admission via Examination Letter	CORROCHIO EDUARDO	SUSAN.FLYNN@NJCOURTS.GOV	Email	1	\$20.00	<a href="#">Modify</a>
Administrative Revocation Letter	CORROCHIO EDUARDO	SUSAN.FLYNN@NJCOURTS.GOV	Email	1	\$20.00	<a href="#">Modify</a>

## Requesting a Certificate of Good Standing and Other Status Letters from the Board of Bar Examiners

### Admin Ineligible Status Letters

Attorney in admin ineligible status can request:

- 1) Administrative Ineligibility Letter
- 2) Admission via Examination Letter

Both letters are delivered via email only.

Billing email from attorney registration is the default delivery email address.

Update the email by clicking 'Modify'. Save the change.

For payment information, see above at pages 6-8.

[Request for Certificates](#) > [Review Documents](#) [Add Payment Type](#) [Enter Payment Details](#)

**Request details**


Select requested documents. Only those certifications or alternative attorney status letters for which you are currently eligible to receive are listed. \*

Administrative Ineligibility Letter 1

Admission via Examination Letter (Certification of sitting for the New Jersey Bar Examination for admission in another jurisdiction on motion.) 2

[Request for Certificates](#) > [Review Documents](#) > [Add Payment Type](#) [Enter Payment Details](#)

**Documents required**

Certification	Recipient Name	Recipient Address	Delivery Preference	Quantity	Amount	
Administrative Ineligibility Letter	CORROCHIO EDUARDO	ERIC.DAWSON@NJJUDLAB.NJCOURTS.GOV	Email	1	\$20.00	<a href="#">Modify</a>
Admission via Examination Letter	CORROCHIO EDUARDO	SUSAN.FLYNN@NJCOURTS.GOV	Email	1	\$20.00	<a href="#">Modify</a>

## Requesting a Certificate of Good Standing and Other Status Letters from the Board of Bar Examiners

### My Submissions Tile

To locate a pending request, click on the 'My Submissions' tile.

Select the 'Certificate Requests' tab.

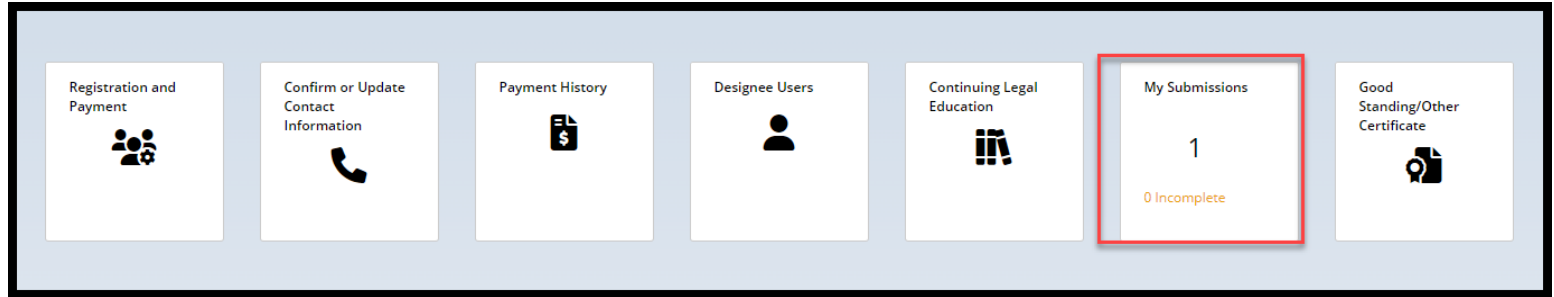
You can:

- Complete a request pending payment; or
- Withdraw a request.
- View completed requests.

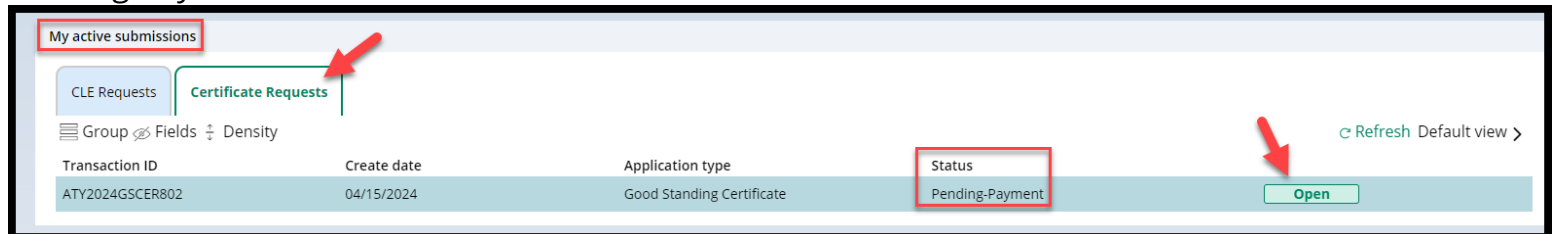
### **Applications Pending Payment**

If you exit a request while on a **payment screen**, the request will be saved in 'Pending-Payment' status.

The application can be opened and completed from this tab by clicking 'Open'.




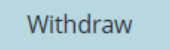
Pending-Payment status:



## Requesting a Certificate of Good Standing and Other Status Letters from the Board of Bar Examiners

### Withdrawing an Application

An application can also be withdrawn by clicking the ellipsis  and selecting






**Note: No refunds** are given for withdrawn requests.

If a request is in the process of being reviewed by a Board of Bar Examinations staff member you will receive a message indicating that the request is locked and cannot be withdrawn.

My active submissions

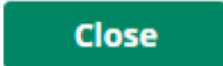
CLE Requests Certificate Requests

Group Fields Density Refresh Default view >

Transaction ID	Create date	Application type	Status	
ATY2025GSCER1197	02/13/2025	Good Standing Certificate	New	  

**Withdraw Case Of User** ✕

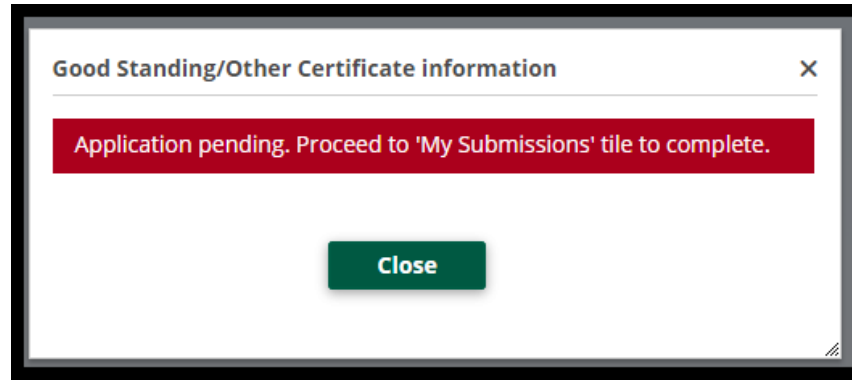
**Your request is under review, please contact the Board of Bar Examiners at (609) 815-2911 for further assistance.**



## Requesting a Certificate of Good Standing and Other Status Letters from the Board of Bar Examiners

### Only One Request Can be Pending

If you have a request pending, you will receive an error message if you try to submit another one.



### Completed Requests

When a request is completed, it will display in 'My previous submissions' in the 'Certificate Requests' tab.

My previous submissions

CLE Requests Certificate Requests

Group Fields Density

Transaction ID	Filed date	Application type	Status
ATY2025GSCER1197	03/11/2025	Good Standing Certificate	Resolved-Completed
ATY2025GSCER1209	03/11/2025	Good Standing Certificate	Resolved-Withdrawn