

Attorney Registration – Release Notes

02/14/2025

Attorney Registration

Enhanced	The maintenance message for Attorney Registration has been updated to reflect the current schedule. For more information, click here .
Enhanced	An optional business name field has been added to the recipient address modal in the request for Certificate of Good Standing. For more information, click here .
Enhanced	Attorneys can now withdraw a pending Bar document request from the ‘My submissions’ tab. For more information, click here .
Enhanced	The instructions for CLE Non-Compliant and Reinstatement requests have been updated. For more information, click here .
Enhanced	The attorney filer information for CLE requests has been updated to include attorney name and date of birth. For more information, click here .
Fixed	The registration statements will now reflect the correct status after attorney registration has been completed. For more information, click here .

Attorney Registration Maintenance Message

The maintenance message on the attorney registration landing page has been updated to reflect the current maintenance schedule.


Attorney Registration and Payment Process







New Jersey attorneys are required to electronically file a registration statement annually in a form prescribed by the Administrative Director of the Courts with approval of the Supreme Court and to pay an assessment in an amount determined by the Supreme Court. That registration statement requires the attorney to provide information related to the attorney's email address and cell phone number, pro bono status, continuing legal education (if applicable) and to pay the applicable assessment.

By Order of the Supreme Court dated July 29, 2019, [Rule 1:20](#) and [Rule 1:21](#) were amended to require attorneys to provide "an email address and a cell phone number." That information will be used for official Judiciary business purposes and will not be accessible to the public, unless the email address is also used for electronic filing notifications. Additionally, the cell phone number and/or email address will be utilized by the Judiciary for two-factor authentication. Attorneys are required to update any changes to their cell phone number or email address within 30 days of the change.

The annual assessment is used to support the attorney discipline system, the Lawyers' Fund for Client Protection, the Board on Continuing Legal Education, the Board of Bar Examiners and the New Jersey Lawyers Assistance Program. The deadline for payment without the \$40 late fee is February 28, 2025. Attorneys who fail to register and pay the annual assessment by April 25, 2025 will be declared ineligible to practice law by Order of the Supreme Court. Attorneys who remain ineligible list for seven consecutive years will be administratively revoked by the Supreme Court.

Note: Ineligible attorneys may use the Annual Registration and Payment Center only if the attorney intends to pay the entire balance due or to claim an exemption for the entire period of ineligibility. Should you have any questions about ineligibility please contact the Lawyers' Fund for Client Protection at 855-533-FUND (3863) for assistance.

Please be advised that the system is down for maintenance Monday - Saturday from 11:00 p.m. - 3:00 a.m. 

[Begin Registration](#)


Information and instructions for Annual Registration
Information you will need to proceed

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Request for Certificate of Good Standing Enhancement to Recipient Address

A new optional field has been added to the recipient address modal to permit attorneys to add a business name to the address if needed.

Note: if the billing address contains a business name, it will display in the modal, and it can be edited and updated as needed.

Certification	Recipient Name	Recipient Address	Delivery Preference	Quantity	Amount	
Certificate of Good Standing	TARA SIMON	ATTY REG BUSINESS ADDRESS ADDED. 46 BLISS BLVD,SUITE 4 NEWARK,NEW JERSEY,07102	U.S Postal Service (no additional fee)	2	\$40.00	

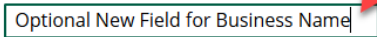
Certification information

Quantity Requested *

2

Recipient Address

Recipient Name * TARA SIMON

Business Name 

Address line 1 * 46 BLISS BLVD

Address line 2 SUITE 4

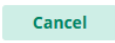

City * NEWARK

Zip code * 07102

State * NEW JERSEY

Foreign Postal


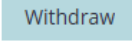
Country * UNITED STATES

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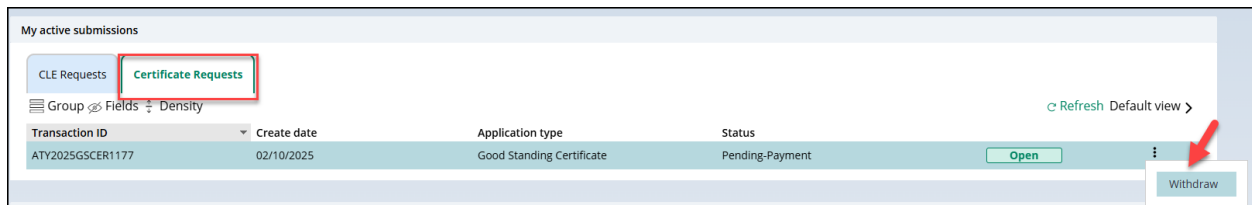
Withdraw Option for Bar Document Requests

The ability to withdraw a pending Bar document request for a Certificate of Good Standing, Certification of Court of Last Resort letter and/or Admission via Examination letter has been added to the ‘My active submissions’ tile in attorney registration.

To withdraw a pending request, select the ‘Certificate Requests’ tab and click the ellipsis  and then .

Note:

- A request may be withdrawn provided it is not in the process of being reviewed; and
- No refunds are issued for withdrawn requests.



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Updated Instructions for CLE Non-Compliant and Reinstatement Requests

The instructions have been updated to remove some verbiage and clarify instructions for entry of courses.

▼ 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.

List the courses that you completed in chronological order in the Course information section below.
Attach your Certificates of Attendance or official transcript of another jurisdiction.

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Filer Information Has Been Expanded for CLE Requests

Attorney name and attorney date of birth fields have been added to the 'Filer information' section of CLE requests.

Filer information		
Bar ID 020531995	Name TARA JANE SIMON	Admission date 12/09/1995
Date of birth 07/29/1970	CLE status ACTIVE	CLE status date 11/04/2024
Billing address 46 BLISS BLVD,SUITE 4 NEWARK,NEW JERSEY,07102	Billing email address SUSAN.FLYNN@NJCOURTS.GOV	

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The Post Registration Statement Has Been Fixed to Reflect the Correct Status

After completing attorney registration, some attorneys received a registration statement that indicated “Not completed” in the Current Registration Status. This issue has been rectified and registration statements will properly reflect attorney status.

Prior to the fix:

Home Address:		
[REDACTED]	Address 2:	
City: [REDACTED]	County: OUT OF STATE	Zip: [REDACTED]
State: [REDACTED]	Country: UNITED STATES	
Phone: [REDACTED]		
Current Billing Status: PAID FOR 2025 - AMOUNT PAID - \$275.01 ON 01/17/2025		
CLE Current Year Status: Compliant	CLE Overall Status: ACTIVE	
Current Registration Status: Not Completed		
Current Date: 01/17/2025 12:50:53 PM		Last Registration Date: 01/22/2024

After the fix:



Home Address:		
Address 1: 77 AVE A	Address 2:	
City: JERSEY CITY	County: HUDSON	Zip: 09888
State: NEW JERSEY	Country: UNITED STATES	
Phone:		
Current Billing Status: PAID FOR 2025 - AMOUNT PAID - \$275.01 ON 02/11/2025		
CLE Current Year Status: Not Compliance Year	CLE Overall Status: ACTIVE	
Current Registration Status: Completed		
Current Date: 02/11/2025 11:03:42 AM		Last Registration Date: 02/11/2025

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Attorney Applications – Release Notes

01/24/2025

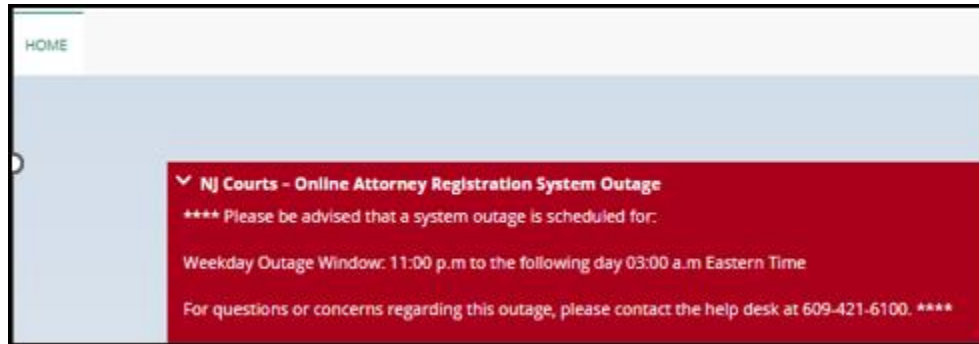
Attorney Registration

 <p>Enhanced</p>	The outage message for Attorney Registration has been updated to be more user friendly. For more information, click here .
 <p>Fixed</p>	The contact email address for all questions within Attorney Registration has been updated to SCCOAttyReg.Mailbox@njcourts.gov . For more information, click here .

Attorney Registration Outage Message

The outage message has been updated to better reflect the weekday outage window as well as any additional scheduled maintenance.

When there is an outage for scheduled maintenance, the information will be inserted into the template below.



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Attorney Registration SCCO Contact Email Update

The SCCO contact email address has been updated in all places in Attorney Registration, as follows:

- All three (3) practice area questions

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 Superior Court Clerk's Office at SCCOAttyReg.Mailbox@njcourts.gov or 609-421-6100 if you have questions about this employer type.)

Yes No

2. * Are you employed in any jurisdiction or in any capacity as corporate or insurance house counsel, for which you practice New Jersey law? (Please contact the Superior Court Clerk's Office at SCCOAttyReg.Mailbox@njcourts.gov or 609-421-6100 if you have questions about this employer type.)

Yes No

3. * Are you employed in any capacity, in any jurisdiction by a public entity, governmental, judicial or court system, educational institution, or non-profit organization, such as the judiciary, Attorney General, Public Defender, County Prosecutor, or Legal Services, where you work in New Jersey or practice New Jersey law? (Please contact the Superior Court Clerk's Office at SCCOAttyReg.Mailbox@njcourts.gov or 609-421-6100 if you have questions about this employer type.)

Yes No

- Inside modals for adding/modifying an employer

Add Address
Type Of Change
ADD/CHANGE EMPLOYER

To search for your employer, enter your employer ID, if known. If the employer ID is unknown, search by the employer name. After your search is complete, select the appropriate employer ID from the list and click "Save."

To best search for your business address, search by employer ID if known or ask your administrator for the ID. If the ID is unknown, search by a part of your employer name. A partial name search will likely yield a better search result. If the business address is still not found, please contact your administrator or the Superior Court Clerk's Office at SCCOAttyReg.Mailbox@njcourts.gov or 609-421-6100.

Employer ID: Employer Name:

- All end of page certifications

Certification of Information

By clicking 'Next', I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to discipline.


For questions, please contact the Superior Court Clerk's Office at (609) 421 - 6100 or email SCCOAttyReg.Mailbox@njcourts.gov

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Attorney Applications – Release Notes

05/17/2024


Attorney Registration

	Links to certain forms inside Attorney Registration have been updated. For more information click here .
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Employer Registration

	A link to an address deletion form inside Employer Registration has been updated. For more information click here .
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Attorney Search

	Links to Attorney Good Standing definitions have been updated inside the Attorney Search application. For more information, click here .
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Link Updates in Attorney Registration

After logging in with a Bar ID, the following links have been updated inside attorney registration:

Information you will need to proceed is now correctly linked to:

<https://library.njcourts.gov/files/automated-trial-court-services/attorney-applications/infottoproceed.pdf>

Attorney Registration and Payment Process


New Jersey attorneys are required to electronically file a registration statement annually in a form prescribed by the Administrative Director of the Courts with approval of the Supreme Court and to pay an assessment in an amount determined by the Supreme Court. That registration statement requires the attorney to provide information related to the attorney's email address and cell phone number, pro bono status, continuing legal education (if applicable) and to pay the applicable assessment.

By Order of the Supreme Court dated July 29, 2019, Rule 1:20 and Rule 1:21 were amended to require attorneys to provide "an email address and a cell phone number." That information will be used for official Judiciary business purposes and will not be accessible to the public, unless the email address is also used for electronic filing notifications. Additionally, the cell phone number and/or email address will be utilized by the Judiciary for two-factor authentication. Attorneys are required to update any changes to their cell phone number or email address within 30 days of the change.

The annual assessment is used to support the attorney discipline system, the Lawyers' Fund for Client Protection, the Board on Continuing Legal Education, the Board of Bar Examiners and the New Jersey Lawyers Assistance Program. The deadline for payment without the \$40 late fee is February 29, 2024. Attorneys who fail to register and pay the annual assessment by April 26, 2024 will be declared ineligible to practice law by Order of the Supreme Court. Attorneys who remain ineligible list for seven consecutive years will be administratively revoked by the Supreme Court.

Note: Ineligible attorneys may use the Annual Registration and Payment Center only if the attorney intends to pay the entire balance due or to claim an exemption for the entire period of ineligibility. Should you have any questions about ineligibility please contact the Lawyers' Fund for Client Protection at 855-533-FUND (3863) for assistance.

Please be advised that the system is down for maintenance Monday - Saturday from 11:00 p.m. - 3:00 a.m., and on Sunday from 7:00 a.m. - 9:00 a.m.


 [Begin Registration](#)
Information and instructions for Annual Registration
[Information you will need to proceed](#)

The **electronic devices policy** is now correctly linked to:

<https://www.njcourts.gov/sites/default/files/notices/2020/04/n200427a.pdf>

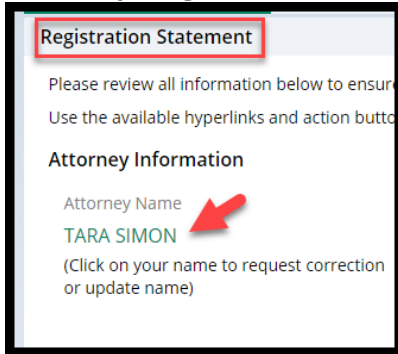
Electronic Devices in New Jersey Courtrooms

I agree to comply with the guidelines adopted by the Supreme Court governing the use of electronic devices in courtrooms.

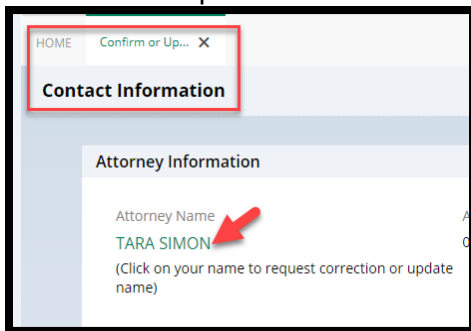
To view these Guidelines, click [here](#). 

In all places the **attorney name change form** displays, it is now correctly linked to: <https://library.njcourts.gov/files/automated-trial-court-services/attorney-applications/namechange.pdf>

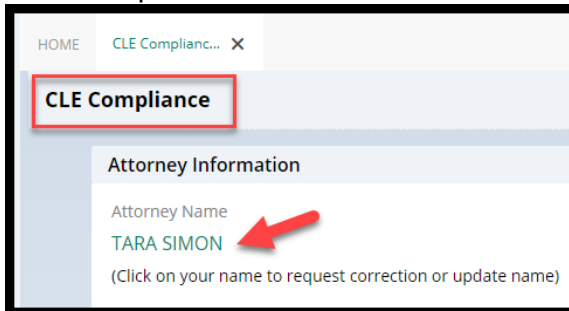
1) Attorney Registration



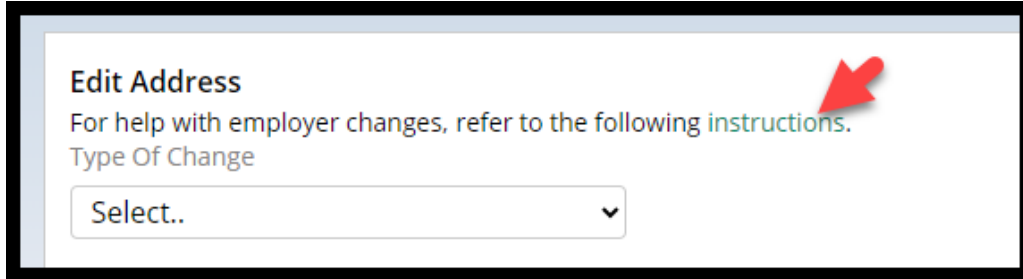
2) Confirm or Update Contact Information



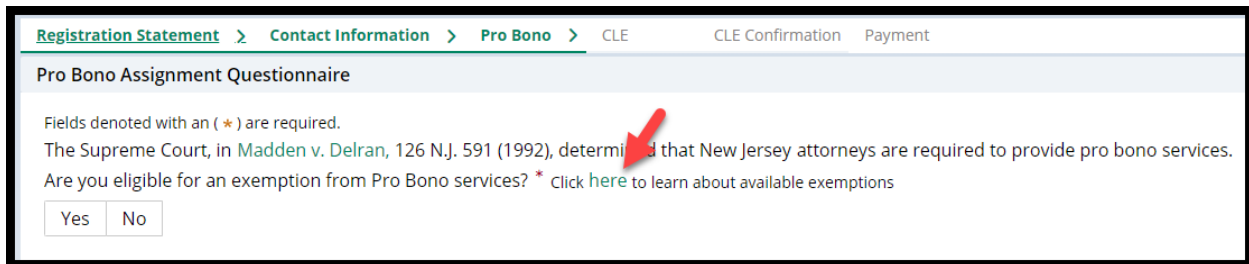
3) CLE Compliance



The **instructions for editing an employer address** are now correctly linked to: <https://library.njcourts.gov/files/automated-trial-court-services/attorney-applications/employeraddresseditinstructions.pdf>



The **pro bono exemption definitions** are now correctly linked to: <https://library.njcourts.gov/files/automated-trial-court-services/attorney-applications/probonoexemptiondefinitions.pdf>



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Link Update on Employer Information Screen

After logging in with an Employer ID, the delete firm address form is now correctly linked to: <https://library.njcourts.gov/files/automated-trial-court-services/attorney-applications/firmaddressdeleterequst.pdf>

Address List					
Address	City	State	Zip/Postal Code	County	Coun
ONE NEWARK CENTER 16TH FL	NEWARK	NEW JERSEY	07102-3174	ESSEX	UNIT
885 THIRD AVE SUITE 1000	NEW YORK	NEW YORK	10022	OUT OF STATE	UNIT
555 ELEVENTH STREET NW, SUITE 1000	WASHINGTON	DIST OF COLUMBIA	20004	OUT OF STATE	UNIT
233 SOUTH WACKER DR, STE 5800	CHICAGO	ILLINOIS	60606	OUT OF STATE	UNIT

If an address is no longer associated to the firm, please submit this [form](#) to Office of Attorney Ethics to delete the address from your firm.

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Link Updates on Attorney Search Good Standing Definitions

When searching for attorneys using the Attorney Search application, the good standing definitions are now correctly linked to:


<https://library.njcourts.gov/files/automated-trial-court-services/attorney-applications/goodstandingstatusdefinitions.pdf> (English)

<https://library.njcourts.gov/files/automated-trial-court-services/attorney-applications/goodstandingstatusdefinitions.pdf> (Spanish)

ATTORNEY SEARCH RESULTS

Additional detailed information is available by double clicking the attorney record


Attorney ID	Suffix	Last	First	Mid	City	County	Good Standing Status
020531995		SIMON	TARA		NEWARK	ESSEX	ACTIVE



Resultados de la Búsqueda de Abogados

Puede encontrar una información detallada adicional haciendo clic dos veces en el registro del abogado.

Identificación Del Abogado	Sufijo	Apellido	Nombre	Segundo Nombre	Ciudad	Condado	Estado de acreditación
020531995		SIMON	TARA		NEWARK	ESSEX	ACTIVE



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Attorney Registration – Release Notes

02/02/2024

Contact Information Screen Update

New

The private practice question on the Contact Information screen in Attorney Registration has been updated to provide a hotline phone number for users needing assistance. For more information, click [here](#).

Update to Private Practice Question

An Ethics Hotline number has been provided for users needing guidance on answering the private practice question on the Contact Information screen.

Prior to the update:

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.)

Now:

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 Ethics Hotline at 609-815-2924 for legal research assistance about this employer type.)

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Attorney Registration Release Notes (12/08/2023)

(Contact Information/CUCI – Updates/changes)

Enhanced

An eCourts notification message has been added in instances when users edit employer or branch data. For more information, click [here](#).

(Attorney Registration - Payments)

Enhanced

The payment confirmation screen has been updated with additional resources for lawyers. For more information, click [here](#).

(Employer- Disassociate Attorney)

Fixed

The Disassociate attorney form URL has been updated. For more information, click [here](#).

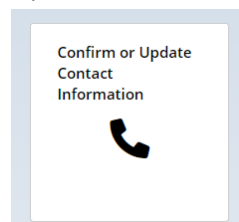
Warning added to Contact information when changing employer/branch

When updating employer information either from the 1. Contact Information section of attorney registration or through 2. the Confirm or Update Contact information tile, a user will now receive a notification that altering branch or employer data will impact eCourts notifications for any cases linked with that employer.

1.



2.



For help with employer changes, refer to the following instructions.
Type Of Change
ADD/CHANGE EMPLOYER

To search for your employer, enter your employer ID, if known. If the employer ID is unknown, search by the employer name. After your search is complete, select the appropriate employer ID from the list and click "Save."

To best search for your business address, search by employer ID if known or ask your administrator for the ID. If the ID is unknown, search by a part of your employer name. A partial name search will likely yield a better search result. If the business address is still not found, please contact your administrator or the Superior Court Clerk's Office at PublicAccess.malibox@judiciary.state.nj.us or 609-421-6100.

Employer ID: Employer Name:

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Select	Employer ID	Employer Name	Address	Employer Status
<input type="radio"/>	F00019896	ADELSON TEST 05	3897 STILES STREET 11 - SSS - PITTSBURGH - PENNSYLVANIA - 15213 - OUT OF STATE - UNITED STATES - 1111111111 - SECONDARY1@EMAIL.COM	ACTIVE
<input checked="" type="radio"/>	F00019896	ADELSON TEST 05	123 MAIN ST. FRENCHTOWN - NEW JERSEY - 08825 - HUNTERDON - UNITED STATES BRANCHEMAIL222@DDD.COM	ACTIVE
<input type="radio"/>	F00019896	ADELSON TEST 05	7019 AUGUSTA AVENUE - LEVITTOWN - NEW YORK - 22123 - OUT OF STATE - UNITED STATES - 1111111111 - PRI@ORIM.COM	ACTIVE
<input type="radio"/>	F00019896	ADELSON TEST 05	444 - TTT - GEORGIA - 89898 - OUT OF STATE - UNITED STATES - 1111111111 - PRI@ORIM.COM	ACTIVE
<input type="radio"/>	F00030395	AKASH TEST COI	ETSETS - TEST - TEST - NEW JERSEY - 08852 - MIDDLESEX - UNITED STATES AKASH.NIRANJAN@NJCOURTS.GOV	ACTIVE
<input type="radio"/>	F00030201	ANNTST6	907 RIVERSIDE DRIVE1 - LAGRANGE, - GEORGIA - 30241 - OUT OF STATE - UNITED STATES - 1111111111 - BRANCH@NJ.GOV	ACTIVE
<input type="radio"/>	F00030201	ANNTST6	15205 NORTH ROAD - SUITE 50 - TEST - FLORIDA - 08540 - OUT OF STATE - UNITED STATES - 0956748345 - BRANCHSEC@NJ.GOV	ACTIVE
<input type="radio"/>	F00030201	ANNTST6	TEST 0003 BRANCH - PRINCETON - NEW JERSEY - 08540 - MERCER - UNITED STATES SHALINI.AGARWAL1@NJ.GOV	ACTIVE
<input type="radio"/>	F00030201	ANNTST6	4TH BRANCH FOR THE FIRM1 - NEW CITY - OUT OF COUNTRY - 08551 - OUT OF COUNTRY - AUSTRIA - 1111111111 - SHALINI.AGARWAL1@NJ.GOV	ACTIVE
<input type="radio"/>	F00030150	BRUCE TEST LAW & CO.	31 EAST BEACON STREET - SECOND FLOOR - BLACKWOOD - NORTHERN MARIANA IS - 22222 - OUT OF STATE - UNITED STATES - 1234567891 - SECONDARY@NJ.GOV	ACTIVE

IMPORTANT! Changing your employer ID or branch office affects electronic service. To continue receiving electronic notifications for your cases, you must contact the help desk at 609-421-6100 for further instructions. If you do not contact the help desk, you will not receive electronic notifications.

Notification Emails
Attorneys using eCourts, eCourts Appellate and/or eCourts Supreme must provide at least one email address.
Primary

Optional

IMPORTANT! Changing your employer ID or branch office affects electronic service. To continue receiving electronic notifications for your cases, you must contact the help desk at 609-421-6100 for further instructions. If you do not contact the help desk, you will not receive electronic notifications.

Payments Screen – Additional Resources

After completing registration, the payment confirmation screen will include information about additional resources for lawyers.

Information:

The New Jersey Lawyers Assistance Program offers an array of confidential services to law professionals dealing with stress, burnout, substance use, mental health, and other challenges. Attorneys are encouraged to contact the NJ LAP for confidential help for themselves or colleagues. 1-800-246-5527 or njlap.org.

Designated Successor Counsel Pilot Program: New Jersey attorneys are encouraged to designate a successor attorney for their law practice in the event of unexpected death or disability. Voluntarily completed notices of Designated Successor Counsel, available [HERE](#), will be maintained by the Lawyers' Fund for Client Protection for future reference as needed. Attorneys designated as successor counsel will also receive a confirming email from the Fund.

The screenshot shows a web browser window with a navigation bar at the top containing 'HOME', 'Registration x', and 'Registration x'. The main content area is titled 'Payment Confirmation' and contains the following text:

Thank you for completing your 2024 Attorney Registration Process. You are now in Paid status.

[Click here](#) for a printable copy of your current registration statement.

[Click here](#) to complete your annual IOLTA registration.

Submit a current copy of your certificate of professional liability insurance (COI) if you are an attorney in a firm that is required by R. 1:21-1A (PC), R. 1:21-1B (LLC), or R. 1:21-1C (LLP) to file a COI with the Clerk of the Supreme Court, and if you, an insurance company representative, or a law firm administrator **has not** already electronically filed the current COI with the Clerk. ⓘ

Below this text is a section titled 'Additional Resources Available in Support of You and Your Practice' which is expanded and highlighted with a red border. It contains two bullet points:

- **The New Jersey Lawyers Assistance Program** offers an array of confidential services to law professionals dealing with stress, burnout, substance use, mental health, and other challenges. Attorneys are encouraged to contact the NJ LAP for confidential help for themselves or colleagues. 1-800-246-5527 or njlap.org.
- **Designated Successor Counsel Pilot Program:** New Jersey attorneys are encouraged to designate a successor attorney for their law practice in the event of unexpected death or disability. Voluntarily completed notices of Designated Successor Counsel, available [HERE](#), will be maintained by the Lawyers' Fund for Client Protection for future reference as needed. Attorneys designated as successor counsel will also receive a confirming email from the Fund.

A green 'Close' button is located at the bottom right of the expanded section. The footer of the page reads 'New Jersey Judiciary' and includes a settings icon in the bottom right corner.

Link update on Employer Payment List

After logging with an employer ID, the disassociate attorney form is now correctly linked to https://www.njcourts.gov/sites/default/files/forms/11196_atty_disassociation_firm.pdf

Employer Payment List							
Below is your associated attorney list. You may select to pay for those attorneys whose Attorney Registration Status is 'Complete' and have opted for employer payment. If an attorney is not listed but has completed registration, please ask them to log in to the Attorney Registration system to confirm or update the office association.							
Attorney ID ↕	Name ↕	Location ↕	Total amount due ↕	Good standing status ↕	Registration Status ↕	Payment Status ↕	
>	900432020	JUDY BENJAMIN	TRENTON	1000.00	ACTIVE	Complete	Unpaid
If an attorney listed is no longer associated with your office, or you choose not to pay for that person, uncheck the box to the left of the attorney ID and name. Unchecking the box removes the attorney from your current group payment, but will reappear the next time you return to this screen. To disassociate an attorney from your office, submit this form to the Office of Attorney Ethics.							
For questions relating to payments, please contact NJ Lawyers' Fund for Client Protection at 855-533-FUND (3863) or email LFCP.mailbox@njcourts.gov							

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CLE – Release Notes

(4/21/2023)

Fixed	Users are now able to upload documents. For more information click here .
Fixed	Error message for 'Transaction Status' field fixed. For more Information here .

Upload Documents:

Previously users were unable to upload Time Agenda, Brochure or Financial Hardship Policy via the CLE platform due to a incompatibility with a recent server upgrade. The ability to upload documents has been restored; please click the 'Choose File' option and select the required document. Users may still use the appropriate checkbox if they do not have a submission.

Total minutes of CLE instruction do not include breaks, meals, keynote speakers or introductions. Credit will not be awarded for courses less than 50 minutes of instruction. To obtain credit for any ethics portion of a course or for the certification specialties, the instruction time must be a minimum of 50 minutes.

Total Minutes	Diversity/Inclusion/Elimination of Bias Minutes	Total Ethics including Professionalism, Diversity, Inclusion and Elimination of Bias Minutes
<input type="text" value="100"/>	<input type="text" value="50"/>	<input type="text" value="50"/>

*Description of method used in evaluating the course :

* Is this an in-house course? Yes No

If a course is offered only to in-house staff, clients, or others specifically invited to attend, you should note this as an admission restriction. In addition, admission restrictions may relate to the number of seats available, organizational membership, or other reasons. Any noted restrictions will be posted in the course catalog, so that attorneys searching for available courses will be notified that course attendance is restricted.

Admission Restrictions:
(maxlength : 1000)

Click the browse button to select the files from your computer. The file size of each attachment cannot exceed 5 MB and must be in one of the following formats: .doc, .pdf, .rtf, .wpd, .odf.

Timed Agenda : CAMS 2 - C...ss flow.pdf Check here if timed agenda will be mailed or has already been submitted.

Brochure : No file chosen Check here if brochure will be mailed or has already been submitted.

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New Jersey Continuing Legal Education Course Search | My Account | NJCourts | Log out

New Jersey Courts
Independence • Integrity • Fairness • Quality Service

HOME | COURSE HISTORY | UPDATE PROFILE TEST TEST123(CLEUSERQA01) logged in

Application for Approved Service Provider Status

✔ Course formats have been successfully updated.

Step 1 Provider Information **Step 2** Provide Details for Courses **Step 3** Payment

Course 1 | Course 2 | Course 3 | Course 4 | Course 5 | Course Formats | Additional Info

Additional Details

Unless a course is offered at no charge, a detailed financial hardship policy is required in order for a provider to obtain course accreditation in New Jersey. Click the browse button to select the files from your computer. The file size of each attachment cannot exceed 5 MB and must be in one of the following formats: .doc, .pdf, .rtf, .wpd, .odf.

Copy of [Financial Hardship Policy](#) : 04_Alterna...mission.pdf Check here if Copy of Financial Hardship Policy will be mailed or has already been submitted.
 Check here if All courses are offered for free, therefore a financial hardship policy is not required.

Please mail the following.
Please make sure in all of your submissions to the Board that you have identified on letterhead each document with provider name and if applicable course name.

- Faculty names and credentials, including educational background and degrees held.
- Complete set of the written materials that were distributed for the course (provide for only two of the five courses).
- Sample of one alternative verifiable format course and an explanation of how participation is verified.
- Any documentation you were unable to send electronically during this application process.

US Postal Service :
Supreme Court of New Jersey
Board on Continuing Legal Education
PO Box 970
Trenton, NJ 08625-0970

Overnight or Messenger :
Supreme Court of New Jersey
Board on Continuing Legal Education
Richard J. Hughes Justice Complex
25 Market Street, 8th Floor, North Wing
Trenton, NJ 08625-0970

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Internal users will continue to receive an email after a document upload.

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Error Message

Previously, an incorrect error message displayed when the Transaction Status was not selected and a save was attempted. Now the correct message “TransactionStatus is Required” displays.

Provider Attorney

Provider Information

Provider ID : 1058 Provider Name: SEPTEMBERCLC Provider Type: COMMERCIAL EDUCATOR
Approved Indicator: NO Provider Status: Provider Start Date: Provider End Date:

Provider Courses Course Formats Payment Provider Requests Audit Letters

Provide Payment Information

*Received Date: 11/17/2022 *Transaction Type: SALE *Payment Type: CHECK *Check Number: 35
*Transaction Status: *Fee Type: COURSE *Amount: \$100.00

Back Save

New Jersey Continuing Legal Education

New Jersey Courts
Independence • Integrity • Fairness • Quality Service

Home Pending Queue Audit Provider Audit Attorney Finance

Welcome to CLE System

✘ The editProviderForm:TransactionStatus is required.

Provider Attorney

Provider Information

Provider ID : 1067 Provider Name: LAW FIRM PRO Provider Type: LAW FIRM
Approved Indicator: NO Provider Status: PENDING Provider Start Date: Provider End Date:

Provider Courses Course Formats Payment Provider Requests Audit Letters

Provide Payment Information

*Received Date: 04/20/2023 *Transaction Type: SALE *Payment Type: CHECK *Check Number: 45454
*Transaction Status: PENDING *Fee Type: COURSE *Amount: \$100.00

Back Save

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Attorney Registration/CAMS – Release Notes

(4/14/2023)

Attorney Registration

New	The BAC (Board of Attorney Certification) URL has been updated within the attorney search application. For more information, click here .
New	Error handling now exists to display a CLE non-compliance fee message when technical issues prevent the system from assessing the NC fee as expected. For more information, click here .
Enhanced	Text and fonts in the electronic notification and attorney address sections have been updated for consistency. For more information, click here .
Fixed	LFCP 'Billing Status' = Resigned will no longer impact Good Standing Status. For more information, click here .
Fixed	A fix was implemented for certain BAC records. For more information, click here .

BAC Info Link

After searching for an attorney:

Hover over the Area of Certification hyperlink and the highlighted BAC link has been updated.

Additional detailed information is available by double clicking the attorney record

Attorney ID Suffix	Last	First	Mid	Good Standing Status	Area of Certification	Certification County	Bar Admission Date	
000122017	3RD	PARTRIDGE	123	SHIRLEY	ACTIVE	CRIMINAL	BERGEN	02/01/2017

After clicking on an Attorney from the search results:

Hover over the Certification Information hyperlink and the highlighted BAC link has been updated.

ATTORNEY DETAIL

Attorney Name ETHAN ALLEN
NJ Attorney ID 007242004
Bar Admission Date 08/17/2009
Employer City FGFH
Employer State AR
Employer County OUT OF STATE
Employer Phone
Good Standing Status ACTIVE
Current Certificate of Insurance NO

Employer	Effective Date
ANNTST1	9/12/2022
HHHH	
HOUSER & ALLISON	4/4/2022
	4/5/2022

Certification Information

Area Of Certification MATRIMONIAL
MUNICIPAL
MUNICIPAL

Attorneys may be designated by the Supreme Court as "certified attorneys" if they: are able to demonstrate appropriate levels of experience, education, knowledge and skill in a specific area of law or practice; have passed a rigorous examination; and have been recognized by their peers and judges as having sufficient skills and reputation in the designated specialty. Currently, there are five certified specialties: civil trial law, criminal trial law, matrimonial trial law, municipal court law, and workers' compensation law. For more information, visit the Board on Attorney Certification website using the link provided.

<https://www.njcourts.gov/attorneys/attcert.html>

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Non-Compliant Payment

Previously, an intermittent technical issue may have permitted a CLE non-compliant attorney to complete registration without either the fee being assessed through registration or advising the attorney of the requirement to send a check.

Error handling has been introduced so that if an attorney is CLE non-compliant and the fee cannot be paid via total registration payment, then a message will display advising the user to submit a check or money order. Additionally, an email alert will also be sent to internal staff.

The following message will display on the payment screen:

“Due to a technical issue, the \$50.00 noncompliance fee cannot be collected through registration; therefore, please remit your \$50.00 check or money order payable to "Treasurer, State of New Jersey" to the following address: Supreme Court of New Jersey, Board on Continuing Legal Education. PO Box 965, Trenton, NJ 08625-0965.

You can continue to complete your annual registration by making the annual assessment payment. Should you have any questions, please contact the Board on Continuing Legal Education for further information at the above address or by telephone at (609) 633-9733.”

The screenshot shows a web interface with a breadcrumb trail at the top: [Registration Statement](#) > [Contact Information](#) > [Pro Bono](#) > [CLE](#) > [CLE Confirmation](#) > [Payment](#). The main content area contains a red message: "Due to a technical issue, the \$50.00 noncompliance fee cannot be collected through registration; therefore, please remit your \$50.00 check or money order payable to 'Treasurer, State of New Jersey' to the following address: Supreme Court of New Jersey, Board on Continuing Legal Education. PO Box 965, Trenton, NJ 08625-0965." Below this is another red message: "You can continue to complete your annual registration by making the annual assessment payment. Should you have any questions, please contact the Board on Continuing Legal Education for further information at the above address or by telephone at (609) 633-9733." A section titled "Registration Statement Review, Payment, and Exemption" contains a link "Review Registration Statement" and text: "To review your registration statement prior to selecting your payment method, click this button." Below this is text: "Before selecting 'Opt for Employer Pay', please confirm with your employer that an online payment will be made on your behalf. Payments can be made using American Express, VISA, MasterCard, Discover, ACH Debit, or JACS. Satisfaction of the annual assessment ultimately remains your individual responsibility." Under "Payment/Exemption Options *", there are three radio buttons: "Pay Annual Fee", "Request Retired Or Military Exemption", and "Opt For Employer Pay". At the bottom of this section is the text: "For questions relating to payments and exemptions, please contact NJ Lawyers' Fund for Client Protection at 855-533-FUND (3863) or email LFCP.mailbox@njcourts.gov". A "Certification of Information" section at the bottom has an unchecked checkbox.

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Attorney Registration – Contact Information

Updated the prior text “However, the email and cell phone number listed in the billing section is considered the primary information and restricted from public access. All other email addresses provided are not confidential.”

To the new text: However, the address, email and cell phone number listed in the BILLING section is considered the primary contact information and is public information except for retired attorneys. Only addresses, cell numbers and emails designated as HOME are confidential and restricted from public access.

The new text is highlighted in the screenshot.

Contact Information

If you would like to make changes to any of the addresses below, please click the appropriate link for the address.

Electronic Notification

Rule 1:20, as supplemented and relaxed, requires all New Jersey attorneys to provide and maintain a current email address and cell phone number with the Supreme Court. An attorney has the option to provide up to three (3) email addresses for the purpose of receiving electronic notifications. **However, the address, email and cell phone number listed in the BILLING section is considered the primary contact information and is public information except for retired attorneys. Only addresses, cell numbers and emails designated as HOME are confidential and restricted from public access.** Please note that changes to your employer or branch location will require you to resubmit your email addresses. Email addresses can be added while adding/editing employer or branch locations.

▼ Attorney Address

Address Type	Address	Emails	
HOME This is a confidential address. ⓘ	10 JODA COURT MONMOUTH JUNCTION NEW JERSEY 10021-0000 , UNITED STATES		Edit
BILLING Public address unless in retired status. ⓘ	APT 8C 340 E 74TH ST NEW YORK NEW YORK 10021-3744 , UNITED STATES 000-000-0000	ERIC.DAWSON@NJJD.LAB.NJCOURTS.GOV CARLA.COUSINS@LAB.JUDICIARY.STATE.NJ.US	Edit

Notification for 2-Factor Authentication

The cell phone and email information provided is not accessible to the public (unless the email address also has been provided for electronic filing). This information will be used to send alerts to help manage your account security preferences and for certain official business purposes. Message and data rates may apply for cell phone messages. You may edit the cell phone or email address now or in the future. If you require an exemption, please contact Superior Court Clerk's Office at (609) 421 - 6100.

Country	Cell Phone	Email *	If you would like to make changes to this information, please access your profile on NJ Courts - Portal Home Page (top right corner avatar that contains your initials).
United States (+1)	7326476546	ERIC.DAWSON@NJJD.LAB.NJCOURTS.GOV	

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Bug Fix (Attorney Registration)



In Attorney Registration, when LFCP ‘Billing Status’ is changed to ‘Resigned’, that action will no longer impact Good Standing Status. Good Standing Status is driven by event status.

Bug Fix (BAC)


An update to the Board of Attorney Certification: A Utility has been implemented to update BAC case IDs that were incorrectly updated to include the "ATT-BAC" prefix.

Attorney Registration – Release Notes (2/17/2023)

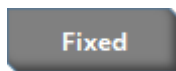
(Attorney Registration/Confirm or Update Contact Information)

	The Update Municipal eFiling Role tile has been removed, and the functionality moved. For more information, click here .
	The functionality to indicate service in the New Jersey municipal court system (Judge, Prosecutor, or Public Defender) has been moved within the annual attorney registration process. It is also available anytime via the Confirm or Update Contact Information “CUCI” tile. For more information, click here .

(Attorney Registration ACH Payments)

	An informational message displays after selecting the ACH payment option in attorney registration. For more information, click here .
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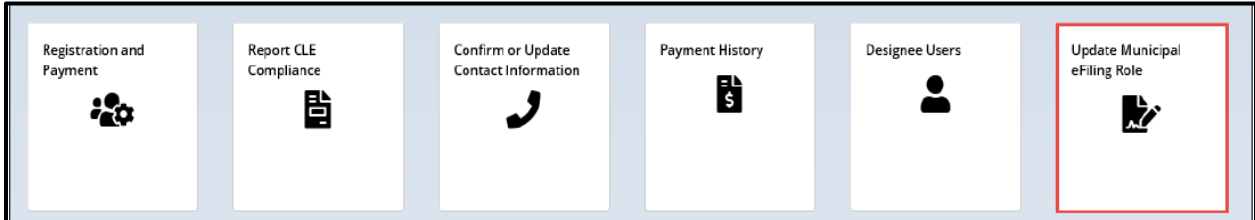
(Attorney Registration Address Updates)

	A bug fix has been made to ensure that users are able to update/edit addresses. For more information, click here .
---	--

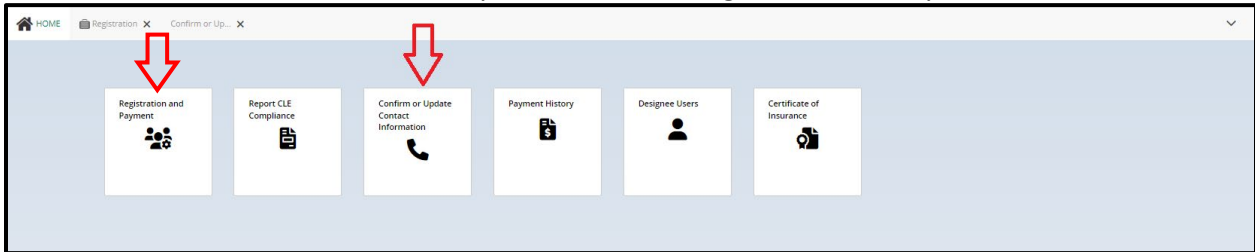
(Attorney Registration- Municipal Role)

The **Update Municipal eFiling Role** tile has been removed and that functionality is now part of the attorney registration process and can also be found in the CUCI tile.

Before: Municipal eFiling tile at the end of the row

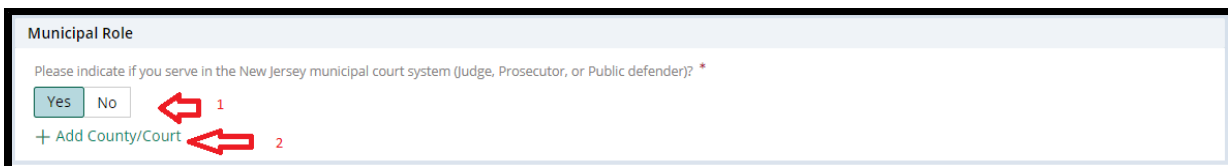


After: Tile removed and the functionality is found in both Registration and Payment/CUCI tiles.



The process is now as follows:

On click of “Yes” an option to add County/Court will appear. After clicking that hyperlink, users will be able to add municipal roles.



After clicking “No” there will be no further action needed.

The screenshot shows a web application interface with a navigation bar at the top containing 'HOME', 'Registration X', and 'Confirm or Up... X'. Below the navigation bar is a section titled 'Contact Information'. Underneath, there is a sub-section for 'Attorney Information' with fields for 'Attorney Name' (CATHERINE ELIZABETH ANDERSON), 'Attorney ID' (007251996), and 'Date of Birth' (12/09/1970), along with an 'Edit' button. Below that is the 'Municipal Role' section, which contains a question: 'Please indicate if you serve in the New Jersey municipal court system (Judge, Prosecutor, or Public defender)? *'. There are two buttons, 'Yes' and 'No', with a red arrow pointing to the 'No' button.

If a user had previously selected “Yes” and later selects “No,” a validation prompt will occur. A user will need to remove each previously selected municipal role before continuing.

The screenshot shows a validation message at the top: 'HasMunicipalRole: If you no longer have a municipal role, please remove the existing assignments. Otherwise please select 'Yes''. Below this is the 'Municipal Role' section with the same question and 'Yes/No' buttons. A red arrow points to the 'No' button. Below the question is a table of existing roles:

Role	County	Court	
Judge	MIDDLESEX	EAST BRUNSWICK MUNICIPAL COURT	X

Below the table is a '+ Add County/Court' button.

(Attorney Registration ACH Payments)

A message was added when attempting to pay by ACH. The message states, “Please check with your bank to ensure ACH withdrawals are allowed from your account.”

The screenshot shows a message box with the following text:

Important Note: To ensure you receive your e-mail receipt, please add "LFCP.mailbox@njcourts.gov" to your list of approved senders.

Please note the amount due and enter your ACH Debit information below to complete payment of your annual assessment.

Amount Due: \$239.00

Click here to view the current [fee schedule](#).

Pay by Credit Card - VISA, MasterCard, Discover, American Express **(Service fee of 3% will be applied and is non-refundable)**

Pay by ACH Debit (US Banks only)

Pay by JACS (Judiciary Account Charge System)

ⓘ Please check with your bank to ensure ACH withdrawals are allowed from your account.

(Attorney Registration Address Bug)

If an attorney performed certain actions during address edits, there was an error that would prevent a user from continuing Attorney Registration and/or CUCI. This has now been fixed.


The screenshot shows the 'Attorney Registration' page. At the top, there is a red error banner with the following text: "The Flow Action post-processing transform rule PostContactInfo failed. The reference Address&#amp;#40;-1&#amp;#41; is not valid. Reason: unexpected character &#amp;#39;-&#amp;#39; at position 9, expected subscript The reference Address&#amp;#40;-1&#amp;#41; is not valid. Reason: unexpected character &#amp;#39;-&#amp;#39; at position 9, expected subscript". Below the error banner, there is a section for 'Electronic Notification' with a detailed message about Rule 1:20 and email addresses. Underneath, there is a section for 'Attorney Address' which contains a table with columns for 'Address Type', 'Address', and 'Emails'. The table has two rows, both of which are currently empty. To the right of each row is a '+ Add' button. Below the table, there is a warning icon and the text: "Public disclosure warning - Billing address matches home address information." Further down, there is a section for 'Notification for 2-Factor Authentication' with a paragraph of text and a form with fields for 'Country', 'Cell Phone', and 'Email'. The 'Country' field is set to 'United States (+1)', 'Cell Phone' is '6094541015', and 'Email' is 'Shalini.agarwal@njcourts.gov'. At the bottom right of the page, there are 'Back' and 'Next' buttons.

[\(Back\)](#)

Attorney Registration Release Notes

12/2/2022

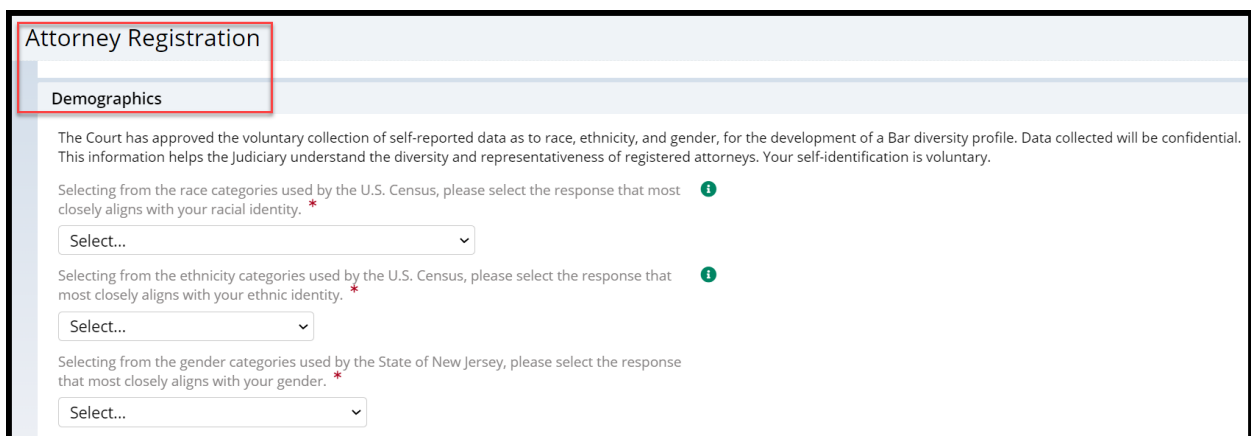
Demographics Questions Added

	2023 attorney registration includes fields requiring attorneys to self-report on certain demographic information. For more information, click here .
---	--

Demographics Questions Added

To support the Judiciary’s efforts to collect voluntary demographic information on the bar, 2023 attorney registration includes fields requiring attorneys to self-report on certain demographic information.

A response is mandatory but each question contains an option to select “No response”. The data collected will be confidential.



The screenshot shows the 'Attorney Registration' form with a 'Demographics' section highlighted. The section contains the following text and fields:

The Court has approved the voluntary collection of self-reported data as to race, ethnicity, and gender, for the development of a Bar diversity profile. Data collected will be confidential. This information helps the Judiciary understand the diversity and representativeness of registered attorneys. Your self-identification is voluntary.

Selecting from the race categories used by the U.S. Census, please select the response that most closely aligns with your racial identity. *

Select...

Selecting from the ethnicity categories used by the U.S. Census, please select the response that most closely aligns with your ethnic identity. *

Select...

Selecting from the gender categories used by the State of New Jersey, please select the response that most closely aligns with your gender. *

Select...

Racial identity:

Selecting from the race categories used by the U.S. Census, please select the response that most closely aligns with your racial identity. *



Select...



Select...



Select...

AMERICAN INDIAN OR ALASKA NATIVE
ASIAN
BLACK OR AFRICAN AMERICAN
NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER
MORE THAN ONE RACE
WHITE
NO RESPONSE

Definitions:

American Indian or Alaska Native

A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American

A person having origins in any of the black racial groups of Africa or black racial groups of the Caribbean Islands.

Native Hawaiian or Other Pacific Islander

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

More than one race

A person who self-identifies with more than one listed race.

White

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Ethnic identity:

Selecting from the ethnicity categories used by the U.S. Census, please select the response that most closely aligns with your ethnic identity. *



Select...

Select...

Select...

HISPANIC OR LATINO

NOT HISPANIC OR LATINO

NO RESPONSE

Definitions:

Hispanic or Latino

A person of Cuban, Mexican, Puerto Rican, South, Central or Latin American, or other Spanish or Latino culture or origin, regardless of race.

Not Hispanic or Latino

A person not of Cuban, Mexican, Puerto Rican, South, Central or Latin American, or other Spanish or Latino culture or origin, regardless of race.

Gender:

Selecting from the gender categories used by the State of New Jersey, please select the response that most closely aligns with your gender. *

Select...

Select...

Select...

MALE

FEMALE

NON-BINARY OR UNDESIGNATED

NO RESPONSE

[\(Back\)](#)

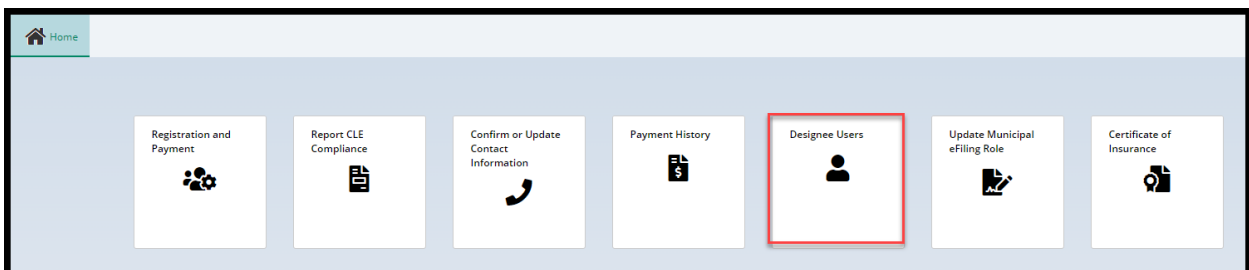
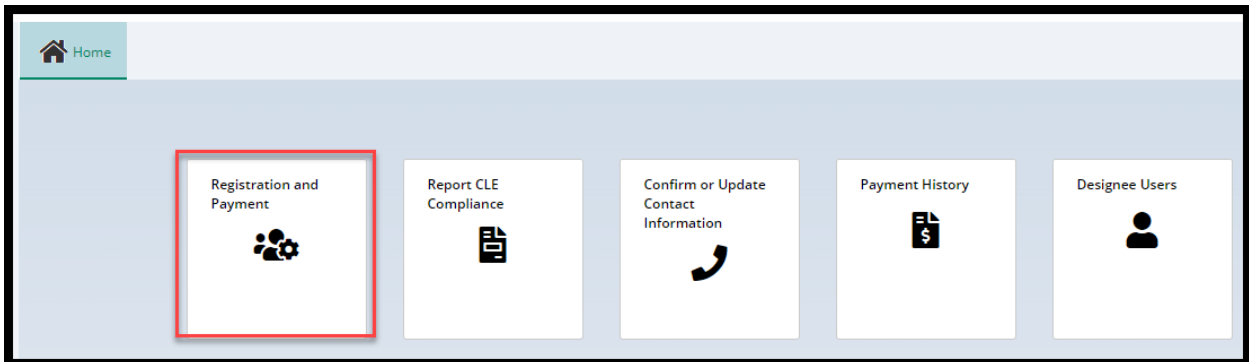
Attorney Registration – Release Notes (4/29/2022)

(Attorney Registration)

Enhanced	Updates to the 'Designee User' screen have been made to make the display more user friendly. For more information, click here .
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Attorney Registration – Designee Users

Users who have authorized another person as an efiler designee will see updates to the 'Designee Users' screen in attorney registration. To access this page, login to Attorney Registration and click the 'Registration and Payment' tile. Then, click the 'Designee Users' tile.



The 'Designee Users' screen has been updated to be more user friendly:

- Pagination has been added if there are more than 10 designee users

The screenshot shows the 'Designee Users' interface. At the top left, a box indicates '12 records'. At the top right, pagination controls show 'Page 1 of 2'. The table below has columns for Name, User ID, Email, Employer ID, Employer, Last modified, and Status. Each row includes a 'Deactivate' button. A '+ Add designee user' link is at the bottom left.

Name	User ID	Email	Employer ID	Employer	Last modified	Status	
Desiree Designee	NewTestID3	[REDACTED]	F00000298	CONNELL CONNELLS CAMASSA & YURO	04/21/2022 09:24 AM	Active	Deactivate
Toni Testa	NewTestID4	[REDACTED]	F00000298	CONNELL CONNELLS CAMASSA & YURO	04/21/2022 09:29 AM	Active	Deactivate
Tester Testa	NewTestID5	[REDACTED]	F00000298	CONNELL CONNELLS CAMASSA & YURO	04/21/2022 09:33 AM	Active	Deactivate
Testing 5678	testing5678	[REDACTED]@njjudlab.njcourts.gov	F00000298	CONNELL CONNELLS CAMASSA & YURO	04/21/2022 09:33 AM	Active	Deactivate
Frodo Baggins	DesigneeAtty	[REDACTED]	F00000298	CONNELL CONNELLS CAMASSA & YURO	04/20/2022 04:09 PM	Active	Deactivate
Felice Navidad	DesigneeAtty2	[REDACTED]	F00000298	CONNELL CONNELLS CAMASSA & YURO	04/20/2022 04:26 PM	Active	Deactivate
Testing 0000	Testing0000	[REDACTED]@njjudlab.njcourts.gov	F00000298	CONNELL CONNELLS CAMASSA & YURO	09/17/2021 08:20 AM	Active	Deactivate
Slappy Clown	QAdesignee413	[REDACTED]@NJJD LAB.NJCOURTS.GOV	F00000298	CONNELL CONNELLS CAMASSA & YURO	03/25/2022 11:35 AM	Active	Deactivate
Helena Haverford	NewDesignee	[REDACTED]	F00000298	CONNELL CONNELLS CAMASSA & YURO	04/20/2022 04:27 PM	Active	Deactivate
Mira Felinex	NewTestID	[REDACTED]	F00000298	CONNELL CONNELLS CAMASSA & YURO	04/21/2022 09:23 AM	Active	Deactivate

- The columns have been updated for ease of use
 - The filter feature has been removed
 - Each column can be sorted

This close-up view highlights the table header. A red arrow points to the 'Name' column header, which includes a downward arrow icon indicating it is sortable. The other headers are 'User ID', 'Email', 'Employer ID', 'Employer', 'Last modified', and 'Status', each also with a downward arrow icon.



Name	User ID	Email	Employer ID	Employer	Last modified	Status
Desiree Designee	NewTestID3	[REDACTED]	F00000298	CONNELL CONNELLS CAMASSA & YURO	04/21/2022 09:24 AM	Active

[\(Back\)](#)

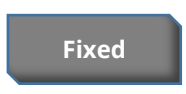

Attorney Registration/EAMS – Release Notes

(3/4/2022)

(Attorney Registration)

	A new report has been created for dishonored firm payments. For more information, click here .
	The user interface has been updated to ensure consistency in the look and feel of the application.

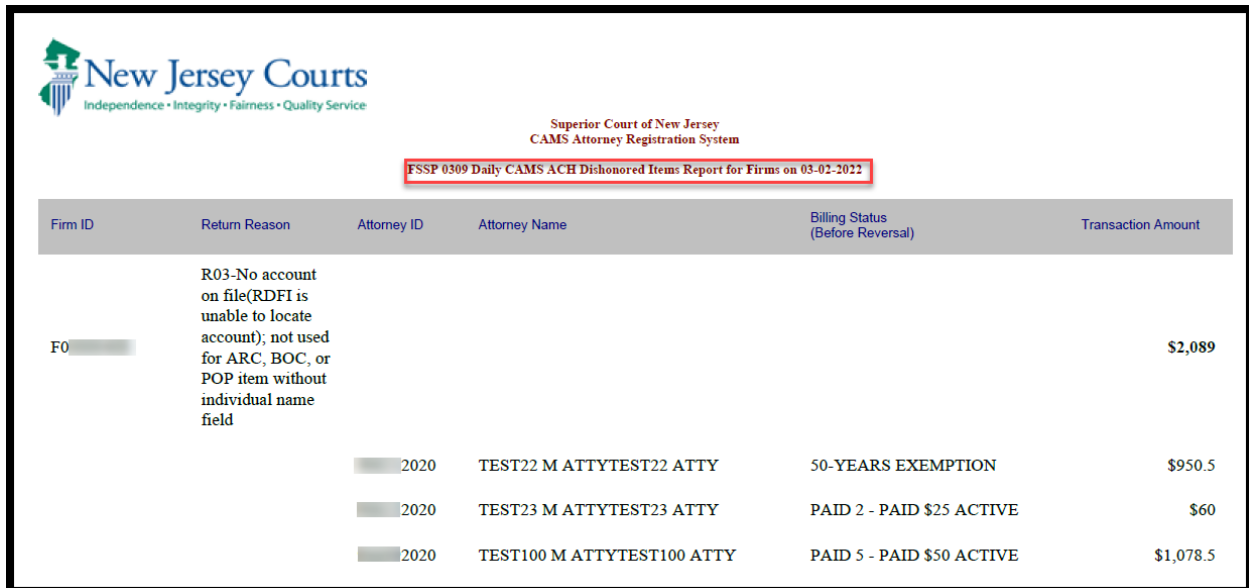
(EAMS – COI Internal Workbasket)

	The transaction IDs for uploaded Certificates of Insurance have been fixed so that the complete alphanumeric ID displays on-screen. For more information, click here .
	Some technical enhancements have been made to ensure that the Certificate of Insurance rejection and upload functionalities work more smoothly for users. For more information, click here .

Attorney Registration – ACH Dishonored Firm Payments Report

A new report has been added to show dishonored payments made by firms. The report contains the attorney ID(s), billing statuses and the amounts paid prior to the dishonored payment reversal. The report will facilitate the re-allocation of payments.

The report will be emailed to specified CPF users.



The screenshot displays the New Jersey Courts logo and the title "Superior Court of New Jersey CAMS Attorney Registration System". Below this, a red-bordered box highlights the report title: "FSSP 0309 Daily CAMS ACH Dishonored Items Report for Firms on 03-02-2022". The main content is a table with the following columns: Firm ID, Return Reason, Attorney ID, Attorney Name, Billing Status (Before Reversal), and Transaction Amount.

Firm ID	Return Reason	Attorney ID	Attorney Name	Billing Status (Before Reversal)	Transaction Amount
F0	R03-No account on file(RDFI is unable to locate account); not used for ARC, BOC, or POP item without individual name field				\$2,089
		2020	TEST22 M ATTYTEST22 ATTY	50-YEARS EXEMPTION	\$950.5
		2020	TEST23 M ATTYTEST23 ATTY	PAID 2 - PAID \$25 ACTIVE	\$60
		2020	TEST100 M ATTYTEST100 ATTY	PAID 5 - PAID \$50 ACTIVE	\$1,078.5

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EAMS – COI Internal Workbasket

The transaction IDs generated when a document is uploaded now display properly. Prior to the fix, the last digit of the upload year was being dropped.

Prior to the fix:

Insured firm			
Insured	Firm ID	E-Mail	Contact number
TEST FIRM 88	F00000408	SHALINI.AGARWAL@NJCOURTS.GOV	666-888-9900

Filer information			
Business name	Name	ID	Filer type
TEST FIRM 88	JANE SMITH	000112017	Attorney
E-Mail	Contact number		
SHALINI.AGARWAL@NJUDLAB.NJCOURTS.GOV	(609) 802-8466		

Review Policy			
Document	Document description	Policy effective date	Policy expiration date
Certificate of Insurance	Attorney Upload - 2nd commit for attorney failed	01/01/2022	01/31/2022
Transaction ID			
ATY022REG617			
Policy status *			
Select			

After the fix:

Insured firm			
Insured	Firm ID	E-Mail	Contact number
LIPPINCOTT, PENNYPACKER, WIGGLESWORTH, HARRINGTON & CRI	F00030011	SUSAN.FLYNN@NJUDLAB.NJCOURTS.GOV	123-456-7893

Filer information			
Business name	Name	ID	Filer type
LIPPINCOTT, PENNYPACKER, WIGGLESWORTH, HARRINGTON & CRI	LIPPINCOTT, PENNYPACKER, WIGGLESWORTH, HARRINGTON & CRI	F00030011	Firm
E-Mail	Contact number		
SUSAN.FLYNN@NJUDLAB.NJCOURTS.GOV	123-456-7893		

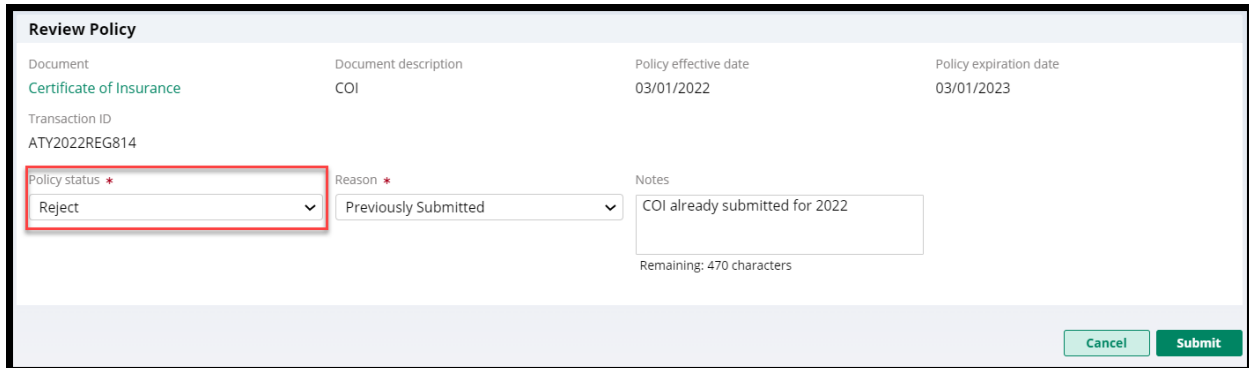
Review Policy			
Document	Document description	Policy effective date	Policy expiration date
Certificate of Insurance	COI	03/01/2022	03/01/2023
Transaction ID			
ATY022REG814			
Policy status *			
Select			

[\(Back\)](#)

EAMS COI Functionality

Technical adjustments have been made as described below. None of these technical adjustments impact the UI.

- 1) **The COI rejection functionality.** Internal users will experience fewer errors and processing issues.



The screenshot shows a 'Review Policy' form with the following fields:

Document	Document description	Policy effective date	Policy expiration date
Certificate of Insurance	COI	03/01/2022	03/01/2023

Transaction ID: ATY2022REG814

Policy status * (highlighted with a red box): Reject

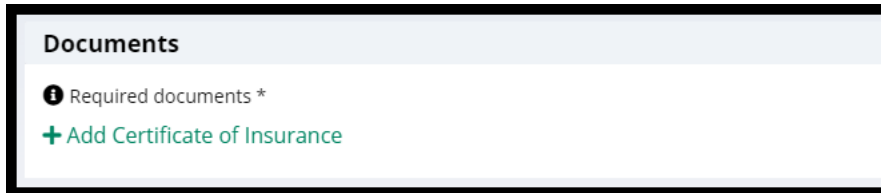
Reason * (highlighted with a red box): Previously Submitted

Notes: COI already submitted for 2022

Remaining: 470 characters

Buttons: Cancel, Submit

- 2) **The upload functionality.** The processing time for uploads has been decreased for an improved user experience.



The screenshot shows a 'Documents' section with the following content:

Required documents *

+ Add Certificate of Insurance

[\(Back\)](#)

Attorney Registration/EAMS – Release Notes

(2/18/2022)

(Attorney Registration – ACH Dishonored Process)

Fixed	The ACH dishonored process has been updated to consider only R codes for reversing buckets/statuses. For more information, click here .
Fixed	Code R13 has been updated to reflect that the error code includes dishonored payments for invalid routing numbers. For more information, click here .
Fixed	The format of the ACH Dishonored Report has been updated. For more information, click here .
Fixed	A fix has been deployed so that all bank misc. fees remain if a firm’s payment is dishonored multiple times. For more information, click here .

(EAMS – COI Insurance Agent Uploads)

Enhanced	The number of firm name search results that display has been increased. For more information, click here .
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(EAMS – Internal Workbasket)

New	Internal staff now have the ability to preview a Certificate of Insurance via a link before uploading. For more information, click here .
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Enhanced	When the Certificate of Insurance rejection reason is 'Other', the comment text box has been increased to 500 characters. For more information, click here .
Enhanced	'Previously Submitted' has been added as a Certificate of Insurance rejection reason. For more information, click here .
Enhanced	An optional 500 character text box has been added for all Certificate of Insurance rejection reasons. For more information, click here .
Enhanced	The email sent to a firm when a Certificate of Insurance is rejected has been updated to include any comments entered in the text box. For more information, click here .
Fixed	Certain Certificates of Insurance uploaded prior to the deployment of upload validations have been fixed so that internal users can successfully select and reject the COI submissions. For more information, click here .
Fixed	In the Certificate of Insurance rejection reason dropdown, "Incomplete Redaction" has been updated to "Incorrect Redaction". For more information, click here .

(EAMS – Search and Manage Tile Fixes)

Fixed	In the 'Search and Manage' tile, inside the 'Audit' modal, the column header "Review User" has been updated to "Last modified by". For more information, click here .
Fixed	In the 'Search and Manage' tile, a fix has been entered so that attorney search results contain billing statuses for all attorney types. For more information, click here .

Attorney Registration – ACH Dishonored Process – Report

Several fixes have been deployed to fix issues with the ACH Dishonored Report:

- C codes have been removed from the dishonored list. Only R codes will display on the report.
- Code R13 has been updated to read “RDFI not qualified to participate or invalid routing number”.
- The Dishonored Report 0308 format has been updated:

-041222010						
-041842011						
-042362011						
-043871994						
-044221994						
-046102005						
-047601994						
-056811994						
-120962014						
-156472015						
-162822015						
-203172016						
-219662016						
-236492017						
-271732018						
-279672019						
-296042021						
-306782019						
-329022020						
-334482021						
-374452021						
-902232012						
026422005	Checking	R03-No account on file(RDFI is unable to locate account); not used for ARC, BOC, or POP item without individual name field	1/26/22	1/31/22	354363	\$212
Subtotal for Return Code R03		2				\$11,304
TOTAL Return for ACH:		2				\$11304

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Attorney Registration – ACH Dishonored Process – Misc. Fee Fix

A fix has been deployed so that if a firm's ACH payment is dishonored multiple times., the first bank misc. fee is not removed.

Previously:

1. Firm made an ACH payment for multiple attorneys
2. The payment was dishonored
3. The \$10.50 bank misc. fee was added
4. Firm makes a second ACH payment for multiple attorneys
5. The payment is dishonored
6. The first \$10.50 bank misc. fee was removed
7. A second \$10.50 bank misc. was added

The fix corrects this behavior and if a firm has 2 dishonored ACH payments, two bank misc. fees will be added.

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EAMS – COI Insurance Agent Uploads

When an insurance agent logs in and performs a search for a firm, up to 500 records will now display for ease of use.

Certificate of Insurance

Search insured firm

Search by* 📌

Firm ▼

Search Criteria* Name*

ID Name

Search insured firm

Search by* 📌

Firm ▼

Search Criteria* Name*

ID Name

200 records

ID ↕	Name ↕	
F00022788	ADOLFO S DE MARTINIS LLC	<input type="button" value="Open"/>
F00005136	ALFRED F DE MARTINI	<input type="button" value="Open"/>
F00003572	ALVA & MARTIN	<input type="button" value="Open"/>
F00007718	ANN R MARTINSON	<input type="button" value="Open"/>
F00002359	ANTHONY L MARTINO, II	<input type="button" value="Open"/>
F00001588	ANTONIO C MARTINEZ II	<input type="button" value="Open"/>
F00014508	ANTONIO MARTINEZ	<input type="button" value="Open"/>
F00007703	ARTHUR N MARTIN, JR	<input type="button" value="Open"/>
F00025493	BARBARA M MARTIN	<input type="button" value="Open"/>
F00016796	BARBARA ST MARTIN	<input type="button" value="Open"/>

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EAMS Internal Uploads – Preview

Internal users can preview an upload prior to submission using a new link that displays a read-only version of the Certificate of Insurance.

Steps:

1. In the 'Search and Manage' tab, click 'Update Certificate of Insurance'
2. Click to add the Certificate
3. Select the PDF for upload
4. The 'File Name' is a link. Click the link.
5. A read-only version of the COI will open in a window.

Employer overview

ID	Name	Status
F00000224	LATHAM & WATKINS, LLP	ACTIVE

Certificates on file

Effective date	Expiration date	Description	Submitted date	Transaction ID	
01/01/2018	12/31/2019	Misc file for uploads	11/22/2021	ATY2021REG307	View
01/01/2019	01/01/2020	Misc file for uploads	11/23/2021	ATY2021EAM212	View
01/01/2020	12/31/2020	Misc file for uploads	11/23/2021	ATY2021REG333	View
10/01/2021	10/31/2022	Misc file for uploads	11/23/2021	ATY2021REG335	View

[Update Certificate of Insurance](#) [Audit](#)

Documents

Required documents *

[+ Add Certificate of Insurance](#)

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

Attach file(s)

Drag and drop files here

or

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

COI.PDF

[Cancel](#) [Attach](#)

Documents

Required documents *

Documents	Document description	Policy effective date *	Policy expiration date *	File Name
X Certificate of Insurance	COI	<input type="text"/>	<input type="text"/>	COI.PDF

Close Submit

4

ITABTHREAD2 - Work - Microsoft Edge

https://iportaleams-qacloud.aocnp.njcourts.gov/prweb/PRA...

1 of 1

COI

File Name
COI.PDF

5


Close Submit

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EAMS Malpractice COI Review Workbasket Enhancements

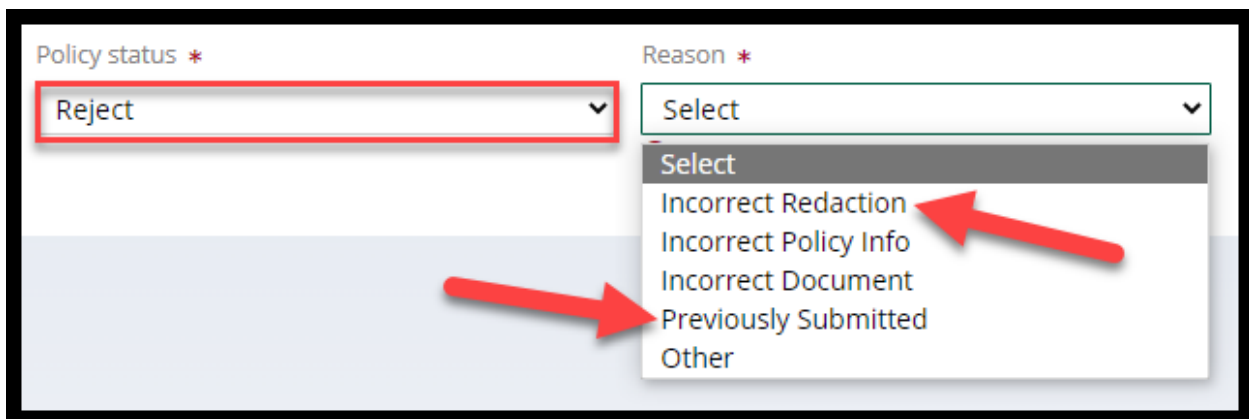
A number of enhancements have been deployed to the EAMS internal workbasket for review of Certificates of Insurance uploaded by external users.

A *required* text box has been added for up to 500 characters when the reason for a COI rejection is 'Other':



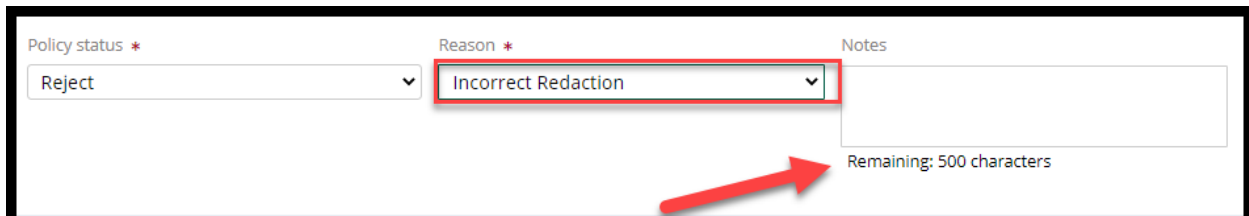
The screenshot shows a form with three main sections: 'Policy status *', 'Reason *', and 'Other reason *'. The 'Policy status' dropdown is set to 'Reject'. The 'Reason' dropdown is set to 'Other'. To the right of the 'Reason' dropdown is a text box for 'Other reason *'. Below the text box, it says 'Remaining: 500 characters'. A red arrow points from the 'Other' dropdown to the text box.

“Previously Submitted” has been added as a new rejection reason and “Incomplete Redaction” has been updated to “Incorrect Redaction”:



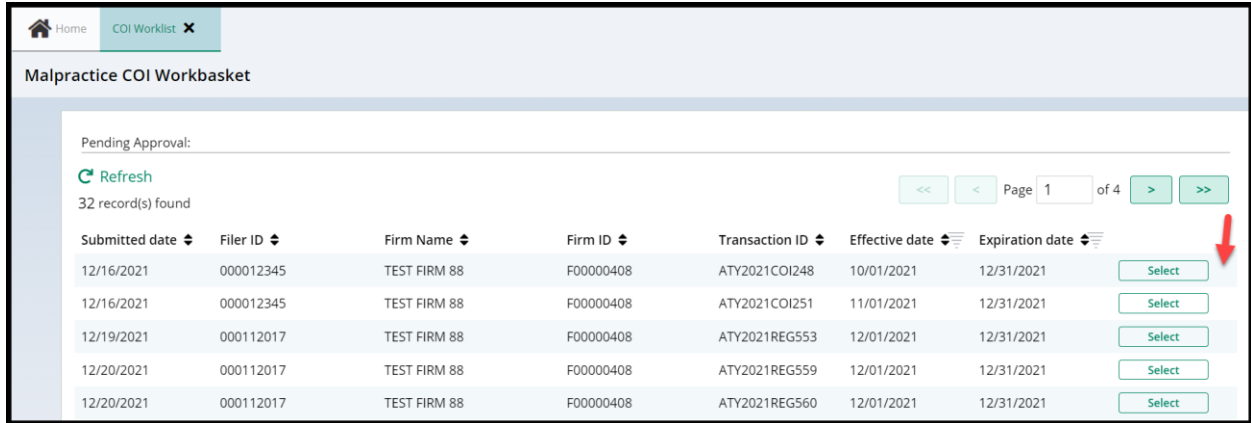
The screenshot shows the 'Reason *' dropdown menu open. The 'Policy status *' dropdown is set to 'Reject'. The 'Reason *' dropdown is set to 'Select'. The dropdown menu is open, showing the following options: 'Select', 'Incorrect Redaction', 'Incorrect Policy Info', 'Incorrect Document', 'Previously Submitted', and 'Other'. Two red arrows point to 'Incorrect Redaction' and 'Previously Submitted'.

All rejection reasons aside from 'Other' now have an *optional* text box for up to 500 characters:



The screenshot shows a form with three main sections: 'Policy status *', 'Reason *', and 'Notes'. The 'Policy status' dropdown is set to 'Reject'. The 'Reason' dropdown is set to 'Incorrect Redaction'. To the right of the 'Reason' dropdown is a text box for 'Notes'. Below the text box, it says 'Remaining: 500 characters'. A red arrow points from the 'Incorrect Redaction' dropdown to the text box.

A fix has been deployed so that internal users can open all pending Certificates of Insurance uploaded by external users prior to the deployment of validations for uploads. This fix allows internal users to select the pending uploads and reject the COIs.



The screenshot shows a web application interface for a 'Malpractice COI Workbasket'. At the top, there are navigation tabs for 'Home' and 'COI Worklist'. Below the title, there is a 'Pending Approval:' section with a 'Refresh' button and a pagination control showing 'Page 1 of 4'. A table lists 32 records, with the first five rows visible. Each row contains columns for Submitted date, Filer ID, Firm Name, Firm ID, Transaction ID, Effective date, and Expiration date. A 'Select' button is located at the end of each row. A red arrow points to the 'Select' button in the first row.



Submitted date	Filer ID	Firm Name	Firm ID	Transaction ID	Effective date	Expiration date	
12/16/2021	000012345	TEST FIRM 88	F00000408	ATY2021COI248	10/01/2021	12/31/2021	Select
12/16/2021	000012345	TEST FIRM 88	F00000408	ATY2021COI251	11/01/2021	12/31/2021	Select
12/19/2021	000112017	TEST FIRM 88	F00000408	ATY2021REG553	12/01/2021	12/31/2021	Select
12/20/2021	000112017	TEST FIRM 88	F00000408	ATY2021REG559	12/01/2021	12/31/2021	Select
12/20/2021	000112017	TEST FIRM 88	F00000408	ATY2021REG560	12/01/2021	12/31/2021	Select


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COI Rejection Email Updated


The email sent to a firm's billing address when a Certificate of Insurance is rejected has been updated to include all text entered in the newly added text boxes.

Certificate of Insurance Not Accepted

 **cams.mbx@njcourts.gov**
Today, 10:27 AM
Susan Flynn 

 Reply

Inbox



The certificate of insurance referenced below cannot be accepted for **Incorrect Document - This is not a Certificate of Insurance. Please re-submit.** Please resubmit the insurance certificate.

Document: **Certificate of Insurance**
Insured: **LATHAM & WATKINS, LLP**
Filer: **LATHAM & WATKINS, LLP**
Policy Effective Date: **1/1/2022**
Policy Expiration Date: **1/27/2022**
Transaction ID: **ATY022REG675**
Submitted: **01/27/2022 at 03:00:59**

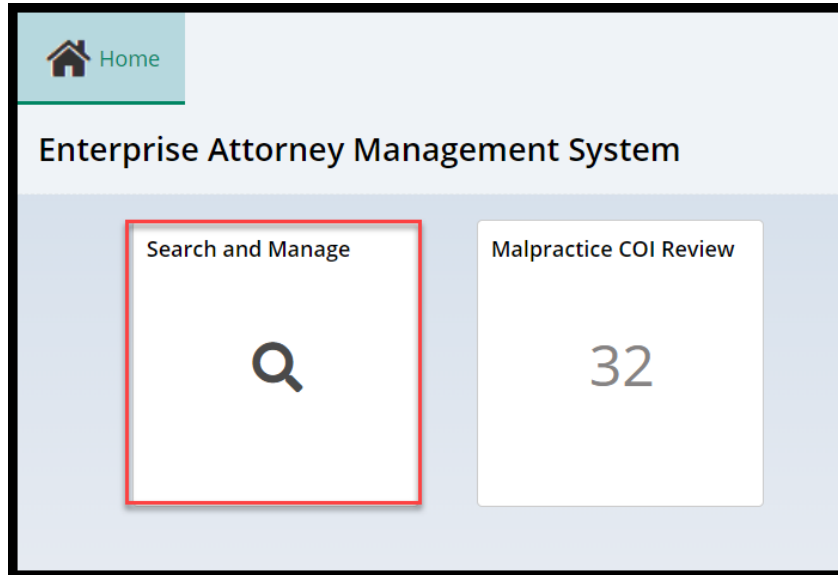
This notification is for information purposes.

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

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EAMS Search and Manage Tile Fixes

In the 'Search and Manage' tile, two fixes have been deployed to improve user experience.



In the 'Audit' modal, the column previously labeled "Review User" has been updated to "Last modified by":

Employer overview						
ID	Name	Status				
F00000224	LATHAM & WATKINS, LLP	ACTIVE				
Certificates on file						
					Update Certificate of Insurance	Audit
Effective date	Expiration date	Description	Submitted date	Transaction ID		
01/01/2018	12/31/2019	Misc file for uploads	11/22/2021	ATY2021REG307	View	
01/01/2019	01/01/2020	Misc file for uploads	11/23/2021	ATY2021EAM212	View	
01/01/2020	12/31/2020	Misc file for uploads	11/23/2021	ATY2021REG333	View	

Audit - Certification of insurance						
Submitted date	Filer ID	Transaction ID	Firm ID	Review status	Last modified by	Date/Time
11/22/2021	F00000224	ATY2021REG307	F00000224	Approved	007222001	11/22/2021 03:41 PM
11/23/2021	susan.flynn	ATY2021EAM212	F00000224	Approved		11/23/2021 02:24 PM
11/23/2021	F00000224	ATY2021REG333	F00000224	Approved	shalini.agarwal	11/23/2021 12:40 PM
01/27/2022	F00000224	ATY022REG677	F00000224	Rejected	susan.flynn	02/15/2022 03:40 PM

The second fix improves the information displayed in the attorney search results. When an attorney is searched, the results will now display all billings statuses. Previously, some statuses for some attorneys did not display.

Search parameters
✕

Search by *

Attorney
▼

Search Criteria * Last name * First name

ID Name

Close

Reset

Search

Prior to the fix:

Bar ID	Name	Good standing status	Billing status	Admission date	
010171974	JOHN E ADAMS JR	ACTIVE	(DASH) NO RESPONSE	12/10/1974	Select
030301982	JOHN J ADAMS	DECEASED	DECEASED	06/01/1983	Select
248881968	JOHN W ADAMS	LICENSE ADMINISTRATIVELY REVOKED	50-YEARS EXEMPTION	11/27/1968	Select
038831995	JONATHAN CRAIG ADAMS	ACTIVE	(DASH) NO RESPONSE	12/18/1995	Select
PHV012286	JOSEPH H ADAMS	PRO HAC VICE ATTY			Select
004841990	JOSEPH M ADAMS	ACTIVE	(DASH) NO RESPONSE	10/31/1990	Select
039011993	KAREN J ADAMS	LICENSE ADMINISTRATIVELY REVOKED	LICENSE REVOKED	01/17/1995	Select
IHC001485	KATHERINE L ADAMS	ADMIN INELIGIBLE	INELIGIBLE	04/28/2006	Select
032641993	KIMBERLEY KAY ADAMS	ADMIN INELIGIBLE	INELIGIBLE	12/21/1993	Select
909282012	LAURA ANN ADAMS	ACTIVE	(DASH) NO RESPONSE	11/26/2012	Select

After the fix:

Search by: Name: ad + Add/Change

Refresh

373 records

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Bar ID	Name	Good standing status	Billing status	Admission date	
030301982	JOHN J ADAMS	DECEASED	DECEASED	06/01/1983	Select
248881968	JOHN W ADAMS	LICENSE ADMINISTRATIVELY REVOKED	50-YEARS EXEMPTION	11/27/1968	Select
038831995	JONATHAN CRAIG ADAMS	ACTIVE	(DASH) NO RESPONSE	12/18/1995	Select
PHV012286	JOSEPH H ADAMS	PRO HAC VICE ATTY	NOT ON CASE		Select
004841990	JOSEPH M ADAMS	ACTIVE	(DASH) NO RESPONSE	10/31/1990	Select
039011993	KAREN J ADAMS	LICENSE ADMINISTRATIVELY REVOKED	LICENSE REVOKED	01/17/1995	Select
IHC001485	KATHERINE L ADAMS	ADMIN INELIGIBLE	INELIGIBLE PHV IHC MJP FLC	04/28/2006	Select

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Attorney Registration/EAMS – Release Notes

(2/11/2022)

(Attorney and Employer Registration, Insurance Agents)

	Validations have been added so that the system will only accept Certificates of Insurance in PDF format. An error message will display if a user attempts to upload a COI not in PDF format. For more information, click here .
	Users will be able to upload PDFs with upper or lower case file extensions. For more information, click here .

(EAMS)

	Additional validations have been added for uploads which will result in internal users seeing fewer errors upon opening hyperlinks to COIs. For more information, click here .
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The System Will Only Accept Certificates of Insurance in PDF Format

A fix has been deployed so that the system will accept only PDF documents for upload. Users receive an error message if the upload of a Certificate of Insurance fails due to the selection of a non-PDF document type for upload. The validation prevents a failed upload from saving any data entered into the system for that upload attempt and ensures that users are aware the upload was unsuccessful.

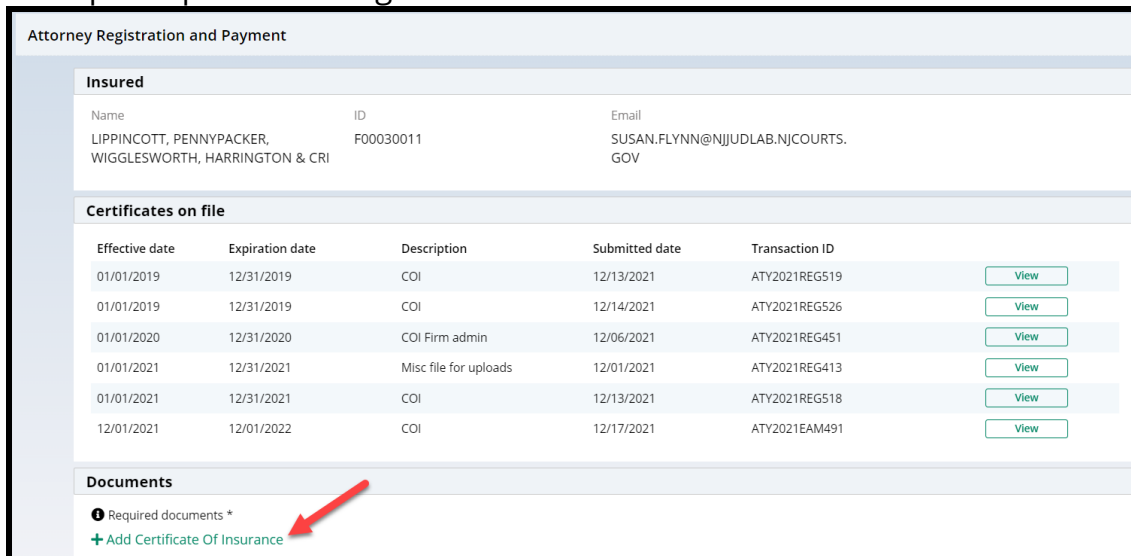
Previously, no error message displayed when an upload failed, and the system saved the data entered with the failed upload to the internal workbasket. Now users will be informed that the upload failed because the document was not a PDF.

Steps:

Users access the system via the COI tile or a link:



The upload process is begun:

A screenshot of the "Attorney Registration and Payment" system interface. The page is divided into several sections. The "Insured" section shows the name "LIPPINCOTT, PENNYPACKER, WIGGLESWORTH, HARRINGTON & CRI", ID "F00030011", and email "SUSAN.FLYNN@NJJUDLAB.NJCOURTS.GOV". The "Certificates on file" section is a table with columns for Effective date, Expiration date, Description, Submitted date, and Transaction ID. It lists six certificates. The "Documents" section at the bottom has a red arrow pointing to a link that says "+ Add Certificate Of Insurance".

Effective date	Expiration date	Description	Submitted date	Transaction ID	
01/01/2019	12/31/2019	COI	12/13/2021	ATY2021REG519	View
01/01/2019	12/31/2019	COI	12/14/2021	ATY2021REG526	View
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
01/01/2021	12/31/2021	COI	12/13/2021	ATY2021REG518	View
12/01/2021	12/01/2022	COI	12/17/2021	ATY2021EAM491	View

Users click 'Submit' and the acknowledgement:

Documents

Required documents *

Documents	Document description	Policy effective date *	Policy expiration date *	File name
X Certificate of Insurance	COI	2/1/2022	02/1/2023	COI.docx

Close Submit

If the COI is not in PDF format, an error will display:

Error

System Error: Only COIs in PDF format can be uploaded.

Insured

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

Certificates on file

Effective date	Expiration date	Description	Submitted date	Transaction ID
01/01/2019	12/31/2019	COI	12/13/2021	ATY2021REG519
01/01/2019	12/31/2019	COI	12/14/2021	ATY2021REG526
01/01/2020	12/31/2020	COI Firm admin	12/06/2021	ATY2021REG451
01/01/2021	12/31/2021	Misc file for uploads	12/01/2021	ATY2021REG413
01/01/2021	12/31/2021	COI	12/13/2021	ATY2021REG518
12/01/2021	12/01/2022	COI	12/17/2021	ATY2021EAM491

Documents

Required documents *

Documents	Document description	Policy effective date *	Policy expiration date *	File name
X Certificate of Insurance	COI word docx	1/1/2022	2/28/2022	COI.docx

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The System will Accept Lower and Upper Case PDF file extensions

A fix has been added so that the system will accept PDF file extensions in either lower or upper case letters.

Previously, uploads with capital letter PDF file extensions failed.

Examples of acceptable file extensions

Lower case file extension:

Documents				
Required documents *				
Documents	Document description	Policy effective date *	Policy expiration date *	File name
× Certificate of Insurance	COI (2)	2/1/2021	2/1/2022	COI (2).pdf
				<input type="button" value="Close"/> <input type="button" value="Submit"/>

Upper case file extension:

Documents				
Required documents *				
Documents	Document description	Policy effective date *	Policy expiration date *	File name
× Certificate of Insurance	COI	2/1/2021	2/1/2022	COI.PDF
				<input type="button" value="Close"/> <input type="button" value="Submit"/>

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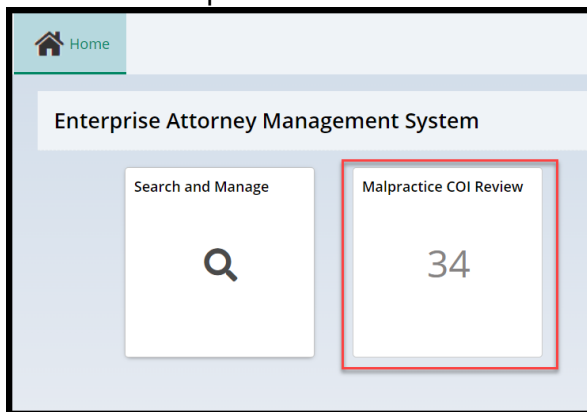
EAMS Workbasket

The validations described above enhance the internal EAMS workbasket by preventing the display of failed Certificate of Insurance uploads in the workbasket. The system now: 1) displays an error message if a user attempts to upload a COI that is not in PDF format; and 2) permits a PDF to be uploaded whether the file extension is in upper or lower case letters (COI.PDF and COI.pdf are both permitted). The result is that internal users will have fewer rejections based on upload failures.

Additional validation fixes are in progress.

Steps:

Enter the Malpractice COI Review tile:



The workbasket will no longer contain entries where the upload failed because the COI was not in PDF format or because it had an upper case file extension:

The screenshot shows the 'Malpractice COI Workbasket' interface. It includes a 'Pending Approval:' section with a 'Refresh' button and a '34 record(s) found' status. Below this is a table with columns for Submitted date, Filer ID, Firm Name, Firm ID, Transaction ID, Effective date, and Expiration date. Each row has a 'Select' button. The table is highlighted with a red border.

Submitted date	Filer ID	Firm Name	Firm ID	Transaction ID	Effective date	Expiration date	
12/16/2021	000012345	TEST FIRM 88	F00000408	ATY2021COI248	10/01/2021	12/31/2021	Select
12/16/2021	000012345	TEST FIRM 88	F00000408	ATY2021COI251	11/01/2021	12/31/2021	Select
12/19/2021	000112017	TEST FIRM 88	F00000408	ATY2021REG553	12/01/2021	12/31/2021	Select
12/20/2021	000112017	TEST FIRM 88	F00000408	ATY2021REG559	12/01/2021	12/31/2021	Select

When internal users click the 'Certificate of Insurance' hyperlink they will see fewer errors because failed uploads have been blocked by the validations.

Review Policy			
Document	Document description	Policy effective date	Policy expiration date
Certificate Of Insurance	testing the length that the description will allow in order to a	01/01/2022	01/18/2022

Transaction ID
ATY022REG679

Policy status *

Select



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Attorney Registration/EAMS – Release Notes

(1/28/2022)

(Attorney and Employer Registration, Insurance Agents)

Fixed	Users will receive an error message if a Certificate of Insurance cannot be uploaded due to a system outage. For more information, click here .
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(EAMS)

Enhanced	The addition of validations at upload will result in internal users seeing fewer errors upon opening hyperlinks to COIs. For more information, click here .
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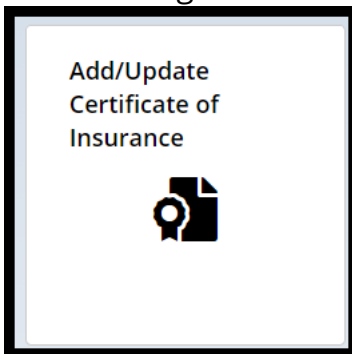
Attorney and Employer Registration, Insurance Agents

A fix has been deployed in attorney and employer registration so that users receive an error message if the upload of a Certificate of Insurance fails due to a system outage. The validation prevents a failed upload from saving any data entered the system for that upload attempt and ensures that attorneys are aware the upload was unsuccessful.

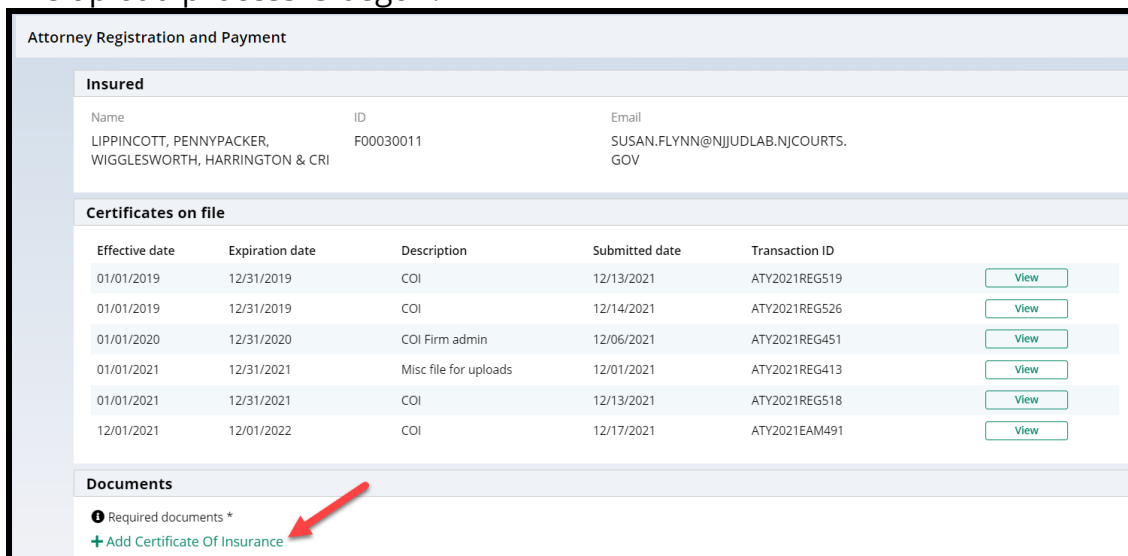
Previously, no error message displayed when an upload failed, and the system saved the data entered with the failed upload to the internal workbasket. Now users will be informed that the upload failed and that they must try to upload later.

Steps:

Users access the COI tile or a link: 1) from within attorney registration; 2) for insurance agents:



The upload process is begun:



Effective date	Expiration date	Description	Submitted date	Transaction ID	
01/01/2019	12/31/2019	COI	12/13/2021	ATY2021REG519	View
01/01/2019	12/31/2019	COI	12/14/2021	ATY2021REG526	View
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
01/01/2021	12/31/2021	COI	12/13/2021	ATY2021REG518	View
12/01/2021	12/01/2022	COI	12/17/2021	ATY2021EAM491	View


Users click 'Submit' and the acknowledgement:

Documents

Required documents *

Documents	Document description	Policy effective date *	Policy expiration date *	File name
X Certificate of Insurance	COI for Supreme Ct Clerk	1/1/2022	1/31/2022	COI.pdf

Close Submit



If there is a system outage an error will display:


Attorney Registration and Payment

Error

System Error: System is unable to upload the certificate. Please try again later.

Insured

Name	ID	Email
LIPPINCOTT, PENNYPACKER, WIGGLESWORTH, HARRINGTON & CRI	F00030011	SUSAN.FLYNN@NJJD.LAB.NJ.COURTS. GOV



[\(Back\)](#)

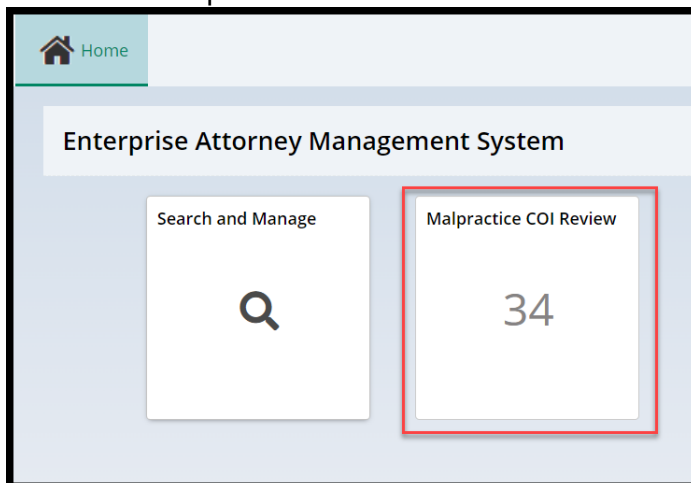
EAMS Workbasket

The validations described above enhance the internal EAMS workbasket by preventing the display of failed Certificate of Insurance uploads in the workbasket when the failure is due to a system outage. Additional validation fixes are in progress.

If an upload fails at the user end due to a system outage, the user will receive an error message and any data entered during the failed upload process will be prevented from displaying in the EAMS workbasket. The result is that internal users will have fewer rejections based on upload failures.

Steps:

Enter the Malpractice COI Review tile:



The workbasket will no longer contain entries where the upload failed because of a system outage:

The screenshot shows the 'Malpractice COI Workbasket' interface. At the top, there is a 'Pending Approval:' section with a 'Refresh' button. Below this, it indicates '34 record(s) found' and includes pagination controls showing 'Page 1 of 4'. A table of records is displayed with the following columns: Submitted date, Filer ID, Firm Name, Firm ID, Transaction ID, Effective date, and Expiration date. Each row has a 'Select' button to its right.

Submitted date	Filer ID	Firm Name	Firm ID	Transaction ID	Effective date	Expiration date	
12/16/2021	000012345	TEST FIRM 88	F00000408	ATY2021COI248	10/01/2021	12/31/2021	Select
12/16/2021	000012345	TEST FIRM 88	F00000408	ATY2021COI251	11/01/2021	12/31/2021	Select
12/19/2021	000112017	TEST FIRM 88	F00000408	ATY2021REG553	12/01/2021	12/31/2021	Select
12/20/2021	000112017	TEST FIRM 88	F00000408	ATY2021REG559	12/01/2021	12/31/2021	Select

When internal users click the 'Certificate of Insurance' hyperlink they will see fewer errors because failed uploads have been blocked by the validations.

Review Policy			
Document	Document description	Policy effective date	Policy expiration date
Certificate Of Insurance	testing the length that the description will allow in order to a	01/01/2022	01/18/2022

Transaction ID
ATY022REG679

Policy status *

Select





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Attorney Registration/CAMS – Release Notes

(1/4/2022)

(Attorney Registration)

	Attorney registration has been updated to reflect the 2022 language changes with respect to billing registration and CLE deadlines. For more information, click here .
	Attorney registration has been updated to reflect changes to the verbiage regarding required diversity training. For more information, click here .

(Employer Registration)

	Employer registration has been updated to include contact information for the Lawyers' Fund for Client Protection. For more information, click here .
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2022 Verbiage Updates Have Been Made in Attorney Registration

Attorney registration has been updated to reflect the 2022 deadlines for billing registration and CLE compliance reporting.

Billing and payment deadlines for 2022:







Attorney Registration and Payment Process

New Jersey attorneys are required to electronically file a registration statement annually in a form prescribed by the Administrative Director of the Courts with approval of the Supreme Court and to pay an assessment in an amount determined by the Supreme Court. That registration statement requires the attorney to provide information related to the attorney's email address and cell phone number, pro bono status, continuing legal education (if applicable) and to pay the applicable assessment.

By Order of the Supreme Court dated July 29, 2019, [Rule 1:20](#) and [Rule 1:21](#) were amended to require attorneys to provide "an email address and a cell phone number." That information will be used for official Judiciary business purposes and will not be accessible to the public, unless the email address is also used for electronic filing notifications. Additionally, the cell phone number and/or email address will be utilized by the Judiciary for two-factor authentication. Attorneys are required to update any changes to their cell phone number or email address within 30 days of the change.

The annual assessment is used to support the attorney discipline system, the [Lawyers' Fund for Client Protection](#), the Board on [Continuing Legal Education](#) and the [New Jersey Lawyers Assistance Program](#). The deadline for payment without the \$40 late fee is [February 25, 2022](#). Attorneys who fail to register and pay the annual assessment by [April 29, 2022](#) will be declared ineligible to practice law by Order of the Supreme Court. Attorneys who remain ineligible list for seven consecutive years will be administratively revoked by the Supreme Court.

Note: Ineligible attorneys may use the Annual Registration and Payment Center only if the attorney intends to pay the entire balance due or to claim an exemption for the entire period of ineligibility. Should you have any questions about ineligibility please contact the Lawyers' Fund for Client Protection at 855-533-FUND (3863) for assistance.

[Begin Registration](#)

CLE compliance reporting:

Acknowledgement

For information on New Jersey's mandatory continuing legal education requirement and compliance reporting, click [here](#).

GROUP 1 ATTORNEYS (BIRTH MONTH JANUARY THROUGH JUNE) ARE DUE TO REPORT COMPLIANCE WITH THE CONTINUING LEGAL EDUCATION (CLE) REQUIREMENT DURING THE 2022 ATTORNEY REGISTRATION PROCESS.

Pursuant to [BCLE Reg. 402:1](#), attorneys who report that they have not completed the CLE requirement by [12/31/2021](#) will be assessed a \$50 noncompliance fee and given a grace period until [6/24/2022](#) to complete their CLE requirement. Upon completion of the CLE credits, they MUST return to this on-line registration system to report final compliance on or before [6/24/2022](#). After the expiration of the grace period, attorneys can no longer report CLE compliance through the on-line registration system.

Those who fail to complete and/or report CLE compliance by the expiration of the grace period will be assessed an additional \$50 noncompliance fee, for a total of \$100, and be required to submit a reporting form provided by the Board, along with documentation proving compliance.

Attorneys who remain noncompliant with the CLE requirement are subject to being declared administratively ineligible to practice New Jersey law. To be removed from the CLE Ineligible List, attorneys must make up all required credits for each compliance period that they are noncompliant and pay all required fees.

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Diversity Training Verbiage Update

The verbiage regarding the Judiciary's diversity training has been updated on the CLE reporting screen:

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. Diversity, inclusion, and elimination of bias programs and courses relevant to the practice of law may include, among other topics, implicit and explicit bias, equal access to justice, serving a diverse population, diversity and inclusion initiatives in the legal profession, and cultural competency in the practice of law or the administration of justice. [Read the Notice and Order.](#)

The Judiciary's Diversity, Inclusion, and Community Engagement Program plans to offer a series of free real-time virtual courses on implicit bias and elimination of bias.

For questions relating to CLE compliance, please contact the Board on Continuing Legal Education at (609) 815-2930 or email SCTCLE.mailbox@njcourts.gov

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Employer Registration Update

In addition to updates to the billing and payment deadlines, employer registration now provides contact information for the NJ Lawyers' Fund for Client Protection:

Employer Payment Center

Welcome to the employer page of the Online Registration and Payment Center. You can pay the registration fees for multiple attorneys with a single online transaction using American Express, VISA, MasterCard, Discover, ACH Debit or JACS.

Before you begin, please note that your attorneys must first sign into the Online Attorney Registration and Payment Center to complete their registrations and "Opt for employer pay". You may remit payment only for those attorneys who have completed this step (status "Complete"). You can return later to pay for those who have not yet done so (status "Incomplete").


The 2022 deadline for payment without incurring the \$40 late fee for each unpaid attorney is February 25, 2022. Payment is ultimately the individual responsibility of each New Jersey attorney. Employers are allowed to pay for an attorney as a convenience. Attorneys who fail to comply with both the registration and payment requirements by the final deadline of April 29, 2022 will be placed on the Supreme Court's Ineligible to Practice List and must immediately cease practicing. The licenses of attorneys whose names are entered on the Ineligible List for seven consecutive years will be revoked by the Court.

Note: For questions relating to payments, please contact NJ Lawyers' Fund for Client Protection at 855-533-FUND (3863) or email LFCP.mailbox@njcourts.gov



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Attorney Registration/CAMS – Release Notes (12/17/2021)


(Attorney Search)

	Attorney search has been enhanced to include PDFs of Certificates of Insurance. For more information, click here .
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(Attorney Registration)

	Attorney registration has been enhanced to allow attorneys to upload Certificates of Insurance in attorney registration. For more information, click here .
	Attorney registration has been enhanced to allow firm administrators to upload Certificates of Insurance in attorney registration. For more information, click here .

(Insurance Agent Access)

	An enhancement has been added to permit insurance agents to upload Certificates of Insurance on behalf of firms. For more information, click here .
---	---

Attorney Search for Public Users Includes PDF of Certificates of Insurance

Public users utilizing attorney search can view five (5) years' worth of Certificates of Insurance, if available, for any attorney. This enhancement allows members of the public to determine if an attorney has malpractice insurance.

- 1) **Enter** search criteria
- 2) **Complete** reCAPTCHA
- 3) **Click** 'Search'
- 4) Double click the attorney from the **search results**
- 5) The Attorney Detail screen has a new entry for '**Current Certificate of Insurance**'
- 6) Attorneys with a Certificate of Insurance have **links** which when clicked display a **redacted PDF** of the Certificate
- 7) Attorneys who do not have a Certificate of Insurance uploaded have '**No**' listed

Search By Name Area of Certification

To search for an attorney by Name:
Please enter the exact last name you are searching for and at least the first initial of the first name in the provided boxes and click search.


Tips for searching for unique names [Search Help](#)

To further filter your search, enter the city or county of business address for the attorney.

Search By:
Last Name * **1**
First Name * **1**

Optional Filter By:
City
County of Business

Please click "I'm not a robot" and follow the instructions provided. Once you have finished successfully, you will see a green checkmark. Click Search to continue and view attorney information.

I'm not a robot  **2**

3

ATTORNEY SEARCH RESULTS **4**

Additional detailed information is available by double clicking the attorney record

Attorney ID	Suffix	Last	First	Mid	City	County	Good Standing Status	Bar Admission Date	Certified
007242004		ALLEN	ETHAN		TRENTON	MERCER	ACTIVE	10/17/2021	YES
007242004		ALLEN	ETHAN				ACTIVE	10/17/2021	YES
007242004		ALLEN	ETHAN		BRICK - TEST	OCEAN	ACTIVE	10/17/2021	YES

ATTORNEY DETAIL 5

Attorney Name ETHAN ALLEN
NJ Attorney ID 007242004
Bar Admission Date 06/17/1979
Employer City TRENTON
Employer State NJ
Employer County MERCER
Employer Phone (609) 633-7451
Good Standing Status ACTIVE
Current Certificate of Insurance YES 5

The Judiciary displays certificates of insurance that have been provided by, or on behalf of, attorneys and/or firms. To confirm the existence of a certificate of insurance, you should contact the law firm or attorney directly. Most attorneys are not required to maintain professional liability (malpractice) insurance.

Employer	Effective Date
ADELSON TESTAN BRUNDO & JIMENEZ	11/2/2021
	1/1/2020
CONNELL CONNELLS CAMASSA & YURO	3/6/2019
	1/1/2017

Certification Information 6

ATTORNEY DETAIL

Attorney Name WILLIAM BRENNAN
NJ Attorney ID 007222001
Bar Admission Date 02/03/2020
Employer City TRENTON
Employer State NJ
Employer County MERCER
Employer Phone (609) 633-7451
Good Standing Status ADMIN INELIGIBLE
Current Certificate of Insurance NO 7

Most attorneys are not required to maintain professional liability (malpractice) insurance; no negative inference should be drawn if a certificate of insurance is not displayed.

Certification Information

Area Of Certification	County Of Practice
CIVIL	

For more information, see the Quick Reference Guide at [Attorney Registration Instructions \(njcourts.gov\)](http://njcourts.gov).

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Upload of Certificate of Insurance in Attorney Registration

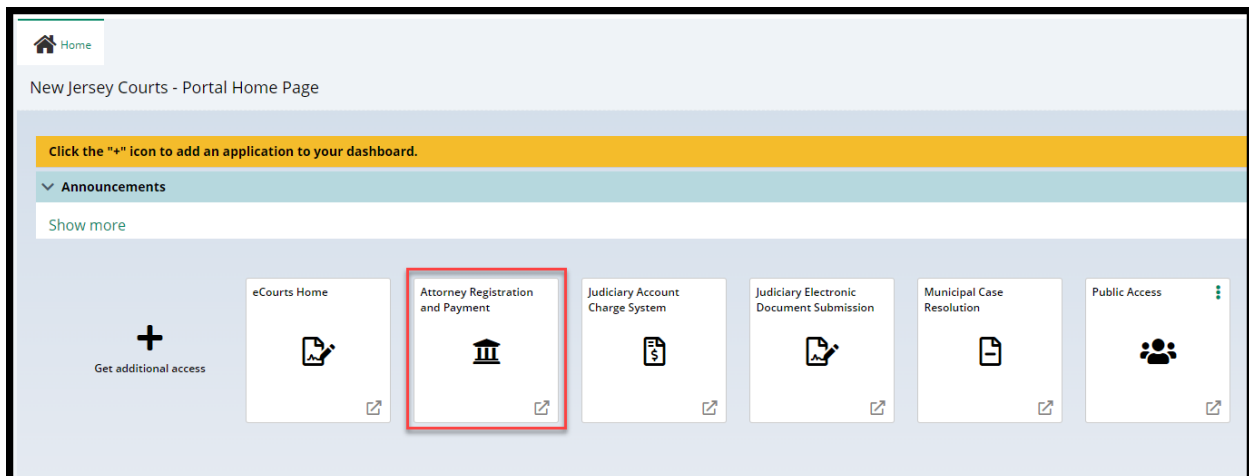
Certificates of Insurance (sometimes referred to as “COI”) can now be uploaded in the attorney registration application. This enhancement is designed to facilitate compliance with the Supreme Court rules requiring professional liability insurance for certain practitioners. The expectation is that this functionality will be primarily utilized by sole practitioners because firms or insurance agents generally submit Certificates of Insurance to the Supreme Court on behalf of the firm and all its affiliated attorneys.

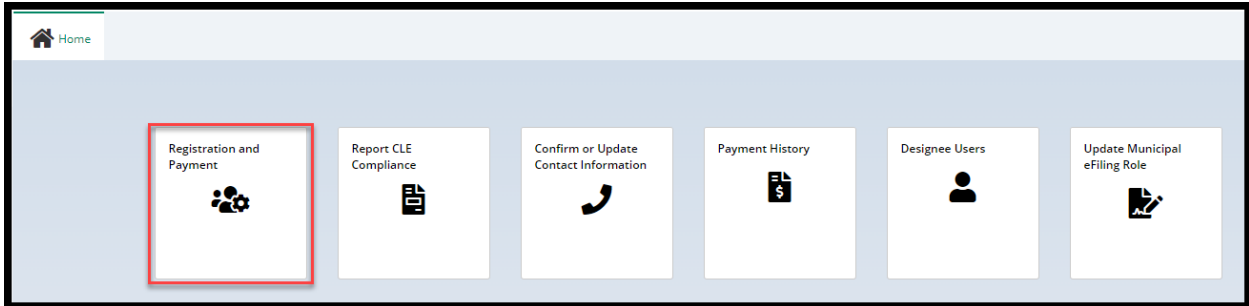
A link and a tile will dynamically display based on the attorney’s answers to a series of new questions within attorney registration. Attorneys can login to attorney registration at any time to upload a Certificate of Insurance.

In order to upload a Certificate of Insurance in attorney registration, attorneys must indicate that they are in private practice and that they are either: 1) *required* to secure professional liability insurance; or 2) not required but *choose* to do so.

Steps:

- 1) Login to attorney registration as usual.





Note: the new questions can also be accessed through the 'Confirm or Update Contact Information' tile.

- 2) Launch registration, and select **"Yes" in answer to Question #1** regarding engaging in the private practice of NJ law
- 3) A **new Question #2** has been added and will display for users who select "Yes" in response to Question #1:

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.)

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:

- 4) Select the appropriate response from the dropdown menu:

Select...

Select...

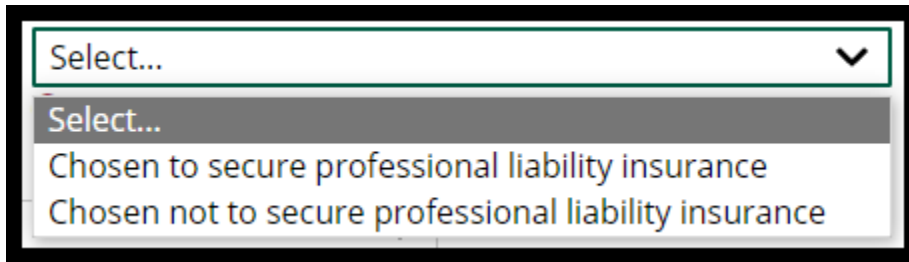
PROFESSIONAL CORPORATION (R.1:21-1A)

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

- 5) Attorneys who select “An individual or partnership not subject to Rules 1:21-1A, 1:21-1B or 1:21-1C” have a second dropdown menu:



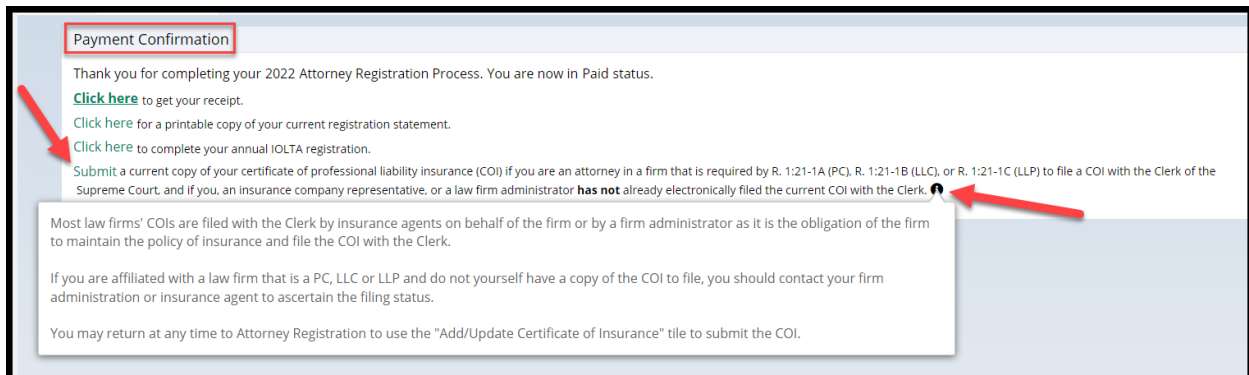
Upload Process

In an effort to make upload convenient, there are two options for uploading a COI:

- 1) at the end of the attorney registration process; or
- 2) via a tile on the Home screen.

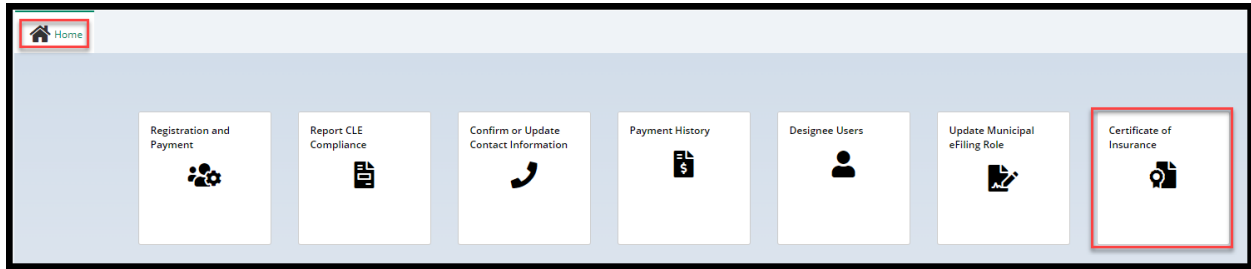
Attorneys choosing to perform the upload at the end of attorney registration can do so using a **link on the 'Payment Confirmation' screen** without the requirement of accessing a separate tile. Attorneys who wish to upload a COI but do not desire or need to complete the entire attorney registration process can answer the questions detailed above and then utilize the **'Certificate of Insurance' tile from the Home screen**.

From the **"Payment Confirmation"** screen, click the 'Submit' link.



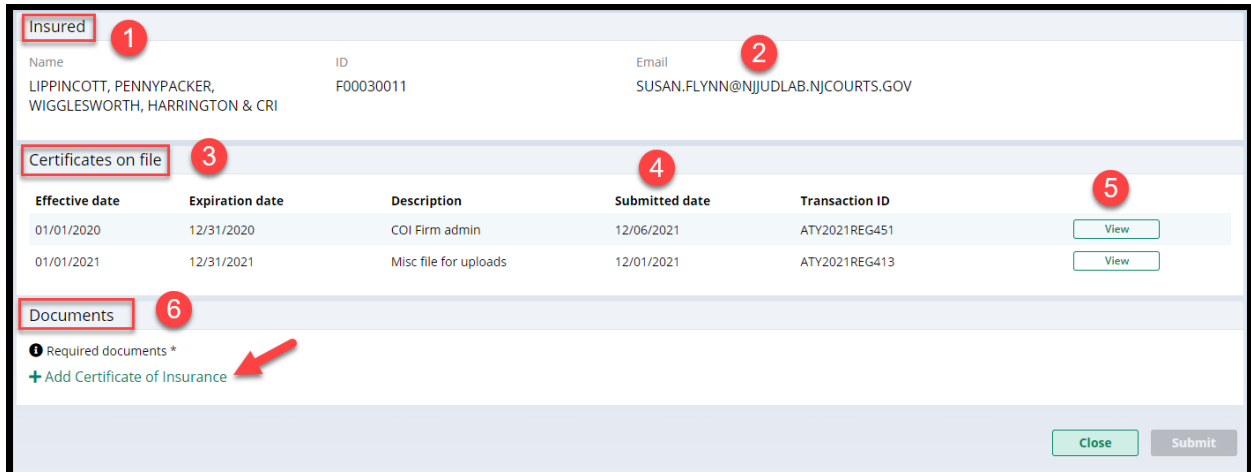
Note the tool tip advising that most firms perform the upload on behalf of their affiliated attorneys.

From the “Home” screen, click the ‘Certificate of Insurance’ tile:



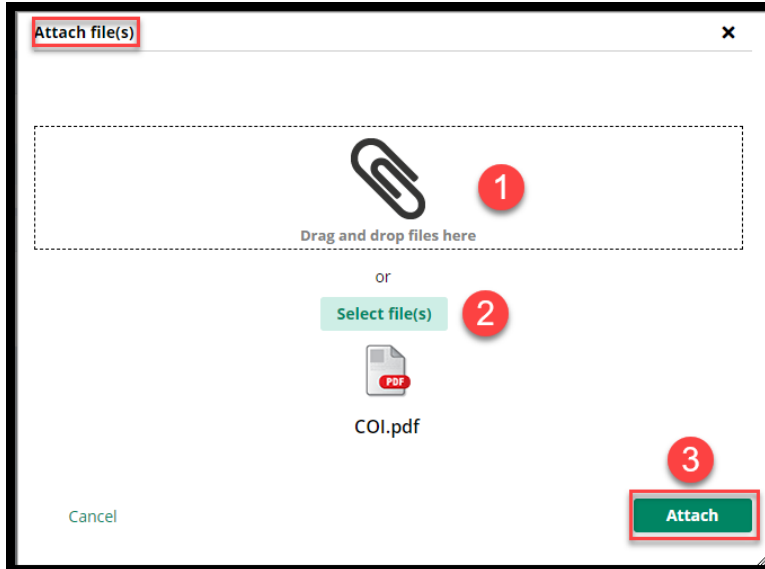
Both upload access options result in the display of the following screen:

- 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 currently uploaded for the insured
- 4) A ‘**View**’ button that will display a PDF of the COIs
- 5) ‘**Documents**’ section for uploading Certificates of Insurance



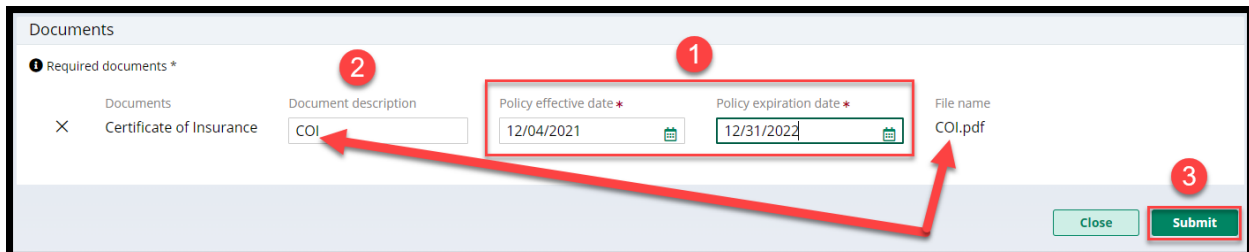
To begin upload, click on **+ Add Certificate of Insurance**

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



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



Certification to submit x

I understand that: 4

- 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.

5

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

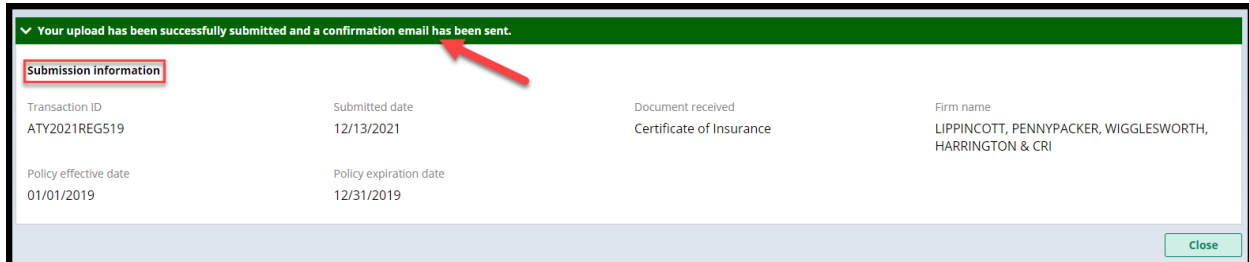
1:21-1. Who May Practice; Appearance in Court

(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 Submission of the COI

A confirmation displays after upload and an email is sent to the firm billing email. The submission process is **complete**.

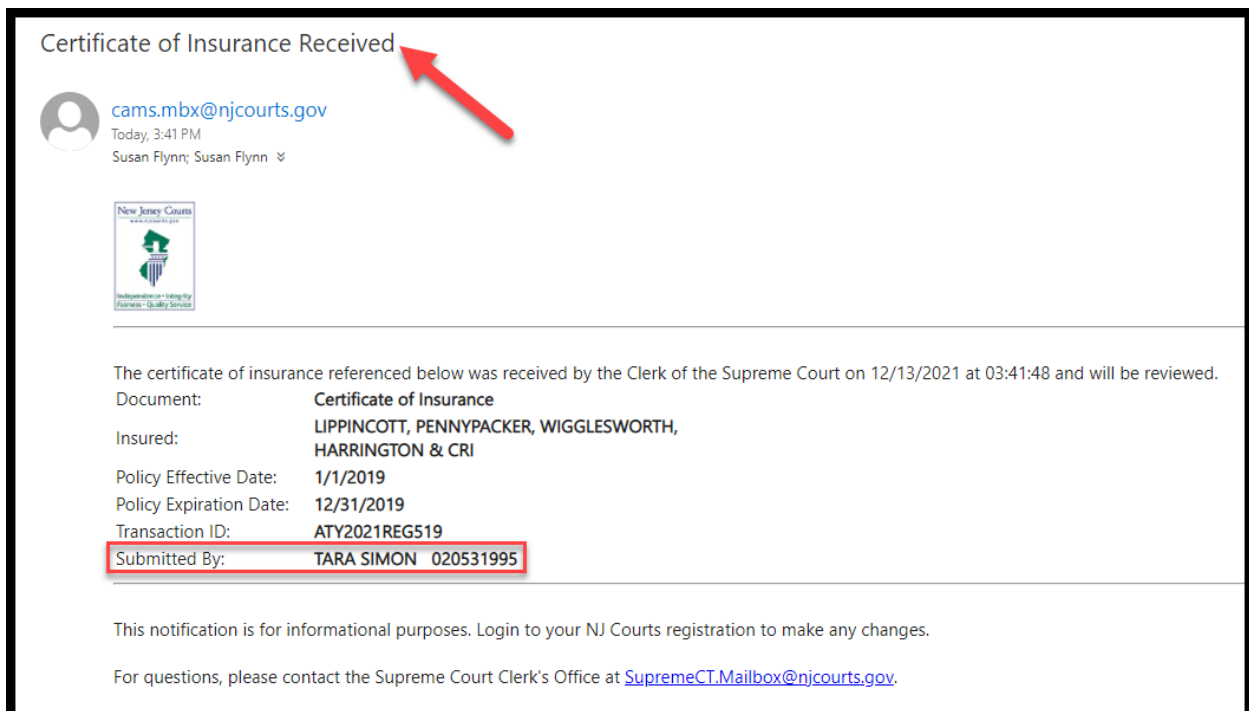


A screenshot of a confirmation message box. At the top, a green bar contains the text: "Your upload has been successfully submitted and a confirmation email has been sent." A red arrow points to this bar. Below the bar, the text "Submission information" is highlighted in a red box. The main content is a table with the following data:

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		

A "Close" button is located in the bottom right corner.

The **confirmation email** contains information regarding the submission with the subject "Certificate of Insurance Received".



A screenshot of an email confirmation. The subject line is "Certificate of Insurance Received", with a red arrow pointing to it. The sender is "cams.mbx@njcourts.gov" with a profile picture, and the time is "Today, 3:41 PM". The recipient is "Susan Flynn; Susan Flynn". Below the sender information is the New Jersey Courts logo with the text "New Jersey Courts" and "Independence • Integrity • Fairness • Quality Service". The main body of the email contains the following text:

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**

Below this information, there is a note: "This notification is for informational purposes. Login to your NJ Courts registration to make any changes." and a contact instruction: "For questions, please contact the Supreme Court Clerk's Office at SupremeCT.Mailbox@njcourts.gov."

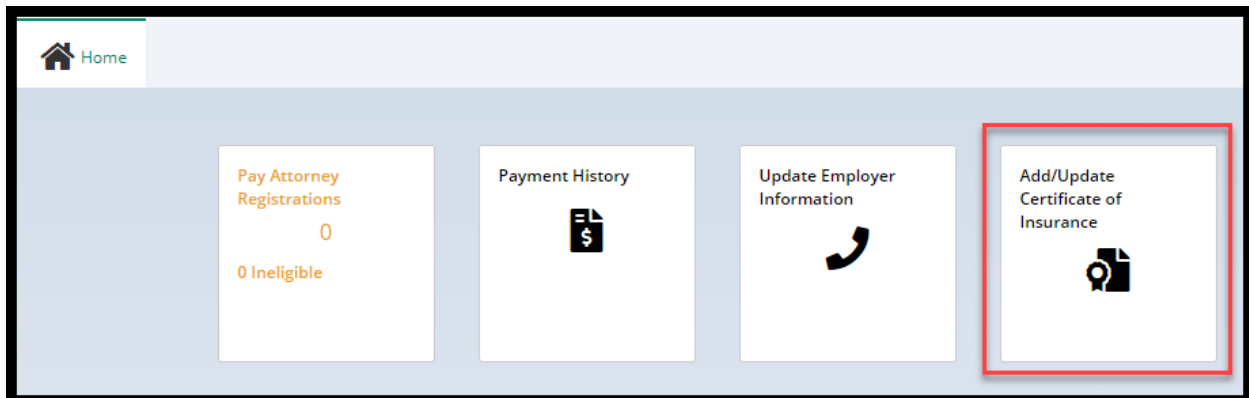
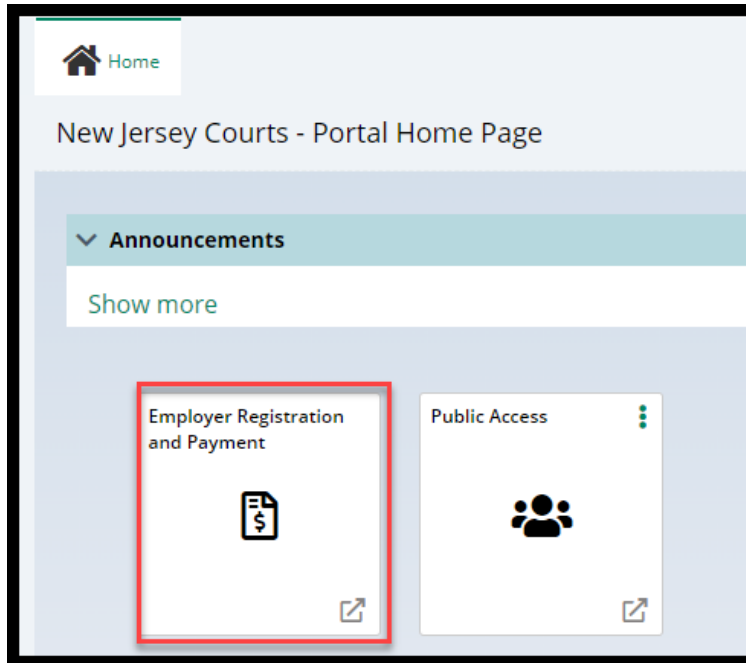
For more information, see the Quick Reference Guide at [Attorney Registration Instructions \(njcourts.gov\)](https://www.njcourts.gov/attorney-registration-instructions).

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Uploading a Certificate of Insurance – Firm Administrators

Firm administrators can also upload Certificates of Insurance in attorney registration.

Administrators will see a ‘Certificate of Insurance’ tile after logging in as usual to the attorney registration application.



Click the “Add/Update Certificate of Insurance” tile to begin.

Upload Process

The following screen displays 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 currently uploaded for the firm
- 4) **Submitted date** is the date the COI was uploaded
- 5) A **'View'** button that will display a PDF of the COI selected
- 6) **'Documents'** section for uploading Certificates of Insurance

The screenshot shows a web interface with three main sections. The top section, labeled 'Insured' (1), displays the firm name 'LIPPINCOTT, PENNYPACKER, WIGGLESWORTH, HARRINGTON & CRI', ID 'F00030011', and email 'SUSAN.FLYNN@NJJD.LAB.NJCOURTS.GOV' (2). The middle section, 'Certificates on file' (3), contains a table with columns for Effective date, Expiration date, Description, Submitted date (4), and Transaction ID (5). The table lists three entries: COI (submitted 12/13/2021), COI Firm admin (submitted 12/06/2021), and Misc file for uploads (submitted 12/01/2021). Each entry has a 'View' button. The bottom section, 'Documents' (6), includes a link '+ Add Certificate of Insurance' with a red arrow pointing to it. 'Close' and 'Submit' buttons are at the bottom right.

Effective date	Expiration date	Description	Submitted date	Transaction ID	
01/01/2017	12/31/2017	COI	12/13/2021	ATY2021REG517	View
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

To begin upload, click on

[+ Add Certificate of Insurance](#)

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

The 'Attach file(s)' dialog box features a dashed box for dragging files (1), a 'Select file(s)' button (2), and an 'Attach' button (3). A file named 'COI.pdf' is shown below the 'Select file(s)' button. 'Cancel' and 'Attach' buttons are at the bottom.

From the "Documents" screen:

- 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

Documents

Required documents *

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

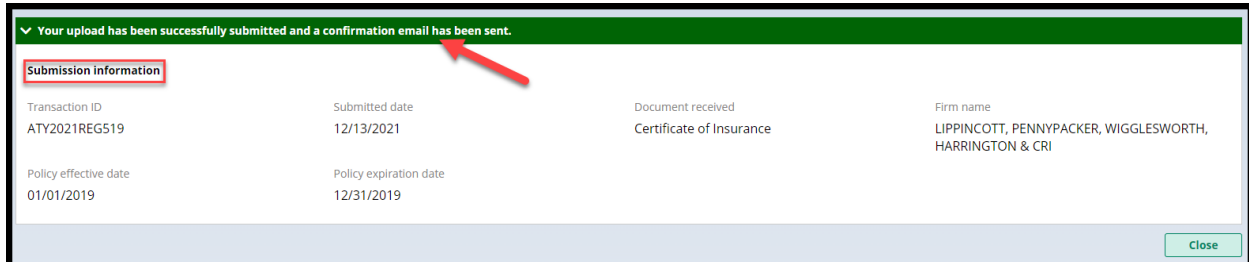
I understand that:

- 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.

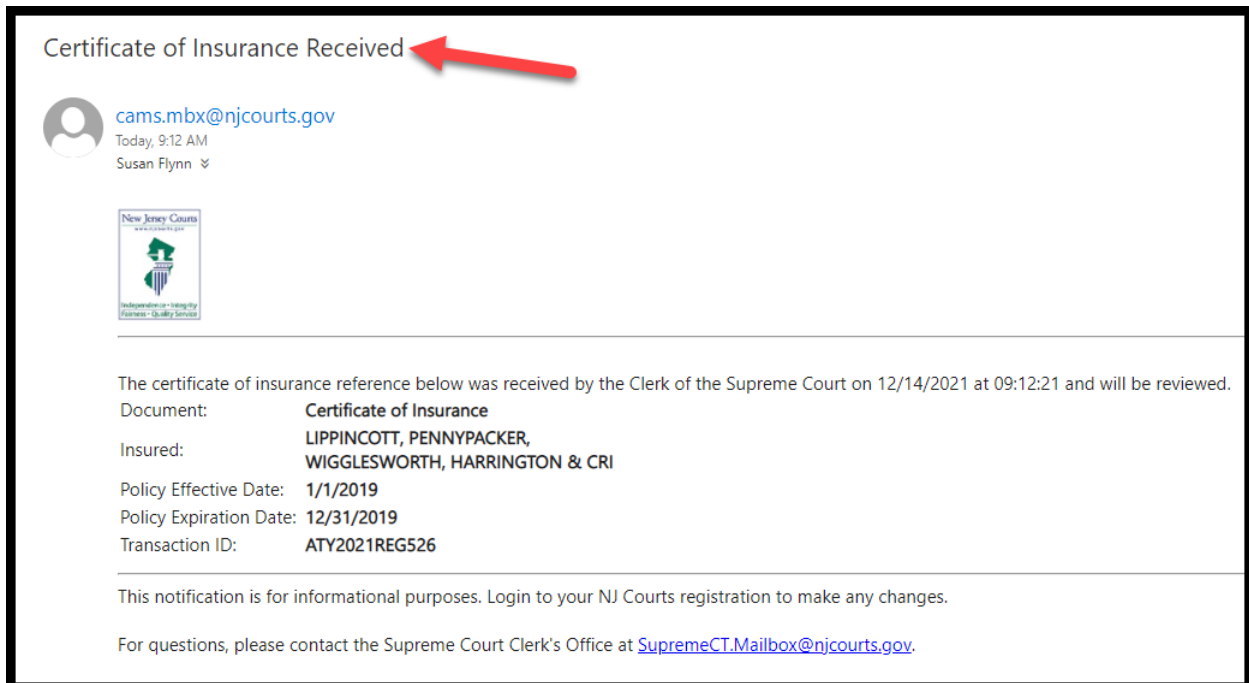
Cancel Accept

Confirmation of Submission of the COI

A **confirmation displays** after upload and an email is sent to the firm billing email. The submission process is **complete**.



The **confirmation email** contains information regarding the submission with the subject "Certificate of Insurance Received".



For more information, see the Quick Reference Guide at [Attorney Registration Instructions \(njcourts.gov\)](https://www.njcourts.gov/attorney-registration-instructions).

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Uploading a Certificate of Insurance – Insurance Agents

Insurers and insurance agents can now directly upload COIs on behalf of firms, streamlining the process.

As an initial step, insurers and insurance agents must obtain a user ID and password to access the upload portal. The Supreme Court will provide the link for self-registration

Self-Registration

- 1) Create a username and password

Step 1: Complete Registration Details > Step 2: Complete Registration Step 3: Activate User

Registration Instructions

Registration is a multi step process:
Step 1: Complete the registration details
Step 2: Accept the privacy statement and click "**Complete Registration**" to receive activation email..
Step 3: Click "**Activation Link**" in your activation email to activate your registration.

Login Details: **1**

User ID *
InsAgent007 (9-15 characters [A-Z,a-z,0-9])

Password *
.....

Confirm Password *
.....

- ✓ Must be exactly 8 Characters long
- ✓ At least 1 Lowercase Letter
- ✓ At least 1 Uppercase letter
- ✓ At least 1 Number
- ✓ At least one of the three special characters @, #, \$

2) Enter contact information. Business name is not required but is recommended

Contact Information

First Name * Susan
Last Name * Flynn
Email * susan.flynn@njjudlab.njcourts.gov
Confirm email * susan.flynn@njjudlab.njcourts.gov
Email address for notifications: * susan.flynn@njjudlab.njcourts.gov
Work phone number * 1234567890
Business name NJ Insurance Co
City Trenton
State NEW JERSEY
Zip/Postal code 08625
Country United States

3) Complete the security questions, enter the email and mobile number for two factor authentication. Click 'Complete Registration'.

Security Questions

Security Question 1 *
What is the first name of your best friend from high school? (3-20 characters)
Security Answer1 *
Security Question 2 *
Who is your favorite book character? (5-20 characters)
Security Answer2 *
Security Question 3 *
What was your favorite toy when you were a child? (1-99 characters)
Security Answer3 *

Two Factor Authentication

Two-factor authentication is an added security measure used to prevent unauthorized access.

Email * susan.flynn@njjudlab.njcourts.gov
Country code * United States (+1)
Mobile number *

Privacy Statement

Select the Check Box to indicate that you have read and fully understood the Privacy Terms

Complete Registration

4) A confirmation displays:

Step 1: Complete Registration Details > Step 2: Complete Registration > Step 3: Activate User

Thank you for registering with NJCourtsOnline.com.

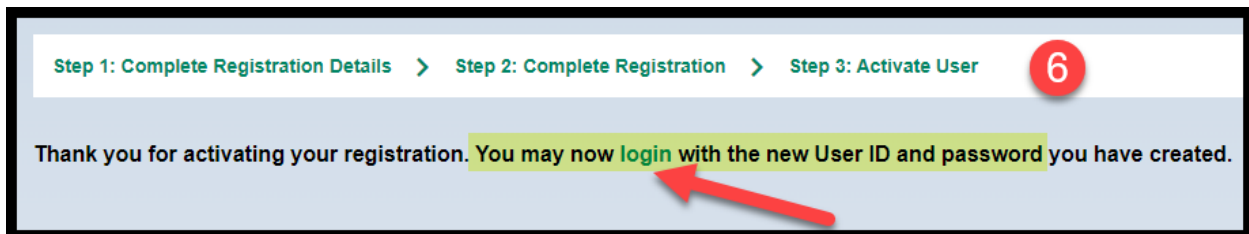
Instructions

1. In a few moments, you will receive an activation email containing an activation link.
2. Click on that link to complete your registration

5) Open the email from NJCourtsOnline.com and click on the link.



6) A success message displays



The username and password is not activated until all of the steps above are completed.

Login

Using the link on the confirmation or a link provided by the Supreme Court, open the login screen.

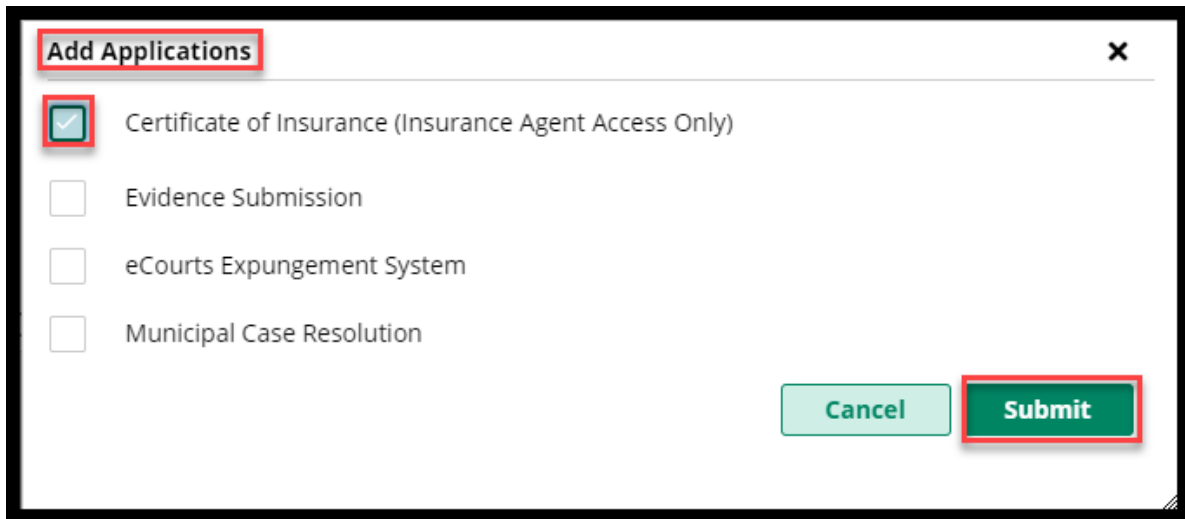
Enter the username and password. The fields are case sensitive.

The screenshot shows a login page with a left sidebar containing instructions and a main content area with input fields. The sidebar includes a 'Log in help' section with a 'Forgot User ID?' link, a list of steps for password reset, a 'Resend Activation Email' link, and browser compatibility information. The main area has a 'Forgot User ID?' link, a 'User ID' input field, a 'Forgot Password?' link, a 'Password' input field, a 'Forgot Password?' link, a green 'Login' button, and a 'Resend Activation Email' link.

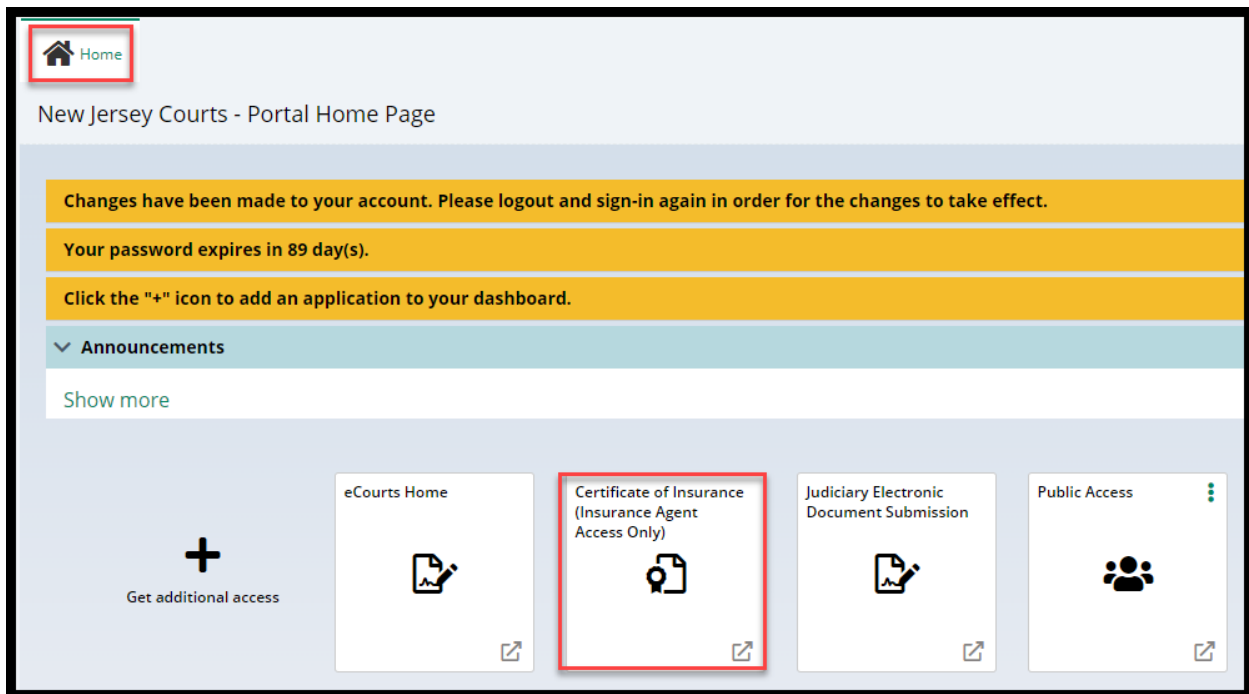
Upon logging in for the first time, the user must add the “Certificate of Insurance” tile.

- Click “+ Get additional access”
- Check “Certificate of Insurance (Insurance Agent Access Only)”
- Click ‘Submit’

The screenshot shows the 'New Jersey Courts - Portal Home Page'. At the top, there is a 'Home' button. Below it, a yellow banner states 'Your password expires in 89 day(s)'. Another yellow banner says 'Click the "+" icon to add an application to your dashboard.' Underneath is an 'Announcements' section with a 'Show more' link. The main dashboard area features a '+ Get additional access' button with a red arrow pointing to it, and three application tiles: 'eCourts Home', 'Judiciary Electronic Document Submission', and 'Public Access'.



The new tile will display on the **“Home”** screen. Users only need to add the tile once.



To begin, click on the tile.

Upload Process

- 1) Search for the firm by **name or F ID**

Home

Certificate of Insurance

Search insured firm

Search by*

Firm

Search Criteria* Name*

ID Name Lippincott

Reset Search

Search insured firm

Search by*

Firm

Search Criteria* ID*

ID Name F00030011

Reset Search

- 2) **Select** the appropriate firm from the results list by clicking **'Open'**

Search insured firm

Search by*

Firm

Search Criteria* Name*

ID Name Lippincott

Reset Search

4 records

ID	Name	
F00014258	JEFFREY J LIPPINCOTT	Open
F00007156	LIPPINCOTT & KRIEDEL	Open
F00020397	LIPPINCOTT KINNARD	Open
F00030011	LIPPINCOTT, PENNYPACKER, WIGGLESWORTH, HARRINGTON & CRI	Open

The upload screen contains:

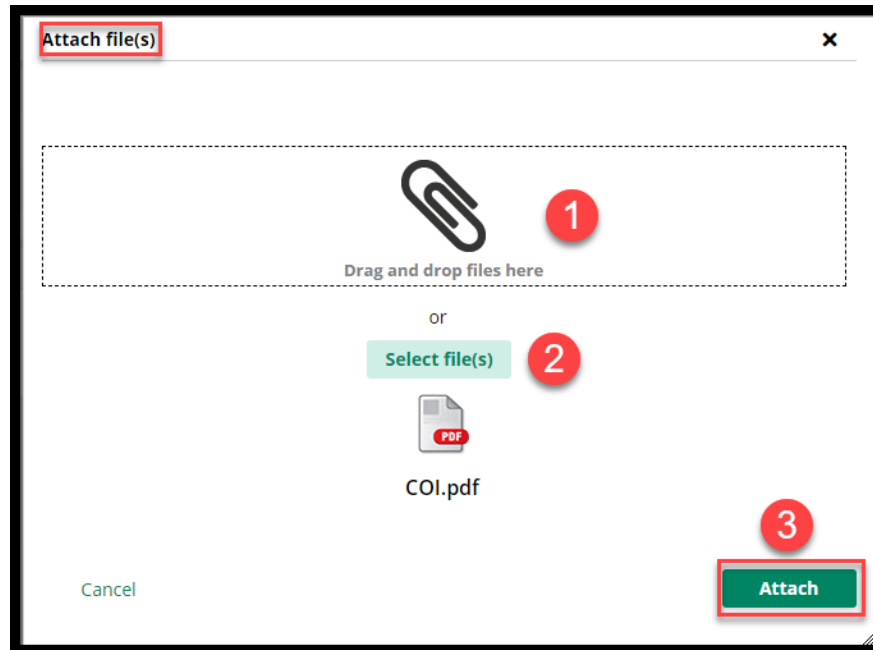
- 1) **'Insured' section** displaying the insured firm
- 2) Firm **billing email**
- 3) **Insurer** information
- 4) The **User ID of the insurer** or insurance agent performing the upload. The **'Business Name'** field is populated with the information (if any) entered during creation of the User ID
- 5) **'Documents'** section for uploading a Certification of Insurance

The screenshot displays a web form with three main sections. The 'Insured firm' section (1) shows details for LIPPINCOTT, PENNYPACKER, WIGGLESWORTH, HARRINGTON & CRI, including their address and contact number (123-456-7893). The 'Insurer information' section (3) shows details for Susan Flynn, including her ID (Agent9900) (4) and email (susan.flynn@njjudlab.njcourts.gov). The 'Documents' section (5) includes a 'Required documents *' section with a '+ Add Certificate of Insurance' button. At the bottom right, there are 'Close' and 'Submit' buttons.

The screenshot displays a 'Contact Information' form. It includes fields for First Name (Susan), Last Name (Flynn), Email (susan.flynn@njjudlab.njcourts.gov), Confirm email (susan.flynn@njjudlab.njcourts.gov), Email address for notifications (susan.flynn@njjudlab.njcourts.gov), Primary phone number, Work phone number (1234567890), Address line 1 (Elm Ct), Address line 2 (Suite 2), City (Trenton), State (NEW JERSEY), Zip/Postal code (08625), and Country (United States). A 'Business name' field (4) is highlighted with a red box.

To begin **upload**, click on **+ Add Certificate of Insurance**

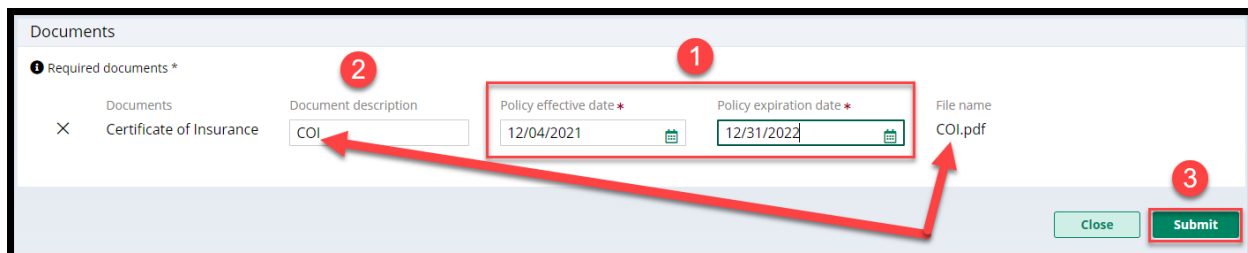
- 1) Drag and drop, **or**
- 2) Select a **PDF**, and
- 3) **Click 'Attach'**



Uploads are done *one at a time*.

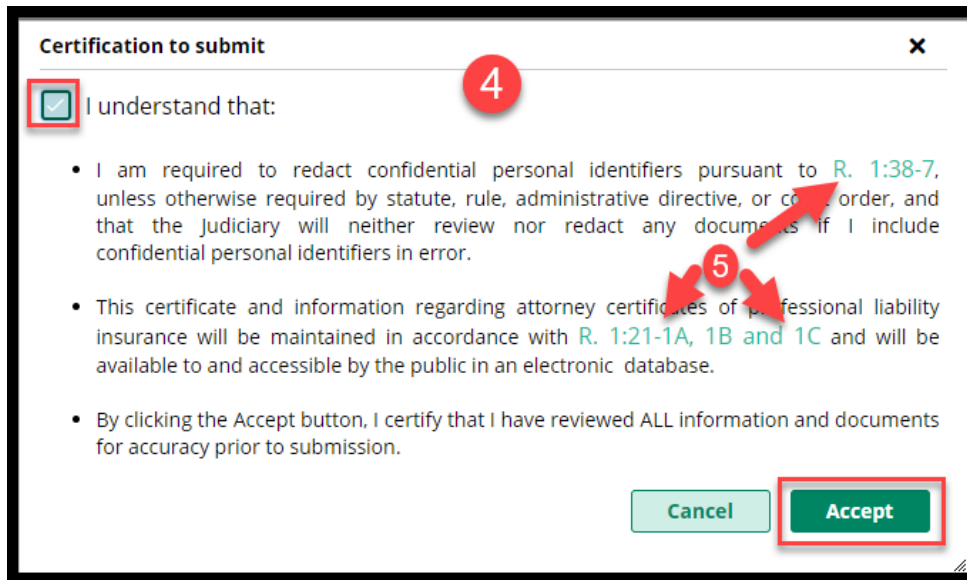
From the "**Documents**" section:

- 1) **Enter** the policy effective and expiration dates
- 2) The 'Document Description' field populates with the name of the uploaded file, but **this verbiage can be changed**
- 3) **Click 'Submit'**



4) **Complete** the Certification

5) Clicking the links opens PDF versions of the applicable Rule



The image shows a screenshot of a web-based certification dialog box titled "Certification to submit". The dialog box has a close button (X) in the top right corner. A red circle with the number "4" is positioned above the "I understand that:" label, which is preceded by a checked checkbox. Below this, there are three bullet points, each containing a link to a rule. A red circle with the number "5" is positioned above the first two bullet points, with red arrows pointing to the links "R. 1:38-7" and "R. 1:21-1A, 1B and 1C". At the bottom right of the dialog box, there are two buttons: "Cancel" and "Accept". The "Accept" button is highlighted with a red rectangular border.

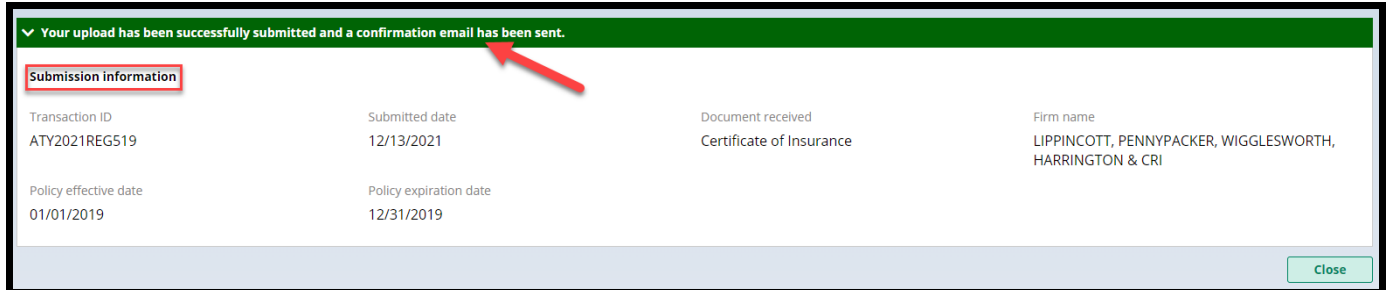
Certification to submit ✕

I understand that:

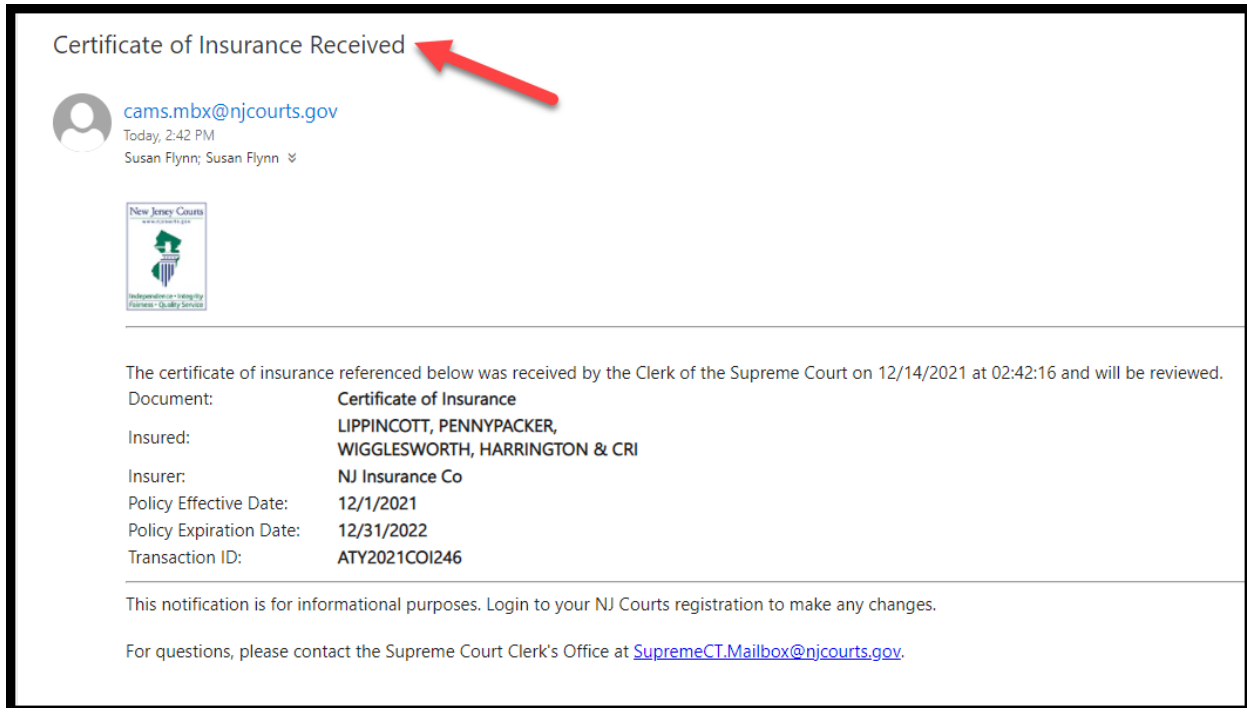
- I am required to redact confidential personal identifiers pursuant to [R. 1:38-7](#), unless otherwise required by statute, rule, administrative directive, or court order, and that the Judiciary will neither review nor redact any documents if I include confidential personal identifiers in error.
- 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.

Confirmation of Submission of the COI

A **confirmation displays** after upload and an email is sent to the firm billing email. The submission process is **complete**.



The **confirmation email** contains information regarding the submission with the subject "Certificate of Insurance Received".









For more information, see the Quick Reference Guide at [Attorney Registration Instructions \(njcourts.gov\)](#).

([Back](#))

Attorney Registration/CAMS – Release Notes

(09/17/2021)

(Attorney Registration - Daniel's Law)


	<p>To safeguard the confidential information of judges, prosecutors, and judicial officers from public disclosure, changes have been made to highlight that Billing address is a <i>public</i> address unless an attorney is in retired status. For more information, click here.</p>
	<p>Tooltip text has been added to clarify that Home address is a <i>confidential</i> address and that the information is used only by Judiciary staff for customer service purposes. For more information, click here.</p>
	<p>An indicator will display when both the Home and Billing street address information match in order to warn of possible public disclosure of home address information. For more information, click here.</p>
	<p>When accessing employer address information, changes have been made to emphasize these are <i>public</i> addresses. For more information, click here.</p>
	<p>The retired survey question has been updated. For more information, click here.</p>
	<p>Question values have been updated when describing the nature of one's private practice. For more information, click here.</p>

Billing Address bold text and tool tip

When accessing the Billing Address from within Attorney Registration or from the Confirm or Update Contact Information tile, tooltip text has been added to clarify that Billing address is a *public* address unless an attorney is in retired status.

Tool tip text is as follows:

Information here may be published with court orders (ineligible lists, etc.) and may be provided to the public on request. To protect the confidential information of judges, prosecutors, and judicial officers from public disclosure please consider not using home address information here.



The screenshot shows a table titled "Attorney Address" with three columns: "Address Type", "Address", and "Emails". There are two rows: "HOME" and "BILLING". The "HOME" row has a tooltip that says "This is a **confidential** address." The "BILLING" row has a tooltip that says "Information here may be published with court orders (ineligible lists, etc.) and may be provided to the public on request. To protect the confidential information of judges, prosecutors, and judicial officers from public disclosure please consider not using home address information here." A red arrow points to the tooltip for the "BILLING" row. Below the table, there is a warning icon and the text "Public disclosure warning - Billing ad".

Address Type	Address	Emails
HOME This is a confidential address. ⓘ	[Redacted]	[Redacted]
BILLING Public address unless in retired status. ⓘ	[Redacted]	[Redacted]

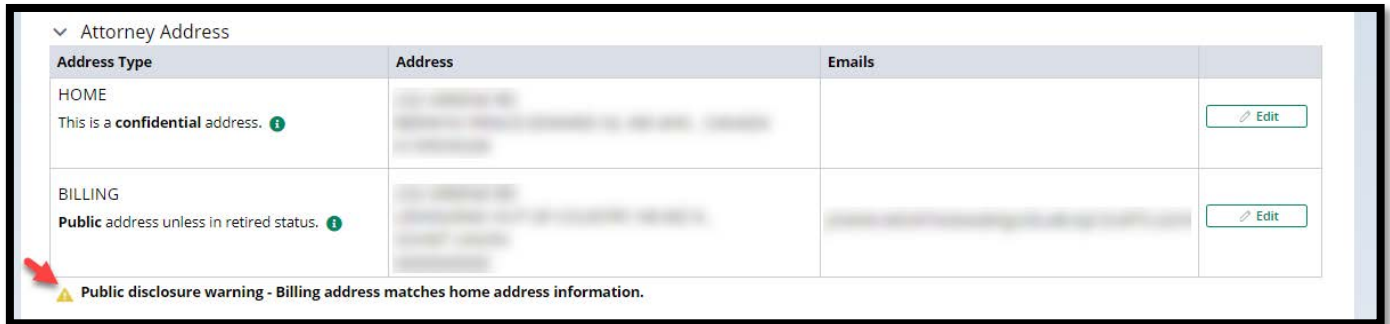
Information here may be published with court orders (ineligible lists, etc.) and may be provided to the public on request. To protect the confidential information of judges, prosecutors, and judicial officers from public disclosure please consider not using home address information here.

⚠ Public disclosure warning - Billing ad

Public Disclosure Warning

If the street address information of an attorney's Home and Billing addresses match, then the system will display an indicator beneath the billing address section as follows: **Public disclosure warning - Billing address matches home address information.**

It is not a requirement that these addresses be different. The indicator is provided in an effort to protect the confidential information of judges, prosecutors, and judicial officers from unintended public disclosure as billing address information may be published with court orders (ineligible lists, etc.) and may be provided to the public on request.



The screenshot shows a table titled "Attorney Address" with three columns: "Address Type", "Address", and "Emails". There are two rows: "HOME" and "BILLING". The "HOME" row has a note "This is a confidential address." and an "Edit" button. The "BILLING" row has a note "Public address unless in retired status." and an "Edit" button. A red arrow points to a warning message at the bottom: "Public disclosure warning - Billing address matches home address information."

Address Type	Address	Emails	
HOME This is a confidential address. ⓘ	[Redacted]		Edit
BILLING Public address unless in retired status. ⓘ	[Redacted]	[Redacted]	Edit

⚠ Public disclosure warning - Billing address matches home address information.

Home Address bold text and tool tip

When accessing the Home Address from within Attorney Registration or Confirm or Update Contact Information tile, tooltip text has been added to clarify that Home address is a *confidential* address.

Tool tip text is as follows:

Information here will be used only by Judiciary staff for regulatory and customer service purposes.

Attorney Address			
Address Type	Address	Emails	
HOME This is a confidential address. ⓘ	[Redacted]		Edit
Information here will be used only by Judiciary staff for regulatory and customer service purposes.			
BILLING Public address unless in retired status. ⓘ	[Redacted]	[Redacted]	Edit

Retired Survey question update

Question #5 within Attorney Registration or Confirm or Update Contact Information tile has been revised to remove the reference to a calendar year.

5. * The following question is for statistical purposes. Responding yes or no will not preclude you from requesting the "retired" payment exemption. Are you permanently retired from the practice of law? Answer "Yes" if you do not intend ever to engage in acts that would be considered the practice of law.

Yes No

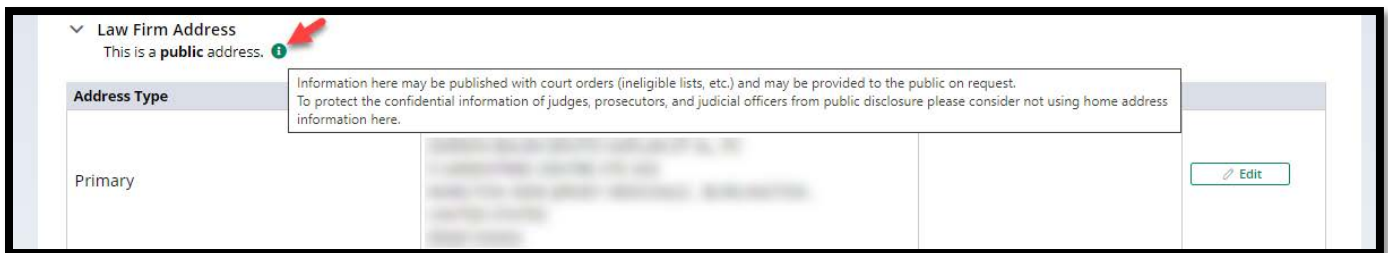
Law Firm/IHC/Public Service Address text and tool tip

When accessing Law Firm, IHC, or Public Entity Addresses from within questions 1-3 of Attorney Registration or Confirm or Update Contact Information, tooltip text has been added to clarify that these are *public* addresses.

Tool tip text is as follows:

Information here may be published with court orders (ineligible lists, etc.) and may be provided to the public on request.

To protect the confidential information of judges, prosecutors, and judicial officers from public disclosure please consider not using home address information here.



The screenshot shows a web form with a section titled "Law Firm Address" which includes the text "This is a public address." and an information icon. A tooltip is displayed over the form, containing the text: "Information here may be published with court orders (ineligible lists, etc.) and may be provided to the public on request. To protect the confidential information of judges, prosecutors, and judicial officers from public disclosure please consider not using home address information here." The form also features an "Address Type" dropdown menu with "Primary" selected and an "Edit" button.

Address Type	Address	City	State	Zip	Phone	Fax	Email	Website
Primary	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

[Edit](#)

Nature of Private Practice

When an attorney indicates that they engage in private practice and answer subquestion #2 describing the nature of their private practice, the values have been updated per below:

- SOLE PRACTITIONER
- SOLE SHAREHOLDER
- OTHER THAN SOLE SHAREHOLDER
- ASSOCIATE
- PARTNER
- OF COUNSEL
- PER DIEM
- MEMBER

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 No

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. * The nature of my private practice of New Jersey law can best be described as:

3. * The number of attorneys employed at my primary law office as required by R.1:21-1(a) is:

4. * I have read R.1:21-6 and R.1:28A. My law firm's trust and business accounts comply with the requirements of these rules. These accounts must be located ONLY in approved New Jersey institutions.

Note: Bank account information recorded in Attorney Registration is for Judiciary R.1:21-6 purposes only.

Account Type	Bank Name
Primary NJ Trust Account	

Number

- Select...
- SOLE PRACTITIONER
- SOLE SHAREHOLDER
- OTHER THAN SOLE SHAREHOLDER
- ASSOCIATE
- PARTNER
- OF COUNSEL
- PER DIEM
- MEMBER

Attorney Applications - Release Notes

05/15/2021

Enhanced	Two-factor authentication will be required before use of any applications used by attorneys. For details click here .
New	Two-factor challenge will display after ESSO login and no longer with Attorney Registration. For details click here .

Implementation of Two-Factor Authentication for All Judiciary Applications

The New Jersey Judiciary is expanding security measures for **all** attorney applications per the recent [notice to the bar](#). As such, attorneys will be required to use two-factor authentication as part of the initial login process.

Two-factor authentication will use the email address or cell phone number previously provided and used with the 2021 Attorney Registration process.

If you require assistance or have further questions about two-factor authentication, please contact the Superior Court Clerk's Office at (609) 421-6100.

Login and choosing two-factor authentication method

The two-factor authentication challenge that was used with the 2021 Attorney Registration process will now occur after initial ESSO login.

1. Enter your Attorney Bar ID and password to login.

New Jersey Courts

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?](#)

007

Password * [Forgot Password?](#)

.....

Login

[Resend Activation Email](#)

1. A prompt to choose delivery method of code will display.

Two-Factor Authentication

Choose verification method from the dropdown.

Select

SMS OTP to: 160*****

*Message and data rates may apply.

Confirm

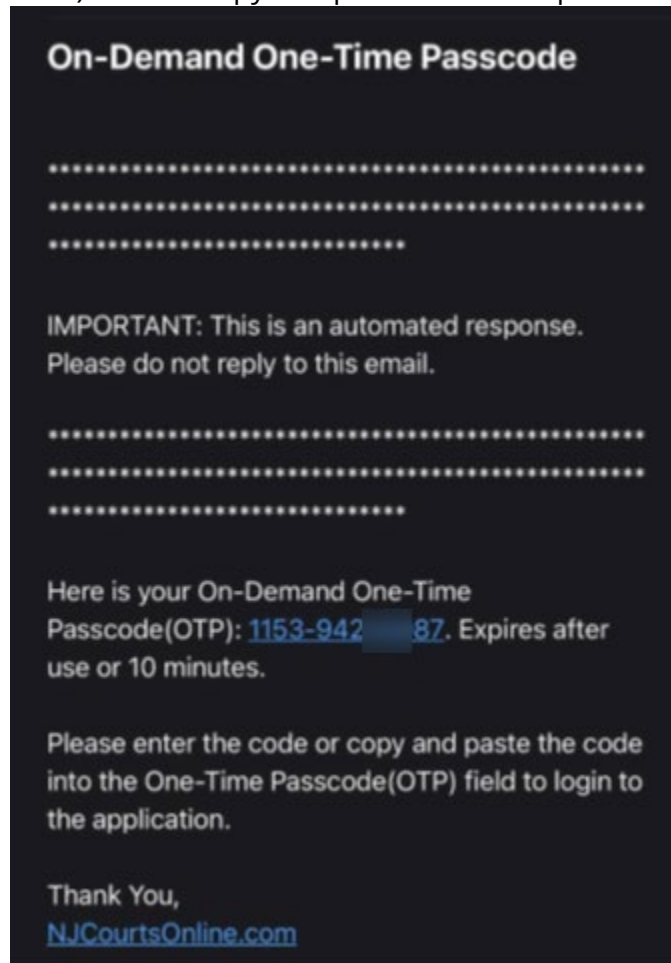
Code will expire 10 minutes after it is requested.

2. Click on the dropdown to display the email option.
3. Select SMS Text or Email.
4. Click **Confirm** and screen will prompt for passcode.
5. Check the mobile/email address you selected to retrieve the OTP code.

If Email Option is chosen:

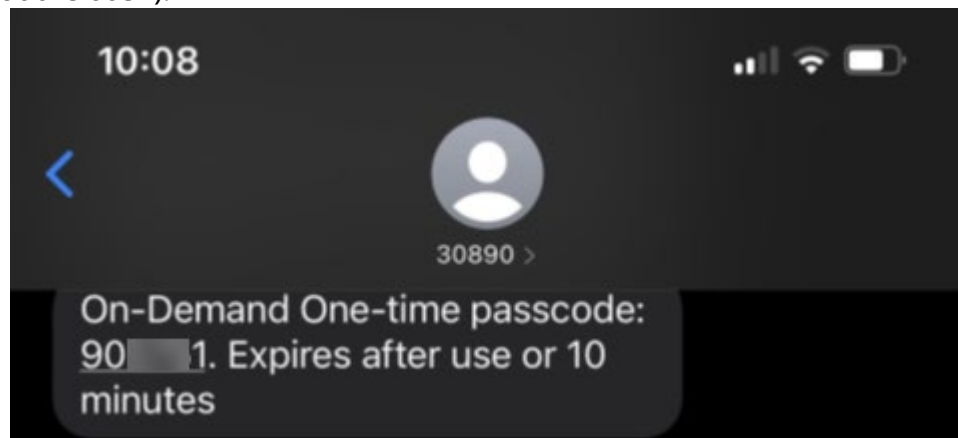
You should check your email for an email from 2FA.mbx@njcourts.gov.

The Pin numbers you need to enter are to the RIGHT of the dash (-). In the example below the One-Time Passcode(OTP) is: 1153-**942???87** (The Bold numbers are the numbers your will add). Do not copy and paste the entire passcode.

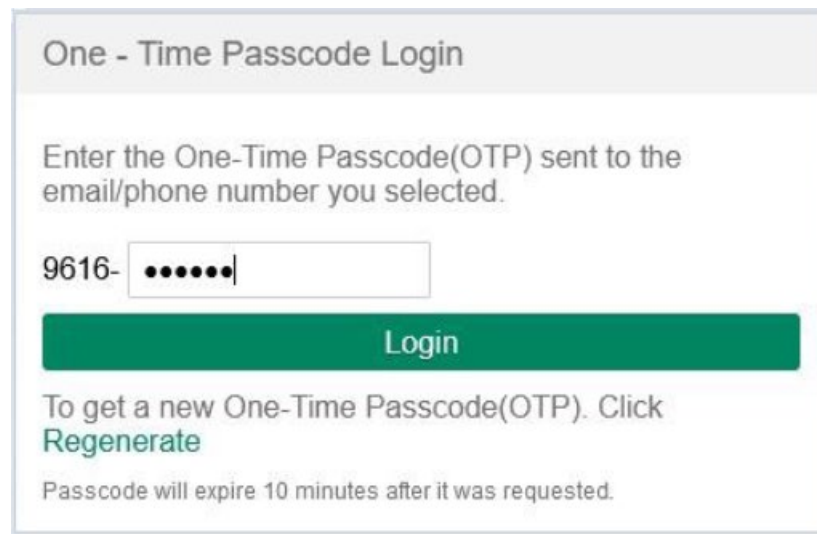


If Text Message (SMS Option) is Chosen:

You should check your mobile device for a text message from "30890." Unlike the email option, the Text Message (SMS Option) only gives you the numbers needed (without the dash).



6. Enter One-Time Passcode sent to method selected.



One - Time Passcode Login

Enter the One-Time Passcode(OTP) sent to the email/phone number you selected.

9616- [●●●●●●]

Login

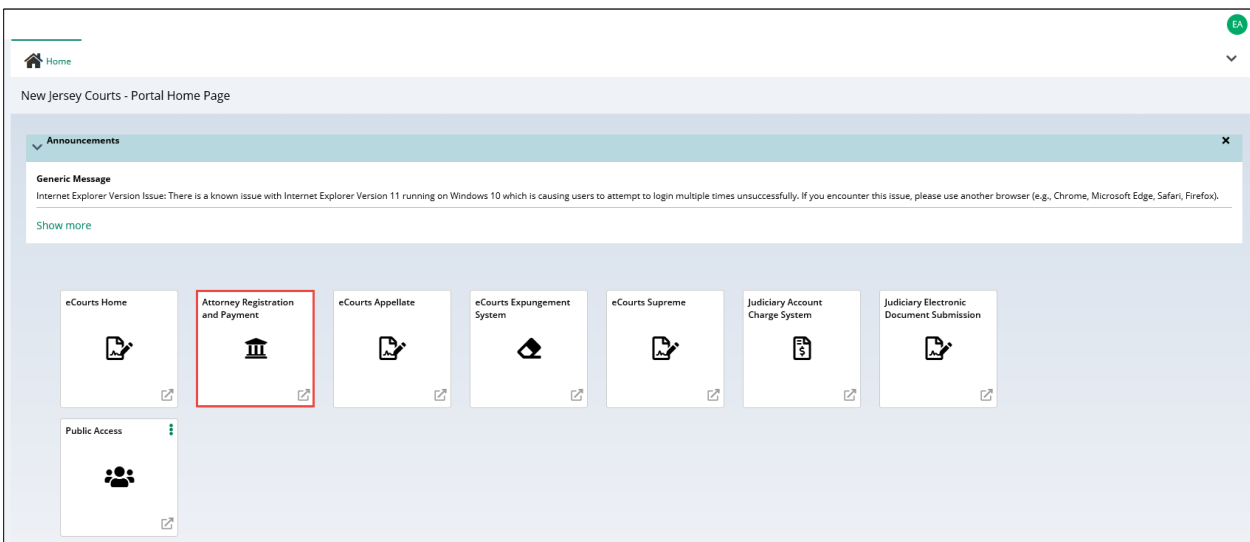
To get a new One-Time Passcode(OTP). Click [Regenerate](#)

Passcode will expire 10 minutes after it was requested.

7. Click **Login**.

Note: The system will prompt a user for the two-factor code if the last login occurred after more than 48 hours.

8. The ESSO (Enterprise Single Sign On) portal homepage will display your Judiciary applications. This completes the login process to ESSO using two-factor authentication.



Home

New Jersey Courts - Portal Home Page

Announcements

Generic Message

Internet Explorer Version Issue: 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).

Show more

eCourts Home

Attorney Registration and Payment

eCourts Appellate

eCourts Expungement System

eCourts Supreme

Judiciary Account Charge System

Judiciary Electronic Document Submission


Public Access

[\(Back\)](#)

Attorney Registration – Release Notes

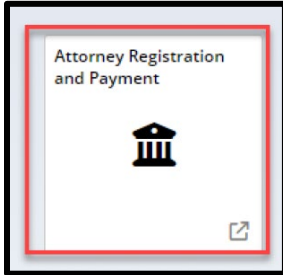
03/08/2024

Attorney Registration

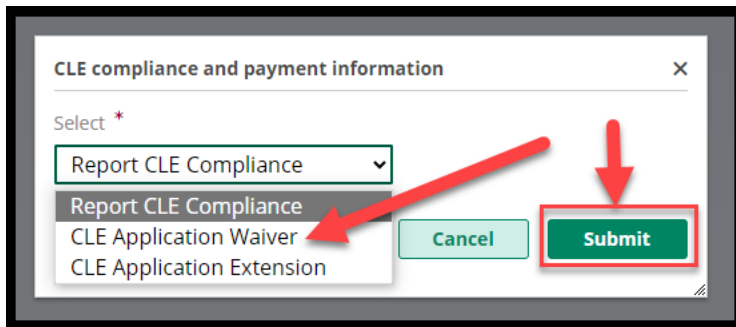
	The CLE tile has been modified so that attorneys may submit a waiver or extension. For more information, please click here .
---	--

CLE

The CLE Tile within attorney Registration:



Previously attorney could only report CLE Compliance. Through this tile attorneys may also submit an application for a CLE application waiver or extension.



For further details regarding this process please consult QRG- Submission of an Application for a CLE Waiver or Extension.

[\(Back\)](#)