

Topic: Attorney Registration - Confirm or Update Contact Information

Summary: An Attorney's association to the correct firm/employer type will be based on the response to the employment questions found on the Confirm or Update Contact Information tile within the Attorney Registration application. The following document will demonstrate options available for Attorneys to update or confirm their contact information in Attorney Registration.

This Guide is for: Attorneys who wish to confirm or update their contact information at any time they wish throughout the year.

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Accessing Confirm or Update Contact Information

After successfully logging into Attorney Registration, the Registration home screen will display.

1. Click the **Confirm or Update Contact Information** tile.

NOTE: Updates to your contact information can also be completed as part of the Attorney Registration process by clicking the Registration and Payment tile. The second step within the process will allow you to update your Contact Information.



Contact Information Screen

The Contact Information screen will display within two sections: Attorney Information and Contact Information.

Attorney Information

Review your details within the “Attorney Information” section to ensure it is accurate.

This section contains:

1. Attorney Name
2. Attorney ID
3. Date of birth.

Note: Attorney ID cannot be changed.

4. Click **Edit** to initiate corrections or changes to Attorney Name or Date of Birth.

Attorney Information			
Attorney Name	Attorney ID	Date of Birth	
ETHAN ALLEN	007242004	07/10/1971	Edit

5. To correct or update the name, click on the attorney name to view the Name change/ correction form.
6. To correct your date of birth, click on the date to send an email. This will open a draft email in your mail application. If your mail application is not connected to your browser, an email can be sent to SupremeCTInternet.Mailbox@njcourts.gov.
7. After requesting corrections, click **Done**.

Attorney Information		
Attorney Name ETHAN ALLEN 5 <small>(Click on your name to request correction or update name)</small>	Attorney ID 007242004	Date of Birth 07/10/1971 6 <small>(Click on the date of birth to request correction or email SupremeCTInternet.Mailbox@njcourts.gov)</small>
		✓ Done 7

Contact Information

Electronic Notification

The Electronic Notification section informs the attorneys about the email addresses that can be provided for receiving electronic notifications.

NOTE: Up to 3 email addresses can be provided while adding or editing employer or branch locations for receiving electronic notifications.

Attorney Address

Under the Attorney Address section, home and billing addresses will be displayed.

1. Click **Edit** next to an address if it needs to be modified.

NOTE: Home address is confidential. Billing address is public unless you are in retired status.

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 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. 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 <small>This is a confidential address.</small>	50AK ST CINNAMINSON NEW JERSEY 08077 , UNITED STATES 123-456-7891		1 Edit
BILLING <small>Public address unless in retired status.</small>	3 OAK ST 2806 SALEM DR ABCDEFGHIJKLMNQRST NEW JERSEY 08810 , UNITED STATES 609-633-7451	TEST@TEST.COM TEST@LAB.JUDICIARY.STATE.NJ.US	Edit

2. Upon clicking **Edit**, an Edit Address pop-up will display.

3. Make any necessary changes. Fields that have an *asterisk next to them are required.

NOTE: Primary Email and Secondary Email cannot be entered or modified for home address.

4. Click the **Cancel** button to exit the edit section without saving changes.

OR

5. Click the **Save** button to save your changes.

The pop-up will close and return you to the Contact Information screen.

Edit Address 2

The following is your current mailing address for billing purposes. Please note this address is not confidential R. 1:28-2. This address will become your public address if you do not provide a law office or business address and will be used by the Judiciary and pro bono clients to contact you about pro bono assignments, unless you are exempt from such assignment.

Attorney ID
007242004

Address Line 1 * 3

Address Line 2

City * State * County *

Zip/Postal Code * Country * Phone *

E-Mail Address

Primary Email * Secondary Email

4
Cancel
5
Save

Notification for 2-Factor Authentication

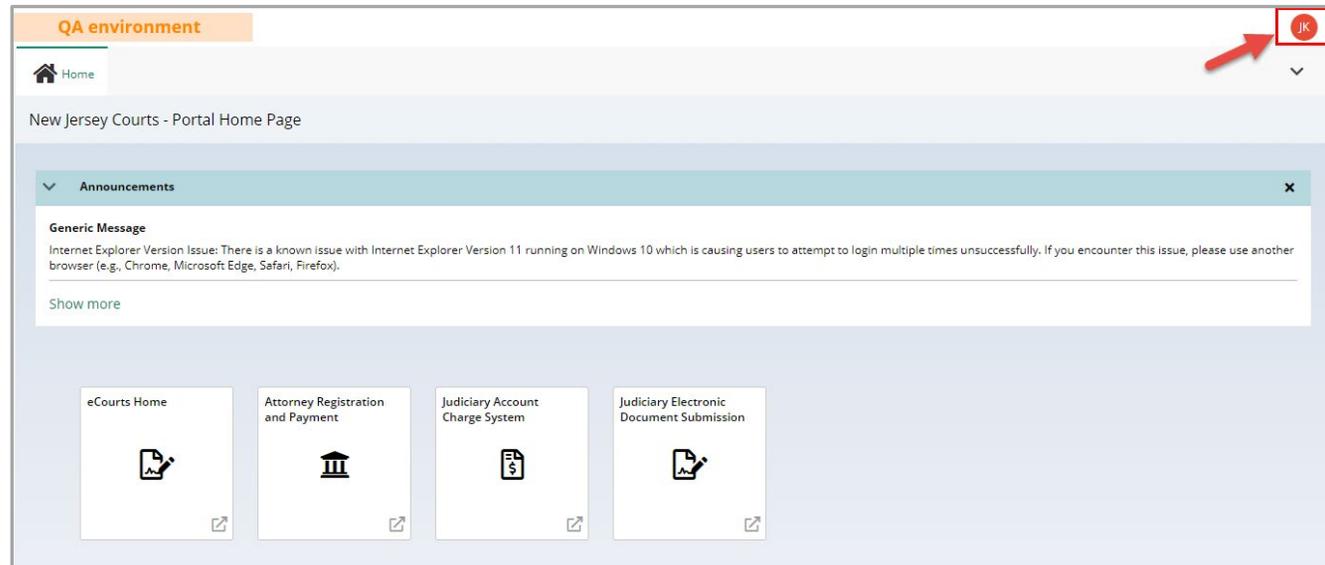
The Attorney Registration application will display the cell phone and primary email address used for two-factor authentication.

Note: If changes are needed to the 2-Factor Authentication information, access your profile on the New Jersey Courts – Portal Home Page by clicking on the avatar that contains your initials.

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	
United States (+1)	6095551234	Chase.Adams@law.net	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).



Employer/Firm Information

The following questions will walk you through entering or updating your employer/firm information.

1. Question 1 will identify the employer as a Firm – F Prefix category. Answer the question by selecting **Yes** or **No**.

2. If **Yes** is selected then the it is necessary to complete the “Attorneys Engaged in Practice of New Jersey Law” section. This includes your firm bank account information.

3. It is necessary to complete questions 1-4 *AND* enter trust and business account information before adding or selecting your firm.

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.)

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 PublicAccess.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 PublicAccess.mailbox@njcourts.gov or 609-421-6100 if you have questions about this employer type.)

Yes No

Check here if you do not have a business address

4. * Do you practice law in any jurisdiction? Answer "No" only if you do not draft or review legal documents, give legal advice, teach law, or serve in a court system in any capacity, IN ANY JURISDICTION.

Yes No

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 **2**
 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: OTHER (<5%)

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

3. * The number of attorneys employed at my primary law office as required by R.1:21-1(a) is: 50 & OVER

4. * I have read R.1:21-6 and R.1:28A. My law firm's trust and business accounts comply with these rules. I understand that 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. You still must register annually with IOLTA.

Account Type	Bank Name	Account Number	
Primary NJ Trust Account	BENEFICIAL SAVINGS BANK	*****6456	<input type="button" value="Edit"/>
Primary NJ Business Account	GARDEN SAVINGS FEDERAL CREDIT UNION	*****2456	<input type="button" value="Edit"/>

Law Firm Address
 This is a public address.

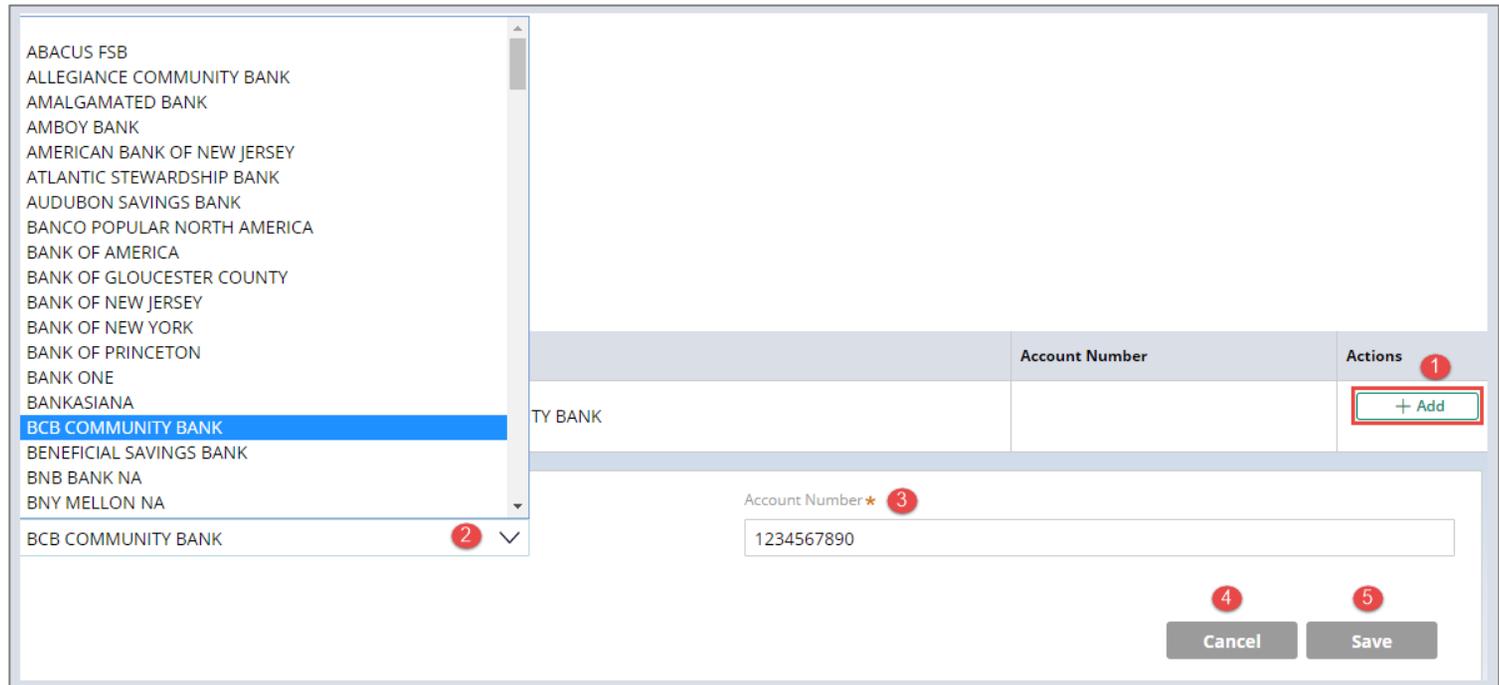
Address Type	Address	Notification Emails	
Primary			<input type="button" value="+ Add"/> 3

Bank Account Information

1. Click **Add** to associate a bank if one is not already associated or **Edit** to modify an existing bank account. Fields will display for editing.
2. Select a bank name from the drop down.
3. Enter or modify the account number.
4. Click the **Cancel** button to exit the section without saving changes.

OR

5. Click the **Save** button to save your changes.



The screenshot shows a web form for adding or editing a bank account. On the left, a dropdown menu lists various banks, with 'BCB COMMUNITY BANK' selected and highlighted in blue. Below the dropdown, the text 'BCB COMMUNITY BANK' is displayed next to a checkmark icon. To the right of the dropdown is a table with columns for 'Account Number' and 'Actions'. The 'Actions' column contains a '+ Add' button. Below the table, there is a text input field for the 'Account Number' with the value '1234567890'. At the bottom right, there are two buttons: 'Cancel' and 'Save'.

Account Number	Actions
	+ Add

Account Number * 1234567890

Cancel Save

Corporate or Insurance house counsel- H Prefix

1. Question 2 will identify the employer as a corporate or Insurance house counsel - H Prefix category. Answer the question by selecting **Yes** or **No**.
2. If **Yes** is selected, the Corporate or Insurance Counsel address fields will display for entry.
3. Click **Add** to enter information regarding the corporate or insurance counsel. If an association already exist an **Edit** button will display allowing for modifications.
4. The Add Address screen will display.

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 PublicAccess.mailbox@njcourts.gov or [609-421-6100](tel:609-421-6100) if you have questions about this employer type.)

Yes No **1**

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 PublicAccess.mailbox@njcourts.gov or [609-421-6100](tel:609-421-6100) if you have questions about this employer type.)

Yes No **2**

Corporate Or Insurance Counsel Address

This is a public address.

Address Type	Address	Notification Emails	
Primary			+ Add 3

Add Address **4**

Type Of Change

SEARCH/CREATE NEW 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.mailbox@judiciary.state.nj.us or [609-421-6100](tel:609-421-6100).

Employer ID: Employer Name: **Search**

Cancel **Save**

Add Address - Search/Create New Employer

5. Enter an Employer ID or Employer Name then click the **Search** button. The search is required before adding a new employer to avoid duplicate entries.

Note: One primary and two secondary employers can be added.

6. A list of employers will display with the following information: Employer ID, Employer Name, and Address.

Add Address
 Type Of Change
 SEARCH/CREATE NEW 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.mailbox@judiciary.state.nj.us or [609-421-6100](tel:609-421-6100).

Employer ID: Employer Name: **Search** 5

Cancel **Save**

Add Address
 Type Of Change
 SEARCH/CREATE NEW 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.mailbox@judiciary.state.nj.us or [609-421-6100](tel:609-421-6100).

Employer ID: Employer Name: **Search**

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Select	Employer ID	Employer Name	Address
<input type="radio"/>	H00000190	LC TEST INSURANCE CO	123 MAIN ST , PRINCETON , NEW JERSEY - 08540 , MERCER , UNITED STATES , 6097319673
<input type="radio"/>	H00000190	LC TEST INSURANCE CO	876 SANDERS ST , TRENTON , NEW JERSEY - 08625 , MERCER , UNITED STATES , 6092928944
<input type="radio"/>	H00000201	NAME TEST EMPLOYER	SUITE45 , LANE , MORISTOWN , NEW JERSEY - 34453 , SUSSEX , UNITED STATES , 2345432345

6

7. Click the radio button to select an employer from the list.

NOTE: Click on the arrows to view additional results, if there are multiple pages.

8. Scroll down, if needed, and click the **Save** button to save the selection or **Cancel** to return to the Contact Information screen without saving.

NOTE: If selected, the employer will display on the Contact Information screen.

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Select	Employer ID	Employer Name	Address
<input type="radio"/>	H00000190	LC TEST INSURANCE CO	123 MAIN ST , PRINCETON , NEW JERSEY - 08540 , MERCER , UNITED STATES , 6097319673
<input checked="" type="radio"/> 7	H00000190	LC TEST INSURANCE CO	876 SANDERS ST , TRENTON , NEW JERSEY - 08625 , MERCER , UNITED STATES , 6092928944
<input type="radio"/>	H00000201	NAME TEST EMPLOYER	SUITE45 , LANE , MORISTOWN , NEW JERSEY - 34453 , SUSSEX , UNITED STATES , 2345432345
<input type="radio"/>	H00000204	TEST EMPLOYER H3	TEST ADDRESS 3 , TEST CITY 3 , DIST OF COLUMBIA - 08560 , OUT OF STATE , UNITED STATES , 5677889456
<input type="radio"/>	H00000184	TEST H EMPLOYER	SECONDARY ADDRESS , PRIMARY ADDRESS , LONG BRANCH , NEW JERSEY - 09881 , OCEAN , UNITED STATES
<input type="radio"/>	H00000184	TEST H EMPLOYER	121 PHILIPS AVE , TRENTON , NEW JERSEY - 08625 , MERCER , UNITED STATES , 6091234567
<input type="radio"/>	H00000184	TEST H EMPLOYER	111 SMITH ST , MAYS LANDING , NEW JERSEY - 08330 , ATLANTIC , UNITED STATES , 6098886767
<input type="radio"/>	H00000184	TEST H EMPLOYER	123 JUSTICE WAY , SUITE 25 , TRENTON , NEW JERSEY - 08625 , MERCER , UNITED STATES
<input type="radio"/>	H00000184	TEST H EMPLOYER	123 JUSTICE WAY , PARSIPPANY/TROY HILL , NEW JERSEY - 07054 , MORRIS , UNITED STATES
<input type="radio"/>	H00000184	TEST H EMPLOYER	ADDRESS 1 , ADDRESS 2 , CITY 2 , CONNECTICUT - 08540 , OUT OF STATE , UNITED STATES , 1234567897

Create New Employer

Check here if you have searched but your employer does not exist in the system and is a newly added employer. The employer payment option will not be available if the employer is newly added and cannot be located in your search. Payment must be submitted by the individual attorney for this billing cycle.

8

Cancel Save

9. If the employer is not found, Select the Create New Employer checkbox to create a new employer entry.

10. If the Create New Employer box is selected, additional fields will display for entry. Enter all details for the new employer. Required fields will display with an * asterisk.

11. Click **Cancel** to exit without saving or click **Save** to save changes.

Create New Employer ⁹

Check here if you have searched but your employer does not exist in the system and is a newly added employer. The employer payment option will not be available if the employer is newly added and cannot be located in your search. Payment must be submitted by the individual attorney for this billing cycle.

Cancel **Save**

Employer ID: Employer Name: **Search**

Create New Employer ¹⁰

Check here if you have searched but your employer does not exist in the system and is a newly added employer. The employer payment option will not be available if the employer is newly added and cannot be located in your search. Payment must be submitted by the individual attorney for this billing cycle.

Warning: Please contact your administrator before adding or modifying an address because any change will update your employer's master record and thereby the address record of ALL attorneys associated to your employer's ID number.

Employer ID
 Employer Name*

Attn

Address Line 1*

Address Line 2

City* State* County*

Zip/Postal Code* Country* Phone*

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

Primary

Optional

Optional

¹¹
Cancel **Save**

Public or non-profit organization- L prefix

1. Question 3 will identify the employer as public or non-profit organization- L Prefix category. Answer the question by selecting **Yes** or **No**.
2. If you select **Yes**, the Public Entity, Educational or Non-Profit Organization Employer Address section will display for entry.
3. Click **Add** to enter information regarding the corporate or insurance counsel. If an association already exist an **Edit** button will display allowing for modifications.

NOTE: When clicking to **Add** the Add Address screen will display. If needed, follow instructions above to ‘[Add Address – Search/Create New Employer.](#)’

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 PublicAccess.mailbox@njcourts.gov or [609-421-6100](tel:609-421-6100) if you have questions about this employer type.)

Yes No **1**

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 PublicAccess.mailbox@njcourts.gov or [609-421-6100](tel:609-421-6100) if you have questions about this employer type.)

Yes No **2**

Public Entity, Educational Or Non-Profit Organization Employer Address
This is a public address.

Address Type	Address	Notification Emails	
Primary	L00000217 FAKE EMPLOYER 222 STREET TRENTON NEW JERSEY 98989 , CAPE MAY , UNITED STATES 1234567890		3 Edit
Secondary			+ Add

4. Answering **No** to question number 3 will require that a business address be entered, if one is not already associated.
5. If you do not have a business address, select the checkbox.
6. Click **Add**, to enter a business address.
7. The Add Address screen will display. Enter all business address details. Required fields will display with an * asterisk.
8. Click **Cancel** to exit without saving or click **Save** to save changes.

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 PublicAccess.mailbox@njcourts.gov or [609-421-6100](tel:609-421-6100) if you have questions about this employer type.)

Yes No 4

Check here if you do not have a business address 5

Business Address

This is a public address.

Address Type	Address	Emails
BUSINESS		

+ Add 6

Add Address 7

Attorney ID

007242004

Business Name *

Address Line 1 *

Address Line 2

City *

State *

County *

Zip/Postal Code *

Country *

Phone *

E-Mail Address

Primary Email *

Secondary Email

8

Cancel | Save

9. If **No** is selected for Question 3, question number 4 will display for entry. Answer the question by selecting **Yes** or **No**.

10. If **No** is selected for Question 4, question number 5 will display for entry. Answer the question by selecting **Yes** or **No**.

Certification of Information

Click the Submit button to certify and save your entries. By clicking the **Submit** button, you certify to the truthfulness of the information you have provided.

NOTE: Contact information for the Superior Court Clerk’s Office are displayed if there are any questions about the registration process.

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 PublicAccess.mailbox@njcourts.gov or [609-421-6100](tel:609-421-6100) if you have questions about this employer type.)

Yes No

Check here if you do not have a business address

Business Address This is a public address.

Address Type	Address	Emails
BUSINESS	EMPLOYER NAME 123 MAIN STREET TRENTON NEW JERSEY 08618 , MERCER , UNITED STATES 609-555-2222	ETHAN.ALLEN@EMPLOYERGROUP.COM

[Edit](#) [Delete](#)

4. * Do you practice law in any jurisdiction? Answer "No " only if you do not draft or review legal documents, give legal advice, teach law, or serve in a court system in any capacity, IN ANY JURISDICTION.

Yes No 9

4. * Do you practice law in any jurisdiction? Answer "No " only if you do not draft or review legal documents, give legal advice, teach law, or serve in a court system in any capacity, IN ANY JURISDICTION.

Yes No

5. * The following question is for statistical purposes in 2018. 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 10

Certification of Information

By clicking 'Submit', 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 SCCO.Mailbox@njcourts.gov

Submit