



Topic: The following document will demonstrate how New Jersey attorneys may authorize another user as an efiler Designee within Attorney Registration.

Summary: Using the “Designee Users” tile Attorneys may add, modify, or delete designee information.

NOTE: Attorneys must already be associated to an approved firm in order to view the “Designee Users” tile.

This Guide is for: Attorneys to manage designee information in Attorney Registration application.

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Attorney Login

Step 1: New Jersey attorneys will login with their Bar ID and password at the [NJ Courts login page](#).

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?](#)

Password * [Forgot Password?](#)

[Resend Activation Email](#)

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

The *Attorney Registration and Payment* application will launch after user answers the step-up authentication question.

The screenshot shows the 'New Jersey Courts - Portal Home Page'. At the top, there is a 'Home' link with a house icon. Below that, a yellow banner reads 'Click the "+" icon to add an application to your dashboard.' followed by a close button 'x'. Underneath is an 'Announcements' section with a dropdown arrow and a close button 'x'. The announcement text states: 'System Outage scheduled for this Saturday, June 5, 2021'. Below this, it says '**** Please be advised that a system outage is scheduled for:'. The outage details are: 'Outage Date and Time: Saturday, June 5, 2021 at 11:00 p.m. to Sunday, June 6, 2021 at 3:00 p.m.', 'Affected Application(s): All Applications', 'Outage type: Maintenance', and 'Outage impact: Applications will not be available'. It concludes with 'For questions or concerns regarding this outage, please contact the help desk at 609-421-6100. ****' and a 'Show more' link. The main dashboard area contains a '+ Get additional access' button and five application tiles: 'eCourts Home', 'Attorney Registration and Payment' (highlighted with a red box and a red circle with the number 2), 'Judiciary Account Charge System', 'Judiciary Electronic Document Submission', and 'Municipal Case Resolution'. Each tile has an icon and a small square icon in the bottom right corner.

Designee Users tile

Step 3: Click on the tile labeled *Designee Users*.

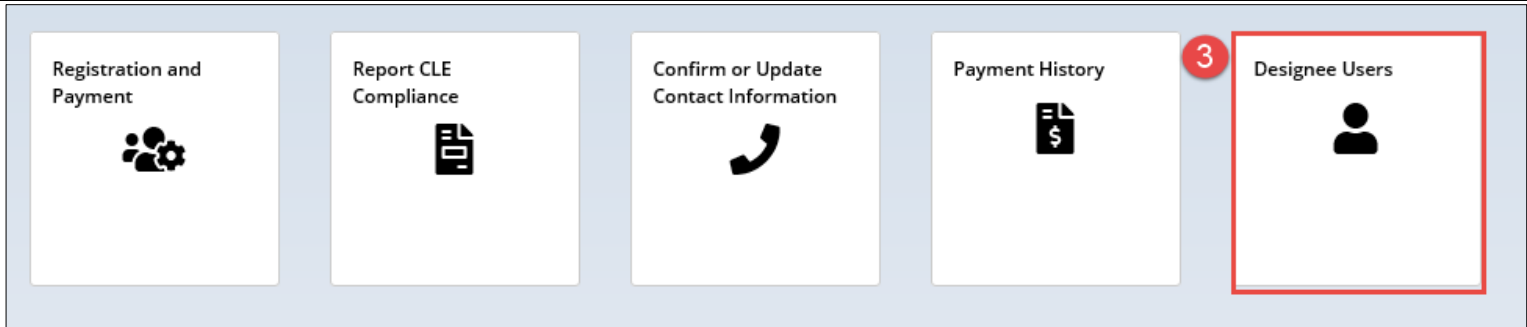
NOTE: Attorney must already be associated to an approved firm in order to view the *Designee Users* tile.

Add Designee

The designee users tab will open in a new tab.

By default, no records will display. After following the steps in this guide, this screen will subsequently display a list of your authorized designees.

Step 4: Click on the link marked + *Add designee user* to add a designee.



Step 5: An “Add designee user” pop up will display. Enter the precise User ID your intended designee created prior from [NJ Courts self-registration](#).

Step 6: Click on *Search*

Add designee user ✕

i Use the precise user ID your designee created during self-registration.

User ID * 5

attydesignee99

6

Reset Search

Designee information is displayed if the User ID exists.

A list of firms the attorney is associated to will display.

Click the **Reset** button to search for another designee if the result returned is not the desired user.

Add designee user ✕

i Use the precise user ID your designee created during self-registration.

User ID *

Search results

	Name	User ID	Email address
<input type="radio"/>	Jack Black	attydesignee99	srinivas.jaggannagar@njcourts.gov

Firm name and Address

<input type="checkbox"/> BRIAN J. CARLIN F00013298 300 W BROAD ST BURLINGTON , NJ 08016	<input type="checkbox"/> LEBRON F00030408 XDBSDFB EDISON , NJ 12345
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Step 7: Click on the checkbox to select the Designee.

Step 8: Click on the checkbox by the selected Firm(s) for which you would like the designee to file on your behalf.

Step 9: Click on *Add* to submit the authorization.

After clicking *Add*, you will return to the designee users tab.

- The added designee will appear on your list of users.
- A confirmation message will display.
- An email will be sent to your designee’s registered email address notifying them of the authorization.

At this point you have successfully authorized a designee user to file on your behalf.

Add designee user
✕

Use the precise user ID your designee created during self-registration.

User ID *

Search results

Name	User ID	Email address
<input checked="" type="checkbox"/> Jack Black	attydesignee99	srinivas.jaggannagar@njcourts.gov

Firm name and Address

<input checked="" type="checkbox"/> BRIAN J. CARLIN F00013298 300 W BROAD ST BURLINGTON , NJ 08016	<input type="checkbox"/> LEBRON F00030408 XDBSDFB EDISON , NJ 12345
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An email notification has been sent to the authorized user.

Designee Users						
1 records						
Name	User ID	Email	Employer/Affiliation ID	Employer/Affiliation	Last modified	Status
Jack Black	attydesignee99	srinivas.jaggannagar@njcourts.gov	F00013298	BRIAN J CARLIN	10/09/2024 09:54 AM	Active

+ [Add designee user](#)

Other Actions

Add Additional Designees

Use the + *Add designee user* link to add additional users and repeat from instructions from [Step 4](#) in this guide.

Deactivate Designee

Click on *Deactivate* to temporarily remove the designee’s authorization to efile on your behalf.

Restore Designee

Click on *Restore* to reauthorize an inactive designee.

An email notification has been sent to the authorized user.

Designee Users

1 records

Name	User ID	Email	Employer/Affiliation ID	Employer/Affiliation	Last modified	Status	
Jack Black	attydesignee99	srinivas.jaggannagar@njcourts.gov	F00013298	BRIAN J CARLIN	10/09/2024 09:54 AM	Active	Deactivate

[+ Add designee user](#)

Designee Users

1 records

Name	User ID	Email	Employer/Affiliation ID	Employer/Affiliation	Last modified	Status	
Jack Black	attydesignee99	srinivas.jaggannagar@njcourts.gov	F00013298	BRIAN J CARLIN	10/09/2024 10:02 AM	Inactive	Restore

[+ Add designee user](#)

Delete Designee

Click on the ellipse to see the **Delete** option. This action will permanently remove the designee from your user list.

Designee Users

1 records

Name	User ID	Email	Employer/Affiliation ID	Employer/Affiliation	Last modified	Status	
Jack Black	attydesignee99	srinivas.jaggannagar@njcourts.gov	F00013298	BRIAN J CARLIN	10/09/2024 10:02 AM	Inactive	<div style="text-align: right;"> Restore Delete </div>

+ Add designee user

Firm in Pending Status

If the system indicates that your firm is pending approval by the Court, you will not be able to select the firm until it is approved.

Add designee user ✕

Use the precise user ID your designee created during self-registration.

User ID *

Reset Search

Search results

<input checked="" type="checkbox"/>	Name	User ID	Email address
<input checked="" type="checkbox"/>	Jack Black	attydesignee99	srinivas.jaggannagar@njcourts.gov

Firm name and Address

<input type="checkbox"/>	CONNELL CONNELLS CAMASSA & YURO F00000298 222 TRENTON , NJ 90909 * This address is pending.	<input type="checkbox"/>	ADELSON TESTAN BRUNDO & JIMENEZ F00019896 13 BILL CT SUITE 1001 TRENTON , NJ 08825 * This address is pending.	<input type="checkbox"/>	HOUSER & ALLISON F00029935 701 PALOMAR AIRPORT RD STE 200 CARLSBAD , CA 92011 * This address is pending.	<input type="checkbox"/>	EMPLOYER NAME H TEST H00000219 ADDRESS LINE 1 ADDRESS LINE 2 CITY 1 , NJ 12345 * This address is pending.	<input type="checkbox"/>	LEGAL INSTITUTE TEST L00000206 4 JUSTICE WAY TEST3 TRENTON , NJ 08625 * This address is pending.
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Cancel Add