

Topic: How to designate a successor or a person with knowledge.

Summary: A step-by-step guide on how to designate a successor or person with knowledge in the event of death or disability.

This Guide is for: NJ Attorneys.

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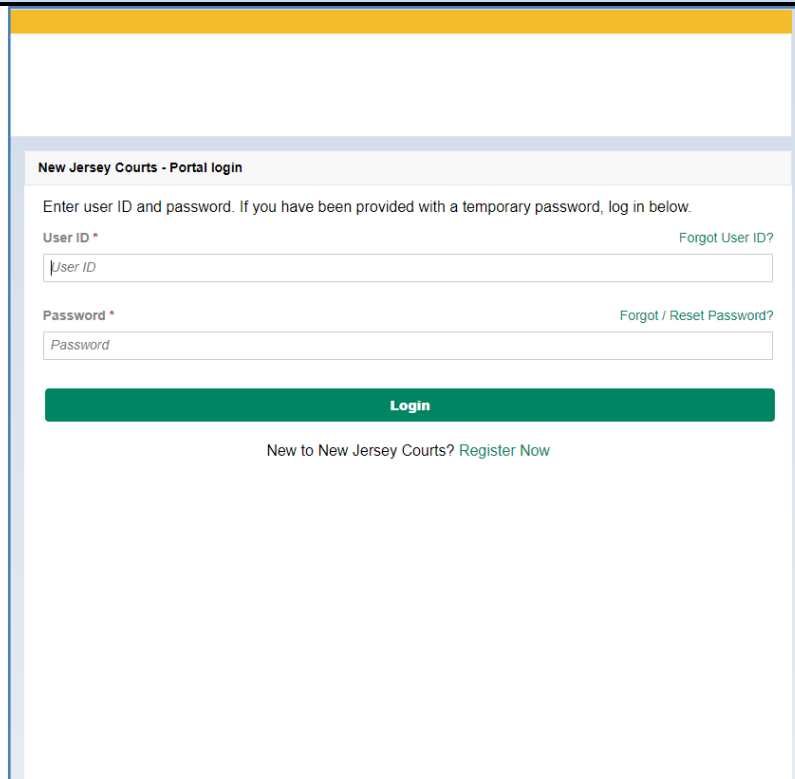
Login

Login using your Bar ID
 via NJ eCourts portal:
[NJCourts Online: Login](#)

Navigate to the New
 Jersey Courts – Portal
 Home Page and select
 either ‘Registration and
 Payment’ or ‘Designated
 Successor Attorney’.

Note, the ‘Designated
 Successor Attorney’ tile:

- Displays only for attorneys who answer “Yes” to the private practice question in the registration flow; **and**
- Contains only the functionality to designate a successor, a person with knowledge or otherwise respond to the succession questions.




Designated successor attorney

If “Yes” is selected in response to Question 1 for firm as employer, complete the succession section:

1. Indicate the NJ attorney who is your designated successor; or
2. Enter the contact information for a non-NJ attorney “Person with Knowledge”; or
3. Indicate where your succession plan is located; or
4. State you have no succession plan; or
5. Indicate that your firm is responsible for client files in the event of your inability to act.

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

Designated successor attorney

The creation of a succession plan is consistent with an attorney’s professional and ethical obligations to their clients. New Jersey seeks to be in conformity with other states in asking (but not requiring) attorneys to designate a successor in the event of death or disability.

- ☐ I have identified an attorney who can serve as my Designated Successor Attorney. 1
- ☐ I have identified a person with knowledge of the location of my files and records (does not need to be an attorney). 2
- ☐ I am unable to designate a successor attorney or a person with knowledge of the location of my files and records at this time. However, I have prepared a written succession plan that can be located at a specified location. 3
- ☐ I have not designated a Successor Attorney or created a succession plan at this time. 4
- ☐ A succession plan is not necessary for my practice because my employer is responsible for client files and communications in the event of my unavailability. 5

For more information on succession planning and designation, please click [here](#). To review a recorded program on succession planning, click [here](#).

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NJ Attorney as Successor

1. Click [+ Add New Jersey Licensed Attorney](#) ;
2. Enter the name or Bar ID and click **Search** ;
3. Select the radio button for the successor attorney and then **Add** ;
4. The successor will be saved only upon click of **Next** at the bottom of the screen.

Once saved, the successor attorney will receive an email notification.

You *cannot* appoint yourself as successor.

☒ I have identified an attorney who can serve as my Designated Successor Attorney.
[+ Add New Jersey Licensed Attorney](#)
 Your "designated successor attorney" is responsible for taking necessary actions to protect a clients' interests - such as notifying clients, securing client files, and managing or closing the practice - if you become unable to practice law due to death, disability, or other incapacity.
☐ I have identified a person with knowledge of the location of my files and records

☒ I have identified an attorney who can serve as my Designated Successor Attorney.
[+ Add New Jersey Licensed Attorney](#)
☐ I have identified a person with knowledge of the location of my files and records (does not need to be an attorney).
☐ I am unable to designate a successor attorney or a person with knowledge of the location of my files and records at this time that can be located at a specified location.
☐ I have not designated a Successor Attorney or created a succession plan.
☐ A succession plan is not necessary for my practice because...
 For more information on succession planning and designation, please contact the Superior Court Clerk's Office at (609) 421-6100 or email SCCOAttReg.Mailbox@njcourts.gov or 609-421-6100 if you have questions.
 * Are you employed in any jurisdiction or in any capacity as corporate counsel?
☐ Yes ☐ No
☒ Corporate Or Insurance Counsel Address
 This is a public address.

Add NJ Licensed Attorney
 Use Attorney Bar ID or name to search
 Search Criteria *
☐ ID ☒ Name
Close **Reset** **Search**

Add NJ Licensed Attorney
 Use Attorney Bar ID or name to search
 Search Criteria *
☐ ID ☒ Name
 Last name *
 First name
 cob
Close **Reset** **Search**

6 result(s)
 << < Page 1 of 2 > >>

	Name (F, M1, M2, L, Suffix)	Firm name	Firm city	Email (business)	Phone (business)
<input type="radio"/>	BOB COBB	AUGUST TEST CORP	IDAHO CITY	test@test.com	1234567890
<input checked="" type="radio"/>	CAROL ROGERS COBB	GIANSANTE & COBB LLC	MOORESTOWN	test@test.com	8562738866
<input type="radio"/>	DANA B COBB	BEATTIE PADOVANO, LLC	MONTVALE	test@test.com	2015731810
<input type="radio"/>	DEIRDRE L WEBSTER COBB	DEIRDRE L WEBSTER COBB	BURLINGTON TWP	test@test.com	6093463483
<input type="radio"/>	GARRY W COBB II	STEINBERG COBB & MAGPANTAL LLC	CHERRY HILL	test@test.com	8567730535


Cancel **Add**

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 SCCOAttReg.Mailbox@njcourts.gov

Back **Next**

Note: If the selected attorney is ineligible to be a successor, an error message will display. Make another selection.

To remove or change your selection, click .

If a designated successor has been saved, an email notification will be sent upon removal.


Removals **prior** to saving do not generate an email.

The selected attorney is not eligible to serve as a successor. Please select another attorney or call 855-533-3863 for additional information.

Designated successor attorney

The creation of a succession plan is consistent with an attorney's professional and ethical obligations to their clients. New Jersey seeks to be in conformity with other states in asking (but not requiring) attorneys to designate a successor in the event of death or disability.

☒ I have identified an attorney who can serve as my Designated Successor Attorney. ¹

Bar ID	Name	Firm name	Firm city	Email (business)	Phone (business)	
028761994	CAROL ROGERS COBB	GIANANTE & COBB LLC	MOORESTOWN	test@test.com	8562738866	

☐ I have identified a person with knowledge of the location of my files and records (does not need to be an attorney). ¹
☐ I am unable to designate a successor attorney or a person with knowledge of the location of my files and records at this time. However, I have prepared a written succession plan that can be located at a specified location.
☐ I have not designated a Successor Attorney or created a succession plan at this time.
☐ A succession plan is not necessary for my practice because my employer is responsible for client files and communications in the event of my unavailability.

For more information on succession planning and designation, please click [here](#). To review a recorded program on succession planning, click [here](#).

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

Certification of Information

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

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Person with Knowledge

To add a person with knowledge:

1. Select [+ Add Person with Knowledge](#) ;
2. Enter the required information then [Add](#) ;
3. The person with knowledge will be saved only upon click of [Next](#) at the bottom of the screen.

Once saved, an email notification will be sent to the person with knowledge.

☒ I have identified a person with knowledge of the location of my files and records (does not need to be an attorney).

A Person with Knowledge

A "person with knowledge" is someone who knows the location of your professional paper and electronic files and other security protocols required to access these professional records and files. The person with knowledge does not have to be a licensed attorney in New Jersey.

Designated successor attorney

The creation of a succession plan is consistent with an attorney's professional obligations to protect the interests of clients and the public. Attorneys are encouraged to designate a successor in the event of death or disability.

☐ I have identified an attorney who can serve as my Designated Successor

☒ I have identified a person with knowledge of the location of my files and records (does not need to be an attorney).

[+ Add Person with Knowledge](#)

☐ I am unable to designate a successor attorney or a person with knowledge of the location of my files and records at this time. However, I have prepared a written succession plan that can be located at a specified location.

☐ I have not designated a Successor Attorney or created a succession plan at this time.

☐ A succession plan is not necessary for my practice because my employer is responsible for client files and communications in the event of my unavailability.

For more information on succession planning and designation, please click [here](#). To review a recorded program on succession planning, click [here](#).

Add Person with Knowledge

First name *	Last name *	Email address *	Phone number *
Claudia	Kincaid	susan.flynn@njcourts.gov	1234567890

[Cancel](#) [Add](#)

☒ I have identified a person with knowledge of the location of my files and records (does not need to be an attorney).

First name	Last name	Email address	Phone number	
Claudia	Kincaid	susan.flynn@njcourts.gov	1234567890	Modify ⋮

☐ I am unable to designate a successor attorney or a person with knowledge of the location of my files and records at this time. However, I have prepared a written succession plan that can be located at a specified location.

☐ I have not designated a Successor Attorney or created a succession plan at this time.

☐ A succession plan is not necessary for my practice because my employer is responsible for client files and communications in the event of my unavailability.

For more information on succession planning and designation, please click [here](#). To review a recorded program on succession planning, click [here](#).

* 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 CCOAttyReg.Mailbox@njcourts.gov or 609-421-6100 if you have questions about this employer type.)

[Yes](#) [No](#)

> Corporate Or Insurance Counsel Address

* 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](#)


Declaration 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 more information on succession planning and designation, please contact the Superior Court Clerk's Office at (609) 421 - 6100 or email SCCOAttyReg.Mailbox@njcourts.gov




[Back](#) [Next](#)

Use  to update.

Click the ellipsis  to remove or change the person with knowledge.

An email notification will be sent upon removal.

☒ I have identified a person with knowledge of the location of my files and records (does not need to be an attorney). 

First name	Last name	Email address	Phone number	
Claudia	Kincaid	susan.flynn@njcourts.gov	1234567890	  <div>  </div>

☐ I am unable to designate a successor attorney or a person with knowledge of the location of my files and records at this time. However, I have prepared a will that can be located at a specified location.

Written succession plan

To provide your written succession plan:

1. Enter the location of the plan or the contact information for the person who can locate the plan; and
2. Select **Next** to save.

☒ I am unable to designate a successor attorney or a person with knowledge of the location of my files and records at this time. However, I have prepared a written succession plan that can be located at a specified location.
 Identify the location of your succession plan or the contact information of a person who can locate your plan. *

Enter information here. **1**

Remaining: 477 characters

☐ I have not designated a Successor Attorney or created a succession plan at this time.
☐ A succession plan is not necessary for my practice because my employer is responsible for client files and communications in the event of my unavailability.
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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.)

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.)

Certification of Information
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2

No Succession Plan

If you do not have a successor or a succession plan:

1. Make the appropriate selection; and
2. Click **Next** to save your selection.

Note, the successor plan details can also be accessed, saved and updated via the tile.

When using the tile, select the **Submit** to save.

- ☐ I have not designated a Successor Attorney or created a succession plan at this time.
- ☐ A succession plan is not necessary for my practice because my employer is responsible for client files and communications in the event of my unavailability.

1

Certification of Information

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

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Designated
Successor Attorney



Designated successor attorney

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- ☐ I have identified an attorney who can serve as my Designated Successor Attorney. ⓘ
- ☐ I have identified a person with knowledge of the location of my files and records (does not need to be an attorney). ⓘ
- ☐ I am unable to designate a successor attorney or a person with knowledge of the location of my files and records at this time. However, I have prepared a written succession plan that can be located at a specified location.
- ☐ I have not designated a Successor Attorney or created a succession plan at this time.
- ☒ A succession plan is not necessary for my practice because my employer is responsible for client files and communications in the event of my unavailability.

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Cancel

Submit