

Topic: *Attorney Registration for Pro Hac Vice (PHV) attorneys.*

Summary: *This document demonstrates how to complete the Annual Attorney Registration.*

This Guide is for:
PHV Attorneys.

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Logging In

Log in via the NJ eCourts Portal

Logging in: <https://portal-cloud.njcourts.gov/prweb/PRAuth/CloudSAMLAuth?AppName=ESSO>

Enter:

1. Bar ID
2. Password

To reset the password, click

[Forgot / Reset Password?](#)

Important Information to Complete Attorney Registration:

- Attorneys must log in using a Bar ID. Please use [Attorney Search \(njcourts.gov\)](https://njcourts.gov) to search for your Bar ID.
- If it has been more than 90 days since your last login, you may need to update your password.
- After 3 incorrect password entry attempts, you will be locked out of the system for at least 24 hours.
- If you continue to have difficulty, [create a help desk ticket\(njcourts.gov\)](#).

Login help

To request information about your existing ID, select [Forgot User ID?](#)

Follow the steps below if you are receiving an "Authentication Failed" error message when attempting to log in:

1. Select [Forgot / Reset Password?](#)
2. Answer the security questions when prompted.
3. Create a new password.

Follow the steps below if you are receiving an "Activation Email" error message when attempting to log in:

1. Select [Resend Activation Email](#)
2. Enter the email associated with the account.
3. An email will be sent to the email address used to activate the account.

New Jersey Courts - Portal login

Enter user ID and password. If you have been provided with a temporary password, log in below.

User ID * [Forgot User ID?](#)

1

Bar ID beginning with PHV

Password * [Forgot / Reset Password?](#)

2

Login


Registration Statement screen

The Registration Statement screen is the first step in the Attorney Registration and Payment process.

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.
4. Select  **Edit** to initiate any corrections or changes.

Note: Attorney ID cannot be changed.

Registration Statement >
Case List
Payment

Registration Statement

Attorney Information

Attorney Name	Attorney ID	Date of Birth	Edit
ELLE WOODS	PHV025949	04/02/1959	

Demographics

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. *

NO RESPONSE

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

NO RESPONSE

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

NO RESPONSE

Address List

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

Address Type	Address	Emails	Action
HOME	4 ELM ST CINAMINSON NEW JERSEY 08077 , UNITED STATES		Edit
BILLING	DECHERT L L P 1095 AVE OF THE AMERICAS NEW YORK NEW YORK 10036 , UNITED STATES 212-649-8733	ERIC.DAWSON@NJUDLAB.NJCOURTS.GOV	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 *	
United States (+1)	610420095	ERIC.DAWSON@NJUDLAB.NJCOURTS.GOV	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).

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](#).

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 SCCO.Mailbox@njcourts.gov

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Attorney Information

Attorney Name 1
 ELLE WOODS

Attorney ID 2
 PHV025949

Date of Birth 3
 04/02/1959

4
[Edit](#)

5. To correct or update name, click on the attorney name link to view the name change/correction form.

6. To correct date of birth, click on the birthdate link to open a draft email. If your mail application is not connected to your browser, an email can be sent to PHV-CPF.Mailbox@njcourts.gov

7. After requesting corrections, click

✓ Done

Demographics self-reporting is voluntary but a response must be selected from each dropdown.

Registration Statement

Attorney Information

Attorney Name

ELLE WOODS

(Click on your name to request correction or update name)

Attorney ID

PHW025949

Date of Birth

04/02/1959

(Click on the date of birth to request correction or email PHV-CPF.Mailbox@njcourts.gov)

✓ Done

Demographics

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. *

NO RESPONSE

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


NO RESPONSE

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

NO RESPONSE

Address List

This Section contains:

1. Address Type
 - a. **Home** – a confidential address.
 - b. **Billing** – mailing address for billing purposes. This is **not** a confidential address.
2. Address
3. Email
4.  Edit – Select to update address information.
5. 2-Factor Authentication: Mobile and email for receipt of 2FA PINS. To update, access your profile on NJ Courts - Portal Home Page (top right corner avatar that contains your initials).

Address List

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

Address Type ¹	Address ²	Email ³	Action ⁴
HOME	4 ELM ST CINAMINSON NEW JERSEY 08077 , UNITED STATES		Edit
BILLING	DECHERT L L P 1095 AVE OF THE AMERICAS NEW YORK NEW YORK 10036 , UNITED STATES 212-649-8733	ERIC.DAWSON@NJJD.LAB.NJCOURTS.GOV	Edit

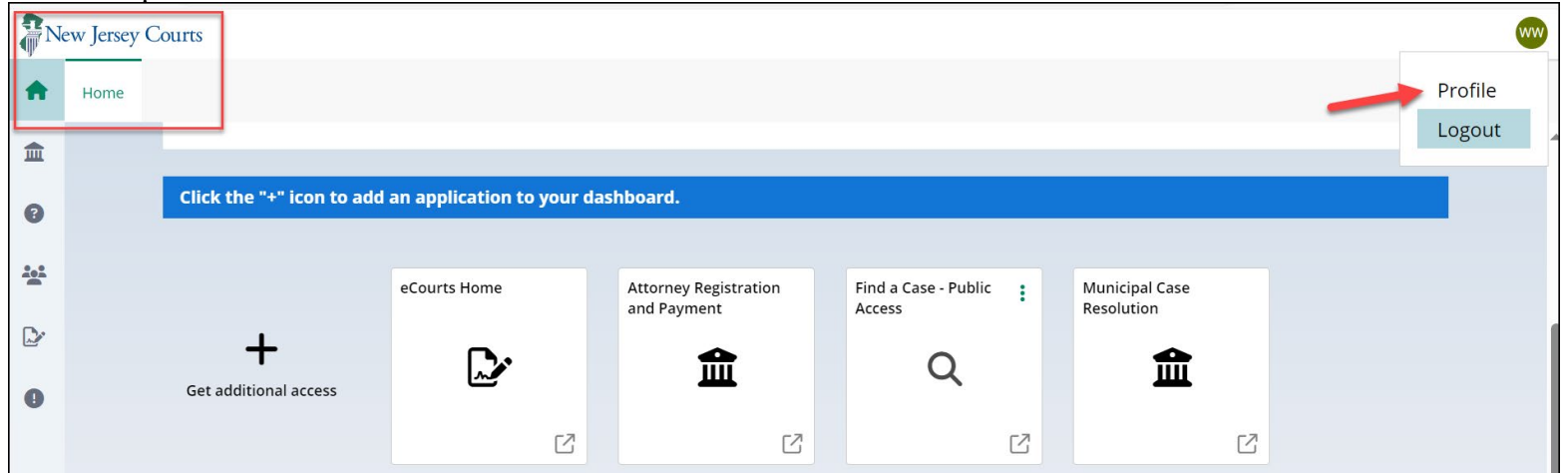
Notification for 2-Factor Authentication

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 *	Action ⁵
United States (+1)	6104200095	ERIC.DAWSON@NJJD.LAB.NJCOURTS.GOV	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).

Note: if no home address is provided, the billing address (not confidential) will be used.

To access profile:




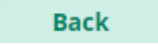
The screenshot shows the NJ Courts Portal Home Page. In the top left navigation menu, the 'Home' link is highlighted with a red box. In the top right corner, the user's profile avatar is visible, with a red arrow pointing to the 'Profile' and 'Logout' options. The main dashboard area contains a blue banner that says 'Click the "+" icon to add an application to your dashboard.' Below this banner are several application tiles: 'eCourts Home', 'Attorney Registration and Payment', 'Find a Case - Public Access', and 'Municipal Case Resolution'. A '+ Get additional access' button is also visible.

Electronic Devices

To proceed, you must agree to comply with the guidelines on electronic devices.

Note: This will display and is required for NJ and Pro Hac Vice attorney types only.

Certification of Information

By clicking the  button to proceed, you certify to the truthfulness of the information you have provided. Click  to return to the previous screen.

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

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](#).

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 SCCO.Mailbox@njcourts.gov

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Case List

This presents an active case list for PHV Attorneys.

Options:

1. Edit or Close the Case;
or
2. Add another case

You can **edit** the following fields:

Order Date
 Court Type
 Docket Number
 Case Title
 Court type
 County
 Sponsoring Attorney
 Judge

To **Close** a case, click

Close Case

and enter a closed date. Click

Save

Registration Statement > **Case List** > Payment

Active Case List


Click the appropriate link to Add, Edit or Close a Case.

Order Date	Court Type	County	Docket Number	Sponsor Attorney	Judge	Action
5/14/24	OUT OF COUNTRY	OUT OF COUNTRY	123456	SCHMIDT CARLTON		+ Edit or Close ¹ + Add ²

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Order Date	Court Type	County	Docket Number	Sponsor Attorney	Judge	Action
5/14/24	OUT OF COUNTRY	OUT OF COUNTRY	123456	SCHMIDT CARLTON		+ Edit or Close

Pro Hac Vice Case Information

Order Date * 


Docket Number *

Case Title *

Court Type *

County *

Close Case This checked box serves as official notification that this matter, or my appearance in it, has formally concluded as of the date indicated.

Closed Date 

Sponsoring Attorney

Click the edit link to change the sponsoring attorney.

ID	Name	
389892021	SCHMIDT CARLTON	Edit


Judge

Click the edit link to change the judge.

ID	Name	
UNKNOWN		Edit

[Cancel](#) [Save](#)

Adding A Case

Click  and complete the required fields:

1. Order Date
2. Court Type
3. Docket Number
4. County
5. Case Title
6. Sponsoring Attorney – see below for more details.

Judge is not a required field but see below for details on adding a judge to a case.

Both the Sponsoring Attorney and Judge must be in **active** status.

Pro Hac Vice Case Information

Order Date *  Court Type *

Docket Number * County *

Case Title *

Sponsoring Attorney

Search by Attorney ID or Name. 6

Attorney ID: a OR Last Name: First Name:

Select	Attorney ID	Attorney Name	Address
<input type="radio"/> b	020531995	TARA JANE SIMON	46 BLISS BLVD , SUITE 4 , NEWARK , NEW JERSEY - 07102 , UNITED STATES

Judge

Search by Attorney ID or Name.

Attorney ID: OR Last Name: First Name:

Adding a Sponsoring Attorney

1. Search using Bar ID or first/last name;
2. Select the attorney;
3. After an attorney is added to a case, click [Edit](#) to select a different attorney.

Sponsoring Attorney

Search by Attorney ID or Name.

Attorney ID: OR Last Name: First Name: 1

Sponsoring Attorney

Search by Attorney ID or Name.

Attorney ID: OR Last Name: First Name:

Select	Attorney ID	Attorney Name	Address
2 <input checked="" type="radio"/>	000831994	SUSAN M FLYNN	PO BOX 390 , MILFORD , NEW JERSEY - 088480390 , UNITED STATES
<input type="radio"/>	034231985	SUSAN JANE FLYNN-HOLLANDER	ONE ROBERT WOOD JOHNSON PLACE , NEW BRUNSWICK , NEW JERSEY - 08903 , UNITED STATES

Sponsoring Attorney

Click the edit link to change the sponsoring attorney.

ID	Name	
000831994	SUSAN M FLYNN	Edit 3

Adding a Judge

1. Search using an ID or first/last name;
2. Select the Judge;
3. After a judge is added to a case, click [Edit](#) to select a different judge.

Judge

Search by Attorney ID or Name.

Attorney ID: OR Last Name: First Name:

1

Select	Attorney ID	Attorney Name	Address
2 <input type="radio"/>	031741984	A RENEE SMITH	45 OLD GREENVIEW LANE , ANKENY, , OUT OF COUNTRY TONGA

Judge

Click the edit link to change the judge.

ID	Name	
031741984	A RENEE SMITH	Edit 3

Payment

For detailed payment screen instructions, refer to: [Attorney Registration – Payment](#).

Exemptions specific to PHVs:

Select

Payment Exemption if you:

- Are now a licensed NJ attorney (you will be prompted to enter your NJ Bar ID);
- Have not appeared on any cases since January 31 of the current calendar year (you will be prompted to enter the date your appearance ended);
- Represent and work for the federal or a state government.

Certify, initial and select

Finish

button to

complete registration.

Registration Statement > Case List > Payment

Registration Statement Review, Payment, and Exemption

To review your registration statement prior to selecting your payment method, click this button. [Review Registration Statement](#)

Select appropriate options below to pay annual fee, or to indicate why payment as Pro Hac Vice is not due.

Payment/Exemption Options *

Pay Annual Fee Payment Exemption

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

Exemptions

Payment as Pro Hac Vice is not due because of one of the reasons below:

- I am now a licensed member of the Bar of New Jersey, OR have been admitted in New Jersey as a multijurisdictional practitioner or in-house counsel and have fulfilled or will fulfill my obligation in one of those capacities.
- I am not currently appearing Pro Hac Vice in any matter in New Jersey and I have not done so since January 31st of this calendar year. "Appearing" includes remaining counsel of record in a matter that has not concluded. The date on which I last appeared in any matter:
- In all matters for which I am admitted pro hac vice in New Jersey, I represent the United States of America or a state of the United States AND I am an employee of the federal or state entity that I represent.

Certification of Information

By checking the box and clicking "Finish", 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.

Initial to certify (first middle last initials)

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

[Back](#) [Finish](#)