

**Topic:** Attorney Registration – Registration Statement

**Summary:** This document will demonstrate how to complete the Registration Statement portion of the Annual Attorney Registration.

#### This Guide is for:

Attorneys

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# Registration Statement screen

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

#### **Attorney Information**

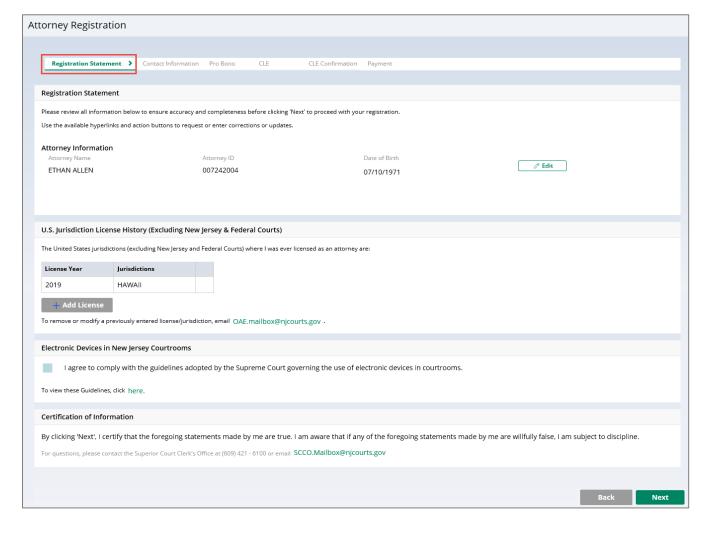
Review your details within the "Attorney Information" section to ensure it is accurate.

This section contains:

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

**Note:** Attorney ID cannot be changed.

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







- 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 <a href="SupremeCTInternet.Mailbox@njcourts.gov">SupremeCTInternet.Mailbox@njcourts.gov</a>.
- 7. After requesting corrections, click **Done**.

### <u>U.S. Jurisdiction License</u> <u>History</u>

If you have previously entered any other U.S. jurisdiction license information, it will be displayed within this section.

1. Select **Add License** to include additional license information.







2. You may modify license information entered during the *current login session only*.

**NOTE** To modify any previously entered license information, send email to OAE.mailbox@njcourts.gov.

#### **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 **Next** button to proceed, you certify to the truthfulness of the information you have provided. Click **Back** to return to the previous screen.

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

