



New Jersey Judiciary
Request to Change Administrator Form
Judiciary Account Charge System (JACS)

Please print and complete this form, then either email or mail the completed form to one of the addresses provided below:

Email: Jacssupport.mailbox@njcourts.gov

Regular Mail:

Administrative Office of the Courts
JACS Support Unit
PO Box 980
Trenton, New Jersey 08625-0980

Overnight Mail and Lawyers Service:

Administrative Office of the Courts
JACS Support Unit
25 Market Street
8th Floor- North Wing
Trenton, New Jersey 08625-0980

Please note: You must provide the “New” Administrator’s User Id for the JACS system on this form. User IDs can be obtained at the following URL:

<https://portal.njcourts.gov/webe40/onboarding/pages/NewUserWelcome.faces>

To request a change to a JACS Administrator please provide the following required information:

Account Number	Account Name
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“New” Administrator’s BAR ID or JACS User ID

A Judiciary charge account can have only one Administrator. This form authorizes the replacement of your “current” Administrator with the user associated with the User Id identified above. Change requests are typically processed within one business day of receipt.

I certify that I have reviewed, understand and agree to the conditions listed above, and that I am authorized to change the JACS Administrator on the aforementioned account.

Date Signature

Phone Number Print Name

For Administrative Office of the Courts Internal Use Only

Date	Updated by	Date	Reviewed by