

NOTICE TO THE BAR

ATTORNEY ID NUMBER REQUIRED ON ALL DOCUMENTS SUBMITTED FOR FILING – REMINDER OF NOVEMBER 1, 2013 EFFECTIVE DATE

As a follow-up to the August 14, 2013 notice to the bar, this is a reminder that the Supreme Court, as part of the July 9, 2013 Omnibus Rule Amendment Order, amended Rule 1:4-1(b) so as to add the New Jersey **attorney identification number** to the information required to be shown on the first page of each document filed. As set forth in that earlier notice, the addition of the attorney ID number will be required as of November 1, 2013.

Therefore, effective November 1, 2013, the following information shall be included “above the caption at the left-hand margin of the first sheet of every paper to be filed” (R. 1:4-1(b)):

Filing Attorney’s Name – NJ Attorney ID Number
Firm or Office Street Address
Firm or Office Phone Number
Attorney for _____

The “filing attorney” is the attorney who signs the paper.

Attorneys who do not know or are unsure of their New Jersey attorney identification number may ascertain that number by accessing the Attorney Index on the Judiciary’s website at www.njcourts.com (which is linked from the website’s front page under Public Access Resources).

For those situations in which the attorney of record is different from the attorney signing and filing the paper, and the law firm or office would prefer to have both attorneys’ names reflected in the court’s record, both attorneys’ names and identification numbers should be included in the caption, as shown in the sample below:

Attorney of Record’s Name – NJ Attorney ID number
Filing Attorney’s Name – NJ Attorney ID number
Firm or Office Street Address
Firm or Office Phone Number
Attorney for _____

Questions regarding this Notice may be directed to the Superior Court Clerk’s Office at 609-421-6100 or by email to SCCO.Mailbox@judiciary.state.nj.us (please include “Attorney ID” in the email subject line).



Hon. Glenn A. Grant, J.A.D.
Acting Administrative Director of the Courts

Dated: October 17, 2013