

## NOTICE TO THE BAR


### FILING PRACTICES FOR ATTORNEYS' USE OF THIRD PARTY VENDORS TO ELECTRONICALLY FILE DOCUMENTS WITH THE COURTS

The Supreme Court has approved the use of third party vendors to electronically file documents on behalf of an attorney admitted to practice law in New Jersey consistent with the User Participation Agreement.

Third party vendors may electronically file court documents as agents on behalf of New Jersey attorneys with the Supreme Court, Appellate Division, Superior Court and Tax Court. Those vendors must use the attorney's credentials to electronically file documents with the courts. Attorneys are responsible for the supervision and management of the third party vendors in accordance with the Rules of Professional Conduct.

Third party vendors are not permitted to perform tasks that require the professional judgment of an attorney. Thus, the approval permits only the ministerial tasks of entering the necessary metadata and uploading the required documents into the electronic filing system. Where an attorney uses a third party vendor to electronically file documents, the attorney is deemed to have personally certified to all facts and metadata required to submit those documents electronically.

Questions regarding this notice may be directed to Michelle M. Smith, Clerk of the Superior Court, by email at [michelle.smith@njcourts.gov](mailto:michelle.smith@njcourts.gov) or by telephone at 609-815-2900 ext. 54200.

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

Dated: July 26, 2018