

NOTICE TO THE BAR

ADDITIONAL INFORMATION SECURITY MEASURES FOR JUDICIARY WEB-BASED APPLICATIONS –

The New Jersey Judiciary is implementing a multi-phase approach to enable more secure user access to Judiciary web-based applications. The first phase requires all registered users to create a security profile by (1) providing answers to three security questions, and (2) resetting their password. **All registered users will be required to establish their security profile no later than Sunday, October 14, 2018 at 5 p.m. to avoid problems with accessing our systems in the future.** The name of our system is P-Synch or “Password Synchronization.”

In an effort to have as many users do that before October 14, the Judiciary is implementing the following schedule that will require users, by county, to complete their security profile before October 14:

- September 10 – Cape May
- September 17 – Bergen, Camden, Cumberland, Gloucester, Salem
- September 24 – Morris, Essex, Somerset, Hunterdon, Warren, Union
- October 1 – Sussex, Passaic, Middlesex, Atlantic
- October 8 – Mercer, Monmouth, Burlington, Ocean, Hudson, State Police

Once a user has established a security profile through P-Synch, that user thereafter will be reminded to change his or her password every 90 days. To help users with this process, each time thereafter that the user logs in, he or she will see a message showing the number of days remaining before the next password expiration.

Users who complete their security profile through P-Synch and change their password by October 14, 2018, but who do not thereafter change their password every 90 days, will still be able to access Judiciary applications by using the security questions.

Registered users who do not use P-Synch to create their security profile before October 14, 2018 (for example, attorneys who access Judiciary systems only once a year to complete their annual registration and payment), will still be able to access our systems, if they know their previous password. At that time, the system will direct the user to the P-Synch page to complete

their security profile (adding security questions and changing their password). A user who does not remember his or her previous password can contact the Superior Court Clerk's Office at SCCOOmbudsman.mailbox@njcourts.gov or (609) 421-6100 for assistance.

A set of FAQs and instructions on the use of P-Synch are available on the Judiciary's website at <https://www.njcourts.gov/attorneys/index.html>. For ease of reference, the FAQs are also attached to this notice.

For additional information, please contact Michelle M. Smith, Clerk of the Superior Court, at michelle.smith@njcourts.gov or (609) 815-2900 ext. 54200.

/s/ Glenn A. Grant

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

Dated: September 14, 2018

FREQUENTLY ASKED QUESTIONS ABOUT P-SYNCH

1. I receive an email notification to p-synch, what is it and how do I know I am required to P-Synch?

Yes. The New Jersey Judiciary is implementing a multi-phase operational effort to enable more secure user access to Judiciary web-based applications. The first phase requires all registered users to reset their password now and every 90 days. **P-Synch will be available to users of web-based applications as of August 13, 2018. All users must complete an initial update of their password through P-Synch no later than Sunday, October 14, 2018 at 5pm to avoid problems with accessing our systems.**

2. What systems are affected by P-Synch?

Ongoing password management is required for all attorneys who use the online attorney registration and payment system and all users who access these systems:

- CLE - Continuing Legal Education
- CCATS - Civil Commitment Automated Tracking System
- Clerkship - Law Clerk Application Submission
- JACS - Judiciary Account Charge System
- FMCIC - Family-Children in Court
- FMFA- Family Non-Dissolution-Family Adoption
- eCourts - Electronic case filing system (including Appellate and Supreme)
- eCDR - Criminal Complaint System
- eTRO - Temporary Restraining Orders
- Probweb - Probation web
- GMS - Guardianship Monitoring System
- COUNTYWELFARE- County Welfare
- eJOC - Judgments of Conviction
- eVNF - Victim Notification System
- EM - Electronic Monitoring
- MACS - Municipal Automated Case System
- DVCR - Domestic Violence Central Registry
- OAE - Office of Attorney Ethics
- LWC - Law Clerk

3. How can I access P-Synch?

The home page for P-Synch is <https://jpm.njcourts.gov>. For instructions please click [Click here for P-Synch.](#)

Note: For Law Enforcement users and Judges using eTRO a link for password synchronization (P-Synch) is provided on the Judiciary applications Login page, [Click here for P-Synch](#). The drop down above should be pre-populated to ISAM (IBM Security Access Manager). If it is not pre-populated, please select ISAM.

In the blank space above, please provide your user identification.

- ☐ If you are an attorney, please use your New Jersey Bar ID.
- ☐ If you are a police officer, please use your PD ID.
- ☐ If you are a municipal employee, please use your MU ID.
- ☐ If you are a Judiciary charge account user, please use your Judiciary Account Charge System (JACS) ID.
- ☐ All other users of the Judiciary's web-based applications should use the unique ID issued to you by the Judiciary.

Should you have any questions please contact the Superior Court Clerk's Office at SCCOmbudsman.mailbox@njcourts.gov or (609) 421-6100.

4. Where can I find instructions to P-Synch?

Instructions can be found at
https://www.njcourts.gov/courts/assets/scco/ext_psynch_guidelines.pdf

If you want to speak with Judiciary support staff, please contact the Superior Court Clerk's Office at SCCOmbudsman.mailbox@njcourts.gov or (609) 421-6100.

5. I only access the system once a year for attorney registration, do I still need to P-Synch?

Yes. All users accessing one or more of the systems above are required to P-Synch by Sunday, October 14, 2018. An attorney may wait until attorney registration to create a P-Synch profile, if the attorney remembers his or her password. Where an attorney does not remember his or her password, the attorney must contact the Superior Court Clerk's Office at SCCOmbudsman.mailbox@njcourts.gov or (609) 421-6100 to assist in establishing the P-Synch profile.

6. Can attorneys who only access Judiciary web-based systems once a year (for attorney registration/payment) update their password just once a year?

Yes. Users who use our systems on a regular basis are required to change their password every 90 days. However, attorneys may change their password only once a year by using the security questions or prior password. A user who does not remember his or her previous

password can contact the Superior Court Clerk's Office at SCCOOmbudsman.mailbox@njcourts.gov or (609) 421-6100 for assistance.

7. I completed the P-Synch process and cannot remember my password, what do I do?

To change your password in P-Synch, click <https://jpm.njcourts.gov>. Provide your user identification as indicated in question 3 above. Complete the captcha to verify that you are not a robot, then select “Answer security questions.” You will be required to provide the answers to your previously completed security questions. Once answered correctly, users are required to pick a password that is eight (8) characters long and contains at least one capital letter, one lower case letter, one numeral, and one of the enumerated special characters.