

## **NOTICE TO THE BAR**

### **2021 ATTORNEY ANNUAL ELECTRONIC REGISTRATION – SOLUTIONS TO SOME IDENTIFIED ISSUES; CLE TRAINING AVAILABLE ON THE REGISTRATION PROCESS**

New Jersey attorneys are required to electronically file a registration statement annually through the Judiciary's Attorney Registration application. The Judiciary implemented an updated electronic attorney registration and payment application for the 2020 attorney registration cycle. Attorneys can use the application to complete their annual registration requirement, to update their information, including to provide the required cell phone number and email address, to certify as to the completion of CLE requirements, and to certify their provision of pro bono services where applicable. This year, the Judiciary implemented a two-factor security measure for this application for the 2021 attorney registration cycle. The registration cycle opened on January 6, 2021.

#### **Some Issues that Have Been Brought to Our Attention**

Since the start of attorney registration earlier this month, certain common issues that some attorneys attempting to complete the annual attorney registration requirement have experienced have been brought to our attention. This notice covers four such issues and the steps to take to resolve them, as follows:

##### **(1) Error Message After Login;**

This issue presents as a blue Pega (software application) page requesting that the user login or displaying a message that the access is "unauthorized." The following steps are recommended to resolve this issue:

Clear your browsing history, restart your computer, and attempt to login using a different browser (e.g., Google Chrome, Microsoft Edge).

Access the "online registration and payment" system through the "Attorney" tab on the Judiciary's website, [www.njcourts.gov](http://www.njcourts.gov).

## **(2) Registration Does Not Show Payment Received**

If after registration and payment have been submitted, the application returns to the finish page but does not display receipt of payment, fully close the application and allow the system one hour to process the payment. After an hour has elapsed, sign back into the attorney registration profile to review payment information and determine if payment has been received. Please do not resubmit your annual registration unless it is confirmed that payment was not received.

## **(3) Attorney Registration and Payment is Not Available on the Single Sign-On Home Page:**

This issue occurs when the user has attempted to log in with an ID other than the attorney ID number (e.g., a CLE, JACS or JEDS ID). The attorney registration and payment application can only be accessed using the attorney ID number, which serves as the User ID. If you do not recall your attorney ID number, it can be obtained from the [Attorney Index](#).

## **(4) Access Code for Two-Factor Authentication Not Received.**

There may sometimes be a delay in receiving the two-factor authentication access code by email or text. Users are encouraged to verify that the contact information that you provided (cell phone number and email address) is correct. Users should authenticate the courts as a sender to avoid email notifications being sent to spam or junk mail folders.

## **Free CLE Training Available Regarding Attorney Registration**

The Judiciary through the Superior Court Clerk's Office is offering a number of free training sessions between January 2021 and February 2021 for attorneys on the updated attorney registration application, including the requirements of two-factor authentication. The training will also include information related to frequently asked questions, information security risks, and the ability to complete the training live with the assistance of court staff. This training is a supplemental training to the trainings that the Superior Court Clerk's Office presented

between October 2020 and January 2021. The sessions will be conducted using Microsoft Teams. Attorneys must register in advance.

The scheduled training sessions (with the registration links for each session) are as follows:

Tuesdays - 10:00 a.m. to 11:00 a.m.	Thursdays - 2:00 p.m. to 3:00 p.m.
February 2, 2021 <a href="https://www.surveymonkey.com/r/Attorney_Reg_02022021">https://www.surveymonkey.com/r/Attorney_Reg_02022021</a>	February 4, 2021 <a href="https://www.surveymonkey.com/r/Attorney_Reg_02042021">https://www.surveymonkey.com/r/Attorney_Reg_02042021</a>
February 9, 2021 <a href="https://www.surveymonkey.com/r/Attorney_Reg_02092021">https://www.surveymonkey.com/r/Attorney_Reg_02092021</a>	February 11, 2021 <a href="https://www.surveymonkey.com/r/Attorney_Reg_02112021">https://www.surveymonkey.com/r/Attorney_Reg_02112021</a>
February 16, 2021 <a href="https://www.surveymonkey.com/r/Attorney_Reg_02162021">https://www.surveymonkey.com/r/Attorney_Reg_02162021</a>	February 18, 2021 <a href="https://www.surveymonkey.com/r/Attorney_Reg_02182021">https://www.surveymonkey.com/r/Attorney_Reg_02182021</a>
February 23, 2021 <a href="https://www.surveymonkey.com/r/Attorney_Reg_02232021">https://www.surveymonkey.com/r/Attorney_Reg_02232021</a>	February 25, 2021 <a href="https://www.surveymonkey.com/r/Attorney_Reg_02252021">https://www.surveymonkey.com/r/Attorney_Reg_02252021</a>

Attorneys completing this training will receive 2.0 ethics/professionalism CLE credits. To register for a particular training, use the appropriate link from the charts above.

Questions regarding this notice may be directed to the Superior Court Clerk's Office at 609-421-6100.

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

Dated: January 27, 2021