

## **NOTICE TO THE BAR**

### **Added User Access Role in eCourts for Attorneys' Staff; Initial Rollout to Criminal eCourts**

Effective October 1, 2021, the Judiciary has created a new user access role for attorneys' staff in Criminal eCourts, which will allow staff to access eCourts Criminal using an independent user ID. Staff are required to register and properly associate their account to the attorney's bar ID. Once that has been done, the attorney staff may electronically file documents, view the case jacket, and save and print documents without the need to use the attorney's credentials. While this enhancement to accessing eCourts presently is available only for eCourts Criminal, the Judiciary anticipates that this new user access role will be available for all other eCourts case types by the end of the year.

The Superior Court Clerk's Office is offering free training for attorneys and their staff to demonstrate the new eCourts user access role. This training will cover the legal and ethical requirements related to the use of eCourts. The training will address the registration process, demonstrate how to access and file documents, and respond to questions presented by attorney staff. Judiciary staff will also provide troubleshooting techniques, FAQs, and tips and tricks.


The sessions will be conducted using Microsoft Teams. Attendees must request registration in advance. The scheduled training sessions are as follows:

<b>Tuesdays – 10:00 am to 11:00 am</b>
October 5, 2021 <a href="https://www.surveymonkey.com/r/2FAUpdateTraining_10521">https://www.surveymonkey.com/r/2FAUpdateTraining_10521</a>
October 12, 2021 <a href="https://www.surveymonkey.com/r/2FAUpdateTraining_101221">https://www.surveymonkey.com/r/2FAUpdateTraining_101221</a>
October 19, 2021 <a href="https://www.surveymonkey.com/r/2FAUpdateTraining_101921">https://www.surveymonkey.com/r/2FAUpdateTraining_101921</a>
October 26, 2021 <a href="https://www.surveymonkey.com/r/2FAUpdateTraining_102621">https://www.surveymonkey.com/r/2FAUpdateTraining_102621</a>
November 9, 2021 <a href="https://www.surveymonkey.com/r/2FAUpdateTraining_11921">https://www.surveymonkey.com/r/2FAUpdateTraining_11921</a>

<b>Thursdays – 2:00 pm to 3:00 pm</b>
October 7, 2021 <a href="https://www.surveymonkey.com/r/2FAUpdateTraining_10721">https://www.surveymonkey.com/r/2FAUpdateTraining_10721</a>
October 14, 2021 <a href="https://www.surveymonkey.com/r/2FAUpdateTraining_101421">https://www.surveymonkey.com/r/2FAUpdateTraining_101421</a>
October 21, 2021 <a href="https://www.surveymonkey.com/r/2FAUpdateTraining_102121">https://www.surveymonkey.com/r/2FAUpdateTraining_102121</a>
October 28, 2021 <a href="https://www.surveymonkey.com/r/2FAUpdateTraining_102821">https://www.surveymonkey.com/r/2FAUpdateTraining_102821</a>
November 4, 2021 <a href="https://www.surveymonkey.com/r/2FAUpdateTraining_11421">https://www.surveymonkey.com/r/2FAUpdateTraining_11421</a>

Attorneys are encouraged to send staff that electronically file to attend this training. Attorneys that complete this no-cost training will receive 1.0 ethics/professionalism CLE credit. To request to attend one of these virtual sessions, please use the appropriate link from the chart above. A separate Microsoft Teams invitation will be sent in advance of the assigned date confirming your registration. Additional trainings will be scheduled as needed.

Questions regarding this notice may be directed to the Superior Court Clerk's Office at [SCCO.mailbox@njcourts.gov](mailto:SCCO.mailbox@njcourts.gov) or 609-421-6100.

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

Dated: October 1, 2021