

## NOTICE TO THE BAR

### **ADDED USER ACCESS ROLE IN eCOURTS FOR ATTORNEYS' STAFF – ROLLOUT EXPANDED TO CIVIL LAW, GENERAL EQUITY, SPECIAL CIVIL PART, AND EXPUNGEMENTS**

The Judiciary earlier announced the creation of a new user access role in eCourts for attorneys' staff using an independent user ID; see the October 1, 2021 [Notice](#) to the Bar. That new attorney designee role was initially limited to Criminal eCourts. It now is being expanded to eCourts for Civil Law, General Equity, Special Civil Part, and Tax Court, as well as the eCourts Expungement System, effective immediately. It is not yet available for eCourts Family.

To acquire this user access, attorneys' staff must first register with the Judiciary at [Self Registration \(njcourts.gov\)](https://njcourts.gov). Once registered, staff must provide their new user ID to the attorney. The attorney must then associate the staff person's account to the attorney's bar ID. Once that has been completed, staff may electronically file documents, view the case jacket, and save and print documents using their user access without the need to use the attorney's credentials.

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

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

<b>Tuesdays – 2:00 pm to 3:00 pm</b>
March 29, 2022 <a href="https://www.surveymonkey.com/r/2FA_AD_0329_PM">https://www.surveymonkey.com/r/2FA_AD_0329_PM</a>
April 5, 2022 <a href="https://www.surveymonkey.com/r/2FA_AD_0405_PM">https://www.surveymonkey.com/r/2FA_AD_0405_PM</a>
April 12, 2022 <a href="https://www.surveymonkey.com/r/2FA_AD_0412_PM">https://www.surveymonkey.com/r/2FA_AD_0412_PM</a>
April 19, 2022 <a href="https://www.surveymonkey.com/r/2FA_AD_0419_PM">https://www.surveymonkey.com/r/2FA_AD_0419_PM</a>
April 26, 2022 <a href="https://www.surveymonkey.com/r/2FA_AD_0426_PM">https://www.surveymonkey.com/r/2FA_AD_0426_PM</a>

<b>Thursdays – 10:00 am to 11:00 am</b>
March 31, 2022 <a href="https://www.surveymonkey.com/r/2FA_AD_0331_AM">https://www.surveymonkey.com/r/2FA_AD_0331_AM</a>
April 7, 2022 <a href="https://www.surveymonkey.com/r/2FA_AD_0407_AM">https://www.surveymonkey.com/r/2FA_AD_0407_AM</a>
April 14, 2022 <a href="https://www.surveymonkey.com/r/2FA_AD_0414_AM">https://www.surveymonkey.com/r/2FA_AD_0414_AM</a>
April 21, 2022 <a href="https://www.surveymonkey.com/r/2FA_AD_0421_AM">https://www.surveymonkey.com/r/2FA_AD_0421_AM</a>
April 28, 2022 <a href="https://www.surveymonkey.com/r/2FA_AD_0428_AM">https://www.surveymonkey.com/r/2FA_AD_0428_AM</a>

Attorneys are encouraged to have their staff who electronically file attend this training. Attorneys completing this no-cost training will receive 1.0 hours of ethics/professionalism CLE credit. To request to attend one of these virtual sessions, please use the appropriate link in the above chart. 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.

/s/ Glenn A. Grant

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Glenn A. Grant  
Administrative Director of the Courts

Dated: March 23, 2022