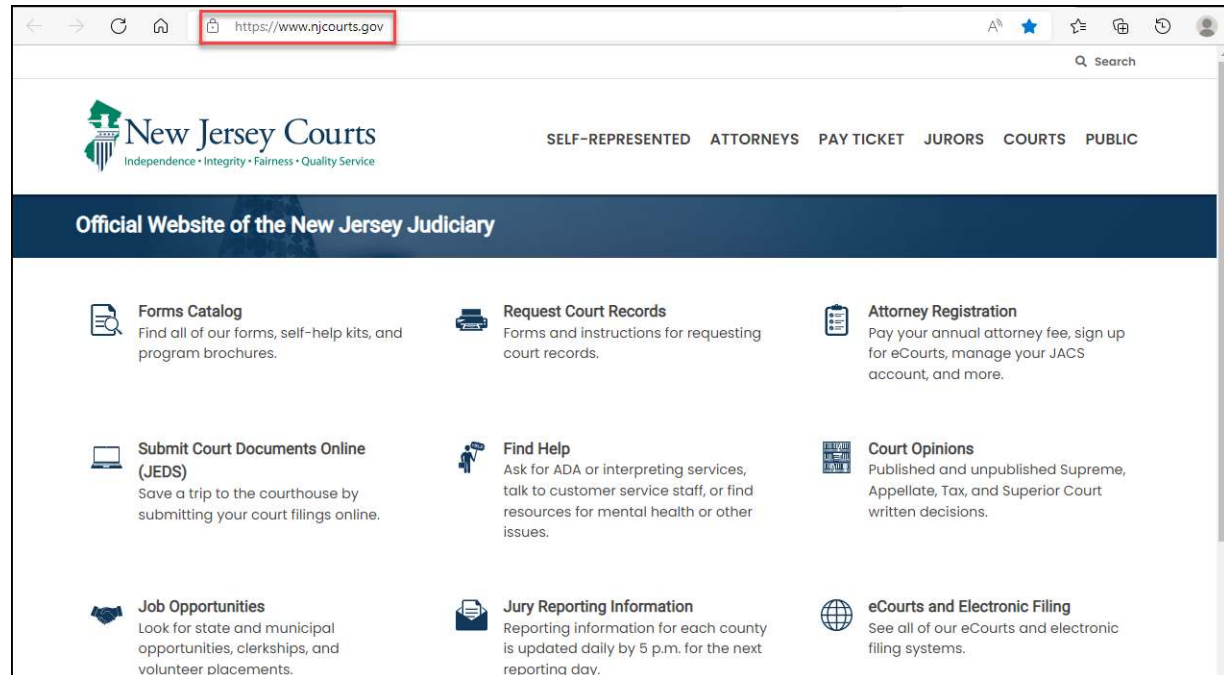


**Instructions:** Welcome! As a probation client you will need to register for our NEW Probation Client Portal following the steps below. The Portal includes some helpful resources for you and your basic probation information, and in time will be a way for you and your probation officer to be able to sign and submit forms, view historical documents, and even pay your fines and fees!

### Process

1. As a Probation Client, you must go to <https://www.njcourts.gov>

### Screenshot



The screenshot shows the homepage of the New Jersey Courts website. The browser's address bar is highlighted with a red box, showing the URL <https://www.njcourts.gov>. The website header includes the New Jersey Courts logo and a navigation menu with the following items: SELF-REPRESENTED, ATTORNEYS, PAY TICKET, JURORS, COURTS, and PUBLIC. Below the header is a dark blue banner with the text "Official Website of the New Jersey Judiciary". The main content area is a grid of nine service tiles, each with an icon and a brief description:

- Forms Catalog:** Find all of our forms, self-help kits, and program brochures.
- Request Court Records:** Forms and instructions for requesting court records.
- Attorney Registration:** Pay your annual attorney fee, sign up for eCourts, manage your JACS account, and more.
- Submit Court Documents Online (JEDS):** Save a trip to the courthouse by submitting your court filings online.
- Find Help:** Ask for ADA or interpreting services, talk to customer service staff, or find resources for mental health or other issues.
- Court Opinions:** Published and unpublished Supreme, Appellate, Tax, and Superior Court written decisions.
- Job Opportunities:** Look for state and municipal opportunities, clerkships, and volunteer placements.
- Jury Reporting Information:** Reporting information for each county is updated daily by 5 p.m. for the next reporting day.
- eCourts and Electronic Filing:** See all of our eCourts and electronic filing systems.

2. Hover over the SELF-REPRESENTED link and select **PROBATION CLIENT PORTAL**.

New Jersey Courts  
Independence • Integrity • Fairness • Quality Service

Hover → SELF-REPRESENTED ATTORNEYS PAY TICKET JURORS COURTS PUBLIC

REPRESENT YOURSELF IN COURT	EXPUNGING YOUR COURT RECORD	LAWSUITS \$5,000 OR LESS (SMALL CLAIMS)
APPEALS	FEE WAIVER	LAWSUITS \$20,000 OR LESS (SPECIAL CIVIL)
CHILD ABUSE, KINSHIP, AND ADOPTION	FAMILY POST-JUDGMENT MOTIONS	LAWSUITS OVER \$20,000
CHILD SUPPORT AND CUSTODY	FIREARM REMOVAL	MUNICIPAL COURT
COLLECTING MONEY IN A CIVIL JUDGMENT	FORMS CATALOG	NAME CHANGE
COURT RECORDS	FORECLOSURE	→ PROBATION CLIENT PORTAL
CRIMINAL JUSTICE PROGRAMS	GUARDIANSHIP	SUBMIT COURT DOCUMENTS ONLINE (JEDS)
DIVORCE	JUVENILE DELINQUENCY	SUBMIT EVIDENCE FILES ONLINE
DOMESTIC VIOLENCE	LANDLORD/TENANT	TAX COURT

3. Click on the button labeled **FIRST-TIME USER**.

New Jersey Courts  
Independence • Integrity • Fairness • Quality Service

SELF-REPRESENTED ATTORNEYS PAY TICKET JURORS COURTS PUBLIC

## Probation Client Portal

Home / Self-Help

← Self-Represented

Probation clients can log in to find contact information and appointment schedules.

Represent Yourself In Court → **FIRST-TIME USER** RETURNING USER

### Instructions

- First, create an account in the first-time user registration. You need an email address to complete this process.
- You will receive a confirmation email. Use the link in the email to finish your registration. You will need to enter your birthdate and your client i.d. to complete this process.
- Can't find your client i.d.? It was on the paperwork you received after your court sentence. If you cannot find your paperwork, **call the probation office** in the county where your case was heard.
- Review the **User Guide** if you need more help setting up an account.
- More resources are available in our **Adult Probation Supervision** and **Juvenile Probation Supervision** site areas.

#### 4. Complete **Login Information:**

Create 'User ID' with:

- 9-15 Characters (A-Z, a-z, 0-9)
- NO special characters

New Jersey Courts NJCourts.gov | Resend Activation Email | Request UserID | Reset Password | Log In

Create User ID and Password > Enter Contact Information Select Security Questions Enter Two-Factor Information Enter Additional Information

**Login Information**

User ID \*  
Selfreg75

Password \*  
[Empty]

Confirm Password \*  
[Empty]

- User ID must be 9-15 characters
- Can use any number or letter combination
- DO NOT use special characters

Cancel Next

#### 5. Create 'Password' using the security requirements listed:

- Exactly 14 characters long
- At least 1 lowercase
- At least 1 Uppercase
- At least 1 number
- At least 1 of these special characters (@, #, \$)

New Jersey Courts NJCourts.gov | Resend Activation Email | Request UserID | Reset Password | Log In

Create User ID and Password > Enter Contact Information Select Security Questions Enter Two-Factor Information Enter Additional Information

**Login Information**

User ID \*  
Selfreg75

Password \*  
[14 dots]

Confirm Password \*  
[Empty]

- ✓ Password must be exactly 14 characters long
- ✓ At least 1 lowercase letter
- ✓ At least 1 uppercase letter
- ✓ At least 1 number
- ✓ At least one of the three special characters @, #, \$

Cancel Next

6. 'Confirm Password' by re-entering the same exact password.

Select the 'Next' button to go to the next screen.

New Jersey Courts NJCourts.gov | Resend Activation Email | Request UserID | Reset Password | Log In

Create User ID and Password > Enter Contact Information Select Security Questions Enter Two-Factor Information Enter Additional Information

**Login Information**

User ID \*  
Selfreg75

Password \*  
.....

Confirm Password \*  
.....

- ✓ Confirm Password must exactly match Password
- ✓ Password must be exactly 14 characters long
- ✓ At least 1 lowercase letter
- ✓ At least 1 uppercase letter
- ✓ At least 1 number
- ✓ At least one of the three special characters @, #, \$

Cancel Next

7. Enter all the mandatory **Contact Information** including:

- First Name\*
- Last Name\*
- Email\*
- Confirm Email\*
- Primary Phone Number\*

**Note:** All fields marked with a red asterisk are mandatory and cannot be left empty. The phone number field should contain only numbers.

New Jersey Courts NJCourts.gov | Resend Activation Email | Request UserID | Reset Password | Log In

Create User ID and Password > Enter Contact Information > Select Security Questions Enter Two-Factor Information Enter Additional Information

**Contact Information**

First Name \* Test Middle Name Last Name \* User

Email \* testuser@gmail.com Confirm Email \* testuser@gmail.com Primary Phone Number \* 0123456789

Email address for notifications ⓘ

Email \* ⓘ  
testuser@gmail.com  
+ Add Additional Email

Mailing Address

Would you like to add your mail address?  
 Yes  No

Privacy Statement

Select the check box to indicate that you have read and fully understood the Privacy Terms.

Cancel Back Next

8. The 'Email' is automatically entered from the 'Email' address in the **Contact Information** section.

**Note:** To change the primary 'Email' notification address, you must change it in the **Contact Information** section above.

New Jersey Courts NJCourts.gov | Resend Activation Email | Request UserID | Reset Password | Log In

**Email address for notifications** ⓘ

Email \* ⓘ  
testuser@gmail.com

Additional email \* Confirm additional email \*  
  ✕

+ Add Additional Email

**Mailing Address**

Would you like to add your mail address?

**Privacy Statement**

Select the check box to indicate that you have read and fully understood the [Privacy Terms](#).

9. Select the '+ Add Additional Email' option to add additional email addresses to receive notifications:

- Enter email address in 'Additional email'.
- Re-enter the email address in 'Confirm additional email'.

New Jersey Courts NJCourts.gov | Resend Activation Email | Request UserID | Reset Password | Log In

**Email address for notifications** ⓘ

Email \* ⓘ  
testuser@gmail.com

Additional email \* Confirm additional email \*  
testuser11@gmail.com testuser11@gmail.com ✕

+ Add Additional Email

**Mailing Address**

Would you like to add your mail address?

**Privacy Statement**

Select the check box to indicate that you have read and fully understood the [Privacy Terms](#).

10. Mailing address defaults to 'No'. Select 'Yes' to provide your mailing address.

New Jersey Courts NJCourts.gov | Resend Activation Email | Request UserID | Reset Password | Log In

**Mailing Address**

Would you like to add your mail address?

Yes  No

**Privacy Statement**

Select the check box to indicate that you have read and fully understood the [Privacy Terms](#).

Cancel Back Next

11. If you select 'Yes', Enter your mailing address information:

- Address Line 1\*
- City\*
- State\*
- Zip/Postal Code\*
- Country\*
- User selects the checkbox to indicate they have read and fully understand the 'Privacy Terms'.
- User selects the 'Next' button to go to the next screen.

New Jersey Courts NJCourts.gov | Resend Activation Email | Request UserID | Reset Password | Log In

**Mailing Address**

Would you like to add your mail address?

Yes  No

Address Line 1 \* Address Line 2 City \*

line 1 Trenton

State \* Zip/Postal Code \* Country \*

NEW JERSEY 08865 United States

**Privacy Statement**

Select the check box to indicate that you have read and fully understood the [Privacy Terms](#).

Cancel Back Next

**Note:** All fields marked with a red asterisk are mandatory and cannot be left empty.

12. Select and answer the three security questions with different answers for each of the questions.

Select the 'Next' button to go to the next screen.

**Note:** Answers to the security questions should contain the number of characters displayed next to each question.

The screenshot shows the 'Select Security Questions' step of the registration process. The page title is 'New Jersey Courts' and the URL is 'NJCourts.gov'. The navigation bar includes 'Create User ID and Password', 'Enter Contact Information', 'Select Security Questions', 'Enter Two-Factor Information', and 'Enter Additional Information'. The 'Security Questions' section contains three questions, each with a dropdown menu and an answer field. Red arrows point to the dropdown menus and the 'Next' button. The questions are: 'What is the first name of your best friend from high school? (3-20 characters)', 'Who is your favorite book character? (5-20 characters)', and 'In what year did you purchase your first car? (Format: NNNN)'. The 'Next' button is highlighted in green.

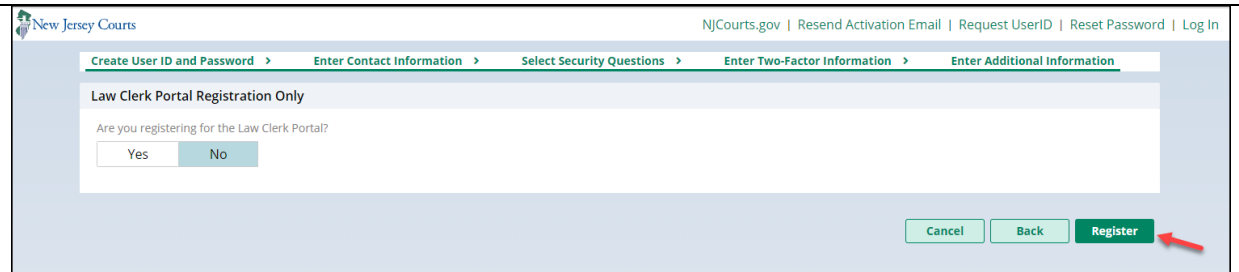
13. Enter your email address and mobile number to receive the two-factor authentication code.

- Enter valid 'Email' address
- Enter valid 'Mobile number' with 'Country code'.

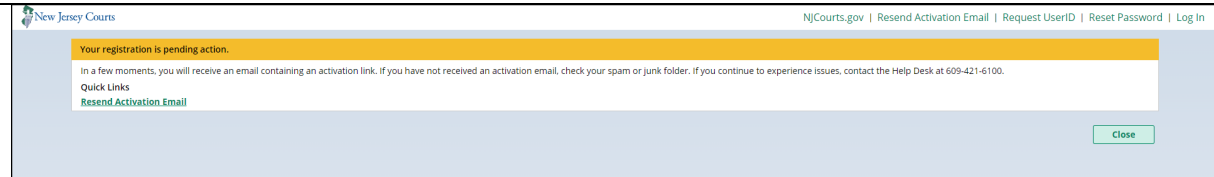
Select the 'Next' button to go to the next screen.

The screenshot shows the 'Enter Two-Factor Information' step of the registration process. The page title is 'New Jersey Courts' and the URL is 'NJCourts.gov'. The navigation bar includes 'Create User ID and Password', 'Enter Contact Information', 'Select Security Questions', 'Enter Two-Factor Information', and 'Enter Additional Information'. The 'Two-Factor Information' section contains an 'Email' field, a 'Country Code' dropdown menu, and a 'Mobile number' field. Red arrows point to the email field, the country code dropdown, and the 'Next' button. The email field contains 'email@gmail.com', the country code dropdown is set to 'United States', and the mobile number field contains '0123456789'. The 'Next' button is highlighted in green.

14. Select the 'Register' button to complete registration



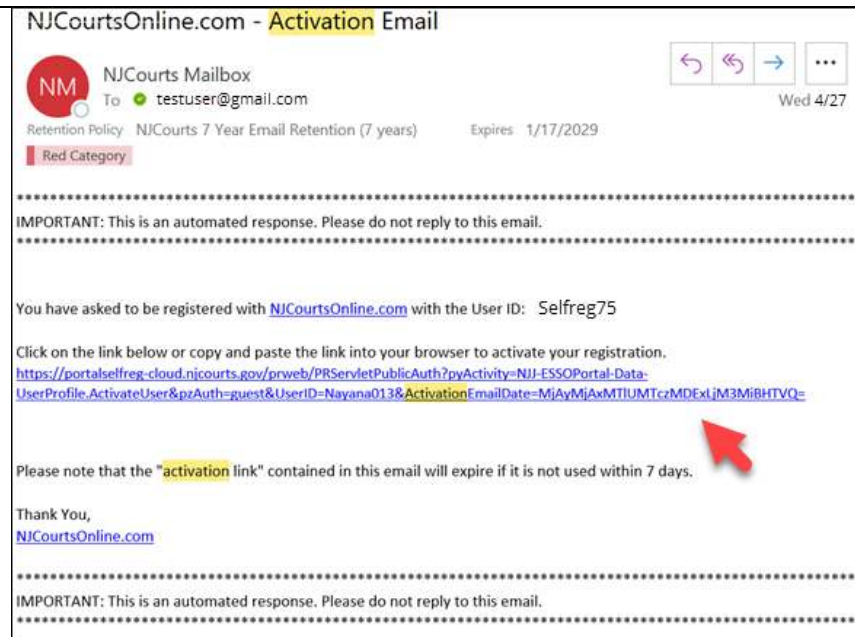
15. Message will display 'Your registration is pending action' notifying you that an activation link has been sent to their email.



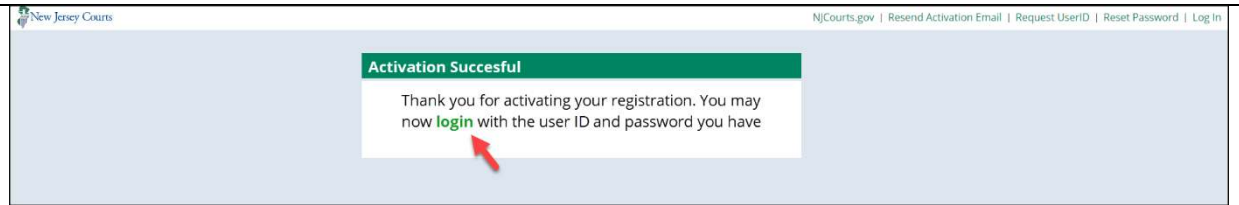
16. To complete registration, you will need to open the 'Activation Email' from the email that you provided in **Contact Information**.

Selects the link in the email to activate the User ID and complete the registration process.

**Note:** 'Activation Link' will expire if not used within 7 days



17. After you select the link, you have completed the registration process and successfully activated your user ID. You can select **'login'** to access the New Jersey Judiciary Applications.



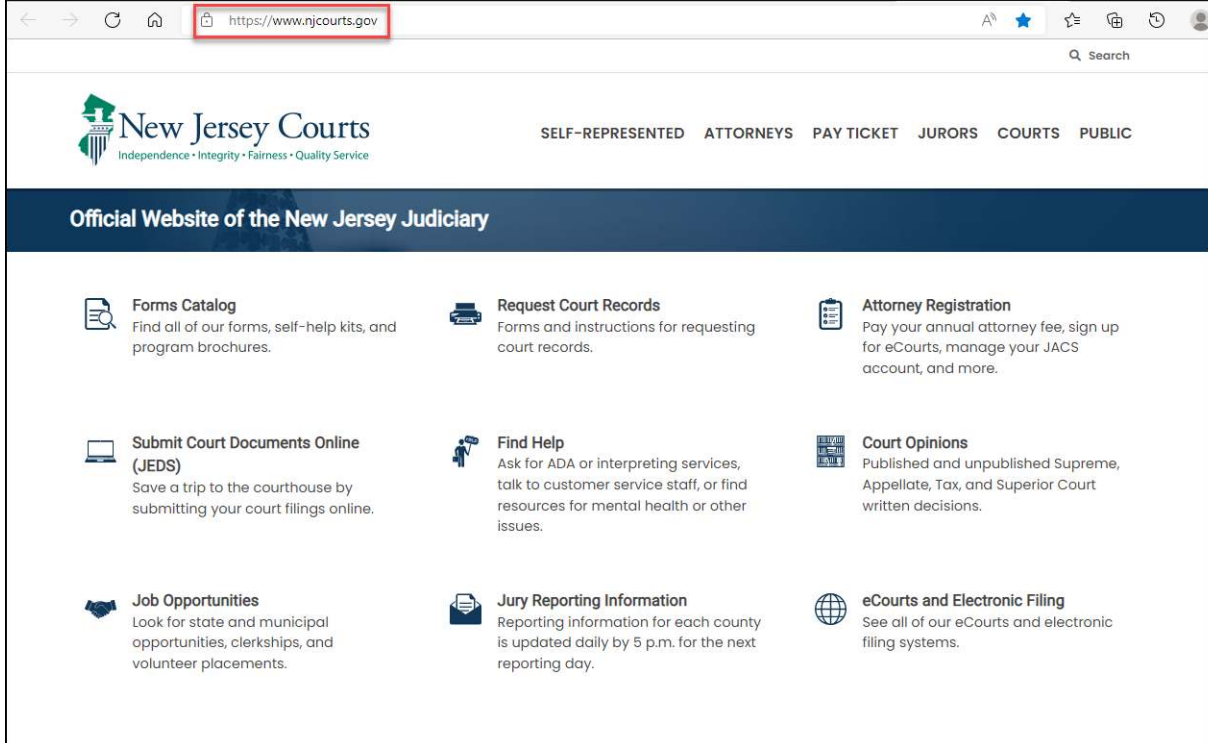
**Instructions:**

## Returning User Login

**Process**

1. Navigate back to <https://www.njcourts.gov>

**Screenshot**



The screenshot shows the homepage of the New Jersey Courts website. The browser's address bar is highlighted with a red box, showing the URL <https://www.njcourts.gov>. The page header includes the New Jersey Courts logo and the tagline "Independence • Integrity • Fairness • Quality Service". Navigation links for "SELF-REPRESENTED", "ATTORNEYS", "PAY TICKET", "JURORS", "COURTS", and "PUBLIC" are visible. A dark blue banner below the header reads "Official Website of the New Jersey Judiciary". The main content area features a grid of nine service tiles, each with an icon and a brief description:

- Forms Catalog**: Find all of our forms, self-help kits, and program brochures.
- Request Court Records**: Forms and instructions for requesting court records.
- Attorney Registration**: Pay your annual attorney fee, sign up for eCourts, manage your JACS account, and more.
- Submit Court Documents Online (JEDS)**: Save a trip to the courthouse by submitting your court filings online.
- Find Help**: Ask for ADA or interpreting services, talk to customer service staff, or find resources for mental health or other issues.
- Court Opinions**: Published and unpublished Supreme, Appellate, Tax, and Superior Court written decisions.
- Job Opportunities**: Look for state and municipal opportunities, clerkships, and volunteer placements.
- Jury Reporting Information**: Reporting information for each county is updated daily by 5 p.m. for the next reporting day.
- eCourts and Electronic Filing**: See all of our eCourts and electronic filing systems.

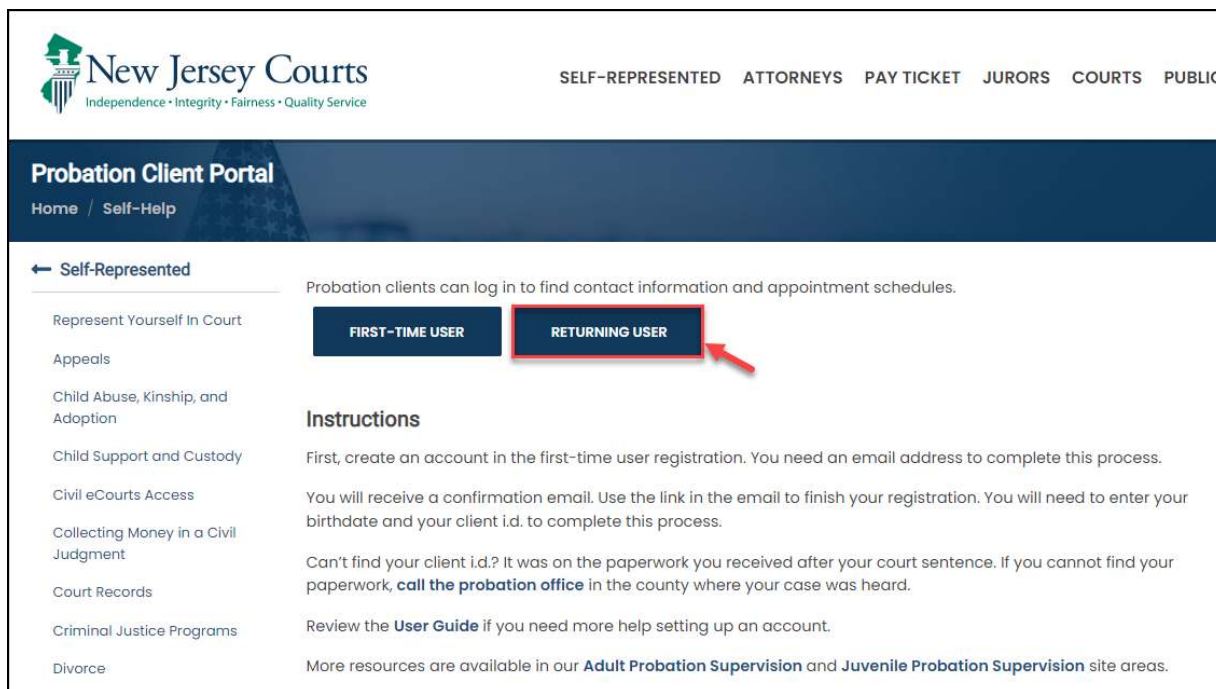
2. Hover over the SELF-REPRESENTED link and select **PROBATION CLIENT PORTAL**.



3. As a Probation Client, once your ID has been created, you must go to this URL to log in:

<https://www.njcourts.gov/self-help/probation-client-portal>

Click on the button labeled **RETURNING USER**.



4. Fill out your User ID and Password.  
Click the Login Button.

The screenshot shows the New Jersey Courts login interface. At the top, there is a red banner with the text "Important! 14-Character Password Policy" and a sub-header "Log in help". Below the banner, a message states: "All Judiciary applications will require a 14-character password as of 11/7/2022. Password changes/resets for both mainframe and web applications will need to be completed through P-Synch. P-Synch will synch all Judiciary application passwords." The "Log in help" section contains instructions for users receiving "Authentication Failed" errors, including a list of steps: 1. Click the "Forgot Password?" link, 2. Answer security questions, 3. An email will be sent to the user's email address, and 4. Open the email and follow instructions. A note states: "If you are still unable to successfully login after resetting your password, please contact the Help Desk at 609-421-6100 for assistance." A link for "NJCourts.gov" is provided. A "Browser compatibility" section mentions an issue with Internet Explorer Version 11 on Windows 10. On the right side, the login form includes a "User ID" field with the value "Andysmith176" (annotated with a red '1'), a "Password" field with masked characters (annotated with a red '2'), and a green "Login" button (annotated with a red '3'). There are also links for "Forgot User ID?" and "Forgot Password?", and a "Resend Activation Email" link.

5. Confirm your two-factor phone number and click the Confirm button.

**Two-Factor Authentication**

Choose verification method from the dropdown.

Select

SMS OTP to: 197\*\*\*\*\*594

\*Message and data rates may apply.

**Confirm**

Code will expire 10 minutes after it is requested.

6. Enter the code you receive from the two-factor text or email. Click on the Login button.

**One - Time Passcode Login**

Enter the One-Time Passcode(OTP) sent to the email/phone number you selected.

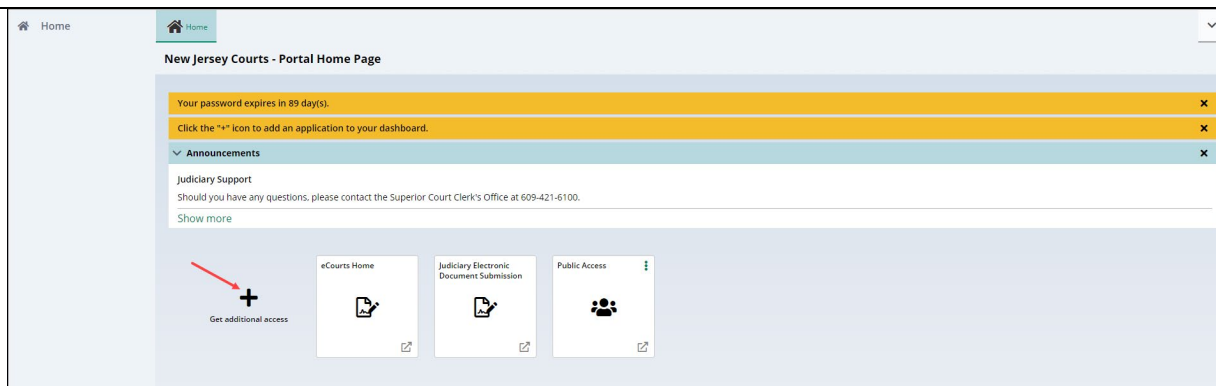
7314- [.....]

**Login**

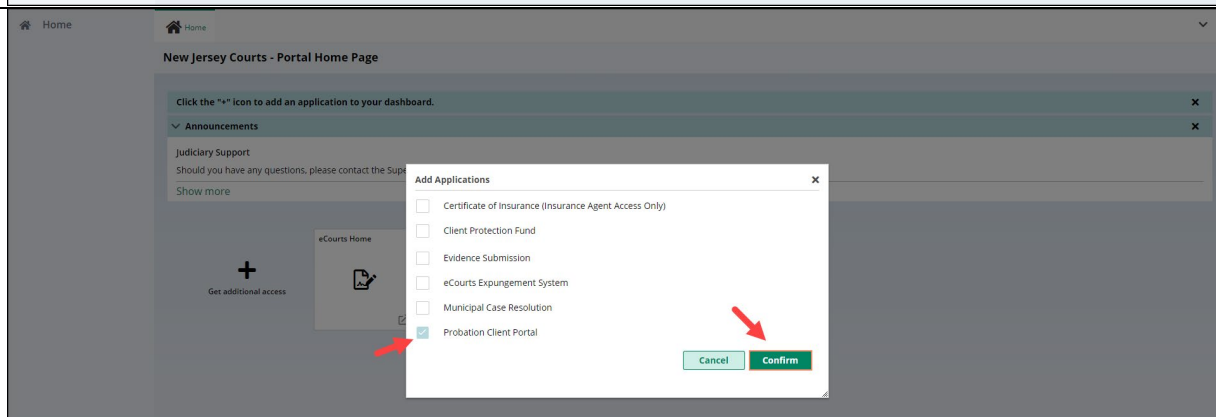
To get a new One-Time Passcode(OTP). Click [Regenerate](#)

Passcode will expire 10 minutes after it was requested.

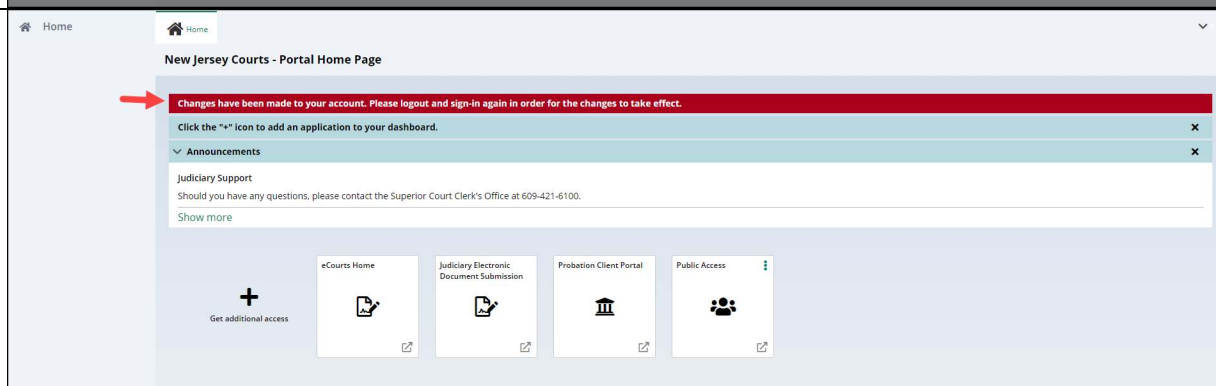
7. You will be brought to the Probation Client Portal Home screen. There you will see "+ Get additional access". Click on the plus sign.



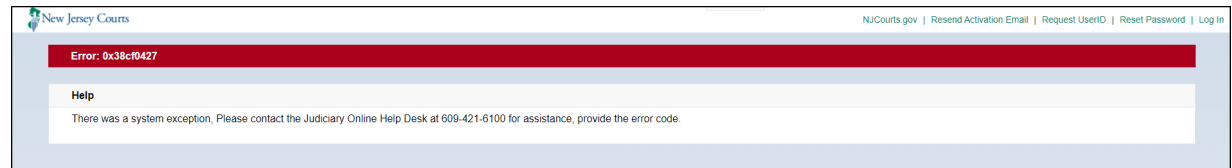
8. A smaller, new window, will open with all the choices.  
  
Look for **Probation Client Portal** then check the checkbox for the portal.  
  
Click the Confirm button.



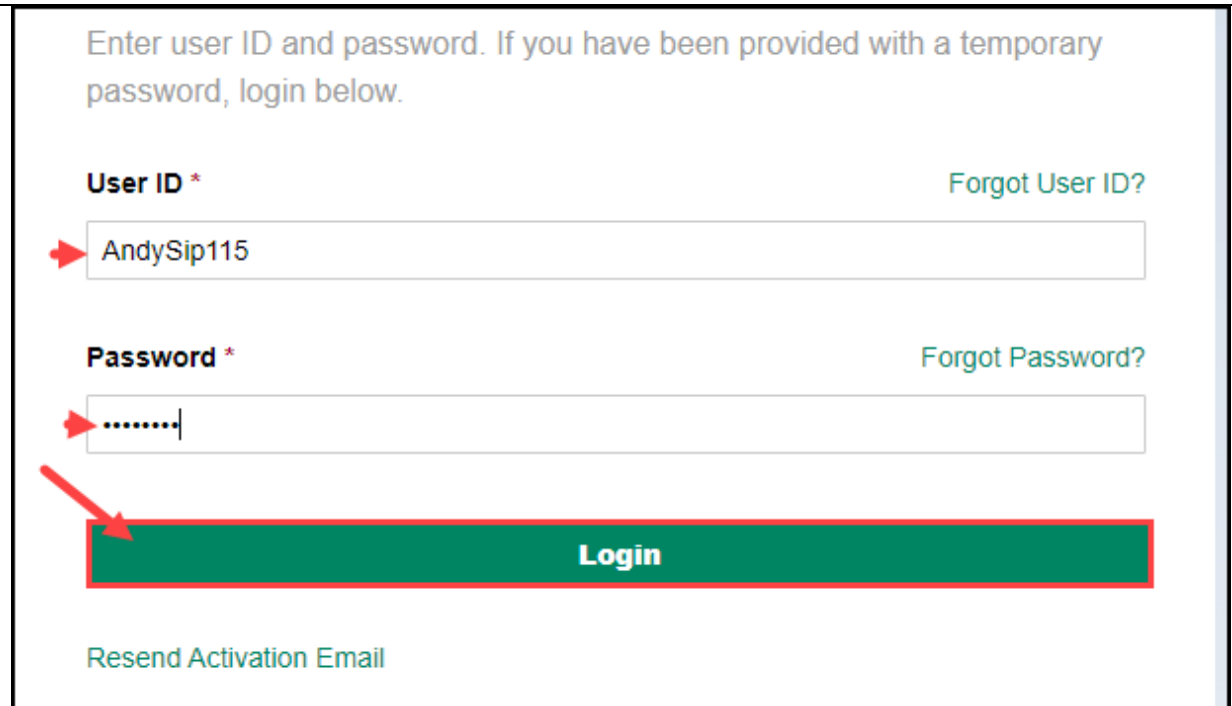
9. Please note this message, in **RED**, "Changes have been made to your account. Please logout and sign-in again in order for the changes to take effect." You **MUST** follow this direction.



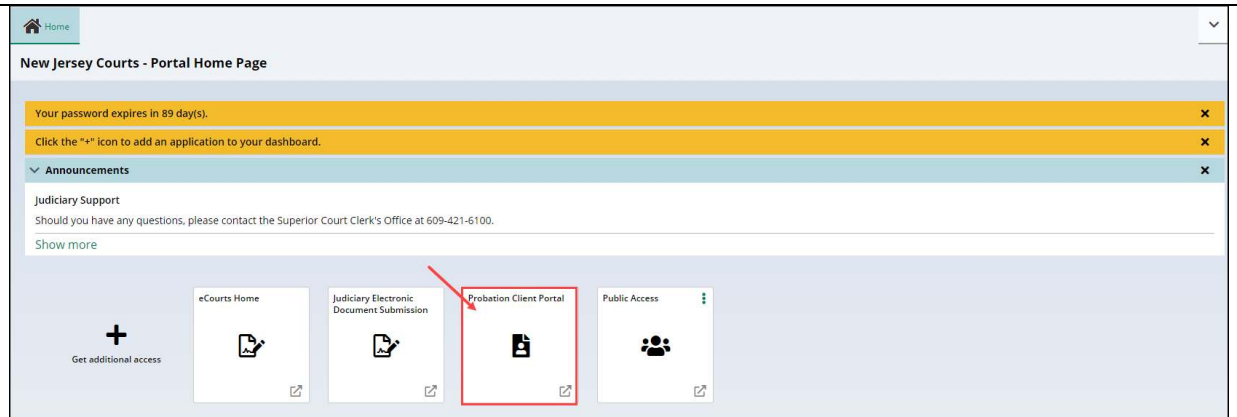
10. If you skip number 7, you will get an error. Please logout and back in again.



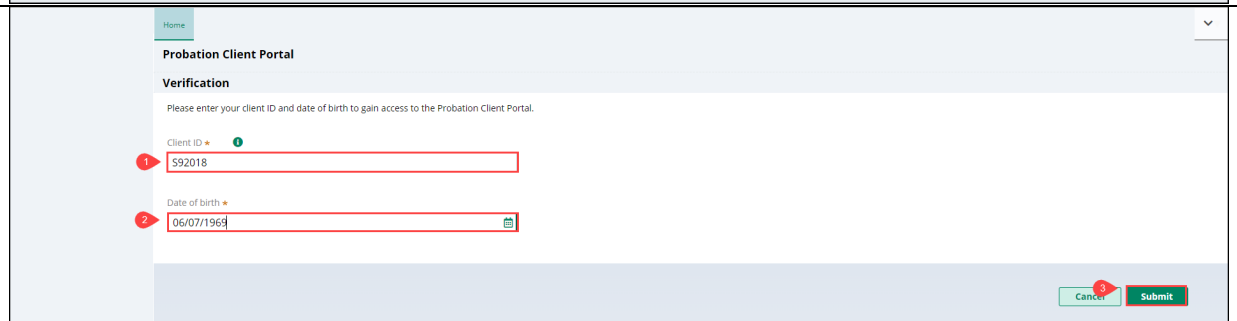
11. Enter your User ID and Password again and click on the Login button.



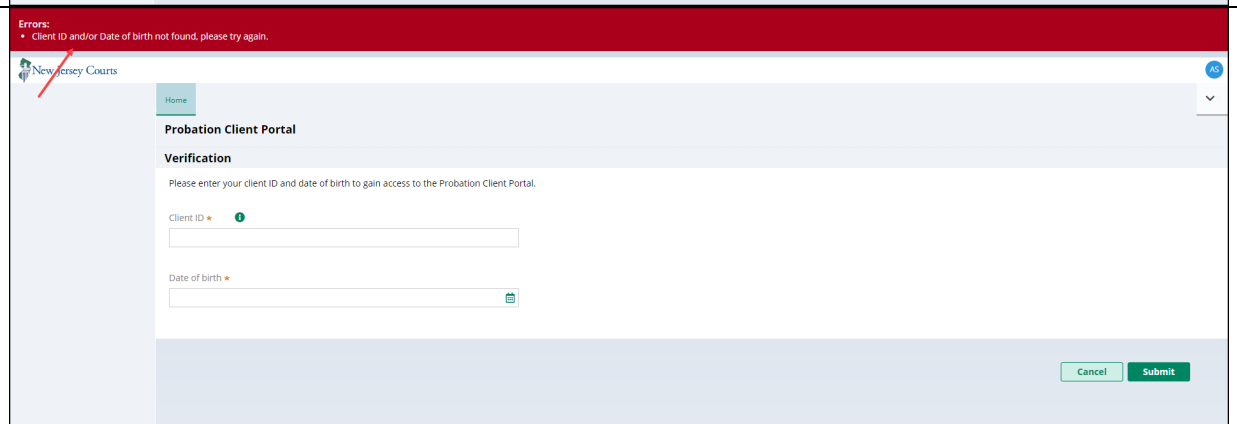
12. Click on the Probation Client Portal Tile to access the portal.



13. The first time you log in to the portal you will have to confirm your client ID and Date of Birth. Please enter your client ID and Date of Birth, then click on the Submit button.



14. If you enter incorrect information, the following error message will display, "Client ID and/or Date of birth not found, please try again."



15. Re-enter your client ID and Date of Birth, then click on the Submit button.

Home

### Probation Client Portal

#### Verification

Please enter your client ID and date of birth to gain access to the Probation Client Portal.

Client ID \*

Date of birth \*

16. The Probation Client Portal Home screen will display. Here you will find the following information:

1. Name of your assigned Probation Officer
2. Your Probation Officer's telephone number
3. Your Probation Officer's extension
4. Your Probation Officer's email address
5. Your client ID
6. Your next appointment date
7. Your next appointment type
8. Your Probation Officer's office location

Click the Home Tab to get to the Home page

New Jersey Courts

Home

### Probation Client Portal

#### Probation Information

Probation officer CHRISTOPHER CASOLE	Telephone (609) 815-2900	Extension ---	Probation officer's email CHRISTOPHER.CASOLE@NJ.COURTS.GOV
Client ID S 92018	Next appointment ---	Appointment type ---	Office location 25 MARKET STREET, TRENTON NJ 08610

17. On the Home screen, Hover over link for SELF-REPRESENTED and select **PROBATION CLIENT PORTAL**.

New Jersey Courts  
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Hover → **SELF-REPRESENTED** ATTORNEYS PAY TICKET JURORS COURTS PUBLIC

REPRESENT YOURSELF IN COURT	EXPUNGING YOUR COURT RECORD	LAWSUITS \$5,000 OR LESS (SMALL CLAIMS)
APPEALS	FEE WAIVER	LAWSUITS \$20,000 OR LESS (SPECIAL CIVIL)
CHILD ABUSE, KINSHIP, AND ADOPTION	FAMILY POST-JUDGMENT MOTIONS	LAWSUITS OVER \$20,000
CHILD SUPPORT AND CUSTODY	FIREARM REMOVAL	MUNICIPAL COURT
COLLECTING MONEY IN A CIVIL JUDGMENT	FORMS CATALOG	NAME CHANGE
COURT RECORDS	FORECLOSURE	<b>PROBATION CLIENT PORTAL</b>
CRIMINAL JUSTICE PROGRAMS	GUARDIANSHIP	SUBMIT COURT DOCUMENTS ONLINE (JEDS)
DIVORCE	JUVENILE DELINQUENCY	SUBMIT EVIDENCE FILES ONLINE
DOMESTIC VIOLENCE	LANDLORD/TENANT	TAX COURT

18. Click on **Adult Probation Supervision** link in the Instructions section.

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SELF-REPRESENTED ATTORNEYS PAY TICKET JURORS COURTS PUBLIC

### Probation Client Portal

Home / Self-Help

← Self-Represented

Probation clients can log in to find contact information and appointment schedules.

Represent Yourself In Court **FIRST-TIME USER** **RETURNING USER**

Appeals

Child Abuse, Kinship, and Adoption

Child Support and Custody

Civil eCourts Access

Collecting Money in a Civil Judgment

Court Records

Criminal Justice Programs

Divorce

Domestic Violence

Expunging Your Court Record

#### Instructions

First, create an account in the first-time user registration. You need an email address to complete this process.

You will receive a confirmation email. Use the link in the email to finish your registration. You will need to enter your birthdate and your client i.d. to complete this process.

Can't find your client i.d.? It was on the paperwork you received after your court sentence. If you cannot find your paperwork, **call the probation office** in the county where your case was heard.

Review the **User Guide** if you need more help setting up an account.

More resources are available in our **Adult Probation Supervision** and **Juvenile Probation Supervision** site areas.

19. Review the Adult Probation Supervision information by either clicking on the section links in the 'On This Page' area OR using the scroll bar on the right side to navigate through the information.

The screenshot displays the New Jersey Courts website. At the top, the logo for New Jersey Courts is visible, along with a search bar and a navigation menu containing links for SELF-REPRESENTED, ATTORNEYS, PAY TICKET, JURORS, COURTS, and PUBLIC. The main heading of the page is "Adult Probation Supervision". Below this, there is a breadcrumb trail: Home / Courts. A sidebar on the left lists various court services, including Supreme Court, Appellate Division of Superior Court, Superior Court Clerk's Office, Tax Court, AOC Civil Practice, AOC Criminal Practice, AOC Family Practice, AOC Municipal Court Services, and AOC Probation for Adults. The AOC Probation for Adults section is expanded, showing sub-links for Fines, Restitution and Community Service, Mental Health Supervision, Intensive Supervision Program (ISP), Pretrial Intervention Supervision, and Recovery Court Program. The main content area features an "On This Page" section with a list of links: Overview, Customer Service, Moving Out of State, Resources, Municipal Court/Conditional Discharge, Domestic Violence Supervision, Mental Health Supervision, Sex Offender Supervision, and Victim Information. Below this, there is a paragraph defining Probation and an "Overview" section with a list of characteristics and requirements for clients.

New Jersey Courts  
Independence • Integrity • Fairness • Quality Service

SELF-REPRESENTED ATTORNEYS PAY TICKET JURORS COURTS PUBLIC

## Adult Probation Supervision

Home / Courts

← Courts

- Supreme Court
- Appellate Division of Superior Court
- Superior Court Clerk's Office
- Tax Court
- AOC Civil Practice
- AOC Criminal Practice
- AOC Family Practice
- AOC Municipal Court Services
- AOC Probation for Adults**
  - Fines, Restitution and Community Service
  - Mental Health Supervision
  - Intensive Supervision Program (ISP)
  - Pretrial Intervention Supervision
  - Recovery Court Program

On This Page

- Overview
- Customer Service
- Moving Out of State
- Resources
- Municipal Court/Conditional Discharge
- Domestic Violence Supervision
- Mental Health Supervision
- Sex Offender Supervision
- Victim Information

Probation is a court sentence that allows certain clients to stay in the community under the supervision of a probation officer. Probation Services also **supervises juveniles** who have been found delinquent and **enforces child support orders**.

### Overview

Probation is

- part of the court system;
- a criminal or municipal sentence for adults;
- a program to supervise clients who have been diverted through pretrial intervention or conditional discharge;
- an opportunity to remain in the community when guidelines are met;
- a system of supervision and services to help clients reach their goals; and
- an opportunity for self-improvement for clients to become responsible and law-abiding people.

In general, clients must:

- pay fines and restitution to the court;**
- perform community service;**
- report regularly to their probation officer;

20. Review the specific topics on the left side under **AOC Probation for Adults** by clicking on the links provided.

Topics:

- Fines, Restitution and Community Service
- Mental Health Supervision
- Intensive Supervision Program (ISP)
- Pretrial Intervention Supervision
- **Recovery Court Program**
- Glossary

**Adult Probation Supervision**  
Home / Courts

← Courts

- Supreme Court
- Appellate Division of Superior Court
- Superior Court Clerk's Office
- Tax Court
- AOC Civil Practice
- AOC Criminal Practice
- AOC Family Practice
- AOC Municipal Court Services
- AOC Probation for Adults**
  - Fines, Restitution and Community Service
  - Mental Health Supervision
  - Intensive Supervision Program (ISP)
  - Pretrial Intervention Supervision
  - Recovery Court Program
  - Glossary

**On This Page**

- Overview
- Customer Service
- Moving Out of State
- Resources
- Municipal Court/Conditional Discharge
- Domestic Violence Supervision
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- Victim Information

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**Overview**

Probation is

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- an opportunity to remain in the community when guidelines are met;
- a system of supervision and services to help clients reach their goals; and
- an opportunity for self-improvement for clients to become responsible and law-abiding people.

In general, clients must:

- **pay fines and restitution to the court;**
- **perform community service;**
- report regularly to their probation officer;
- expect home visits from their probation officer;
- stay sober and take drug tests;

21. Scroll down and Click on 'AOC Probation for Juveniles' and review the juvenile probation information by either clicking on the section links in the 'On This Page' area OR using the scroll bar on the right side to navigate through the information.

Key Topics:

- Juvenile Intensive Supervision Program (JISP)
- Moving Out Of State
- Client Resources

The screenshot shows the New Jersey Courts website. At the top, there is a search bar and a navigation menu with links for SELF-REPRESENTED, ATTORNEYS, PAY TICKET, JURORS, COURTS, and PUBLIC. The main header is 'Juvenile Probation Supervision' with a sub-header 'Home / Courts'. A sidebar on the left lists various court services, with 'AOC Probation for Juveniles' highlighted. The main content area includes an introductory paragraph, an 'On This Page' section with links to Overview, JISP, Moving Out Of State, Client Resources, and Frequently Asked Questions, an 'Overview' section, and a 'What can I expect on juvenile probation?' section with a list of expectations.