

# Preparing for the Middlesex Trial Call Status Entry Application

## Online Registration and Payment Center

To participate in the Middlesex Online Trial Call Program attorneys will be required to register with the **Online Registration and Payment Center**. If you have already registered you will need to change your password to synchronize it with the new system. Follow the instructions below.

### Registered Attorneys

1. Go to <https://njcourts.judiciary.state.nj.us/web14/sso>

Login

Enter your User ID and password.  
If you have been provided with a temporary password, login below.

User Id:

Password:

Login

For Login Help, click "Reset Password" or to request information about your existing id click "Request User Id Information".

Reset Password Request User Id Information

2. Click Reset password and follow the steps listed to reset your password.

Reset Password - Enter User ID

Step 1 Enter User ID Step 2 Answer Security Question(s) Step 3 Receive Reset Password Email Step 4 Enter New Password

**Instructions**

Resetting your password is a **4-step process**:

1. Enter your User ID and click the submit button
2. Enter your security answer(s) and click the submit button
3. Click the submit button to receive a Reset Password Email containing a "reset password" link
4. Click on the "reset password" link in order to enter your new password

\*Enter your User ID:

3. Jump to the section entitled Log in to the Trial Call later in this document.

### Unregistered Attorneys

1. Go to the NJ Courts (Judiciary) website:  
<http://www.njcourtsonline.com> or  
<http://www.judiciary.state.nj.us/>.
2. Click on **Attorney Registration and Contact Information**.



3. Click **Attorney Online Registration and Payment Center**.

### To Register and Pay your Annual Assessment:

Attorney Online Registration and Payment Center

4. Enter your **User ID (Attorney ID)** and **Temporary Password** which was provided to you.



*If you do not know your temporary password, call 1-855-533-fund (3863) or e-mail [CPF.Mailbox@judiciary.state.nj.us](mailto:CPF.Mailbox@judiciary.state.nj.us). Your temporary password can be used only once. It expires when you create your permanent password. In the future, use your permanent password to login as a "returning user".*

5. Create your permanent password and submit the requested information.
6. Check your email and click on the link in the activation email. If you didn't receive the activation email, check your spam or junk folder.
7. Read the statement below and check the box, then click Setup Account.

*I understand that I will no longer receive paper bills, that I must keep my e-mail address current, and that I have added [lfcj@judiciary.state.nj.us](mailto:lfcj@judiciary.state.nj.us) to my "approved sender" list. I also recognize that I am obligated to maintain a current e-mail address for future registration and billing notices.*

**Log in** with your **User Id** and new **Password**.

NJCourts  
**New Jersey Courts**  
Independence • Integrity • Fairness • Quality Service



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### Login

Enter your User ID and password.  
If you have been provided with a temporary password, login below.

User Id:

Password:

For Login Help, click "Reset Password" or to request information about your existing Id click "Request User Id Information".

*You are now fully registered in the **Online Registration and Payment Center.***