

## NOTICE TO THE BAR

### NEW JERSEY ATTORNEY ELECTRONIC REGISTRATION AND PAYMENT IS NOW AVAILABLE (AS OF JANUARY 6)

This is a reminder that New Jersey attorneys must complete their annual registration and payment electronically through the Judiciary's web-based application at <https://www.njcourts.gov/attorneys/cams.html>. The 2025 electronic registration and payment application is now available. The 2025 deadline for completion of the registration and payment is **February 28, 2025**.

As part of the Judiciary's Road to Registration, published with this notice are questions and answers on common problems that attorneys experience when completing the annual registration and payment process. Additionally, the Judiciary through the Superior Court Clerk's Office continues to offer a number of free training sessions for attorneys on the updated attorney registration application, including information about what to do when an attorney is the victim of a cybersecurity breach or incident. The training will also include information related to frequently asked questions.

Attorneys who attend the training on or after January 6, 2025 will have the ability to complete their annual registration requirement with the assistance of court staff. The sessions will be conducted using Microsoft Teams. Attorneys must register in advance.

The remaining training sessions are as follows:

#### **January 2025**

Tuesday, January 7 at 10 am:

[https://www.surveymonkey.com/r/Annl\\_Atty\\_Reg\\_Process\\_Update\\_Eth\\_Req\\_010725](https://www.surveymonkey.com/r/Annl_Atty_Reg_Process_Update_Eth_Req_010725)

Thursday, January 9 at 2 pm:

[https://www.surveymonkey.com/r/Ann1\\_Atty\\_Reg\\_Process\\_Update\\_Eth\\_Req\\_010925](https://www.surveymonkey.com/r/Ann1_Atty_Reg_Process_Update_Eth_Req_010925)

Tuesday, January 14 at 10 am:

[https://www.surveymonkey.com/r/Ann1\\_Atty\\_Reg\\_Process\\_Update\\_Eth\\_Req\\_011425](https://www.surveymonkey.com/r/Ann1_Atty_Reg_Process_Update_Eth_Req_011425)

Thursday, January 16 at 2 pm:

[https://www.surveymonkey.com/r/Ann1\\_Atty\\_Reg\\_Process\\_Update\\_Eth\\_Req\\_011625](https://www.surveymonkey.com/r/Ann1_Atty_Reg_Process_Update_Eth_Req_011625)

Tuesday, January 21 at 10 am:

[https://www.surveymonkey.com/r/Ann1\\_Atty\\_Reg\\_Process\\_Update\\_Eth\\_Req\\_012125](https://www.surveymonkey.com/r/Ann1_Atty_Reg_Process_Update_Eth_Req_012125)

Thursday, January 23 at 2 pm:

[https://www.surveymonkey.com/r/Ann1\\_Atty\\_Reg\\_Process\\_Update\\_Eth\\_Req\\_012325](https://www.surveymonkey.com/r/Ann1_Atty_Reg_Process_Update_Eth_Req_012325)

Tuesday, January 28 at 10 am:

[https://www.surveymonkey.com/r/Ann1\\_Atty\\_Reg\\_Process\\_Update\\_Eth\\_Req\\_012825](https://www.surveymonkey.com/r/Ann1_Atty_Reg_Process_Update_Eth_Req_012825)

Thursday, January 30 at 2 pm:

[https://www.surveymonkey.com/r/Ann1\\_Atty\\_Reg\\_Process\\_Update\\_Eth\\_Req\\_013025](https://www.surveymonkey.com/r/Ann1_Atty_Reg_Process_Update_Eth_Req_013025)

## **February 2025**

Tuesday, February 4 at 10 am:

[https://www.surveymonkey.com/r/Ann1\\_Atty\\_Reg\\_Process\\_Update\\_Eth\\_Req\\_020425](https://www.surveymonkey.com/r/Ann1_Atty_Reg_Process_Update_Eth_Req_020425)

Thursday, February 6 at 2 pm:

[https://www.surveymonkey.com/r/Ann1\\_Atty\\_Reg\\_Process\\_Update\\_Eth\\_Req\\_020625](https://www.surveymonkey.com/r/Ann1_Atty_Reg_Process_Update_Eth_Req_020625)

Tuesday, February 11 at 10 am:

[https://www.surveymonkey.com/r/Ann1\\_Atty\\_Reg\\_Process\\_Update\\_Eth\\_Req\\_021125](https://www.surveymonkey.com/r/Ann1_Atty_Reg_Process_Update_Eth_Req_021125)

Thursday, February 13 at 2 pm:

[https://www.surveymonkey.com/r/Ann1\\_Atty\\_Reg\\_Process\\_Update\\_Eth\\_Req\\_021325](https://www.surveymonkey.com/r/Ann1_Atty_Reg_Process_Update_Eth_Req_021325)

Tuesday, February 18 at 10 am:

[https://www.surveymonkey.com/r/Ann1\\_Atty\\_Reg\\_Process\\_Update\\_Eth\\_Req\\_021825](https://www.surveymonkey.com/r/Ann1_Atty_Reg_Process_Update_Eth_Req_021825)

Thursday, February 20 at 2 pm:

[https://www.surveymonkey.com/r/Ann1\\_Atty\\_Reg\\_Process\\_Update\\_Eth\\_Req\\_022025](https://www.surveymonkey.com/r/Ann1_Atty_Reg_Process_Update_Eth_Req_022025)

Tuesday, February 25 at 10 am:

[https://www.surveymonkey.com/r/Ann1\\_Atty\\_Reg\\_Process\\_Update\\_Eth\\_Req\\_022525](https://www.surveymonkey.com/r/Ann1_Atty_Reg_Process_Update_Eth_Req_022525)

Thursday, February 27 at 2 pm:

[https://www.surveymonkey.com/r/Ann1\\_Atty\\_Reg\\_Process\\_Update\\_Eth\\_Req\\_022725](https://www.surveymonkey.com/r/Ann1_Atty_Reg_Process_Update_Eth_Req_022725)

Attorneys completing this training will receive 1.0 CLE credit. To register for a particular training, copy and paste 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.

/s/ Glenn A. Grant

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

Dated: January 6, 2025

## **Commonly Asked Questions Regarding the New Jersey Attorney Registration and Payment for 2025**

The Attorney Registration and Payment period for 2025 begins January 6, 2025. This attachment provides responses to commonly asked questions regarding the annual Attorney Registration and Payment requirement.

**Q. Do I have to update my registration during the year?**

A. Pursuant to Rule 1:20-1(c), all attorneys must update their contact information, firm affiliation, etc., within 30 days of any change.

**Q: I am retired. Do I still have to register?**

A: Yes, Court Rule 1:20-1(c) requires every licensed attorney, even those who are not practicing, to complete the annual attorney registration process and maintain up-to-date contact information throughout the year. Attorneys that are completely retired from the practice of law, in all jurisdictions, may request the retired exemption from payment of the annual assessment fee.

**Q. I live and practice outside the United States. Why can't I access the attorney registration website?**

A. Security requirements make the New Jersey Judiciary's attorney registration website inaccessible to those outside of the United States. You may request a paper registration form no later than December 15 each year, from the Lawyer's Fund for Client Protection. The form can be found here: [Request for Exception from Electronic Attorney Registration and Payment \(njcourts.gov\)](https://www.njcourts.gov/attorney-registration). If your request is granted, a paper form will be mailed to you approximately three weeks after electronic registration opens.

**Q. Can I access the registration site after normal business hours?**

A. Yes, the registration portal is open 24 hours a day, except for brief periods of routine maintenance. However, please be advised that all Judiciary systems go down periodically each evening for routine maintenance and updates. This may affect your ability to access the system until the following morning. On the last day of attorney registration, the system is only available until 10 p.m.

**Q. How can I confirm my registration and payment was successful?**

A. If you successfully complete the registration process and paid all required fees, the system will provide you with a receipt, which you should retain for your records.

**Q. Can I reach the Superior Court Clerk's Office on the weekend?**

A. Yes, Judiciary staff are available by calling 609-421-6100, 7 days per week from 7 a.m. to 10 p.m., with limited staff available over the weekend.

**Q. Am I exempt from payment by virtue of being prohibited from private practice?**

A. No. Exemptions from payment are narrowly defined; all conditions must be met. Attorneys who cannot claim the exemption from payment include, but are not limited to, judges, prosecutors, public defenders, and other government lawyers.

**Q. Although my firm has an office in New Jersey, I practice only in another state. How do I answer the attorney registration question about whether or not I engage in the practice of New Jersey law?**

A. "Yes" if you provide legal services that are related to the practice of New Jersey law. If you do not provide legal services that relate to the practice of New Jersey law, then answer "No."

**Q. How do I officially change my name?**

A. Attorneys who change their names after admission to practice must file a name change affidavit with the Supreme Court through its [Board of Bar Examiners](#).

**Q. I don't practice law in New Jersey and I don't want to pay the fees. I want to be placed in inactive status on the attorney registration. What are my options?**

A. There is no "inactive status" in New Jersey. Please review the exemptions from payment. If you do not meet the standards to claim a payment exemption, and do not pay the required fees, you will be declared ineligible and not in good standing in New Jersey.

Alternatively, you may formally resign from the New Jersey Bar pursuant to Court Rule 1:20-22. Please note that you cannot resign if any disciplinary or criminal proceedings are pending in any jurisdiction to which you are admitted or if you are not in good standing. If you qualify, and if you comply with the notice requirements set forth in the form, you may complete the [Resignation Without Prejudice](#) form and mail it to:

Resignation Without Prejudice Unit  
Office of Attorney Ethics  
Richard J. Hughes Justice Complex  
P.O. Box 963  
Trenton, New Jersey 08625-0963

Please allow approximately four weeks for processing. Final notification of approval will be received from the Supreme Court Clerk's Office.

*If your resignation is accepted by the Supreme Court, it will terminate your membership in the Bar. To be readmitted, you will have to retake the New Jersey Bar Examination, unless you meet the requirements of R.1:24-4 to be admitted by motion.*

You may also retire from the New Jersey Bar. Complete the form at this link and return it to the address on the form: [Certification of Retirement \(njcourts.gov\)](#).

If you desire to return to the practice law after retirement, you must inform the Lawyer's Fund for Client Protection.

**Q. Do I need to provide proof of insurance?**

A. You must maintain liability insurance and file a certificate of insurance with the Clerk of the Supreme Court if practicing specifically as a PC (R. 1:21-1A), or LLC (R. 1:21-1B), or LLP (R. 1:21-1C). If you are not practicing as a PC, LLC, or LLP but maintain liability insurance, you must file a certificate of insurance with the Clerk of the Supreme Court (R. 1:21-1D).

Firm administrators will usually upload Certificates of Professional Liability Insurance for law firms and all affiliated attorneys. Solo practice attorneys who maintain liability insurance and must upload proof of such insurance. Instructions on how to upload a certificate of insurance are at this link: [Attorney Registration – Certificates of Insurance Upload for Attorneys \(njcourts.gov\)](#)

**Q. Why am I not receiving my activation email to complete the attorney registration process?**

A. Check to make sure that your activation email is not getting categorized as "Spam" or "Junk Mail" by your email client. It is advised that you add the Judiciary to your allowed senders list within your email client. The activation email can be requested again by clicking the "Request Activation Email" on the login screen.

**Q. Why am I getting an error that says "Error: JavaScript needs to be enabled in order for your browser to maintain a session" on the attorney registration website?**

A. JavaScript must be enabled in order to maintain your login session and for you to use the site. Follow the instructions specific to your browser to enable JavaScript at <https://enable-javascript.com>.

**Q. Why am I getting an error that says “HPDIA0200W Login failed. The User ID or Password is invalid.” When logging in to the attorney registration website?**

A. You are receiving this message because either your User ID or Password is invalid.

- If you are logging in for the first time, please check to make sure your User ID is your Attorney ID and you are using the temporary password provided on your billing card.
- If you have already logged in and completed your registration, please make sure you are using your new password to login.
- If you completed the registration process but did not click the activation link within the activation email, please click the link and then try logging in again.
- If you completed the registration process but did not receive an activation email and click the activation link to complete your registration, please follow these instructions in "[Why am I not receiving my activation email to complete the attorney registration process?](#)"

Note: Please make sure you did not save the temporary password in the password field. Internet Explorer may have prompted you to save the password the first time you logged in. Make sure you clear out any saved password and re-type your new password.



**Q. How do I reactivate my law license if I no longer qualify for the exemption from payment into the Lawyers' Fund for Client Protection that was previously granted?**

A. Go to the [Online Registration and Payment Center](#) to update your registration information and pay the current year's fee.

**Q. I cannot find an answer to my question on the attorney registration website. How do I contact you?**

A. If you cannot find an answer, please email the dedicated Attorney Registration mailbox at [sccoattyreg.mbx@njcourts.gov](mailto:sccoattyreg.mbx@njcourts.gov) and we will be happy to assist you. Please use a subject line that easily allows us to route your issue to the appropriate staff member.

**Q: Can I access the Online Registration and Payment center from my mobile phone?**

A: You are able to use complete your registration and pay via a mobile device. However, we suggest using a laptop or desktop computer.

**Q: How come I am not receiving all of the email messages from the NJ Court Notice mailbox?**

A: Those law firms using filtering software may miss certain messages from the judiciary, including dropped attachments or links.

Below, please find a helpful chart, with contact information, that details issues handled outside of the SCCO.

<p><b>Lawyers' Fund for Client Protection</b></p> <p><b>Email: <a href="mailto:LFCP.mbx@njcourts.gov">LFCP.mbx@njcourts.gov</a></b></p> <p><b>Phone: (609) 533-3863</b></p>	<p><b>Office of Attorney Ethics</b></p> <p><b>Email: <a href="mailto:OAE.mbx@njcourts.gov">OAE.mbx@njcourts.gov</a></b></p> <p><b>Phone: (609) 403-7800</b></p>
<p>Exception from Electronic Registration and Payment</p>	<p>Withdrawal from the Bar</p>
<p>Reporting Deceased Attorneys</p>	<p>Retirement from the Bar</p>
<p>Return to Practice after Retirement</p>	<p>Pro Hac Vice</p>
<p>Fee Waivers</p>	

If you have any questions, please reach out to [sccoattyreg.mbx@njcourts.gov](mailto:sccoattyreg.mbx@njcourts.gov).