

**NOTICE TO THE BAR**

**NEW JERSEY ATTORNEY ELECTRONIC REGISTRATION AND  
PAYMENT CENTER AVAILABLE BEGINNING JANUARY 7, 2019;  
REQUIREMENT TO CREATE P-SYNCH PROFILE**

New Jersey attorneys are required to electronically file a registration statement annually in a form prescribed by the Administrative Director of the Courts with approval of the Supreme Court and to pay an assessment in an amount determined by the Supreme Court. **Beginning Monday, January 7, 2019**, the Attorney Electronic Registration and Payment Center will be available for New Jersey attorneys to use for the 2019 registration/payment cycle through the Judiciary's web-based application. The deadline for 2019 registration and payment will be **Thursday, February 28, 2019**.

The url for the Attorney Electronic Registration and Payment Center is <https://www.njcourts.gov/attorneys/attreg.html>; please note, however, that the 2019 registration form will not be available until January 7, 2019 (when the annual registration/payment period opens). Attorneys, however, may update their contact information using this same url at any time.

The annual registration also requires that attorneys maintaining a plenary or limited license to practice law in New Jersey must certify to the completion of their continuing legal education (CLE) requirements in accordance with Rule 1:42. Information on CLE requirements is available at <https://www.njcourts.gov/attorneys/attcle.html>. For concerns related to CLE, please contact 609-815-2930 or [SCTCLE.Mailbox@njcourts.gov](mailto:SCTCLE.Mailbox@njcourts.gov).

Additionally, as indicated in a number of prior notices to the bar, as part of the Judiciary's enhanced information security measures, all licensed New Jersey attorneys now are being required to create a P-Synch profile. Creating that profile involves two steps: users (1) must select and answer three personal security questions, which will help with password recovery in the future, **and** (2) must select a password that is exactly eight (8) characters long and contains at least one capital letter, one lower case letter, one numeral, and one of the enumerated special characters. Attorneys who have not already done so are encouraged to create their P-Synch profile prior to the start of

attorney registration to avoid delay or disruption in accessing the attorney registration application. To create your P-Synch security profile, go to the attorney portal on the Judiciary's website at <https://portal.njcourts.gov/webe3/sso> and click the "Click here for P-Synch" link.

As a reminder to those attorneys who have not yet created a P-Synch profile, the Judiciary will be sending automated phone messages to those attorneys at the phone numbers we have on record. The brief message in the automated call (1) reminds the attorney of the need to create that profile and (2) advises how to access instructions on creating the profile or to schedule a skype session for assistance in creating the profile. Questions related to P-Synch may be directed to the Superior Court Clerk's Office by phone at 609-421-6100.

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



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

Dated: December 10, 2018