

All New Jersey attorneys must complete the online registration process at the beginning of the calendar year.

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Registration and Payment Login

LOG IN

[Forgot User ID?](#) [Forgot Password?](#)

Attorneys can use the online registration and payment system to

- Pay their annual assessment
- Activate their access to eCourts for civil, criminal, and appellate litigation
- Reset passwords and set up two-factor authentication
- Change their address, email, and phone number on file with the courts
- Change their status with regard to payment and pro bono exemptions

Two-factor authentication is required.

The two-factor authentication system will use the most recent email address or cell phone number entered into the online registration system. [View the User Guide](#) or call [609-421-6100](tel:609-421-6100) for help during business hours.

Fees.

The fee is based on your calendar year of admission. [View the fee schedule.](#)

Pay online.

There is no fee for ACH and JACs payments. Visa, MasterCard, American Express, and Discover payments include a 3 percent service fee.

Payments by employers.

If your employer has agreed to pay on your behalf, you may opt for employer pay within the online system after you complete the registration portion of the process. Employers are allowed to pay as a convenience. It is ultimately the individual responsibility of the attorney. Therefore, it is important that you follow up with your employer and ensure that payment has been made to avoid ineligibility.

First-time registrants.

First-time users of the online payment system should refer to the Mandatory Electronic Attorney Registration notice that was mailed to their address of record. The bottom of the notice contains their user ID and temporary password. Log into the system, follow the prompts to create your unique security questions, and then activate your account.

Forgotten passwords

If needed, attorneys can [reset their passwords](#) before logging in.

Verify your information.

Make any needed corrections to your contact information, including phone number, email, and mailing address. Name changes must be submitted as a name change affidavit to the Supreme Court. Download a [name change form](#) and follow the instructions for submission.

Partial payments.

Use the online attorney registration system to remit payment only if you intend to either pay the entire balance due or claim a payment exemption for your entire period of ineligibility. If you want to claim a payment exemption for a partial period of ineligibility, please contact the at **NJ Lawyers' Fund for Client Protection (Hotline)** at [855-533-3863](tel:855-533-3863) option 1 for assistance.

Exemptions from payment.

Exemptions from payment are only as defined, without alteration. Exemptions from payment cannot be claimed solely by virtue of being prohibited from private practice, by being out-of-state, or by being exempt from pro bono counsel assignment.

Upon certification of same, the following categories of plenary license holders shall be exempt from payment:

- At least since January 31 of the calendar year, completely retired from the practice of law. Employment, if any, is not in any way related to the practice of law. Does not draft or review legal documents, render legal assistance or advice, teach law or serve in a court system in any capacity, in any jurisdiction;
- At least since January 31 of the calendar year, on full-time active duty with the armed forces, AmeriCorps, or Peace Corps **and** not engaging in any way in private practice.

Exemptions are automatically granted to those plenary license holders who are:

- Admitted in the current calendar year;
- Admitted to practice in New Jersey for 50 years or more.

If you are in retired or military status, you must still file an annual registration, even if no payment is due. You must also inform the Judiciary immediately if you no longer qualify for the exemption. Please resume payment of the annual assessment and keep your address current in the online system.

- **Plenary Admission in New Jersey in 1974 or earlier**

No payment is due. Since you are in or beyond your 50th calendar year of licensure, your registration indicates automatic entitlement to the 50-year exemption. If you are also "retired completely from the practice of law" (see below) and wish to claim the retired exemption, execute the retired certification online or if previously granted an exception to online registration execute the certification on the paper form.

- **Plenary Admission in New Jersey in 2023**

You are required to complete your registration online. No payment is due for 2023 since you are in your first calendar year of admission.

- **Retired Exemption**

You may [request the retired exemption online](#). You are entitled to the retired exemption only if, since January 31 of the current year,

- Your employment is not related to the practice of law;
- You do not draft or review legal documents;
- You do not render legal assistance or advice on the law;
- You do not teach law; and
- You do not serve in a judiciary in any capacity, in any jurisdiction.

You may not claim this exemption by virtue of being out-of-state or exempt from pro bono assignment. Once you have certified to the retired exemption, you will remain in retired status until you inform the Judiciary otherwise. If you are currently in retired status, please respond to the other parts of the annual registration. For lawyers granted the retired exemption, the Supreme Court Clerk's Office will only issue letters indicating your status and not certificates of good standing.

- **Military Exemption.**

You may [request the military exemption online](#). You are entitled to the military exemption only if, since January 31 of the current year, you are on full-time active duty with the armed forces, the Peace Corps, or AmeriCorps, and you are not engaging in any way in private practice. You may not claim this exemption by virtue of being prohibited from private practice or exempt from pro bono assignment, nor does any other government employment entitle you to the exemption. Once you have certified to the military exemption,

you will remain in military status until you inform the Judiciary otherwise. If you are currently in military status, please respond to the other parts of the annual registration.

Out-of-state and government attorneys:

Attorneys admitted in New Jersey but practicing in another jurisdiction, teaching law, or working for a governmental entity are not exempt. You must complete your registration and pay all required fees each year.

Other Forms

CN	Title
10957	Certification of Military Exemption
11005	Address Change for Billing
11620	Certification of Retirement
11621	Certification of Retirement – Legal Services Volunteer
11933	Exception Request Form – Electronic Attorney Registration and Payment

Programs funded.

The annual assessment mandated by Supreme Court Rule provides revenue for

- [The Lawyer’s Fund for Client Protection](#);
- The attorney discipline process, including the [Office of Attorney Ethics](#) and the [Disciplinary Review Board](#);
- The [Lawyers Assistance Program](#)
- The Board on [Continuing Legal Education](#); and
- The [Board of Bar Examiners](#).

Fee Schedules

2023 Fee Schedule - New Jersey Licensed Attorneys

Admitted	Fee if received on or before February 24, 2023	Fee if received after February 24, 2023 but before Ineligible List
1974 or prior to 1974	Exempt from payment	Exempt from payment - No late fee
1975 – 2019	\$239	\$279
2020 or 2021	\$210	\$250
2022	\$ 35	\$ 75
2023	Exempt from payment	Exempt from payment - No late fee

2023 Fee Schedule - Other than New Jersey Licensed Attorneys

Fees	
2023 annual payment	\$239
Late fee (if paid after Feb. 24, 2023)	\$ 40

Fees	
Fee for reinstatement from one year's ineligible list	\$ 50
Fee for reinstatement from two or more years' ineligible lists	\$100

For questions, call the Lawyers' Fund for Client Protection at [855-533-3863](tel:855-533-3863) option 1.

CLE Noncompliance: A \$50 noncompliance fee will be assessed by the [Board on Continuing Legal Education](#) against attorneys who report they did not complete the required courses by the course completion deadline. An additional \$50 (for a total of \$100) will be assessed against attorneys who fail to complete their Continuing Legal Education courses within the grace period of June 30, 2023, or who fail to report CLE compliance at all. Attorneys who remain noncompliant with the mandatory CLE requirement are subject to being declared administratively ineligible to practice New Jersey law, pursuant to [BCLE Regulation 402:3](#). To be removed from the CLE ineligible list, the noncompliant attorney must satisfy ALL outstanding CLE credit requirements and pay any required fees. *Even if you have not satisfied your CLE requirements or are CLE Non-Compliant, you are encouraged to complete your annual registration and payment by February 24, 2023 to avoid registration late fees.

Payment if admitted in Federal Court: Attorneys admitted *pro hac vice* in Federal Court in New Jersey are similarly obligated to pay. L. Civ. R. 101.1(c)(2).

Reporting Pro Bono Exemptions

If you qualify for exemption from pro bono requirements, use the appropriate exemption code number in the pro bono section of the online annual registration form.

The online form also asks you identify your "assignment vicinage" or county for pro bono assignments. Your assignment county must be related to

1. the New Jersey county where you reside;
2. the New Jersey county where you serve as corporate counsel; or
3. the New Jersey county where you or your firm has an office that you work out of. You should select "out of state" or "out of country" if either of those applies.

Attorneys on per diem or temporary assignments.

Attorneys practicing law in New Jersey on a per diem basis or through a temporary employment agency are not eligible to claim an exemption from pro bono assignments. They are eligible to receive assignments only during the time that they are practicing law. Therefore, if an attorney receives an assignment when not actively practicing law, the attorney must immediately contact the office of the assignment judge of the assignment vicinage.

2023 Pro Bono Exemption Categories

81. Attorneys who work full time for any local, county, State or Federal agency or authority and who, by statute, rule, administrative directive, Executive Order, published Ethics Code or Opinion, are prohibited from the private practice of law, are exempt.
82. All Supreme Court Justices, all Superior Court and Tax Court Judges, all Federal Court Judges, all Workers' Compensation Judges, all Administrative Law Judges, all retired Justices and Judges, all Surrogates and Deputy Surrogates, all Child Support/Domestic Violence Hearing Officers or Juvenile Referees, and all Municipal Court Judges are exempt.
83. All attorneys working full time for the Administrative Office of the Courts or on the staff of any State or Federal Judge or any vicinage of the Superior Court or any Municipal Court, County Clerk, or Surrogate are exempt. Attorneys serving as part-time municipal court directors, administrators, deputy administrators and violations bureau clerks are also exempt.
84. All County and full-time Municipal Prosecutors and Assistant Prosecutors, all attorneys working in the Office of Counsel to the Governor, the Attorney General and Deputy Attorney Generals, the Public Defender and Deputy Public Defenders, full-time Municipal Public Defenders, the Public Advocate and Deputy Public Advocates are exempt. Part-time Municipal Public Defenders and Public Defender Pool Attorneys are not exempt.

85. All attorneys who work full time for criminal law enforcement or investigative agencies, such as but not limited to, police forces, the Federal Bureau of Investigation, County Sheriff, Federal Marshals, Casino Control Commission, or the Internal Revenue Service are exempt.
86. Attorneys who are not currently practicing law, and those who are completely retired, are exempt. Attorneys are considered not practicing law or retired if the following applies: the attorney's employment is not related to the practice of law, the attorney does not have to be an attorney to hold his or her position, the attorney does not review legal documents, the attorney does not render legal assistance or advice on the law, the attorney does not teach law, and the attorney does not serve in the judiciary in any capacity, in any jurisdiction. Attorneys who are ineligible to practice law in New Jersey under statute, Rule of Court, or court order are also exempt. An attorney who appears pro se or pro hac vice or as the guardian of a party in interest may still claim this exemption if those are the only legal services performed in New Jersey. Attorneys who serve as in-house counsel in New Jersey are not exempt.
87. Attorneys employed full time by a Legal Assistance Organization, as described in [R. 1:21-1\(e\)](#), or by a Legal Aid Society are exempt.
88. Attorneys who certify that they have performed at least twenty-five (25) hours of qualifying pro bono service in New Jersey for a certified pro bono organization or for a pro bono organization approved by the Supreme Court, in the year ending on December 31, 2021, are exempt under this category. See, [R. 1:21-11](#) and [R.1:21-12](#). Additionally, attorneys who satisfy the same twenty-five (25) hour requirement by serving as a court-appointed attorney-trustee pursuant to [R. 1:20-19](#) or who volunteer to handle Termination of Parental Rights Appeals as compensated Public Defender Pool Attorneys are also exempt under this category.
89. Attorneys who are members of a District Ethics Committee, a Fee Arbitration Committee, the Disciplinary Review Board, the Disciplinary Oversight Committee, the Board of Trustees for the New Jersey Lawyers' Fund for Client Protection, the Supreme Court Committee on the Unauthorized Practice of Law, the Supreme Court Committee on Attorney Advertising, the Advisory Committee on Professional Ethics, the Committee on Character or the Advisory Committee on Judicial Conduct and attorneys who are employed as peer counselors for the Judge Assistance Program are exempt.
90. Attorneys who practice law out of state, who do not practice in New Jersey in the calendar year (2023), are exempt. An attorney who appears pro se or pro hac vice or as the guardian of a party in interest may still claim this exemption if those are the only legal services performed in New Jersey.
91. Attorneys who serve as part-time Municipal Prosecutors are exempt from all criminal and Quasi-criminal pro bono cases. However, they may still be assigned civil pro bono cases.

Reporting Continuing Legal Education Credits

Attorneys must report their compliance with New Jersey's Court [Rule 1:42](#) regarding continuing legal education (CLE) as part of the continuing legal education process.

- Group 1 attorneys have birthdays that fall between Jan. 1 and June 30. Their compliance period starts on Jan. 1 in even numbered years and concludes on Dec. 31. of the following odd-number year.
- Group 2 attorneys have birthdays that fall between July 1 and Dec. 31. Their compliance period starts on Jan. 1 in odd numbered years and concludes on Dec. 31. of the following even-number year.

The fee for noncompliance with the bi-annual CLE requirement is \$50. Attorneys must pay an additional \$50 if they fail to complete their CLE courses within the afforded grace period or who fail to report regarding CLE compliance at all. In addition, attorneys who remain noncompliant are subject to being declared administratively ineligible to practice law in New Jersey.

Newly Admitted Group 1 Attorneys

If admitted to the New Jersey Bar during an odd year, follow the regular 24-credit, 24-month reporting cycle. You will report your CLE compliance in an even year.

If admitted to the New Jersey Bar during an even year, your first reporting period will cover only the next (odd) year. You must earn 12 CLE credits during this period. You will report compliance with this requirement on your annual online registration during the following (even) year.

Newly Admitted Group 2 Attorneys

If admitted to the New Jersey Bar during an even year, follow the regular 24-credit, 24-month reporting cycle. You will report your CLE compliance in an odd year.

If admitted to the New Jersey Bar during an odd year, your first reporting period will cover only the next (even) year. You must earn 12 CLE credits during this period. You will report compliance with this requirement on your annual online registration during the following (odd) year.

[Learn more about continuing legal education requirements](#)

All persons certified as Foreign Legal Consultants under [R. 1:21-9](#), those holding limited licenses as In-House Counsel under [R. 1:27-2](#), those holding limited licenses as Foreign In-House Counsel under [R. 1:27-2A](#), those registered as Multijurisdictional Practitioners under [RPC 5.5\(b\)](#), or those admitted *pro hac vice* in accordance with [R. 1:21-2](#), shall make the same annual payment as licensed New Jersey attorneys in their 5th through 49th years.

Pro Hac Vice

Pro Hac Vice Requirements, [Rule 1:21-2\(a\)](#); [1:20-1\(b\)](#); [1:28-2](#) and [1:28B-1\(e\)](#).

Attorneys who are admitted *pro hac vice* are obligated to pay the annual assessment and are required to provide supporting documentation.

Attorneys seeking *pro hac vice* admission should send the following to the Lawyers' Fund for Client Protection:

1. A completed [2023 PHV form](#), (PHV forms for [2022](#) and [2021](#) are also available).
2. A signed copy of the Court Order. If the judge requires payment before signing the order, please send a copy of the unsigned Order. Then, send a copy of the signed order when it becomes available. If you are appearing before a board or commission and there is no court order, indicate this in a cover letter and submit copies of your paperwork;
3. A check payable to the NJ Lawyers' Fund for Client Protection in the amount of \$239.00 for each attorney being admitted;
4. Notification when each matter is concluded. An attorney's *pro hac vice* appearance continues until the matter is concluded, or there is a substitution of counsel, or the filing of a notice of withdrawal with the Court. The Fund must continue to seek payment until the attorney gives notice that either the matter, or the attorney's appearance in it, has formally concluded.

Mail to:

NJ Lawyers' Fund for Client Protection

[Richard J. Hughes Justice Complex](#)

P.O. Box 961

Trenton, New Jersey 08625-0961

Courier and Express Mail only:

[Richard J. Hughes Justice Complex](#)

25 Market Street

Floor 5th floor, North Wing

Trenton, New Jersey 08625

Notes

- Attorneys licensed in New Jersey who maintain a bona fide office in any state or territory of the United States, Puerto Rico, or the District of Columbia need no longer be admitted *pro hac vice* to handle a matter in New Jersey, [Rule 1:21-1\(a\)](#). No additional fee is required.
- Attorneys who are ineligible to practice law in New Jersey due to nonpayment of fees are also ineligible for admission *pro hac vice*. They must first pay all fees due.
- The fee is assessed once per calendar year per attorney. Attorneys admitted for additional cases within the calendar year should update their case listing information via the [Online Registration and Payment Center](#); however, no additional fee is required. If a case continues into the next calendar year, the fee for that year will have to be paid. An attorney's appearance continues until either the matter is concluded or there is a substitution of counsel.
- Attorneys admitted *pro hac vice* in federal court in New Jersey are similarly obligated to pay. L. Civ. R. 101.1(c)(2).

After initial admittance, subsequent annual payments can be made with a credit card or ACH debit in the [Online Registration and Payment Center](#).

Attorneys not currently appearing *pro hac vice* in any matter in New Jersey should complete the [Certification for PHV attorney no longer appearing on a case](#).

In-House Counsel

In-house counsel working in New Jersey or performing New Jersey-related legal work in another U.S. jurisdiction are required to obtain limited licensing from the New Jersey Supreme Court. Read [Court Rule 1:27-2](#).

To learn more or to apply for admission, visit the [New Jersey Board of Bar Examiners](#) website.

After initial admittance, subsequent annual payments can be made with a credit card or ACH debit in the [Online Registration and Payment Center](#).

Payment can be made with a credit card or ACH debit.

[Additional forms](#) for change of address, change in employment, or termination of employment, as needed can be found at Board of Bar Examiners web site: [New Jersey Board of Bar Examiners](#)

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P.O. Box 961
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25 Market Street
Floor 5th floor, North Wing
Trenton, New Jersey 08625

Foreign In-House Counsel

Foreign In-house counsel working in New Jersey or performing New Jersey-related legal work in another U.S. jurisdiction are required to obtain limited licensing from the New Jersey Supreme Court. Read [R. 1:27-2A](#).

To learn more or to apply for admission, visit the [Board of Bar Examiners](#) website.

All persons certified as Foreign Legal Consultants under [R. 1:21-9](#), those holding limited licenses as In-House Counsel under [R. 1:27-2](#), those holding limited licenses as Foreign In-House Counsel under [R. 1:27-2A](#), those registered as Multijurisdictional Practitioners under [RPC 5.5\(b\)](#), or those admitted pro hac vice in accordance with [R. 1:21-2](#), shall make the same annual payment as licensed New Jersey attorneys in their 5th through 49th years.

Multijurisdictional Practice

Multijurisdictional practitioners can register under [RPC 5.5\(b\)](#).

1. For admission as a multijurisdictional practitioner, submit a [Designation of Clerk as Agent for Service of Process](#) form to
Supreme Court Clerk's Office
P.O. Box 970
Trenton, New Jersey 08625-0970
2. An attorney no longer acting as, or appearing as, a multijurisdictional practitioner (MJP) in the State of New Jersey should complete the [Multijurisdictional Practitioner Nonpayment Certificate](#) form.

After initial admittance, subsequent annual payments can be made with a credit card or ACH debit in the [Online Registration and Payment Center](#).

Detailed Registration System Instructions

Videos	Documentation	Help System/Release Notes(R/N)
Attorney Registration		
Confirm or Update Contact Information	Attorney Registration – Confirm or Update Contact Information	RN.04.21.23

Videos	Documentation	Help System/Release Notes(R/N)
	Attorney Registration – Login and Begin	Release Notes – Full Volume
	Attorney Registration – Registration Statement	
	Attorney Registration – Pro Bono	
	Attorney Registration – CLE Compliance	
	Attorney Registration – Payment	
	Attorney Registration – Certificates of Insurance in Attorney Search	
	Attorney Registration – Certificates of Insurance Upload for Attorneys	
	Attorney Registration – Certificates of Insurance Upload for Firms	
	Attorney Registration – Certificates of Insurance Upload for Insurance Agents	
Employer Registration		
Update Employer Information	Employer Registration – Update Employer Information	
Employer Payment Process	Employer Registration – Employer Pay	