

A court closing has been announced.

VIEW CLOSING MESSAGES

SECTION MENU



Attorneys can use JACS to charge filing fees and other fees instead of paying by cash, check, or money order. Attorneys must have an active JACS account to file in eCourts, upload documents into the Judiciary Electronic Document Submission system, and use the electronic access program to access case information.

CREATE JACS ACCOUNT

LOG INTO MY JACS ACCOUNT

Use bar ID to register for JACS.

You will need your law firm ID to use JACS for eCourts filing. If you do not have or know your firm ID, call [609-421-6100](tel:609-421-6100)

With JACS, you can:

- Open a new JACS account
- Make a deposit to your JACS account
- View and print your account activity whenever you need it
- Request an electronic copy of your monthly statement
- Update your account details at any time
- Close a JACS account that you no longer need

JACS Instructions and FAQs

User ID/Password Requests

Use the buttons at the bottom of the login screen if you forget your user ID or password.

Contact Us

Use the "Contact Us" button on any JACS page or email jacssupport.mbx@njcourts.gov You can also call the **Judiciary call center** at [609-815-2900](tel:609-815-2900) x52511 or 52512 during business hours.

Account Balance

Only processed deposits and charges will show. Most transactions take about one business day to process.

Transferring Funds Between JACS Accounts

You cannot transfer funds between JACS accounts online. To make a transfer between accounts, use the "Contact Us" button on any JACS

Feedback

Chat

page or jacssupport.mbx@njcourts.gov. You can also contact the JACS Support at [609-421-6100](tel:609-421-6100) during business hours.

Managing Multiple Users in Your JACS Account

- Each JACS account can have up to six users, including the JACS account administrator for your firm.
- Each user must create a JACS User ID before being added to your account.
- [Instructions for creating a new JACS user ID](#)
- You also must have the "manage users" privilege in JACS in order to add or remove another user. If you are not sure if you have this privilege, log in to JACS and go to Account Information. Look for the "Manage Users" tab. If you do not see this tab and you think that you should have this privilege, contact your firm's JACS administrator to have the privilege added.

Changing the Administrator of Your JACS Account

You cannot change your account administrator online. You must complete a [Request to Change Administrator form](#) and send it to the JACS unit at jacssupport.mbx@njcourts.gov for processing.

Closing a JACS Account

Only the firm's JACS administrator can close a JACS account. If you are the JACS administrator, you can follow the steps outlined under the "Close Account" tab. Other account users will not have access to this tab. **NOTE: A closed account cannot be reopened.**

Funds Remaining in a Closed Account

When you close a JACS account, it is placed in a status of Close Pending for 10 days. You will not be able to incur any new charges for an account in this status, but charges incurred prior to closing will be applied. Once this 10-day period is over, the account is placed in a status of Closed and a refund check will be issued for any remaining balance in your account. This check will be issued to the name and address associated with the account when it was closed.

Questions About Transactions

All questions about transactions that are posted to your account should be directed to the [appropriate county office](#).

Depositing Funds Electronically

In order to transfer funds electronically (ACH transfer) from their bank account into their JACS account, users must have privileges to add funds through the "Fund Account" tab. If you do not see this tab and you think that you should have this privilege, contact your firm's JACS administrator to have the privilege added.

Updating Banking Information

Privileged users can also use the "Fund Account" tab to add, update and delete bank account information to be used for depositing funds through the Fund Account. If you do not see this tab and you think that you should have this privilege, contact your JACS administrator to have the privilege added.

You Cannot Reverse an Electronic Deposit

An ACH transfer of funds into your JACS account cannot be reversed. We urge you to review your transfer information carefully on the confirmation screen before you submit any request. As outlined in the Judiciary Account Charge System Participation Agreement, participants agree not to cancel an ACH transaction or initiate an ACH reversal once a transaction is completed in the JACS application. Use the "Contact Us" function in JACS or email jacssupport.mbx@njcourts.gov to resolve any disputes. You can also contact the JACS Support at [609-815-2900](tel:609-815-2900) x52511 or 52512 during regular business hours.

Depositing Funds with a Check or Money Order

You can deposit funds in your JACS account by sending a check or money order payable to "Treasurer, State of New Jersey" to one of the addresses below. Include your JACS account number on all checks, money orders, and correspondence.

Regular Mail

JACS Support Unit

[Richard J. Hughes Justice Complex](#)

P.O. Box 980

Trenton, New Jersey 08625-0980

Overnight Mail and Lawyers Service

JACS Support Unit

[Richard J. Hughes Justice Complex](#)

25 Market Street

Floor 8- North Wing

Trenton, New Jersey 08625

Link Your Firm ID to Your JACS Account

A Firm ID is a unique 9-digit ID, starting with an "F", "H" or "L", assigned during the annual attorney registration. It is applicable only to private law firms, solo law practitioners, in-house counsels, legal service entities, non-profit organizations, and Administrative Office of the Courts legal units.

Your firm ID must be linked to your JACS account in order to use eCourts. The eCourts system will not recognize your collateral account if it has not been linked with your firm ID.

If you need help locating your firm ID, you can search for it in JACS by last name or firm name, or by contacting the Judiciary call center at [609-421-6100](tel:609-421-6100).

Linking Your Firm ID to an Existing JACS Account

1. Log in to JACS and go to My Accounts at the top of the screen, to the right of the "Home" link. Then open the "Update Account" tab.
2. Choose the "Search/Modify" button on the upper left part of the page.
3. Under "Firm Association," enter the firm ID. If you do not know the firm ID, type the name of the firm and click on the "Search Firm" button.
4. Find your firm name and check the confirmation box. Then click on the Associate Firm button in the bottom right corner.
5. Check the "Certify" box on the next screen, then click on the "Update" button in the bottom right corner.

View and Print Transaction Activity

Use the "View/Print Activity" tab to view or print transactions less than a year. If you do not see this tab and you think you should have this privilege, contact your Administrator to have the privilege added. To find a transaction or receive a printed statement that is more than a year old, use the "Contact Us" function in JACS or email jacssupport.mbx@njcourts.gov . You can also call JACS Support at [609-815-2900](tel:609-815-2900) x52511 or 52512 during regular business hours.

Update Account Details

Update your JACS account name, address and phone number using the "Update Account" screen. If you do not see the Update Account tab and you think you should have this privilege, contact your JACS account administrator to have the privilege added.