

Topic: The following document will demonstrate how a user, authorized as a Designee by a New Jersey attorney, accesses the New Jersey Courts Portal.

Designee Accesses as Someone Else (attorney)

Step 1: Designees will login with their User ID and password at the [NJ Courts login page](#).

NOTE: The Designee must register for the New Jersey Courts Portal and give their User ID to the attorney to authorize them as a Designee.

Log in help

To request information about your existing ID click **Forgot User ID?**

Follow the steps below if you're receiving "Authentication Failed" error message when attempting to log in

1. Click the **Forgot Password?** link
2. Answer the security questions when prompted
3. An email will be sent to the email address used to activate the account
4. Open the email and follow the instructions

If you are still unable to successfully login after resetting your password, please contact the Help Desk at 609-421-6100 for assistance.

If you have not received an activation email after registering, click **Resend Activation Email** to request the activation email to be sent again.

To access the New Jersey Courts website, click [NJCourts.gov](#)

Browser compatibility

There is a known issue with Internet Explorer Version 11 running on Windows 10 which is causing users to attempt to login multiple times unsuccessfully. If you encounter this issue, please use another browser (e.g., Chrome, Microsoft Edge, Safari, Firefox).

Enter user ID and password. If you have been provided with a temporary password **1** below.

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

Password * [Forgot Password?](#)

Login

[Resend Activation Email](#)

Step 2: Click *Someone else* on the *eCourts Designee* page to access the New Jersey Courts Portal on behalf of an attorney.

A list of attorneys that authorized the designee will display.

Step 3: Click the name of the attorney you want to access the courts on behalf of.

NOTE: The attorney must be associated to an approved firm and must be in good standing in order to appear on the list.

eCourts designee

Who are you accessing the New Jersey Courts Portal on behalf of?

Myself Someone else **2**

Attorney Test Id

eCourts designee

Who are you accessing the New Jersey Courts Portal on behalf of?

Myself Someone else

Attorney Test Id **3**

Step 4: Click the appropriate firm name and address for the attorney.

NOTE: There may be multiple firm names and addresses for an attorney.

Step 5: Click to certify that all the information is true and accurate.

Step 6: Click 'Continue'.

eCourts designee

Who are you accessing the New Jersey Courts Portal on behalf of?

Attorney Test Id

Select the appropriate firm name and address.

Private Firm Test
1 Test Ln
Trenton, NJ
eric.dawson@njjudlab.njcourts.gov

I certify that all information is true and accurate.

eCourts designee

Who are you accessing the New Jersey Courts Portal on behalf of?

Attorney Test Id

Select the appropriate firm name and address.

Private Firm Test
1 Test Ln
Trenton, NJ
AttorneyTest@njjudlab.njcourts.gov

I certify that all information is true and accurate.

Step 7: Click *Continue* to accept the terms and conditions of the *eCourts designee disclaimer*.

eCourts designee disclaimer

You are accessing the New Jersey Courts Portal on behalf of:

Attorney Test Id
Private Firm Test
1 Test Ln
Trenton, NJ
AttorneyTest@njjudlab.njcourts.gov

If you have accessed this system in error, or if you are not authorized to access the New Jersey Courts Portal on behalf of the attorney listed above, please click Cancel and do not proceed. Your credentials may be permanently revoked should you proceed where you are not authorized to do so.

By clicking the Continue button, you certify and represent that you have the authority to access the New Jersey Courts Portal and electronically file on behalf of AttorneyTest Id. Your name will be displayed in the filing records, along with the attorney bar id of the attorney for whom you are filing.

By clicking Continue, you also accept the terms of the eCourts User Participation Agreement and agree to comply with the terms of the agreement when accessing the New Jersey Courts Portal. You also acknowledge that you are required to follow the court rules, directives, policies and procedures related to electronic filing, including immediately notifying the Superior Courts Clerk's Office of any actual or perceived security breach at (609) 421-6000.

By clicking Continue, you understand that if any of the foregoing statements are false, you may be subject to punishment.

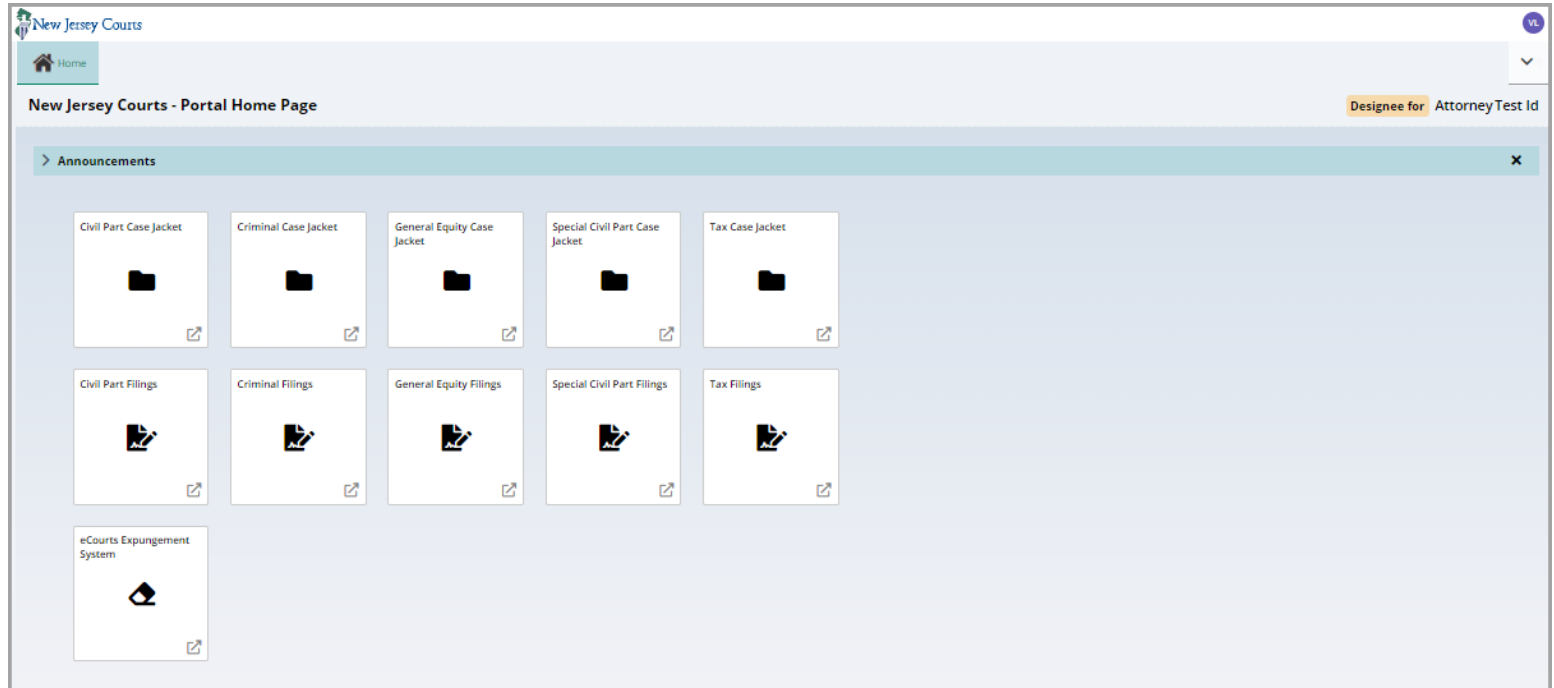
7

Cancel

Continue

Step 8: The attorney’s portal displays.

The *Designee – Attorney Test ID* in the blue banner will display the attorney’s name and serves as a reminder that you are the designee accessing the New Jersey Courts Portal on behalf of the attorney.



Designee Accesses as Self

Click *Myself* and *Continue* on the *eCourts Designee* page to access the New Jersey Courts Portal on behalf of yourself.

