



JACS Online Help

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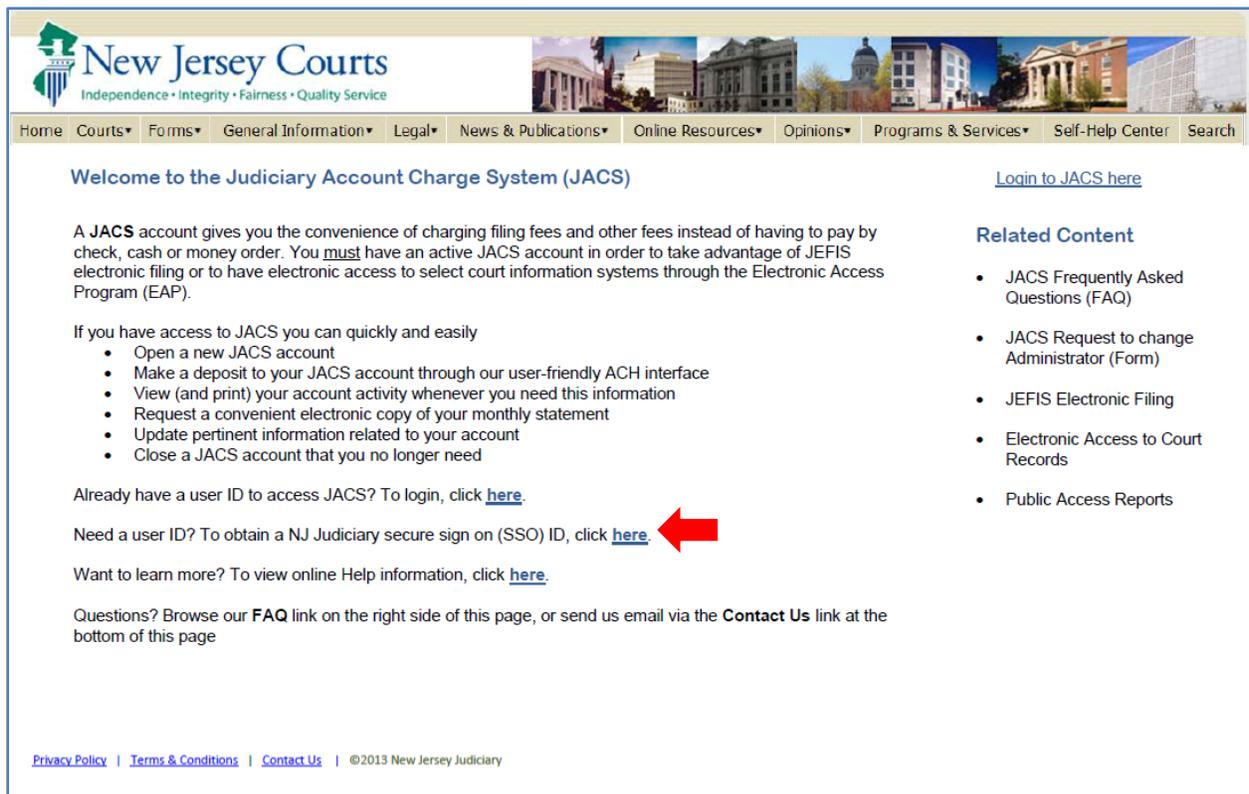
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Accessing Your JACS Accounts Online

Registering for a User Name and Password

To access your JACS accounts on line, you will need a Judiciary user name and password.

From the JACS Welcome page, click the link to obtain a NJ Judiciary secure sign on (SSO) id.



New Jersey Courts
Independence • Integrity • Fairness • Quality Service

Home Courts Forms General Information Legal News & Publications Online Resources Opinions Programs & Services Self-Help Center Search

Welcome to the Judiciary Account Charge System (JACS)

[Login to JACS here](#)

A **JACS** account gives you the convenience of charging filing fees and other fees instead of having to pay by check, cash or money order. You must have an active JACS account in order to take advantage of JEFIS electronic filing or to have electronic access to select court information systems through the Electronic Access Program (EAP).

If you have access to JACS you can quickly and easily

- Open a new JACS account
- Make a deposit to your JACS account through our user-friendly ACH interface
- View (and print) your account activity whenever you need this information
- Request a convenient electronic copy of your monthly statement
- Update pertinent information related to your account
- Close a JACS account that you no longer need

Already have a user ID to access JACS? To login, click [here](#).

Need a user ID? To obtain a NJ Judiciary secure sign on (SSO) ID, click [here](#).

Want to learn more? To view online Help information, click [here](#).

Questions? Browse our **FAQ** link on the right side of this page, or send us email via the **Contact Us** link at the bottom of this page

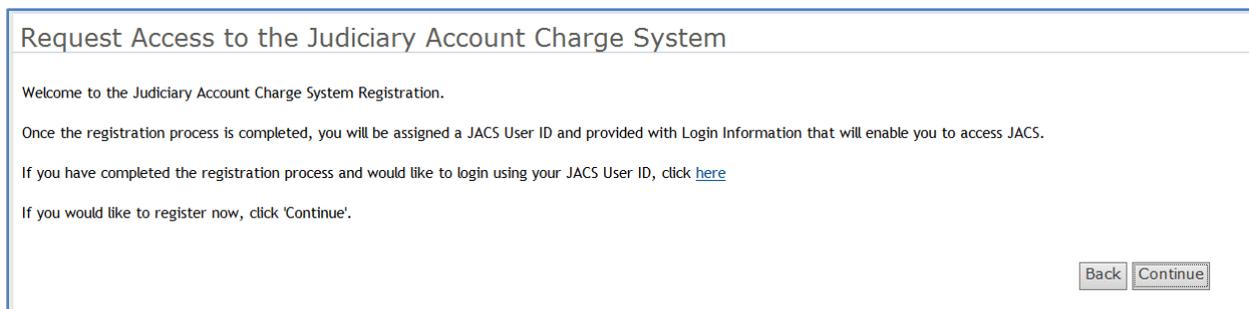
Related Content

- JACS Frequently Asked Questions (FAQ)
- JACS Request to change Administrator (Form)
- JEFIS Electronic Filing
- Electronic Access to Court Records
- Public Access Reports

[Privacy Policy](#) | [Terms & Conditions](#) | [Contact Us](#) | ©2013 New Jersey Judiciary

Registration Instructions

The first screen you will see will give you a brief explanation of the registration process. Click the **Continue** button to proceed and the **Back** button to return to the JACS Welcome page.



Request Access to the Judiciary Account Charge System

Welcome to the Judiciary Account Charge System Registration.

Once the registration process is completed, you will be assigned a JACS User ID and provided with Login Information that will enable you to access JACS.

If you have completed the registration process and would like to login using your JACS User ID, click [here](#)

If you would like to register now, click 'Continue'.

[Back](#) [Continue](#)

Step 1 - Terms and Conditions

The next screen will give you the opportunity to review and accept the Terms and Conditions for the use of our site. You will have to use the scroll bar on the right-hand side of the screen to be able to read the entire Terms and Conditions document. Once you have reviewed and accepted the Terms and Conditions (by clicking the certification checkbox), you will click the **Continue** button to continue the registration process. Click the **Back** button to return to the previous screen.

Request Access to the Judiciary Account Charge System

Step 1 Terms&Conditions Step 2 Registration Step 3 Confirmation

JUDICIARY ACCOUNT CHARGE SYSTEM PARTICIPATION AGREEMENT

PROGRAM DESCRIPTION

The Judiciary Account Charge System ("JACS") enables a participant (herein defined as an individual or business entity, by and through its authorized representative) to electronically create, access, and manage one or more charge accounts ("account(s)") which may be used to pay fees imposed by the New Jersey Judiciary ("Judiciary").

TERMS AND CONDITIONS OF USE OF JACS

1. PARTICIPANT OBLIGATIONS

For each account maintained by the participant an "Administrator" must be appointed. By designating an individual to be the Administrator of an account the participant acknowledges and agrees to abide by and be bound by the Terms and Conditions of Use of JACS ("Terms and Conditions".)

By checking this box, you certify that you have received, understand and agree to the terms and conditions provided.

Back Continue

Step 2 – Do You Have a Bar ID?

The next screen asks if you have a Bar ID. If you do, this will be used to create your user ID to access JACS. If you do have a Bar ID, click the **Yes** radio button, enter your Bar ID and click **Continue**. If you do not have a Bar ID, click the **No** radio button.

Request Access to the Judiciary Account Charge System

Step 1 Terms&Conditions Step 2 Registration Step 3 Confirmation

Registration Process Overview

If you currently have one or more Judiciary User ID(s), an existing User ID may be assigned to you as your JACS User ID.

If you currently do not have a Judiciary User ID, a new JACS User ID will be assigned to you.

Your JACS User ID Login Information will be emailed to you upon completion of the registration process.

User Information

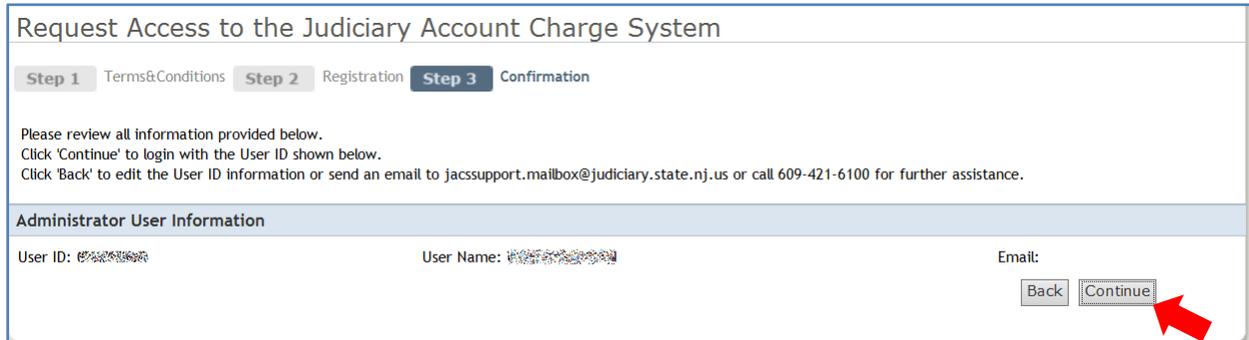
Fields denoted with an (*) are required.

* Do you have a NJ Judiciary Bar Id? Yes No * Bar Id :

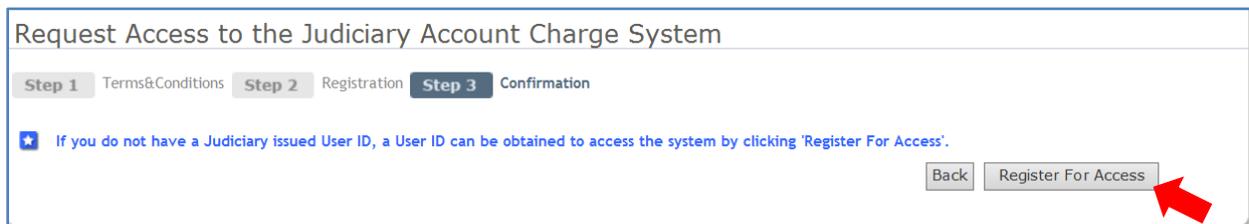
Back Continue

Step 3 – Confirmation

If you provided your Bar ID in the previous step, the next screen you will see will give you a chance to confirm that the information the system has about you is correct. If it is, click the **Continue** button. Otherwise, click the **Back** button to return to the previous screen. This screen also gives you contact information for the JACS Support unit if you require assistance.



If you clicked the **No** radio button in the previous step, you now have the opportunity to create a User ID. Click the **Register for Access** button to start the process. Click the **Back** button to return to the previous screen.

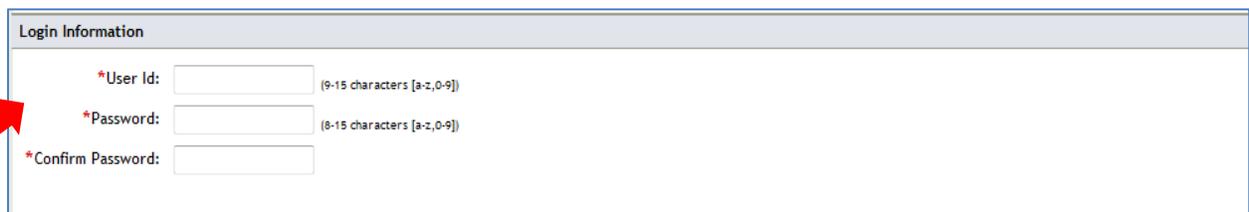


NJCourts Online Registration

If you have clicked the **Register for Access** button in the previous step, the next screen gives you the opportunity to create a new User ID.

Login Information

You will create a User Id and password on the first part of this screen. Your User Id must be 9 – 15 characters in length, and it must be made up of letters and numbers only with no special characters. **Your password must be 8 – 15 characters in length. It must be made up of lower case letters and numbers only with no special characters or spaces.** Remember that passwords are case sensitive.



Contact Information

You will provide your contact information on the second part of the screen. Please note that all fields marked with an asterisk are required.

Contact Information

*First Name:

*Last Name:

*Email:

*Confirm Email:

*Work Phone: (US format 123-456-7890; non-US format up to 20 digits)

Business Name:

Address Line 1: (number and street name)

Address Line 2: (apartment/unit number)

City:

State/Province:

ZIP/Postal Code: (format: 12345 or 12345-6789)

Country:

Security Information

The third part of the screen will give you the opportunity to select three security questions and provide the appropriate answer to each one. These questions will be used to confirm your identity for activities such as password resets.

Security Information

This information will be used to verify your identity in the event that you contact us regarding your registration.

*Security Question 1:

*Security Answer 1: (cannot contain any special characters)

*Confirm Security Answer 1:

*Security Question 2:

*Security Answer 2: (cannot contain any special characters)

*Confirm Security Answer 2:

*Security Question 3:

*Security Answer 3: (cannot contain any special characters)

*Confirm Security Answer 3:

Terms and Conditions

The last part of the screen gives you a chance to review the NJ Judiciary's Privacy Statement. Click the **Yes** radio button to accept these terms and conditions, then click the **Register** button. The **Clear Form** button will remove all of the information you have keyed into this screen.

Terms and Conditions

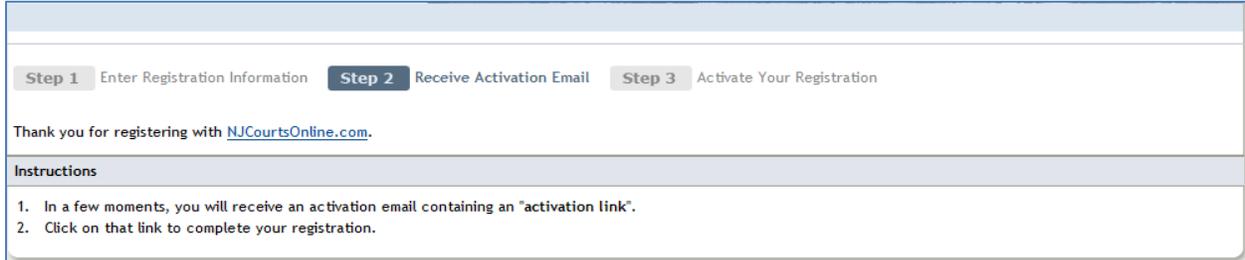
Click [here](#) to read our Privacy Statement.

Do You Accept the Terms and Conditions?: Yes No

Receive Activation Email

Confirmation Screen

Whether you are registering for JACS access using your Bar ID, or you have just created a new User ID, the system will send an email link to the email address it has on record for you to complete your registration process.



Step 1 Enter Registration Information Step 2 Receive Activation Email Step 3 Activate Your Registration

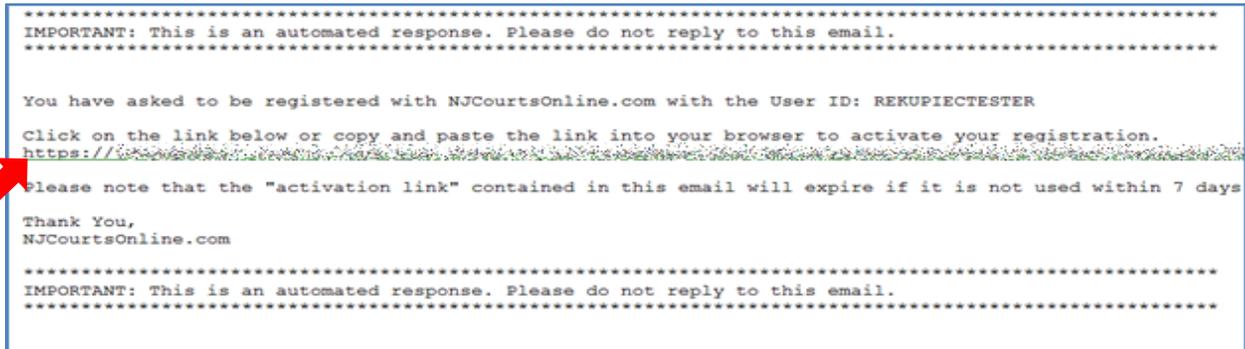
Thank you for registering with [NJCourtsOnline.com](https://www.njcourts.com).

Instructions

1. In a few moments, you will receive an activation email containing an "activation link".
2. Click on that link to complete your registration.

Email Activation Link

This email will contain a link you will use to activate your account. You can either click on the link from within the email, or you can copy and paste the entire link into your browser's address bar.



```
.....
IMPORTANT: This is an automated response. Please do not reply to this email.
.....

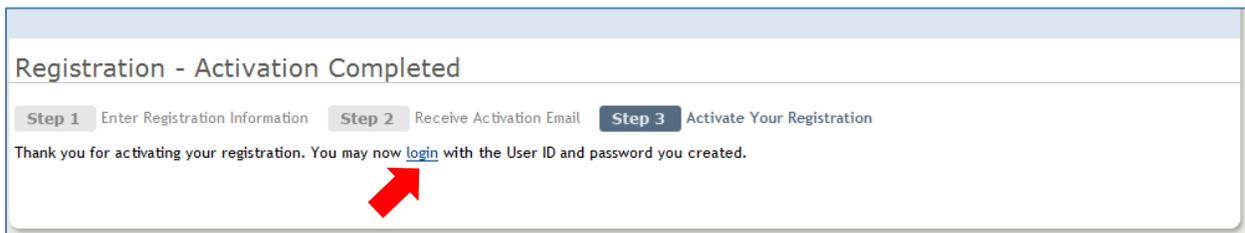
You have asked to be registered with NJCourtsOnline.com with the User ID: REKUPIECTESTER
Click on the link below or copy and paste the link into your browser to activate your registration.
https://

Please note that the "activation link" contained in this email will expire if it is not used within 7 days

Thank You,
NJCourtsOnline.com

.....
IMPORTANT: This is an automated response. Please do not reply to this email.
.....
```

When you access the link in your email, the system will complete your registration process. At this point you can proceed to the JACS Login screen.



Registration - Activation Completed

Step 1 Enter Registration Information Step 2 Receive Activation Email Step 3 Activate Your Registration

Thank you for activating your registration. You may now [login](#) with the User ID and password you created.

Login to JACS

New Jersey Courts Home Page

You will access your JACS accounts through the **New Jersey Courts** home page.

You will find a link to the JACS Welcome page on the left-hand side of the page in the **Essential Links**. There will also be a link from the **Online Resources** menu tab.

The screenshot shows the New Jersey Courts website. At the top, the logo reads "New Jersey Courts" with the tagline "Independence • Integrity • Fairness • Quality Service". Below the logo is a navigation menu with tabs: Home, Courts*, Forms*, General Information*, Legal*, News & Publications*, **Online Resources***, Opinions*, Programs & Services*, Self-Help Center, and Search. A search box is located to the left of the menu. Below the menu, the "Essential Links" section is highlighted with a red box and contains a list of links such as "NJ Courts en Español", "State of New Jersey", "NJ State Bar Assoc.", "About NJ Courts", "ADA Accommodations", "Administrative Offices", "Calendars & Schedules", "Concerned about Fair Treatment?", "Driving Directions", "Guardianship Monitoring Program", "Job Opportunities", "Judiciary Electronic Filing System (JEFIS)", "Interpreting Services", and "Multicounty Litigation Center". The main content area features a large image of the Cumberland County Courthouse in Bridgeton, NJ. Below the image, there are several news items with links to read more, including "Chief Justice Forms Committee to Speed Resolution of Civil Actions", "Kelly A. Law Named Trial Court Administrator for Camden Vicinage", "The Attorney General's Office has filed a brief on behalf of respondent Gov. Chris Christie in opposition to an application for injunctive relief in the Senate election matter", "A brief requesting injunctive relief in the Senate election matter has been filed", and "An appellate panel has issued an order regarding the writ of election issued by Gov. Chris Christie on June 4, 2013". On the right side, there is a "NJMC DIRECT Pay Your Traffic Ticket Online" section with a "Contact us" link. Below this, there are several service links: "Check Jury Reporting Message", "Attorney Registration and Contact Information", "Civil Mediation Resources", "Foreclosure Prevention Resources", "Law and General Equity Motion Orders", "Take Our Survey", and "NJCourts on the Go". At the bottom right, there are social media icons for RSS, Twitter, Facebook, YouTube, and LinkedIn, along with a logo for "ENSURING AN OPEN DOOR TO JUSTICE".

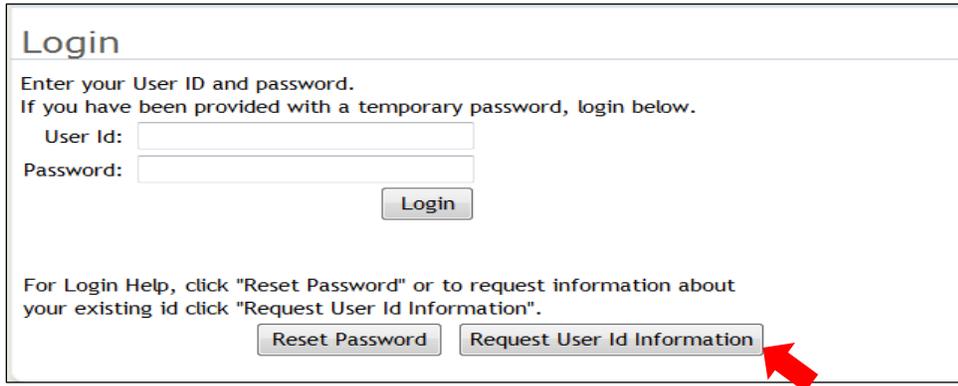
JACS Login Screen

You will enter your NJ Judiciary user name and password on this screen and click the **Login** button. If you do not have a NJ Judiciary user name or password, please refer to the section called **Registering for a User Name and Password**.

The screenshot shows the JACS Login screen. The title is "Login". Below the title, there is a message: "Enter your User ID and password. If you have been provided with a temporary password, login below." There are two input fields: "User Id:" and "Password:". Below the input fields is a "Login" button. A red arrow points to the "Login" button. Below the "Login" button, there is a message: "For Login Help, click 'Reset Password' or to request information about your existing id click 'Request User Id Information'." There are two buttons: "Reset Password" and "Request User Id Information".

Request User ID Information

If you have forgotten your user ID, click the **Request User ID Information** button on the **Login** screen.



Login

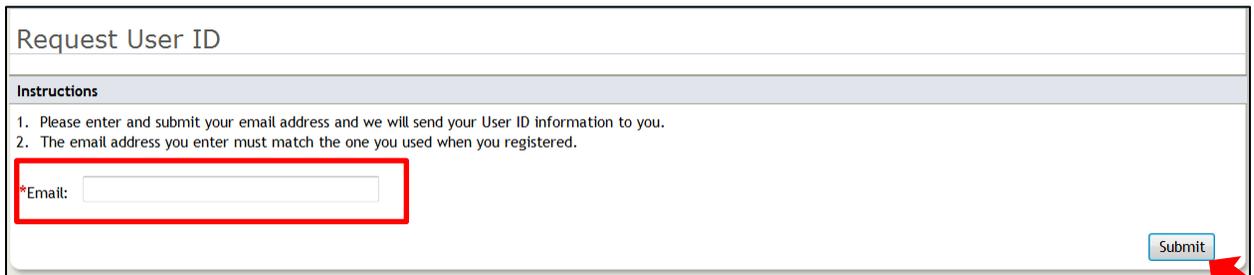
Enter your User ID and password.
If you have been provided with a temporary password, login below.

User Id:

Password:

For Login Help, click "Reset Password" or to request information about your existing id click "Request User Id Information".

This will display the **Request User ID** screen. Enter the same email address you used when you registered for your user ID and click the **Submit** button.



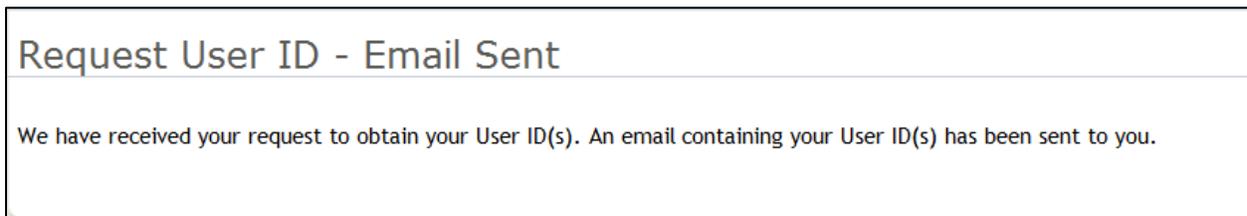
Request User ID

Instructions

1. Please enter and submit your email address and we will send your User ID information to you.
2. The email address you enter must match the one you used when you registered.

*Email:

The system will confirm that your request has been received.



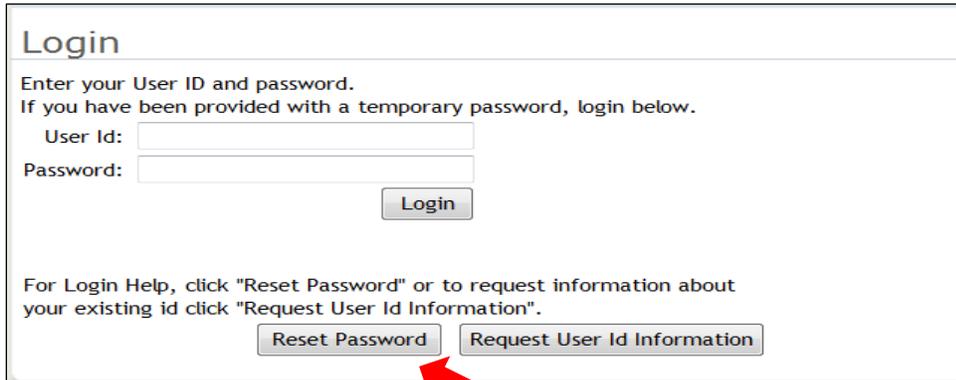
Request User ID - Email Sent

We have received your request to obtain your User ID(s). An email containing your User ID(s) has been sent to you.

A message will be sent to the email address you provided in the Request User ID screen with the User ID information associated with that email address.

Password Reset

If you have forgotten your password, click the **Reset Password** button on the **Login** screen.



Login

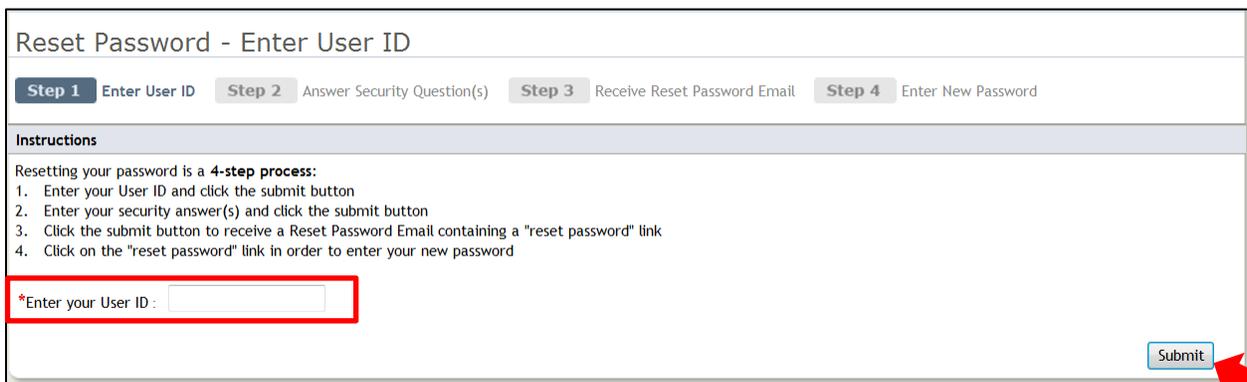
Enter your User ID and password.
If you have been provided with a temporary password, login below.

User ID:

Password:

For Login Help, click "Reset Password" or to request information about your existing id click "Request User Id Information".

This will display the first step of a four step process. Enter your User ID and click the **Submit** button.



Reset Password - Enter User ID

Step 1 Enter User ID **Step 2** Answer Security Question(s) **Step 3** Receive Reset Password Email **Step 4** Enter New Password

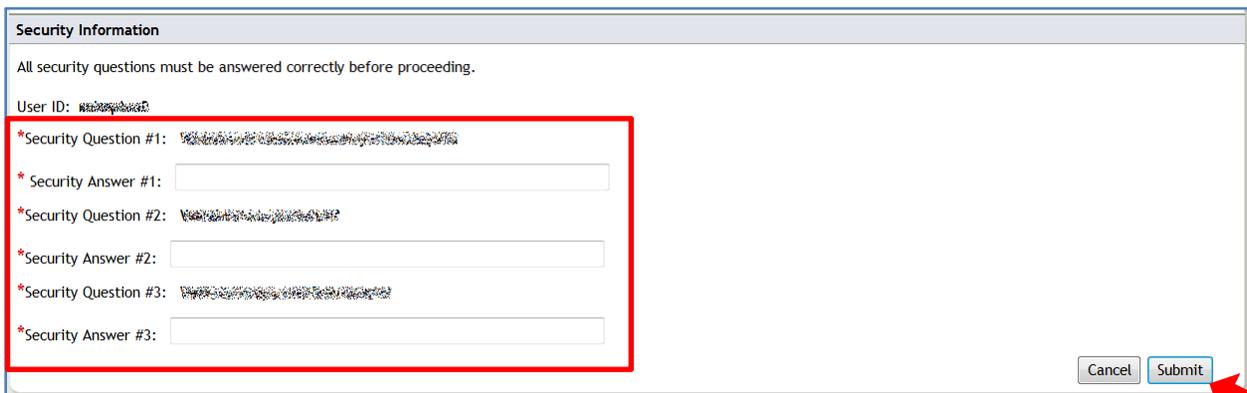
Instructions

Resetting your password is a **4-step process**:

1. Enter your User ID and click the submit button
2. Enter your security answer(s) and click the submit button
3. Click the submit button to receive a Reset Password Email containing a "reset password" link
4. Click on the "reset password" link in order to enter your new password

*Enter your User ID :

You will then be asked to answer the three security questions you created when you registered for your User ID. The answers are not case sensitive, but you must use the same answer you used when you created the question. (For example, if the original answer to one of your questions was NYC, you could not enter New York City or N.Y.C. for a match.) Answer the security questions and click the **Submit** button.



Security Information

All security questions must be answered correctly before proceeding.

User ID:

*Security Question #1:

* Security Answer #1:

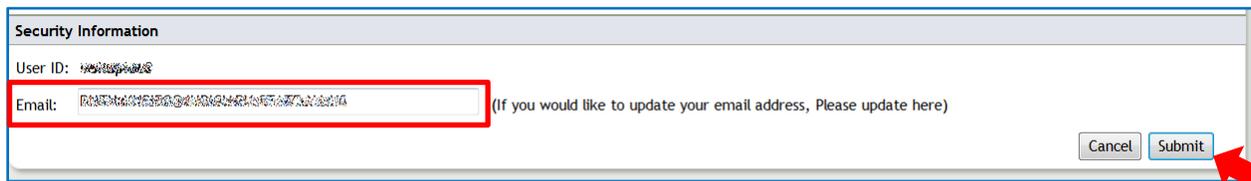
*Security Question #2:

*Security Answer #2:

*Security Question #3:

*Security Answer #3:

After you successfully answer your three security questions, the system will ask you to verify the email address to which a link should be sent to reset your password. This screen also gives you the chance to change your email address if the one originally associated with your User ID has changed. Verify your email address and click Submit.



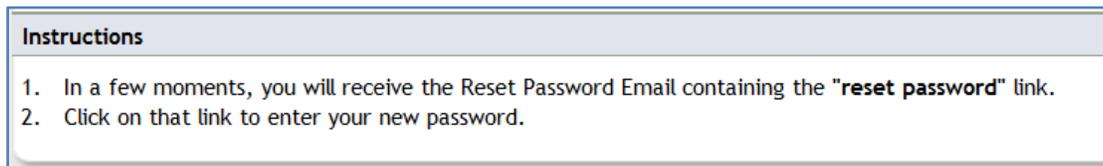
Security Information

User ID: [masked]

Email: [masked] (If you would like to update your email address, Please update here)

Cancel Submit

The system will confirm that your request has been received.

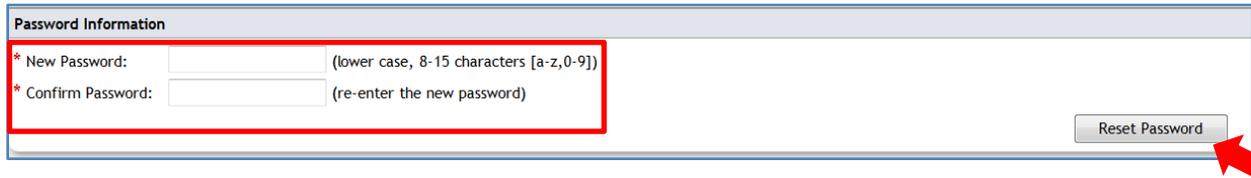


Instructions

1. In a few moments, you will receive the Reset Password Email containing the "reset password" link.
2. Click on that link to enter your new password.

When you receive the password reset email, either click on the imbedded link, or copy and paste the URL into your browser's address window. The system will give you a screen to change your password. Choose a new password, and confirm it, then click **Reset Password**.

Note: Remember that your password must be 8 – 15 characters in length. It must be made up of lower case letters and numbers only with no special characters or spaces. Passwords are case sensitive.



Password Information

* New Password: [input] (lower case, 8-15 characters [a-z,0-9])

* Confirm Password: [input] (re-enter the new password)

Reset Password

Home Page Account Selection

Welcome Screen

The first screen you will see when you log into NJ Courts Online is the **Welcome** screen. This screen will have tabs available for you to select any application to which you have been granted access. To access the Judiciary Account Charge System (JACS) click the system's menu tab.

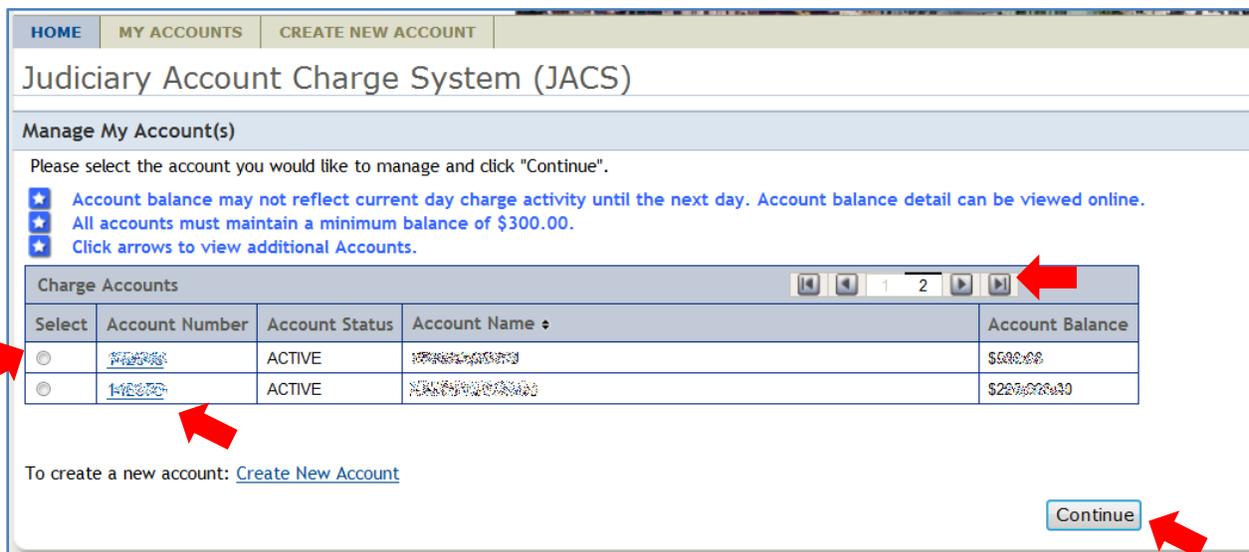


Judiciary Account Charge System (JACS) Home Page

The first screen you will see when you access JACS is the **Home Page**, titled **Manage My Account(s)**. If you have JACS accounts, they will be displayed here. You can select the account you wish to access in one of two ways: click the radio button next to the account number and click the **Continue** button, or move the cursor over the account number until it is selected and click on it. (You will generally see the cursor change from an arrow {  } to a pointing finger {  } when this happens.)

This screen will display up to 5 accounts at one time. If you are associated with more than 5 accounts, use the paging arrows in the upper right hand corner of the account table to view more accounts.

If you are not associated with any JACS accounts, you will see only the system messages and the link to create a new account. See the section on opening a new account for more information about opening a new JACS account.



Account Information

The first screen you will see after you have successfully selected an existing account is the **Account Information** screen. This screen will present you with a summary of the account. Depending on the privileges you have been granted, you will see menu tabs across the top of the screen for the functions you are allowed to perform for this account.

Note that the privileges you have for one account are completely separate from those you may have for any other JACS account, so you may see different menu tabs depending on which JACS account you are viewing.

If you wish to return to the **Home Page** from here, click the **Back** button or the **Home** menu tab at the top of the page.

The screenshot displays the 'Judiciary Account Charge System' interface. At the top, there is a navigation bar with links for 'Home', 'FAQs', 'Help', 'My Registration', and 'Logoff'. Below this is a header for 'New Jersey Courts' with the tagline 'Independence • Integrity • Fairness • Quality Service'. The main navigation area includes 'HOME', 'MY ACCOUNTS', and 'CREATE NEW ACCOUNT'. Under 'MY ACCOUNTS', there are several menu items: 'View Account Information', 'View/Print Activity', 'Fund Account', 'Manage Users', 'Update Account', and 'Close Account'. The 'View Account Information' menu item is highlighted with a red box. The main content area is titled 'Account Information' and contains the following fields:

Account Name:		Firm ID:
Account Balance:		Account Number:
Account Status:		Account Opened:
Mailing Address 1:		
Mailing Address 2:		
City:	State:	Zip Code:
Phone Number:	Extension:	

Below the fields, there are two informational messages:

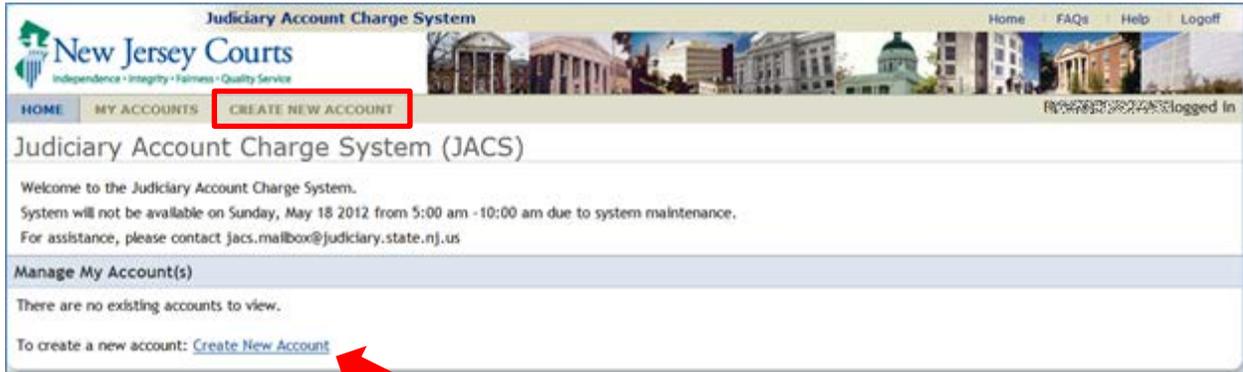
- ★ Account balance may not reflect current day charge activity until the next day. Account balance detail can be viewed online.
- ★ All accounts must maintain a minimum balance of \$300.00.

In the bottom right corner, there is a 'Back' button highlighted with a red arrow. The footer contains links for 'Privacy Policy', 'Contact Us', 'Terms & Conditions', and a copyright notice for '© Copyright NJ Judiciary 2013'.

Opening a New JACS Account

Judiciary Account Charge System (JACS) Home Page

The first screen you will see when you access JACS is the Home Page. If you already have other JACS accounts, they will be displayed here. If you are not associated with any JACS accounts, you will see only the system messages and the link to create a new account. Click this link (or the Create New Account menu tab) to begin the process of opening a new JACS account.



Step 1 – New Account Requirements

The first screen in the process will explain the requirements for opening a new JACS account. You must click the checkbox certifying that you have read and understand these requirements, and then click the **Continue** button. If you wish to return to the previous screen, click the **Back** button.

The screenshot shows the "Create A New Account" form. The progress bar indicates that Step 1 (New Account Requirements) is the current step. The main content area contains the following text:

Account requirements:

To open an account you will be required to certify that you individually, or as the authorized representative of the business entity, have reviewed, understand and agree to be bound by the terms and conditions of use of the JACS system.

You will be the default administrator of the newly opened account. Please note that you can easily delegate this role by submitting the Request to Change Administrator form.

New accounts require a minimum initial deposit of \$500. New accounts will not be activated until this deposit is received. If a newly opened account is not funded within 30 days, it will be closed.

I have read and understand the requirements associated with creating a new account.

At the bottom right, there are two buttons: "Back" and "Continue" (both highlighted with red boxes).

Step 2 – Account Information

The next screen will gather information for the account you wish to open. Please note that fields marked with an asterisk are required. The **Account Name** should be the legal entity for which you are opening this account, usually your firm name. The **Mailing Address** should be the address to which all correspondence related to this account should be sent.

Please note that your name, phone number and email address are displayed in the **Account Administrator Information** area. If you wish to make someone else your Account Administrator, please see the instructions for changing an Account Administrator in the section titled **Updating Your JACS Account Information**.

Once you have entered your account information click the **Continue** button. If you wish to remove all the information you have entered, click the **Reset** button. If you wish to return to the previous page, click the **Back** button.

The screenshot shows the 'Create A New Account' form at Step 2: Account Information. The form is divided into several sections: 'Please provide the required information', 'Account Information', and 'Administrator Information'. The 'Account Information' section includes fields for Account Name, Phone Number, Mailing Address 1, Mailing Address 2, City, State (dropdown menu), and Zip Code. The 'Administrator Information' section includes fields for Administrator Name, Administrator Phone, and Administrator Email. A red bracket on the left side of the form highlights the 'Account Information' section. At the bottom right, there are three buttons: 'Back', 'Reset', and 'Continue', which are highlighted with a red box.

Step 3 – Firm Association

The next screen gives you the chance to associate your Firm ID with your new JACS account. You can search for your Firm ID if you do not know it. If you do not have a Firm ID, or do not choose to associate it with your JACS ID at this time, you can skip this step.

If you elect to skip this step, you will be able to add a Firm ID to your account later through the Update Account function.

Note: Firm ID is applicable only to private law firms, solo law practitioners, select government agencies and certain non-profit organizations.

If you do elect to associate your account with your Firm ID, you can either enter your full 9-character firm ID, or enter all or part of your firm name for an alphabetic search. When you have entered your search criteria, click the **Search Firm** button.

The screenshot shows the 'Firm Association' form. It includes a heading 'Firm Association' and a sub-heading 'Firm Association'. Below the heading, there is a paragraph of text: 'If you want to associate Firm with new charge account, please perform search and click 'Associate Firm' button, else click 'Skip This Step' button to skip this step.' Below this text, there is a blue star icon followed by a paragraph of text: 'Enter search information and click "Search Firm" to associate a Firm ID to this account. A Firm ID can also be associated to an account after it is created and activated via the Update Account privilege. A Firm ID is not required to open a charge account.' Below this text, there are two input fields: 'Enter Firm ID' and 'Enter Firm Name', separated by the word 'OR'. To the right of these fields is a 'Search Firm' button, which is highlighted with a red arrow. Below the input fields and the 'Search Firm' button, there is a note: 'Note: Firm I.D. is applicable only to private law firms, solo law practitioners, select government agencies/staff, and certain non-profit organizations.' At the bottom right, there are two buttons: 'Back' and 'Skip This Step', which are highlighted with a red box.

Select the appropriate entry from the resulting list, click the certification checkbox, and click the **Associate Firm** button. If you do not wish to associate your JACS account with a Firm ID at this point, click the **Skip This Step** button. The **Back** button will return you to the **Account Information** screen. (Step 2 in this process.)

Firms								
Select	Firm ID	Firm Name	Street1	Street2	City	State	Zip	Phone Number
<input checked="" type="radio"/>						NJ		

By checking this box you are certifying that the firm id associated is correct, and that you are authorized to make these changes to the account.

Step 3 – Terms & Conditions

The next screen will give you the opportunity to review and accept the Terms and Conditions associated with maintaining a JACS account. You must click the checkbox indicating that you have read, understand and agree to these Terms and Conditions. Once you have done this, click the **Continue** button to proceed to the next step. If you wish to return to the **Firm Association** page, click the **Back** button.

Please read Terms and Conditions and certify

TERMS AND CONDITIONS FOR AGENCIES PROVIDING SERVICES TO THE AGENCY

NOTE: This is a sample content taken from JACS.COM and which will be later replaced by actual content.

DEFINITION

An Agency is a private, for profit or not for profit company that delivers interpreting services. The purpose of this document, an Agency consists of at least one principal who receives requests for interpreting services and assigns them to interpreters affiliated with the agency. Hence, an individual may not register as an agency when that individual is the only person in the company who provides interpreting services.

WHICH AGENCIES MAY BE USED

The Judiciary grants preference for interpreting assignments to its staff interpreters and its cadre of registered independent interpreters. Agencies are called only if no staff

By checking this box, you certify that you individually, or as the authorized representative of the business entity, have reviewed, understand and agree to be bound by the terms and conditions of use of the JACS.

Step 4 - Confirmation

The next screen will give you the opportunity to review and verify your account information. If the information displayed is correct, click the **Create Account** button. If you need to change any of the account information, click the **Back** button to return to the **Firm Association** page.

Create A New Account

Step 1 New Account Requirements **Step 2** Account Information **Step 3** Terms & Conditions **Step 4** Confirmation

Confirmation

Please verify that all provided information is correct.
Click "Create Account" to initiate account creation.
Click "Back" to edit your information.

Account Information

Account Name: HERRING-WONSTER LLC
Mailing Address 1: 1013 WOSHAW RD W
Mailing Address 2:
City: State: Zip Code:
Phone Number: Extension:
Administrator Information
Administrator Name: Administrator Phone:
Administrator Email:

[Back](#) [Create Account](#)

New Account Confirmation

After the account is created, you will see a confirmation message that contains your new account number. There will also be a reminder of the \$500 initial funding requirement and a link to a page with your funding options.

For more information on funding your JACS account, please see the section **Funding a JACS Account**.

New Account Confirmation

Your charge account has been created successfully with Account number [REDACTED]
This account will remain in a status of "Open Pending" until it is funded with a minimum initial deposit of \$500.
If you would like to fund your account, please click [here](#) to get more details.

Updating Your JACS Account Information

Account Information

In order to use the Update Account function, you must have been granted the privilege to perform updates for that account. If this is true, you will see the **Update Account** tab on the **Account Information** screen. Click this menu tab to go to the input screen.

If you do not see the **Update Account** menu tab, you should contact your Administrator to have this privilege added to your user profile.

The screenshot shows the 'Update Account' tab selected in the 'MY ACCOUNTS' menu. The account information fields are as follows:

Account Name:		Firm ID:	
Account Balance:		Account Number:	
Account Status:		Account Opened:	
Mailing Address 1:			
Mailing Address 2:			
City:	State:	Zip Code:	
Phone Number:	Extension:		

Informational messages:

- Account balance may not reflect current day charge activity until the next day. Account balance detail can be viewed online.
- All accounts must maintain a minimum balance of \$300.00.

Updating Account Information

The **Update Account** screen has three parts. The top of the screen will give you the opportunity to change the following account information fields:

Account Name – This should be legal entity for this account, usually your firm name. Typically you would update this if your firm name changes.

Firm ID – This is an identifying number that applies to private law firms, solo law practitioners, select government agencies/staff, and certain non-profit organizations. If you have a Firm ID, but do not know what it is, a **Search** facility has been provided.

Phone Number / Extension – This should be the phone number associated with the Account Name, typically the firm number.

Mailing Address Fields – This should be the address where any correspondence related to this account should be sent. Typically you would update this if your office moves or if responsibility for this JACS account is transferred to another location.

Once you have updated the name, phone number or address fields as necessary, you must check the certification box indicating that you are authorized to make these changes. Then click the **Update** button to save your changes.

If you wish to return the updated fields to their original content, you should click the **Reset** button. Note that you must do this before clicking the **Update** button. Also, if you click the **Reset** button, all updated fields will be returned to their original content.

If you wish to return to the **Account Information** screen without making any changes, click the **Back** button.

Update Account

Fields denoted with an (*) are required.

Account Information

Account Balance: [text] * Account Name: [text] Account Number: [text]

Firm ID: [text] Search/Modify Remove What is Firm ID ?

Note: Firm I.D. is applicable only to private law firms, solo law practitioners, select government agencies/staff, and certain non-profit organizations.

Account Status: [text] Account Opened: [text] * Phone Number: [text] - [text] - [text] Extension [text]

* Mailing Address 1: [text] Mailing Address 2: [text]

* City: [text] * State: [dropdown] * Zip Code: [text] - [text]

Account balance may not reflect current day charge activity until the next day. Account balance detail can be viewed online.

By checking this box you are certifying that the updated account information provided by you is true and correct, and that you are authorized to make these changes to the account.

Back Reset Update

Updating Account Administrator Information

The second part of the **Update Account** screen will give you the opportunity to change the phone number or email address for the Administrator for this JACS account.

After you have made the necessary changes click the **Update** button to save your changes.

If you wish to return the updated fields to their original content, you should click the **Reset** button. Note that you must do this before clicking the **Update** button. Also, if you click the **Reset** button, all updated fields will be returned to their original content.

If you wish to return to the **Account Information** screen without making any changes, click the **Back** button.

Note that you cannot change the Administrator name on this screen. In order to do this, please see the next section, **Changing the Administrator**.

Administrator Information

Administrator Name: [text] * Administrator Phone: [text]

* Administrator Email: [text]

Back Reset Update

Changing the Administrator

The third part of the **Update Account** screen will give you instructions on how to change the Administrator for this JACS account. You must complete a form and send it for processing to the JACS Support Unit. The screen provides email, regular mail and courier addresses to use, depending on your preference.

Click the link to access the **Request to Change Administrator** form. Please note that all fields on this form must be completed for the form to be processed.

Instructions for Changing the Administrator

To request a change to the Administrator please complete a Request to Change Administrator form. The new Administrator's user ID for the JACS must be provided on the request form. User IDs can be obtained at : <https://ttnwebsealqe1.courts.judiciary.state.nj.us/ttnwasqa3/sso/register.do?action=register&appld=JACS>

[Request to Change Administrator Form](#)

Requests can either be emailed or mailed to one of the addresses provided below:

Email: jacsupport.mailbox@judiciary.state.nj.us	Regular Mail: Administrative Office of the Courts JACS Support Unit PO Box 980 Trenton, New Jersey 08625-0980	Overnight Mail and Lawyers Service: Administrative Office of the Courts JACS Support Unit 25 Market Street - 6th Floor - North Wing Trenton, New Jersey 08625-0980
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You must identify your account number and account name *as they are shown in the JACS system* on the first part of the form. You must also provide the JACS User Id for the person who will become the administrator.

Note: If the person who will be the new administrator does not have a JACS User Id, they must obtain one before you can complete this form. Please see the section **Registering for a User Name and Password** for detailed information on obtaining a JACS system User Id.

Please note: You must provide the "New" Administrator's User Id for the JACS system on this form. User Ids can be obtained at <http://www.njcourts.com/jacs/selfregister>.

To request a change to a JACS Administrator please provide the following required information:

Account Number: _____

Account Name: _____

"New" Administrator's JACS System User Id: _____

You must certify, sign and date the form, as well as provide a telephone contact number, on the second part of the form. Please print your name clearly, then provide your signature in the space provided.

I certify that I have reviewed, understand and agree to the conditions listed above, and that I am authorized to change the JACS Administrator on the aforementioned account.

Date: _____

Name _____

Print _____ Signature _____

Phone Number: _____

Viewing and Printing JACS Account Activity

Account Information

In order to use the **View/Print Activity** function, you must have been granted the privilege to view and print activity for that account. If this is true, you will see the **View/Print Activity** tab on the **Account Information** screen. Click this menu tab to go to the search screen.

If you do not see the **View/Print Activity** menu tab, you should contact your Administrator to have this privilege added to your user profile.

The screenshot shows the 'Judiciary Account Charge System' interface. At the top, there is a navigation bar with links for Home, FAQs, Help, My Registration, and Logoff. Below this is the 'New Jersey Courts' logo with the tagline 'Independence • Integrity • Fairness • Quality Service'. The main navigation menu includes 'HOME', 'MY ACCOUNTS', and 'CREATE NEW ACCOUNT'. Under 'MY ACCOUNTS', there are several tabs: 'View Account Information', 'View/Print Activity' (highlighted with a red box), 'Fund Account', 'Manage Users', 'Update Account', and 'Close Account'. The 'View/Print Activity' tab is currently selected. The page title is 'Account Information'. Below the title, there are several fields for account details: Account Name, Account Balance, Account Status, Mailing Address 1, Mailing Address 2, City, State, Zip Code, Phone Number, and Extension. There are also two informational messages: 'Account balance may not reflect current day charge activity until the next day. Account balance detail can be viewed online.' and 'All accounts must maintain a minimum balance of \$300.00.' A 'Back' button is located at the bottom right of the page. The footer contains links for Privacy Policy, Contact Us, Terms & Conditions, and a copyright notice for NJ Judiciary 2013.

Searching Account Activity by Date

The center section of the **View and Print Activity** screen gives you the opportunity to search for specific account transactions by date and type of activity. You must select both start and end dates for your search, and you must select one of the radio buttons for the type of activity.

The **Start Date** must be today's date or earlier. The earliest date you can select is twelve months in the past. You can use the calendar icon to select a date.

The **End Date** cannot be earlier than the Start Date or later than today's date. It cannot be more than three months later than the Start Date. If you wish to search a single day's transactions, the End Date can be the same as the Start Date. You can use the calendar icon to select a date.

Deposit: Select this radio button to see all deposit activity for this account within the date range you have chosen. This information will include deposits as well as any deposit adjustments.

Electronic Access: Select this radio button to see any charges related to the use of the public access program incurred within the date range you have chosen.

All Other: Select this radio button to see any transaction not related to deposits or electronic access within the date range you have chosen.

The screenshot shows the 'View And Print Account Activity' interface. At the top, it displays 'Account Information' including the balance (\$4,050.00), account name, number, and status (ACTIVE). Below this is the 'Search Account Activity By Date' section, which is highlighted with a red box. This section contains two date input fields with calendar icons, three radio buttons for 'Deposit', 'Electronic Access', and 'All Other', and a 'Search' button. Red arrows point to the date fields and the 'Search' button. Below the search section, there is a 'View/Print Monthly Account Statements' section with a dropdown menu for selecting a month and a 'View' button.

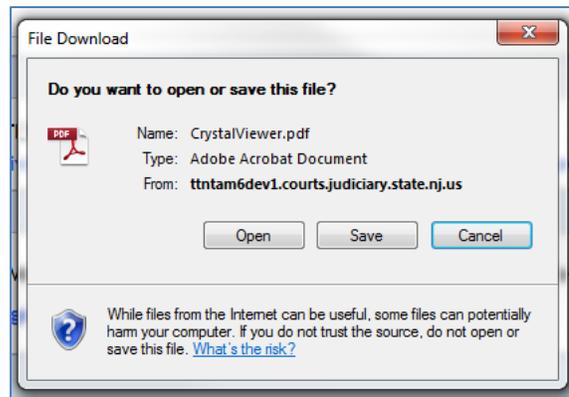
When the search results are displayed, you have several options. Click **Download PDF** to open the file in your PDF viewer. Click **Download CSV** to export the file into spreadsheet software. Click **Back** to return to the **View and Print Activity** screen without downloading the search results file.

A row of three buttons: 'Back', 'Download PDF', and 'Download CSV'.

Downloading Search Results as a PDF

When you click **Download PDF** the messages you will see will depend on the browser you are using. Here are a few examples based on commonly used browsers.

If you are using **Windows Internet Explorer** as your browser, you will see the message box:



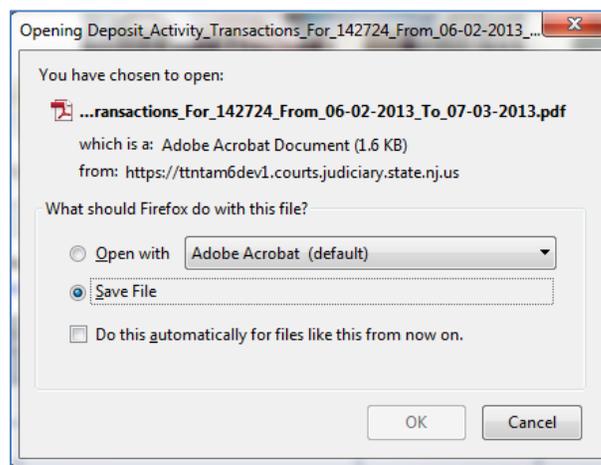
Click **Open** to open the file in your PDF viewer. Click **Save** to store the file on your computer or your network. Click **Cancel** to end the transaction without downloading the search results file.

If you are using **Google Chrome** as your browser, you will see the file appear as an available download:



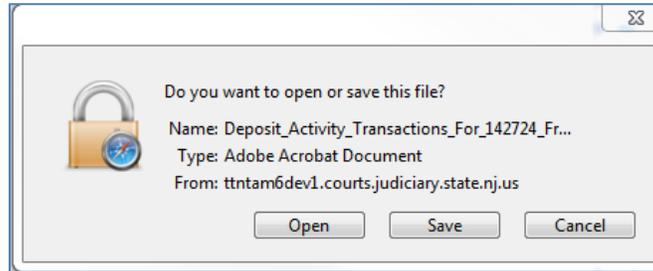
Click on the file name to open the file in your PDF viewer.

If you are using **Mozilla Firefox** as your browser, you will see the message box:



Select the appropriate radio button (either open the file with your PDF viewer or save the file on your computer or network) and click **OK**. Click **Cancel** to end the transaction without downloading the search results file.

If you are using **Apple Safari** as your browser, you will see the message box:



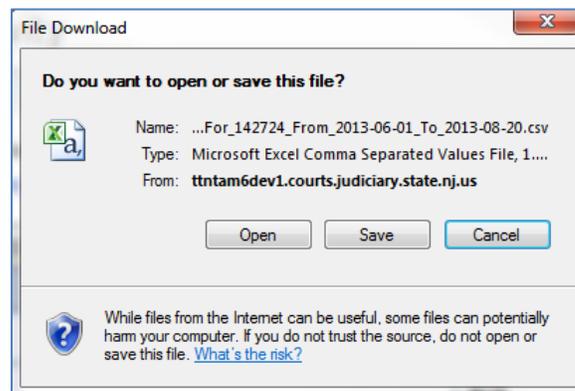
Click **Open** to open the file in your PDF viewer. Click **Save** to store the file on your computer or your network. Click **Cancel** to end the transaction without downloading the search results file.

If you are using another browser your options may vary. As a default, you can always elect to open the file and then save it from your PDF reader.

Downloading Search Results as a CSV

When you click **Download CSV** the messages you will see will depend on the browser you are using. Here are a few examples based on commonly used browsers.

If you are using **Windows Internet Explorer** as your browser, you will see the message box:



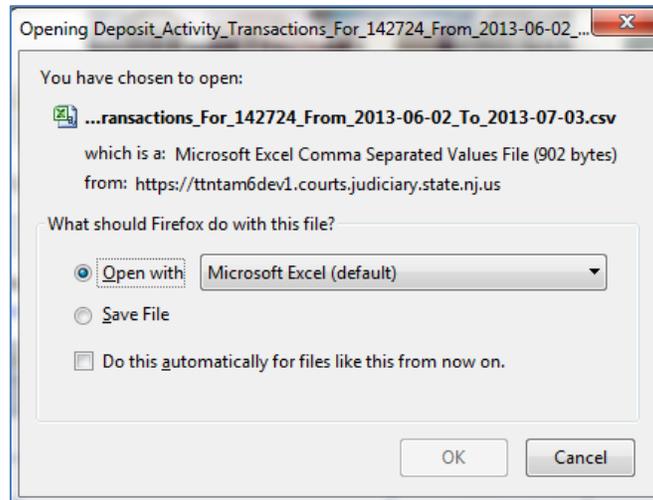
Click **Open** to open the file in your default spreadsheet software. Click **Save** to store the file on your computer or your network. Click **Cancel** to end the transaction without downloading the search results file.

If you are using **Google Chrome** as your browser, you will see the file appear as an available download:



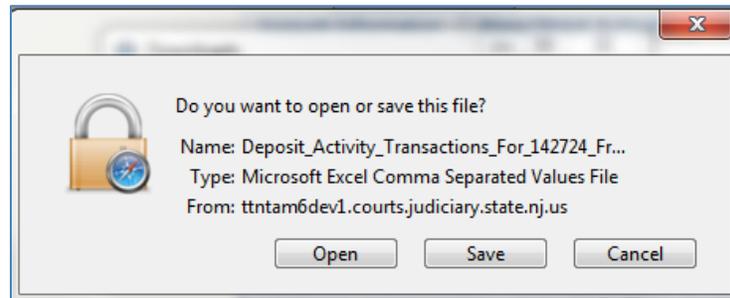
Click on the file name to open the file in your default spreadsheet software viewer.

If you are using **Mozilla Firefox** as your browser, you will see the message box:



Select the appropriate radio button (either open the file with your available spreadsheet software or save the file on your computer or network) and click **OK**. Click **Cancel** to end the transaction without downloading the search results file.

If you are using **Apple Safari** as your browser, you will see the message box:



Click **Open** to open the file in your default spreadsheet software. Click **Save** to store the file on your computer or your network. Click **Cancel** to end the transaction without downloading the search results file.

If you are using another browser your options may vary. As a default, you can always elect to open the file and then save it from your spreadsheet software.

Viewing Your Monthly Statements

The bottom portion of the View and Print Activity screen gives you the opportunity to view monthly JACS account statements. Statements are available on line for the most recent 12-month period. You must select a month from the drop-down list provided. Once you have made your selection, click the **Submit** button.

Alternatively, you can click the link “Draft report for current month” to view the current month-to-date statement information. Keep in mind that this is a draft of the current month’s statement, not the final version you will see after the month ends.

The **Back** button will return you to the **Account Information** screen.

The screenshot shows the 'View And Print Account Activity' page. The 'Request Monthly Account Statement' section is highlighted with a red border. It contains a dropdown menu for selecting the account statement month, currently set to 'March 2014'. A link for 'Draft report for current month' is also present. A 'Submit' button is located to the right of the dropdown, and a 'Back' button is at the bottom right. Red arrows point to the dropdown, the draft link, and the submit button.

The statement you request will be emailed to you at the email address JACS has on record for you.

Manage JACS Users

Account Information

In order to use the **Manage Users** function, you must either be the Administrator or you must have been granted the privilege to manage users by the Administrator for that account. If this is true, you will see the **Manage Users** tab on the **Account Information** screen. Click this menu tab to go to the Manage Users screen.

If you do not see the **Manage Users** menu tab, you should contact your Administrator to have this privilege added to your user profile.

The screenshot shows the 'Judiciary Account Charge System' interface. At the top, there is a navigation bar with links for Home, FAQs, Help, My Registration, and Logoff. Below this is a header for 'New Jersey Courts' with the tagline 'Independence • Integrity • Fairness • Quality Service'. The main navigation area includes tabs for HOME, MY ACCOUNTS, and CREATE NEW ACCOUNT. Under MY ACCOUNTS, there are sub-tabs: View Account Information, View/Print Activity, Fund Account, Manage Users (highlighted with a red box), Update Account, and Close Account. The 'Account Information' section displays various fields: Account Name, Account Balance, Account Status, Mailing Address 1 and 2, City, State, Zip Code, Phone Number, and Extension. It also shows Firm ID, Account Number, and Account Opened date. Two informational messages are present: 'Account balance may not reflect current day charge activity until the next day. Account balance detail can be viewed online.' and 'All accounts must maintain a minimum balance of \$300.00.' A 'Back' button is located at the bottom right. The footer contains links for Privacy Policy, Contact Us, Terms & Conditions, and a copyright notice for NJ Judiciary 2013.

Manage User Access

The top part of the **Manage User Access** screen identifies the account number and gives information about the Administrator.

The second part of the screen lists any additional users who have access to this account, their contact information and their access privileges. You can select an already-assigned user to modify or you can add a new user.

Note: The Administrator can assign user privileges for up to five additional users. A user who has been given manage user privileges can also assign privileges to other users. To add an additional user to the JACS account, click on the **Add New User** button.

To modify an existing user's privileges, click the appropriate **Select** radio button and click the **Modify** button. Alternatively, you can click on the appropriate User ID.

Note: You cannot assign a privilege unless you have been assigned that privilege yourself. (For example, you cannot give someone else the **Fund Account** privilege for an account unless you also have the **Fund Account** privilege for that account.) You cannot change your own user privileges.

Manage User Access

Account Number: 123456789

Administrator User ID: 123456789 Administrator Name: J. Smith Administrator Email: j.smith@jacs.com
Administrator Phone: 609773624

Select	User ID	User Name	Phone Number	Email	Access
<input type="radio"/>	123456789	J. Smith	999-999-9999	j.smith@jacs.com	[View/Print Activity, Fund Account, Update Account]

A collateral account must have 1 account administrator and can have up to 5 users.
 View Account Information is the default access for any account user.

Back Add New User Modify

If there are no additional users associated with this account, the system will display the following message:

There are no users linked to the account other than Administrator.

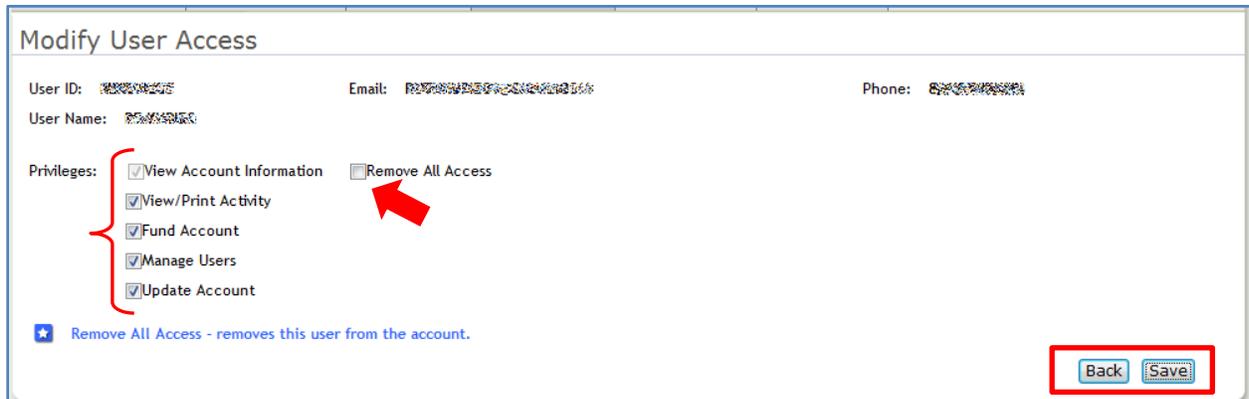
In this instance, the screen will not show the user table (illustrated above) or the **Modify** button. Your only button options will be to add a new user or return to the **Account Information** screen via the **Back** button.

Modify User Access

The **Modify User Access** screen lists available privileges. Those that have been granted to the user will have a check mark. You can select new privileges to assign or deselect privileges to remove. You can also elect to remove all access.

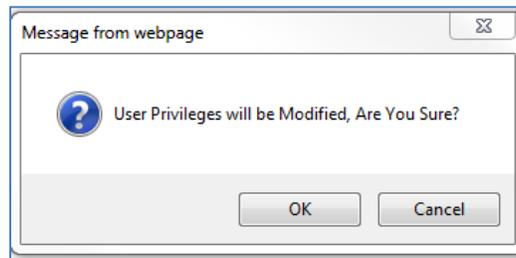
You can select a privilege by clicking on the checkbox next to it on the screen. You can remove a privilege by clicking on an already-checked checkbox. Note that the **View Account Information** privilege is assigned as a default to all account users.

Once you have made the required changes, click the **Save** button. If you wish to return to the Manage User Access screen without making any changes, click the **Back** button.



When you click the **Save** button, the system will ask you to confirm your choice. Click the **OK** button to confirm your changes. Click the **Cancel** button to return to the **Modify User Access** screen without saving any changes.

Note: The appearance of this message box may vary slightly depending on the browser you are using, but the message content and the button selection will be the same.



When you click the **Save** button and the system successfully stores your changes, you will be returned to the **Manage User Access** screen. The access column of the user table will show the updated privileges, and the system will display the following message:



If you click the **Save** button to modify a user's privileges, but have not changed anything for that user's profile, the system will display the following message on the **Modify User Access** screen:



Add New JACS User

The **Add New User** button starts a series of screens that allow you to associate a user with a particular JACS account and assign that user specific account privileges.

Add New JACS User – Step 1

The first screen in this process contains the instructions that the user you wish to add to this account must already have a User Id for the JACS system before they can be associated with a JACS account. This screen provides a link to obtain a User Id if necessary.

*Please see the section **Registering for a User Name and Password** for more detailed information about the process to follow to obtain a User Id for the JACS system.*

If the user you wish to add to this account already has the necessary User Id, click the **Continue** button. Click the **Back** button if you wish to return to the **Manage User Access** screen.

The screenshot shows the 'Add New User' interface. At the top, there are three steps: 'Step 1 Get User ID' (highlighted), 'Step 2 Enter User ID', and 'Step 3 Confirm User Name & Add Privileges'. Below the steps is an 'Instructions' section with the text: 'User must obtain a User ID for JACS before they can be added to an account. In order to get new user ID, please ask the user to register through the below url' followed by the URL: 'https://ttnwebsealqe1.courts.judiciary.state.nj.us/ttnwasqa3/sso/register.do?action=register&appld=JACS'. A red arrow points to the URL. At the bottom right, there are two buttons: 'Back' and 'Continue', both highlighted with a red box.

Add New JACS User – Step 2

The next screen in this process asks for the User Id for the person who is to be associated with this JACS account. Enter the User Id and click the **Continue** button. Click the **Back** button to return to the previous screen.

The screenshot shows the 'Add New User' interface. At the top, there are three steps: 'Step 1 Get User ID', 'Step 2 Enter User ID' (highlighted), and 'Step 3 Confirm User Name & Add Privileges'. Below the steps is an 'Enter User ID' section with the text: 'A new user can be added to an account by entering the user's ID for the JACS system in the field noted below:'. Below this text is a label '*User ID:' followed by an empty text input field. A red arrow points to the input field. At the bottom right, there are two buttons: 'Back' and 'Continue', both highlighted with a red box.

Add New JACS User – Step 3

The third screen in the process confirms the information about the user you are adding to the account and gives you a list of account privileges that can potentially be assigned to this user. You can assign as many or as few privileges as you want.

Note: The privileges you assign here apply only to this JACS account. All users associated with a JACS account will have the privilege **View Account Information**.

To complete this screen, click the certification checkbox, click the checkboxes for the privileges you wish to assign to this user, and then click the **Save** button.

To return to the previous page without adding this user to this JACS account, click the **Back** button.

Add New User

Step 1 Get User ID Step 2 Enter User ID **Step 3** Confirm User Name & Add Privileges

Confirm User Name

Our records show the following information related to the User Id you entered.
Please confirm this is the First Name and Last Name of the user you would like to add to the account.
Click 'Back' to edit this information.

User ID: [REDACTED] Email: [REDACTED]
First Name: [REDACTED] Last Name: [REDACTED]

By checking this box, you are certifying that this information is correct, and that you are authorized to add this user to the account.

Add Privileges

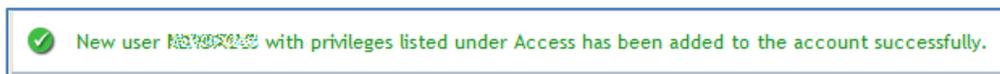
Please select access privileges for '[REDACTED]' and click 'Save'

Privileges

- View Account Information
- View/Print Activity
- Fund Account
- Manage Users
- Update Account

Back **Save**

Once the system has successfully saved your changes, you will be returned to the **Manage User Access** screen. The user table will include your newly added user, and the system will display the following confirmation message:



Funding a JACS Account

Account Information

In order to use the **Fund Account** function, you must either be the Administrator or you must have been granted the **Fund Account** privilege by the Administrator for that account. If this is true, you will see the **Fund Account** tab on the **Account Information** screen. Click this menu tab to go to the **Fund Account** screen.

If you do not see the **Fund Account** menu tab, you should contact your Administrator to have this privilege added to your user profile.

The screenshot shows the 'Judiciary Account Charge System' interface. At the top, there is a navigation bar with links for Home, FAQs, Help, My Registration, and Logoff. Below this is a secondary navigation bar with tabs for HOME, MY ACCOUNTS, and CREATE NEW ACCOUNT. Under MY ACCOUNTS, there are sub-tabs: View Account Information, View/Print Activity, Fund Account (highlighted with a red box), Manage Users, Update Account, and Close Account. The main content area is titled 'Account Information' and contains the following fields:

Account Name:		Firm ID:
Account Balance:		Account Number:
Account Status:		Account Opened:
Mailing Address 1:		
Mailing Address 2:		
City:	State:	Zip Code:
Phone Number:	Extension:	

Below the fields, there are two informational messages:

- ★ Account balance may not reflect current day charge activity until the next day. Account balance detail can be viewed online.
- ★ All accounts must maintain a minimum balance of \$300.00.

A 'Back' button is located at the bottom right of the main content area. The footer contains links for Privacy Policy, Contact Us, Terms & Conditions, and a copyright notice for NJ Judiciary 2013.

Funding Your JACS Account

The first step of the fund account process requires you to complete the funding request. To complete this screen you must select the bank account you wish to use from a drop-down list of bank accounts that were previously associated with your JACS account. Enter the amount to be transferred from your bank account to your JACS account and click the **Fund** button.

Note: The amount you enter for the transfer request should not include any special characters such as a dollar sign or comma. You should enter only dollars and cents with the decimal point.

The **Reset** button will clear any fields you have selected or keyed on this screen. The **Back** button will return you to the **Account Information** screen.

If there are no bank accounts associated with this JACS account, or you need to add, update or delete a bank account from the list of those associated with this JACS account, follow the **Add, Update or Delete Accounts** link on this screen. Only the Administrator can add, update or delete from the list of bank accounts associated with a JACS account, so only the Administrator will see the link on this screen.

Note: If you are an account user with the Fund Account privilege for this JACS account, and you do not see the bank account you need to use for this transfer request on the Select a Bank Account drop-down list, you should contact your Administrator to have the bank account added.

Please see the section **Performing Bank Account Maintenance** for more detailed information about the process to follow to add, update or delete bank accounts associated with a JACS account.

Note: If you elect not to fund your JACS account electronically, this screen has instructions for you to follow for manual funding. Please be aware that if you fund your JACS account manually, use of the funds will be delayed due to the time it will take to deliver and process your check.

Fund Account Process

Step 1 Make Payment **Step 2** Confirm Payment **Step 3** View Receipt

Account Information

Account Balance: ~~24,925.00~~ Account Name: ~~NEW JERSEY COURTS~~ Account Number: ~~123456789~~ Account Status: **ACTIVE**

Electronic Funding

* Select a Bank Account: * Amount: (Do not enter commas or \$. Example: 1235.89)

[Add, Update or Delete Accounts](#)

Manual Funding

Deposits should be made payable to Treasurer, State of New Jersey and mailed to one of the addresses noted below:

Regular Mail: Administrative Office of the Courts JACS Support Unit PO Box 980 Trenton, New Jersey 08625-0980	Overnight Mail and Lawyers Service: Administrative Office of the Courts JACS Support Unit 25 Market Street - 6th Floor - North Wing Trenton, New Jersey 08625-0980
--	---

Please include your account number on all checks and correspondence.

Confirming Your Funding Request

The second step of the fund account process requires you to review the details of the funding request, and certify that you are authorized to make the request.

To complete this screen, click the certification checkbox and then click the **Submit** button.

If you do need to change any information for the funding request, or you do not wish to complete the request at this time, click the **Cancel** button to return to first screen of the **Fund Account Process** without completing this transaction.

Fund Account Process

Step 1 Make Payment **Step 2** Confirm Payment Step 3 View Receipt

Account Information

Account Balance: \$0.00 Account Name: ***** Account Number: ***** Account Status: Active

Electronic Funding

ACH Transaction Amount: \$ 30.00

From:

Bank Account Name: *****

To:

JACS Account: *****

I certify that I am authorized to make a JACS Account deposit using the bank account specified above.

By clicking 'Submit', you authorize the NJ Judiciary to initiate an electronic ACH debit transfer in the amount specified above from the bank account specified above. You also authorize your financial institution to honor this transaction.

Please ensure that funds are available in the bank account for this transfer before clicking 'Submit'.

Click 'Cancel' to return to the prior screen without processing this transactions.

Cancel Submit

Viewing and Printing Your Transfer Confirmation

Once your funding request has been processed, the system will display the **ACH Transaction Confirmation**. This screen will recap the details of your funding request and will provide you with the **Transaction Number** for your future reference.

You have the option to print this page for your records by clicking the **Print** button.

Click the **Close** button to return to the **Account Information** screen.

Fund Account Process

Step 1 Make Payment Step 2 Confirm Payment **Step 3** View Receipt

ACH Transaction Confirmation

Your ACH transfer in the amount of \$ 30.00 for Bank Account Number ***** has been successfully scheduled on 2013-11-18 12:48:11.601182

From:

Bank Account Name: Account 2

Bank Account Number: *****

To:

JACS Account: *****

TRANSACTION NUMBER: 54983987

A confirmation email will be sent to the Administrator and all Account Users with Fund Account access stating that the account has been funded.

Print Close

Performing Bank Account Maintenance

Accessing the Bank Account Maintenance Function

If you are the Administrator for a JACS account, you will see a link on the first screen in the **Fund Account Process** to add, update or delete accounts. Click on this link to access the **Bank Account Maintenance** function.

Note: If you are not the Administrator for a JACS account, this link will not be available to you. You will need to contact the Administrator for the JACS account to complete any necessary bank account maintenance.

The screenshot shows the 'Fund Account Process' interface. At the top, there are three steps: 'Step 1 Make Payment', 'Step 2 Confirm Payment', and 'Step 3 View Receipt'. Below this is the 'Account Information' section with fields for Account Balance, Account Name, Account Number, and Account Status (ACTIVE). The 'Electronic Funding' section contains a dropdown for 'Select a Bank Account' (My Account 1), an 'Amount' input field, and a note: '(Do not enter commas or \$. Example: 1235.89)'. A red box highlights the 'Add, Update or Delete Accounts' button, with 'Reset' and 'Fund' buttons nearby. The 'Manual Funding' section provides instructions on where to make deposits, listing 'Regular Mail' and 'Overnight Mail and Lawyers Service' addresses in Trenton, NJ. A 'Back' button is located at the bottom right.

Adding a New Bank Account

The **Bank Account Maintenance** screen gives you the opportunity to add a bank account to be used for funding your JACS account.

To add a new bank account, select **New Account** from the **Select a Bank Account** drop-down box and provide the following information:

Bank Routing Number: This is the nine digit number used by your bank for electronic transfers. You can generally find it on a check from that bank. If you don't have checks or cannot find the routing number, you should contact your bank to get that information.

Bank Account Number: This is the unique number assigned to your account by the bank. Be sure to include all digits for this account number, including any zeroes that start the number. You will be asked to confirm this number by entering it again in the **Confirm Bank Account** field.

Account Holder Name: The name of the person the bank has on record as the account holder.

Account Nickname: Assign this account a name that will display on the JACS **Fund Account** screen in the **Select a Bank Account** drop-down box. This name should be something that will help you identify this account when you are looking to fund your JACS account.

Type of Account: Indicate if the bank account is a checking account or a savings account.

Bank Name: Provide the name under which your bank does business in the United States.

You can elect to make this your default bank account for funding this JACS account by clicking that checkbox. It is not required to assign a default bank account. Finally, certify that you are authorized to add this bank account by clicking the certification checkbox and click the **Save** button.

Click the **Back** button to return to the **Fund Account Process** screen without adding a new bank account.

Click the **Reset** button to return all the screen fields to their original content.

The screenshot shows a web form titled "Bank Account Maintenance". At the top, there is a section for "Account Information" with fields for "Account Balance", "Account Number", and "Account Status". Below this is the main "Bank Account Maintenance" section. It contains several required fields: "Select a Bank Account" (a dropdown menu set to "New Account"), "Bank Routing Number", "Bank Account Number", "Confirm Bank Account Number", "Account Holder Name", "Account Nick Name", "Type of Account" (radio buttons for "Checking" and "Saving"), and "Bank Name" (with a note about allowed characters). There are blue question mark icons next to the "Bank Routing Number" and "Bank Account Number" fields, with a red arrow pointing to the "Bank Account Number" icon. A red bracket on the left side of the form groups the "Select a Bank Account" field and the "Bank Routing Number" field. Below the form fields, there are two checkboxes: "Make this my default Bank Account." (unchecked) and a certification statement "I certify that I have the ability to authorize electronic ACH debit requests..." (checked). A red arrow points to the certification checkbox. At the bottom right, there are four buttons: "Back", "Reset", "Delete", and "Save". The "Save" button is highlighted with a red box. At the bottom of the form, there are instructions: "There will be no funds transfer at this time.", "The ACH debit authorization and JACS account deposit will occur only when a Fund Account request is completed.", "Click 'Back' to return to the prior screen without changing this banking information.", and "Click 'Save' to change this banking information."

Note: Click on the  icon to view help in finding the routing number and account number for your bank account. Do not use routing information from a deposit slip.

Updating an Existing Bank Account

The **Bank Account Maintenance** screen gives you the opportunity to update information for a bank account you previously associated with your JACS account.

To update a bank account, select the account from the **Select a Bank Account** drop-down box.

Once you have made any necessary changes, click the certification checkbox then click the **Save** button.

Click the **Reset** button to return the screen field contents to what they were when this screen first displayed. Click the **Back** button to return to the **Fund Account Process** screen without making any bank account changes.

Note: The bank account number will be masked when the screen displays. If you need to modify the bank account number, simply delete the masked account number and enter your new or corrected account number.

Bank Account Maintenance

Account Information

Account Balance: [Masked] Account Name: [Masked] Account Number: [Masked] Account Status: [Masked]

Bank Account Maintenance

* Select a Bank Account: My Account 1 ▾

* Bank Routing Number: [Masked] 

* Bank Account Number: [Masked]  

* Confirm Bank Account Number: [Masked] 

* Account Holder Name: [Masked]

* Account Nick Name: My Account 1

* Type of Account: Checking Saving

* Bank Name: [Masked] (alphabets, numbers, dashes, periods, parenthesis, spaces and apostrophes)

Make this my default Bank Account.

I certify that I have the ability to authorize electronic ACH debit requests to facilitate online JACS account deposits using the bank account indicated above, and I authorize the bank to honor these requests. I further certify that I am authorized to make changes to any bank account information stored for use with this JACS account. 

There will be no funds transfer at this time.

The ACH debit authorization and JACS account deposit will occur only when a Fund Account request is completed.

Click "Back" to return to the prior screen without changing this banking information.

Click "Save" to change this banking information.

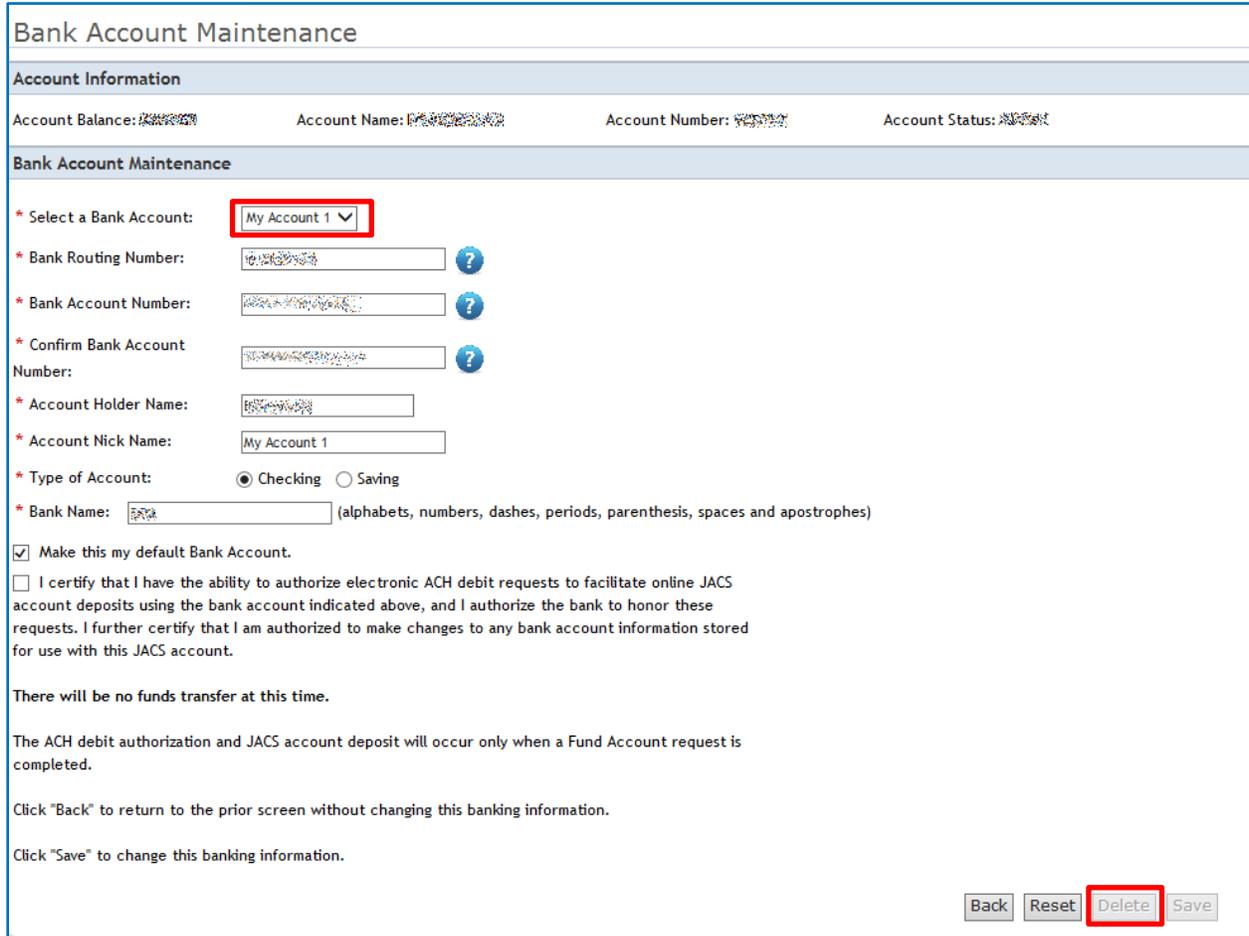
Back Reset Delete Save

Note: Click on the  icon to view help in finding the routing number and account number for your bank account. Do not use routing information from a deposit slip.

Deleting a Bank Account

The **Bank Account Maintenance** screen gives you the opportunity to delete a bank account from the list of bank accounts you previously associated with your JACS account.

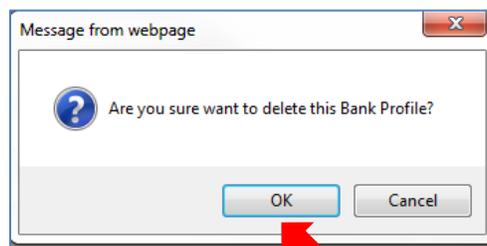
To delete a bank account, select the account from the **Select a Bank Account** drop-down box and click the **Delete** button.



The screenshot shows the 'Bank Account Maintenance' interface. At the top, there's a header 'Bank Account Maintenance'. Below it, a section titled 'Account Information' displays fields for 'Account Balance', 'Account Name', 'Account Number', and 'Account Status'. The main section, 'Bank Account Maintenance', contains several form fields: 'Select a Bank Account' (a dropdown menu with 'My Account 1' selected and highlighted by a red box), 'Bank Routing Number', 'Bank Account Number', 'Confirm Bank Account Number', 'Account Holder Name', 'Account Nick Name' (pre-filled with 'My Account 1'), 'Type of Account' (radio buttons for 'Checking' and 'Saving'), and 'Bank Name' (with a note about allowed characters). Below these fields are checkboxes for 'Make this my default Bank Account.' and a certification statement. At the bottom right, there are four buttons: 'Back', 'Reset', 'Delete' (highlighted with a red box), and 'Save'.

The system will ask you to verify that you want to delete this account from your list. Click **OK** to confirm the deletion. Click **Cancel** to return to the **Bank Account Maintenance** screen without completing the deletion.

Note: The appearance of the verification message box may vary slightly depending on the browser you are using, but the message and available buttons will not change.



Closing a JACS Account

Account Information

You must be the Administrator in order to close a JACS account. If this is true, you will see the **Close Account** tab on the **Account Information** screen. Click this menu tab to go to the close account screen.

Judiciary Account Charge System Home | FAQs | Help | My Registration | Logoff

New Jersey Courts
Independence • Integrity • Fairness • Quality Service

HOME MY ACCOUNTS CREATE NEW ACCOUNT

View Account Information View/Print Activity Fund Account Manage Users Update Account **Close Account** logged in

Account Information

Account Name: ██████████ Firm ID: ██████████
Account Balance: ██████████ Account Number: ██████████
Account Status: ██████████ Account Opened: ██████████
Mailing Address 1: ██████████
Mailing Address 2: ██████████
City: ██████████ State: NJ Zip Code: ██████████
Phone Number: ██████████ Extension: ██████████

- Account balance may not reflect current day charge activity until the next day. Account balance detail can be viewed online.
- All accounts must maintain a minimum balance of \$300.00.

Back

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Closing a JACS Account

The **Close Account** screen displays information you need to consider when closing a JACS account. To close the account, click the certification checkbox, then click the **Continue** button.

Please note that once a JACS account is closed it cannot be reopened.

If you wish to return to the **Account Information** screen without closing the account, click the **Back** button.

Close Account

Account Balance: ██████████ Account Name: ██████████ Account Number: ██████████
Account Status: ACTIVE Account Opened: 06/27/2013

Once an account is closed it cannot be re-opened.
Before closing this account please review transaction activity, account statements and any other documentation to ensure outstanding deposits, charges and adjustments have been processed.
Charges and deposits that were processed to the account prior to closure may not be reflected in the displayed account balance. You will be responsible for these charges and will be billed accordingly.
Refunds of remaining balances will be mailed after 10 business days to the account name and account mailing address on record at the time the account is closed.

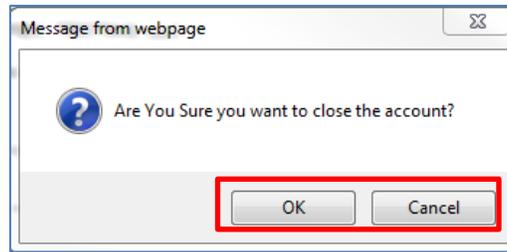
By checking this box you are certifying that you have received, understand and agree to the conditions listed above, and that you are authorized to close this account.

Click "Continue" to initiate account closure.
Click "Back" to return to the prior screen without processing this request.

- Account balance may not reflect current day charge activity until the next day. Account balance detail can be viewed online.

Back Continue

To continue the closing process, you must click **OK** on the resulting pop-up message. Click **Cancel** to return to the **Close Account** screen.



Once your close request is complete, the system will display a confirmation message. You can print this screen for your records by clicking the **Print** button. Click the Done button to return to the **Account Information** screen.

Note: Once you have completed the close request, the system places your account in a Close Pending status. You can no longer use this account for Judiciary charges. The account will remain in Close Pending status to allow any charges accrued before you completed the close request to be applied to the account balance. If any money remains in the account after any pending charges are applied, a refund will be issued to the address listed on the **Account Information** screen.

