

**Judiciary Account Charge System (JACS)
Request to Change Administrator Form**

Please print and complete this form, then either email or mail the completed form to one of the addresses provided below:

Email: Jaccsupport.mailbox@njcourts.gov	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 8th Floor- North Wing Trenton, New Jersey 08625-0980
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Please note: You must provide the “New” Administrator’s User Id for the JACS system on this form.

User IDs can be obtained at the following URL:

<https://portal.njcourts.gov/webe6/onboarding/pages/NewUserWelcome.faces>

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

Account Number: _____

Account Name: _____

“New” Administrator’s JACS User Id: _____

A Judiciary charge account can have only one Administrator. This form authorizes the replacement of your “current” Administrator with the user associated with the User Id identified above. Change requests are typically processed within one business day of receipt.

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: _____

For Administrative Office of the Courts Internal Use Only:			
Updated By:	_____	Reviewed By:	_____
Date:	_____	Date:	_____