



JACS Online Help

Table of Contents

ACCESSING YOUR JACS ACCOUNTS ONLINE	1
REGISTERING FOR A USER NAME AND PASSWORD	1
<i>Registration Instructions</i>	1
<i>Step 1 - Terms and Conditions</i>	2
<i>Step 2 – Registration</i>	2
<i>Step 3 – Confirmation</i>	3
<i>NJCourts Online Registration</i>	3
LOGIN TO JACS	8
<i>New Jersey Courts Home Page</i>	8
<i>JACS Login Screen</i>	9
<i>X - Password Reset</i>	10
HOME PAGE ACCOUNT SELECTION	12
JUDICIARY ACCOUNT CHARGE SYSTEM (JACS) HOME PAGE	12
ACCOUNT INFORMATION	13
OPENING A NEW JACS ACCOUNT	14
JUDICIARY ACCOUNT CHARGE SYSTEM (JACS) HOME PAGE	14
STEP 1 – NEW ACCOUNT REQUIREMENTS	14
STEP 2 – ACCOUNT INFORMATION	15
STEP 3 – FIRM ASSOCIATION	15
STEP 4 – TERMS & CONDITIONS	16
STEP 5 - CONFIRMATION	17
NEW ACCOUNT CONFIRMATION	17
UPDATING YOUR JACS ACCOUNT INFORMATION	18
ACCOUNT INFORMATION	18
UPDATING ACCOUNT INFORMATION	19
UPDATING ACCOUNT ADMINISTRATOR INFORMATION	20
CHANGING THE ADMINISTRATOR	21
VIEWING AND PRINTING JACS ACCOUNT ACTIVITY	22
ACCOUNT INFORMATION	22
SEARCHING ACCOUNT ACTIVITY BY DATE	23
<i>Downloading Search Results as a PDF</i>	24
<i>Downloading Search Results as a CSV</i>	25
VIEWING YOUR MONTHLY STATEMENTS	27
MANAGE JACS USERS	28
ACCOUNT INFORMATION	28
MANAGE USER ACCESS	29
MODIFY USER ACCESS	30
ADD NEW JACS USER	31
<i>Add New JACS User – Step 1</i>	31
<i>Add New JACS User – Step 2</i>	31
<i>Add New JACS User – Step 3</i>	32
FUNDING A JACS ACCOUNT	33
ACCOUNT INFORMATION	33
FUNDING YOUR JACS ACCOUNT	34
CONFIRMING YOUR FUNDING REQUEST	35
VIEWING AND PRINTING YOUR TRANSFER CONFIRMATION	35

PERFORMING BANK ACCOUNT MAINTENANCE	36
ACCESSING THE BANK ACCOUNT MAINTENANCE FUNCTION	36
ADDING A NEW BANK ACCOUNT	36
UPDATING AN EXISTING BANK ACCOUNT	38
DELETING A BANK ACCOUNT	39
CLOSING A JACS ACCOUNT	40
ACCOUNT INFORMATION	40
CLOSING A JACS ACCOUNT	40

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
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SELF-HELP CENTER ATTORNEYS PAY TRAFFIC TICKET JURORS COURTS PUBLIC/MEDIA

Opinions Notices eCourts Attorney Registration Rules of Court

JACS Judiciary Account Charge System

Judiciary Account Charge System

JACS is a web-based application that gives you the convenience of an account for charging filing fees and other fees instead of having to pay by check, cash or money order. **You must have an active JACS account to file through eCourts or to use the Electronic Access Program (EAP) to access select court information systems..**

Please note: You must have a User ID to open an account or to access JACS. If you have a BAR ID, you must still register for JACS usage.

[Register for JACS access here.](#) 

Attorneys should use their Bar ID to register for JACS access.
Are you already registered on other NJCourts systems? Call **609-815-2900 x52512** to add JACS access to your account.
You will need your Firm ID if you plan to use your JACS account to file through eCourts. If you don't have (or don't know) your Firm ID, call Phone: **609-421-6100**

[Login to JACS here](#)

If you have access to JACS you can 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.

Judiciary Account Charge System Information

- [JACS Frequently Asked Questions \(FAQ\)](#)
- [JACS Request to Change Administrator \(Form\)](#)
- [Electronic Access to Court Records](#)
- [Public Access Reports](#)
- [JACS Online Help](#)
- Email us at JacsSupport.Mbx@njcourts.gov

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.

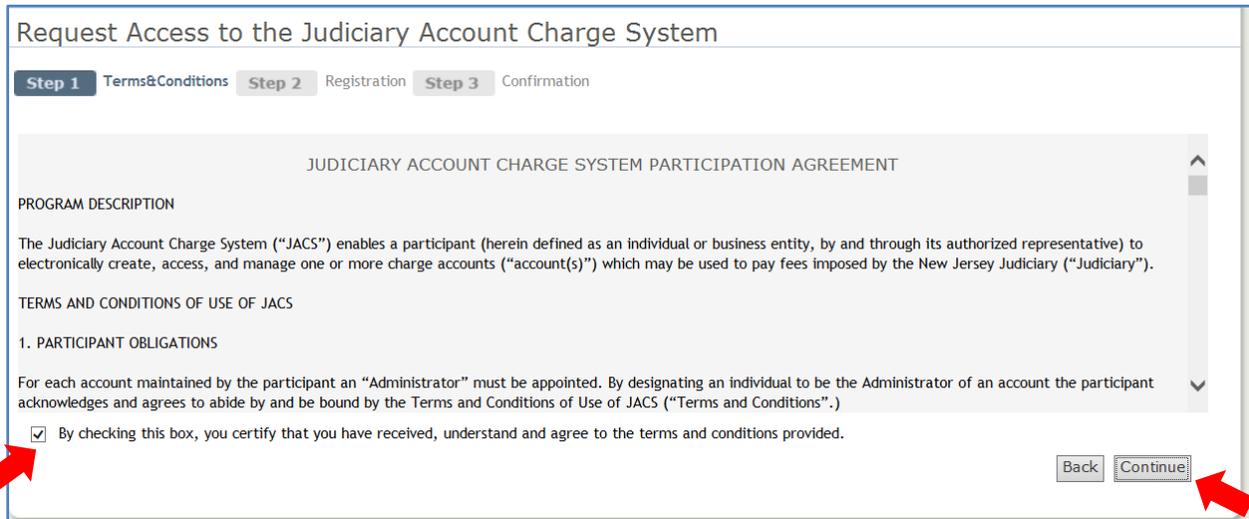
If you have completed the registration process and would like to login using your JACS User ID, click [here](#)

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

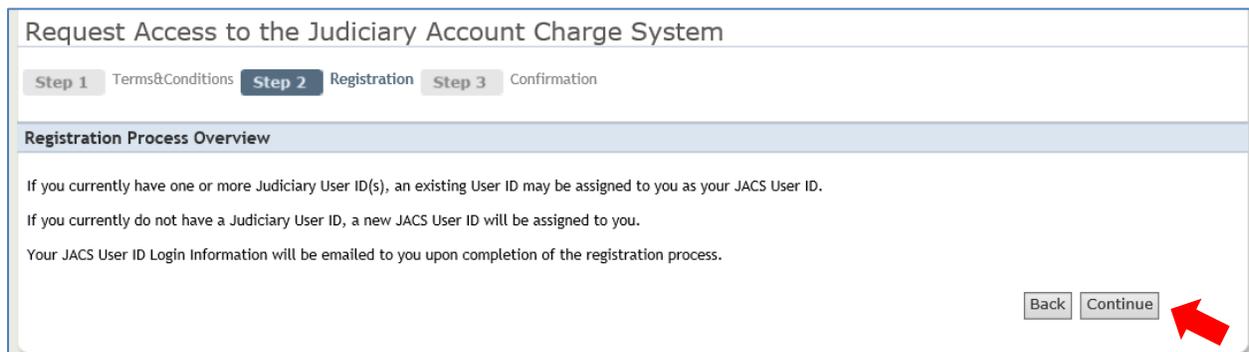
For each account maintained by the participant an "Administrator" must be appointed. By designating an individual to be the Administrator of an account the participant acknowledges and agrees to abide by and be bound by the Terms and Conditions of Use of JACS ("Terms and Conditions".)

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

Back Continue

Step 2 - Registration

The next screen assists the user to proceed with registration process. 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

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.

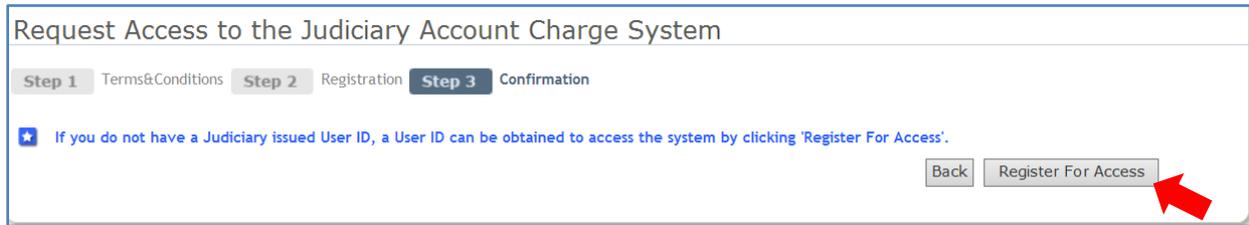
If you currently do not have a Judiciary User ID, a new JACS User ID will be assigned to you.

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

Back Continue

Step 3 – Confirmation

If you clicked the **Continue** 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.



Request Access to the Judiciary Account Charge System

Step 1 Terms&Conditions Step 2 Registration Step 3 Confirmation

★ If you do not have a Judiciary issued User ID, a User ID can be obtained to access the system by clicking 'Register For Access'.

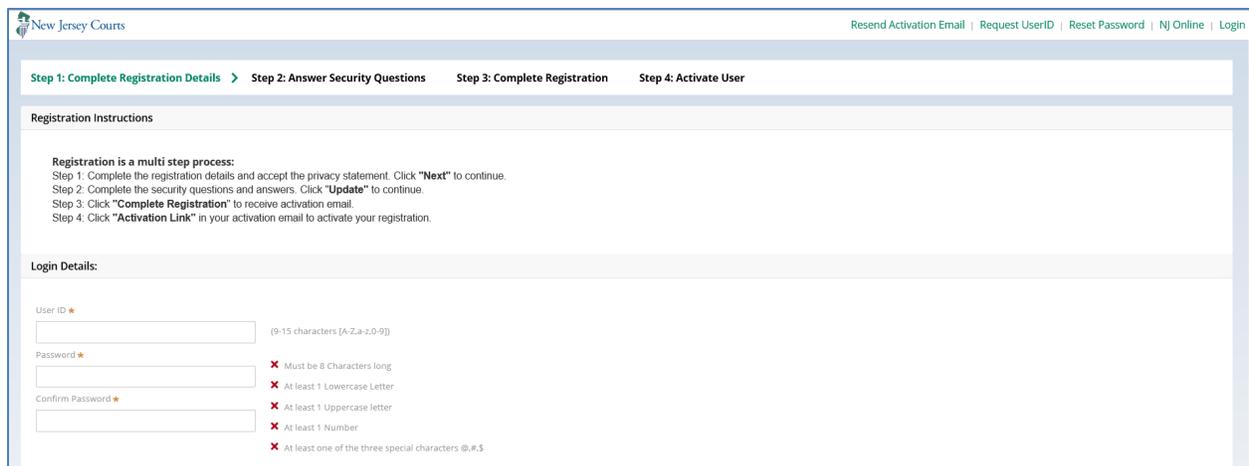
Back Register For Access

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 characters in length. It must contain the following: at least 1 lowercase letter, at least 1 uppercase letter, at least 1 number and at least 1 of the following 3 special characters: @ or # or \$.** Remember that passwords are case sensitive.



New Jersey Courts

Resend Activation Email | Request UserID | Reset Password | NJ Online | Login

Step 1: Complete Registration Details > Step 2: Answer Security Questions Step 3: Complete Registration Step 4: Activate User

Registration Instructions

Registration is a multi step process:
Step 1: Complete the registration details and accept the privacy statement. Click "Next" to continue.
Step 2: Complete the security questions and answers. Click "Update" to continue.
Step 3: Click "Complete Registration" to receive activation email.
Step 4: Click "Activation Link" in your activation email to activate your registration.

Login Details:

User ID * (9-15 characters [A-Z,a-z,0-9])

Password * Must be 8 Characters long
At least 1 Lowercase Letter

Confirm Password * At least 1 Uppercase letter
At least 1 Number
At least one of the three special characters @,#,\$

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 *	
<input type="text"/>	<input type="text"/>	
Email *	Confirm email *	
<input type="text"/>	<input type="text"/>	
Primary phone number *	Work phone number	Business name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address line 1	Address line 2	City
<input type="text"/>	<input type="text"/>	<input type="text"/>
State	Zip/Postal code	Country
NEW JERSEY <input type="button" value="v"/>	<input type="text"/>	United States <input type="button" value="v"/>

Privacy Statement

Select the Check box, to acknowledge that you have read and fully understood the Privacy Terms and proceed to next step.

Privacy Statement

Select the Check Box to indicate that you have read and fully understood the [Privacy Terms](#)

Clicking on the link shown below by the arrow, will open a new window.

New Jersey Courts Resend Activation Email | Request UserID | Reset Password | NJ Online | Login

Account ID: Srivalli01

 This content cannot be displayed in a frame

To help protect the security of information you enter into this website, the publisher of this content does not allow it to be displayed in a frame.

What you can try:

- Open this content in a new window

CAPTCHA Security Check

Click the **I'm not a robot** check box and complete the verification process

New Jersey Courts Independence • Integrity • Fairness • Quality Service

reCAPTCHA Security Check

Please complete the ReCaptcha challenge below.

I'm not a robot 

Judiciary Password Manager: Login

Click on arrow at far right of **Use password**, enter the password and click the **Log In** button.

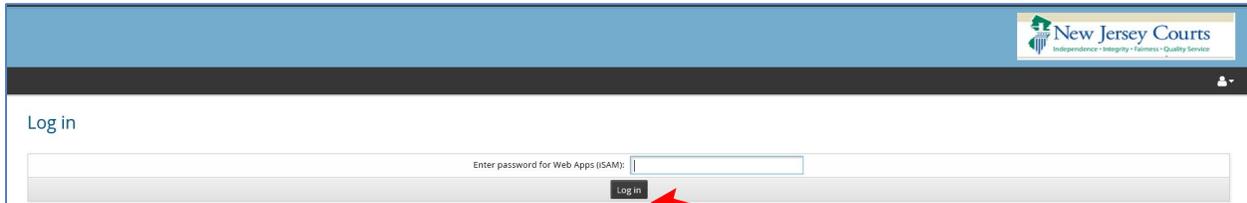


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Judiciary Password Manager: Login

Authentication methods:

- Use password
- Forgot my password, email me a PIN to my registered email address



New Jersey Courts
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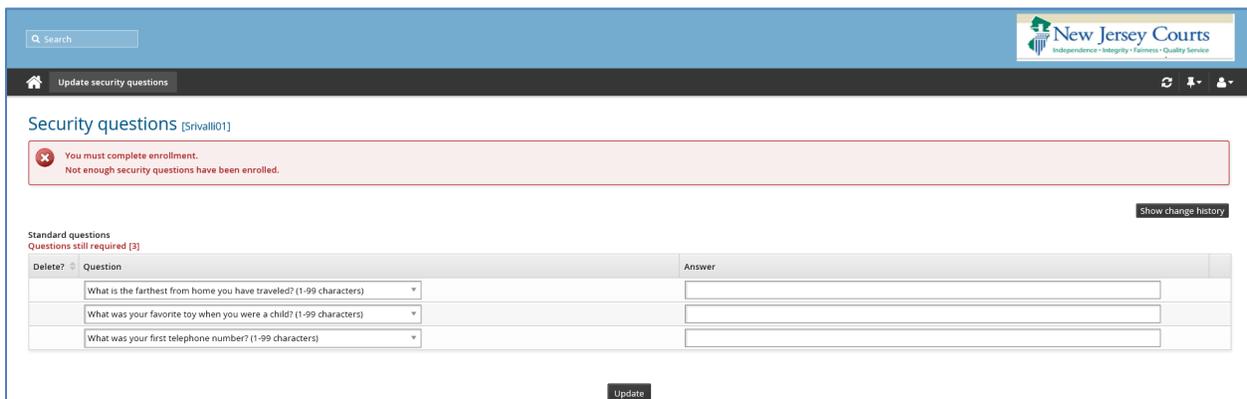
Log in

Enter password for Web Apps (ISAM):

Log In

Security Information

This 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.



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Update security questions

Security questions (Srivall01)

You must complete enrollment.
Not enough security questions have been enrolled.

Show change history

Standard questions
Questions still required [3]

Delete?	Question	Answer
	What is the farthest from home you have traveled? (1-99 characters)	
	What was your favorite toy when you were a child? (1-99 characters)	
	What was your first telephone number? (1-99 characters)	

Update



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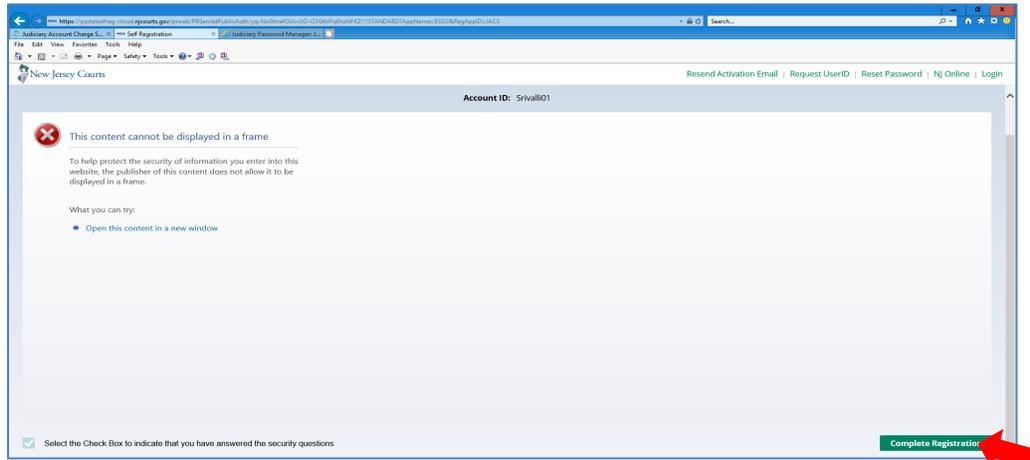
Judiciary Password Manager menu

My profile

- Change passwords
- Unlock accounts
- View and update profile
- Update security questions

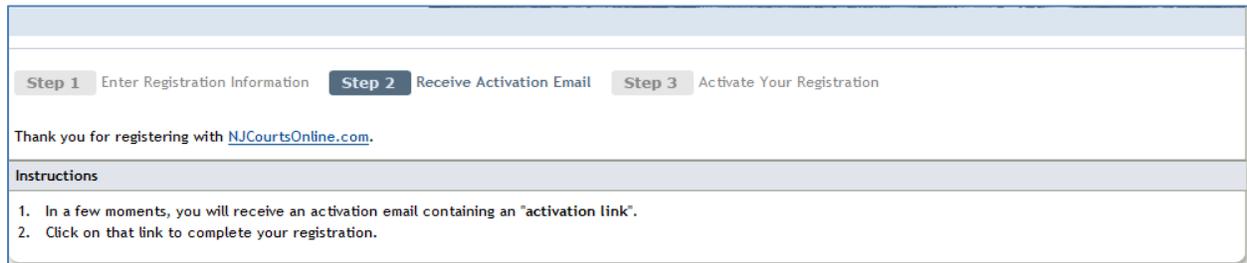
Complete Registration

Click on **Select the Checkbox** option below and click on the **Complete Registration** button.



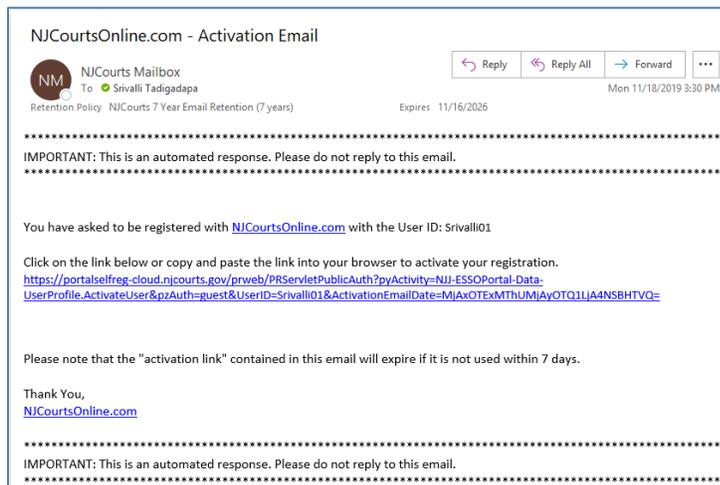
Confirmation Screen

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.

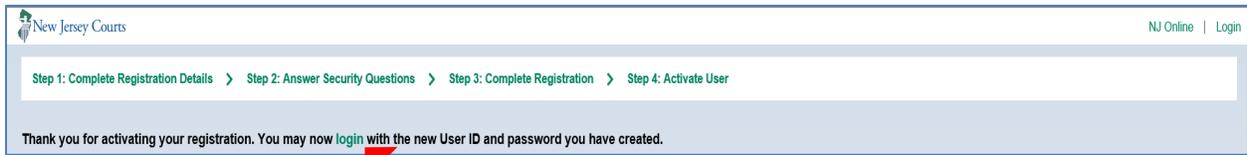


Email Activation Link

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.

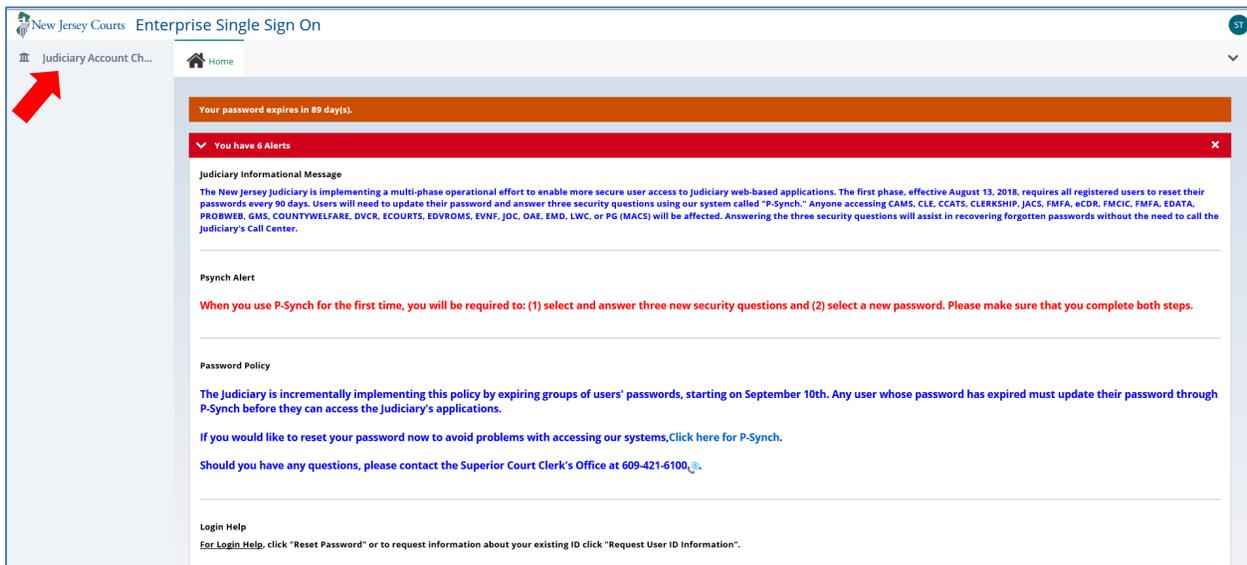


When you access the link in your email, the system will complete your registration process. At this point you can proceed to the JACS Login screen.



Enterprise Single Sign On (SSO) Screen

You can access your JACS accounts through the Enterprise Single Sign On (SSO) Screen. Click on **Judiciary Account Charge System** on the left-hand menu.



Login to JACS

New Jersey Courts Home Page

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



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**.

NJCourts
New Jersey Courts
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NJCourts | Request Activation Email | Request User ID Information | Reset Password

Login

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

User ID:
Password:

The New Jersey Judiciary is implementing a multi-phase operational effort to enable more secure user access to Judiciary web-based applications. The first phase, effective August 13, 2018, requires all registered users to reset their passwords every 90 days. Users will need to update their password and answer three security questions using our system called "P-Synch." Anyone accessing CAMS, CLE, CCATS, CLERKSHIP, JACS, FIMFA, eCDR, FIMCIC, FIMFA, EDATA, PROBWEB, GMS, COUNTYWELFARE, DVCR, ECOURTS, EDVROMS, EVNF, JOC, OAE, EMD, LWC, or PG (MACS) will be affected. Answering the three security questions will assist in recovering forgotten passwords without the need to call the Judiciary's Call Center.

When you use P-Synch for the first time, you will be required to: (1) select and answer three new security questions and (2) select a new password. Please make sure that you complete both steps.

The Judiciary is incrementally implementing this policy by expiring groups of users' passwords, starting on September 10th. Any user whose password has expired must update their password through P-Synch before they can access the Judiciary's applications.

If you would like to reset your password now to avoid problems with accessing our systems, [Click here for P-Synch](#).

Should you have any questions, please contact the Superior Court Clerk's Office at 609-421-6100.

For [Login Help](#), click "Reset Password" or to request information about your existing ID click "Request User ID Information".

Internet Explorer Version Issue: 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).

If you are receiving "Authentication Failed" error message after logging in, please perform the following steps in order to reset your password:

1. Click the **Reset Password** button
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 not able to successfully login after resetting your password, please contact the Help Desk at 609-421-6100 and someone will assist you.

If you have forgotten your user ID, click the **Request User ID Information** button as shown above.

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.

New Jersey Courts
NJCourts | Request Activation Email | Request User ID Information | Reset Password | Log in

Request User ID

Instructions

1. Please enter the email address to send the registered UserID
2. The email address you enter must match the one you used when you registered.

Email ID *

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.

X - Password Reset

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



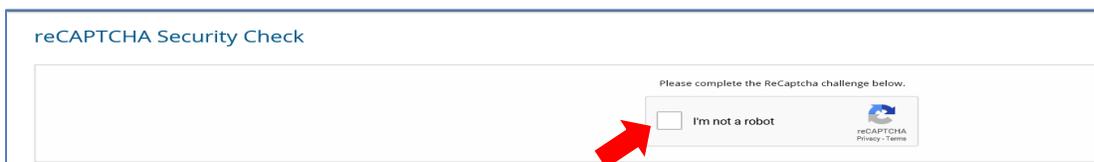
The screenshot shows the NJCourts Login page. At the top, there are navigation links: NJCourts, Request Activation Email, Request User ID Information, and Reset Password. The main heading is "Login". Below it, there is a form with "User ID:" and "Password:" fields, and a "Login" button. A large red arrow points to the "Reset Password" button at the bottom of the page. The page also contains several informational paragraphs and a list of steps for password reset.

This will display the first step of a three-step process. Enter your User ID and click the **Continue** button.



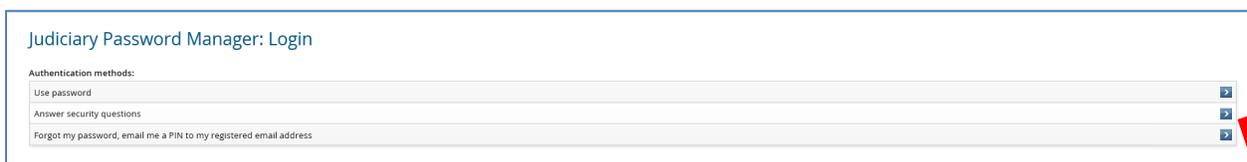
The screenshot shows the "Judiciary Password Manager: Login" screen. It features a header with the NJCourts logo. Below the header, there is a form with a "Your account on" dropdown menu set to "Web Apps (SAML)". A red box highlights the User ID input field, and a red arrow points to the "Continue" button below it.

Click the **'I'm not a robot'** Check Box, and select the appropriate image boxes.



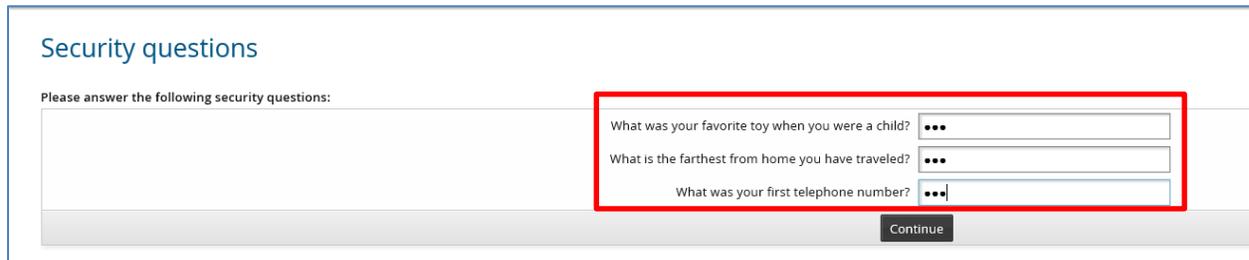
The screenshot shows the "reCAPTCHA Security Check" screen. It includes a heading "reCAPTCHA Security Check" and a sub-heading "Please complete the reCaptcha challenge below." Below this, there is a checkbox labeled "I'm not a robot" and a "reCAPTCHA" logo with links for "Privacy" and "Terms". A red arrow points to the "I'm not a robot" checkbox.

Once logged in, click on the **Answer Security Questions**.

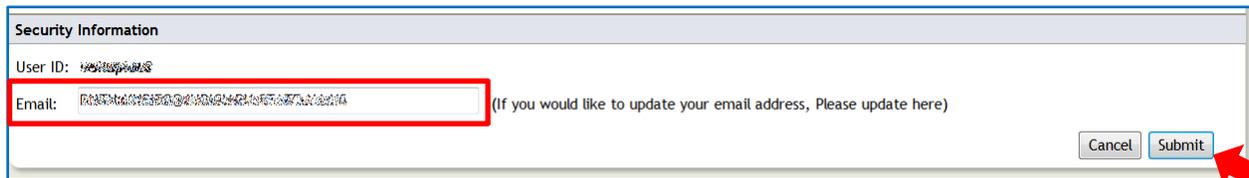


The screenshot shows the "Judiciary Password Manager: Login" screen. Under the heading "Authentication methods:", there are three options: "Use password", "Answer security questions", and "Forgot my password, email me a PIN to my registered email address". Each option has a right-pointing arrow. A red arrow points to the "Answer security questions" option.

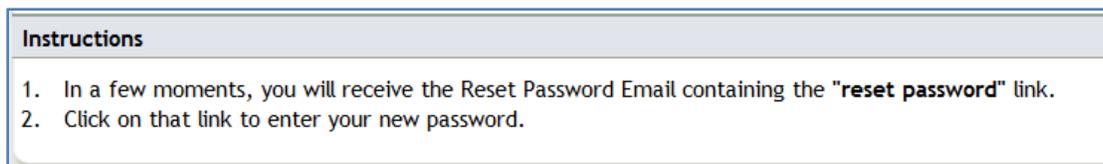
You will then be asked to answer the three security questions you created when you registered for your User ID. The answers are not case sensitive, but you must use the same answer you used when you created the question. (For example, if the original answer to one of your questions was NYC, you could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



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.

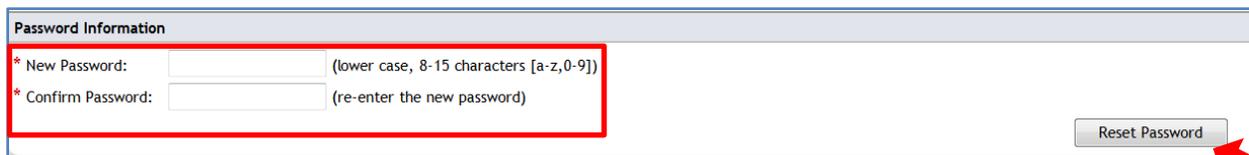


The system will confirm that your request has been received.



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.



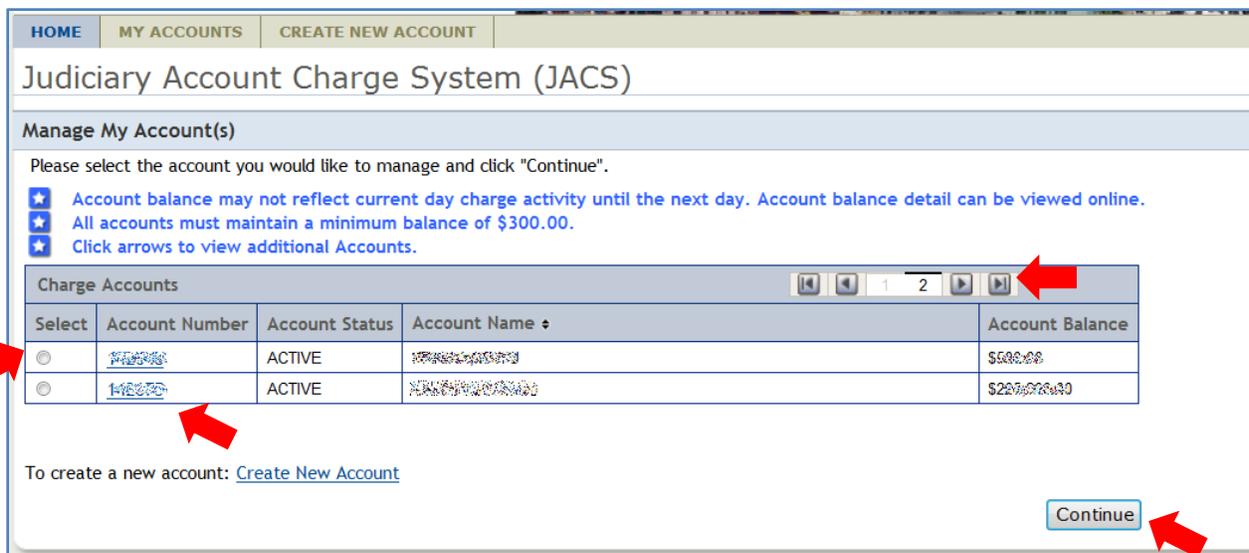
Home Page Account Selection

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.



HOME MY ACCOUNTS CREATE NEW ACCOUNT

Judiciary Account Charge System (JACS)

Manage My Account(s)

Please select the account you would like to manage and click "Continue".

- ★ 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.
- ★ Click arrows to view additional Accounts.

Select	Account Number	Account Status	Account Name	Account Balance
<input type="radio"/>	145555	ACTIVE	XXXXXXXXXX	\$500.00
<input type="radio"/>	145555	ACTIVE	XXXXXXXXXX	\$225,000.00

To create a new account: [Create New Account](#)

Continue

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 'Account Information' page of the Judiciary Account Charge System. The page header includes the 'New Jersey Courts' logo and navigation links for Home, FAQs, Help, My Registration, and Logoff. A secondary navigation bar contains 'HOME', 'MY ACCOUNTS', and 'CREATE NEW ACCOUNT'. Below this, a row of action buttons includes 'View Account Information', 'View/Print Activity', 'Fund Account', 'Manage Users', 'Update Account', and 'Close Account'. The main content area is titled 'Account Information' and lists various account details. A 'Back' button is located in the bottom right corner, indicated by a red arrow.

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:	

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

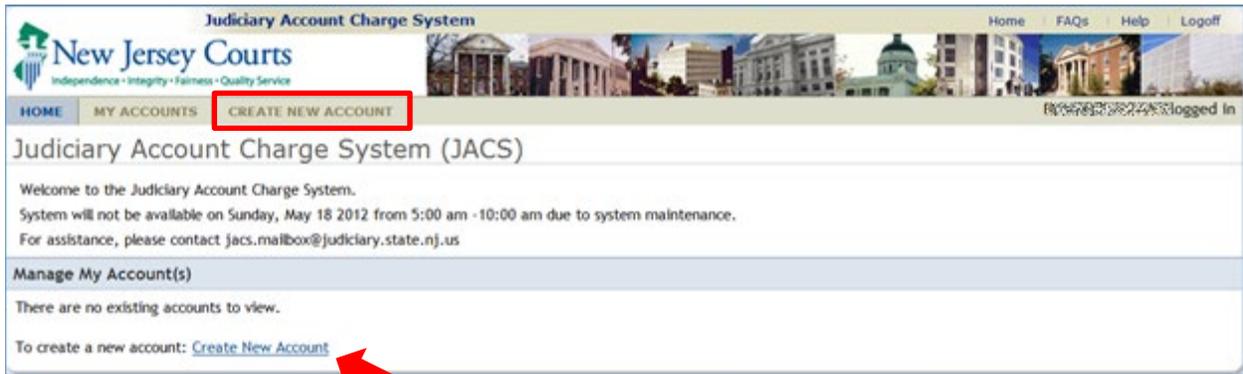
★ All accounts must maintain a minimum balance of \$300.00.

Back

Opening a New JACS Account

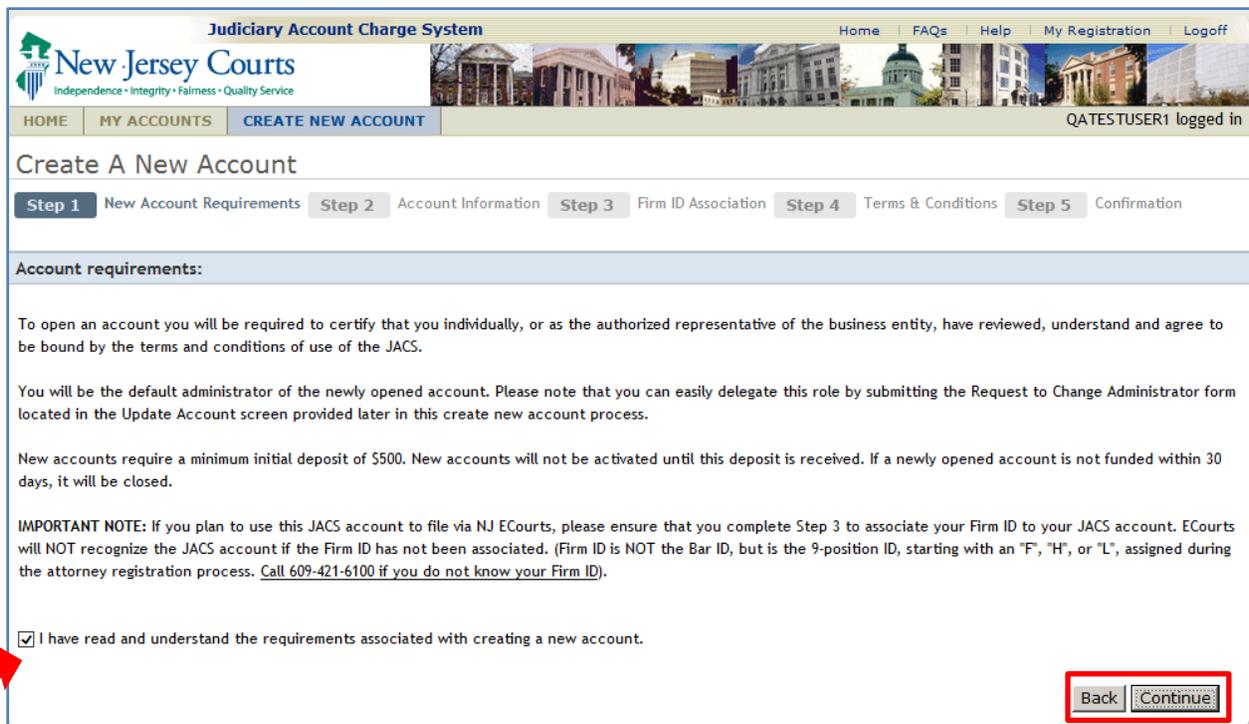
Judiciary Account Charge System (JACS) Home Page

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.



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.

Create A New Account

Step 1 New Account Requirements **Step 2 Account Information** Step 3 Firm ID Association Step 4 Terms & Conditions Step 5 Confirmation

Please provide the required information

Fields denoted with an (*) are required.

NOTE: Use the official business name for the account name below, or some part of that name that will ensure filings can be correctly and promptly matched to the account. Do not use a vague account name or an account name that cannot be directly or promptly associated with filings, e.g., Collateral Account, Charge Account, JACS Account, Filing Account. The Judiciary cannot make a definitive and timely match of a filing charge to the correct account if a vague account name is used.

Account Information

* Account Name: * Phone Number: - - Extension

* Mailing Address 1: Mailing Address 2:

* City: * State: * Zip Code: -

Administrator Information

Administrator Name: RUTH KUPIEC Administrator Phone: 609-777-3624

Administrator Email: RUTH.KUPIEC@NJCOURTS.GOV

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.

Important Note: If you plan to use this JACS account to file via NJ eCourts, you must associate your Firm ID to your JACS account since eCourts will NOT recognize the JACS account if the Firm ID has not been associated. (Firm ID is NOT the Bar ID, but is the 9-position ID assigned during the attorney registration process. Call 609-421-6100 if you do not know your Firm ID).

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.

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

New Jersey Courts
Independence • Integrity • Fairness • Quality Service

HOME | MY ACCOUNTS | CREATE NEW ACCOUNT | QATESTUSER1 logged in

Create A New Account

Step 1 New Account Requirements | Step 2 Account Information | **Step 3 Firm ID Association** | Step 4 Terms & Conditions | Step 5 Confirmation

Firm ID Association

NOTE: This step to associate Firm ID to the new account, must be completed in order to use the charge account for filing via NJ eCourts. If the new account will not be used for filing via NJ eCourts, click "Skip This Step" button to skip this step.

Firm ID is NOT the Bar ID, but is the 9-position ID, starting with an "F", "H", or "L", assigned during the attorney Registration process.

Enter the firm ID or firm name in the field provided below and click "Search Firm ID" button shown to associate Firm ID to this account. Call 609-421-6100 if you do not know your firm ID, or if clicking "Search Firm ID" using the firm name did not yield the correct Firm ID to be associated with the account.

Enter Firm ID OR Enter Firm Name

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.)

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

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 4 – 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 JUDICIAL ACCOUNT CHARGE TO THE USER

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

DEFINITIONS

An Agency is a private, for-profit or not-for-profit company that delivers interpreting services. The purposes of this document, an Agency consists of at least one principal who controls, manages, or supervises the interpreting services and assigns them to independent contractors 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.

WHEN ACCEPTED, THIS IS BINDING

This Judiciary Court continues to reserve the right to modify and to update its terms and conditions. Updates are effective only if we post them on this page.

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 5 - 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: 1310 WASHINGTON BLVD
Mailing Address 2:
City: SPOKANE State: ID Zip Code: 83409
Phone Number: 800-445-4444 Extension:

Administrator Information

Administrator Name: JACSON WOODS Administrator Phone: 800-445-4444
Administrator Email: jacson.woods@herring-wonster.com

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 142842.
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 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 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', 'Fund Account', 'Manage Users', 'Update Account' (highlighted with a red box), and 'Close Account'. The 'Update Account' tab is currently selected, showing the 'Account Information' page. The page displays the following account details:

Account Name: [REDACTED]	Firm ID:	
Account Balance: \$[REDACTED]	Account Number: [REDACTED]	
Account Status: [REDACTED]	Account Opened: [REDACTED]	
Mailing Address 1: [REDACTED]		
Mailing Address 2: [REDACTED]		
City: [REDACTED]	State: NJ	Zip Code: [REDACTED]
Phone Number: [REDACTED]	Extension:	

Below the account details, 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 page. The footer contains links for Privacy Policy, Contact Us, Terms & Conditions, and a copyright notice for NJ Judiciary 2013.

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 assigned during attorney registration that applies to private law firms, solo law practitioners, select government agencies/staff, and certain non-profit organizations.

JACS accounts must have the Firm ID associated (linked) to the account in order to file through eCourts. *The eCourts system will not recognize the collateral account if the Firm ID has not been associated.* If you have a Firm ID, but do not know what it is, a **Search** facility has been provided. You can also call (609) 421-6100 if you need a Firm ID.

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.

The screenshot shows the 'Update Account' form. A red bracket on the left side groups the 'Account Information' section, which includes fields for Account Balance, Account Name, Firm ID, Account Status, Account Opened, Phone Number, Extension, Mailing Address 1, Mailing Address 2, City, State, and Zip Code. A red arrow points to the certification checkbox at the bottom of the form, which reads: '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.'

A red box highlights the 'Back', 'Reset', and 'Update' buttons. A red arrow points to the 'Update' button.

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.

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**.

To update the administrator information, click on the word '**here**' shown below.



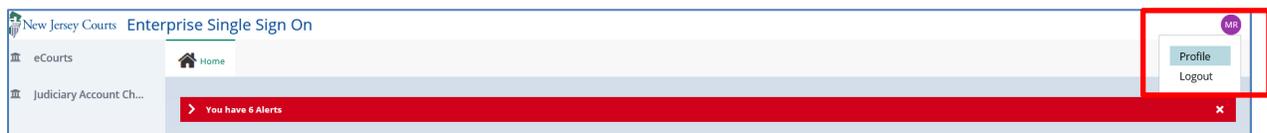
Administrator Information

Administrator Name: MAMATHA1 REDDY2 Primary Phone Number: 213-456-7893

Email: SRIVALLI.TADIGADAPA@NJCOURTS.GOV

To update the administrator information, please click [here](#)

Click on the initials in the top right-hand corner and select the Profile option.



New Jersey Courts Enterprise Single Sign On

eCourts Home

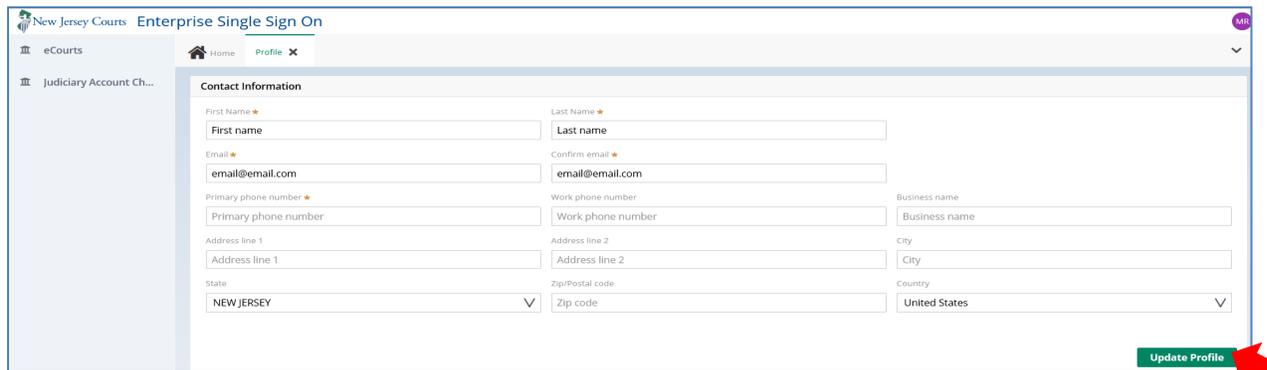
Judiciary Account Ch...

You have 6 Alerts

MR

Profile Logout

Edit your information and click the Update Profile button.



New Jersey Courts Enterprise Single Sign On

eCourts Home Profile

Judiciary Account Ch...

Contact Information

First Name * Last Name *

First name Last name

Email * Confirm email *

email@email.com email@email.com

Primary phone number * Work phone number Business name

Primary phone number Work phone number Business name

Address line 1 Address line 2 City

Address line 1 Address line 2 City

State Zip/Postal code Country

NEWJERSEY United States

Update Profile

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://portal-qa.aocnp.njcourts.gov/ttnmwqa0ext/sso/register.do?action=register&applid=JACS>

[Request to Change Administrator Form](#)

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

Email: jacssupport.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
---	--	---

[Back](#) [Reset](#) [Update](#)

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 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: _____

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' with fields for Account Balance (\$4,050.00), Account Name, Account Number, and Account Status (ACTIVE). Below this is a section titled 'Search Account Activity By Date' 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 radio buttons. Below the search section, there is a 'View/Print Monthly Account Statements' section with a dropdown menu for 'Select the account statement month' and a 'View' button.

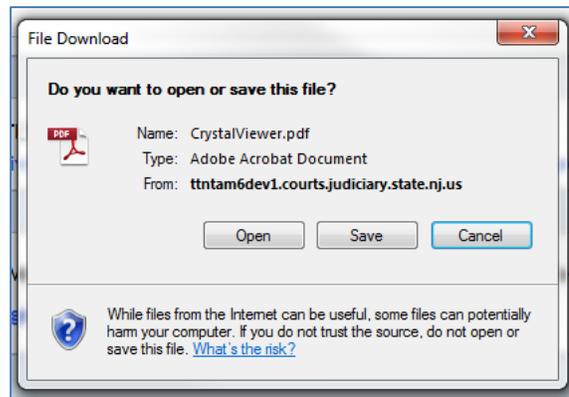
When the search results are displayed, you have several options. Click **Download PDF** to open the file in your PDF viewer. Click **Download CSV** to export the file into spreadsheet software. Click **Back** to return to the **View and Print Activity** screen without downloading the search results file.

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:



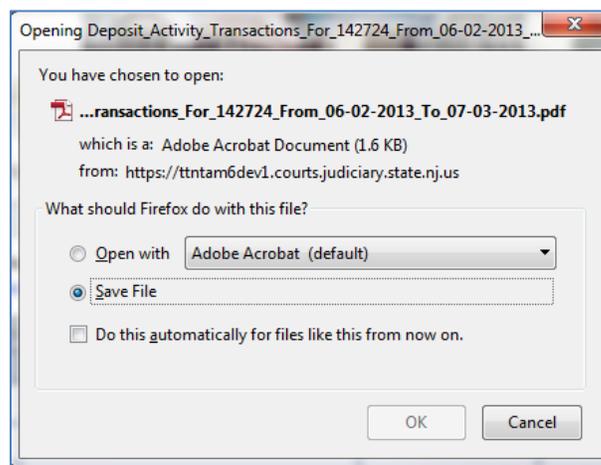
Click **Open** to open the file in your PDF viewer. Click **Save** to store the file on your computer or your network. Click **Cancel** to end the transaction without downloading the search results file.

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



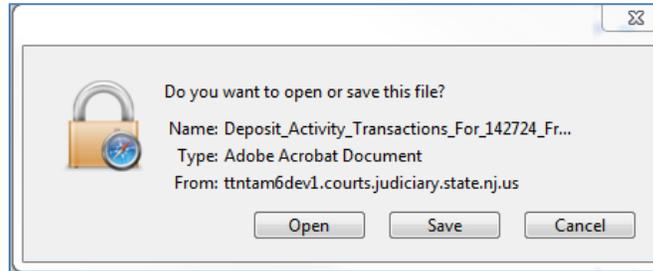
Click on the file name to open the file in your PDF viewer.

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:



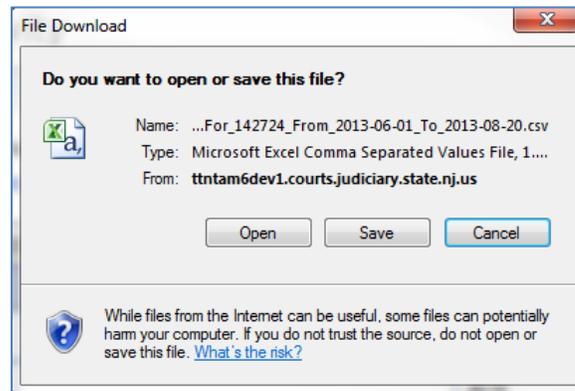
Click **Open** to open the file in your PDF viewer. Click **Save** to store the file on your computer or your network. Click **Cancel** to end the transaction without downloading the search results file.

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:



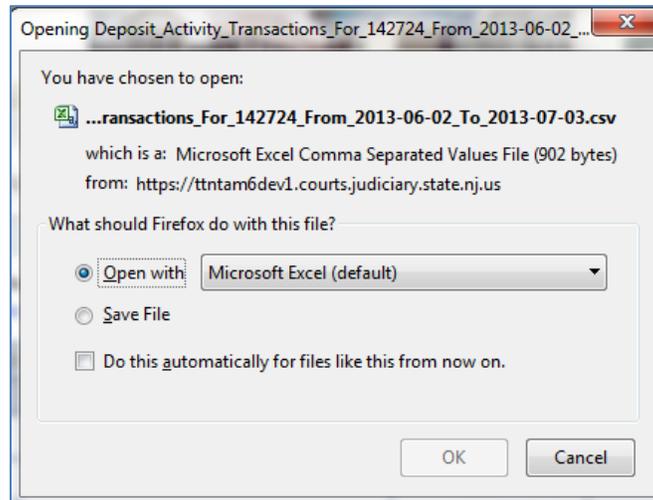
Click **Open** to open the file in your default spreadsheet software. Click **Save** to store the file on your computer or your network. Click **Cancel** to end the transaction without downloading the search results file.

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



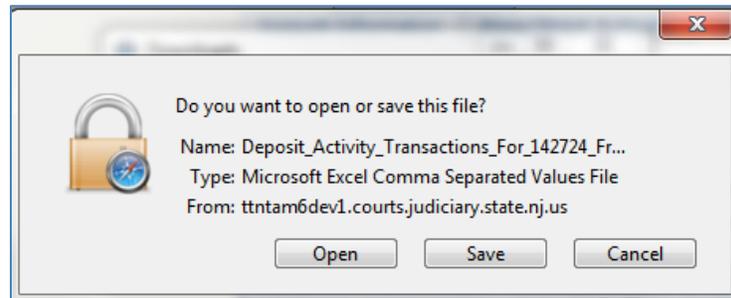
Click on the file name to open the file in your default spreadsheet software viewer.

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.

View And Print Account Activity

Account Information

Account Balance: [REDACTED] Account Number: [REDACTED] Account Status: [REDACTED]

Account Name: [REDACTED]

- ★ 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.

Search Account Activity By Date

Start Date: [REDACTED] End Date: [REDACTED] Report: Electronic Account All Other [REDACTED]

Minimum search range is 1 day and maximum search range is 1 month within the most recent 12 month period.

Request Monthly Account Statement

* Select the account statement month: [Draft report for current month](#)

★ You can request statements for the most recent 12 month period.

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 banner for 'New Jersey Courts' 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', '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'. 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: 609-773-624

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.

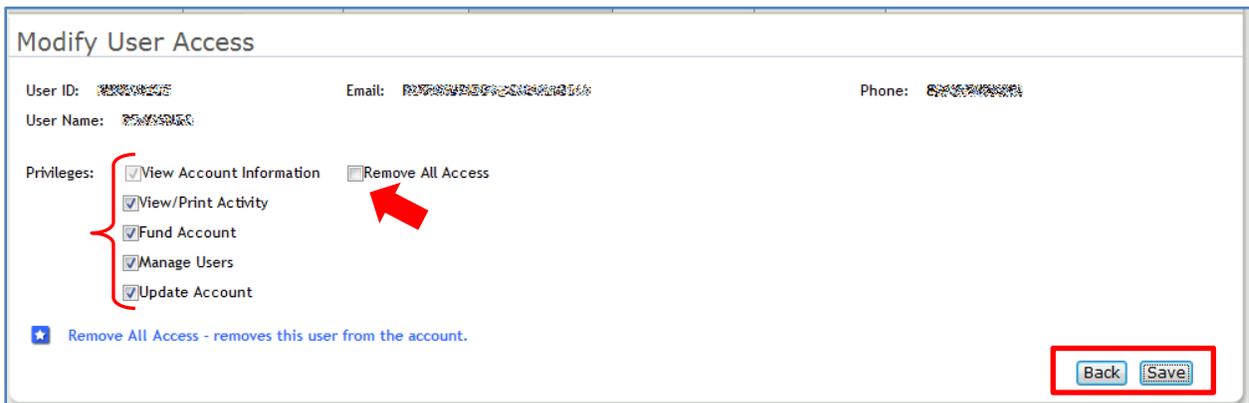
In this instance, the screen will not show the user table (illustrated above) or the **Modify** button. Your only button options will be to add a new user or return to the **Account Information** screen via the **Back** button.

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.

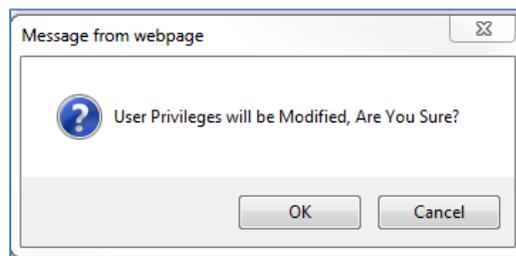
You can select a privilege by clicking on the checkbox next to it on the screen. You can remove a privilege by clicking on an already-checked checkbox. Note that the **View Account Information** privilege is assigned as a default to all account users.

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.

HOME MY ACCOUNTS CREATE NEW ACCOUNT MAMATHAUSER1 logged in

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

Add New User

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

Instructions

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 url below

<https://tntam6dev1.courts.judiciary.state.nj.us/ttnwasdev1/sso/register.do?action=register&appld=JACS>

NOTE: Attorneys that will only need to have the JACS account number for entering that number for eCourt filings and that will have no need to access or use the account, do not need to be added as a JACS user. Only attorneys and other staff that have a need to access and use the account should be added as a JACS user.

Back Continue

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.

Add New User

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

Enter User ID

A new user can be added to an account by entering the user's ID for the JACS system in the field noted below:

*User ID:

Back Continue

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.

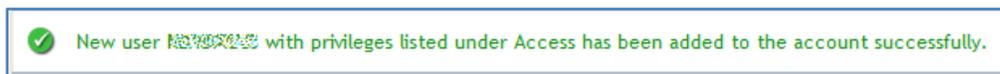
Add Privileges

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

Privileges

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

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 several 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: [REDACTED]	Firm ID: [REDACTED]	
Account Balance: \$[REDACTED]	Account Number: [REDACTED]	
Account Status: [REDACTED]	Account Opened: [REDACTED]	
Mailing Address 1: [REDACTED]		
Mailing Address 2: [REDACTED]		
City: [REDACTED]	State: NJ	Zip Code: [REDACTED]
Phone Number: [REDACTED]	Extension: [REDACTED]	

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 in the bottom right corner of the main content area. At the very bottom of the page, there is a footer with 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: \$0.00 Account Name: REK TEST ACCOUNT Account Number: 152309 Account Status: OPEN PENDING
* All accounts must maintain a minimum balance of \$300.00.

Electronic Funding

* Select a Bank Account: * Amount: (Example: 1235.89, Do not enter commas or \$.)
[Add, Update or Delete Bank 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 - 8th Floor - North Wing Trenton, New Jersey 08625-0980
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* 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: JUDICIAL BRANCH Account Number: 00000000 Account Status: Active

Electronic Funding

ACH Transaction Amount: \$ 30.00
From:
Bank Account Name: JUDICIAL BRANCH
To:
JACS Account: 00000000

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: 00000000
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 routing and 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 fields from "Select a Bank Account" down to "Bank Name". Below the form fields 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", which are enclosed in a red rectangular box. Below the form, there is explanatory text about fund transfers and ACH authorization, and instructions for the "Back" and "Save" buttons.

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.

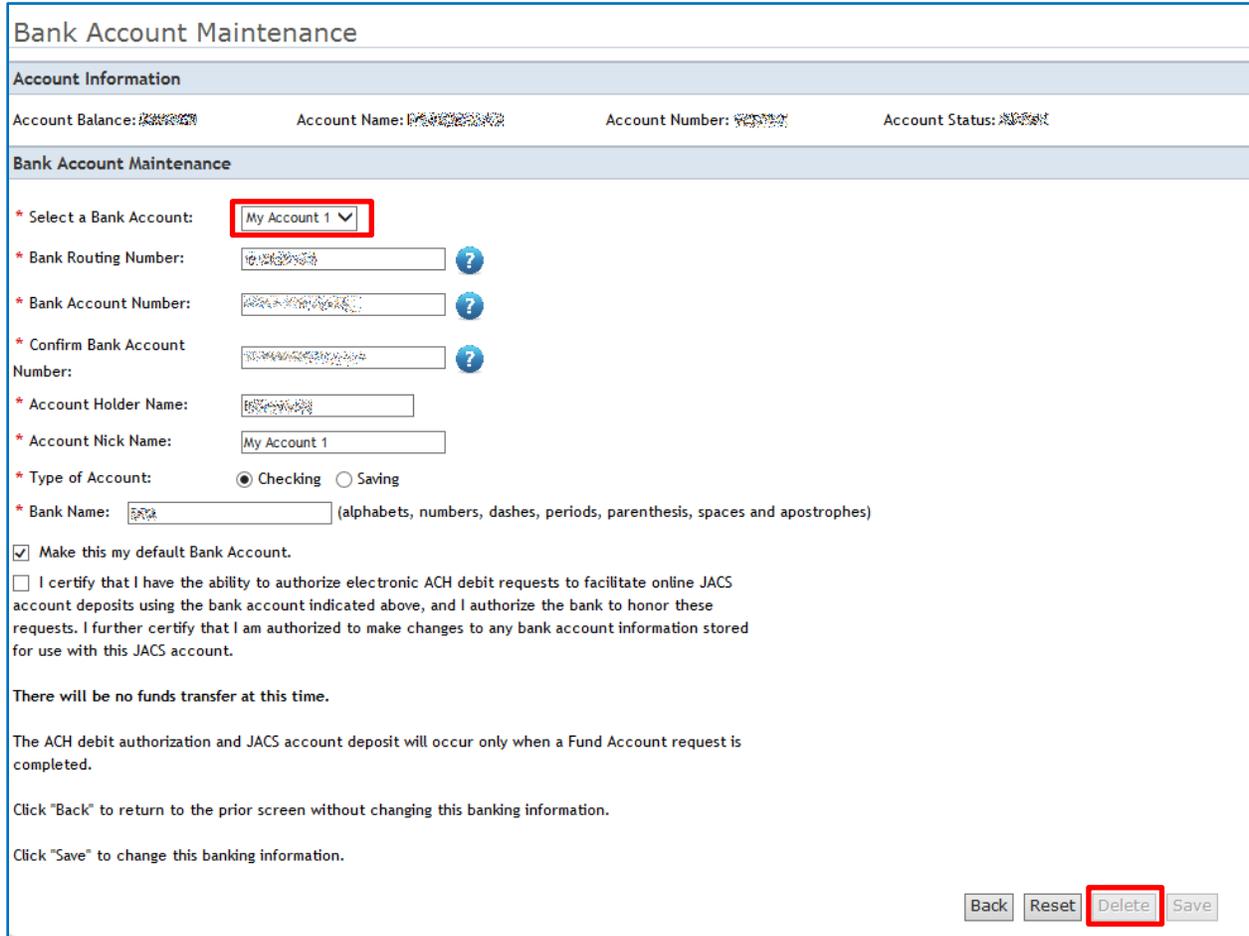
Back Reset Delete Save

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.



Bank Account Maintenance

Account Information

Account Balance: Account Name: Account Number: Account Status:

Bank Account Maintenance

* Select a Bank Account:

* Bank Routing Number: ?

* Bank Account Number: ?

* Confirm Bank Account Number: ?

* Account Holder Name:

* Account Nick Name:

* Type of Account: Checking Saving

* Bank Name: (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.

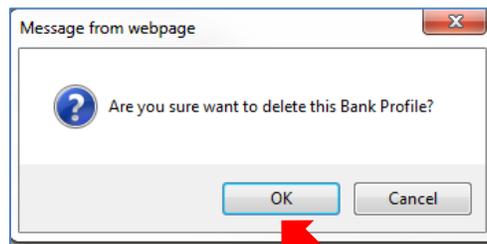
The ACH debit authorization and JACS account deposit will occur only when a Fund Account request is completed.

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

Click "Save" to change this banking information.

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.

The screenshot shows the 'Account Information' page of the Judiciary Account Charge System. The user is logged in as MAMTESTPROD. The 'Close Account' tab is highlighted with a red box. The account details are as follows:

Account Name: ITO TEST ACCOUNT II	Firm ID:	
Account Balance: \$0.00	Account Number: 143197	
Account Status: ACTIVE	Account Opened: 05/02/2014	
Mailing Address 1: 2500000000		
Mailing Address 2: 00		
City: 00000	State: NJ	Zip Code: 00000000
Phone Number: 0000000000	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.

The screenshot shows the 'Close Account' page of the Judiciary Account Charge System. The user is logged in as MAMTESTPROD. The account details are as follows:

Account Balance: \$0.00	Account Number: 143197	Account Status: ACTIVE	Account Opened: 05/02/2014
Account Name: ITO TEST ACCOUNT II			

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.
Refund of the remaining balance will be mailed to account name and account mailing address on record at the time the account is closed.

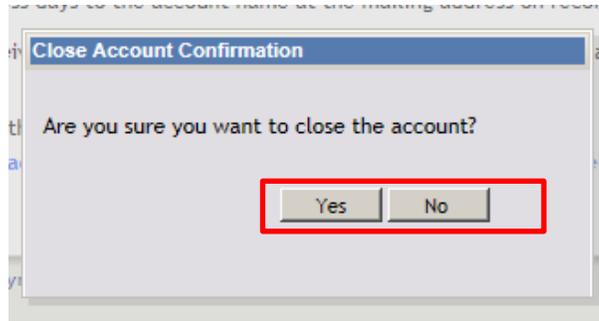
By checking this box you are certifying that you have received, understand and agree to the conditions listed above, and that you are authorized to close this account.

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.

