

Topic: Requesting a Certificate of Good Standing and Other Letters from the Board of Bar Examiners.

Summary: This is a stepby-step guide for requesting a Certificate of Good Standing and other status letters.

This Guide is for: external attorney registration users.

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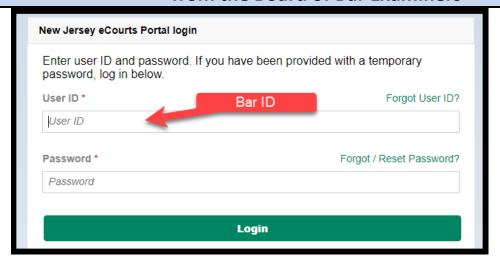


Login Instructions

Use the attorney registration portal to login.

Select Attorney Registration and Payment.

Select 'Good Standing Certificate/Alternative Status Documents' to begin.





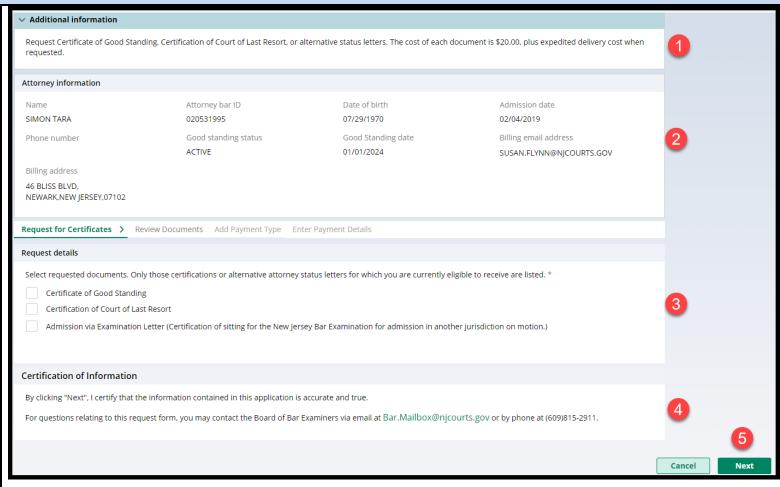




Requesting Certificate of Good Standing, Certification of Court of Last Resort and Admission via Examination Letter

- Additional information includes fee information
- Attorney information

 contains basic details including the billing email and billing address where documents will be sent unless same is modified.
- Request details where you select the documents needed
- 4) Certification of information
- 5) Click 'Next' to proceed





Make your selections.

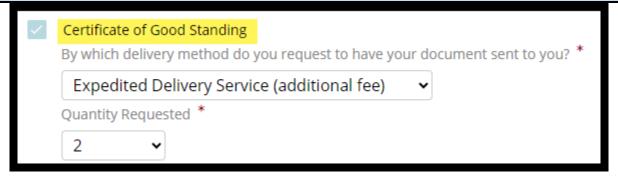
For Certificate of Good Standing select:

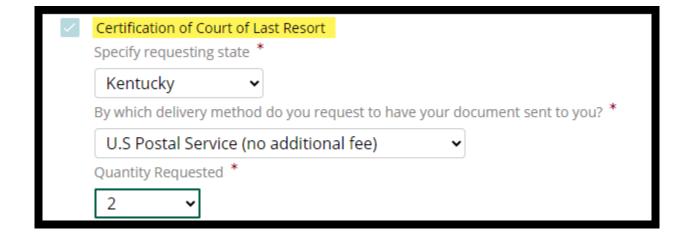
- Delivery method
 - Email;
 - o U.S. mail; or
 - Expedited delivery (extra fee applies)
- Quantity

For Certification of Court of Last Resort select:

- State
- Delivery method
 - Email;
 - o U.S. mail; or
 - Expedited delivery (extra fee applies)
- Quantity

For Admission via
Examination Letter –
simply check the box





Admission via Examination Letter (Certification of sitting for the New Jersey Bar Examination for admission in another jurisdiction on motion.)

• Document will be delivered via email within 7-10 business days.



'Review Documents'

Displays:

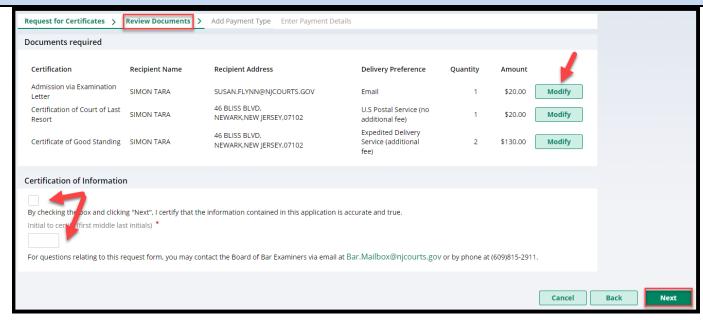
- Documents requested
- Recipient name and address
- Delivery method
- Fee

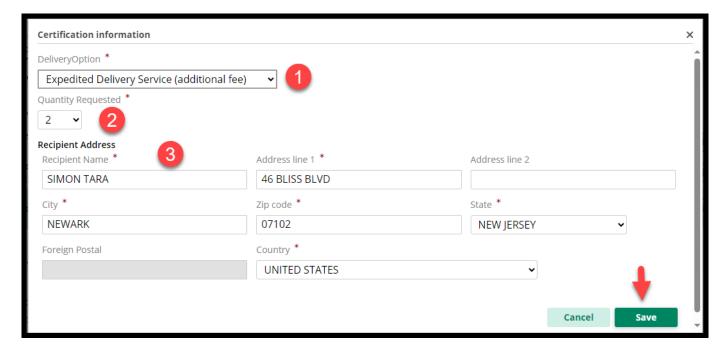
To modify:

- Click 'Modify'
- Make updates
- Click 'Save'

What can be modified:

- 1) Delivery method
- 2) Quantity
- 3) Recipient name & address







Payment

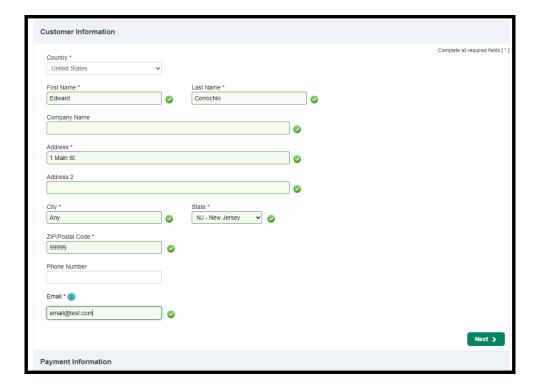
Payment may be made by credit card or JACS only.

The fee is \$20 per requested document, plus expedited shipping if requested.

Credit Card Payments:

A non-refundable 3% service fee is charged for all **credit card** transactions.







Complete all fields and click

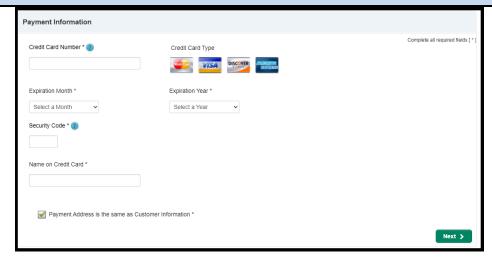
Submit Payment

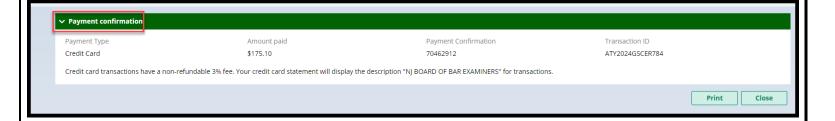
Payment confirmation:

The confirmation will display:

- Payment type
- Amount paid
- Confirmation number
- Unique transaction ID specific to the application just submitted

To receive a receipt, click 'Print'.







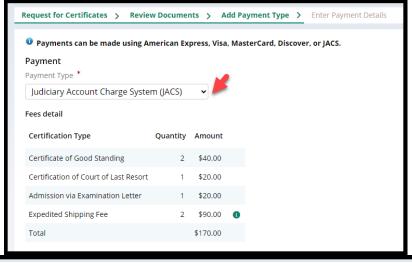
JACS Payments:

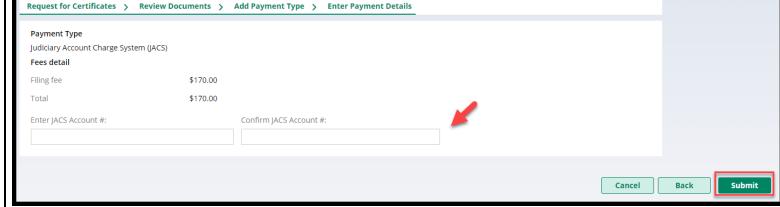
- Select JACS from the Payment Type dropdown;
- Enter the JACS account; and
- Click 'Submit'

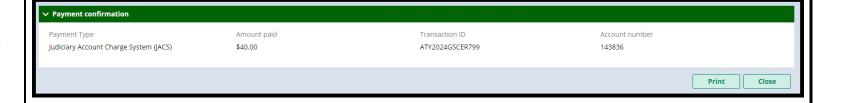
Payment confirmation displays:

- Payment type
- Amount paid
- Confirmation number
- Unique transaction ID specific to the application just submitted

To receive a receipt, click 'Print'.









Retirement Status Letters

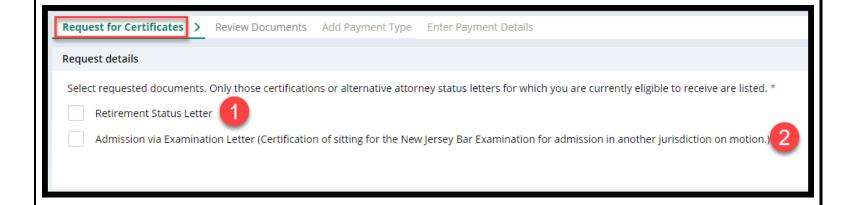
Retired attorneys can request:

- Retirement Status Letter
- 2) Admission via Examination Letter

Both letters are delivered via email only.

Billing email from attorney registration is the default delivery email address.

Update the email by clicking 'Modify'. Save the change.









Resigned without Prejudice Status Letters

Attorneys in resigned without prejudice status can request:

- Resignation in Good Standing Letter
- 2) Admission via Examination Letter

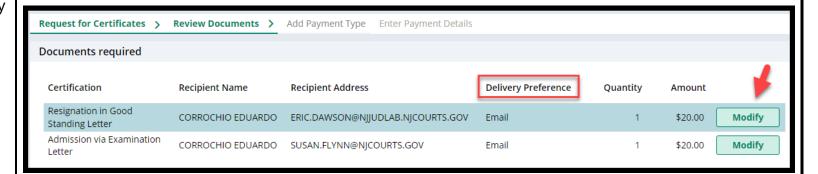
Both letters are delivered via email only.

Billing email from attorney registration is the default delivery email address.

Update the email by clicking 'Modify'. Save the change.









<u>License Administratively</u> Revoked Status Letters

Attorneys in license administratively revoked status can request:

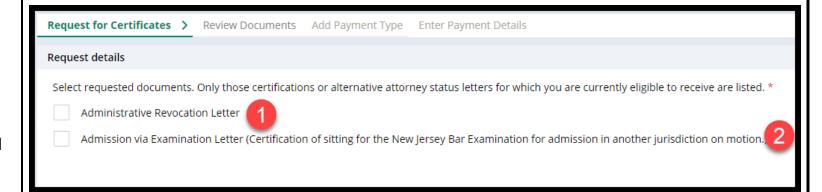
- 1) Administrative Revocation Letter
- 2) Admission via Examination Letter

Both letters are delivered via email only.

Billing email from attorney registration is the default delivery email address.

Update the email by clicking 'Modify'. Save the change.









Admin Ineligible Status Letters

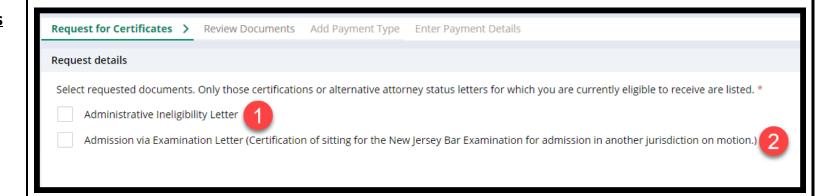
Attorney in admin ineligible status can request:

- 1) Administrative Ineligibility Letter
- 2) Admission via Examination Letter

Both letters are delivered via email only.

Billing email from attorney registration is the default delivery email address.

Update the email by clicking 'Modify'. Save the change.







Applications Pending Payment

If you exit a request while on a **payment screen**, the request will be saved in 'Pending-Payment' status.

To locate the request, click on the 'My Submissions' tile.

Select the 'Certificate Requests' tab.

The application can be opened and completed from this tab by clicking 'Open'.

Note: An error will display if you try to request the same letters again while a request is in Pending-Payment status.



Pending-Payment status:

