Topic: Disassociation of attorneys via the Employer Registration system.

Summary: This is a step-by-step guide for disassociation of attorneys from an employer.

This Guide is for: external employer registration users.

Table of Contents

Login Instructions

Use the attorney/employer registration portal to login.

Select 'Employer Registration and Payment'.

New Jersey eCourts Portal login

Enter user ID and password. If you have been provided with a temporary password, log in below.

User ID *   Forgot User ID?

Employer ID

| User ID |

Password *   Forgot / Reset Password?

| Password |

Login

New to New Jersey Courts? Register Now

New Jersey Courts - Portal Home Page

▾ Announcements

Message for SDWS

If an announcement or alert is added into ESSO and selected 'SDWS' as the application - SDWS should display the announcement

Show more

Click the "+" icon to add an application to your dashboard.

+ Get additional access

Certificate of Insurance (Insurance Agent Access Only)

Employer Registration and Payment

NJMCdirect - Pay Ticket / Complaint

Disassociating an Attorney

Click the '**Pay Attorney Registrations'** tile.

Select the **'Pay Registrations'** button.

Pay Attorney Registrations
0
1 Ineligible

Payment History

Update Employer Information

Add/Update Certificate of Insurance

Employer Payment Center

Welcome to the employer page of the Online Registration and Payment Center. You can pay the registration fees for multiple attorneys with a single online transaction using American Express, VISA, MasterCard, Discover, ACH Debit or JACS.

Before you begin, please note that your attorneys must first sign into the Online Attorney Registration and Payment Center to complete their registrations and "Opt for employer pay". You may remit payment only for those attorneys who have completed this step (status "Complete"). You can return later to pay for those who have not yet done so (status "Incomplete").

The 2024 deadline for payment without incurring the $40 late fee for each unpaid attorney is February 29, 2024. Payment is ultimately the individual responsibility of each New Jersey attorney. Employers are allowed to pay for an attorney as a convenience. Attorneys who fail to comply with both the registration and payment requirements by the final deadline of April 26, 2024 will be placed on the Supreme Court's Ineligible to Practice List and must immediately cease practicing. The licenses of attorneys whose names are entered on the Ineligible List for seven consecutive years will be revoked by the Court.

Note: For questions relating to payments, please contact NJ Lawyers' Fund for Client Protection at 855-533-FUND (3863) or email LFCP.mailbox@njcourts.gov

Please be advised that the system is down for maintenance Monday – Saturday from 11:00 p.m. – 3:00 a.m., and on Sunday from 7:00 a.m. – 9:00 a.m.

VISA MasterCard DISCOVER AMERICAN EXPRESS ACH DEBIT JACS Judiciary Account Charge System

Pay Registrations

The '**Employer Payment List'** displays, showing the attorneys associated to the employer.

The screen has been updated to include instructions and a button for disassociating one or more attorneys.

Click the 'Disassociate Attorney' button to begin.

Employer Payment List

Below is your associated attorney list. You may select to pay for those attorneys whose Attorney Registration Status is 'Complete' and have opted for employer payment. If an attorney is not listed but has completed registration, please ask them to log in to the Attorney Registration system to confirm or update the office association.

	Attorney ID	Name	Location	Total amount due	Good standing status	Registration Status	Payment Status
>	IHC001148	ATTICUS THOMAS MATTHEW FINCH	FRENCHTOWN	261.00	ACTIVE	Incomplete	Unpaid
>	007222001	WILLIAM BRENNAN	MERCER	511.00	ADMIN INELIGIBLE	Incomplete	Unpaid
>	PHV000004	TYLER CYBER	MERCER	267.00	PRO HAC VICE ATTY	Incomplete	Unpaid
>	900712022	RICHARD GARNY	MERCER	540.00	ACTIVE	Incomplete	Unpaid
>	007251993	THURGOOD MARSHALL	MERCER	540.00	ACTIVE	Incomplete	Unpaid
>	900012022	ELLEN RIPLEY	MERCER	278.00	ACTIVE	Incomplete	Unpaid
>	044401994	AMANDA STOVALL	MERCER	511.00	ACTIVE	Incomplete	Unpaid
>	PHV019126	WILLIAM WARNER	MERCER	0.00	PRO HAC VICE ATTY	Complete	Paid
>	910262012	ALEXANDER ARONOV	PLAINSBORO	0.00	RETIRED	Complete	Retired

If you choose not to pay for an attorney, uncheck the box to the left of the attorney ID and name. Unchecking the box removes the attorney from your current group payment, but the attorney will reappear the next time you return to this screen.

⚠️ **If an attorney listed is no longer associated with your office, and you would like to remove them from the employer list, click the "Disassociate Attorney" button below.**

For questions relating to payments, please contact NJ Lawyers' Fund for Client Protection at 855-533-FUND (3863) or email LFCP.mailbox@njcourts.gov.

Disassociate Attorney   Back   Next

Note: 'Employer Payment List' shows attorneys whose **primary association** is to this employer.

A modal opens with the attorney list.

1) **Select** the attorney or attorneys to be disassociated.

2) Check the **confirmation.**

3) Click '**Submit**'.

Note: This action **cannot be undone from Employer Registration**. *If an error is made, the attorney will be required to re-associate via Attorney Registration.*

Disassociate Attorney   ✕

ⓘ Select an attorney ID you wish to disassociate and click submit to remove.

	Attorney Id	Name	Location	Good standing status
☐	IHC001148	ATTICUS THOMAS MATTHEW FINCH	FRENCHTOWN	ACTIVE
☑	007222001	WILLIAM BRENNAN	MERCER	ADMIN INELIGIBLE
☐	PHV000004	TYLER CYBER	MERCER	PRO HAC VICE ATTY
☑	900712022	RICHARD GARNY	MERCER	ACTIVE
☐	007251993	THURGOOD MARSHALL	MERCER	ACTIVE
☐	900012022	ELLEN RIPLEY	MERCER	ACTIVE
☐	044401994	AMANDA STOVALL	MERCER	ACTIVE
☐	PHV019126	WILLIAM WARNER	MERCER	PRO HAC VICE ATTY
☐	910262012	ALEXANDER ARONOV	PLAINSBORO	RETIRED

☑ This process cannot be undone. If any error is made, you will have to notify the attorney to login to Attorney Registration and re-associate to your firm.

Close   **Submit**

After clicking 'Submit', a success message displays, and the disassociation is complete.

- Disassociated attorneys no longer display in the 'Employer Payment List.'

- The **change will also be reflected in the attorney profile** in Attorney Registration.

Attorneys are successfully disassociated. Attorney IDs: 007222001, 900712022

Attorney Selection > Payment

Employer

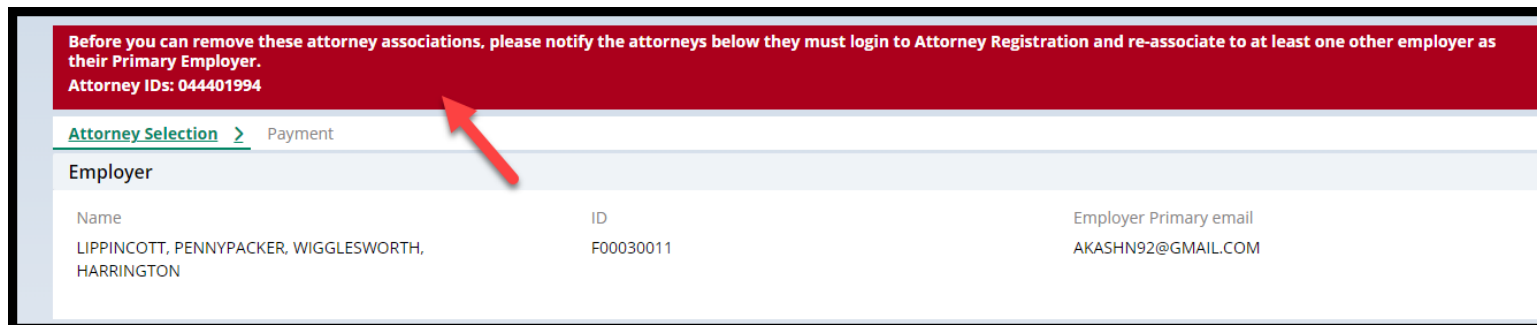| Name	ID
LIPPINCOTT, PENNYPACKER, WIGGLESWORTH, HARRINGTON	F00030011

Validation/Scenario to Note

1) **Attorney Associated to 3 or more Employers of the Same Type**

If an employer attempts to remove an attorney who has multiple secondary employers, this message will appear.

Please ask the attorney to update their employer associations in **Attorney Registration** or contact oae.mbx@njcourts.gov for additional assistance.

The below message displays where an attorney is associated to 3 or more employers of the same type (F, H, or L type):

Before you can remove these attorney associations, please notify the attorneys below they must login to Attorney Registration and re-associate to at least one other employer as their Primary Employer.
Attorney IDs: 044401994

Attorney Selection > Payment

Employer

Name	ID	Employer Primary email
LIPPINCOTT, PENNYPACKER, WIGGLESWORTH, HARRINGTON	F00030011	AKASHN92@GMAIL.COM

Example:
In Attorney Registration Attorney A is associated to Firm 1 as the **primary employer**, and to Firms 2 and 3 as secondary employers. *Firm 1 will not be able to disassociate Attorney A as system will not arbitrarily choose a new primary association between the existing secondary associations.*

Last Modified: Thursday, April 04, 2024