

Topic: *Attorney Registration for In-House Counsel attorneys.*

Summary: *This document demonstrates how to complete Annual Attorney Registration.*

This Guide is for:
IHC Attorneys.

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Logging In

Log in via the NJ eCourts Portal
 Logging in: <https://portal-cloud.njcourts.gov/prweb/PRAuth/CloudSAMLAuth?AppName=ESSO>

Enter:
 1. Bar ID
 2. Password

To reset the password, click
[Forgot / Reset Password?](#)

Login help

To request information about your existing ID, select [Forgot User ID?](#)

Follow the steps below if you are receiving an "Authentication Failed" error message when attempting to log in:

1. Select [Forgot / Reset Password?](#)
2. Answer the security questions when prompted.
3. Create a new password.

Follow the steps below if you are receiving an "Activation Email" error message when attempting to log in:

1. Select [Resend Activation Email](#)
2. Enter the email associated with the account.
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 unable to log in:

1. Contact the Help Desk for assistance by phone at (609) 421-6100, Monday through Friday, 8:30 AM to 4:30 PM.
2. Or select [Report an Issue](#) to submit a Help Desk ticket online.

To access the New Jersey Courts website, visit NJCourts.gov

For jurors only

As of February 2, 2024, the My Jury Service Portal will be moving. To log into the new portal on or after this date, go to [My Jury Service](#) and click the "Log In" button to access your profile in the new portal.

Browser compatibility

There is a known issue with Internet Explorer Version 11 running on Windows 10 which is causing users to attempt to log in multiple times unsuccessfully. If you encounter this issue, please use another browser (e.g., Chrome, Microsoft Edge, Safari, Firefox).

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?](#)

Password * [Forgot / Reset Password?](#)



Login

New to New Jersey Courts? [Register Now](#)


Registration Statement screen

The Registration Statement screen is the first step in the Attorney Registration and Payment process.

Attorney Information

Review your details within the “Attorney Information” section to ensure it is accurate.

This section contains:

1. Attorney Name
2. Attorney ID
3. Date of birth.
4. Select  **Edit** to initiate any corrections or changes.

Note: Attorney ID cannot be changed.

Registration Statement >
CLE
CLE Confirmation
Payment

Registration Statement

Attorney Information

Attorney Name	Attorney ID	Date of Birth	Edit
REBEKAH STALEY	IHC242536	02/04/1985	

Demographics

The Court has approved the voluntary collection of self-reported data as to race, ethnicity, and gender, for the development of a Bar diversity profile. Data collected will be confidential. This information helps the Judiciary understand the diversity and representativeness of registered attorneys. Your self-identification is voluntary.

Selecting from the race categories used by the U.S. Census, please select the response that most closely aligns with your racial identity. *

Select... 1

Selecting from the ethnicity categories used by the U.S. Census, please select the response that most closely aligns with your ethnic identity. *

Select... 1

Selecting from the gender categories used by the State of New Jersey, please select the response that most closely aligns with your gender. *

Select... 1

Address List

NOTE: If you need to make any changes to your employment information, you must file the [Change in Employment Form \(In-House Counsel\)](#). * Call (609) 815-2911 with questions.

Address Type	Address	Emails	Action
HOME	TEST HOME PRI PRINCETON NEW JERSEY 08540 , UNITED STATES 123-456-7891		Edit
BUSINESS	TEST BUSINESS 1 TEST SEC 1 TEST PRI 1 PRINCETON NEW JERSEY 08540 , UNITED STATES 452-345-3453	SHALINI.AGARWAL@NJCOURTS.GOV ERIC.DAWSON@NJUDLAB.NJCOURTS.GOV	Edit

Notification for 2-Factor Authentication

The cell phone and email information provided is not accessible to the public (unless the email address also has been provided for electronic filing). This information will be used to send alerts to help manage your account security preferences and for certain official business purposes. Message and data rates may apply for cell phone messages. You may edit the cell phone or email address now or in the future. If you require an exemption, please contact Superior Court Clerk's Office at (609) 421 - 6100.

Country	Cell Phone	Email *	
United States (+1)	8482191361	ERIC.DAWSON@NJUDLAB.NJCOURTS.GOV	If you would like to make changes to this information, please access your profile on NJ Courts - Portal Home Page (top right corner avatar that contains your initials).

Certification of Information

By clicking 'Next', I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to discipline.
 For questions, please contact the Superior Court Clerk's Office at (609) 421 - 6100 or email SCCO.Mailbox@njcourts.gov

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Next

Registration Statement

Attorney Information

1 Attorney Name REBEKAH STALEY	2 Attorney ID IHC242536	3 Date of Birth 02/04/1985	4 Edit
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5. To correct or update the name, click on the attorney name to view the name change/correction form.

6. To correct date of birth, click on the birthdate link to open a draft email. If your mail application is not connected to your browser, an email can be sent to SupremeCTInternet.Mailbox@njcourts.gov

7. After requesting corrections, click **✓ Done**

Demographics self-reporting is voluntary but a response must be selected from each dropdown.

Registration Statement

Attorney Information

Attorney Name

5

REBEKAH STALEY

(Click on your name to request correction or update name)

Attorney ID

IHC242536

Date of Birth

6

02/04/1985


(Click on the date of birth to request correction or email SupremeCTInternet.Mailbox@njcourts.gov)

7


✓ Done


Demographics


The Court has approved the voluntary collection of self-reported data as to race, ethnicity, and gender, for the development of a Bar diversity profile. Data collected will be confidential. This information helps the Judiciary understand the diversity and representativeness of registered attorneys. Your self-identification is voluntary.

Selecting from the race categories used by the U.S. Census, please select the response that most closely aligns with your racial identity. * 

NO RESPONSE 

Selecting from the ethnicity categories used by the U.S. Census, please select the response that most closely aligns with your ethnic identity. * 


NO RESPONSE 

Selecting from the gender categories used by the State of New Jersey, please select the response that most closely aligns with your gender. * 

NO RESPONSE 

Address List

This Section contains:

1. Address Type
 - a. **Home** – a confidential address.
 - b. **Business** – mailing address of the business. This is **not** a confidential address.
2. Address
3. Email
4.  Edit – Select to update address information.
5. 2-Factor Authentication: Mobile and email for receipt of 2FA PINS. To update, access your profile on NJ Courts - Portal Home Page (top right corner avatar that contains your initials).

Address List

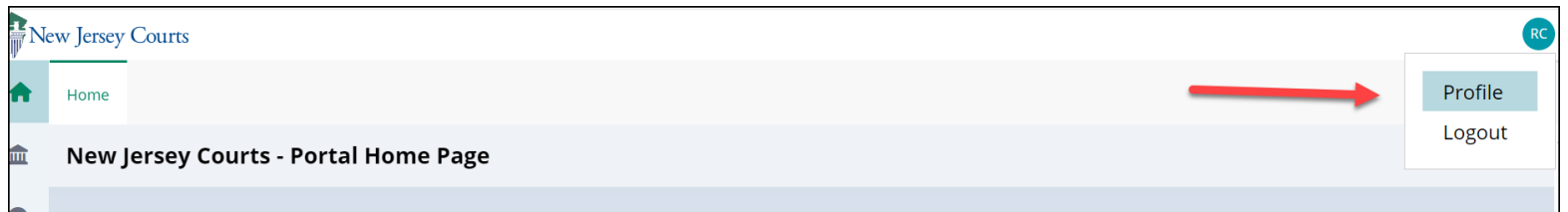
NOTE: If you need to make any changes to your employment information, you must file the [Change in Employment Form \(In-House Counsel\)](#)." Call (609) 815-2911 with questions.

1 Address Type	2 Address	3 Emails	4 Action
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BUSINESS	TEST BUSINESS 1 TEST SEC 1 TEST PRI 1 PRINCETON NEW JERSEY 08540 , UNITED STATES 452-345-3453	SHALINI.AGARWAL@NJCOURTS.GOV ERIC.DAWSON@NJJUDLAB.NJCOURTS.GOV	Edit

Notification for 2-Factor Authentication

The cell phone and email information provided is not accessible to the public (unless the email address also has been provided for electronic filing). This information will be used to send alerts to help manage your account security preferences and for certain official business purposes. Message and data rates may apply for cell phone messages. You may edit the cell phone or email address now or in the future. If you require an exemption, please contact Superior Court Clerk's Office at (609) 421 - 6100.

Country	Cell Phone	Email *	If you would like to make changes to this information, please access your profile on NJ Courts - Portal Home Page (top right corner avatar that contains your initials).
United States (+1)	8482191361	ERIC.DAWSON@NJJUDLAB.NJCOURTS.GOV	5



The screenshot shows the NJ Courts Portal Home Page. In the top right corner, there is an avatar with the initials 'RC'. A red arrow points from the text in the instructions to this avatar, which is the link to the user's profile page.

Certification of Information

By clicking the **Next** button to proceed, you certify to the truthfulness of the information you have provided. Click **Back** to return to the previous screen.

Note: Contact information for the Superior Court Clerk’s Office is displayed if there are any questions about the registration process.

Certification of Information

By clicking 'Next', I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to discipline.

For questions, please contact the Superior Court Clerk's Office at (609) 421 - 6100 or email SCCO.Mailbox@njcourts.gov

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Continuing Legal Education Compliance

1 Acknowledgement

For information on New Jersey's mandatory continuing legal education requirement and compliance reporting, click [here](#).

GROUP 2 ATTORNEYS (BIRTH MONTH JULY THROUGH DECEMBER) ARE DUE TO REPORT COMPLIANCE WITH THE CONTINUING LEGAL EDUCATION (CLE) REQUIREMENT DURING THE 2025 ATTORNEY REGISTRATION PROCESS.

Pursuant to [BCLE Reg. 402:1](#), attorneys who report that they have not completed the CLE requirement by 12/31/2024 will be assessed a \$50 noncompliance fee and given a grace period until 6/27/2025 to complete their CLE requirement. Upon completion of the CLE credits, they MUST return to this on-line registration system to report final compliance on or before 6/27/2025. After the expiration of the grace period, attorneys can no longer report CLE compliance through the on-line registration system.

Those who fail to complete and/or report CLE compliance by the expiration of the grace period will be assessed an additional \$50 noncompliance fee, for a total of \$100, and be required to submit a reporting form provided by the Board, along with documentation proving compliance.

Attorneys who remain noncompliant with the CLE requirement are subject to being declared administratively ineligible to practice New Jersey law. To be removed from the CLE Ineligible List, attorneys must make up all required credits for each compliance period that they are noncompliant and pay all required fees.

Effective January 1, 2021, the number of total ethics and professionalism credits required during a compliance-reporting period increased from four to five credit hours and must include at least two credit hours of coursework in diversity, inclusion, and elimination of bias programs and courses relevant to the practice of law may include, among other topics, implicit and explicit bias, equal access to justice, serving a diverse population, diversity and inclusion initiatives in the legal profession, and cultural competency in the practice of law or the administration of justice. [Read the Notice and Order](#).

Effective January 1, 2024, newly admitted New Jersey attorneys required to meet the newly admitted attorney requirement must take 16 total credits in a minimum of 6 New Jersey new admit subject areas. A minimum of one credit must be taken in New Jersey Attorney Trust & Business Accounting Fundamentals.

The Judiciary's Diversity, Inclusion, and Community Engagement Program plans to offer a series of free real-time virtual courses on implicit bias and elimination of bias.

Compliance Reporting

To be compliant with the mandatory continuing legal education (CLE) requirement in New Jersey, attorneys are required to complete 24 credits of approved courses within a two-year period (01/01/2023 to 12/31/2024). Attorneys admitted in 2023 have a one-year transitional reporting requirement. (See [BCLE Reg. 401:4](#)). Timely reporting and certification of your compliance is required.

2 Please check your Certificates of Attendance prior to selecting one of the option below.

CLE Compliance Reporting Options *

- I did complete my continuing legal education (CLE) requirement by the deadline date of December 31, 2024.
- I did not complete my continuing legal education (CLE) requirement by the deadline date of December 31, 2024, but have since completed it within the grace period ending 6/27/2025.
- I have not yet completed my continuing legal education (CLE) requirement that was due by December 31, 2024.



You are assessed a non-refundable \$50 noncompliance fee for failing to complete the required continuing legal education by the deadline date of December 31, 2024.

For questions relating to CLE compliance, please contact the Board on Continuing Legal Education at (609) 815-2930 or email SCTCLE.mailbox@njcourts.gov

Certification of Information 3

By clicking 'Next', I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to discipline.

For questions, please contact the Superior Court Clerk's Office at (609) 421 - 6100 or email SCCO.Mailbox@njcourts.gov

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Next

CLE Acknowledgment

1. This presents an acknowledgment for CLE Compliance.
2. Select the option that best describes your current CLE requirement status.

Certification of Information:

3. By clicking the **Next** button to proceed, you certify to the truthfulness of the information you have provided. Click **Back** to return to the previous screen.

Payment

For detailed payment screen instructions, refer to: [Attorney Registration – Payment](#).

Exemptions for IHC Attorneys:

Select

Payment Exemption to record an exemption.

[Registration Statement](#) > [CLE](#) > [CLE Confirmation](#) > [Payment](#)

Registration Statement Review, Payment, and Exemption

To review your registration statement prior to selecting your payment method, click this button. [Review Registration Statement](#)

Select appropriate options below to pay annual fee, or to indicate why payment as In-House Counsel is not due.

Payment/Exemption Options *

Pay Annual Fee Payment Exemption

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

Exemptions

Payment as In-House Counsel is not due because of one of the reasons below:

- I am now a licensed member of the Bar of New Jersey, OR have been admitted in New Jersey as a multijurisdictional practitioner or pro hac vice Attorney AND have fulfilled or will fulfill my obligation in one of those capacities.
- I am not currently employed as In-House Counsel in New Jersey, and I do not wish to retain my limited license as In-house Counsel. I understand my obligation to file the "Termination of Eligible In-House Counsel Employment" form with the Board of Bar Examiners.
- My employment has ended and I wish to extend my In-House Counsel license for one year after my employment termination date. I understand my obligation to file the "Termination of Eligible In-House Counsel Employment" form with the Board of Bar Examiners, noting such request.

You are obligated to pay the 2025 assessment.

1. Change in attorney type;
2. Select attorney type;
3. Enter ID; or

4. Not currently employed as In-House Counsel in New Jersey;
5. Enter the Date of Employment Termination and submit the Termination of Employment form; or

Exemptions

Payment as In-House Counsel is not due because of one of the reasons below:

1

- I am now a licensed member of the Bar of New Jersey, OR have been admitted in New Jersey as a multijurisdictional practitioner or pro hac vice Attorney AND have fulfilled or will fulfill my obligation in one of those capacities.
- I am not currently employed as In-House Counsel in New Jersey, and I do not wish to retain my limited license as In-house Counsel. I understand my obligation to file the "Termination of Eligible In-House Counsel Employment" form with the Board of Bar Examiners.
- My employment has ended and I wish to extend my In-House Counsel license for one year after my employment termination date. I understand my obligation to file the "Termination of Eligible In-House Counsel Employment" form with the Board of Bar Examiners, noting such request.

2

Attorney Type *

▼

- New Jersey Attorney
- Multijurisdictional Practitioner
- Pro Hac Vice
- Foreign In-House Counsel

Correlated Attorney ID *

3

rtifi



Exemptions

Payment as In-House Counsel is not due because of one of the reasons below:

4

- I am now a licensed member of the Bar of New Jersey, OR have been admitted in New Jersey as a multijurisdictional practitioner or pro hac vice Attorney AND have fulfilled or will fulfill my obligation in one of those capacities.
- I am not currently employed as In-House Counsel in New Jersey, and I do not wish to retain my limited license as In-house Counsel. I understand my obligation to file the "Termination of Eligible In-House Counsel Employment" form with the Board of Bar Examiners.
- My employment has ended and I wish to extend my In-House Counsel license for one year after my employment termination date. I understand my obligation to file the "Termination of Eligible In-House Counsel Employment" form with the Board of Bar Examiners, noting such request.

Date employment ended *

5

[Termination of Employment Form](#)

6. Not currently employed as an IHC but desires to extend IHC license for one year. Submit the Termination of Employment form.

Certify, initial and select **Finish** button to complete registration.

Exemptions

Payment as In-House Counsel is not due because of one of the reasons below:

- I am now a licensed member of the Bar of New Jersey, OR have been admitted in New Jersey as a multijurisdictional practitioner or pro hac vice Attorney AND have fulfilled or will fulfill my obligation in one of those capacities.
- I am not currently employed as In-House Counsel in New Jersey, and I do not wish to retain my limited license as In-house Counsel. I understand my obligation to file the "Termination of Eligible In-House Counsel Employment" form with the Board of Bar Examiners.
- 6** My employment has ended and I wish to extend my In-House Counsel license for one year after my employment termination date. I understand my obligation to file the "Termination of Eligible In-House Counsel Employment" form with the Board of Bar Examiners, noting such request.

You are obligated to pay the 2025 assessment.

[Termination of Employment Form](#)

Certification of Information

By checking the box and clicking "Finish", I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to discipline.

Initial to certify (first middle last initials)

For questions, please contact the Superior Court Clerk's Office at (609) 421 - 6100 or email SCCO.mailbox@njcourts.gov

[Back](#)

[Finish](#)