



Supreme Court of New Jersey
Board on Attorney Certification

Application Instructions for Attorney Certification - 2024

The deadline for submitting a completed application by postmark or hand delivery is:

Civil and Criminal	March 28, 2024
Matrimonial and Workers' Compensation	April 30, 2024
Municipal Court	May 31, 2024

It is important that you read the [Regulations of the Board on Attorney Certification](#) before completing the application. Your attention is also directed to [R. 1:39](#) of the Rules governing the courts of the State of New Jersey.

Applications submitted later than the appropriate deadline listed above will not be considered by the Board for the year 2024 examination.

Please refer to the following pre-filing checklist before submitting your application.

- 1. **All** questions must be answered or shown as “not applicable.” Incomplete applications will be returned.
- 2. All responses must be typed. Handwritten applications will not be accepted for filing.
- 3. **Section II: Peer Review**
Do not send reference letters with your application. This office will solicit statements of reference and provide forms to each person listed in your application. Applicants are required to furnish accurate and current addresses for references.

You are encouraged to notify the attorney or judge that you are naming them as a reference in your application for certification. Prior notification often assists the reference in completing and timely returning the peer review form. In order to maintain confidentiality and a fair process, you should not be discussing with your references the details of their peer review responses.

Because peer review is both a confidential and voluntary process, additional names may be requested of the applicant if any of the provided references are non-responsive. In addition, the Certification Committees and the Board may seek references from other attorneys and judges familiar with the skills and reputation of the applicant.

- 4. Certificates of Good Standing attached (if applicable)
- 5. Check or money order for \$250 made payable to “Secretary, Board on Attorney

Certification”

- 6. Certification and Waiver executed (last page of application signed)
- 7. **Original signed application and payment mailed to:**

Regular Mail:

Supreme Court of New Jersey
Board on Attorney Certification
PO Box 965
Trenton, NJ 08625-0965

Or Overnight Mail or Hand Delivery:

Supreme Court of New Jersey
Board on Attorney Certification
Hughes Justice Complex, 8th Floor, North Wing
25 Market Street
Trenton, NJ 08625-0965

Important: The application documents require Adobe Acrobat DC/Adobe 8 or higher.

If the appropriate version of Adobe is already installed on your computer and you are still unable to open the application, the browser is trying to open the document in its native PDF reader, or Windows has designated a different PDF reader as default.

To force the computer to open the file in Adobe, right click on the link to the application on the website. Then click “save target as” or “save link as” and save the PDF file to your computer. Open your Adobe product, and then open the application document from the file menu in Adobe.