



**Supreme Court of New Jersey
Board on Attorney Certification**

Application Instructions for Recertification - 2024

All completed applications must be submitted by postmark or hand delivery to this office no later than **March 11, 2024**.

- Only members in good standing of the Bar of New Jersey are eligible to file an application.
- 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.
- Please note that, pursuant to [RG. 701](#), the Board obtains information regarding the applicant from the Office of Attorney Ethics. In addition, the Board communicates the status of a certified attorney's application to other certifying organizations.
- **If you are unable to file your application by the deadline**, you must submit a letter to the Board requesting an extension along with a filing fee of \$25, payable to "Secretary, Board on Attorney Certification." In the extension request, you must provide a good cause reason for the inability to timely file and the date on which you plan to file the application. This request must be submitted by February 12, 2024. An applicant who fails to file either an application for recertification or a good cause request for an extension will lapse and, therefore, will no longer be able to hold himself or herself out as a certified attorney. Pursuant to Board Regulations, an attorney who allows his or her certification to lapse and thereafter seeks to be certified shall comply with all of the requirements for seeking an initial application for certification.
- **Confidentiality** - The identity of applicants, the contents of application forms, peer references, and other pertinent information concerning applications for recertification will be treated by the Board, Committee members, and staff as confidential.

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

- 1. **All** questions 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 III: Peer Review**

Do not send reference letters with your application. This office will solicit statements of reference by mail 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 recertification. 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. **Section IV: Substantial Involvement and Special Competence**

The percentage requirement referred to in Section IV-A refers to the actual time spent practicing law in your specific area of certification, and is not based on percentage of fees earned or number of cases handled.

Section IV-B requires you to give the approximate number of matters that you have participated in the categories listed, and in what capacity, for the past five years.

Please refer to [RG. 501:1](#) for an explanation of what the Board considers substantial involvement.

5. **Section V: Continuing Legal Education**

Attach all Certificates of Attendance for courses that you completed to meet this requirement.

If you have not yet met your CLE requirement at the time of filing your application, submit additional Certificates of Attendance upon completion.

6. The application fee is \$175.00 for **each** specialty application, pursuant to [RG. 501:2](#). There is a \$75.00 late fee for applications not submitted by March 11, 2024. The only form of payment accepted is check or money order made payable to “Secretary, Board on Attorney Certification”. This payment is separate from the annual fee payment.

7. Certification and Waiver executed (last page of application signed)

8. **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.