

## **NOTICE TO THE BAR**

### **REQUIREMENT THAT ATTORNEYS AND OTHER USERS OF JUDICIARY WEB-BASED SYSTEMS COMPLETE A SECURITY PROFILE AND RESET THEIR PASSWORD (P-SYNCH) - DEADLINE OCTOBER 14, 2018**

This notice is a reminder that the October 14, 2018 deadline is fast approaching for attorneys and others who use Judiciary web-based applications to create a new security profile and new password through the P-Synch (password synchronization) process. Once that has been done, the user will be required do a password update every 90 days or, if they don't update within the 90 days, they will need to use the selected security questions to create a new password upon their first use after the 90 days.

The P-Synch process has two components – security profile and new password. Users create their security profile by selecting and answering three personal security questions that will help with password recovery in the future. Additionally, users are required to create a new password that is exactly eight (8) characters long and contains at least one capital letter, one lower case letter, one numeral, and one of the enumerated special characters. Both steps are required in order to complete the P-Synch process.

Users are encouraged to complete the P-Synch process upon receipt of this notice in order to avoid later disruption in accessing Judiciary applications. To assist in the process, the Superior Court Clerk's Office is conducting webinar trainings that discuss the P-Synch requirements and provide a demonstration to have users complete their profile during the webinar. Attorneys participating in the webinars will receive one (1) CLE credit at no cost.

If you are interested in participating in a webinar to create your P-Synch profile, please select one of the following registration dates and email the [SCCOTraining.mailbox@njcourts.gov](mailto:SCCOTraining.mailbox@njcourts.gov):

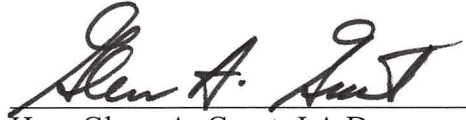
**Friday, October 5 - 9:00 am**

**Friday, October 5 - 10:30 am**

**Wednesday, October 10 - 9:00 am**

**Thursday, October 11- 9:00 am**

For additional information, please contact Michelle M. Smith, Clerk of the Superior Court, at [michelle.smith@njcourts.gov](mailto:michelle.smith@njcourts.gov) or (609) 815-2900 ext. 54200.

A handwritten signature in black ink, appearing to read "Glenn A. Grant", written over a horizontal line.

Hon. Glenn A. Grant, J.A.D.  
Acting Administrative Director of the Courts

Dated: October 3, 2018