

NOTICE TO THE BAR
ECOURTS CIVIL – ELECTRONIC FILING OF ADULT
NAME CHANGE ACTIONS

Electronic filing has been mandatory for all attorneys filing in the Civil Part of the Law Division (eCourts Civil) since January 15, 2018. Pending resolution of information security concerns, however, name change complaints (which contain confidential personal identifiers including social security numbers) have been filed on paper and have not been accepted for electronic filing.

This notice advises that the prior security concerns have been resolved through enhanced functionality in eCourts. Accordingly, effective October 22, 2018, attorneys must file adult name change complaints electronically through eCourts Civil. Courts will no longer accept adult name change complaints submitted on paper and will return the documents for electronic filing in eCourts.

When electronically filing an adult name change application, an attorney must enter the social security number of the applicant in eCourts Civil. The social security number must not be included in the complaint. Instead, the social security number must be disclosed in two new documents: (1) a Certification of Confidential Information for Name Change and (2) a proposed Final Judgment Addendum. These two documents are confidential in eCourts Civil and will not be visible to the public.

For additional information on filing adult name change actions in eCourts Civil, please see the Quick Reference Guide available on the eCourts page:

<https://www.njcourts.gov/attorneys/ecourts.html>

Questions regarding this notice may be directed to Taironda E. Phoenix, Assistant Director, Civil Practice Division by phone at 609-815-2900, ext. 54900 or by email to Taironda.Phoenix@njcourts.gov.



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

Dated: October 12, 2018