

## NOTICE TO THE BAR

### **New Jersey Judiciary Expanded Password Requirement for Access to Judiciary Systems - 14-Character Password/Passphrase**

Effective Monday, November 28, 2022, the New Jersey Judiciary, as an enhanced information security measure will begin implementing an expanded password requirement for all users who access Judiciary systems. The current 8-character password requirement is being replaced by a 14-character passphrase requirement.

We are taking a phased-in approach to implementing this change as an attempt to manage the number of attorneys changing their passwords from 8 characters to 14 characters at any one time. Specifically, the Judiciary is designating a particular week in December for an attorney to change their 8-character password to a 14-character passphrase, with an attorney's week based on the first letter of their last name. Attorneys are asked to sign in and change their 8-character password to a 14-character passphrase during their designated week, to the extent possible. Notwithstanding the designated weeks, attorneys may change their password to a 14-character passphrase at any time after December 5, 2022. All attorneys are strongly encouraged to do so prior to the January 9, 2023 start of the attorney registration for 2023.

The designated weeks for attorneys to change their 8-character password to a 14-character passphrase are as follows:

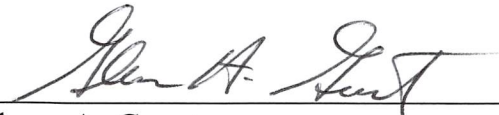
Last Name Letter Designation	Week to Change to Passphrase
Last Names Beginning with A-E	Week of December 5, 2022
Last Names Beginning with F-K	Week of December 12, 2022
Last Names Beginning with L-R	Week of December 19, 2022
Last Names Beginning with S-Z	Week of December 26, 2022

All password/passphrase changes and resets will need to be completed through psynch. Attorneys can access psynch to change their password/passphrase at [Password Reset \(njcourts.gov\)](https://njcourts.gov/PasswordReset).

The requirements for the new 14-character password/passphrase are as follows:

- It must have exactly 14 characters
- It must include both uppercase and lowercase letters
- It must include at least 1 letter
- It must include at least 1 numeric digit
- It must not include any of these characters:  
! " % & ' ( ) \* + , - . / : ; > = < ? [ \ ] ^ \_ ` { | } ~
- It must include at least one of these characters: @ # \$

Questions regarding this notice may be directed to the Superior Court Clerk's Office at [SCCO.mailbox@njcourts.gov](mailto:SCCO.mailbox@njcourts.gov) or 609-421-6100.



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Glenn A. Grant  
Administrative Director of the Courts

Dated: November 17, 2022