Troubleshooting tips for all users:

1. Clear your browser history/cache before logging on to complete registration.
2. Use Microsoft Edge or Google Chrome as the browser (Microsoft Internet Explorer is being retired by the company). Clear the browser history/cache before using a new browser.
3. Please avoid using the ← button of your browser when within attorney registration – if there are designated "BACK" buttons please use those.
4. For payment issues:
    a. Verify that the payment information is correct, and not being overridden with previously used payment types.
    b. If using a JACS account, verify the accuracy of the JACS account number being entered.
    c. If using a JACS account, if the payment of registration will take the account below $300 the account must be funded. $300 is a minimum threshold, and if the payment will take it below this amount the system will reject and provide the response of correcting flagged fields.

All members of the Bar:

1. Demographic Data:
    a. Date of birth and social security number
    b. Race and ethnicity (optional fields beginning in 2023)
2. Addresses:
    a. Home address, including the county (for NJ addresses only); telephone number; and email address.
    b. Billing address, including the county (for NJ addresses only); telephone number; and email address. This address will be used if it is necessary to correspond with you.
3. Admissions in Other Jurisdictions: Other states to which you have EVER been admitted, including the year of admission
4. Payment Information: A VISA or Mastercard credit card number, month and year of expiration, and the three digit verification code from the back of the credit card.
5. Pro Bono information, including any claim for authorized exemption.

Attorneys engaged in the private practice of New Jersey law in any manner, regardless of the location of your office, will be asked to provide specific information on the following:

1. The exact name of the law firm, your primary law office, the number of attorneys employed at that address, and the main telephone number for that office.
2. You must report whether you practice New Jersey law a) full-time; b) part-time (that is, more than 5% of the time but less than full-time); or c) "other" (less than 5% of the time).
3. You will also need the bank account numbers for your law firm's primary NJ Attorney trust and Business Accounts and the name of the financial institution in which those accounts are located.
4. If there was a change in your primary law firm, the firm address, or the name of the law firm by which you were employed when you last reported, you will be asked to indicate the reasons for each change.

Members of the Bar who are NOT in any manner engaged in the private practice of law in New Jersey:

1. Name of the primary **business** by which you are employed
2. Address, including the county for NJ addresses only
3. Telephone number
4. Email address, even if that address is totally unrelated to the law

Please note that you will be able to indicate that you do not have any business address if you are retired or not currently employed.