

MEMORANDUM

To: County and Specialty Bar Associations
From: Sharon A. Balsamo, Esq. – NJSBA General Counsel
Re: New Court Filing Requirement – Attorney ID Numbers
Date: August 7, 2013

I wanted to alert you to a new court policy that you may or may not already be aware of and may result in your office getting calls from members.

As of September 1st, 2013 attorneys will be required to use their Supreme Court-issued Attorney Identification number on each paper they file with the courts.

This requirement is part of a series of the Supreme Court's 2013 Omnibus Rule Amendment Order. This specific requirement is contained in new language added to Court Rule 1:4-1. I've attached a copy of the rule, fyi. The full Order can be found on the Court's website at www.njcourtsonline.com.

Attorneys wishing to find their attorney identification number can be directed to the Court's website at www.njcourtsonline.com.

Once on the Court's website, attorneys can obtain their ID number by following these steps:

- Scroll over the heading "**Legal**" (beige bar on the top of the page) and select the first option "**Attorney Index**"
- When they click on "**Attorney Index**" they will be prompted to identify and confirm 5 characters (basically confirming they are not a computer); then click "**I Accept**"
- They will then be sent to a page in which boxes are allotted to type in their First and Last name; then click "**Search**"
- The attorney ID number should show up in **blue** on the left-hand side next to their name.

If an attorney has problems accessing the court's website, their Attorney ID number can also be found above their name on their annual registration statement, if they have a copy of a recent one.

I hope this information is helpful!

1:4-1. Caption: Name and Addresses of Party and Attorney; Format

(a) ... no change

(b) Format; Addresses. At the top of the first page of each paper filed, a blank space of approximately 3 inches shall be reserved for notations of receipt and filing by the clerk. Above the caption at the left-hand margin of the first sheet of every paper to be filed there shall be printed or typed the name and the New Jersey attorney identification number of the attorney filing the paper, office address and telephone number or, if a party is appearing *pro se*, the name of such party, residence address and telephone number. No paper shall bear an attorney's post office box number in lieu of a street address. An attorney or *pro se* party shall advise the court and all other parties of a change of address or telephone number if such occurs during the pendency of an action.

Note: Source - R.R.. 4:5-8, 4:10-1, 5:5-1(e), 7:5-2(a) (first two sentences); paragraph (a) amended December 20, 1983 to be effective December 31, 1983; paragraph (a) redesignated as paragraph (a)(1) and paragraph (a)(2) added November 7, 1988 to be effective January 2, 1989; paragraph (b) amended July 14, 1992 to be effective September 1, 1992; paragraph (a)(1) amended July 13, 1994 to be effective September 1, 1994; paragraph (b) amended July 28, 2004 to be effective September 1, 2004; paragraph (a)(2) caption and text deleted, paragraph (a)(1) caption deleted, and paragraph (b) amended July 9, 2008 to be effective September 1, 2008; paragraph (b) amended July 9, 2013 to be effective September 1, 2013.