

Requesting a Certificate of Good Standing and Other Status Letters from the Board of Bar Examiners

Topic: Requesting a Certificate of Good Standing and Other Letters from the Board of Bar Examiners.

Summary: This is a step-by-step guide for requesting a Certificate of Good Standing and other status letters.

This Guide is for: external attorney registration users.

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Requesting a Certificate of Good Standing and Other Status Letters from the Board of Bar Examiners

Login Instructions

Use the attorney registration portal to login.


Select Attorney Registration and Payment.

Select 'Good Standing/Other Certificates' to begin.

New Jersey eCourts Portal login

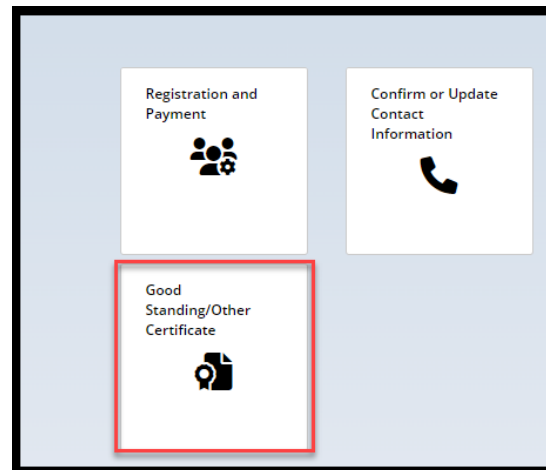
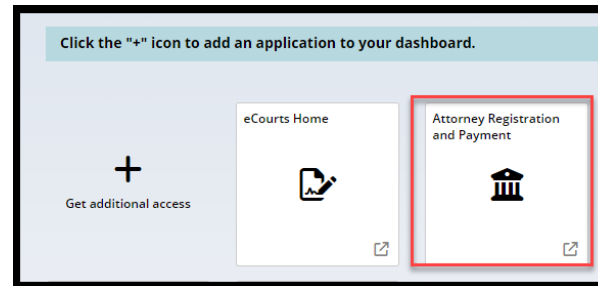
Enter user ID and password. If you have been provided with a temporary password, log in below.

User ID * [Forgot User ID?](#)



Password * [Forgot / Reset Password?](#)

Login



Requesting a Certificate of Good Standing and Other Status Letters from the Board of Bar Examiners

Requesting Certificate of Good Standing, Certification of Court of Last Resort and Admission via Examination Letter

- 1) **Additional information** – includes fee information
- 2) **Attorney information** - contains basic details including the **billing email** and **billing address** where documents will be sent **unless** same is modified.
- 3) **Request details** – where you select the documents needed
- 4) **Certification of information**
- 5) Click '**Next**' to proceed

Additional information

Request Certificate of Good Standing, Certification of Court of Last Resort, or alternative status letters. The cost of each document is \$20.00, plus expedited delivery cost when requested. 1

Attorney information

Name	Attorney bar ID	Date of birth	Admission date
SIMON TARA	020531995	07/29/1970	02/04/2019
Phone number	Good standing status	Good Standing date	Billing email address
	ACTIVE	01/01/2024	SUSAN.FLYNN@NJCOURTS.GOV 2
Billing address			
46 BLISS BLVD, NEWARK, NEW JERSEY, 07102			

[Request for Certificates](#) >
 [Review Documents](#)
[Add Payment Type](#)
[Enter Payment Details](#)

Request details

Select requested documents. Only those certifications or alternative attorney status letters for which you are currently eligible to receive are listed. *

- Certificate of Good Standing 3
- Certification of Court of Last Resort
- Admission via Examination Letter (Certification of sitting for the New Jersey Bar Examination for admission in another jurisdiction on motion.)

Certification of Information

By clicking "Next", I certify that the information contained in this application is accurate and true. 4

For questions relating to this request form, you may contact the Board of Bar Examiners via email at Bar.Mailbox@njcourts.gov or by phone at (609)815-2911. 5

Cancel
Next

Requesting a Certificate of Good Standing and Other Status Letters from the Board of Bar Examiners

Make your selections.

For Certificate of Good Standing select:

- **Delivery method**
 - Email;
 - U.S. mail; or
 - Expedited delivery (extra fee applies)

- **Quantity**

For Certification of Court of Last Resort select:

- **State**
- **Delivery method**
 - Email;
 - U.S. mail; or
 - Expedited delivery (extra fee applies)
- **Quantity**

For Admission via Examination Letter – simply check the box

Certificate of Good Standing

By which delivery method do you request to have your document sent to you? *

Expedited Delivery Service (additional fee) ▼

Quantity Requested *

2 ▼

Certification of Court of Last Resort

Specify requesting state *

Kentucky ▼

By which delivery method do you request to have your document sent to you? *

U.S Postal Service (no additional fee) ▼

Quantity Requested *

2 ▼

Admission via Examination Letter (Certification of sitting for the New Jersey Bar Examination for admission in another jurisdiction on motion.)

Document will be delivered via email within 7-10 business days.

Requesting a Certificate of Good Standing and Other Status Letters from the Board of Bar Examiners

'Review Documents'

Displays:

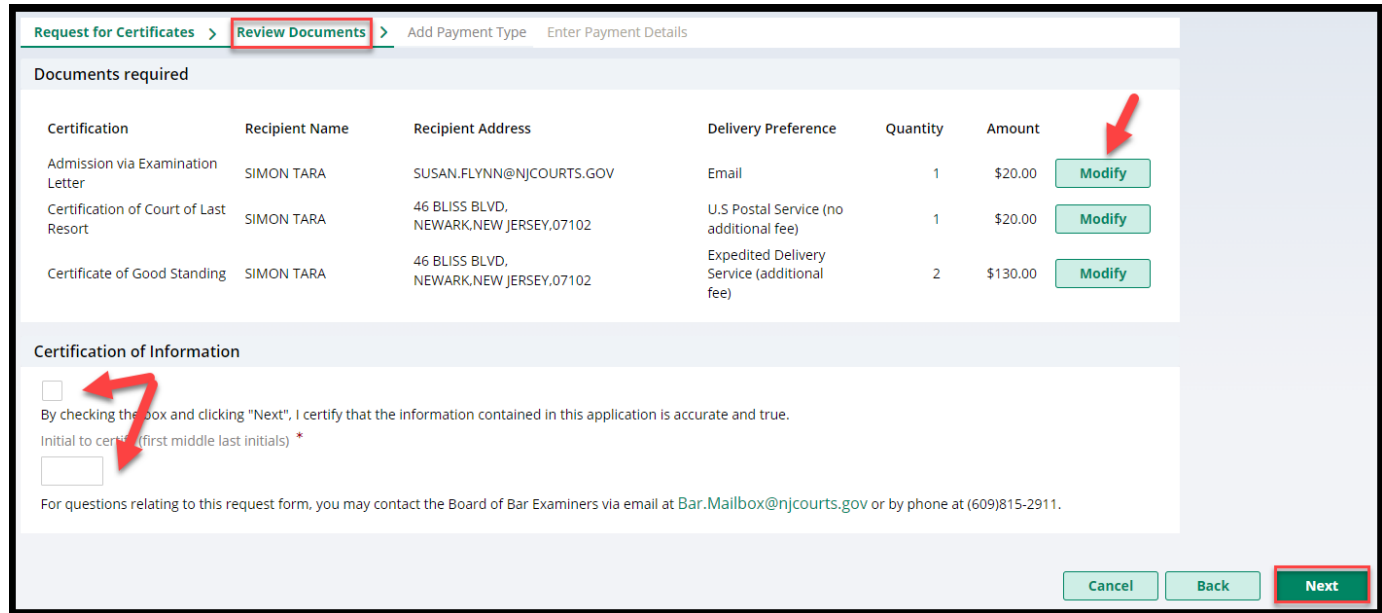
- Documents requested
- Recipient name and address
- Delivery method
- Fee

To modify:

- Click 'Modify'
- Make updates
- Click 'Save'

What can be modified:

- 1) Delivery method
- 2) Quantity
- 3) Recipient name & address



Request for Certificates > **Review Documents** > Add Payment Type Enter Payment Details

Documents required

Certification	Recipient Name	Recipient Address	Delivery Preference	Quantity	Amount	
Admission via Examination Letter	SIMON TARA	SUSAN.FLYNN@NJCOURTS.GOV	Email	1	\$20.00	Modify
Certification of Court of Last Resort	SIMON TARA	46 BLISS BLVD, NEWARK, NEW JERSEY, 07102	U.S Postal Service (no additional fee)	1	\$20.00	Modify
Certificate of Good Standing	SIMON TARA	46 BLISS BLVD, NEWARK, NEW JERSEY, 07102	Expedited Delivery Service (additional fee)	2	\$130.00	Modify

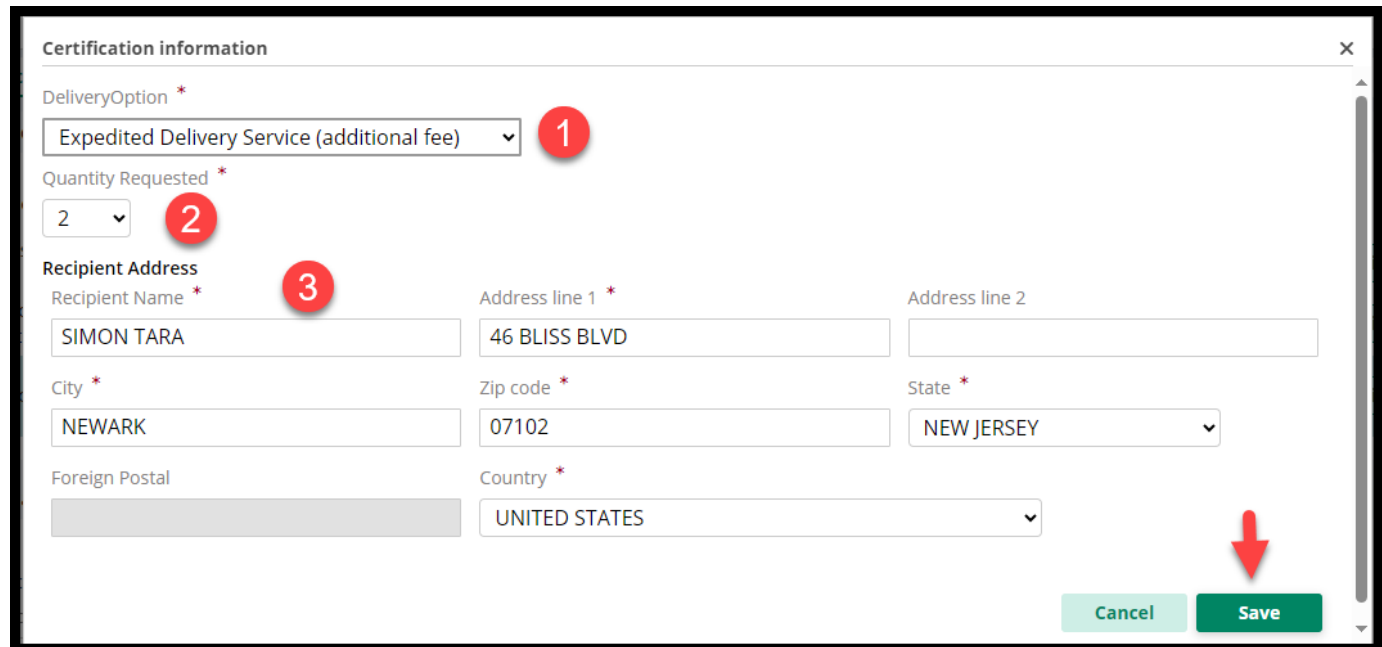
Certification of Information

By checking the box and clicking "Next", I certify that the information contained in this application is accurate and true.

Initial to certify (first middle last initials) *

For questions relating to this request form, you may contact the Board of Bar Examiners via email at Bar.Mailbox@njcourts.gov or by phone at (609)815-2911.

[Cancel](#) [Back](#) [Next](#)



Certification information

DeliveryOption *
 Expedited Delivery Service (additional fee) 1

Quantity Requested *
 2 2

Recipient Address 3

Recipient Name * SIMON TARA
 Address line 1 * 46 BLISS BLVD
 Address line 2

City * NEWARK
 Zip code * 07102
 State * NEW JERSEY

Foreign Postal
 Country * UNITED STATES

[Cancel](#) [Save](#)

Requesting a Certificate of Good Standing and Other Status Letters from the Board of Bar Examiners

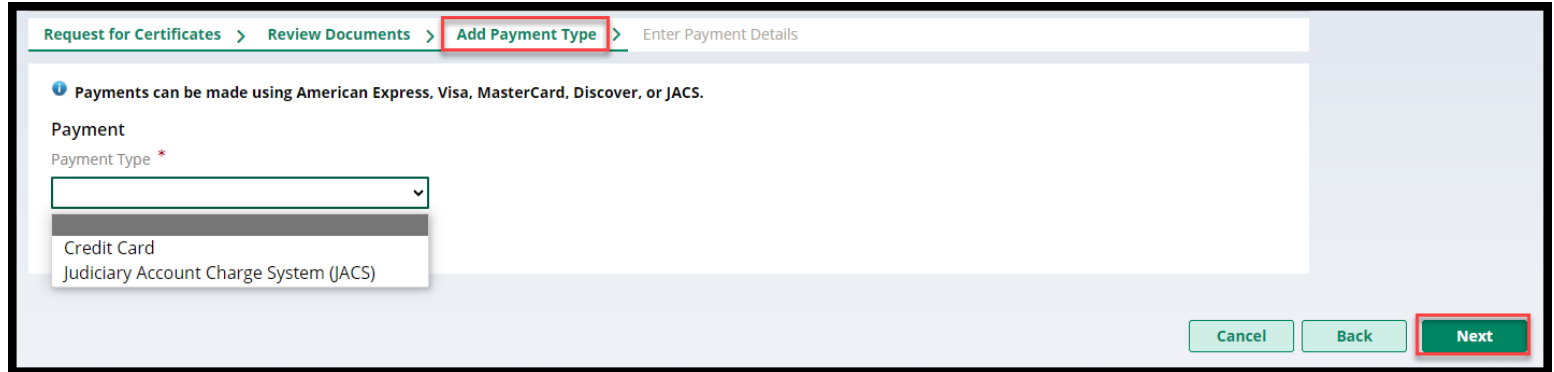
Payment

Payment may be made by credit card or JACS only.

The fee is \$20 per requested document, plus expedited shipping if requested.

Credit Card Payments:

A non-refundable 3% service fee is charged for all **credit card** transactions.



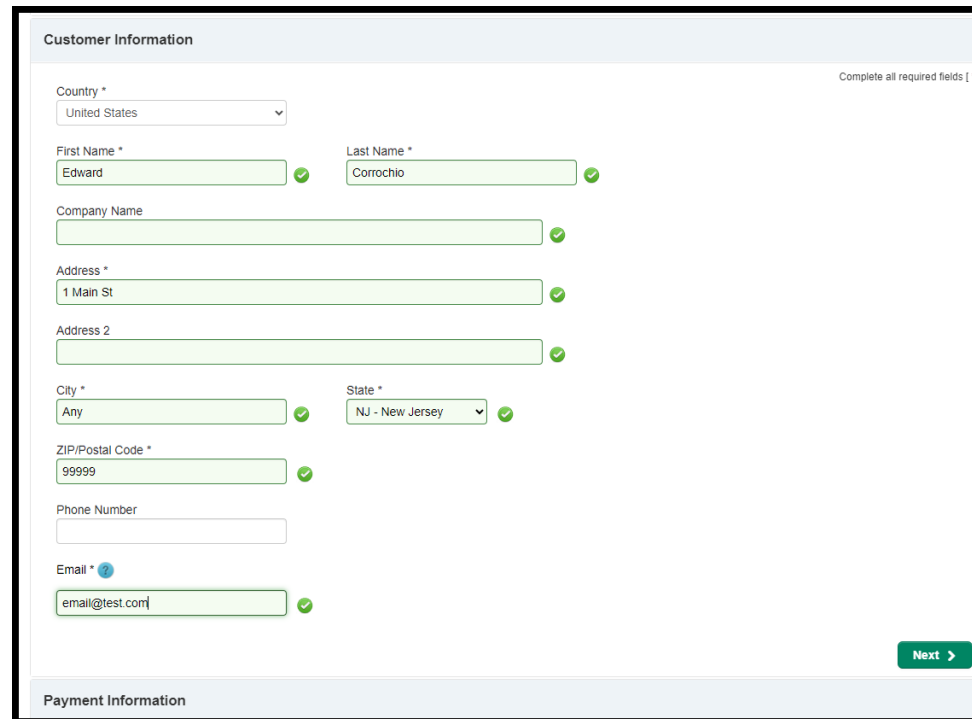
Request for Certificates > Review Documents > **Add Payment Type** > Enter Payment Details

Payments can be made using American Express, Visa, MasterCard, Discover, or JACS.

Payment
 Payment Type *

Credit Card
 Judiciary Account Charge System (JACS)

Cancel Back **Next**



Customer Information Complete all required fields [*]

Country *

First Name * ✓ Last Name * ✓

Company Name ✓

Address * ✓

Address 2 ✓

City * ✓ State * ✓

ZIP/Postal Code * ✓

Phone Number

Email * ✓

Next >

Payment Information

Requesting a Certificate of Good Standing and Other Status Letters from the Board of Bar Examiners

Complete all fields and click

Submit Payment


Payment confirmation:

The confirmation will display:

- Payment type
- Amount paid
- Confirmation number
- Unique transaction ID specific to the application just submitted


To receive a receipt, click 'Print'.

Payment Information Complete all required fields [*]

Credit Card Number * 

Credit Card Type Complete all required fields [*]

Expiration Month * Expiration Year *

Security Code * 

Name on Credit Card *

Payment Address is the same as Customer Information *

Next >

Payment confirmation			
Payment Type	Amount paid	Payment Confirmation	Transaction ID
Credit Card	\$175.10	70462912	ATY2024GSCER784
Credit card transactions have a non-refundable 3% fee. Your credit card statement will display the description "NJ BOARD OF BAR EXAMINERS" for transactions.			
			Print Close

Requesting a Certificate of Good Standing and Other Status Letters from the Board of Bar Examiners

JACS Payments:

- Select JACS from the Payment Type dropdown;
- Enter the JACS account; and
- Click 'Submit'

Payment confirmation displays:

- Payment type
- Amount paid
- Confirmation number
- Unique transaction ID specific to the application just submitted

To receive a receipt, click 'Print'.

Request for Certificates > Review Documents > Add Payment Type > Enter Payment Details

Payments can be made using American Express, Visa, MasterCard, Discover, or JACS.

Payment

Payment Type *
 Judiciary Account Charge System (JACS)

Fees detail

Certification Type	Quantity	Amount
Certificate of Good Standing	2	\$40.00
Certification of Court of Last Resort	1	\$20.00
Admission via Examination Letter	1	\$20.00
Expedited Shipping Fee	2	\$90.00
Total		\$170.00

Request for Certificates > Review Documents > Add Payment Type > Enter Payment Details

Payment Type
 Judiciary Account Charge System (JACS)

Fees detail

Filing fee	\$170.00
Total	\$170.00

Enter JACS Account #: Confirm JACS Account #:

Cancel Back **Submit**

Payment confirmation

Payment Type	Amount paid	Transaction ID	Account number
Judiciary Account Charge System (JACS)	\$40.00	ATY2024GSCER799	143836

Print Close

Requesting a Certificate of Good Standing and Other Status Letters from the Board of Bar Examiners

Retirement Status Letters

Retired attorneys can request:

- 1) Retirement Status Letter
- 2) Admission via Examination Letter

Both letters are delivered via email only.

Billing email from attorney registration is the default delivery email address.

Update the email by clicking 'Modify'. Save the change.

For payment information, see above at pages 6-8.

Request for Certificates > Review Documents Add Payment Type Enter Payment Details

Request details

Select requested documents. Only those certifications or alternative attorney status letters for which you are currently eligible to receive are listed. *

Retirement Status Letter **1**

Admission via Examination Letter (Certification of sitting for the New Jersey Bar Examination for admission in another jurisdiction on motion.) **2**

Request for Certificates > **Review Documents** > Add Payment Type Enter Payment Details

Documents required

Certification	Recipient Name	Recipient Address	Delivery Preference	Quantity	Amount	
Admission via Examination Letter	CORROCHIO EDUARDO	SUSAN.FLYNN@NJCOURTS.GOV	Email	1	\$20.00	Modify
Retirement Status Letter	CORROCHIO EDUARDO	SUSAN.FLYNN@NJCOURTS.GOV	Email	1	\$20.00	Modify

Certification information [X]

Email information

Email address *

SUSAN.FLYNN@NJCOURTS.GOV

Cancel **Save**

Requesting a Certificate of Good Standing and Other Status Letters from the Board of Bar Examiners

Resigned without Prejudice Status Letters

Attorneys in resigned without prejudice status can request:

- 1) Resignation in Good Standing Letter
- 2) Admission via Examination Letter

Both letters are delivered via email only.


Billing email from attorney registration is the default delivery email address.

Update the email by clicking 'Modify'. Save the change.


For payment information, see above at pages 6-8.

You are not currently eligible to update your information through the online registration and billing system. Please contact the Superior Court Clerk's Office at (609) 421 - 6100 or email SCCO.Mailbox@njcourts.gov


Confirm or Update Contact Information




Payment History



Designee Users



Continuing Legal Education




My Submissions


0

0 Incomplete

Good Standing/Other Certificate



You will be able to access the Good Standing/Other Certificate tile



[Request for Certificates](#) > [Review Documents](#) [Add Payment Type](#) [Enter Payment Details](#)

Request details


Select requested documents. Only those certifications or alternative attorney status letters for which you are currently eligible to receive are listed. *

- Resignation in Good Standing Letter 1
- Admission via Examination Letter (Certification of sitting for the New Jersey Bar Examination for admission in another jurisdiction on motion. 2

[Request for Certificates](#) > [Review Documents](#) > [Add Payment Type](#) [Enter Payment Details](#)

Documents required

Certification	Recipient Name	Recipient Address	Delivery Preference	Quantity	Amount	
Resignation in Good Standing Letter	CORROCHIO EDUARDO	ERIC.DAWSON@NJJD.LAB.NJCOURTS.GOV	Email	1	\$20.00	Modify
Admission via Examination Letter	CORROCHIO EDUARDO	SUSAN.FLYNN@NJCOURTS.GOV	Email	1	\$20.00	Modify



Requesting a Certificate of Good Standing and Other Status Letters from the Board of Bar Examiners

License Administratively Revoked Status Letters

Attorneys in license administratively revoked status can request:

- 1) Administrative Revocation Letter
- 2) Admission via Examination Letter

Both letters are delivered via email only.


Billing email from attorney registration is the default delivery email address.

Update the email by clicking 'Modify'. Save the change.


For payment information, see above at pages 6-8.

You are not currently eligible to update your information through the online registration and billing system. Please contact the Superior Court Clerk's Office at (609) 421 - 6100 or email SCCO.Mailbox@njcourts.gov


Confirm or Update Contact Information




Payment History



Designee Users



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My Submissions

0

0 Incomplete

Good Standing/Other Certificate



You will be able to access the Good Standing/Other Certificate tile

[Request for Certificates](#) > [Review Documents](#) [Add Payment Type](#) [Enter Payment Details](#)

Request details

Select requested documents. Only those certifications or alternative attorney status letters for which you are currently eligible to receive are listed. *

- Administrative Revocation Letter 1
- Admission via Examination Letter (Certification of sitting for the New Jersey Bar Examination for admission in another jurisdiction on motion) 2

[Request for Certificates](#) > [Review Documents](#) > [Add Payment Type](#) [Enter Payment Details](#)

Documents required

Certification	Recipient Name	Recipient Address	Delivery Preference	Quantity	Amount	
Admission via Examination Letter	CORROCHIO EDUARDO	SUSAN.FLYNN@NJCOURTS.GOV	Email	1	\$20.00	Modify
Administrative Revocation Letter	CORROCHIO EDUARDO	SUSAN.FLYNN@NJCOURTS.GOV	Email	1	\$20.00	Modify

Requesting a Certificate of Good Standing and Other Status Letters from the Board of Bar Examiners

Admin Ineligible Status Letters

Attorney in admin ineligible status can request:

- 1) Administrative Ineligibility Letter
- 2) Admission via Examination Letter

Both letters are delivered via email only.

Billing email from attorney registration is the default delivery email address.

Update the email by clicking 'Modify'. Save the change.

For payment information, see above at pages 6-8.

[Request for Certificates](#) > [Review Documents](#) [Add Payment Type](#) [Enter Payment Details](#)

Request details


Select requested documents. Only those certifications or alternative attorney status letters for which you are currently eligible to receive are listed. *

Administrative Ineligibility Letter 1

Admission via Examination Letter (Certification of sitting for the New Jersey Bar Examination for admission in another jurisdiction on motion.) 2

[Request for Certificates](#) > [Review Documents](#) > [Add Payment Type](#) [Enter Payment Details](#)

Documents required

Certification	Recipient Name	Recipient Address	Delivery Preference	Quantity	Amount	
Administrative Ineligibility Letter	CORROCHIO EDUARDO	ERIC.DAWSON@NJJUDLAB.NJCOURTS.GOV	Email	1	\$20.00	Modify
Admission via Examination Letter	CORROCHIO EDUARDO	SUSAN.FLYNN@NJCOURTS.GOV	Email	1	\$20.00	Modify

Requesting a Certificate of Good Standing and Other Status Letters from the Board of Bar Examiners

Applications Pending Payment

If you exit a request while on a **payment screen**, the request will be saved in **'Pending-Payment'** status.

To locate the request, click on the **'My Submissions'** tile.

Select the **'Certificate Requests'** tab.

The application can be opened and completed from this tab by clicking **'Open'**.

Note: An error will display if you try to request the same letters again while a request is in Pending-Payment status.



Pending-Payment status:

