

**Topic:** *Attorney Registration – Registration Statement*

**Summary:** *This document will demonstrate how to complete the Registration Statement portion of the Annual Attorney Registration.*

**This Guide is for:**  
*Attorneys*

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## Registration Statement screen

The Registration Statement screen is the first step in the Attorney Registration and Payment process.

### Attorney Information

Review your details within the “Attorney Information” section to ensure it is accurate.

This section contains:

1. Attorney Name
2. Attorney ID
3. Date of birth.

**Note:** Attorney ID cannot be changed.

4. Select **Edit** to initiate any corrections or changes.

Attorney Registration

[Registration Statement](#) > [Contact Information](#) [Pro Bono](#) [CLE](#) [CLE Confirmation](#) [Payment](#)

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**Registration Statement**

Please review all information below to ensure accuracy and completeness before clicking 'Next' to proceed with your registration. Use the available hyperlinks and action buttons to request or enter corrections or updates.

**Attorney Information**

Attorney Name	Attorney ID	Date of Birth	<a href="#">Edit</a>
ETHAN ALLEN	007242004	07/10/1971	

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**U.S. Jurisdiction License History (Excluding New Jersey & Federal Courts)**

The United States jurisdictions (excluding New Jersey and Federal Courts) where I was ever licensed as an attorney are:

License Year	Jurisdictions	
2019	HAWAII	

[+ Add License](#)

To remove or modify a previously entered license/jurisdiction, email [OAE.mailbox@njcourts.gov](mailto:OAE.mailbox@njcourts.gov).

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**Electronic Devices in New Jersey Courtrooms**

I agree to comply with the guidelines adopted by the Supreme Court governing the use of electronic devices in courtrooms.

To view these Guidelines, click [here](#).

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**Certification of Information**

By clicking 'Next', I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to discipline.

For questions, please contact the Superior Court Clerk's Office at (609) 421 - 6100 or email [SCCO.Mailbox@njcourts.gov](mailto:SCCO.Mailbox@njcourts.gov)

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**Attorney Information**

Attorney Name	Attorney ID	Date of Birth	<a href="#">Edit</a>
ETHAN ALLEN	007242004	07/10/1971	

5. To correct or update the name, click on the attorney name to view the name change/ correction form.

6. To correct your date of birth, click on the date to send an email. This will open a draft email in your mail application. If your mail application is not connected to your browser, an email can be sent to [SupremeCTInternet.Mailbox@njcourts.gov](mailto:SupremeCTInternet.Mailbox@njcourts.gov).

7. After requesting corrections, click **Done**.

## U.S. Jurisdiction License History

If you have previously entered any other U.S. jurisdiction license information, it will be displayed within this section.

1. Select **Add License** to include additional license information.

### Attorney Information

Attorney Name

ETHAN ALLEN

5

Attorney ID

007242004

Date of Birth

07/10/1971

6

✓ Done

7

(Click on your name to request correction or update name)

(Click on the date of birth to request correction or email [SupremeCTInternet.Mailbox@njcourts.gov](mailto:SupremeCTInternet.Mailbox@njcourts.gov))

### U.S. Jurisdiction License History (Excluding New Jersey & Federal Courts)

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License Year	Jurisdictions
2019	HAWAII

+ Add License

To remove or modify a previously entered license/jurisdiction, email [OAE.mailbox@njcourts.gov](mailto:OAE.mailbox@njcourts.gov).

2. You may modify license information entered during the **current login session only**.

**NOTE** To modify any previously entered license information, send email to [OAE.mailbox@njcourts.gov](mailto:OAE.mailbox@njcourts.gov).

### Electronic Devices

To proceed, you must agree to comply with the guidelines on electronic devices.

**NOTE:** This will display and is required for NJ and Pro Hac Vice attorney types only.

### Certification of Information

By clicking the **Next** button to proceed, you certify to the truthfulness of the information you have provided. Click **Back** to return to the previous screen.

**NOTE:** Contact information for the Superior Court Clerk’s Office are displayed if there are any questions about the registration process.

#### U.S. Jurisdiction License History (Excluding New Jersey & Federal Courts)

The United States jurisdictions (excluding New Jersey and Federal Courts) where I was ever licensed as an attorney are:

License Year	Jurisdictions
2019	HAWAII
2017	PENNSYLVANIA

2

[+ Add License](#)

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