

## Self Registration (njcourts.gov)

### Create a User ID and Password.

The screenshot shows a web browser window with the URL <https://portalsselfreg-cloud.njcourts.gov/prweb/PRS...>. The page header includes the NJ Courts logo and navigation links: [NJCourts.gov](#), [Resend Activation Email](#), [Request UserID](#), [Reset Password](#), and [Log In](#). The main content area is titled "Create User ID and Password" and has three sub-sections: "Enter Contact Information", "Select Security Questions", and "Enter Two-Factor Information". The "Create User ID and Password" section is active and contains a "Login Information" form with three input fields: "User ID \*", "Password \*", and "Confirm Password \*".

### Enter your Contact Information

The screenshot shows the same web browser window, now on the "Enter Contact Information" step. The "Create User ID and Password" section is still visible but inactive. The "Enter Contact Information" section is active and contains a "Contact Information" form with six input fields: "First Name \*", "Middle Name", "Last Name \*", "Email \*", "Confirm Email \*", and "Primary Phone Number \*". The "Primary Phone Number" field contains the value "0123456789". Below the "Contact Information" section is an "Email address for notifications" section with an "Email \*" field and a "+ Add Additional Email" link. The "Mailing Address" section asks "Would you like to add your mail address?" and has "Yes" and "No" radio buttons. The "Privacy Statement" section has a checkbox and the text "Select the check box to indicate that you have read and fully understood the [Privacy Terms](#)."

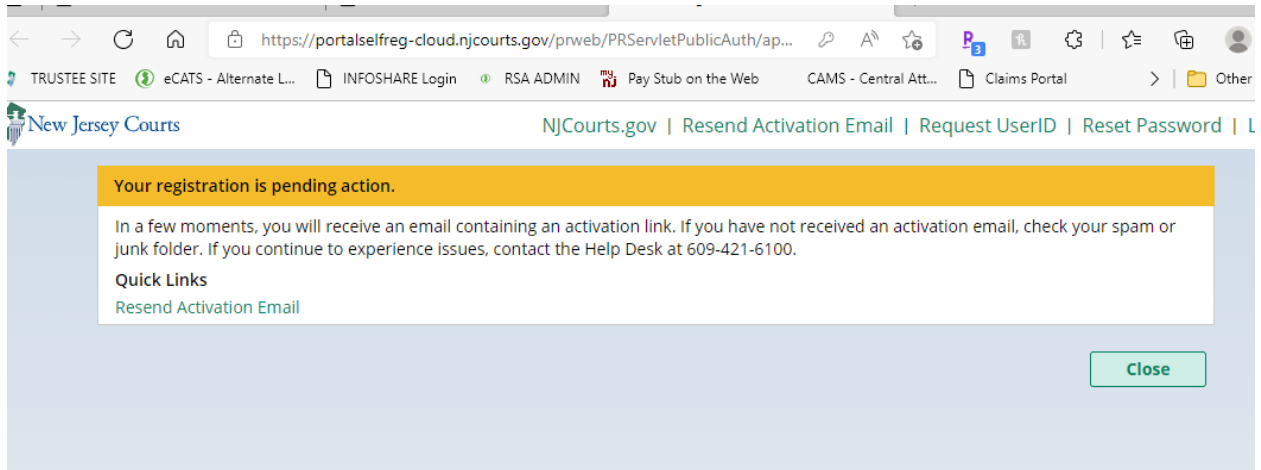
Choose and answer the following Security Questions. Save this information for future reference.

The screenshot shows a web browser window with the URL <https://portalselfreg-cloud.njcourts.gov/prweb/PRServletPublicAuth/app/ESS...>. The page header includes the New Jersey Courts logo and navigation links: [NJCourts.gov](#), [Resend Activation Email](#), [Request UserID](#), [Reset Password](#), and [Log I](#). The main navigation bar has three steps: [Create User ID and Password](#), [Enter Contact Information](#), and [Select Security Questions](#). Below the navigation is a sub-header "Enter Two-Factor Information". The "Security Questions" section contains three questions, each with a dropdown menu for the question and a text input for the answer. The questions are labeled "Question 1", "Question 2", and "Question 3". At the bottom right, there are three buttons: "Cancel", "Back", and "Next".

Enter your email address, and phone number. Click Register

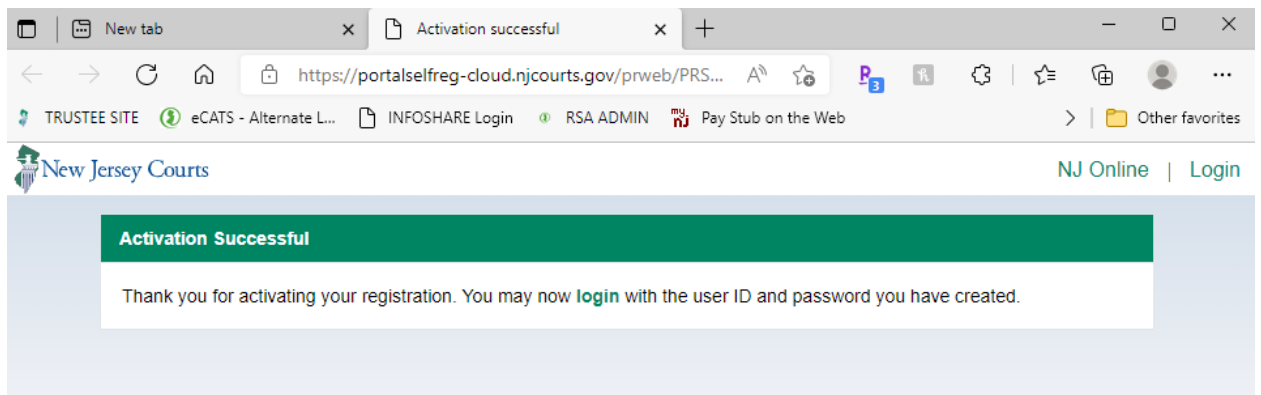
The screenshot shows the same web browser window as above, but the page has advanced to the "Enter Two-Factor Information" step. The navigation bar now highlights "Enter Contact Information" and "Select Security Questions". The sub-header is "Enter Two-Factor Information". The "Two-Factor Information" section contains an "Email" field with the value "romerom72@hotmail.com" and a "Country Code" dropdown menu set to "Unitec" next to a "Mobile number" field with the value "2154294128". At the bottom right, there are three buttons: "Cancel", "Back", and "Register".

Check your email for the Activation Email. (If it's not in your Inbox, please check Spam or Junk folders).



Upon receipt of the Activation Email... click on Activation Link within email.

When you arrive at the screen below, click [login](#).



At the Login screen, enter the User ID and password that you created to login.

**Log in help**

To request information about your existing ID click **Forgot User ID?**

Follow the steps below if you're receiving "Authentication Failed" error message when attempting to log in

1. Click the **Forgot Password?** link
2. Answer the security questions when prompted
3. An email will be sent to the email address used to activate the account
4. Open the email and follow the instructions

**If you are still unable to successfully login after resetting your password, please contact the Help Desk at 609-421-6100 for assistance.**

To access the New Jersey Courts website, click [NJCourts.gov](http://NJCourts.gov)

**Browser compatibility**

There is a known issue with Internet Explorer Version 11 running on Windows 10 which is causing users to attempt to login multiple times unsuccessfully. If you encounter this issue, please use another browser (e.g., Chrome, Microsoft Edge, Safari, Firefox).

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

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

  
**Password \*** [Forgot Password?](#)  
**Login**

[Resend Activation Email](#)

Click confirm to receive the OTP code

**New Jersey Courts**  
Independence • Integrity • Fairness • Quality Service

**Two-Factor Authentication**

Choose verification method from the dropdown.

Select

SMS OTP to: 121\*\*\*\*\*128

\*Message and data rates may apply.

**Confirm**

Code will expire 10 minutes after it is requested.

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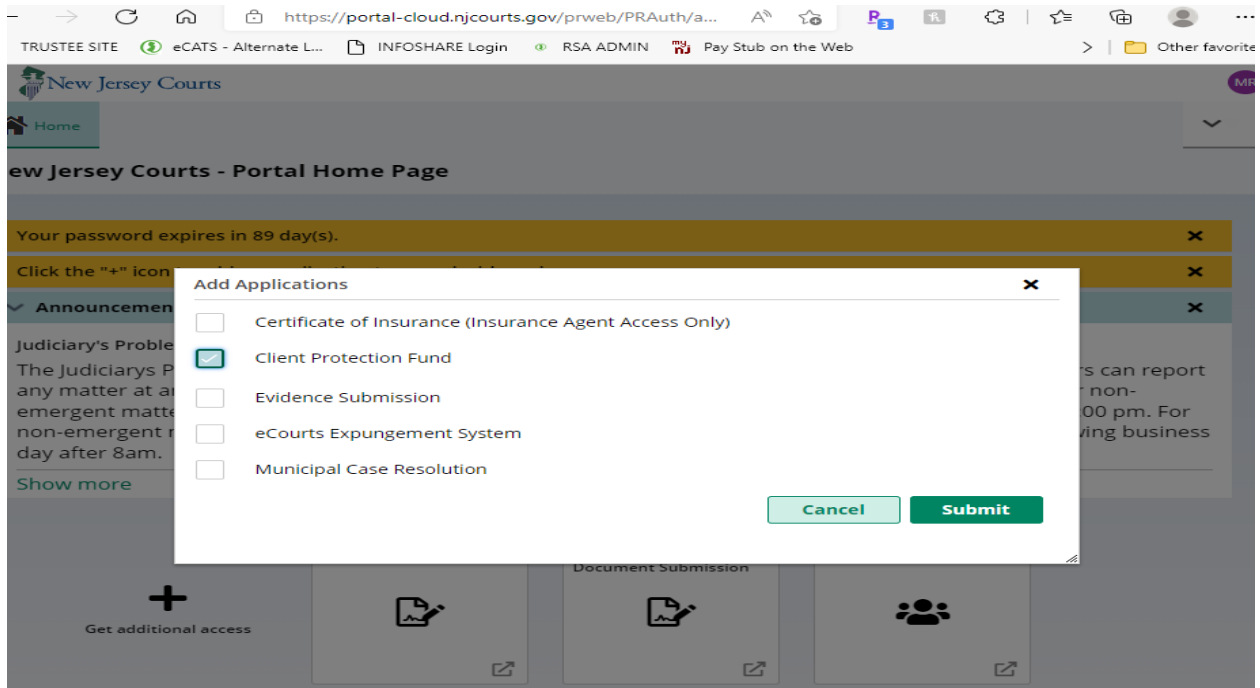
Once received, enter the OTP code. Click Login.

The screenshot shows a web browser window with the URL <https://portal-cloud.njcourts.gov/mga/sps/authsvc...>. The browser's address bar includes several tabs: TRUSTEE SITE, eCATS - Alternate L..., INFOSHARE Login, RSA ADMIN, and Pay Stub on the Web. The page header features the New Jersey Courts logo and the tagline "Independence • Integrity • Fairness • Quality Service". Below the header, the page title is "One - Time Passcode Login". The main content area contains a white box with the following text: "Enter the One-Time Passcode(OTP) sent to the email/phone number you selected." Below this is a text input field with "8677-" followed by a white box. A green "Login" button is positioned below the input field. At the bottom of the box, it says "To get a new One-Time Passcode(OTP). Click [Regenerate](#)" and "Passcode will expire 10 minutes after it was requested."

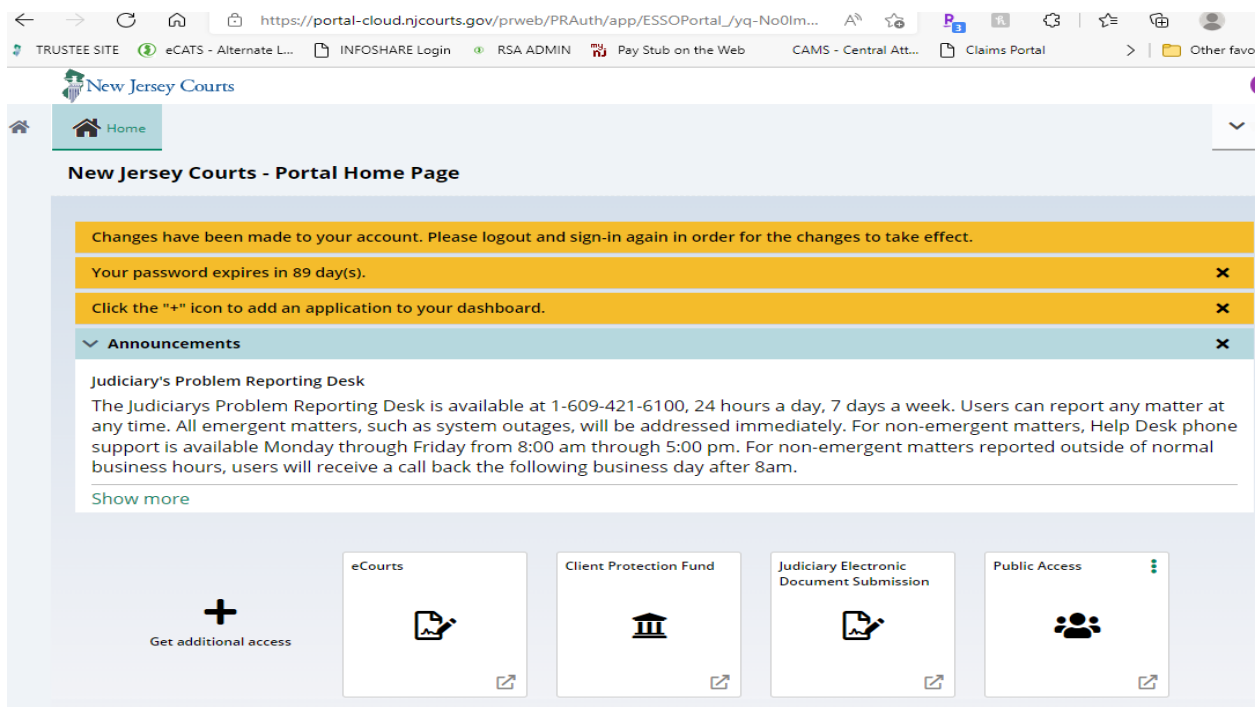
Click on the + sign

The screenshot shows the New Jersey Courts Portal Home Page. The browser window has the URL <https://portal-cloud.njcourts.gov/prweb/PRAuth/a...>. The page header includes the New Jersey Courts logo and a "Home" button. The main heading is "New Jersey Courts - Portal Home Page". Below the heading, there are two yellow notification banners: "Your password expires in 89 day(s)." and "Click the '+' icon to add an application to your dashboard." Below these is a blue "Announcements" section with a close button. The announcement text reads: "Judiciary's Problem Reporting Desk. The Judiciary's Problem Reporting Desk is available at 1-609-421-6100, 24 hours a day, 7 days a week. Users can report any matter at any time. All emergent matters, such as system outages, will be addressed immediately. For non-emergent matters, Help Desk phone support is available Monday through Friday from 8:00 am through 5:00 pm. For non-emergent matters reported outside of normal business hours, users will receive a call back the following business day after 8am." Below the announcement is a "Show more" link. At the bottom, there is a "Get additional access" section with a large "+" icon and three application tiles: "eCourts" (with a document icon), "Judiciary Electronic Document Submission" (with a document icon), and "Public Access" (with a group of people icon). Each tile has a small "x" icon in the top right corner and a link icon in the bottom right corner.

Select Client Protection Fund. Click Submit.



Click on the newly added Client Protection Fund "button/tile"



Select your role as a Claimant or Respondent. Enter the Security Code. Click Confirm.

The screenshot shows a web browser window with the URL <https://portal.njcourts.gov/webe8/SignUpViewSSO.aspx?nextPID=register>. The page header includes the NJCPF logo and the text "NEW JERSEY LAWYERS FUND FOR CLIENT PROTECTION". The main content area is titled "Confirm" and contains the following fields:

- User ID: Auroralynn
- Email Address: romerom72@hotmail.com
- User Role: A dropdown menu with "Claimant" selected.
- Verification Code: A field labeled "Security Code" containing the code "dgvNT".

Below the fields is a blue "Confirm" button. At the bottom of the form, there is a note: "By clicking 'Confirm' I agree to NJCPF Portal's [Terms of Use](#)."

Click OK. (You may choose to check the box "Do not show this message again".)

The screenshot shows the NJCPF Portal index page with the URL <https://portal.njcourts.gov/webe8/PortalIndex.aspx>. A blue modal window titled "Greeting Tip" is overlaid on the page. The modal contains the following text:

**WELCOME TO THE NEW JERSEY LAWYERS' FUND ELECTRONIC PORTAL**

1. If you would like to file a new claim, please click on the 'File Claim' link on the left-hand side of the screen.
2. To follow up on an existing submitted claim, please read the descriptions explaining the function of each inbox.
  - If your claim has been successfully submitted, it will be found in the 'Forms' section of the inboxes.
  - Any communications from the Lawyer's Fund for Client Protection will be in the 'Communications' section under 'CPF Communications'.

There is also a more detailed user guide which can be accessed by clicking the icon with a '?' mark in the top right of the screen.

At the bottom of the modal, there is a checkbox labeled "Do not show this message again." which is checked, and a blue "OK" button.

Click on **Click Here** to open a new Claim Form

Home > Request Forms

1 Records -- 1 - 1 Displayed Page Size: 30

Form Name	Registrant Access Only?	Description	Instructions
Claim Form			<a href="#">Click Here</a> <a href="#">Instructions</a>

1 Records -- 1 - 1 Displayed Page Size: 30

Incomplete Form(s)

The last page of the claim form requires you to certify that you have made a disclosure to the Office of Attorney Ethics and to the Prosecutor. If this is not done, this claim cannot be considered by the Fund. You should contact [Jason Saunders, Esq.](#), First Assistant, Office of Attorney Ethics, PO Box 963, Trenton, New Jersey 08625-0963, 609-403-7800, for appropriate forms. You must also contact the Prosecutor's office located in the county where the attorney's office is located. One effective way of fulfilling this obligation is to send each of them copies of whatever you send us if you decide to file a claim. The Authorization signed, dated, and submitted by you may be used in connection with our investigation of this claim.

Your contact information should auto-populate. You may save this form, at any time.

After the submission of the claim form, you will see the following page, once you're logged in.

NEW JERSEY LAWYERS  
FUND FOR CLIENT PROTECTION

Form # / Report Title Search

### FORMS

- Submitted Form(s)**  
Forms awaiting review by the CPF
- Rejected Form(s)**  
If a form is not accepted by the CPF, it will be returned here

### CLAIMS

- Open Claims**  
Your claims under review by the CPF
- Closed Claims**  
Your previous claims that have been reviewed and are considered closed by the CPF are here

### COMMUNICATIONS

- Claimant / CPF Communications**  
Your communications to the CPF are stored here