Judiciary Account Charge System (JACS)
Request to Change Administrator Form

You may type the required information online, but you must then print, sign and either email or mail the completed form to one of the addresses provided below:

<table>
<thead>
<tr>
<th>Email:</th>
<th>Regular Mail:</th>
<th>Overnight Mail and Lawyers Service:</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:JacsSupport.mailbox@judiciary.state.nj.us">JacsSupport.mailbox@judiciary.state.nj.us</a></td>
<td>Administrative Office of the Courts</td>
<td>Administrative Office of the Courts</td>
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<td></td>
<td>JACS Support Unit</td>
<td>JACS Support Unit</td>
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<td></td>
<td>PO Box 980</td>
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<td></td>
<td>Trenton, New Jersey 08625-0980</td>
<td>Trenton, New Jersey 08625-0980</td>
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</tbody>
</table>

Please note: You must provide the “New” Administrator's User Id for the JACS system on this form. User Ids can be obtained at http://www.njcourts.com/jacs/selfregister.

To request a change to a JACS Administrator please provide the following required information:

Account Number: ____________________________

Account Name: ________________________________

“New” Administrator’s JACS User Id: ________________

A Judiciary charge account can have only one Administrator. This form authorizes the replacement of your “current” Administrator with the user associated with the User Id identified above. Change requests are typically processed within one business day of receipt. Once the change is processed your “current” Administrator will no longer have access to the account noted above.

☐ I certify that I have reviewed, understand and agree to the conditions listed above, and that I am authorized to change the JACS Administrator on the aforementioned account.

Date: ____________________________

Name ____________________________

Print ____________________________________ Signature ____________________________________

Phone Number: ____________________________

For AOC Internal Use Only:

Updated By: ____________________________ Reviewed By: ____________________________

Date: ____________________________ Date: ____________________________