

Quick Reference Guide: My JAC for Attorneys

First Time Attorneys

- Go to www.justiceadmin.org.
- Click [My JAC Login](#) at the top right of the page.
- On the next page, click on “[New Attorney and Not Registered?](#)”
- On the next page, click “[First Time Attorneys – Email Form.](#)” If you have already completed this step, input your Bar ID and click “Email Registration Code.”
- Once you receive your registration code, follow this link: <https://www.justiceadmin.org/login/register.aspx?step=2>. On the next page, input your Bar ID, and Registration Code to create your user ID and password (case sensitive).

Forgot your user ID or password?

- Go to <https://www.justiceadmin.org/login/recoverpassword.aspx>.
- Select user type (Attorney).
- Input your Bar ID, and click “Get Username and Password.”
- Your username and password will be sent to the email address in your profile.

****If you need to update your email address because you no longer have access to the address in your profile, please send a request that includes your Bar ID, the phone number you have registered with JAC, and the new email address to:**
Contracts@justiceadmin.org

Troubleshooting Tips

- Passwords are case-sensitive, and should be 4-50 characters in length. At least one number, and one letter are required. Symbols are accepted, but are not required.
- Turn-off the pop-up blocker.
- Ensure all required fields are completed. Required fields are indicated with red text.
- Make sure you only have one window or tab open that is signed into My JAC. Problems can occur if you are signed into multiple instances.