

JEFS ORGANIZATION ADMINISTRATOR

The JEFs Organization Administrator's is responsible to maintain the organization users. Before beginning the JEFs registration process, decide who will be assigned as your firm's Organization Administrator. It is recommended that the Organization Administrator be the first person to register for JEFs e-filing.

Once the Organization Administrator has completed the registration process and receives a user id and password via email to their primary email address, contact the JEFs Help line for assistance with account activation and assignment as the Administrator. Subsequently, all other individuals from your firm who register for JEF e-filing will receive a user id and password via email. Please direct your colleagues to contact the Organization Administrator for assistance with their registration.

Note: The JEFs Help line is open during normal business hours, Monday through Friday (from 8:00 am – 4:00 pm, excluding furlough days and holidays).

During the registration process it is very important to select your **Organization** by first searching for your firm's name. If your firm is not found in the list, call the JEFs Help line for assistance.

If your firm has not yet assigned an Organization Administrator, contact the JEFs Help line for assistance to activate individual accounts.

If you have been assigned as the Organization Administrator, when you log into JEFs, you will be presented with additional options for User Administration. Select **Organization Administration**.



The Organization Administrator will be responsible for maintaining the organization users, of that location, by providing the following functions:

1. **Accept:** Accepts the registration request from organization personnel and allows that user to log-in to JEFs for filing. A newly registered user will not be able to file on a case unless the administrator has accepted the request.
2. **Reject:** Rejects the registration request from a user that is not part of the organization. This will prevent the user from logging into JEFs and they will need to contact the Supreme Court Clerk's office to be correctly associated to the appropriate organization.
3. **Remove:** This will remove the user from the organization based on employment status.

Please communicate to your colleagues that you are the Organization Administrator for that location and that they must contact you directly to manage their JEFs account.