

AUTOMATED MODEL CRIMINAL JURY CHARGES SYSTEM (AMCJCS) INSTRUCTIONS

1. Go to the **Judiciary's Internet website**: <http://www.judiciary.state.nj.us/>
 - (a) The *Automated Model Criminal Jury Charges System* is listed under *Quick Site Index* on the left side of the webpage.
 - OR**
 - (b) Go to the link for the *Automated Model Charges System* in the top right corner of the *Criminal Model Charges* webpage: <http://www.judiciary.state.nj.us/criminal/juryindx.pdf>

2. First Select the **Charge Category**:

Non 2C, Title 2C, Title 9, or Title 30.

3. Select the **Chapter**:

For Non 2C Charges – select Non 2C charges;
For Title 2C, Title 9, or Title 30 charges select applicable Chapter.

4. Charges will now be listed in the **Available Charges** box:

- (a) Select appropriate charge(s) and:
 - (1) Move to **Organize Charges** box by clicking on → button next to box;
 - OR**
 - Click and drag charge(s) to **Organize Charges** box.

NOTE: To reduce charges listed in the **Available Charges** box click **Clear Selection** above the **Select Chapter** box. **Clear Selection** will not empty the charges listed in the **Organize Charges** box.

If you are not sure which charge is needed click on the Preview option to view the charge. Highlight the charge and then click on the magnifying glass next to the **Available Charges** title. Choose Open to view it. Preview Only will be written across the charge to show that this feature is being used. Click X to close it.

- (b) Multiple charges listed together can be moved as a group:
 - (1) Highlight them by holding the **Shift** button down and using ↑ or ↓ button on the keyboard;
 - (2) Move charges to **Organize Charges** box.

NOTE: Double arrow buttons move all listed charges either left or right depending on your selection.

- (c) To Remove a charge listed in the **Organize Charges** box select the charge and click ← button. The Charge will return to the **Available Charges** box. It does not matter if the appropriate chapter is listed in the **Available Charges** box. The System will return it to its proper location.
5. Repeat Steps 2-4 until all desired Charges are listed in **Organize Charges** box.
6. Select Order of Charges in **Organize Charges** box before generating the Charge Document:
- (a) Use ▲ ▼ buttons next to **Organize Charges** box to move charge(s) up or down or click and drag charge(s) to desired location.
- (b) Repeat (a) until charges are where you would like them to appear in the final document.
7. Complete **Required Options**:
- (a) **Singular Pronouns**: Select defendant's gender. This automatically changes the singular pronouns including he/she, his/her, him/her and himself/herself in the selected charges.
- (b) **Delete Footnote**: Decide whether to keep or delete the footnotes in the final document.
8. Select **Generate Charge Document**:
- Open** – Permits document to be viewed. The document must be saved on your computer. Go to the *File* tab. Select *Save As*. Depending on the setup of your computer a temporary folder may appear in the *Save in* box. Do not save it there. Select the folder where you want to save it, name the file, and then click *Save*.
- Save** – Select the folder and file name and then click *Save*.
- Cancel** – Returns to **AMCJCS** to permit you to change your selections and generate the document again.
- You can also generate another version after generating the document if you haven't closed out of **AMCJCS**. Close out of the document (X) and you will be returned to **AMCJCS**.
- NOTE**: There may be an issue with the first page of the generated document not having the correct number of pages for the total document. For example, if the first charge has 4 pages and the total number of pages in the document is 40 the first page should read 1 of 40 and not 1 of 4. This can be corrected by clicking on the first page and scrolling down to the third page using the arrow keys on the keyboard and then back up to the first page.
9. To Start All Over – click **Reset** button (Clears all boxes on **AMCJCS**).