



New Jersey Courts

Independence • Integrity • Fairness • Quality Service

Criminal Case Management Training

January 2025

Topics

- Overview
- Roles and Access
- Navigation to Criminal Case Management
- Home Page
 - Change County
 - In Progress workbasket
 - Manual Case Entry
- Manual Case Entry
 - Associate Complaint
 - Verify Defendant
 - Case details
 - Defendant and Charge Information
 - Review Victim/Witness/Others

Overview / Roles and Access

❑ **The Manual Case Entry process will provide:**

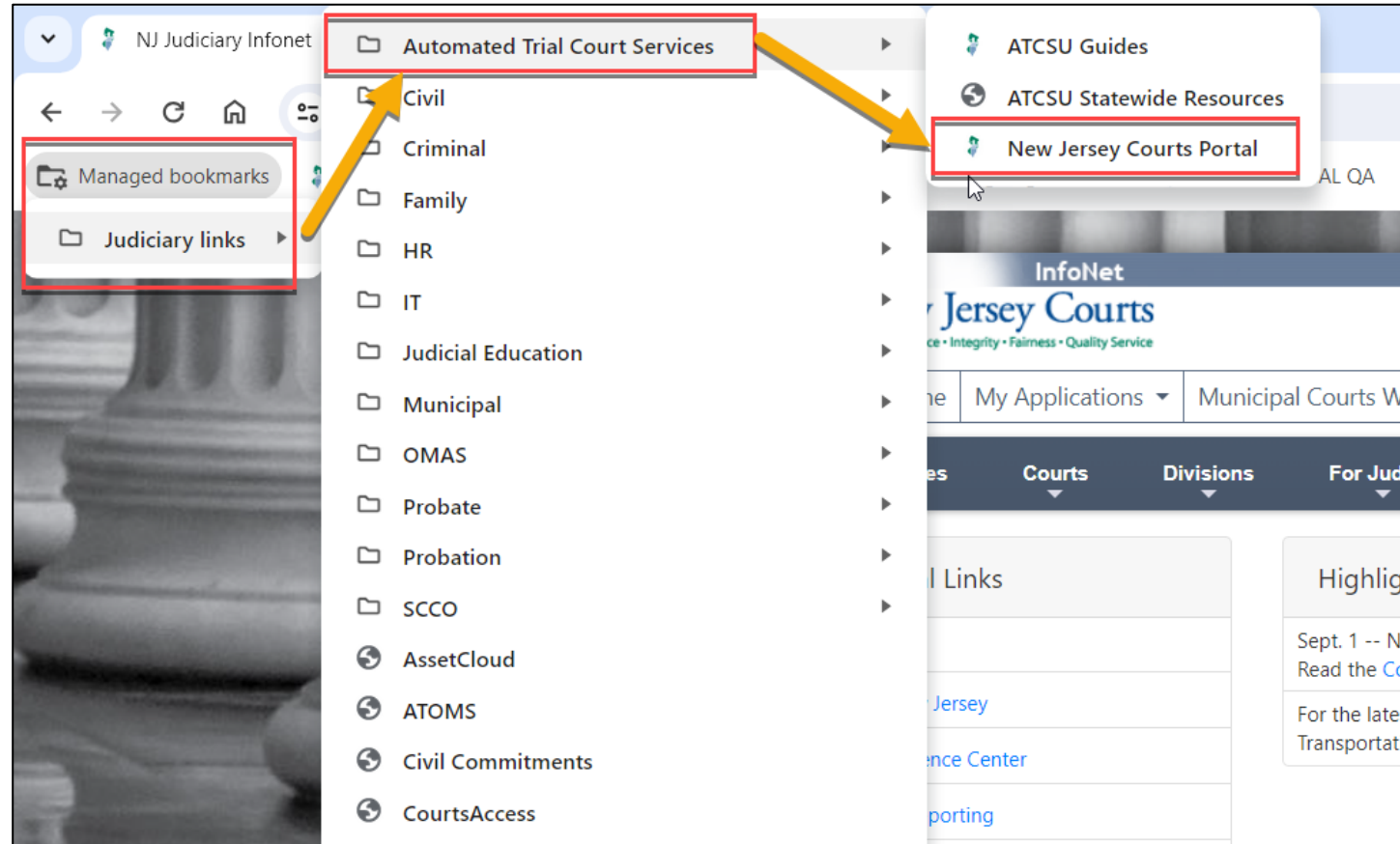
- A new **mechanism** within Case Initiation that will replace Quick Case Entry and Transaction routing in PG.
- It will provide a simpler and better user experience.

❑ **Roles and Access:**

- Internal and External users will be allowed to access this new feature in the Criminal Case Management application.
- Users will be able to Create cases based on their access level.
- Users will also be able to View or Add/Modify Victim and Witness records based on their access level.

Navigate to Criminal Case Management

Internal users can navigate to Criminal Case Management application from Enterprise Portal by clicking *Managed bookmarks* in the browser and selecting *Judiciary Links* → *Automated Trial Courts Services* → *New Jersey Courts Portal*.



Navigate to Criminal Case Management (External)

External users can navigate to Criminal Case Management application by entering their login credentials.

New Jersey Courts

Two-Factor Authentication Required for All External Users as of Monday, March 7, 2022.

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.

If you have not received an activation email after registering, click **Resend Activation Email** to request the activation email to be sent again.

To access the New Jersey Courts website, click 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](#)

Home Page

On Portal Home Page click on the Criminal Case Management tile to open the application.



Home Page

External user will be presented with the “Verify firm” screen where user must select the firm and click on the certification checkbox.

Verification

Criminal Case Management

Verify firm

Select the appropriate name and address to continue.

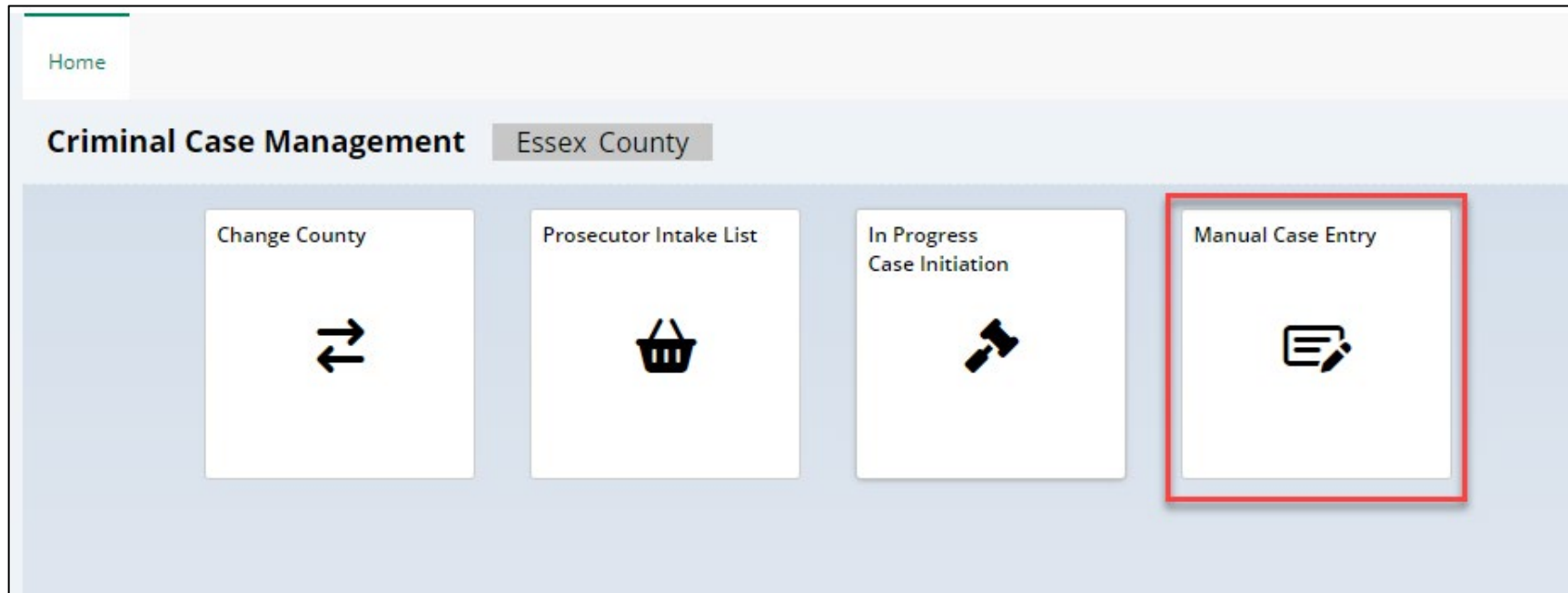
<input type="checkbox"/> PACIFICO & LAWRENCE 705 AMBOY AVE WOODBURGE NJ 07095 ANURAG.GROVER@NJUDLAB.NJCOURTS.GOV ERICA.MATHUR@NJUDLAB.NJCOURTS.GOV DAVID.LEANING@NJUDLAB.NJCOURTS.GOV	<input type="checkbox"/> COUNSELORS R US, LLC2 ADDRESS LINE1 1234 JUSTICE BLVD SDASD OC ———	<input type="checkbox"/> BURLINGTON COUNTY PROSECUTOR 49 RANCOCAS ROAD PO BOX 6000 MT HOLLY NJ 080600000
<input type="checkbox"/> GLOUCESTER COUNTY PROSECUTOR PO BOX 623 70 HUNTER STREET WOODBURY NJ 080960000 VISHNU.GUPTA@NJUDLAB.NJCOURTS.GOV	<input type="checkbox"/> MIDDLESEX COUNTY PROSECUTOR 3RD FLOOR 25 KIRKPATRICK STREET NEW BRUNSWICK NJ 089010000 ELAINE.WARE@NJUDLAB.NJCOURTS.GOV	<input checked="" type="checkbox"/> MONMOUTH COUNTY PROSECUTOR 71 MONUMENT PARK PO BOX 1266 FREEHOLD NJ 077281266
<input type="checkbox"/> ATTORNEY GENERAL CRIMINAL JUSTICE 25 MARKET STREET PO BOX 085 TRENTON NJ 08625	<input type="checkbox"/> ATTORNEY GENERAL OFFICE OF INSURANCE FRAUD PROS 123 TEST STREET TRENTON NJ 08625	

I certify that all the information is true and accurate

Cancel Confirm

Manual Case Entry

Manual Case Entry sub-tile can be accessed from Criminal Case Management home page.



Manual Case Entry (Case Search)

1. Select option “New criminal case” and click Initiate button for new case creation.

2. Select option “Existing criminal case” to add a new defendant to an existing criminal case.

Select either ‘Criminal Case Number’ or ‘Police Case Number’ to search for the existing case.

1

The screenshot shows the 'Criminal Case Management' interface for Essex County. The 'Case search' section has a dropdown menu with 'Select an option *' and two radio button options: 'New criminal case' (which is selected and highlighted with a red box) and 'Existing criminal case'. An 'Initiate' button is highlighted with a red box in the bottom right corner.

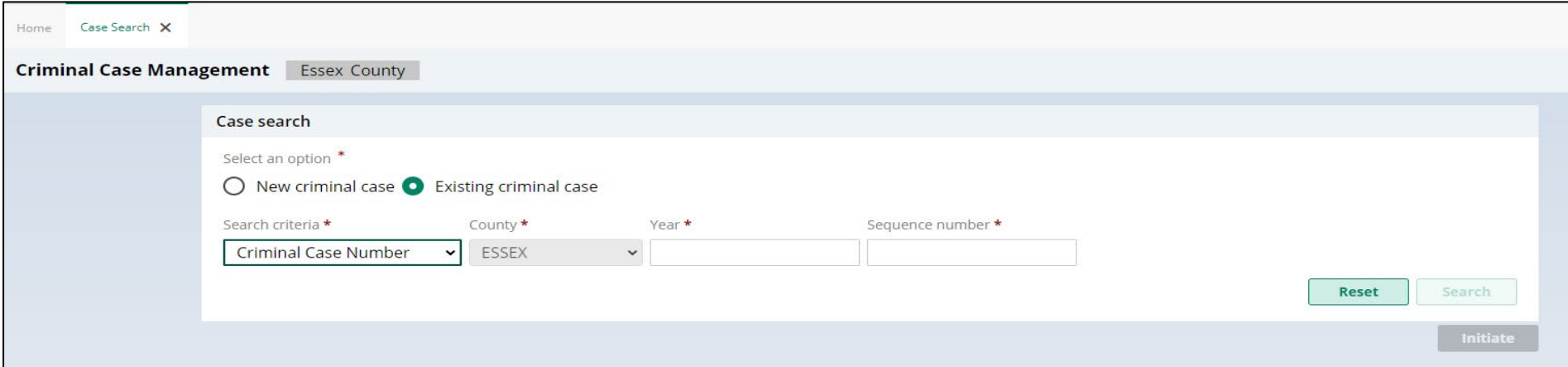
2

The screenshot shows the 'Criminal Case Management' interface for Essex County. The 'Case search' section has a dropdown menu with 'Select an option *' and two radio button options: 'New criminal case' and 'Existing criminal case' (which is selected and highlighted with a red box). Below this, the 'Search criteria *' dropdown menu is open, showing options: 'Select', 'Criminal Case Number', and 'Police Case Number'. 'Reset' and 'Search' buttons are visible in the bottom right, and an 'Initiate' button is highlighted with a red box.

Manual Case Entry (Case Search – Existing Case)

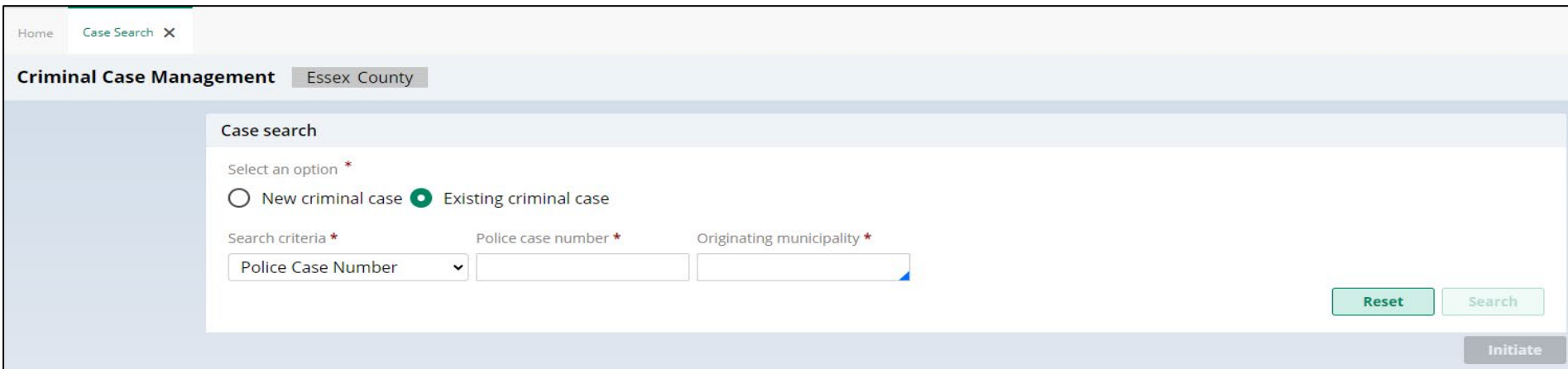
1. If the Criminal Case number is available, select Criminal Case Number and search for the case. Then, click Initiate button to add to an existing case.
2. If the Police Case number is available, select Police Case number and search for the case. Then, click Initiate button to add to an existing case

1



The screenshot shows the 'Case Search' interface for 'Essex County'. Under the 'Case search' section, the 'Existing criminal case' radio button is selected. The 'Search criteria' dropdown is set to 'Criminal Case Number'. The 'County' dropdown is set to 'ESSEX'. There are empty input fields for 'Year' and 'Sequence number'. 'Reset' and 'Search' buttons are visible, along with an 'Initiate' button at the bottom right.

2



The screenshot shows the 'Case Search' interface for 'Essex County'. Under the 'Case search' section, the 'Existing criminal case' radio button is selected. The 'Search criteria' dropdown is set to 'Police Case Number'. There are empty input fields for 'Police case number' and 'Originating municipality'. 'Reset' and 'Search' buttons are visible, along with an 'Initiate' button at the bottom right.

Manual Case Entry (Case Search – Existing Case Results)

1 Criminal Case Number search results

Case search

Select an option *

New criminal case Existing criminal case

Search criteria * County * Year * Sequence number *

Criminal Case Number ESSEX 23 030020

Reset Search

1 result(s) found

Case number	Case caption	Case initiation date	Case status
<input checked="" type="radio"/> ESX-23-030020	State of New Jersey vs John Doe, et al	02/22/2023	Active

Defendants x

- 001 - John Doe
- 002 - Jane Doe
- 003 - Chris Doe

Initiate

2 Police Case Number search results

Case search

Select an option *

New criminal case Existing criminal case

Search criteria * Police case number * Originating municipality *

Police Case Number PCMON100 0315 - FLORENCE TWP

Reset Search

7 result(s) found

Case number	Defendant name	Defendant sequence number	Police case number	Complaint number	Offense date
<input type="radio"/> BUR-23-030375	John Doe	001	PCMON100	W-2023-000128-0315	09/09/2018
<input type="radio"/> BUR-23-030375	Jane Doe	001	PCMON100	W-2023-000131-0315	11/21/2018
<input type="radio"/> BUR-23-030375	Chris Doe	001	PCMON100	W-2023-000132-0315	11/21/2018
<input type="radio"/> BUR-24-030174	Jake Doe	001	PCMON100	W-2024-000027-0315	01/28/2024
<input type="radio"/> BUR-24-030174	Kim Doe	001	PCMON100	W-2024-000028-0315	01/28/2024
<input type="radio"/> BUR-24-030188	Jack Doe	001	PCMON100	W-2024-000018-0315	02/06/2024
<input type="radio"/> BUR-24-030195	Sam Doe	001	PCMON100	W-2024-000059-0315	03/11/2024

Initiate

Manual Case Entry – Associate Complaint

System launches the Manual Case Entry and navigates user to “Associate Complaint” screen.

1. System will display “Manual Case” when the New criminal case was selected.
2. System will display the criminal case number on the tab when Existing criminal case was selected.
3. To continue the Manual Case entry flow, entering a Complaint number is not required.

Note: If the Complaint number entered is available in the ‘Prosecutor Intake List’ in your county, then the system will display an error message.

1

Home Manual Case X

Criminal Case Management Essex County

Associate Complaint > Verify Defendant Case Details Defendant and Charge Information Review Victim/Witness/Other

Complaint number

Please enter the complaint number if available.

Complaint number

Type Year Sequence number Court code

Cancel Next

2

Home ESX-23-030025 X

Criminal Case Management Essex County

Associate Complaint > Verify Defendant Case Details Defendant and Charge Information Review Victim/Witness/Other

Complaint number

Please enter the complaint number if available.

Complaint number

Type Year Sequence number Court code

Cancel Next

Manual Case Entry– Verify Defendant

1. Click on Next to proceed to Verify Defendant screen.
2. If a Complaint number was entered on the Associate Complaint screen, the system will display “Verify” or “Re-verify” button.
 - "Re-verify" button - If defendant exists in Criminal Case Management system for the same county and has flagged matching SBI number in ACS (application verifies defendant in Criminal Case Management system *automatically*).
 - "Verify" button - If defendant does not exist in Criminal Case Management system for the same county.

Note: The Next button will remain disabled till the defendant have been verified.

1

The screenshot shows the 'Criminal Case Management' interface for Essex County. The breadcrumb trail is 'Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other'. Under the 'Complaints' section, there is one record for a complaint issued on 07/31/2024 with complaint number W-2024-000066-0714, defendant name JOHN DOE, SBI number 456213N, police case number 1000000003, offense date 07/30/2024, and offense 2C:14-2A(4). A 'Re-verify' button is highlighted with a red box. At the bottom right, there are buttons for 'Back', 'Cancel', 'Save', and 'Next'.

2

The screenshot shows the 'Criminal Case Management' interface for Essex County. The breadcrumb trail is 'Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other'. Under the 'Complaints' section, there is one record for a complaint issued on 04/04/2023 with complaint number W-2023-000010-0180, defendant name John Doe, SBI number, police case number, offense date 04/04/2023, and offense 2C:18-3A. A 'Verify' button is highlighted with a red box. At the bottom right, there are buttons for 'Back', 'Cancel', 'Save', and 'Next'.

Manual Case Entry – Verify Defendant (cont.)

Note: If the complaint is auto-verified, the “Reset” button will be disabled, and user will not have the ability to re-verify or assign a different defendant to the complaint.

Complaints

1 record

Issue date	Complaint number	Defendant name	SBI number	Police case number	Offense date	Offense	
07/31/2024	W-2024-000066-0714	JOHN DOE	456213N	1000000003	07/30/2024	2C:14-2A(4)	Re-verify

Defendant search results

Defendant - JOHN DOE

Verify the defendant by either selecting a defendant from the list below or selecting the "Assign new defendant" option below to add a new defendant to Promis Gavel.

Search by: [+ Add/Change](#)

1 records

Defendant name	Date of birth	SBI number	SSN	SPN	Race	Hispanic/Latinx?	Gender
JOHN DOE	01/05/1995	456213N	333-44-4555	231159	White	No	MALE

Assign new defendant

[Reset](#) [Assign](#)

[Back](#) [Cancel](#) [Save](#) [Next](#)

Manual Case Entry – Verify Defendant (cont.)

- To Verify defendant manually from Criminal Case Management system, click on Verify defendant button.
- If defendant doesn't exist in Criminal Case Management system, then no records will be returned.
- User has the option to:
 1. Assign new defendant , or
 2. Manually search for a defendant by clicking on the +Add/Change link.

[Associate Complaint](#) > [Verify Defendant](#) > [Case Details](#) [Defendant and Charge Information](#) [Review Victim/Witness/Other](#)

Complaints

i Complaint number was entered or modified. Please re-verify defendant.

1 record

Issue date	Complaint number	Defendant name	SBI number	Police case number	Offense date	Offense	
04/04/2023	W-2023-000010-0180	John Doe			04/04/2023	2C:18-3A	Verify

Defendant search results

Defendant - DOUBLE MINT

i Verify the defendant by either selecting a defendant from the list below or selecting the "Assign new defendant" option below to add a new defendant to Promis Gavel.

Search by: [+ Add/Change](#)

Defendant name Date of birth SBI number SSN SPN Race Hispanic/Latinx? Gender

[No Records Found](#)

Assign new defendant

[Reset](#) [Assign](#)

[Back](#) [Cancel](#) [Save](#) [Next](#)

Manual Case Entry – Verify Defendant (cont.)

1. User also has an option to manually search for a defendant in Criminal Case Management system by clicking on the +Add/Change link.

1

Defendant search results

Defendant - John Doe

Verify the defendant by either selecting a defendant from the list below or selecting the "Assign new defendant" option below to add a new defendant to Promis Gavel.

Search by: **+ Add/Change**

Defendant name ▾ Date of birth ▾ SBI number ▾

No Records Found

Assign new defendant

Search options

Search criteria

Select ▾

Select

Defendant name

SBI number

SPN

Reset Search

2. Based on the search criteria, the system will return the matching records from Criminal Case Management system.

2

Associate Complaint > Verify Defendant > Case Details Defendant and Charge Information Review Victim/Witness/Other

Complaints

1 record

Issue date	Complaint number	Defendant name	SBI number	Police case number	Offense date	Offense
04/04/2023	W-2023-00010-0180	DOUBLE MINT			04/04/2023	2C:18-3A

Defendant search results

Defendant - John Doe

Verify the defendant by either selecting a defendant from the list below or selecting the "Assign new defendant" option below to add a new defendant to Promis Gavel.

Search by: **Defendant name: John Doe X** + Add/Change

1 records

Defendant name ▾	Date of birth ▾	SBI number ▾	SSN ▾	SPN ▾	Race ▾	Hispanic/Latinx? ▾	Gender ▾
John Doe	12/06/1999	462891N	157-48-9897	231171	Asian	No	MALE

Assign new defendant

Reset Assign

Back Cancel Save Next

Manual Case Entry – Verify Defendant (cont.)

- Select the defendant and Click the Assign button.
- If the selected defendant has an SBI number:
 1. The Application will display the SBI number in the Verify Defendant Top Section.
 2. Upon hovering over the SBI number which is manually entered or assigned, a hyperlink will display the informational message about the SBI.

Home Manual Case x

Associate Complaint > Verify Defendant > Case Details Defendant and Charge Information Review Victim/Witness/Other

Complaints

1 record

Issue date	Complaint number	Defendant name	SBI number	Police case number	Offense date	Offense	
04/04/2023	W-2023-000010-0180	John Doe	462891N		04/04/2023	2C:18-3A	Re-verify

SBI number entered or assigned manually.

Defendant search results

Defendant - DOUBLE MINT

Verify the defendant by either selecting a defendant from the list below or selecting the "Assign new defendant" option below to add a new defendant to Promis Gavel.

Search by: Defendant name: John Doe x + Add/Change

1 records

Defendant name	Date of birth	SBI number	SSN	SPN	Race	Hispanic/Latinx?	Gender
John Doe	12/06/1999	462891N	157-48-9897	231171	Asian	No	MALE

Assign new defendant

Reset Assign

Back Cancel Save Next

Manual Case Entry – Verify Defendant (cont.)

- Upon selecting “Assign new defendant” radio button the Assign button gets enabled.

Associate Complaint > **Verify Defendant** > Case Details Defendant and Charge Information Review Victim/Witness/Other

Complaints

1 record

Issue date	Complaint number	Defendant name	SBI number	Police case number	Offense date	Offense	
04/04/2023	W-2023-000010-0180	John Doe			04/04/2023	2C:18-3A	<input type="button" value="Verify"/>

Defendant search results

Defendant - JOHN DOE

i Verify the defendant by either selecting a defendant from the list below or selecting the "Assign new defendant" option below to add a new defendant to Promis Gavel.

Search by: [+ Add/Change](#)

Defendant name Date of birth SBI number SSN SPN Race Hispanic/Latinx? Gender

No Records Found

Assign new defendant

Manual Case Entry – Verify Defendant (cont.)

1. If a SBI number does not exist for the defendant, the system will open a modal window which will allow the user to manually enter the SBI number. Enter the SBI number and click ‘Confirm’.
2. If a SBI number exist on the complaint, the system will enable the ‘Next’ button.
3. The “Reset” button remains enabled, allowing user the option to reverify the defendant.

1

Confirm SBI number

Do you want to enter the SBI number for the defendant?

Yes
 No

SBI number *

Cancel Confirm

2

Associate Complaint > Verify Defendant > Case Details Defendant and Charge Information Review Victim/Witness/Other

Complaints

1 record

Issue date	Complaint number	Defendant name	SBI number	Police case number	Offense date	Offense
04/05/2023	W-2023-000011-0180	John Doe	489748N		04/05/2023	2C:18-3A

Defendant search results

Defendant - JOHN DOE

Verify the defendant by either selecting a defendant from the list below or selecting the "Assign new defendant" option below to add a new defendant to Promis Gavel.

Search by: + Add/Change

Defendant name Date of birth SBI number SSN SPN Race Hispanic/Latinx? Gender

No Records Found

Assign new defendant

Reset Assign

Back Cancel Save Next

Manual Case Entry – Verify Defendant (cont.)

- If a complaint number was not entered on the Associate Complaint screen, then the Verify Defendant screen will provide users two options: ‘Search Defendant’ and ‘New Defendant’.

Home Manual Case x

Criminal Case Management Essex County

Associate Complaint > **Verify Defendant** > Case Details Defendant and Charge Information Review Victim/Witness/Other

Defendant

i No complaint was entered. Click "Search Defendant" to search defendants within this county or assign "New Defendant".

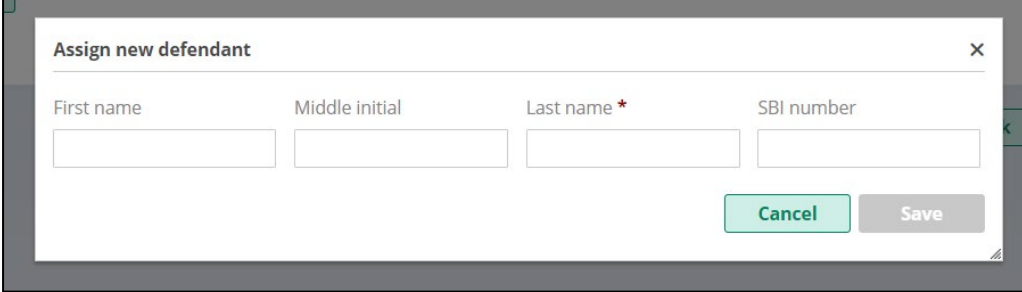
Search Defendant New Defendant

Back Cancel Save Next

Manual Case Entry – Verify Defendant (cont.)

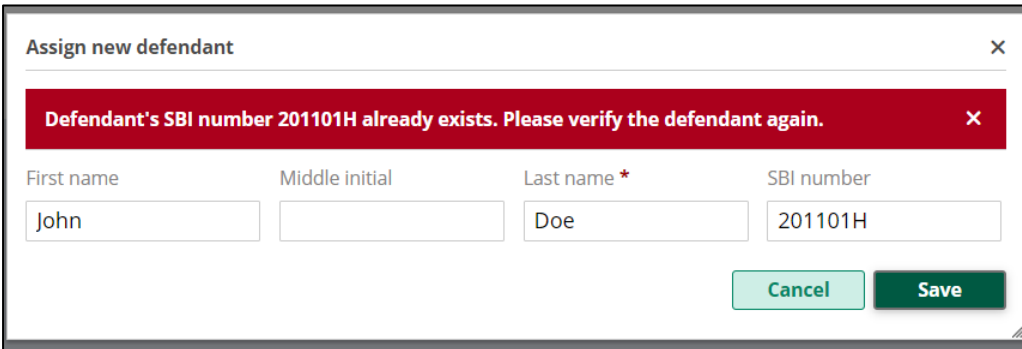
1. Select 'New Defendant' to assign a new defendant. Enter the details and click Save button.
2. If the SBI number entered already exists in Criminal Case Management system for the same county, the system will display an error message.
3. After saving the new defendant, the 'Assign' button will be enabled.

1



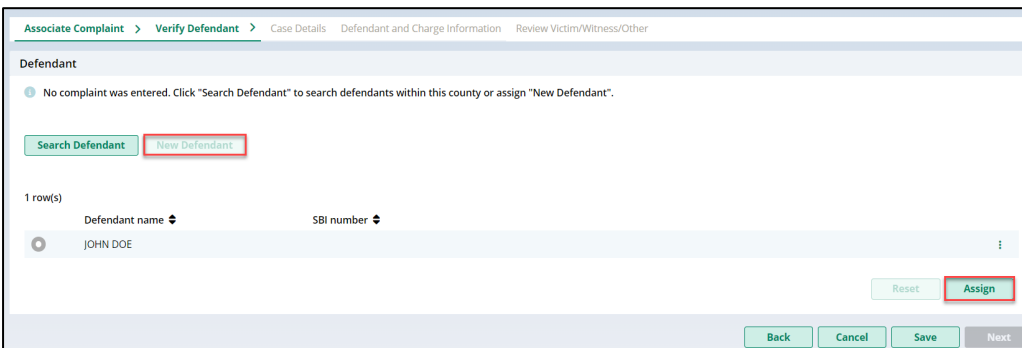
The screenshot shows a modal window titled "Assign new defendant" with a close button (X) in the top right corner. It contains four input fields: "First name", "Middle initial", "Last name *", and "SBI number". The "Last name" field has an asterisk indicating it is required. Below the fields are two buttons: "Cancel" (green) and "Save" (grey).

2



The screenshot shows the same "Assign new defendant" modal window. A red error banner is displayed at the top, stating: "Defendant's SBI number 201101H already exists. Please verify the defendant again." Below the banner, the "First name" field contains "John", the "Last name" field contains "Doe", and the "SBI number" field contains "201101H". The "Save" button is now green, while "Cancel" remains green.

3



The screenshot shows the main interface for "Verify Defendant". The breadcrumb trail is "Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other". Under the "Defendant" section, there is a message: "No complaint was entered. Click 'Search Defendant' to search defendants within this county or assign 'New Defendant'." Below this are two buttons: "Search Defendant" (green) and "New Defendant" (red). A table below shows one row of data:

Defendant name	SBI number
JOHN DOE	

At the bottom right, there are buttons for "Reset" (grey), "Assign" (red), "Back" (green), "Cancel" (green), "Save" (green), and "Next" (grey).

Manual Case Entry – Verify Defendant (cont.)

1. Before assigning the new defendant, clicking on the ellipses will give you the option to ‘Modify’ or ‘Delete’ the defendant info entered.
2. Clicking ‘Modify’ will allow you to change/update the info entered before.
3. Clicking ‘Delete’, will open “Confirmation” modal window. If user clicks ‘Confirm’, the system will remove the new defendant information entered. Allowing users to enter a new defendant again or search for an existing defendant.

1

Defendant

No complaint was entered. Click "Search Defendant" to search defendants within this county or assign "New Defendant".

Search Defendant New Defendant

1 row(s)

Defendant name	SBI number
JOHN DOE	

Reset Modify Delete

Back Cancel Save Next

2

Associate Complaint > Verify Defendant > Case Details Defendant and Charge Information Review Victim/Witness/Other

Defendant

No complaint was entered. Click "Search Defendant" to search defendants within this county or assign "New Defendant".

Search Defendant New Defendant

1 row(s)

Defendant name	SBI number
JOHN DOE	

Assign new defendant

First name Middle initial Last name SBI number

JOHN [] DOE []

Cancel Save

Reset Assign

Back Cancel Save Next

3

Criminal Case Management Essex County

Associate Complaint > Verify Defendant > Case Details Defendant and Charge Information Review Victim/Witness/Other

Defendant

No complaint was entered. Click "Search Defendant" to search defendants within this county or assign "New Defendant".

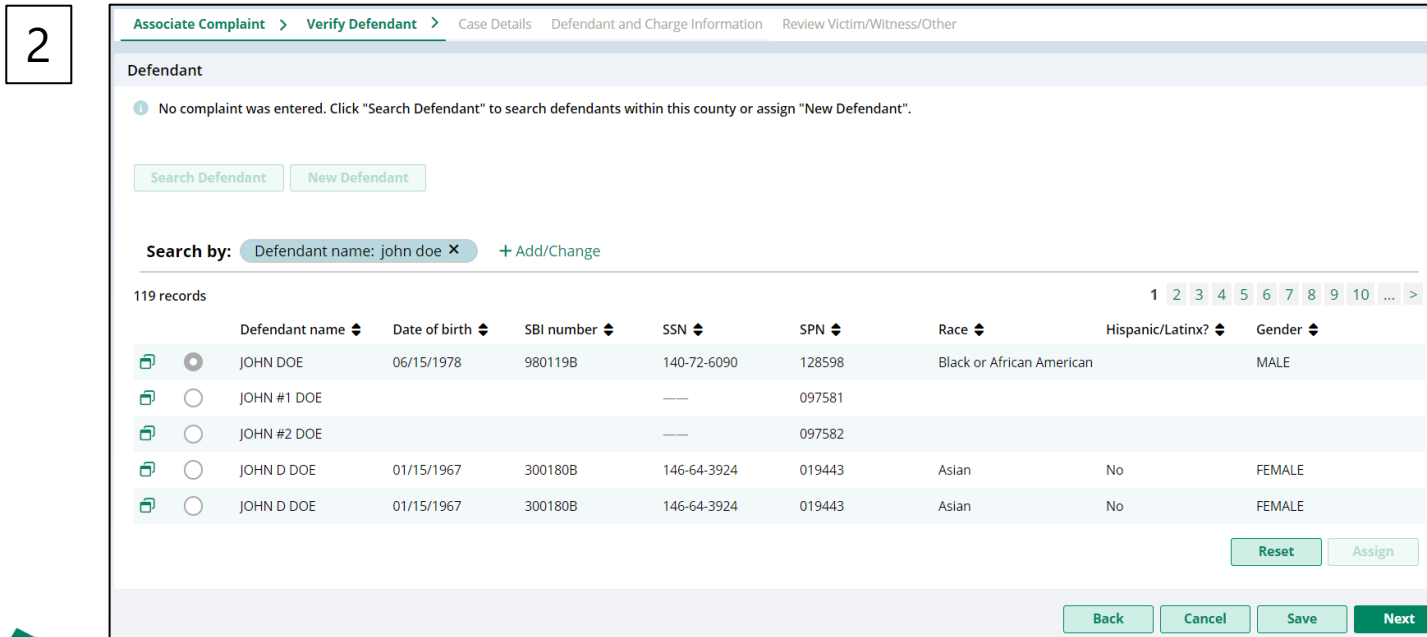
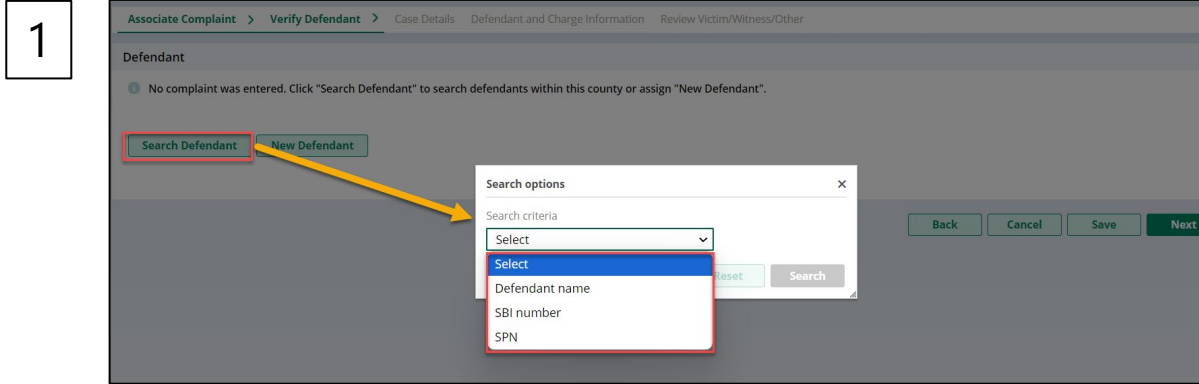
Changes have been marked for the current session and will become permanent at completion of the work.

Search Defendant New Defendant

Back Cancel Save Next

Manual Case Entry – Verify Defendant (cont.)

1. Select 'Search Defendant' to search defendants within the county. Enter the search criteria and click the 'Search' button.
2. Based on the search criteria, the system will return the matching records from Criminal Case Management system.



Manual Case Entry – Verify Defendant (cont.)

Stage Processing buttons at the bottom will allow user to navigate back and forth between screens, save information etc.

- **Back** button - Allows user to go to previous screen.
- **Cancel** button:
 - Clicking 'Cancel' button without saving the work will open "Confirmation" modal window. If user clicks Confirm, the system will go back to Criminal Case Management home page.
 - Clicking 'Cancel' after saving the work at least once, will open "Confirmation" modal window. If user clicks Confirm, the system will take user back to the screen from where user navigated to this screen. System will save previously saved work by user in 'In Progress Case Initiation' workbasket.
- **Save** button – No Validations related to user entered /selected details will be done at save, but the system will save the information so far entered by user and will display successful bar message on top of the screen.
 - Clicking 'Save' button first time will save the information and create an entry in "In Progress Case initiation" workbasket with Status as "Pending-Draft".
 - Clicking 'Save' after saving the work at least once will update the information.
- **Next** button – Runs all the validation on the current screen. Navigates user to next stage upon successful validations else display errors as applicable.

The screenshot displays the 'Verify Defendant' interface. At the top, there are navigation tabs: 'Associate Complaint', 'Verify Defendant', 'Case Details', 'Defendant and Charge Information', and 'Review Victim/Offense Case'. Below the tabs, a message states: 'Complaint number was entered or modified. Please re-verify defendant.' A table shows one record with the following details:

Issue date	Complaint number	Defendant name	SBI number	Police case number	Offense date	Offense
07/31/2024	W-2024-000066-0714	JOHN DOE	456213N	1000000003	07/30/2024	2C:14-2A(4)

Below the table, there is a 'Defendant search results' section. It shows a search for 'Defendant - JOHN DOE' and a message: 'Verify the defendant by either selecting a defendant from the list below or selecting the "Assign new defendant" option below to add a new defendant to Promis Gavel.' A search filter is set to '+ Add/Change'. A table shows one record for JOHN DOE with the following details:

Defendant name	Date of birth	SBI number	SSN	SPN	Race	Hispanic/Latinx?	Gender
JOHN DOE	01/05/1995	456213N	333-44-4555	231159	White	No	MALE

At the bottom of the screen, there are four buttons: 'Back', 'Cancel', 'Save', and 'Next'. The 'Next' button is highlighted with a red box. There are also 'Reset' and 'Assign' buttons in the bottom right corner.

Manual Case Entry – Case Details

1. Case Details screen provides option to enter case details such as Most serious crime, Category, Originating municipality, Case Initiation date, Change date, Manual case Creation reason etc.
2. For the Manual case creation reason field, the system will display the following:
 - Direct indictment/ Accusation
 - Recovery Court Transfer
 - Pre-indictment Transfer
 - Post-indictment Transfer
 - Complaint/DP from Other County
 - Other

Note: When Other is chosen, a required Comment field will appear on the screen.

1

The screenshot shows the 'Case Details' form with the following fields: Most serious crime, Prosecutor case jacket status, Category, Wildcat code, Originating municipality, Case initiation date, Evidence ID, Change date, Judge, Prosecutor detective, Prosecutor, Transfer response (Yes/No), Supersession date, Lab number, and Manual case creation reason. A '+ Add Case Note' button and a 'Refresh' button are also visible. At the bottom are 'Back', 'Cancel', 'Save', and 'Next' buttons.

2

This screenshot is identical to the one above, but the 'Manual case creation reason' dropdown menu is open, displaying a list of options: Direct Indictment/Accusation, Recovery Court Transfer, Pre-Indictment Transfer, Post-Indictment Transfer, Complaint/DP from Other County, and Other. A 'Comment' field has appeared below the dropdown, and the 'Other' option is highlighted in blue. The 'Comment' field has a red border and a '*' indicating it is required. Below the comment field, it says 'Remaining: 60 characters'.

Manual Case Entry – Case Details (cont.)

If the user is updating an existing criminal case, then Case details will be populated from the selected case. User will not be allowed to override any values except for court officials, Transfer response, Supersession date, Lab number and Manual case creation reason.

[Associate Complaint](#) > [Verify Defendant](#) > [Case Details](#) > [Defendant and Charge Information](#) [Review Victim/Witness/Other](#)

Case Details

Most serious crime AAS - ASSAULT	Prosecutor case jacket status IS - INTAKE/SCREENING	Category NI - NON-IMPACT	Wildcat code ---
Originating municipality 0714 - NEWARK CITY	Case initiation date 03/13/2023	Evidence ID ---	Change date * 03/13/2023
Judge <input type="text"/>	Prosecutor detective <input type="text"/>	Prosecutor MOSCO, DIT	Manual case creation reason * <input type="text"/>
Transfer response <input type="button" value="Yes"/> <input type="button" value="No"/>	Supersession date <input type="text"/>	Lab number <input type="text"/>	

Case Notes

Search by: [+ Add/Change](#) [Refresh](#)

11 records

Group Fields Show More/Less Default view >

Sequence number	Case note	Case note date	Entered by	
001	testing case note 1 - 5/13/2024	05/13/2024	JUAJOYO	<input type="button" value="View"/> ⋮
002	testing case note 2 - 5/13/24	05/10/2024	JUAJOYO	<input type="button" value="View"/> ⋮
003	TEST NOTE ADDED THRU MAINTENANCE 5/15/24	05/15/2024	JUPGUZO	<input type="button" value="View"/> ⋮
004	TESTING MAINT CASE NOTE ENTRY 6/10/2024	06/10/2024	JUAJOYO	<input type="button" value="View"/> ⋮
005	TEST CASE NOTE 1	06/13/2024	JUAJOYO	<input type="button" value="View"/> ⋮
006	TEST CASE NOTE 1	06/13/2024	JUAJOYO	<input type="button" value="View"/> ⋮

Manual Case Entry – Case Details (cont.)

Case Notes section:

- When an existing criminal case is selected then case notes from the criminal case will be displayed.
- System will display case note details such as Sequence number, Case note, Case note date, Entered by (user id).
- The following features are available in the Case Notes section:
 - View case note
 - Modify case note
 - Delete case note
 - Add new case note
 - Search case note
 - Customized view of case notes
 - Refresh case notes

The screenshot displays the 'New Jersey Courts' interface for case details. The top section contains various case information fields: Originating municipality (0714 - NEWARK CITY), Case initiation date (03/13/2023), Evidence ID, Change date (03/13/2023), Judge, Prosecutor (MOSCO, DIT), Transfer response (Yes/No), Supersession date, Lab number, and Manual case creation reason. Below this is the 'Case Notes' section, which includes a search bar, a refresh button, and a table of 11 records. The table columns are Sequence number, Case note, Case note date, and Entered by. Each row has a 'View' button and a dropdown menu for 'Modify' and 'Delete'.

Sequence number	Case note	Case note date	Entered by	View	Modify/Delete
001	testing case note 1 - 5/13/2024	05/13/2024	JUAJOYO	View	Modify/Delete
002	testing case note 2 - 5/13/24	05/10/2024	JUAJOYO	View	Modify/Delete
003	TEST NOTE ADDED THRU MAINTENANCE 5/15/24	05/15/2024	JUPGUZO	View	Modify/Delete
004	TESTING MAINT CASE NOTE ENTRY 6/10/2024	06/10/2024	JUAJOYO	View	Modify/Delete
005	TEST CASE NOTE 1	06/13/2024	JUAJOYO	View	Modify/Delete
006	TEST CASE NOTE 1	06/13/2024	JUAJOYO	View	Modify/Delete
007	TEST CASE NOTE 1	06/13/2024	JUAJOYO	View	Modify/Delete
008	TEST CASE NOTE 1	06/13/2024	JUAJOYO	View	Modify/Delete
009	TEST CASE NOTE 1	06/13/2024	JUAJOYO	View	Modify/Delete
010	TEST CASE NOTE 1	06/13/2024	JUAJOYO	View	Modify/Delete

Manual Case Entry – Case Details (cont.)

Clicking the “**Refresh**” link will pull the updated case notes from Criminal case management system.

If a case note for an existing case was added/modified/deleted in the Criminal case management system outside of the Case Initiation application, then a message will be displayed on the top of the screen asking the user to refresh.

Click on the **Next** button to navigate to the Defendant and Charge Information screen.

The screenshot displays the 'Case Details' page for case ESX-23-030025. The top section contains various fields for case information, including 'Originating municipality' (0714 - NEWARK CITY), 'Case initiation date' (03/13/2023), 'Evidence ID' (—), and 'Change date' (03/13/2023). Below these are fields for 'Judge', 'Prosecutor detective', 'Prosecutor' (MOSCO, DIT), 'Transfer response' (Yes/No), 'Supersession date', 'Lab number', and 'Manual case creation reason'. A 'Refresh' button is highlighted in a red box in the top right corner of the 'Case Notes' section.

The 'Case Notes' section shows 11 records. The table below summarizes the visible data:

Sequence number	Case note	Case note date	Entered by	Actions
001	testing case note 1 - 5/13/2024	05/13/2024	JUAJOYO	View
002	testing case note 2 - 5/13/24	05/10/2024	JUAJOYO	View
003	TEST NOTE ADDED THRU MAINTENANCE 5/15/24	05/15/2024	JUPGUZO	View
004	TESTING MAINT CASE NOTE ENTRY 6/10/2024	06/10/2024	JUAJOYO	View
005	TEST CASE NOTE 1	06/13/2024	JUAJOYO	View
006	TEST CASE NOTE 1	06/13/2024	JUAJOYO	View
007	TEST CASE NOTE 1	06/13/2024	JUAJOYO	View
008	TEST CASE NOTE 1	06/13/2024	JUAJOYO	View
009	TEST CASE NOTE 1	06/13/2024	JUAJOYO	View
010	TEST CASE NOTE 1	06/13/2024	JUAJOYO	View

At the bottom right of the table, there are navigation buttons for '1', '2', and 'Next'.

Manual Case Entry – Shell Case

1. Select option “New criminal case” and click Initiate button for new case creation.
2. Select ‘Next’ button on the Associated complaint screen.
3. On the Verify Defendant screen:
 - If you want to create a shell case without any defendant info, then select ‘Next’ button on the Verify Defendant screen without selecting ‘Search Defendant’ or ‘New Defendant’ options.
 - If you want to enter defendant info, you can select 'Search Defendant' or enter 'New Defendant' and then click 'Next' button.

1

Home Case Search X
Criminal Case Management Essex County
Case search
Select an option *
 New criminal case Existing criminal case
Initiate

2

Home Manual Case X
Criminal Case Management Essex County
Associate Complaint > Verify Defendant Case Details Defendant and Charge Information Review Victim/Witness/Other
Complaint number
Please enter the complaint number if available.
Complaint number
Type Year Sequence number Court code
Cancel Next

3

Home Manual Case X
Criminal Case Management Essex County
Associate Complaint > Verify Defendant > Case Details Defendant and Charge Information Review Victim/Witness/Other
Defendant
No complaint was entered. Click "Search Defendant" to search defendants within this county or assign "New Defendant".
Search Defendant New Defendant
Back Cancel Save Next

Manual Case Entry – Shell Case (cont.)

1. Complete the Case Details screen and click 'Next'.
2. On the Defendant and Charge Information screen:
 - If user do not have access to Victim/Witness/Other information, then the Submit button will be enabled to proceed with case creation.
 - If User has access to Victim/Witness/Other information, then the "Next" button will be enabled to proceed to Review Victim/Witness/Other stage.
3. Click 'Submit' on the Review Victim/Witness/Other screen.

1

Case Details

Most serious crime * AAS - ASSAULT

Prosecutor case jacket status * AA - ATTORNEY REVIEW

Category * IM - IMPACT

Wildcat code

Originating municipality * 0714 - NEWARK CITY

Case initiation date * 10/28/2024

Evidence ID

Change date * 10/28/2024

Judge

Prosecutor detective

Prosecutor

Transfer response Yes No

Supersession date

Lab number

Manual case creation reason * Complaint/DP from Other County

Case Notes

+ Add Case Note

Refresh

Back Cancel Save Next

2

Home Manual Case X

Criminal Case Management Essex County

Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other

Defendants

Defendant name	Date of birth	Gender	Race	SBI number	SPN
No data available					

Back Cancel Save Next

3

Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other

Review Victim/Witness/Other

0 record(s)

Name	Witness type	Address	Phone	Business phone	Testimony type
No data available					

+ Add Victim / Witness / Other

Back Cancel Save Submit

Manual Case Entry – Defendant and Charge Information

1. On Defendant and Charge Information screen, 'Defendants' section at the top display details such as Defendant name, Date of birth, Gender, Race, SBI number, SPN for the defendant. This will be based on defendant from the Verify stage.

For Shell case, no defendant information will be populated, and user will be allowed to proceed to next stage.

2. If user doesn't have access to "Review Victim/Witness/Other" stage, then system will display Information message on top of Defendant and Charge Information screen.

This information message will remain on the screen.

1

Defendant name	Date of birth	Gender	Race	SBI number	SPN
JOHN DOE	01/05/1995	MALE	WHITE	456213N	231159

2

Information

CDR contains confidential Victim/Witness information. You are not authorized to review that information.

Defendant name	Date of birth	Gender	Race	SBI number	SPN
LAURA TESTCASE	01/01/1980	FEMALE	WHITE	111666K	056583

Manual Case Entry – Defendant and Charge Information (cont.)

1. Defendant will have a “Review” button and an Ellipsis icon on the right most side.

Ellipsis icon will be disabled for now as application will allow only single defendant for manual case.

2. System will mark the defendant as Primary defendant via information icon next to “Review” button.

For existing cases, Primary defendant icon will not be available.

1

Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other

Defendants

Defendant name	Date of birth	Gender	Race	SBI number	SPN	
JOHN DOE	01/05/1995	MALE	WHITE	456213N	231159	Review ⓘ

Back Cancel Save Next

2

Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other

Defendants

Defendant name	Date of birth	Gender	Race	SBI number	SPN	
JOHN DOE	01/05/1995	MALE	WHITE	456213N	231159	Review ⓘ ⓘ Primary Defendant - 001

Back Cancel Save Next

Manual Case Entry – Defendant and Charge Information (cont.)

1. Click Review button to display defendant information at the bottom under 4 tabs:

- Defendant Information
- Alias
- Charge Information
- Verify Release/Bail Conditions

Defendant Information tab displays the defendant demographic information fields under the following headers:

- Defendant information
- Physical address information
- Mailing address information
- Contact information
- Supplemental information

Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other

Defendant name	Date of birth	Gender	Race	SBI number	SPN
JOHN DOE	01/05/1995	MALE	WHITE	456213N	231159

Defendant Information | Aliases | Charge Information | Verify Release/Bail Conditions

Undo | Save

Primary defendant
Defendant - JOHN DOE

Defendant information

Defendant name: JOHN DOE
 Date of birth: 01/05/1995
 Birth place:
 Hair color: BLACK
 Military indicator: No
 FBI number:
 Primary language:
 Juvenile indicator: No
 Public license: No
 Distinguishing marks:
 Pre sentence ordered date:
 Physical address information: 654 MARKET STREET, 08111, 1234
 Contact information:
 Supplemental information:
 Name of contact:
 First name:
 Middle initial:
 Phone number:
 SBI number: 456213N
 Social security number: 333-44-4555
 Gender: MALE
 Eye color: BROWN
 Defendant currently in jail:
 BCI number:
 Interpreter needed: No
 Defendant status: AA - ACTIVE/NON-FUGITIVE
 Represented by type:
 Career criminal: No
 Pre sentence completed date:
 Address Line 2:
 City: TRENTON
 County:
 State: NEW JERSEY
 Zip code: 08111 - 1234
 Is mailing address different?: No
 Primary mobile:
 Language for reminder:
 Middle initial:
 Fingerprinted: Yes
 Driver's license number:
 Height (ft.): 06, Height (in.): 02
 Hispanic or Latino?: No
 Track assigned:
 Recovery court type: Select
 Interpreter language:
 Change date: 10/08/2024
 Represented by:
 PTI registry number:
 State: NEW JERSEY
 How long at this address:
 Secondary mobile:
 Emergency phone number:
 Last name:
 Relationship:
 SPN: 231159
 Driver's license state:
 Weight (lbs.): 200
 Race: White
 Related traffic ticket(s): No
 Fingerprint number:
 Domestic violence indicator: No
 Electronic surveillance: No
 Criminal Probation Officer:
 Department of corrections number:
 Email address: NIDHIN.JOY@NJJUDLAB.NJCOURTS.GOV

Manual Case Entry – Defendant and Charge Information (cont.)

New Fields are added in the Defendant information section for Manual flow

- Recovery court type
- Fingerprint number
- Juvenile indicator
- Defendant status
- Change date
- Electronic surveillance
- Public License
- Represented by type
- Represented by
- Criminal Probation Officer
- Distinguishing marks
- Career criminal
- PTI registry number
- Department of Corrections number
- Pre sentence ordered date
- Pre sentence completed date

Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other

Defendants

Defendant name	Date of birth	Gender	Race	SBI number	SPN
JOHN DOE	01/05/1995	MALE	WHITE	456213N	231159

Defendant Information | Aliases | Charge Information | Verify Release/Bail Conditions

Undo | Save

Primary defendant
Defendant - JOHN DOE

Defendant information

Defendant name: JOHN DOE
 Date of birth: 01/05/1995
 Birth place:
 Hair color: BLACK
 Military indicator: Yes No
 FBI number:
 Primary language:
 Juvenile indicator: Yes No
 Public license: Yes No
 Distinguishing marks:
 Pre sentence ordered date:
 Physical address information:
 Address line 1: 654 MARKET STREET
 Zip code: 08111

SBI number: 456213N
 Social security number: 333-44-4555
 Gender: MALE
 Defendant currently in jail:
 BCI number:
 Interpreter needed:
 Defendant status: AA - ACTIVE/NON-FUGITIVE
 Represented by type:
 Career criminal: Yes No
 Pre sentence completed date:
 Address Line 2:
 County:

Fingerprinted: Yes
 Driver's license number:
 Height (ft.): 06
 Height (in.): 02
 Hispanic or Latino?: No
 Track assigned:
 Recovery court type: Select
 Interpreter language:
 Change date: 10/08/2024
 Represented by:
 PTI registry number:
 City: TRENTON
 Country:

SPN: 231159
 Driver's license state:
 Weight (lbs.): 200
 Race: White
 Related traffic ticket(s): Yes No
 Fingerprint number:
 Domestic violence indicator: Yes No
 Electronic surveillance: Yes No
 Criminal Probation Officer:
 Department of corrections number:
 State: NEW JERSEY
 How long at this address:



Manual Case Entry – Defendant and Charge Information (cont.)

1. For fields under the Defendant information tab-if the defendant on the complaint exists in Promis Gavel for the same county, then system will compare defendant details with ACS (as it does in existing case initiation). In case of a mismatch, system will display the value from Promis Gavel along with a yield icon under the respective field.

2. System will allow user to edit the fields on the Defendant information tab. To edit the details for any field, click the Modify pencil icon in the top right corner.

1

Defendant Information			
Aliases	Charge Information	Verify Release/Bail Conditions	
Primary defendant Defendant - JOHN DOE			
Defendant information			
Defendant name JOHN DOE	SBI number 456213N	Fingerprinted ---	SPN 231159
Date of birth 01/01/1996 ⚠️ <input type="checkbox"/> 01/05/1995	Social security number --- ⚠️ <input checked="" type="checkbox"/> 333-44-4555	Driver's license number ---	Driver's license state ---
Birth place ---	Gender MALE	Height 6'02"	Weight (lbs.) 190 ⚠️ <input type="checkbox"/> 200

2

Defendant Information			
Aliases	Charge Information	Verify Release/Bail Conditions	
Primary defendant Defendant - JOHN DOE			
Defendant information			
Defendant name JOHN DOE	SBI number 456213N	Fingerprinted ---	SPN 231159
Date of birth 01/01/1996 ⚠️ <input type="checkbox"/> 01/05/1995	Social security number --- ⚠️ <input checked="" type="checkbox"/> 333-44-4555	Driver's license number ---	Driver's license state ---
Birth place ---	Gender MALE	Height 6'02"	Weight (lbs.) 190 ⚠️ <input type="checkbox"/> 200

Manual Case Entry – Defendant and Charge Information (cont.)

Clicking **Modify** pencil icon will make all fields editable for user. Fields modified by user will be saved in Promis Gavel only, and no changes will be made in the source system ACS. System displays yield icon, checkbox & value from Promis Gavel under the respective field where the complaint value does not match with Promis Gavel.

The checkbox can be selected to use Promis Gavel value instead of the complaint value.

Checkbox will be pre-selected when the complaint value is blank and Promis Gavel value exists.

When the checkbox is selected, complaint value is disabled.

Complaint value can also be corrected by manually typing.

Upon Save, the system will save the selected Promis Gavel value, if checkbox is checked.

Defendant Information | Aliases | Charge Information | Verify Release/Bail Conditions

Undo | Save

Primary defendant
Defendant - JOHN DOE

Defendant information

Defendant name	SBI number	Fingerprinted	SPN	
JOHN DOE	456213N	—	231159	
Date of birth	Social security number	Driver's license number	Driver's license state	
01/01/1996	333-44-4555			
01/05/1995	333-44-4555			
Birth place	Gender	Height (ft.)	Height (in.)	Weight (lbs.)
	MALE FEMALE	06	02	190
				200

Manual Case Entry – Defendant and Charge Information (cont.)

Some of the fields are conditionally mandatory on Defendant info screen and will display red asterisk based on the value entered.

- When Driver's license state is entered then system displays red asterisk against Driver's license number.
- When Driver's license number is entered then system displays red asterisk against Driver's license state
- When Recovery court type is 'Track-1 or 'Track-2' then system displays red asterisk against Track Assigned.
- When Interpreter needed selection is "Yes" then system displays red asterisk against Interpreter language
- Based on the reminder method, system displays red asterisk against respective field

The screenshot shows the 'Defendant Information' form for 'JOHN DOE'. Several fields are highlighted with red boxes and red asterisks, indicating they are conditionally mandatory:

- Driver's license number *
- Driver's license state (NEW YORK)
- Track assigned *
- Interpreter needed (Yes)
- Interpreter language *

The screenshot shows the 'Contact Information' form. Fields with red asterisks include:

- Primary mobile *
- Language for reminder *
- Emergency phone number

Manual Case Entry – Defendant and Charge Information (cont.)

In Modify mode, all fields are editable except for Defendant Name, SBI number Fingerprinted and SPN that cannot be modified.

Defendant Information Aliases Charge Information Verify Release/Bail Conditions

Undo Save

Primary defendant
Defendant - JOHN DOE

Defendant information

Defendant name	SBI number	Fingerprinted	SPN
JOHN DOE	456213N	—	231159

Date of birth: 01/01/1996
Social security number: 333-44-4555
Driver's license number:
Driver's license state:
Birth place:
Gender: MALE FEMALE
Height (ft.): 06 Height (in.): 02 Weight (lbs.): 190

Manual Case Entry – Defendant and Charge Information (cont.)

Clicking action Save link on top right will run the validations to make sure:

- Valid value is selected or entered.
- All mandatory fields denoted by red “*” are entered.

System will show errors if any field value is not entered correctly.

It will also display an error message and an error icon at Defendant information action tab.

The screenshot displays the 'Defendant Information' tab of a manual case entry form. At the top, a red error message states: 'At least one required value is missing or an entered value is invalid.' Below this, the form fields are organized into sections. The 'Defendant information' section includes fields for Defendant name (SAEROM MCGL), SBI number (101180A), Fingerprinted (Yes), SPN (056837), Date of birth (6/7/1997), Social security number (123-45-6789), Driver license number, and Driver license state. The 'Physical characteristics' section includes Birth place, Gender (MALE/FEMALE), Height (ft./in.), and Weight (lbs.). The 'Other information' section includes Hair color (RED), Eye color (red), Hispanic or Latinx? (No), and Race (White). At the bottom, there are fields for Military indicator (No), Defendant currently in jail, Track assigned, and Related traffic ticket(s) (No). Two red boxes highlight error messages: 'Please select/enter a valid value for Social security number.' and 'Please select/enter a valid value for Eye color.'

Manual Case Entry – Defendant and Charge Information (cont.)

If all validations are successful:

- System will save the value from criminal case (if checkbox is checked) or user entered/selected values.
- Navigate user back to read only view.
- Display successful message under Defendant information action tab.

Defendant Information Aliases Charge Information Verify Release/Bail Conditions

✓ Changes have been marked for the current session and will become permanent at completion of the work. [Modify](#)

Primary defendant

Defendant - SAEROM MCGL

Defendant information

Defendant name	SBI number	Fingerprinted	SPN
SAEROM MCGL	101180A	Yes	056837
Date of birth	Social security number	Driver license number	Driver license state
06/07/1997	---	---	---
<input type="checkbox"/> 01/01/1971			
Birth place	Gender	Height	Weight (lbs.)
---	FEMALE	6'08"	110
	<input type="checkbox"/> MALE	<input type="checkbox"/> 6'03"	
Hair color	Eye color	Hispanic or Latinx?	Race
RED	GREEN	No	White
Military indicator	Defendant currently in jail	Track assigned	Related traffic ticket(s)
No	---	---	No

Manual Case Entry – Defendant and Charge Information (cont.)

Aliases tab displays the Alias details for the defendant on selected CDR as entered on Associate screen.

System will display defendant First name, Middle Initial, Last name, date of birth and SSN for each Alias.

Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other

Defendants

Defendant name	Date of birth	Gender	Race	SBI number	SPN	
JOHN DOE	01/05/1995	MALE	WHITE	456213N	231159	<button>Review</button> ⓘ

Defendant Information **Aliases** Charge Information Verify Release/Bail Conditions

Defendant - JOHN DOE

First name	Middle initial	Last name	Date of birth	SSN	
ABRAHAM1	B	BUCKS1	01/01/1980	777-77-9977	<button>Modify</button> ⋮
ABRAHAM2	C	BUCKS2	01/02/1980	408-57-9475	<button>Modify</button> ⋮
ABRAHAM3	D	BUCKS3	01/03/1980	---	<button>Modify</button> ⋮

+ Add alias

Back Cancel Save Next

Manual Case Entry – Defendant and Charge Information (cont.)

Aliases information will also be pulled from ACS when complaint number is added in Charge Information tab through below options:

- 'Add charging document' or
 - 'Add document number'
- When multiple complaints exists then system displays alias information from all the complaints.
 - System will also display defendant's name of the associated complaint as alias, if it is different.
 - Duplicate alias based on First name, Middle Initial, Last name, date of birth and SSN will not be displayed in the alias list.

Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other

Defendants

Defendant name	Date of birth	Gender	Race	SBI number	SPN	
JOHN DOE	01/05/1995	MALE	WHITE	456213N	231159	Review ⓘ

Defendant Information | **Aliases** | Charge Information | Verify Release/Bail Conditions

✓ Changes have been marked for the current session and will become permanent at completion of the work.

Defendant - JOHN DOE

<< < Page 1 of 2 > >>

First name	Middle initial	Last name	Date of birth	SSN	
ABRAHAM1	B	BUCKS1	01/01/1980	734-29-2333	Modify ⓘ
ABRAHAM2	C	BUCKS2	01/02/1980	408-57-9475	Modify ⓘ
ABRAHAM3	D	BUCKS3	01/01/1980	777-77-9977	Modify ⓘ
WILLIAM		BUSCH		---	Modify ⓘ
ROBERT		COLON		---	Modify ⓘ

+ Add alias

Back Cancel Save Next

Manual Case Entry – Defendant and Charge Information (cont.)

Edit alias details by clicking Modify button against respective alias.

Add new alias by clicking Add alias link.

Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other

Defendants

Defendant name	Date of birth	Gender	Race	SBI number	SPN	
JOHN DOE	01/05/1995	MALE	WHITE	456213N	231159	Review ⓘ

Defendant Information | **Aliases** | Charge Information | Verify Release/Bail Conditions

Defendant - JOHN DOE

First name	Middle initial	Last name	Date of birth	SSN	
ABRAHAM1	B	BUCKS1	01/01/1980	777-77-9977	Modify ⋮
ABRAHAM2	C	BUCKS2	01/02/1980	408-57-9475	Modify ⋮
ABRAHAM3	D	BUCKS3	01/03/1980	---	Modify ⋮

[+ Add alias](#)

[Back](#) [Cancel](#) [Save](#) [Next](#)

Manual Case Entry – Defendant and Charge Information (cont.)

Modify / Delete Alias

1. System will open 'Modify Alias' modal window to add or modify alias details for the selected defendant.
2. 'Alias' information can be deleted by clicking Ellipsis icon against respective alias and select Delete from Action menu.

Deleted 'Alias' information will no longer be displayed in Aliases tab.

If user deletes any CDR, alias information which was pulled from ACS for the respective CDR, will be removed.

Alias entered by user will not be deleted.

1

Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other

Defendants

Modify Alias

First name: ABRAHAM1, Middle initial: B, Last name: BUCKS1, Date of birth: 01/01/1980, SSN: 777-77-9977

Cancel Save

First name	Middle initial	Last name	Date of birth	SSN	Action
ABRAHAM1	B	BUCKS1	01/01/1980	777-77-9977	Modify
ABRAHAM2	C	BUCKS2	01/02/1980	408-57-9475	Modify
ABRAHAM3	D	BUCKS3	01/03/1980	---	Modify

+ Add alias

2

Defendant Information | Aliases | Charge Information | Verify Release/Bail Conditions

Defendant - JOHN DOE

First name	Middle initial	Last name	Date of birth	SSN	Action
ABRAHAM1	B	BUCKS1	01/01/1980	777-77-9977	Modify Delete
ABRAHAM2	C	BUCKS2	01/02/1980	408-57-9475	Modify
ABRAHAM3	D	BUCKS3	01/03/1980	---	Modify

+ Add alias

Manual Case Entry – Defendant and Charge Information (cont.)

1. **Charge Information tab** allows user to add the Charging document(s) and charge details for the complaint(s)

Navigate to Charge Information tab –system display “+ Add Charging Document” link to add a new Charging document.

System opens a modal window and allows user to select one of the following Charging document type:

- Complaint
- Accusation
- Indictment
- Direct Indictment
- Disorderly Person
- Direct Accusation

Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other

Defendant name	Date of birth	Gender	Race	SBI number	SPN
JOHN DOE	01/05/1995	MALE	WHITE	456213N	231159

Defendant Information | Aliases | **Charge Information** | Verify Release/Bail Conditions

Defendant - JOHN DOE

Charging document

+ Add Charging Document

Defendants

Defendant name	Date of birth	Gender	Race	SBI number	SPN
JOHN DOE	01/05/1995				231159

Defendant Information | Aliases | **Charge Information**

Defendant - JOHN DOE

Charging document

+ Add Charging Document

Add charging document

Charging document type *

- Complaint
- Accusation
- Indictment
- Direct Indictment
- Disorderly Person
- Direct Accusation

Cancel Add

Back Cancel Save Next

Manual Case Entry – Defendant and Charge Information (cont.)

Upon selecting Charging document, system allows user to add details for the selected Charging document.

For **Complaint or Disorderly Person** charging document:

- User enters Charging document date and comments.
- System defaults the complaint number as entered on Associate screen. It will not allow user to proceed if Complaint number is not entered at Associate screen.
- Clicking “Get Complaint” button” - system will verify the complaint number.

Add charging document

Charging document type * Charging document date *

Comment

Remaining: 60 characters

Complaint number

Type *	Year *	Sequence number *	Court code *
<input type="text" value="W"/>	<input type="text" value="2024"/>	<input type="text" value="000066"/>	<input type="text" value="0714 - NEWARK CITY"/>

Manual Case Entry – Defendant and Charge Information (cont.)

Upon successful validation clicking “Get Complaint”, system retrieves complaint details from ACS.

- 'Get Complaint' button gets disabled.
- Complaint number fields becomes read only (type, year, sequence number, court code).
- Arrest date is mandatory if complaint has Arresting officer and vice versa.
- Modify complaint details if needed.

Associate Complaint >

Add charging document [X]

Charging document type * Charging document date *

Comment

Remaining: 60 characters

Complaint number
Type Year Sequence number Court code
W 2024 000066 0714 - NEWARK CITY

Issue date * Arrest date * Received date *

Police case number Municipality

Arresting officer
First name * Middle initial Last name *

Ref FV docket number
Docket type Venue Sequence number Court year

Manual Case Entry – Defendant and Charge Information (cont.)

Clicking “Add” will run the validations. Upon successful validations, system will:

- ❑ Close the Add charging document screen and navigate user back to Charge Information section.
- ❑ Display Charging document in the Charging document section along with Comments and date as entered.
- ❑ Display the Complaint number added against the charging document.
- ❑ Display successful message under Charge Information action tab.

If complaint has Alias or Bail information, the message will inform user to review Alias or Bail tab.

Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other

Defendants

Defendant name	Date of birth	Gender	Race	SBI number	SPN	
JOHN DOE	01/05/1995	MALE	WHITE	456213N	231159	Review

Defendant Information | Aliases | **Charge Information** | Verify Release/Bail Conditions

✓ Changes have been marked for the current session and will become permanent at completion of the work.

Defendant - JOHN DOE

Charging document	Type	Comments	Date	
	Complaint		10/02/2024	View Charges
	W-2024-000066-0714			View

+ Add Charging Document

Charge Information

+ Add Charges

Defendant Information | Aliases | **Charge Information** | Verify Release/Bail Conditions

⚠ Changes have been marked for the current session and will become permanent at completion of the work. Please review and update Alias information as needed.

Defendant - JOHN DOE

Charging document	Type	Comments	Date	
	Complaint		10/02/2024	View Charges
	W-2024-000066-0714			View

Manual Case Entry – Defendant and Charge Information (cont.)

After adding Charging document, user can do the following :

- Add Another charging document -Clicking “ + Add Charging Document” link.
- Add another complaint for the selected charging document.
- Add Charges for the complaint - Clicking “ + Add Charges” link.

1

Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other

Defendants

Defendant name	Date of birth	Gender	Race	SBI number	SPN	
JOHN DOE	01/05/1995	MALE	WHITE	456213N	231159	Review ⓘ

Defendant Information Aliases **Charge Information** Verify Release/Bail Conditions

Defendant - JOHN DOE

Charging document

Type	Comments	Date	
Complaint		10/02/2024	View Charges
W-2024-000066-0714			View

+ Add Charging Document ←

Charge Information

+ Add Charges ←

2

View Charges

Add Document Number

Modify

Delete

Manual Case Entry – Defendant and Charge Information (cont.)

To add another Charging document:

- Click “ + Add Charging Document” link.
- If “Complaint” Charging document already exists, then only “Disorderly Person” charging document will be available and vice versa.
- System will default the same complaint number as entered on Associate screen.
- If “Complaint” or “Disorderly Person” Charging document exists, then all Indictment charging documents will not be available for selection.

Manual Case Entry – Defendant and Charge Information (cont.)

Clicking “Get Complaint”
–system will retrieve the
complaint details.

If selected complaint exists
in previous charging
document, then any
updates to the complaint
will be reflected in both
charging document.

Clicking “Add”, system
will add Charging
document “Disorderly
Person” and the complaint.

Associate Complaint

Add charging document

Charging document type * Disorderly Person Charging document date * 10/04/2024

Comment
Test Comments
Remaining: 47 characters

Complaint number
Type Year Sequence number Court code
W 2024 000066 0714 - NEWARK CITY

Get Complaint

Issue date * 07/31/2024 Arrest date * 07/31/2024 Received date * 10/21/2024

Police case number 1000000003 Municipality 0714 - NEWARK CITY

Arresting officer
First name * PRIVATE Middle initial Last name * CITIZEN

Ref FV docket number
Docket type FV Venue Select Sequence number Court year

Cancel Add

Manual Case Entry – Defendant and Charge Information (cont.)

Add another complaint document for the selected charging document.

1. Select option “Add document number” from Ellipsis next to “View Charges” button.
2. Enter Complaint number and details to add another complaint to the selected charging document.
3. Complaint and Disorderly person charging document can have maximum of 5 complaints per charging document.

1

Type	Comments	Date	
Complaint		10/02/2024	<input type="button" value="View Charges"/> ⋮
W-2024-000066-0714			<input type="button" value="View"/>
Disorderly Person	Test Comments	10/04/2024	<input type="button" value="View Charges"/> ⋮
W-2024-000066-0714			<input type="button" value="View"/> ⋮

Add Document Number
Modify
Delete

2

✓ Changes have been saved

Defendant - JOHN DO

Charging document

Type
Complaint
Disorderly Person

W-2024-000066-0714

W-2024-000066-0714

+ Add Charging Document

Charge Information

+ Add Charges

Add document number

Charge document type
Complaint

Complaint number

Type *	Year *	Sequence number *	Court code *
<input type="text" value="W"/>	<input type="text" value="2024"/>	<input type="text" value="000001"/>	<input type="text" value="0312 - EDGEWATER PARK T"/>

Manual Case Entry – Defendant and Charge Information (cont.)

Each charging document will have a “View Charges” button and an ellipsis.

Ellipsis will allow user to Add document number, Modify Or Delete Charging document.

Each Complaint will have a “View” button and an ellipsis.

“View” button will allow user to view selected complaint details.

Ellipsis will allow user to Modify /Delete complaint.

Defendant Information Aliases **Charge Information** Verify Release/Bail Conditions

✓ Changes have been marked for the current session and will become permanent at completion of the work.

Defendant - JOHN DOE

Charging document

Type	Comments	Date	View Charges	Ellipsis
-	Complaint	10/02/2024	View Charges	⋮
	W-2024-000066-0714		View	⋮ Modify Delete
	W-2024-000001-0312		View	
-	Disorderly Person	10/04/2024	View Charges	⋮
	W-2024-000066-0714		View	⋮

+ Add Charging Document

Charge Information

+ Add Charges

Manual Case Entry – Defendant and Charge Information (cont.)

User may collapse or expand the charging document if multiple complaints exists.

Default view is in expand mode.

Charging document			
Type	Comments	Date	
-	Complaint	10/02/2024	View Charges ⋮
	W-2024-000066-0714		View ⋮
	W-2024-000001-0312		View ⋮
-	Disorderly Person	Test comments	10/04/2024
	W-2024-000066-0714		View ⋮

+ Add Charging Document

Charge Information

+ Add Charges

Charging document			
Type	Comments	Date	
+	Complaint	10/02/2024	View Charges ⋮
-	Disorderly Person	Test comments	10/04/2024
	W-2024-000066-0714		View ⋮

+ Add Charging Document

Charge Information

+ Add Charges

Manual Case Entry – Defendant and Charge Information (cont.)

Adding Charges

Charges can be added for the selected charging document clicking “+ Add Charge” link.

Clicking “+ Add Charges” link will open Add charge screen

- Charging document type will be defaulted to the selected charging document and will be disabled for user entry.
- Document number dropdown will list complaint numbers associated to the selected charging document for user selection.
- System will not copy any charge information from ACS complaint. User must enter the mandatory charge information .

The screenshot displays the 'Defendant and Charge Information' screen. At the top, a breadcrumb trail shows: Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other. Below this, a table lists defendant information for JOHN DOE, including Date of birth (01/05/1995), Gender (MALE), Race (WHITE), SBI number (456213N), and SPN (231159). A modal window titled 'Add Charge' is overlaid on the screen. It contains the following fields: 'Charging document type' (set to 'Complaint'), 'Document number' (a dropdown menu showing 'W-2024-000066-0714' and 'W-2024-000001-0312'), 'Primary charge', 'Auxiliary charge', 'Drug type', 'Offense date' (with a calendar icon), and 'Crime type'. A 'Charge comment' text area is also present with a 'Remaining: 60 characters' indicator. At the bottom of the modal are 'Cancel' and 'Add' buttons. In the background interface, a yellow arrow points to the '+ Add Charges' link located under the 'Charge Information' section.

Manual Case Entry – Defendant and Charge Information (cont.)

- Crime Type field is mandatory for manual flow.
 - For complaint charging document, user must select a valid crime type from the dropdown.
 - For Disorderly person, it will be defaulted to “ZZZ - Disorderly person” and will be disabled for user entry.

- User must enter the mandatory fields for charges and click “Add” button.

The screenshot shows the 'Add Charge' dialog box for a 'Complaint' charging document type. The document number is 'W-2024-000066-0714'. The primary charge is '2C:12-1B(1) - AGG ASSAULT 3RD'. The offense date is '10/01/2024'. The crime type is 'AGA - AGGRAVATED ASSAULT'. There is a 'Charge comment' field with a remaining character count of 60. The dialog has 'Cancel' and 'Add' buttons.

The screenshot shows the 'Add Charge' dialog box for a 'Disorderly Person' charging document type. The document number is 'W-2024-000066-0714'. The primary charge is '2C:35-10A(4) - POSS CDS - < 50G MARIJUANA, 5G HASHISH'. The offense date is '10/03/2024'. The crime type is 'ZZZ - DISORDERLY PERSONS'. There is a 'Charge comment' field with a remaining character count of 60. The dialog has 'Cancel' and 'Add' buttons.

Manual Case Entry – Defendant and Charge Information (cont.)

Clicking “Add” button will run the validations. Upon successful validations, system will:

- Close the modal.
- Display charge details under the section Charge Information.

Defendant Information Aliases **Charge Information** Verify Release/Bail Conditions

Defendant - JOHN DOE

Charging document

Type	Comments	Date	
Complaint		10/02/2024	View Charges ⋮
W-2024-000066-0714			View ⋮
W-2024-000001-0312			View ⋮
Disorderly Person	Test comments	10/04/2024	View Charges ⋮
W-2024-000066-0714			View ⋮

+ Add Charging Document

Charge Information

1 row(s)

Complaint number	Primary charge	Auxiliary charge	Degree	Action	Reason
W-2024-000066-0714	2C:12-1B(1) - AGG ASSAULT 3RD	---	3	Dispose	⋮

+ Add Charges

I have reviewed all charges for defendant JOHN DOE *

Manual Case Entry – Defendant and Charge Information (cont.)

Clicking “View Charges” will display the charges for all the complaints associated to the selected charging document.

More charges can be added using the “+ Add charges” link.

Defendant Information Aliases **Charge Information** Verify Release/Bail Conditions

Defendant - JOHN DOE

Charging document

Type	Comments	Date		
- Complaint		10/02/2024	View Charges	⋮
W-2024-000066-0714			View	⋮
W-2024-000001-0312			View	⋮
- Disorderly Person	Test comments	10/04/2024	View Charges	⋮
W-2024-000066-0714			View	⋮

+ Add Charging Document

Charge Information

2 row(s)

Complaint number	Primary charge	Auxiliary charge	Degree	Action	Reason	
W-2024-000066-0714	2C:12-1B(1) - AGG ASSAULT 3RD	---	3			Dispose ⋮
W-2024-000001-0312	2C:35-10A(2) - POSS CDS/ANALOG - SCHED V	2C:12-1B(4) - AGG ASSAULT W/ FIREARM	4			Dispose ⋮

[+ Add Charges](#)

I have reviewed all charges for defendant JOHN DOE *

Manual Case Entry – Defendant and Charge Information (cont.)

“Action” menu against each charge will have options:

- Modify
- Delete

“Modify” option will open the modal screen and Charge details will be prepopulated for user to modify as needed.

“Delete” option will allow user to delete the selected charge upon confirmation. Once deleted, the system will:

- Close the confirmation modal window and navigate user back to Charge Information section.
- Remove the deleted charge from the Charge Information list.

Charging document		
Type	Comments	Date
Complaint		10/02/2024
W-2024-000066-0714		
Disorderly Person	Test comments	10/04/2024
W-2024-000066-0714		

+ Add Charging Document

Charge Information

1 row(s)

Complaint number	Primary charge	Auxiliary charge	Degree	Action	Reason
W-2024-000066-0714	2C:35-10A(4) - POSS CDS - < 50G MARIJUANA, 5G HASHISH		5	Dispose	

+ Add Charges

I have reviewed all charges for defendant JOHN DOE *

Confirmation

Charge 2C:35-10A(4) - POSS CDS - < 50G MARIJUANA, 5G HASHISH from complaint will be deleted. Click "Confirm" to continue or "Cancel" to return to screen and save changes.

Confirm Cancel

Manual Case Entry – Defendant and Charge Information (cont.)

User must have at least one charge for a complaint to proceed with case creation.

Error icon will also be displayed at the following locations so that user can quickly identify where an error exists:

- Defendant row at the top
- Charge information action tab
- Document number level
- Charge details

When the charge information is corrected, system will remove the error icons and will allow user to proceed.

At least one required value is missing or an entered value is invalid for at least one of the defendants.

Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other

Defendants

Defendant name	Date of birth	Gender	Race	SBI number	SPN	
JOHN DOE	01/05/1995	MALE	WHITE	456213N	231159	Review ⓘ ✖

Defendant Information Aliases **Charge Information** Verify Release/Bail Conditions

✖ At least one charge should be entered per document number.

Defendant - JOHN DOE

Charging document		
Type	Comments	Date
Complaint		10/02/2024
W-2024-000066-0714		
W-2024-000001-0312		
Disorderly Person	Test comments	10/04/2024
W-2024-000066-0714		

+ Add Charging Document

Charge Information
+ Add Charges

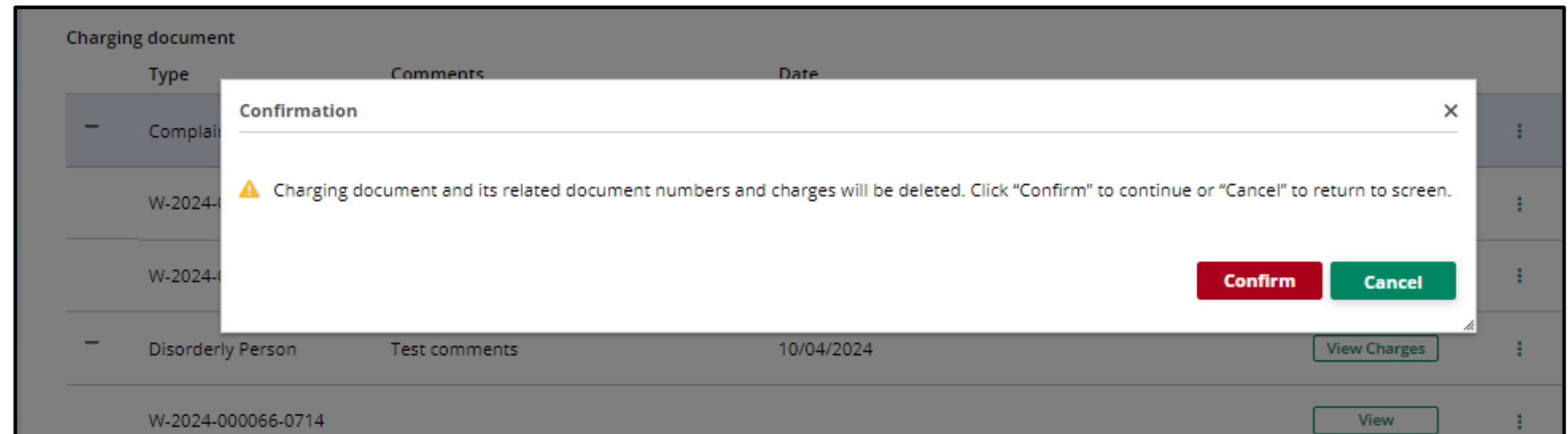
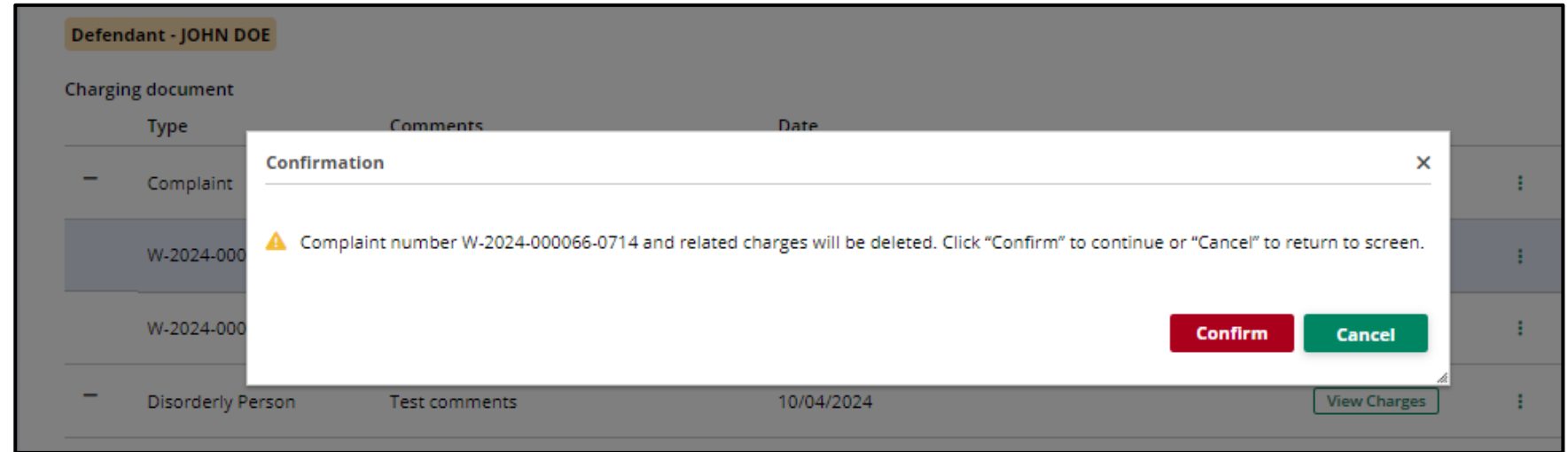
Back Cancel Save Next

Manual Case Entry – Defendant and Charge Information (cont.)

Deleting Complaint – selected complaint will be deleted and all charges associated to complaint will also be deleted.

Deleting Charging document will delete the following :

- Complaints within the selected charging document.
- All charges associated to the complaint(s) within the selected charging document.



Manual Case Entry – Defendant and Charge Information (cont.)

Indictment Charging documents

User can add the below Indictment or Accusation charging documents.

- Accusation
- Indictment
- Direct Indictment
- Direct Accusation

1

Defendant Information Aliases **Charge Information** Verify Release/Bail Conditions

Defendant - JOHN TEST

Charging document

+ Add Charging Document

Add charging document

Charging document type *

Complaint

Accusation

Indictment

Direct Indictment

Disorderly Person

Direct Accusation

Cancel Add

Back Cancel Save Next

Manual Case Entry – Defendant and Charge Information (cont.)

System opens “Add charging document” modal screen to enter the Direct indictment details.

- Charging document type will be defaulted to Direct indictment or Accusation document as selected by user.
- Aggregate charging indicator and Prejudice indicator will be defaulted as “No”.
- All other Direct indictment fields will be blank and available for user entry.
- User must enter the mandatory fields denoted by red asterisk to create any Indictment document.

The screenshot shows the 'Add charging document' modal screen. The background page displays the 'Defendant and Charge Information' section for a defendant named JOHN TEST. The modal screen contains the following fields and options:

- Charging document type ***: Direct Indictment (dropdown)
- Charging document date ***: [Date picker]
- Count in charging document ***: [Text input]
- Comment**: [Text area, Remaining: 60 characters]
- Indictment number**:
 - Year ***: [Text input]
 - Month ***: [Text input]
 - Sequence number ***: [Text input]
 - Suffix ***: [Dropdown menu]
- Arraignment notice date**: [Date picker]
- Arraignment date**: [Date picker]
- Arraignment plea**: [Dropdown menu]
- Initial indictment date**: [Date picker]
- Dismissed date**: [Date picker]
- Judge**: [Text input]
- Prejudice indicator**: Yes [radio], No [radio]
- Aggregate charging indicator**: Yes [radio], No [radio]
- Superseding indictment number**:
 - Year**: [Text input]
 - Month**: [Text input]
 - Sequence number**: [Text input]
 - Suffix**: [Dropdown menu]

Buttons: Cancel, Add

Manual Case Entry – Defendant and Charge Information (cont.)

Some of the fields are conditionally mandatory and will display red asterisk based on the value entered in associated field.

- When Arraignment date is entered then system displays red asterisk against Arraignment plea and vice versa.
- When Judge is entered then system displays red asterisk against Dismissed date and vice versa.

Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other

Defendants

Defendant name: JOHN TEST

Defendant Information | Aliases | Charge Information | Ver

✓ Changes have been marked for the current session and will be saved when you click Save.

Defendant - JOHN TEST

Charging document

+ Add Charging Document

Add charging document

Charging document type * | Charging document date * | Count in charging document *

Direct Indictment | 10/01/2024 |

Comment

Remaining: 60 characters

Indictment number

Year * | Month * | Sequence number * | Suffix *

24 | 10 | 00001 | I

Arraignment notice date | Arraignment date * | Arraignment plea * | Initial indictment date

| 10/01/2024 | |

Dismissed date * | Judge * | Prejudice indicator | Aggregate charging indicator

| | BROWN, THOMAS | Yes | No | Yes | No

Superseding indictment number

Year | Month | Sequence number | Suffix

| | | |

Cancel | Add

Manual Case Entry – Defendant and Charge Information (cont.)

Clicking “Add” will run the validations. Upon successful validations, system will:

- ❑ Close the Add charging document screen and navigate user back to Charge Information section.
- ❑ Indictment Charging document will display in the Charging document section.
- ❑ Display the Direct Indictment number added against the charging document.
- ❑ Display a successful message under Charge Information action tab.
- ❑ Disable Add Charging Document link as multiple charging document are not allowed when any Indictment charging document is created.

Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other

Defendants

Defendant name	Date of birth	Gender	Race	SBI number	SPN
JOHN TEST				123456A	231193

Defendant Information | Aliases | **Charge Information** | Verify Release/Bail Conditions

✓ Changes have been marked for the current session and will become permanent at completion of the work.

Defendant - JOHN TEST

Charging document

Type	Comments	Date	View Charges
Direct Indictment		10/01/2024	View Charges
24-10-00001-I			View

+ Add Charging Document

Charge Information

+ Add Charges

Back Cancel Save Next

Manual Case Entry – Defendant and Charge Information (cont.)

After adding Charging document, user can do the following:

- Modify / Delete Direct indictment document
- “Add document number” option will be disabled as multiple Indictment documents are not allowed.
- View Direct indictment details clicking “View” button.
- Add charges clicking “+ Add Charges” link.

The screenshot displays the 'Criminal Case Management' interface for 'Essex County'. The breadcrumb trail is: Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other. The 'Defendants' section shows a table with one entry: JOHN TEST, with fields for Date of birth, Gender, Race, SBI number (123456A), and SPN (231193). Below this, the 'Charge Information' tab is active, showing a message: 'Changes have been marked for the current session and will become permanent at completion of the work.' Under 'Defendant - JOHN TEST', there is a table for 'Charging document' with columns 'Type', 'Comments', and 'Date'. One entry is shown: Direct Indictment, with a date of 10/01/2024 and a document number 24-10-00001-1. A 'View Charges' button is next to this entry. A context menu is open over the 'View Charges' button, showing options: 'Add Document Number' (disabled), 'View', 'Modify', and 'Delete'. A yellow arrow points to the 'View' option. Below the table, there is a '+ Add Charging Document' link and a '+ Add Charges' link with a yellow arrow pointing to it.

Manual Case Entry – Defendant and Charge Information (cont.)

1. Clicking “+ Add Charges” link will open Add charge screen (like Complaint charging document).

Charge count is required for all Indictment / Accusation documents.

User must enter all mandatory charge information.

Enter Complaint number if exists.

2. Clicking “Add” button will add the charge under the section Charge Information.

User can Modify /Delete charge from the Action menu.

1

Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other

Defendants

Defendant name
JOHN DOE

Defendant Information Aliases

Defendant - JOHN DOE

Charging document
Type
— Direct Indictment
24-10-00001-I
+ Add Charging Document

Charge Information
+ Add Charges

Add Charge

Charging document type
Direct Indictment

Indictment number
24-10-00001-I

Charge count *
1

Primary charge *
2C:13-2A - CRIMINAL RESTRAINT - RISK OF SBI TO VICTIM

Auxiliary charge

Drug type
—

Crime type *
AAS - ASSAULT

Complaint number

Type
—

Year
—

Sequence number
—

Court code
—

Charge comment
Remaining: 60 characters

Cancel Add

2

Defendant - JOHN TEST

Charging document

Type	Comments	Date	
— Direct Indictment		10/01/2024	View Charges
24-10-00001-I			View

+ Add Charging Document

Charge Information

1 row(s)

Complaint number	Primary charge	Auxiliary charge	Degree	Action	Reason
—	2C:13-2A - CRIMINAL RESTRAINT - RISK OF SBI TO VICTIM	—	3	Dispose	

+ Add Charges

Modify
Delete

Manual Case Entry – Defendant and Charge Information (cont.)

Charge Disposition

For Complaint and Disorderly person charging document, each charge will have a "Dispose" button.

Disposition will work like existing case initiation.

User can dispose all charges (Full disposition) OR few charges (Partial disposition)

Complaint number	Primary charge	Auxiliary charge	Degree	Action	Reason
W-2024-000066-0714	2C:12-1B(1) - AGG ASSAULT 3RD	---	3	Dispose	
W-2024-000001-0312	2C:35-10A(2) - POSS CDS/ANALOG - SCHED	2C:12-1B(4) - AGG ASSAULT	4	Dispose	

Manual Case Entry – Defendant and Charge Information (cont.)

Charge disposition screen, will prepopulate the charges as entered by user.

Any modification to the charges made on Charge disposition screen will be reflected in Modify charge screen as well.

System will allow user to do Simple Disposition of the selected charge by selecting one of the below disposition action/reason:

- DC101 - DOWNGRADE/REMAND TO MUNICIPAL COURT
- DC142 - DOWNGRADE - REMAND COURT
- RM101 - MUNICIPAL REMAND/DOWNGRADE
- RM141 - DP RETURNED TO MUNICIPAL COURT
- DM100 - ADMINISTRATIVE DISMISSAL
- DC324 - DOWNGRADE/TRANSFER FAMILY COURT
- DM121 - COUNTS DISMISSED BY PROSECUTOR

Defendants

Defendant JOHN DO

Defendant Information

Defendant

Charging document type

Charge disposition

Charging document type Document number *

Complaint W-2024-000066-0714

Primary charge *

2C:12-1B(1) - AGG ASSAULT 3RD

Auxiliary charge

Drug type

Offense date *

10/01/2024

Crime type *

AGA - AGGRAVATED ASSAULT

Charge comment

Remaining: 60 characters

Enter charge disposition

Charge disposition action/reason *

Select

Select

DC101 - DOWNGRADE/REMAND TO MUNICIPAL COURT

DC142 - DOWNGRADE - REMAND COURT

RM101 - MUNICIPAL REMAND/DOWNGRADE

RM141 - DP RETURNED TO MUNICIPAL COURT

DM100 - ADMINISTRATIVE DISMISSAL

DC324 - DOWNGRADE/TRANSFER FAMILY COURT

DM121 - COUNTS DISMISSED BY PROSECUTOR

Charge disposition date *

Prosecutor *

Cancel Save

Complaint number	Action	Reason
W-2024-000066-0714	3	2C:12-1B(1) - AGG ASSAULT 3RD
W-2024-000001-0312	4	2C:35-10A(2) - POSS CDS/ANALOG - SCHED V
		2C:12-1B(4) - AGG ASSAULT W/ FIREARM

Manual Case Entry – Defendant and Charge Information (cont.)

User must capture disposition date and Prosecutor for all dispositions.

For the below disposition action/reason, Change primary charge must be selected:

- DC101 - DOWNGRADE/REMAND TO MUNICIPAL COURT
- DC142 - DOWNGRADE - REMAND COURT
- RM101 - MUNICIPAL REMAND/DOWNGRADE

For other disposition action/reason, Change primary charge is optional.

Charge disposition

Charging document type: Complaint, Document number: W-2024-000066-0714

Primary charge: 2C:12-1B(1) - AGG ASSAULT 3RD, Auxiliary charge:

Drug type: , Offense date: 10/01/2024, Crime type: AGA - AGGRAVATED ASSAULT

Charge comment: Remaining: 60 characters

Enter charge disposition

Charge disposition action/reason: DC101 - DOWNGRADE/REMAND TO MUNICIPAL COURT, Charge disposition date: 10/7/2024

Judge: , Prosecutor: WILSON, JOHN E

Charge disposition comments:

Enter downgrade/remand charge

Change primary charge: 2C:12-1B(5)(A) - AGG ASSAULT-ON LAW ENFORCEMENT OFFICER, Change auxiliary charge:

Buttons: Cancel, Save

Manual Case Entry – Defendant and Charge Information (cont.)

After saving the charge disposition details, disposition Action and Reason against the charges that were disposed will appear on Charge Information screen.

Once the charge is disposed, Modify charge option will be disabled. Informational icon and a message will be displayed upon hover over.

✓ Changes have been marked for the current session and will become permanent at completion of the work.

Defendant - JOHN DOE

Charging document

Type	Comments	Date		
Complaint		10/02/2024	View Charges	⋮
W-2024-000066-0714			View	⋮
W-2024-000001-0312			View	⋮
Disorderly Person	Test comments	10/04/2024	View Charges	⋮
W-2024-000066-0714			View	⋮

+ Add Charging Document

Charge Information

2 row(s)

Complaint number	Primary charge	Auxiliary charge	Degree	Action	Reason		
W-2024-000066-0714	2C:12-1B(1) - AGG ASSAULT 3RD	---	3	DOWNGRADE	MUNICIPAL REMAND/DOWNGRADE	Dispose	ⓘ
W-2024-000001-0312	2C:35-10A(2) - POSS CDS/ANALOG - SCHD V	2C:12-1B(4) - AGG ASSAULT W/ FIREARM	4			Dispose	ⓘ

+ Add Charges

I have reviewed all charges for defendant JOHN DOE *

Note: In the screenshot, a red box highlights the 'DOWNGRADE' and 'MUNICIPAL REMAND/DOWNGRADE' cells in the first row of the Charge Information table. Another red box highlights the 'ⓘ' icon and the 'Modify' and 'Delete' options in the dropdown menu that appears when the icon is hovered over.

Manual Case Entry – Defendant and Charge Information (cont.)

- Disposition can be removed, if entered incorrectly. On Charge disposition screen uncheck the checkbox “Enter charge disposition” and click Save.
- Charge disposition Action / Reason gets removed against the selected charge from Charge Information screen.

1

Charge disposition

Charging document type: Complaint
Document number: W-2024-000066-0714

Primary charge: 2C:12-1B(1) - AGG ASSAULT 3RD
Auxiliary charge:

Drug type: [Empty]
Offense date: 10/01/2024
Crime type: AGA - AGGRAVATED ASSAULT

Charge comment: [Empty]
Remaining: 60 characters

Enter charge disposition

Charge disposition action/reason: DC101 - DOWNGRADE/REMAND TO MUNICIPAL COURT
Charge disposition date: 10/7/2024

Judge: [Empty]
Prosecutor: WILSON, JOHN E

Charge disposition comments: [Empty]

Enter downgrade/remand charge

Change primary charge: 2C:12-1B(5)(A) - AGG ASSAULT-ON LAW ENFORCEMENT OFFICER
Change auxiliary charge:

Buttons: Cancel, Save

2

Defendant Information | Aliases | Charge Information | Verify Release/Bail Conditions

✓ Changes have been marked for the current session and will become permanent at completion of the work.

Defendant - JOHN DOE

Charging document Type	Comments	Date	
Complaint		10/02/2024	View Charges
W-2024-000066-0714			View
W-2024-000001-0312			View
Disorderly Person	Test comments	10/04/2024	View Charges
W-2024-000066-0714			View

+ Add Charging Document

Charge Information

2 row(s)

Complaint number	Primary charge	Auxiliary charge	Degree	Action	Reason	
W-2024-000066-0714	2C:12-1B(1) - AGG ASSAULT 3RD		3			Dispose
W-2024-000001-0312	2C:35-10A(2) - POSS CDS/ANALOG - SCHED V	2C:12-1B(4) - AGG ASSAULT W/ FIREARM	4			Dispose

+ Add Charges

I have reviewed all charges for defendant JOHN DOE *

Manual Case Entry – Verify Release/Bail Conditions

Verify Release/Bail Conditions tab displays the most recent release/bail information for defendant if received from source system.

When multiple complaints exist, and the complaints have a bail/release condition then the system will display the latest bail/release condition for each eligible complaint in the bail/release tab.

System will display Defendant name, Complaint number, Release/Bail date, Release/Bail type, Conditional release and Bail amount.

User will ***not*** have the ability to modify or Add Release/Bail conditions.

Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other

Defendants

Defendant name	Date of birth	Gender	Race	SBI number	SPN	
JOHN DOE	01/05/1995	MALE	WHITE	456213N	231159	Review ⓘ

Defendant Information | Aliases | Charge Information | **Verify Release/Bail Conditions**

Defendant - JOHN DOE

Defendant name	Complaint number	Release/Bail date	Release/Bail type	Conditional release	Bail amount	
JOHN DOE	W-2024-000066-0714	10/08/2024	C4 - NON-MONETARY CONDITIONS LEVEL III+	Yes		Refresh

Back Cancel Save Next

Manual Case Entry – Verify Bail/Release Conditions (cont.)

If a new Release/ Bail record was added, or the current record was modified or deleted in Order Module, the system will display a message to click on the Refresh button to get updated information.

Upon clicking on the Refresh button, the system will retrieve the latest Release/ Bail information, and the error message will disappear.

At least one required value is missing or an entered value is invalid for at least one of the defendants.

Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other

Defendants

Defendant name	Date of birth	Gender	Race	SBI number	SPN	
JOHN DOE	01/05/1995	MALE	WHITE	456213N	231159	Review [i] [x]

Defendant Information Aliases Charge Information **Verify Release/Bail Conditions**

Release/Bail information has been updated in the source system. Click "Refresh" to get updated information.

Defendant - JOHN DOE

Defendant name	Complaint number	Release/Bail date	Release/Bail type	Conditional release	Bail amount
JOHN DOE	W-2024-000066-0714	10/08/2024	C4 - NON-MONETARY CONDITIONS LEVEL III+	Yes	

Refresh

Back Cancel Save Next

Manual Case Entry – Defendant and Charge Information (cont.)

Once all Charge Information is reviewed, user must click on the checkbox located at the bottom left.

Review charge check box is available after user enters the first charge.

After clicking the checkbox for review charges:

If user do not have access to Victim/Witness/Other information, then the Submit button is enabled to proceed with case creation.

If User has access to Victim/Witness/Other information, then the “Next” button is enabled to proceed to Review Victim/Witness/Other stage.

Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other

Defendants

Defendant name	Date of birth	Gender	Race	SBI number	SPN	
JOHN DOE	01/05/1995	MALE	WHITE	456213N	231159	Review

Defendant Information | Aliases | **Charge Information** | Verify Release/Bail Conditions

Defendant - JOHN DOE

Charging document

Type	Comments	Date	
Complaint		10/02/2024	View Charges
W-2024-000066-0714			View
W-2024-000001-0312			View
Disorderly Person	Test comments	10/04/2024	View Charges
W-2024-000066-0714			View

+ Add Charging Document

Charge Information

2 row(s)

Complaint number	Primary charge	Auxiliary charge	Degree	Action	Reason
W-2024-000066-0714	2C:12-1B(1) - AGG ASSAULT 3RD	---	3	Dispose	
W-2024-000001-0312	2C:35-10A(2) - POSS CDS/ANALOG - 5CHD V	2C:12-1B(4) - AGG ASSAULT W/ FIREARM	4	Dispose	

+ Add Charges

I have reviewed all charges for defendant JOHN DOE *

Back Cancel Save **Next**

Manual Case Entry – Verify Bail/Release Conditions (cont.)

Clicking “Next” button will run/re-run the validation for fields on all 4 action tabs (Defendant Information, Aliases, Charge Information and Verify Bail/Release Conditions).

- In case of errors, the system will show error message on top and an error icon for the defendant row at the top.
- System will also show error icon at the Action tab where error exists.
- Clicking on the tab will display inline error(s) for the selected tab.

After successful validations, system will navigate user to “Review Victim/Witness/Other” stage.

At least one required value is missing or an entered value is invalid for at least one of the defendants.

Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other

Defendant name	Date of birth	Gender	Race	SBI number	SPN
JOHN DOE	01/05/1995	MALE	WHITE	456213N	231159

Defendants

Defendant Information Aliases Charge Information Verify Release/Bail Conditions

Undo Save

Primary defendant
Defendant - JOHN DOE

Defendant information

Defendant name JOHN DOE	SBI number 456213N	Fingerprinted Yes	SPN 231159
Date of birth 01/05/1995	Social security number 333-44-4555	Driver's license number	Driver's license state
Birth place	Gender MALE FEMALE	Height (ft.) 06	Height (in.) 02
Hair color BLACK	Eye color BROWN	Hispanic or Latino? Yes No Unknown	Race White
Military indicator * Yes No	Defendant currently in jail	Track assigned	Related traffic ticket(s) Yes No
FBI number	BCI number	Recovery court type Select	Fingerprint number
Primary language	Interpreter needed Yes No	Interpreter language	Domestic violence indicator Yes No
Juvenile indicator * Yes No	Defendant status * Defendant status field cannot be blank.	Change date * 10/08/2024	Electronic surveillance Yes No
Public license Yes No	Represented by type	Represented by	Criminal Probation Officer
Distinguishing marks	Career criminal Yes No	PTI registry number	Department of corrections number

Manual Case Entry – Review Victim/Witness/Other

“Review Victim/Witness/Other” screen, displays Victim/Witness/Other from ACS for all the complaints selected for case creation.

Victim/Witness/Other details displays details such as Name, Address, Phone, Business phone.

User must enter the Witness type and Testimony type during case creation for all Victim/Witness/Other.

Each Victim/Witness/Other will have a “View” button and Action menu icon.

Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other

Review Victim/Witness/Other

3 record(s)

Name	Witness type	Address	Phone	Business phone	Testimony type	Action
OFFICER TEST	COMPLAINANT	PUBLIC SAFETY BLDG, 25 KIRKPATRICK, ST, ...		(732) 745-5200	GRAND JURY	View
VICTIM O ONE		12 MAIN STREET, TRENTON, NEW JERSEY 08...				View
VICTIM B TWO		20 NEW ROAD, TRENTON, NEW JERSEY 0887...		(609) 399-2200		View

+ Add Victim / Witness / Other

Back Cancel Save Submit

Manual Case Entry – Review Victim/Witness/Other (cont.)

“**Action**” menu will have options:

- a. Modify
- b. Delete

“**Modify**” option will allow user to update the Victim/Witness/Other details.

System will populate the values if received from ACS or entered by user during case creation.

Victim/Witness /Other values modified by user will be saved only in Promis Gavel. No changes will be made in the source system ACS.

Manual Case Entry – Review Victim/Witness/Other (cont.)

1. The “**Delete**” option will delete the selected Victim/Witness/Other.
2. Once successfully deleted, the system will:
 - Remove the deleted Victim/Witness/Other from the list.
 - Display a successful message on top of the screen.

1

The screenshot shows the 'Review Victim/Witness/Other' page with a confirmation dialog box. The dialog box asks: 'Are you sure you want to delete the Victim/Witness?'. The background page shows a table with 4 records. The record 'VICTIM C THREE' is highlighted, and a 'Delete' button is visible next to it. The dialog box has 'Confirm' and 'Cancel' buttons.

Name	Witness type	Address	Phone	Business phone	Testimony type
OFFICER TEST	COMPLAINANT	PUBLIC SAFETY BLDG. 25 KIRKPATRICK, ST, ...		(732) 745-5200	GRAND JURY
VICTIM O ONE		12 MAIN STREET, TRENTON, NEW JERSEY 08...			
VICTIM B TWO		20 NEW ROAD, TRENTON, NEW JERSEY 0887...		(609) 399-2200	
VICTIM C THREE	STAFF MEMBER	MY ADDR			TRIAL COURT

2

The screenshot shows the 'Review Victim/Witness/Other' page after a successful deletion. A red box highlights a success message: 'Changes have been marked for the current session and will become permanent at completion of the work.' The table now shows 3 records. The 'VICTIM C THREE' record is no longer present. The 'Confirm' button from the previous dialog is no longer visible.

Name	Witness type	Address	Phone	Business phone	Testimony type
OFFICER TEST	COMPLAINANT	PUBLIC SAFETY BLDG, 25 KIRKPATRICK, ST, ...		(732) 745-5200	GRAND JURY
VICTIM O ONE		12 MAIN STREET, TRENTON, NEW JERSEY 08...			
VICTIM B TWO		20 NEW ROAD, TRENTON, NEW JERSEY 0887...		(609) 399-2200	

Manual Case Entry – Review Victim/Witness/Other (cont.)

The [Add Victim/Witness/Other](#) link will open “Add Victim/Witness/Other” modal screen to add new Victim/Witness/Other details.

All updates to Victim/Witness/Other will be reflected in the Criminal case management system upon successful submission of the case.

The screenshot shows a modal window titled "Add Victim/Witness/Other" with a close button (X) in the top right corner. The form contains the following fields:

- First name:
- Middle initial:
- Last name *:
- Address line 1 *:
- Address line 2:
- City *:
- State *:
- Zip code *: -
- Country:
- Phone:
- Business phone:
- Witness type *:
- Testimony type *:
- Comment:
Remaining: 60 characters
- Notice comment:
Remaining: 60 characters

At the bottom right of the modal, there are two buttons: "Cancel" (light green) and "Save" (dark green).

Manual Case Entry – Submit

1. At Submit, the system will ask user confirmation to proceed with the case creation.

2. In the Confirmation modal screen, defendant name and SBI number will be listed.

Clicking Confirm button, the system will run the validations.

1

Name	Witness type	Address	Phone	Business phone	Testimony type	
OFFICER TEST	COMPLAINANT	PUBLIC SAFETY BLDG, 25 KIRKPATRICK ST, ...		(732) 745-5200	GRAND JURY	<input type="button" value="View"/> ⋮
VICTIM O ONE	STAFF MEMBER	12 MAIN STREET, TRENTON, NEW JERSEY 08...			TRIAL COURT	<input type="button" value="View"/> ⋮
VICTIM B TWO	CODEFENDANT	20 NEW ROAD, TRENTON, NEW JERSEY 088...		(609) 399-2200	IN CAMERA HEARING	<input type="button" value="View"/> ⋮

+ Add Victim / Witness / Other

2

Confirmation

You are about to submit the Criminal Case for:

Primary defendant SBI number
JOHN DOE 456213N

Manual Case Entry – Submit (cont.)

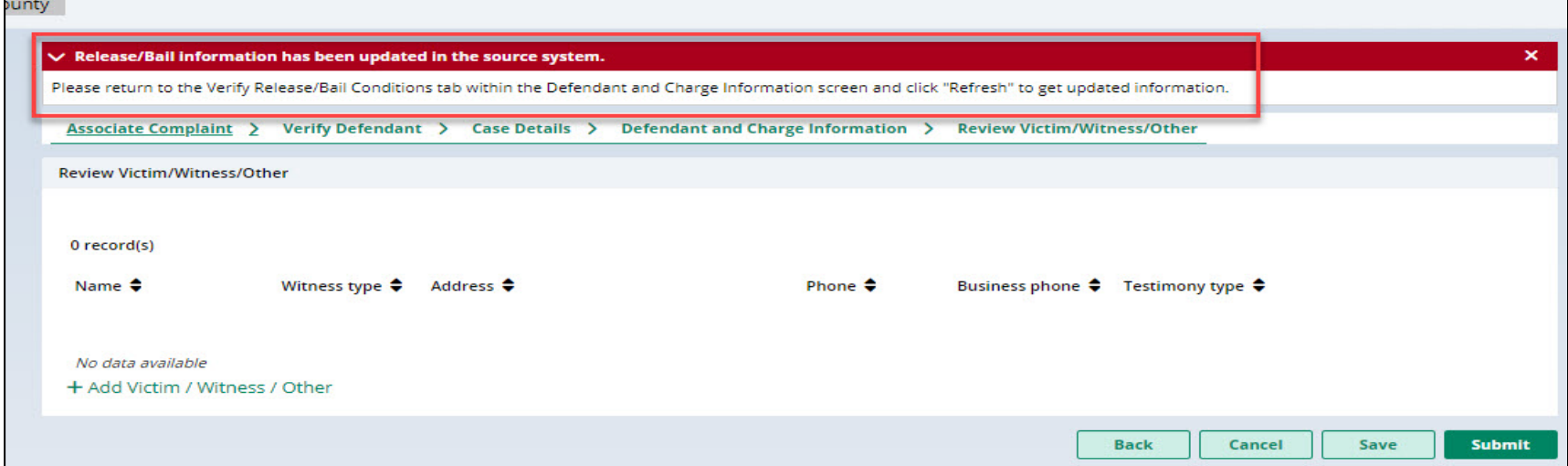
1. System will verify if Release/Bail conditions were updated in the Order Module system but not refreshed on the Verify Release/Bail screen.

User must navigate to the Verify Release/Bail Conditions screen and click “Refresh” to get updated information.

2. System will also verify the user entered SBI number. If the SBI number exists in criminal case management for the same county.

User must navigate to the Verify screen and correct the SBI number.

1



Release/Bail Information has been updated in the source system.
Please return to the Verify Release/Bail Conditions tab within the Defendant and Charge Information screen and click "Refresh" to get updated information.

Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other

Review Victim/Witness/Other

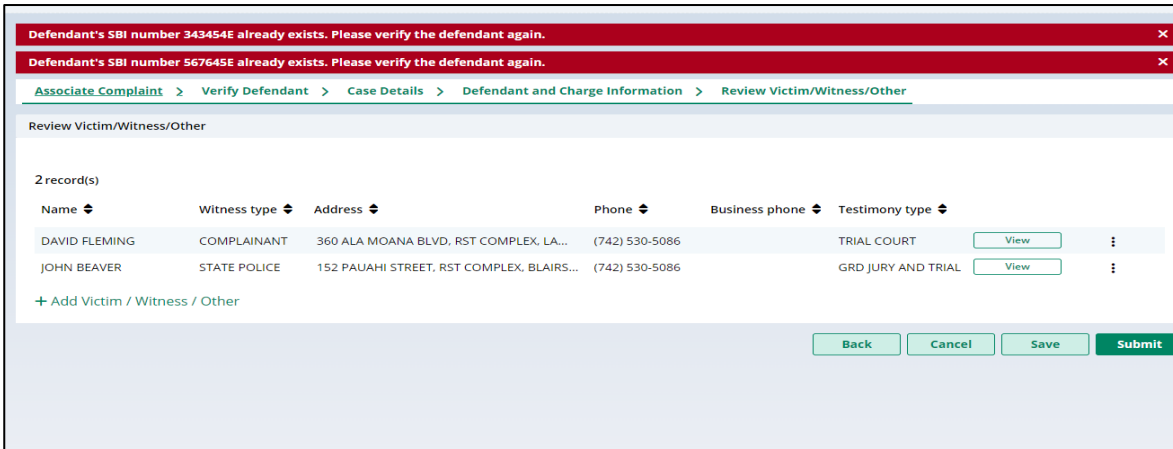
0 record(s)

Name	Witness type	Address	Phone	Business phone	Testimony type
------	--------------	---------	-------	----------------	----------------

No data available
+ Add Victim / Witness / Other

Back Cancel Save Submit

2



Defendant's SBI number 343454E already exists. Please verify the defendant again.

Defendant's SBI number 567645E already exists. Please verify the defendant again.

Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other

Review Victim/Witness/Other

2 record(s)

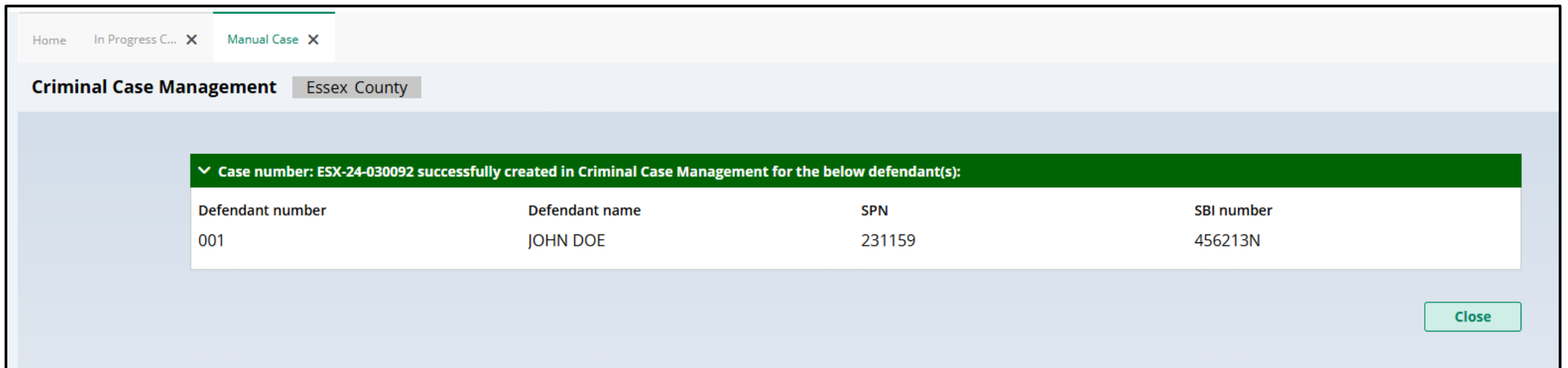
Name	Witness type	Address	Phone	Business phone	Testimony type
DAVID FLEMING	COMPLAINANT	360 ALA MOANA BLVD, RST COMPLEX, LA...	(742) 530-5086		TRIAL COURT
JOHN BEAVER	STATE POLICE	152 PAUAHI STREET, RST COMPLEX, BLAIRS...	(742) 530-5086		GRD JURY AND TRIAL

+ Add Victim / Witness / Other

Back Cancel Save Submit

Manual Case Entry – Case Submission

- Successful Submit will show a successful save bar message with criminal case number. It will also display Defendant information like Defendant number, Defendant name, SPN and SBI number.
- Case information will get saved to Promis Gavel. If it's a new case, case number will be auto-generated by the system.



The screenshot displays the 'Criminal Case Management' interface for 'Essex County'. At the top, there are navigation tabs: 'Home', 'In Progress C...', and 'Manual Case'. Below the tabs, the page title 'Criminal Case Management' is followed by a dropdown menu for 'Essex County'. A green notification bar at the top of the main content area reads: 'Case number: ESX-24-030092 successfully created in Criminal Case Management for the below defendant(s):'. Below this notification is a table with the following data:

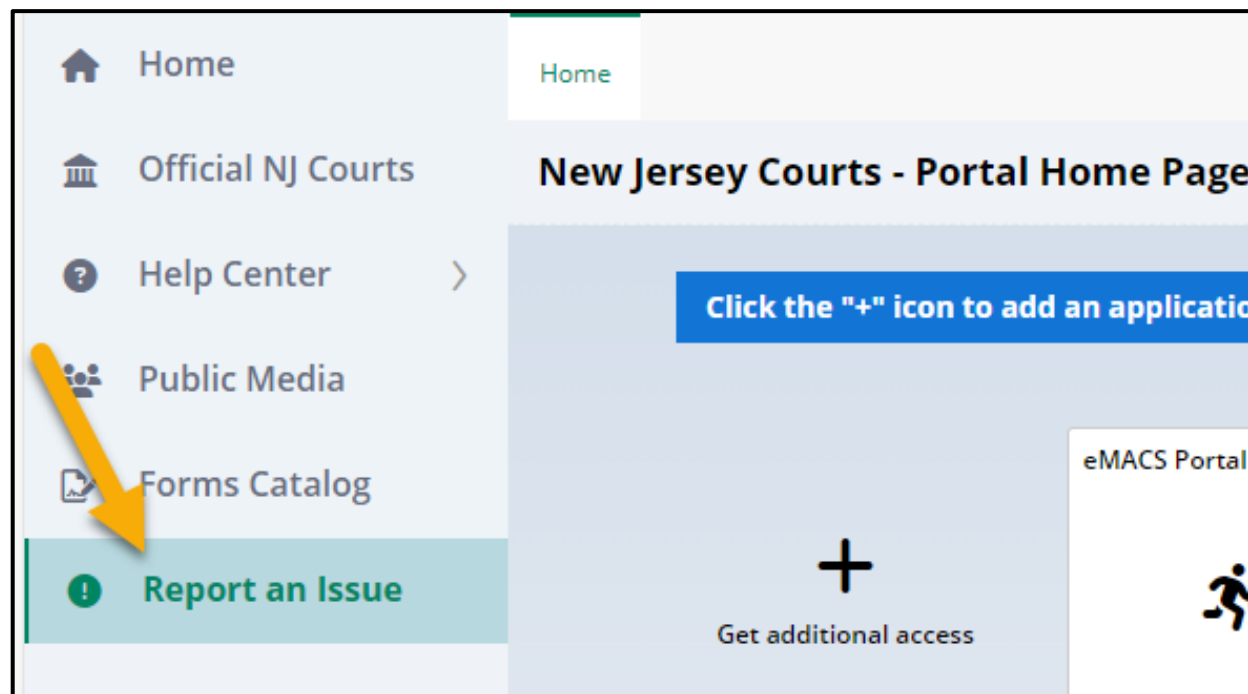
Defendant number	Defendant name	SPN	SBI number
001	JOHN DOE	231159	456213N

A 'Close' button is located in the bottom right corner of the notification area.

Technical Assistance

If you require technical assistance with the Criminal Case Management portal, please open a helpdesk ticket by clicking the link. “Report an Issue” in the portal.

You may also contact the Help Desk:
Judiciary Help Desk: 609-421-6100
After Hours: 1-800-343-7002



QUESTIONS OR COMMENTS?