

eCDR – Temporary Order to Seal Complaint Warrant

10/26/2018

Law Enforcement/Prosecutors/Judges Release Notes

<p style="text-align: center;">Enhanced</p>	<p>eCDR has been enhanced to provide a new Sealed Indicator when creating a Complaint-Warrant. As background, amendments to <u>R 1:38</u> originated from concerns raised by law enforcement that the automated processes for complaints in the eCDR system and the linkage with the other automated systems increased the likelihood that this information could be disclosed prior to the defendant's arrest, thereby increasing the risk of harm to individuals and to police officers, as well as the overall risk that defendants may flee should this information be prematurely disclosed. For detailed instructions on how to create a Sealed Complaint in eCDR, please click here.</p>
<p style="text-align: center;">New</p>	<p>For select county prosecutors, a new 'Sealed Complaint' workbasket will be displayed on the eCDR Homepage. The prosecutor will review the Sealed Complaint(s) in the workbasket and select the prepopulated factor(s) to establish good cause for the Temporary Order to Seal. To review the detailed instructions/screens for prosecutor review, please click here.</p>
<p style="text-align: center;">New</p>	<p>For Superior Court Judge(s), a new "Sealed Complaint" workbasket will be displayed on the eMACS Homepage. The Superior Court Judge will review the Sealed Complaint(s) in the workbasket in order to determine Probable Cause and Grant/Deny the Temporary Order to Seal. For detailed instructions, please click here.</p>
<p style="text-align: center;">New</p>	<p>Once the Complaint is Sealed, it will remain Sealed for 10 days. If the defendant is arrested within the 10 days, the complaint will automatically be unsealed upon fingerprint association. If the defendant is not arrested, the Order to Seal will expire on the 10th day unless the prosecutor makes a request for an additional 10 day extension of the Order to Seal. For detailed instructions, please click here.</p>

Law Enforcement – Request Order to Seal



After selecting 'Complaint Entry', Law Enforcement will click on 'Complaint Generation' and select 'Request Order to Seal' = Y.

System will require Law Enforcement to enter the name of the Prosecutor authorizing submission of the sealed complaint.

Complaint Type will default to 'To Be Determined'. The question 'Is the Defendant in your physical custody?' will default to 'N'.

Law Enforcement will enter the Agency and Officer Id and click 'Continue'.

Complaint Entry

Complaint Generation
 Citizen Complaint Generation

Domestic Violence Ind: *
N

Request Order to Seal? Y
I certify that Prosecutor MI: Last Name: * authorized submission of this complaint as sealed.

Complaint ID:
Court: Type: * Year: Is the Defendant in your physical custody? If the Defendant is in the custody of another police department or in jail, please answer NO: *

Agency ID/Officer ID:
Agency: * Officer: *

On the Defendant Tab, enter the required information and click 'Continue'.

Defendant Complaint Charges and Narratives Affidavit of Probable Cause PLEIR Involved Persons

Please enter Social Security Number And/Or Driver's License Number If Known

Defendant Information

Drivers License #: State: DOB: SSN:

First Name: * MI: Last Name: *
Roger That

Alias

Alias First Name	MI	Alias Last Name	Alias SSN	Alias DOB	Delete
No Records Found					

[Add Item](#)

Defendant Address & Other Identifiers

Address: * Address 2: Phone Number:

City: * State: * Zip: * +4:

Race/Ethnic: Hair: Gender:

Eye Color: Weight: Height: * Ft. * Inches

FP IND: SBI #: Employment Status: Select...

On the Complaint Tab, enter the required information. There is a new section labeled 'Sealed Info'. The sealed information entered on the initial complaint entry screen will be displayed. Law Enforcement can change the sealed indicator/prosecutor information if needed. Click 'Continue'.

eCDR/eMACS CASE JACKET

1214-Complaint

COMPLAINT 1214 2018 Roger That

Defendant Complaint Charges and Narratives Affidavit of Probable Cause PLEIR Involved Persons

Complaint Details

Issue Date: Offense Date: * Time:

Date of Arrest: Police Case No: Assigned Agency: *

Mun of Offense: Co-Def Count: Domestic Violence Ind:

Agency ID: * Officer ID: * Serious Bodily Injury/Death: * Military Status: *

Sealed Info

Request Order to Seal? I certify that Prosecutor First Name: * MI: Last Name: * Seal authorized submission of this complaint as sealed.

First Appearance Info

Appearance Required: * Appearance Court: *

Additional Complaint Info

On the Charges and Narrative tab, enter the required offense information and click 'Continue'.

MUNICIPAL AND CRIMINAL SYSTEMS
New Jersey Courts
eCDR/eMACS CASE JACKET
1214-Complaint
COMPLAINT 1214 2018 Roger That
Defendant Complaint Charges and Narratives Affidavit of Probable Cause PLEIR Involved Persons
Please check the DNA Sample Status on the CGH Criminal History.
Charge Information
Offense Aux Offense Drug Code Degree Offense Description Delete
Charges And Narratives
Offense Number: [2C:11-3A(2)]
Degree: 1
Auxiliary Offense:
Drug Code:
Offense Description: MURDER - KNOWINGLY
Narrative: WITHIN THE JURISDICTION OF THIS COURT, test
Save Cancel
Add Item
FP Status: [Select...]
Defendant Immigration Status
Immigration Status:
No reason to believe defendant is illegal immigrant
Reason to believe defendant is illegal immigrant
Back Continue

Enter Affidavit of Probable Cause and click 'Continue'.

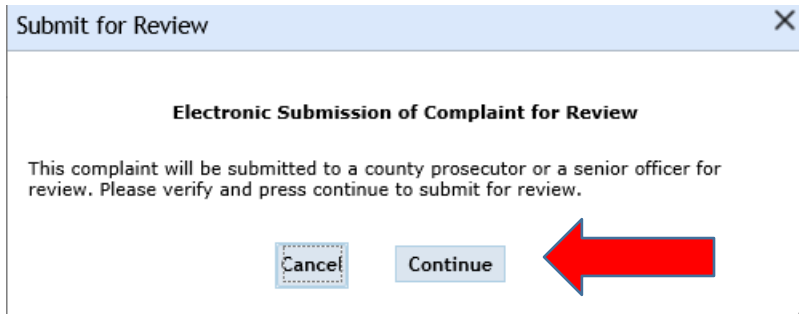
Enter PLEIR and click 'Continue'.

Enter Involved Person and click 'Submit'.

Click on "Review Draft Certification" button. On this screen, the only option for Law Enforcement is to 'Submit For Review'.

eCDR/eMACS CASE JACKET
1214-Complaint
COMPLAINT 1214 2018 001515 Roger That WIP View Case Jacket
You must select a draft option below to continue the complaint entry process.
Press the 'Review Draft Certification' button to submit this complaint for review or to the court. Only one signature will be required to certify and submit this complaint to the court.
Review Draft Certification
Submit to county prosecutor/senior officer for review.
Do not submit this complaint to the court at this time.
Submit For Review
Close

Law Enforcement clicks on “Submit For Review” and confirms the submission by clicking ‘Continue’.



Complaint is submitted to the Prosecutor.



Once the complaint is submitted to the Prosecutor, Law Enforcement cannot modify the complaint unless the Prosecutor returns to officer (no new process).

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Creating the Order to Seal – Prosecutor

Prosecutor signs into eCDR and under the new ‘Sealed Complaint’ workbasket, selects **OPEN** from the Action drop down.

Sealed Complaint

Refresh list

	Date Created	Court	Complaint #	Defendant Name	Officer Name	Reviewer	Status	Expiration Date	Actions
	10/05/2018	1214	1214 2018 001515	Roger That	. TEST		PROR		Actions
	10/04/2018	1214	1214 W 2018 001509	Test Test	. TEST	PROSECUTORALAN DURING	WARR	10/13/2018	Open Print
	10/03/2018	1214	1214 W 2018 001505	Translist Seal	. TEST	PROSECUTORGRACE COPPER	WARR	10/13/2018	Review View Case Jacket
	10/03/2018	1214	1214 W 2018 001504	TESTING SEAL TRAN	. TEST	PROSECUTORALAN DURING	WARR	10/13/2018	

The system will disable the ‘Complaint Type’ field selection. The Prosecutor accepts the charge, enters the Good Cause for Temporary Seal of Complaint – Warrant and enters the details to support the Good Cause reasons. The prosecutor can enter additional comments relevant to the seal request in the box provided.

eCDR/eMACS CASE JACKET Municipal Quick Search

0809-Complaint

Complaint Details

Defendant Name: test check Complaint Number: 0805 2018 001053 Complaint Type: Select... View Case Jacket

Statute List

Statute	Aux Statute	Degree	Description	Status	New Statute	Degree	Description
2C:12-1b(1)		2	AGG ASSAULT-ATTEMPT/CAUSE SBI PURP/KNOW/RECKLESS	Accept			

Add Item

Sealed Info

Request Order to Seal?

Good Cause for a Temporary Seal of Complaint-Warrant (CDR-2). Select all that Apply:

- The risk of physical harm to any person(s).
- The risk of harm to any law enforcement investigation, including, but not limited to, destruction of evidence or witness tampering.
- The risk of defendant's flight
- When sealing would be required by any other law, including, but not limited to, the New Jersey Wiretapping and Electronic Surveillance Control Act, N.J.S.A. 2A:156A-1 to -37.
- Other

Details to support the above Good Cause Reasons

Remaining: 250 characters

Additional information relevant to the seal request: [Comments entered are not confidential]

Remaining: 1040 characters

By signing below, I certify that Good Cause exists and therefore request that the Seal be granted

By checking this box, Prosecutor signs this certification with an electronic signature.

Date: 10/10/2018

After the Prosecutor signs the certification, the complaint can be submitted to the court. Once the complaint is submitted, it is also sent to the Municipal Case Jacket and to the Superior Court Judge to Issue Probable Cause and Approve/Deny the Order to Seal. Please note, only the Law Enforcement officer who entered the complaint and the county prosecutor can view the complaint information.

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Approve/Deny the Order to Seal – Superior Court Judge

The Superior Court Judge signs into eCDR /eMACS and clicks OPEN from the new Sealed Complaint workbasket.

Sealed Complaint									
Refresh list									
Date Created	Court	Complaint #	Defendant Name	Officer Name	Reviewer	Status	Expiration Date	Actions	
10/05/2018	0805	0805 W 2018 002020	ytu uyi	AGATHA ABRUZZO	PROSECUTORGRACE COPPER	WARR	10/24/2018	Actions	
09/27/2018	0805	0805 W 2018 001030	sam d. smith	AGATHA ABRUZZO	PROSECUTORGRACE COPPER	WARR		Actions	
09/10/2018	1214	1214 W 2018 001429	def_FN2 def_FN2	PDT UNIT NUMBER ONE	PROSECUTORGRACE COPPER	WARR		Actions	
09/10/2018	1214	1214 2018 001426	KAVISEALTEST7 DONOTUSE	CAPTAIN J MILLER		HELD	09/19/2018	Actions	
09/10/2018	1214	1214 W 2018 001423	test test	PDT UNIT NUMBER ONE		WARR	09/19/2	Open	
09/10/2018	0805	0805 W 2018 000890	wr retsdfsdf	AGATHA ABRUZZO	PROSECUTORGRACE COPPER	WARR		Print	
								Review	
								View Case Jacket	

If Probable Cause is determined, the Judge will click the Probable Cause Found button and select the Complaint Type (see below for Complaint Type – Warrant flow).

eMACS	MACS INQUIRY	AOC MAINFRAME	eCOURTS	PAGECENTER	MCCS	PGPA
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1214-Complaint

COMPLAINT 1214 W 2018 001521 Test Test HELD [View Case Jacket](#) ** Defendant is not in custody for the charges filed on this complaint.

Probable Cause Determination

Probable Cause Found
 Probable Cause Not Found

Complaint Type *

W-Warrant

Probable Cause Comments - Comments entered are not confidential

Signature Acknowledgement

If Complaint is Manually signed please check the box below. Do not check box if your signature is electronic.

Manually Signed

Preview Submit Close

Confirms the submission

Confirm Submit For Probable Cause

Confirmation

Electronic Submission of Probable Cause Found

Click Confirm to find Probable Cause and issue this complaint.

Grant/Deny Seal:

The Judge will review the Order to Seal with the Good Cause reasons submitted by the Prosecutor. The Judge will then click Grant Seal if the Order to Seal is approved. If the Order to Seal is Denied, the complaint will become ACTIVE immediately.

NOTE: The Order to Seal will only be displayed if Probable Cause is found **AND** the Complaint Type is W - Warrant. If Probable Cause is found **BUT** the Complaint Type is changed to S – Summons, the Order to Seal will be removed and the complaint will be ACTIVE.

eMACS	MACS INQUIRY	AOC MAINFRAME	eCOURTS	PAGECENTER	MCCS	PGPA
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1214-Complaint

Complaint Details

Complaint Number	Complaint Status	Defendant Name
1214 W 2018 001521	WARR	Test Test

Sealed Info Request from Prosecutor

Request Order to Seal? Y

Good Cause for a Temporary Seal of Complaint-Warrant (CDR-2). Select all that Apply:

- The risk of physical harm to any person(s).
- The risk of harm to any law enforcement investigation, including, but not limited to, destruction of evidence or witness tampering.
- The risk of defendant's flight
- When sealing would be required by any other law, including, but not limited to, the New Jersey Wiretapping and Electronic Surveillance Control Act, N.J.S.A. 2A:156A-1 to -37.

Details to support the above Good Cause Reasons
Test

Additional information relevant to the seal request: (Comments entered are not confidential)
Test


Judge Decision

Additional information relevant to Seal Approval/Denial is optional: (Comments entered are not confidential)

Granting Seal on this complaint

Remaining: 1009 characters

Deny Seal Grant Seal



If the Judge clicks Grant Seal (see arrow above), the Order will be effective for **10** days. If the defendant is arrested anytime within the 10 days, the complaint will automatically become unsealed. If the defendant is **not** arrested, the complaint will automatically become unsealed after 10 days, unless an extension is requested.

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Interim Seal process:

Once the complaint is sealed, the system will track the 10 day expiration period. On the 8th day, if the defendant is not arrested, the complaint will again appear on the Prosecutor's Sealed Workbasket in **Red**. This will alert the Prosecutor that this complaint will unseal in 2 days, if no action is taken. The Prosecutor can request an extension if needed.

Sealed Complaint									
Refresh list									
Date Created	Court	Complaint #	Defendant Name	Officer Name	Reviewer	Status	Expiration Date	Actions	
10/05/2018	1214	1214 2018 001515	Roger That	. TEST		PROR		Actions	
10/04/2018	1214	1214 W 2018 001509	Test Test	. TEST	PROSECUTORALAN DURING	WARR	10/13/2018	Actions	
10/03/2018	1214	1214 W 2018 001505	Translist Seal	. TEST	PROSECUTORGRACE COPPER	WARR	10/13/2018	Actions	
10/02/2018	1214	1214 W 2018 001501	TESTING SEALTRAN	. TEST	PROSECUTORANN SMITH	WARR	10/11/2018	Actions	
10/01/2018	1214	1214 W 2018 001500	Test Test	. TEST	PROSECUTORGRACE COPPER	WARR	10/10/2018	Actions	
09/28/2018	1214	1214 W 2018 001497	OP POL	PRIVATE CITIZEN		WARR		Actions	
09/28/2018	1214	1214 W 2018 001496	EPAY SEALLITE	CAPTAIN J MILLER	PROSECUTORGRACE COPPER	WARR	10/07/2018	Actions	

The Prosecutor can click on the Action button and OPEN the complaint to request an extension of the Order to Seal.

Sealed Complaint									
Refresh list									
Page 2 of 2									
Date Created	Court	Complaint #	Defendant Name	Officer Name	Reviewer	Status	Expiration Date	Actions	
10/01/2018	1214	1214 W 2018 001500	Test Test	. TEST	PROSECUTORGRACE COPPER	WARR	10/10/2018	Actions	
09/28/2018	1214	1214 W 2018 001497	OP POL	PRIVATE CITIZEN		WARR		Actions	
09/28/2018	0805	0805 W 2018 001036	test sd	AGATHA ABRUZZO	PROSECUTORANN SMITH	WARR	10/07/2018	Actions	
09/28/2018	1214	1214 W 2018 001496	EPAY SEALLITE	CAPTAIN J MILLER	PROSECUTORGRACE COPPER	WARR	10/07/2018	Open Print Review View Case Jacket Actions	
09/25/2018	0805	0805 2018 001020	ET S GH	AGATHA ABRUZZO		PROR		Actions	
09/25/2018	0805	0805 2018 001017	s.s. cooper	AGATHA ABRUZZO		PROR		Actions	
09/21/2018	0805	0805 2018 001011	test sealed	AGATHA ABRUZZO		PROR		Actions	
09/10/2018	0801	0801 2018 000001	wer ewr	CITIZEN COMPLAINT		PROR		Actions	

Request Seal Extension screen.

Complaint Details		
Complaint Number	Complaint Status	Defendant Name
0805 W 2018 001036	WARR	test sd

Sealed Info
Request Order to Seal? <input checked="" type="checkbox"/> Seal Expires : 10/07/2018
<input checked="" type="checkbox"/> Good Cause for a Temporary Seal of Complaint-Warrant (CDR-2). Select all that Apply: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The risk of physical harm to any person(s). <input type="checkbox"/> The risk of harm to any law enforcement investigation, including, but not limited to, destruction of evidence or witness tampering. <input checked="" type="checkbox"/> The risk of defendant's flight <input type="checkbox"/> When sealing would be required by any other law, including, but not limited to, the New Jersey Wiretapping and Electronic Surveillance Control Act, N.J.S.A. 2A:156A-1 to -37. <input type="checkbox"/> Other
Details to support the above Good Cause Reasons
<input checked="" type="checkbox"/> Additional information relevant to the seal request: [Comments entered are not confidential] sad

Judge Decision
Additional information relevant to Seal Approval/Denial is optional: (Comments entered are not confidential)
test

Request Seal Extension

If the Judge approves the extension request, the expiration date will increase an additional 10 days.

Sealed Complaint									
<input type="button" value="Refresh list"/> Page 2 of 2									
Date Created	Court	Complaint #	Defendant Name	Officer Name	Reviewer	Status	Expiration Date	Actions	
10/01/2018	1214	1214 W 2018 001500	Test Test	. TEST	PROSECUTORGRACE COPPER	WARR	10/10/2018	Actions ▼	
09/28/2018	1214	1214 W 2018 001497	OP POL	PRIVATE CITIZEN		WARR		Actions ▼	
09/28/2018	0805	0805 W 2018 001036	test sd	AGATHA ABRUZZO	PROSECUTORANN SMITH	WARR	10/17/2018	Actions ▼	
09/28/2018	1214	1214 W 2018 001496	EPAY SEALLITE	CAPTAIN J MILLER	PROSECUTORGRACE COPPER	WARR	10/07/2018	Actions ▼	
09/25/2018	0805	0805 2018 001020	ET S GH	AGATHA ABRUZZO		PROR		Actions ▼	

NOTE: If the Judge denies the extension request, the Order to Seal will expire on the original expiration date.

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