

Model Civil Jury Charges Automated System (MCJCAS)

MCJCAS allows users to assemble the Model Civil Jury Charges into a single Microsoft Word document that users can save to users' computers for editing like any Microsoft Word document. Because some of the Model Civil Jury Charges are lengthy and include sections that must be deleted or modified due to the unique circumstances of a particular case, final editing is crucial. MCJCAS allows users to generate two versions of an assembled charge. Version 1 is the "judge's copy" that displays all the introductory notes, internal notes to judges and footnotes. This allows judges to review clarifying judges' notes during the editing process. Version 2 is the "jury copy" that has the introductory notes, internal notes to judges and footnotes stripped out. Version 2 does include modified sub headers to assist jurors finding appropriate sections of the charge during deliberations.

The *Model Civil Jury Charges Automated System* is accessed from the Model Civil Jury Charges webpage: <http://www.judiciary.state.nj.us/civil/apps/jurycharges/DefaultExternal.aspx>.

The following steps allow users to assemble a civil jury charge for final editing:

1. **Select a Chapter.** There are ten chapters.
2. Select the Chapter Section or Sections and the charges for the section or sections will be displayed in the **Available Charges** box.
3. Click on a charge in the Available Charges box and move that charge to the **Organized Charges** box. To move a charge highlight the charge and click the single right arrow button ► OR click and drag the charge over to the Organized Charges box. Charges must be listed in the Organized Charges box to be included in the final document.
4. Users can move multiple charges listed together as a group. Highlight the charges by holding down the shift button and clicking the desired charges and then move them to the Organized Charges box by clicking on the right arrow key OR click on the double arrow button ►►. Note. The double arrow buttons move all the listed Available Charges either left or right depending on your selection.
5. **Clear Section** box empties the Available Charges box. Clear Selection will not empty the user's selected charges in the Organize Charges box.
6. Choose another Chapter and Sections and those charges will appear in the Available Charges box. Follow steps one through four to add additional charges to the Organized Charges box.

7. If you are not sure what charge to choose, you may preview the charge by selecting the charge and click on the magnifying glass and chose **Open** to view the charge. A “Preview Only” watermark will appear across the charge to show you are using this feature. Click on the **X** in the right corner to exit preview.
8. The above process can be repeated until all the charges you would like have been listed in the Organized Charges box.
9. If a charge was selected which was not needed, click to highlight the charge and then click the single left arrow buttons ◀ to move the charge back to the Available Charges box OR right click and drag the charge back to the Available Charges box. It does not matter if the appropriate charge section is not listed, the system will return that charge back to its proper location.
10. Once all the charges are in the Organized Charges box, users may arrange the charges in the desired order by highlighting a charge and then using the up or down arrows ▲▼ OR by clicking on a charge and dragging the charge to the desired position in the Organized Charges box.
11. Click on the **Generate Juror Copy or Generate Judge Copy** box to assemble a charge in the order specified in the Organized Charges box. A text box will appear and users are asked to Open, Save, or Cancel the file.

If the **Open button** is selected, the document will appear.

If the **Save button** is selected, users must pick the folder where the final document is to be located and then name the file. Then click save.

If the **Cancel button** is selected, users will be taken back to the system. This will allow users to make changes to the selections and then a revised final document can be regenerated.

12. Note. There may be an issue with the first page of the generated document not displaying the correct total number of pages for the document. The first page should read Page 1 of total pages, but it may appear as Page 1 of 1. Users can correct the total page number by clicking on the first page and scrolling down using the arrow keys on your keyboard and back up to the first page.
13. Users may edit the document, although it is recommended that users save the document before making any edits. The document may be saved by clicking on the File tab (at top left corner) and then clicking on the “Save As” button. Select the folder where the file is to be saved and name the file.
14. Users can now edit the document. When finished, click on save again before closing the document.

15. Users may return to the system by clicking on the X in the upper right corner to exit.
16. Users may start all over by clicking on the **Reset** button. This clears all the boxes.