



New Jersey Courts

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Criminal Case Management Training

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Overview

❑ **The Criminal Case Management application will provide:**

- An **automated mechanism** to initiate a criminal case.
- It will have Optimized capability while providing better user experience.
- Available for both **Internal** and **External** users.

❑ **User will be able to pick a Complaint received from ACS based on existing mainframe logic.**

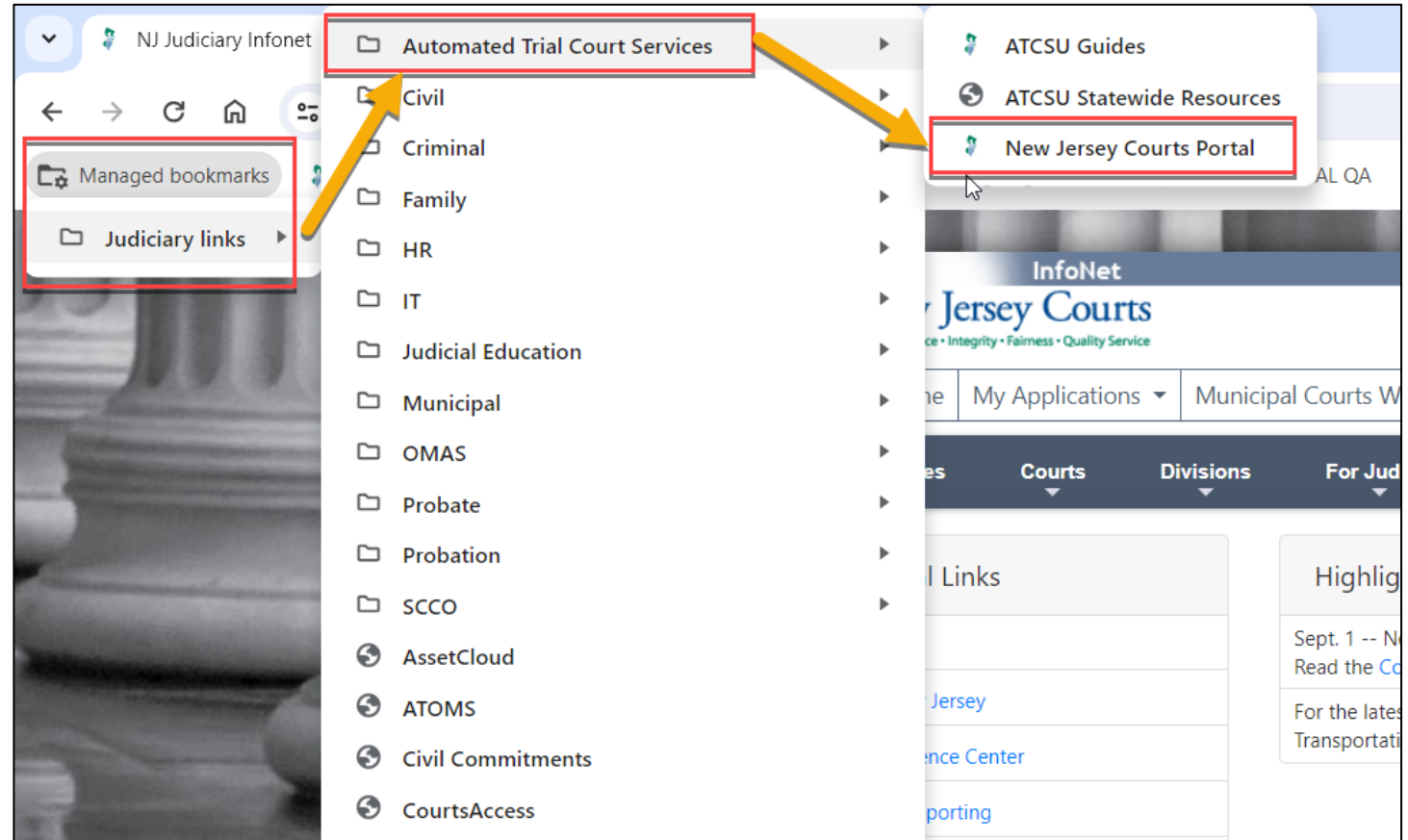
- Complaint will appear in the **Prosecutor Intake List**.
- Will allow user to initiate a new case in **Criminal Case Management System** for the selected complaint from ACS.

Roles and Access

- **Internal** and **External** users will be allowed access to the Criminal Case Management application.
- Users will be able to do **Inquiry** or **Create case** 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](https://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?](#)

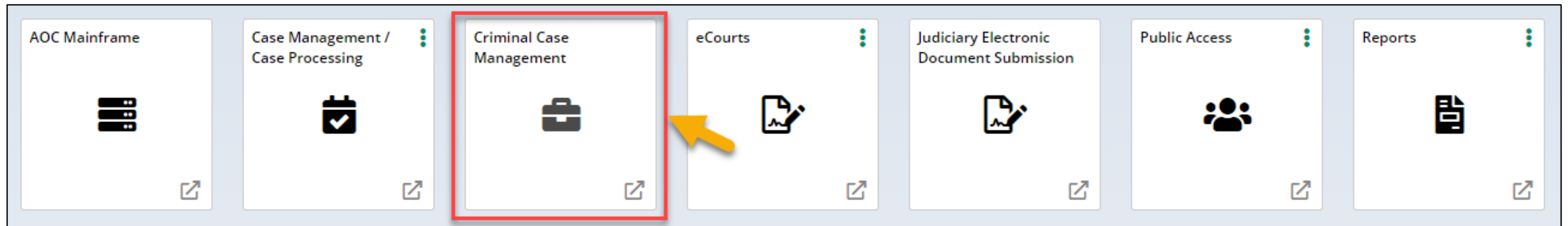
Password * [Forgot Password?](#)

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.

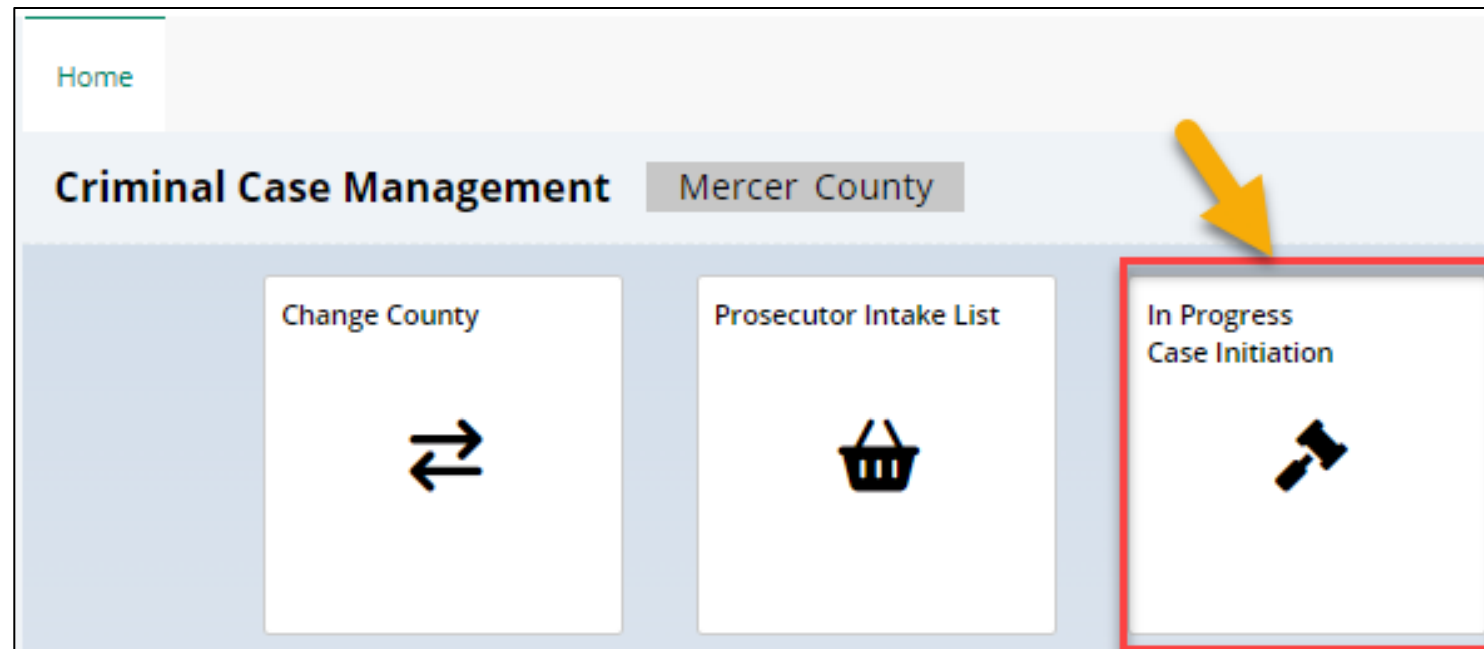
<input type="checkbox"/> PACIFICO & LAWRENCE 705 AMBOY AVE WOODBURGE NJ 07095 ANURAG.GROVER@NJUDLAB.NJCOURTS.GOV ERICA.MATHUR@NJUDLAB.NJCOURTS.GOV DAVID.LEANING@NJUDLAB.NJCOURTS.GOV	<input type="checkbox"/> COUNSELORS R US, LLC2 ADDRESS LINE1 1234 JUSTICE BLVD SDASD OC ———	<input type="checkbox"/> BURLINGTON 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

In Progress Case Initiation

On Homepage user can click on In Progress Case Initiation subtitle to view all in-progress cases in the selected county.







In Progress Case Initiation (cont.)

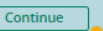

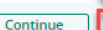
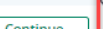
1. Click on the Continue button on the far-right side of the case to continue working on that case.
2. Click on Ellipsis icon on the right-hand side of the Continue button, to view the Action menu on each row.

Click on the Withdraw option to withdraw the case and release the complaint(s) back to PIL.

1

Search by: + Add/Change								
Refresh								
4 records								
Primary defendant	SBI number	No. of defendants	No. of complaints	Status	Last updated by	Last updated on	Date initiated	
LAURA TESTCASE	111666K	3	3	Pending-Draft	Erica Mathur	11/30/2023	11/30/2023	
JOHN DOE		1	1	Pending-Draft	Erica Mathur	11/30/2023	11/30/2023	
PETER2 PARKER2		5	5	Pending-Draft	Shiv Narang	11/20/2023	11/20/2023	
SAEROM MCGL	101180A	4	5	Pending-Draft	Erica Mathur	11/30/2023	11/09/2023	

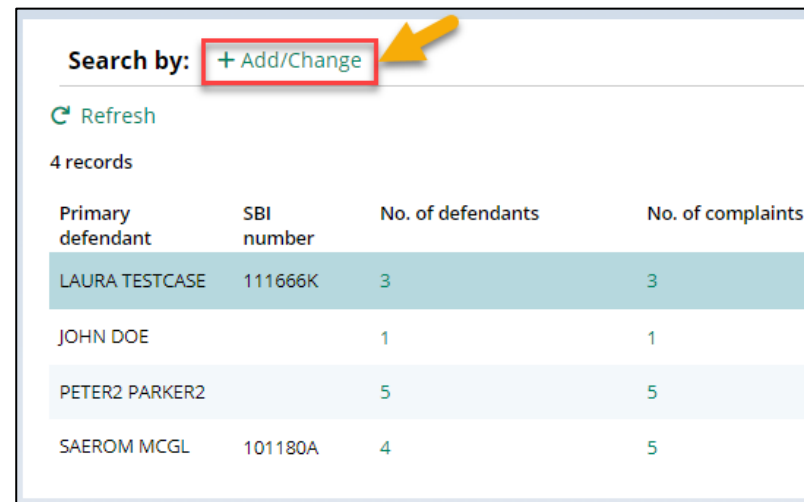
2

Search by: + Add/Change								
Refresh								
4 records								
Primary defendant	SBI number	No. of defendants	No. of complaints	Status	Last updated by	Last updated on	Date initiated	
LAURA TESTCASE	111666K	3	3	Pending-Draft	Erica Mathur	11/30/2023	11/30/2023	
JOHN DOE		1	1	Pending-Draft	Erica Mathur	11/30/2023	11/30/2023	
PETER2 PARKER2		5	5	Pending-Draft	Shiv Narang	11/20/2023	11/20/2023	
SAEROM MCGL	101180A	4	5	Pending-Draft	Erica Mathur	11/30/2023	11/09/2023	

In Progress Case Initiation (cont.)

1. Click on Add/Change link to manually search for an in-progress case.
2. Click on Search criteria dropdown to select the search option.

1



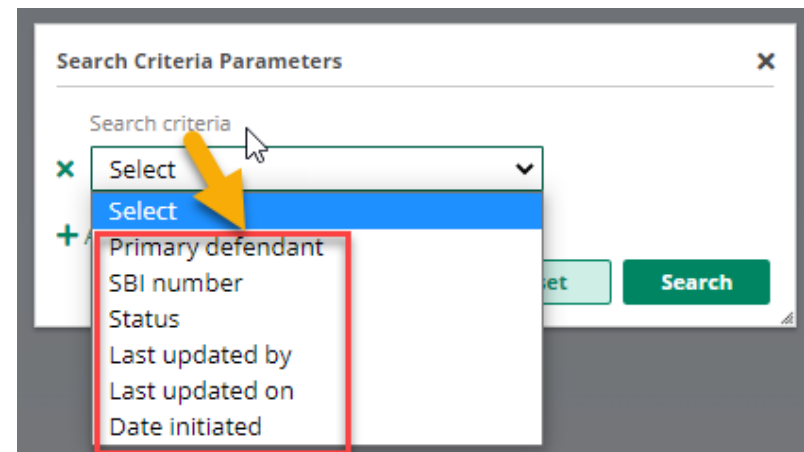
Search by: **+ Add/Change**

Refresh

4 records

Primary defendant	SBI number	No. of defendants	No. of complaints
LAURA TESTCASE	111666K	3	3
JOHN DOE		1	1
PETER2 PARKER2		5	5
SAEROM MCGL	101180A	4	5

2



Search Criteria Parameters

Search criteria

Select

Select

Primary defendant

SBI number

Status

Last updated by

Last updated on

Date initiated

Search

In Progress Case Initiation (cont.)

1. For users who do not have Victim/Witness access, the **Continue button** and **Ellipsis icon** will be disabled when –

- The in-progress complaint has Victim/ Witness information and was last saved by a user with Victim/ Witness Add/Modify access.

User will not be able to click on the 'Continue' button to resume working on that case or withdraw it and release it back to the Prosecutor Intake List.

2. A Warning icon next to the disabled ellipsis icon will be displayed. User can hover over the warning icon to review the warning message.

1

Primary defendant	SBI number	No. of defendants	No. of complaints	Status	Last updated by	Last updated on	Date initiated	
AMY FISHER	330330D	1	1	Pending-Draft	Shiv Narang	06/06/2023	06/06/2023	<input type="button" value="Continue"/> ⋮
YUSEI FUDO	101056A	1	1	Pending-Draft	Test ATTYTEST6	05/15/2023	05/15/2023	<input type="button" value="Continue"/> ⋮ ⚠

2

Primary defendant	SBI number	No. of defendants	No. of complaints	Status	Last updated by	Last updated on	Date initiated	
AMY FISHER	330330D	1	1	Pending-Draft	Shiv Narang	06/06/2023	06/06/2023	<input type="button" value="Continue"/> ⋮
YUSEI FUDO	101056A	1	1	Pending-Draft	Test ATTYTEST6	05/15/2023	05/15/2023	<input type="button" value="Continue"/> ⋮ ⚠

You are not authorized: CDR contains confidential Victim/Witness information.

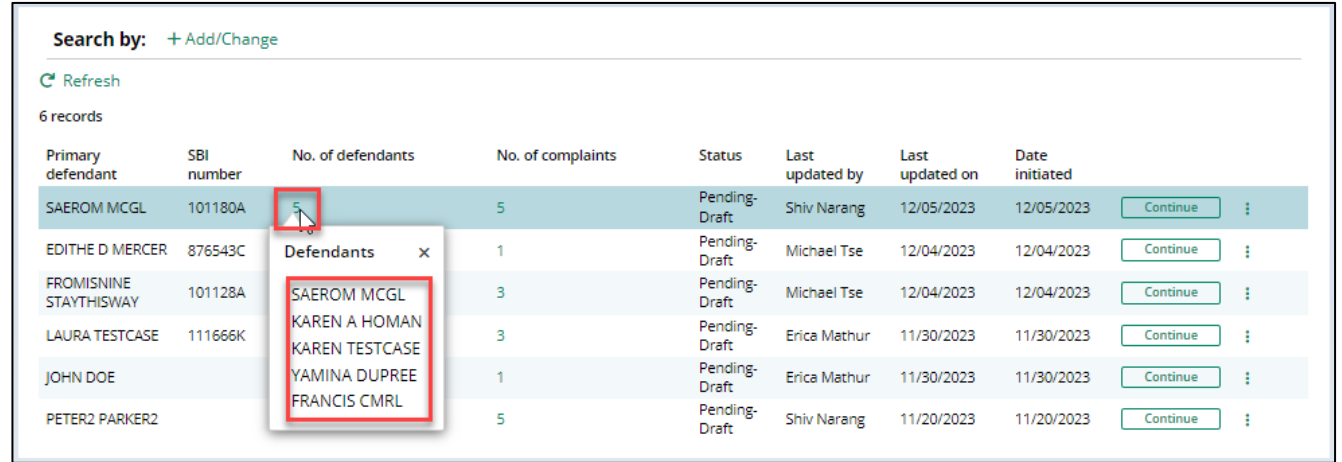
In Progress Case Initiation (cont.)

1. For an in-progress case with multiple complaints selected for the case, system will display the Primary defendant's name.

Click on the 'No. of defendants' link to view other Defendant names on the case.

2. Click on the 'No. of complaints' link to view the Complaint numbers on the case.

1



Search by: + Add/Change

Refresh

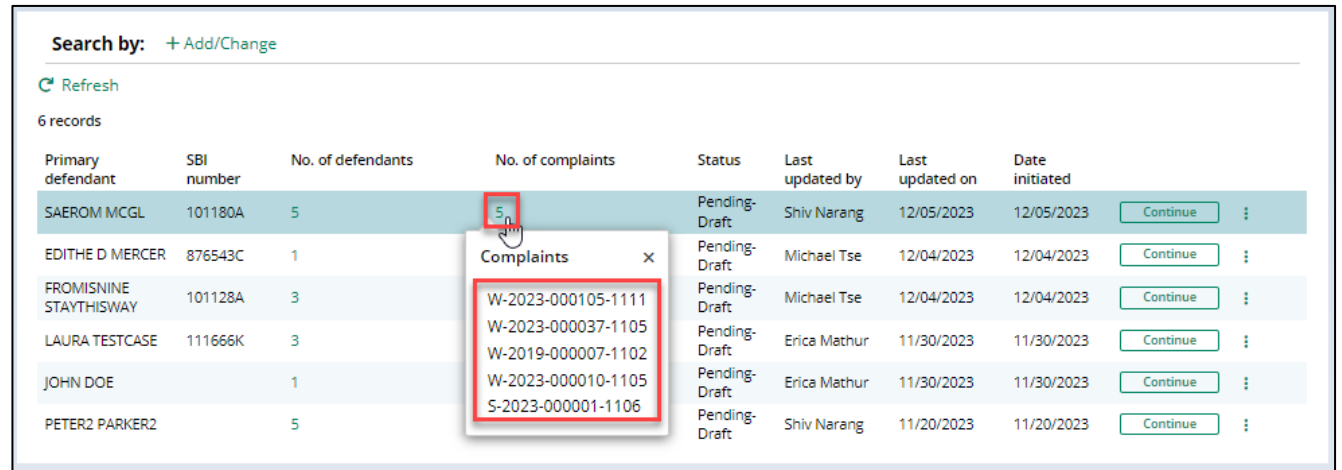
6 records

Primary defendant	SBI number	No. of defendants	No. of complaints	Status	Last updated by	Last updated on	Date initiated	
SAEROM MCGL	101180A	5	5	Pending-Draft	Shiv Narang	12/05/2023	12/05/2023	Continue
EDITHE D MERCER	876543C	1	1	Pending-Draft	Michael Tse	12/04/2023	12/04/2023	Continue
FROMISNINE STAYTHISWAY	101128A	3	3	Pending-Draft	Michael Tse	12/04/2023	12/04/2023	Continue
LAURA TESTCASE	111666K	3	3	Pending-Draft	Erica Mathur	11/30/2023	11/30/2023	Continue
JOHN DOE		1	1	Pending-Draft	Erica Mathur	11/30/2023	11/30/2023	Continue
PETER2 PARKER2		5	5	Pending-Draft	Shiv Narang	11/20/2023	11/20/2023	Continue

Defendants

- SAEROM MCGL
- KAREN A HOMAN
- KAREN TESTCASE
- YAMINA DUPREE
- FRANCIS CMRL

2



Search by: + Add/Change

Refresh

6 records

Primary defendant	SBI number	No. of defendants	No. of complaints	Status	Last updated by	Last updated on	Date initiated	
SAEROM MCGL	101180A	5	5	Pending-Draft	Shiv Narang	12/05/2023	12/05/2023	Continue
EDITHE D MERCER	876543C	1	1	Pending-Draft	Michael Tse	12/04/2023	12/04/2023	Continue
FROMISNINE STAYTHISWAY	101128A	3	3	Pending-Draft	Michael Tse	12/04/2023	12/04/2023	Continue
LAURA TESTCASE	111666K	3	3	Pending-Draft	Erica Mathur	11/30/2023	11/30/2023	Continue
JOHN DOE		1	1	Pending-Draft	Erica Mathur	11/30/2023	11/30/2023	Continue
PETER2 PARKER2		5	5	Pending-Draft	Shiv Narang	11/20/2023	11/20/2023	Continue

Complaints

- W-2023-000105-1111
- W-2023-000037-1105
- W-2019-000007-1102
- W-2023-000010-1105
- S-2023-000001-1106

Session Timeout

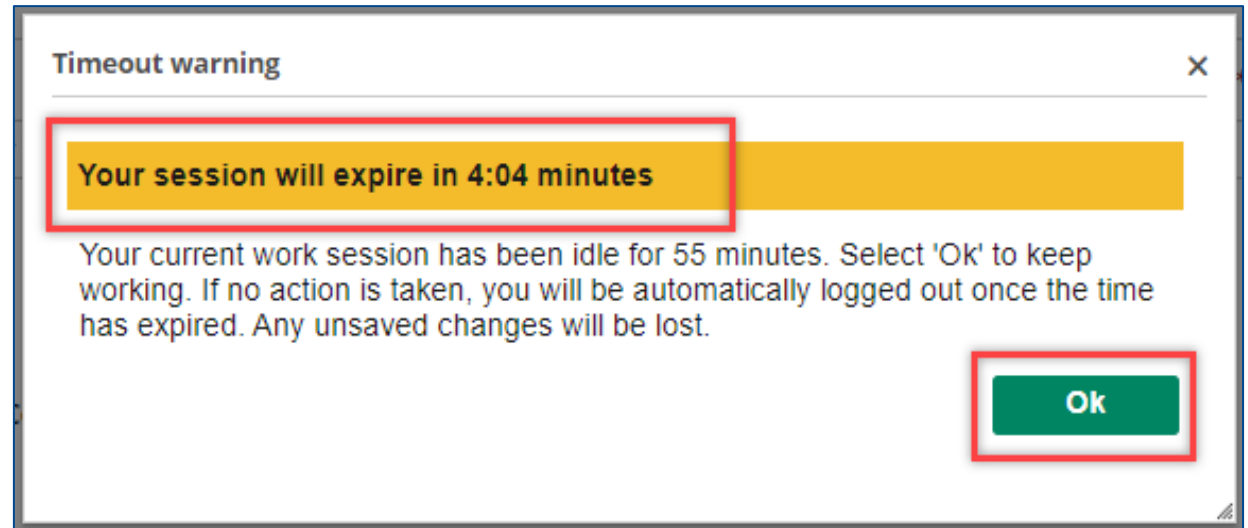
1. When the session is idle for more than 55 minutes, the system will display a timeout warning.
2. If the session is not resumed and the system times out then the system will display the timeout message, and the locked complaint will be released back to Prosecutor Intake List.

When user is working on a complaint, the system will lock it, so that it's not used by another user.

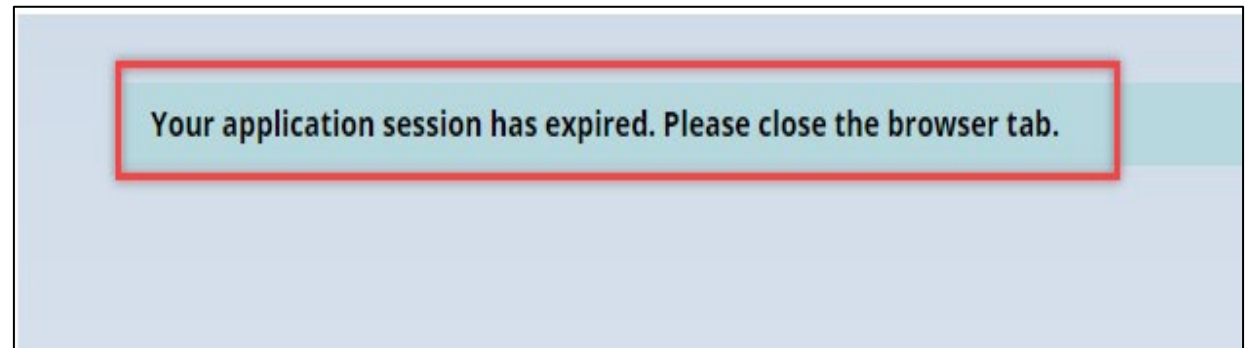
When user is working on an unsaved complaint, i.e., the Save button was not clicked, and the browser gets closed abruptly, or user clicks "X", or the system goes down, then the system can lock the complaint internally for up to 1 hour and 10 minutes before it's released back to Prosecutor Intake list.

This is to ensure that complaint is not available to another user when it's being worked on.

1

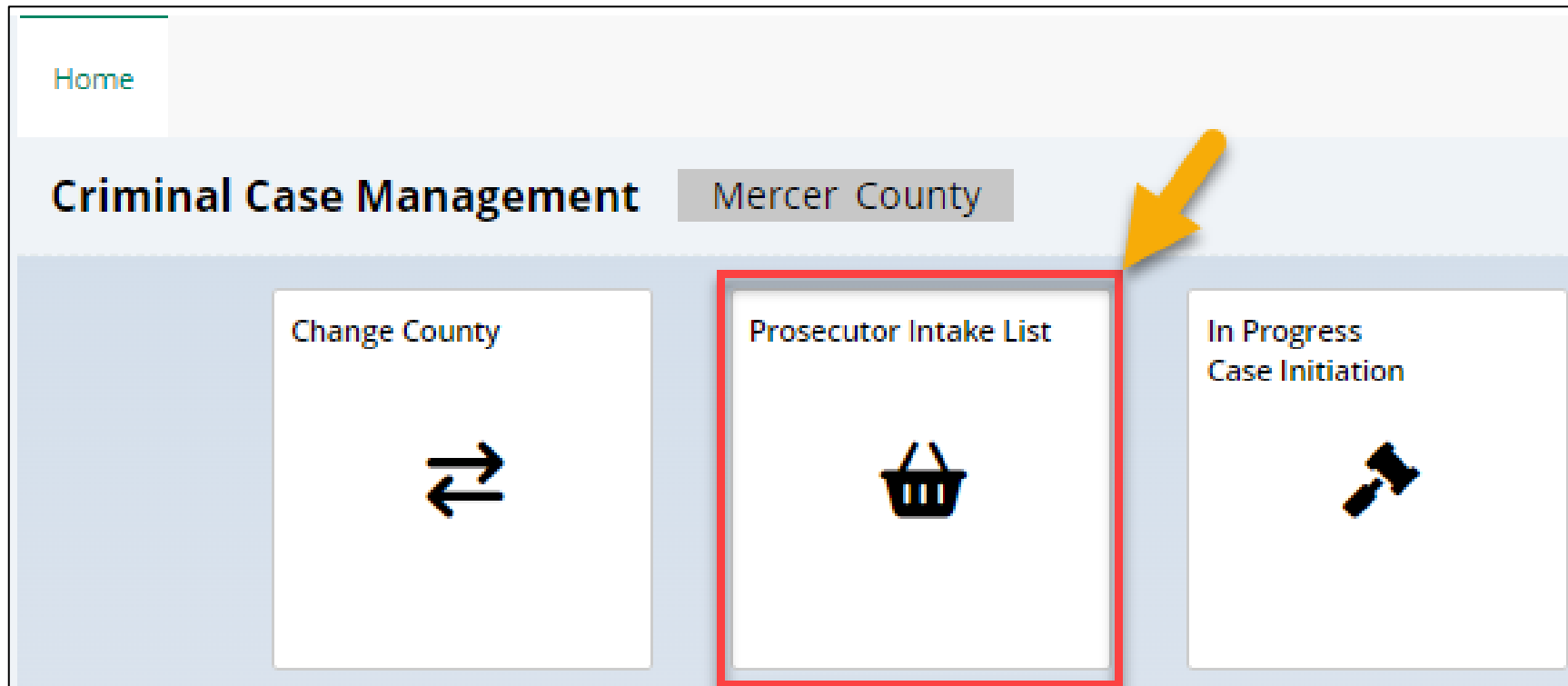


2



Prosecutor Intake List

Prosecutor Intake List (PIL) sub-tile can be accessed from Criminal Case Management homepage.



Prosecutor Intake List (cont.)

PIL will display the list of complaints for the selected county from ACS that are transferred to Superior court (based on existing mainframe logic).

Home Prosecutor In... X

Criminal Case Management **Mercer County**

Search by: + Add/Change

96 records Refresh

Group Fields Show More/Less Default view >

Issue date	Complaint number	Defendant name	SBI number	Offense date	Police case number	Total charges	Alert
11/07/2016	W-2016-000003-1101	LOADTEST JIM LOADTEST BOLGER	4445623	10/25/2016	1000000003	1	Add ⋮
12/01/2016	W-2016-000050-1101	LOADTEST KIM LOADTEST MIL	4445780	11/29/2016	1000000003	1	Add ⋮
08/21/2019	W-2019-000059-1111	EDITHE D MERCER	876543C	08/19/2019	1000012256	5	Add ⋮ ⚠
09/03/2019	W-2019-000064-1111	DAVID A COOPER	345123G	09/01/2019		1	Add ⋮ ⚠
10/03/2019	W-2019-000086-1111	FOJ D JUSTICE	123123D	09/22/2019	1100122266	1	Add ⋮
10/08/2019	W-2019-000099-1111	MARK D TEST-FOJ	411770G	07/15/2019	1100122273	1	Add ⋮
10/23/2019	S-2019-000109-1111	ERPO TESTING		10/22/2019		1	Add ⋮
11/08/2019	W-2019-000121-1111	FOJ D JUSTICE		11/07/2019	1000012266	1	Add ⋮
11/08/2019	W-2019-000122-1111	FOJ D JUSTICE		11/05/2019	1000012264	1	Add ⋮
11/08/2019	W-2019-000123-1111	FOJ D JUSTICE		11/08/2019	1000012267	1	Add ⋮

+ Add Complaint

1 2 3 ... Next

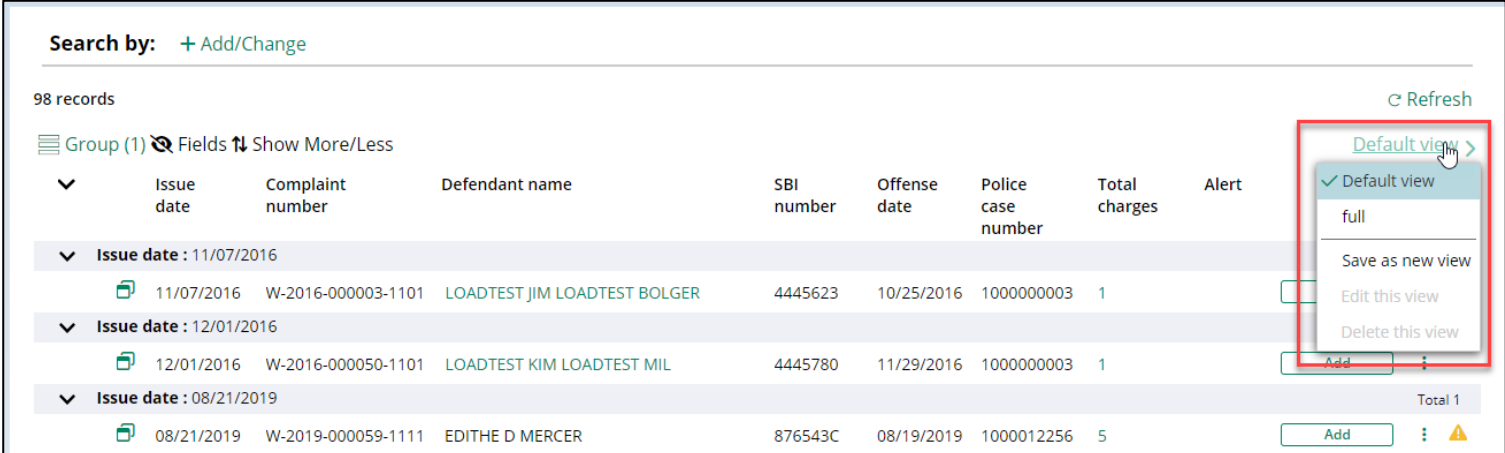
Prosecutor Intake List (cont.)

1. System allows to create and save personalized view of PIL. "Default view" is the original view. User can select below options from the dropdown options to:

- 'Save as new view'
- 'Edit this view'
- 'Delete this view'

2. Click on Refresh button to return to 'Default view' if personalized view changes are not saved. System resets pagination, sorting and refreshes displayed details.

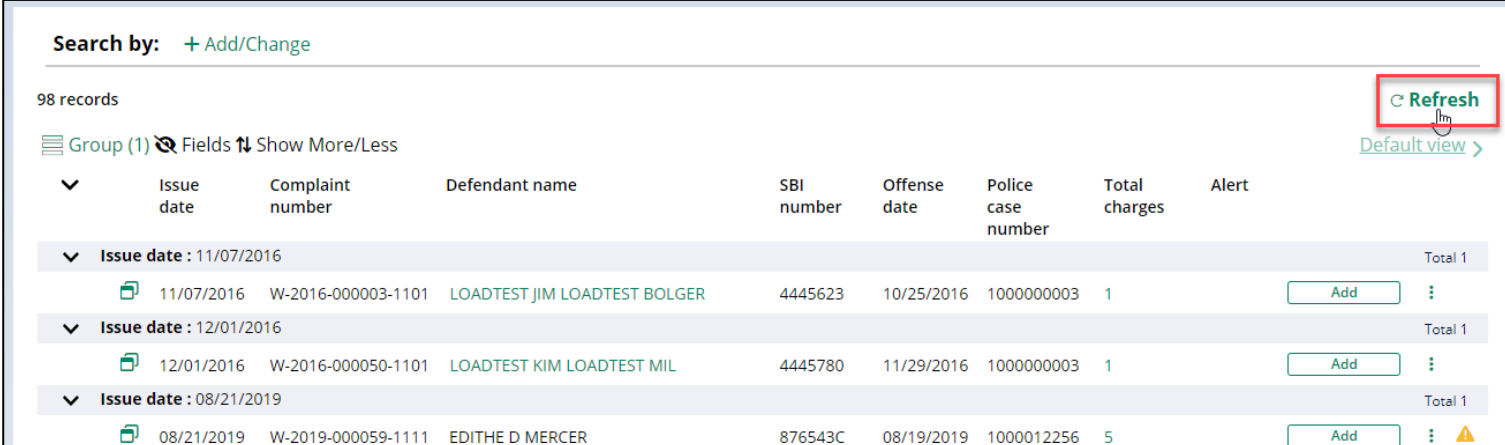
1



The screenshot shows the top of the application interface. At the top left, there is a search bar with the text "Search by: + Add/Change". Below this, it says "98 records". There are several icons for "Group (1)", "Fields", and "Show More/Less". The main part of the screen is a table with columns: Issue date, Complaint number, Defendant name, SBI number, Offense date, Police case number, Total charges, and Alert. The table is grouped by "Issue date" with three sections: 11/07/2016, 12/01/2016, and 08/21/2019. Each section has an "Add" button and a warning icon. On the right side, there is a "Refresh" button and a dropdown menu for "Default view". The dropdown menu is open, showing options: "Default view", "full", "Save as new view", "Edit this view", and "Delete this view".

Issue date	Complaint number	Defendant name	SBI number	Offense date	Police case number	Total charges	Alert
Issue date : 11/07/2016							
11/07/2016	W-2016-000003-1101	LOADTEST JIM LOADTEST BOLGER	4445623	10/25/2016	1000000003	1	
Issue date : 12/01/2016							
12/01/2016	W-2016-000050-1101	LOADTEST KIM LOADTEST MIL	4445780	11/29/2016	1000000003	1	
Issue date : 08/21/2019							
08/21/2019	W-2019-000059-1111	EDITHE D MERCER	876543C	08/19/2019	1000012256	5	

2



The screenshot shows the same interface as above, but with the "Refresh" button highlighted with a red box. The dropdown menu is now closed, and the "Default view" text is visible below the refresh button. The table and other elements remain the same.

Issue date	Complaint number	Defendant name	SBI number	Offense date	Police case number	Total charges	Alert
Issue date : 11/07/2016							
11/07/2016	W-2016-000003-1101	LOADTEST JIM LOADTEST BOLGER	4445623	10/25/2016	1000000003	1	
Issue date : 12/01/2016							
12/01/2016	W-2016-000050-1101	LOADTEST KIM LOADTEST MIL	4445780	11/29/2016	1000000003	1	
Issue date : 08/21/2019							
08/21/2019	W-2019-000059-1111	EDITHE D MERCER	876543C	08/19/2019	1000012256	5	

Prosecutor Intake List (cont.)

1. Click on Add/Change link to manually search for a complaint or trim down the search results in PIL.

Click on Close button to close the modal window.

Click on Reset button to reset the search criteria.
2. Click on Search criteria dropdown to select the search option.

1

The screenshot shows a table with 98 records. The columns are: Issue date, Complaint number, Defendant name, SBI number, Offense date, Police case number, Total charges, and Alert. A red box highlights the '+ Add/Change' link in the 'Search by:' header. A yellow arrow points from this link to the 'Search parameters' modal window. The modal window has a search criteria dropdown menu with 'Select' selected, and buttons for '+ Add search criteria', 'Close', 'Reset', and 'Search'.

Issue date	Complaint number	Defendant name	SBI number	Offense date	Police case number	Total charges	Alert
11/07/2016	W-2016-000003-1101	LOADTEST JIM LOADTEST BOLGER	4445623	10/25/2016	1000000003	1	Add
12/01/2016	W-2016-000050-1101	LOADTEST KIM LOADTEST MIL	4445780	11/29/2016	1000000003	1	Add
08/21/2019	W-2019-000059-1111	EDITH D MERCER	876543C	08/19/2019	1000012256	5	Add
09/03/2019	W-2019-000064-1111	DAVID A COPPER	345123G	09/01/2019		1	Add
10/03/2019	W-2019-000086-1111	FOJ D JUSTICE	123123D	09/22/2019	1100122266	1	Add
10/08/2019	W-2019-000099-1111	MARK D TEST-FOJ	411770G	07/15/2019	1100122273	1	Add
10/23/2019	S-2019-000109-1111	ERPO TESTIP				1	Add
11/08/2019	W-2019-000121-1111	FOJ D JUSTICE				1	Add
11/08/2019	W-2019-000122-1111	FOJ D JUSTICE				1	Add
11/08/2019	W-2019-000123-1111	FOJ D JUSTICE				1	Add

2

This close-up shows the 'Search parameters' modal window. The 'Search criteria' dropdown menu is open, showing a list of options: 'Select', 'Offense date', 'Date of birth', 'Complaint number', 'Defendant name', 'SBI number', 'Police case number', 'Issue date', and 'Court code'. A yellow arrow points to the 'Select' option in the dropdown menu.

Prosecutor Intake List (cont.)

When searching for a complaint, system will check if the complaint already exists in a case in Criminal case management.

When such a scenario is found, the system will display a warning message, letting the user know that the complaint has already been used to create a case.

Search parameters ✕

 Complaint number W-2023-000019-1111 exists in criminal case MER-23-030012.

Search criteria	Type *	Year *	Seq.# *	Court code *
✕ Complaint number ▼	W	2023	19	1111 - TRENTON CITY ▾

[+ Add search criteria](#)

Close Reset **Search**

Prosecutor Intake List (cont.)

1. Click on the Windows icon on the left side of the complaint, to view the defendant details from the source system ACS.
2. Click on Defendant name link to view the Aliases if any.

1

The screenshot shows a table with 98 records. The first record is highlighted, and a 'Details' modal is open for it. The modal displays personal and legal information for Albert L. Jones.

Issue date	Complaint number	Defendant name	SBI number	Offense date	Police case number	Total charges	Alert
03/26/2020	W-2020-000029-1111	ALBERT L JONES	117110D	03/02/2019		3	Add
04/06/2023	W-2023-000002-1107	ALEX CMRL		03/06/2023		1	Add
06/01/2020	W-2020-000076-1111	AMYCEE ANNGEE	888231G	05/22/2020		2	Add
05/28/2020	W-2020-000073-1111	ARMAND KAMUNTING	759982P	05/20/2020		1	Add

Details			
Date of birth	Race	Hispanic/Latinx?	Height
09/18/1961	Black or African American	---	5'10"
Address	Phone number	Domestic violence indicator	BCI number
211 PARK LANE, HAMBURG, NJ 07123-0000	---	Yes	---
Jail commitment number	Jail commitment date	Jail location	Defendant currently in jail
---	---	---	---

2

The screenshot shows a table with 98 records. The record for Zoila A. Cruz is highlighted, and an 'Aliases' modal is open, showing her alias as Lisa A. Ortiz.

Issue date	Complaint number	Defendant name	SBI number	Offense date	Police case number	Total charges	Alert
04/17/2023	S-2023-000042-1104	ZOILA A. CRUZ	140417A	01/17/2023	6096258733	4	Add
04/14/2023	W-2023-000019-1105	ZIN...	510414A	01/14/2023	2338153151	3	Add
04/14/2023	W-2023-000016-1105	ZIN...	320414A	01/14/2023	8564926947	4	Add
03/16/2023	W-2023-000005-1103	W...	161103A	03/16/2023		1	Add

Aliases	
LISA A ORTIZ	

Prosecutor Intake List (cont.)

1. Click on the Total charges number on the complaint, to view the Defendant charges details from the source system ACS.

2. Click on the Ellipsis icon next to "Add" button, to view the Action menu on each row.

1

Issue	Complaint number	Defendant name	SBI	Offense	Police case	Total	Alert
Defendant charges							
Count	Offense date	Offense	Description	Degree	Auxiliary offense	Description	Drug type
001	05/24/2020	2C:12-1.2A	ENDANGERING AN INJURED VICTIM	3			
002	05/24/2020	2C:13-1B(2)	KIDNAPPING-BODILY INJURY/TERRORIZING VIC/ANOTHER-RELEASED	2			
003	05/24/2020	2C:16-1A(3)(A)	BIAS INTIMIDATION-REASONABLE BELIEF-UNDERLYING=1ST/2ND DEGREE	1			
004	05/24/2020	2C:17-1A(1)	AGG ARSON-PURPOSE/KNOW DANGER OF DEATH/BURNING HOUSE OF WORSHIP	1			
06/26/2020	W-2020-000540-1214	UNREAL PERSON	746363D	05/24/2020	3201302255	4	Add
07/18/2011	W-2011-000025-1214	VAN TEST	126757L	07/01/2011		10	Add

2

Search by: + Add/Change

104 records Refresh

Group Fields Show More/Less Default view >

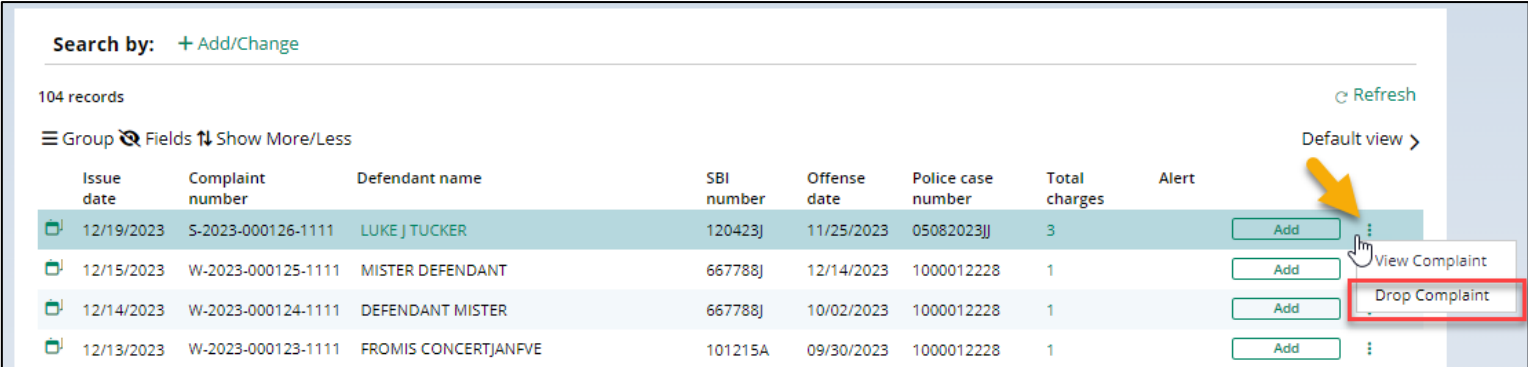
Issue date	Complaint number	Defendant name	SBI number	Offense date	Police case number	Total charges	Alert
12/19/2023	S-2023-000126-1111	LUKE J TUCKER	120423J	11/25/2023	05082023JJ	3	Add
12/15/2023	W-2023-000125-1111	MISTER DEFENDANT	667788J	12/14/2023	1000012228	1	Add
12/14/2023	W-2023-000124-1111	DEFENDANT MISTER	667788J	10/02/2023	1000012228	1	Add
12/13/2023	W-2023-000123-1111	FROMIS CONCERTJANFVE	101215A	09/30/2023	1000012228	1	Add

Prosecutor Intake List (cont.)

Application allows user to drop the complaint from Prosecutor Intake list.

1. Click on the Drop Complaint option from the Action menu dropdown to drop the selected complaint.
2. Application will display the confirmation message to confirm the complaint drop.

1



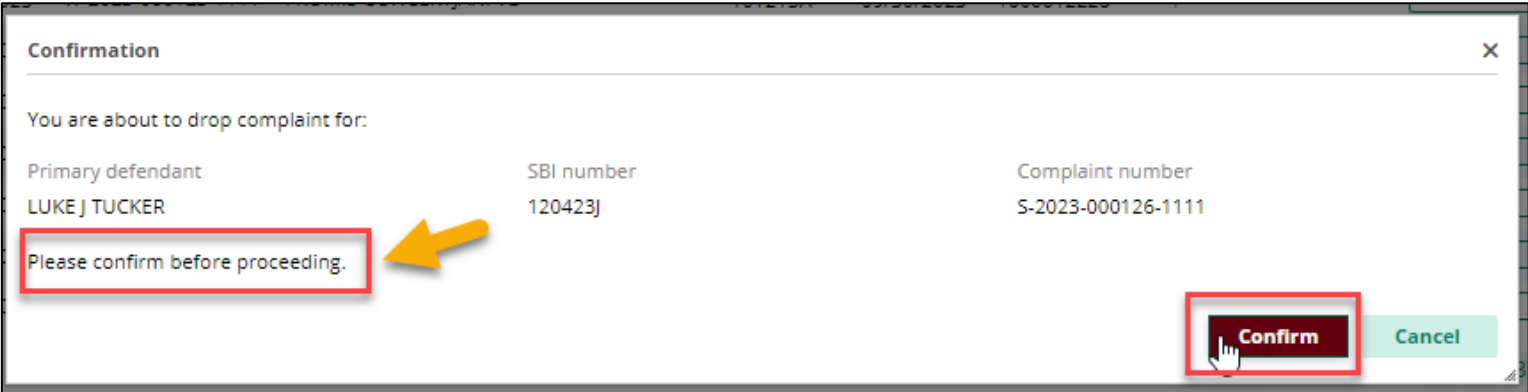
Search by: + Add/Change

104 records Refresh

Group Fields Show More/Less Default view >

Issue date	Complaint number	Defendant name	SBI number	Offense date	Police case number	Total charges	Alert
12/19/2023	S-2023-000126-1111	LUKE J TUCKER	120423J	11/25/2023	05082023JJ	3	Add ⋮
12/15/2023	W-2023-000125-1111	MISTER DEFENDANT	667788J	12/14/2023	1000012228	1	Add ⋮
12/14/2023	W-2023-000124-1111	DEFENDANT MISTER	667788J	10/02/2023	1000012228	1	Add ⋮
12/13/2023	W-2023-000123-1111	FROMIS CONCERTJANFVE	101215A	09/30/2023	1000012228	1	Add ⋮

2



Confirmation

You are about to drop complaint for:

Primary defendant: LUKE J TUCKER SBI number: 120423J Complaint number: S-2023-000126-1111

Please confirm before proceeding.

Confirm Cancel

Prosecutor Intake List (cont.)

When user confirms the complaint drop, system will:













- Close the confirmation modal window.
- Remove the complaint from the Prosecutor Intake List.
- Display a successful drop request message on top.

Drop has been successfully requested for complaint number S-2023-000126-1111.

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

103 records [Refresh](#)

[Group](#) [Fields](#) [Show More/Less](#) Default view [>](#)

Issue date	Complaint number	Defendant name	SBI number	Offense date	Police case number	Total charges	Alert
 11/07/2016	W-2016-000003-1101	LOADTEST JIM LOADTEST BOLGER	4445623	10/25/2016	1000000003	1	Add ⋮
 12/01/2016	W-2016-000050-1101	LOADTEST KIM LOADTEST MIL	4445780	11/29/2016	1000000003	1	Add ⋮
 08/21/2019	W-2019-000059-1111	EDITHE D MERCER	876543C	08/19/2019	1000012256	5	Add ⋮ 
 09/03/2019	W-2019-000064-1111	DAVID A COOPER	345123G	09/01/2019		1	Add ⋮ 
 10/03/2019	W-2019-000086-1111	FOJ D JUSTICE	123123D	09/22/2019	1100122266	1	Add ⋮
 10/23/2019	S-2019-000109-1111	ERPO TESTING		10/22/2019		1	Add ⋮
 11/08/2019	W-2019-000121-1111	FOJ D JUSTICE		11/07/2019	1000012266	1	Add ⋮
 11/08/2019	W-2019-000122-1111	FOJ D JUSTICE		11/05/2019	1000012264	1	Add ⋮
 11/08/2019	W-2019-000123-1111	FOJ D JUSTICE		11/08/2019	1000012267	1	Add ⋮
 11/12/2019	W-2019-000124-1111	FOJ D JUSTICE		11/09/2019	1000012268	1	Add ⋮

1 2 3 ... Next

[+ Add Complaint](#)

Prosecutor Intake List (cont.)

When user tries to drop a complaint that is being worked on by another user then:

- Application will display the locking message.

At least one or more Complaint(s) are locked by Shiv Narang.

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

342 records Refresh

Group Fields Show More/Less Sorted View >

Issue date	Complaint number	Defendant name	SBI number	Offense date	Police case number	Total charges	Alert
12/20/2023	W-2023-000245-0305	LARRY A BEVEN	561220D	09/21/2023	2031792968	2	Add ⋮
12/20/2023	W-2023-000246-0305	HELEN A PALMER	231220D	09/21/2023	7873384301	2	Add ⋮
12/19/2023	W-2023-000002-0316	ROBERT E COLON	231219D	10/30/2023	2023121900	4	Add ⋮
12/19/2023	W-2023-000007-0319	ROBERT E COLON	231219D	11/05/2023	2023121900	4	Add ⋮
12/19/2023	W-2023-000187-0315	ROBERT E COLON	231812D	09/09/2023	PCMON100	3	Add ⋮
12/19/2023	W-2023-000188-0315	LYNDON E ARMSTRONG	231912D	09/26/2023	PCMON100	3	Add ⋮
12/19/2023	W-2023-000189-0315	LYNDON E ARMSTRONG	231912D	09/20/2023	PCMON100	3	Add ⋮
12/19/2023	W-2023-000190-0315	LYNDON E ARMSTRONG	231912D	09/23/2023	PCMON100	3	Add ⋮
12/18/2023	W-2023-000040-0320	ZAKARIA BYRD		11/30/2023		3	Add ⋮
12/18/2023	W-2023-000041-0320	TAKESHA GARCIA		11/18/2023		2	Add ⋮

1 2 3 ... Next

Prosecutor Intake List (Added Complaints)

1. Click on the Add button to add the complaint to the 'Added Complaints' container.

2. Multiple complaints can be added for the case, by clicking on the Add button.

System will allow user to add up to 5 complaints at a time.

1

Search by: Defendant name: SAEROM MCGL X + Add/Change

1 records

Issue date	Complaint number	Defendant name	SBI number	Offense date	Police case number	Total charges	Alert
10/05/2023	W-2023-000101-1111	SAEROM MCGL	101180A	04/10/2023	1000012228	1	

+ Add Complaint

2

Search by: + Add/Change

92 records

Issue date	Complaint number	Defendant name	SBI number	Offense date	Police case number	Total charges	Alert
11/07/2016	W-2016-000003-1101	LOADTEST JIM LOADTEST BOLGER	4445623	10/25/2016	1000000003	1	
12/01/2016	W-2016-000050-1101	LOADTEST KIM LOADTEST MIL	4445780	11/29/2016	1000000003	1	
09/03/2019	W-2019-000064-1111	DAVID A COOPER	345123G	09/01/2019		1	
10/03/2019	W-2019-000086-1111	FOJ D JUSTICE	123123D	09/22/2019	1100122266	1	
10/08/2019	W-2019-000099-1111	MARK D TEST-FOJ	411770G	07/15/2019	1100122273	1	
10/23/2019	S-2019-000109-1111	ERPO TESTING		10/22/2019		1	
11/08/2019	W-2019-000121-1111	FOJ D JUSTICE		11/07/2019	1000012266	1	
11/08/2019	W-2019-000122-1111	FOJ D JUSTICE		11/05/2019	1000012264	1	
11/08/2019	W-2019-000123-1111	FOJ D JUSTICE		11/08/2019	1000012267	1	
11/12/2019	W-2019-000124-1111	FOJ D JUSTICE		11/09/2019	1000012268	1	

1 2 3 ... Next

Added Complaints

5 records

Issue date	Complaint number	Defendant name	SBI number	Offense date	Police case number	Total charges	Alert
10/26/2023	W-2023-000105-1111	SAEROM MCGL	101180A	08/29/2023	1000012228	1	
11/02/2023	W-2023-000097-1105	KAREN A HOMAN	541102N	08/04/2023	233456123	2	
10/16/2019	W-2019-000007-1102	KAREN TESTCASE		10/14/2019		1	
03/24/2023	W-2023-000010-1105	YAMINA DUPREE		03/24/2023		2	
04/05/2023	S-2023-000001-1106	FRANCIS CMRL		04/05/2023		2	

+ Add Complaint

Initiate case

Prosecutor Intake List (Added Complaints)

- If the user clicks on the Add button to add more than 5 complaints, system will display an error message.

You have reached the maximum amount of complaints (5) that can be added.

Search by: + Add/Change

92 records Refresh

Group Fields Show More/Less Default view

Issue date	Complaint number	Defendant name	SBI number	Offense date	Police case number	Total charges	Alert
11/07/2016	W-2016-000003-1101	LOADTEST JIM LOADTEST BOLGER	4445623	10/25/2016	1000000003	1	Add
12/01/2016	W-2016-000050-1101	LOADTEST KIM LOADTEST MIL	4445780	11/29/2016	1000000003	1	Add
09/03/2019	W-2019-000064-1111	DAVID A COOPER	345123G	09/01/2019		1	Add
10/03/2019	W-2019-000086-1111	FOJ D JUSTICE	123123D	09/22/2019	1100122266	1	Add
10/08/2019	W-2019-000099-1111	MARK D TEST-FOJ	411770G	07/15/2019	1100122273	1	Add
10/23/2019	S-2019-000109-1111	ERPO TESTING		10/22/2019		1	Add
11/08/2019	W-2019-000121-1111	FOJ D JUSTICE		11/07/2019	1000012266	1	Add
11/08/2019	W-2019-000122-1111	FOJ D JUSTICE		11/05/2019	1000012264	1	Add
11/08/2019	W-2019-000123-1111	FOJ D JUSTICE		11/08/2019	1000012267	1	Add
11/12/2019	W-2019-000124-1111	FOJ D JUSTICE		11/09/2019	1000012268	1	Add

1 2 3 ... Next

Added Complaints

5 records

Issue date	Complaint number	Defendant name	SBI number	Offense date	Police case number	Total charges	Alert
10/26/2023	W-2023-000105-1111	SAEROM MCGL	101180A	08/29/2023	1000012228	1	Remove
11/02/2023	W-2023-000037-1105	KAREN A HOMAN	541102N	08/04/2023	233456123	2	Remove
10/16/2019	W-2019-000007-1102	KAREN TESTCASE		10/14/2019		1	Remove
03/24/2023	W-2023-000010-1105	YAMINA DUPREE		03/24/2023		2	Remove
04/05/2023	S-2023-000001-1106	FRANCIS CMRL		04/05/2023		2	Remove

+ Add Complaint

Initiate case

Prosecutor Intake List (cont.)

1. Click on the " + Add Complaint" link to pull non-indictable complaints that have not been transferred from the municipal court.
2. Enter the required search criteria and click the 'Search' button.

1

Search by: + Add/Change

97 records Refresh

Group Fields Show More/Less Default view

Issue date	Complaint number	Defendant name	SBI number	Offense date	Police case number	Total charges	Alert
11/07/2016	W-2016-000003-1101	LOADTEST JIM LOADTEST BOLGER	4445623	10/25/2016	1000000003	1	Add :
12/01/2016	W-2016-000050-1101	LOADTEST KIM LOADTEST MIL	4445780	11/29/2016	1000000003	1	Add :
08/21/2019	W-2019-000059-1111	EDITHE D MERCER	876543C	08/19/2019	1000012256	5	Add : !
09/03/2019	W-2019-000064-1111	DAVID A COOPER	345123G	09/01/2019		1	Add : !
10/03/2019	W-2019-000086-1111	FOJ D JUSTICE	123123D	09/22/2019	1100122266	1	Add :
10/08/2019	W-2019-000099-1111	MARK D TEST-FOJ	411770G	07/15/2019	1100122273	1	Add :
10/23/2019	S-2019-000109-1111	ERPO TESTING		10/22/2019		1	Add :
11/08/2019	W-2019-000121-1111	FOJ D JUSTICE		11/07/2019	1000012266	1	Add :
11/08/2019	W-2019-000122-1111	FOJ D JUSTICE		11/05/2019	1000012264	1	Add :
11/08/2019	W-2019-000123-1111	FOJ D JUSTICE		11/08/2019	1000012267	1	Add :

1 2 3 ... Next

+ Add Complaint

2

Add Complaint

Search criteria Type * Year * Seq.# * Court code *

Complaint number

+ Add search criteria

Close Reset Search

Prosecutor Intake List (cont.)

1. System will check if the complaint already exists in Criminal case management. If such an association is found, a warning message will display.
If user intend to add this complaint to a separate criminal case, they can ignore this message and click on the Add button to add the complaint to 'Added Complaints' container.
2. If the complaint is not found in an existing case in Criminal case management, the system will check if the police case number is associated with another criminal case and display a warning message.
User also has an option to click on Reset button to enter different search criteria or click on the Close button to close the modal window and return to PIL.

1

The screenshot shows the 'Add Complaint' modal window. At the top, a yellow warning banner states: 'Complaint number W-2022-000089-0305 exists in criminal case BUR-22-030315.' Below the banner, search criteria are defined: 'Complaint number' (Type: W, Year: 2022, Seq.#: 89, Court code: 0305 - BURLINGTON CITY). A table below shows search results for this criteria:

Issue date	Complaint number	Defendant name	SBI number	Offense date	Police case number	Total charges	Alert
08/04/2022	W-2022-000089-0305	THOMAS HAMPI	226284J	05/06/2022	1915121230	2	

Buttons for 'Reset', 'Search', 'Close', and 'Add' are visible at the bottom.

2

The screenshot shows the 'Add Complaint' modal window. Search criteria are: 'Complaint number' (Type: W, Year: 2022, Seq.#: 87, Court code: 0405 - BERLIN BORO). A table below shows search results for this criteria:

Issue date	Complaint number	Defendant name	SBI number	Offense date	Police case number	Total charges	Alert
09/20/2022	W-2022-000087-0405	VICTOR A GARCIA	660920S	06/22/2022	8242829249	1	

A yellow warning banner at the bottom states: 'Police case number 8242829249 exists in criminal case CAM-22-030221, CAM-22-030222.' Buttons for 'Reset', 'Search', 'Close', and 'Add' are visible at the bottom.

Prosecutor Intake List (cont.)

1. If the complaint status is not in ACTIVE or WARRANT status, the system will display an error message.

2. Upon successful search, application will pull the complaint and display the details.

Click on the Add button to add the complaint to 'Added Complaints' container.

1

Add Complaint

Complaint status TRAN is invalid for transfer. Please contact the municipal court to issue the complaint.

Search criteria: Complaint number, Type: W, Year: 2022, Seq.#: 90, Court code: 0405 - BERLIN BORO

Buttons: Close, Reset, Search

2

Add Complaint

Search criteria: Complaint number, Type: W, Year: 2022, Seq.#: 115, Court code: 0405 - BERLIN BORO

Issue date	Complaint number	Defendant name	SBI number	Offense date	Police case number	Total charges	Alert
09/21/2022	W-2022-000115-0405	PAL E PETER	881920A	06/23/2022	1785984945	1	

Buttons: Reset, Search, Close, Add

Prosecutor Intake List (cont.)

- Once complaint(s) are added to the 'Added complaints' container, Click on the Initiate case button to launch the Case initiation flow.

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

92 records [Refresh](#)

[Group](#) [Fields](#) [Show More/Less](#) Default view >

Issue date	Complaint number	Defendant name	SBI number	Offense date	Police case number	Total charges	Alert
11/07/2016	W-2016-000003-1101	LOADTEST JIM LOADTEST BOLGER	4445623	10/25/2016	1000000003	1	Add ⋮
12/01/2016	W-2016-000050-1101	LOADTEST KIM LOADTEST MIL	4445780	11/29/2016	1000000003	1	Add ⋮
09/03/2019	W-2019-000064-1111	DAVID A COOPER	345123G	09/01/2019		1	Add ⋮ ⚠
10/03/2019	W-2019-000086-1111	FOJ D JUSTICE	123123D	09/22/2019	1100122266	1	Add ⋮
10/08/2019	W-2019-000099-1111	MARK D TEST-FOJ	411770G	07/15/2019	1100122273	1	Add ⋮
10/23/2019	S-2019-000109-1111	ERPO TESTING		10/22/2019		1	Add ⋮
11/08/2019	W-2019-000121-1111	FOJ D JUSTICE		11/07/2019	1000012266	1	Add ⋮
11/08/2019	W-2019-000122-1111	FOJ D JUSTICE		11/05/2019	1000012264	1	Add ⋮
11/08/2019	W-2019-000123-1111	FOJ D JUSTICE		11/08/2019	1000012267	1	Add ⋮
11/12/2019	W-2019-000124-1111	FOJ D JUSTICE		11/09/2019	1000012268	1	Add ⋮

1 2 3 ... Next

Added Complaints

5 records

Issue date	Complaint number	Defendant name	SBI number	Offense date	Police case number	Total charges	Alert
10/26/2023	W-2023-000105-1111	SAEROM MCGL	101180A	08/29/2023	1000012228	1	Remove ⋮
11/02/2023	W-2023-000037-1105	KAREN A HOMAN	541102N	08/04/2023	233456123	2	Remove ⋮
10/16/2019	W-2019-000007-1102	KAREN TESTCASE		10/14/2019		1	Remove ⋮
03/24/2023	W-2023-000010-1105	YAMINA DUPREE		03/24/2023		2	Remove ⋮
04/05/2023	S-2023-000001-1106	FRANCIS CMRL		04/05/2023		2	Remove ⋮

[+ Add Complaint](#)

[Initiate case](#)

Prosecutor Intake List (Added Complaints cont.)

1. Select option "Add complaint(s) to a new criminal case" and click Confirm button for new case creation.
2. Select option "Add complaint (s) to an existing criminal case" to add the complaint to an existing criminal case and enter a valid existing case number. Click on the Confirm button to proceed with case initiation process.
3. If the Criminal case number entered is not valid or does not exist, the system will display an error message.

1

Confirm new case creation

Please select from the options below:

Add the complaint(s) to a new criminal case

Add the complaint(s) to an existing criminal case

Cancel Confirm

2

Confirm new case creation

Please select from the options below:

Add the complaint(s) to a new criminal case

Add the complaint(s) to an existing criminal case

Existing PG Case Number

County * Year * Seq number *

MIDDLESEX 22 030228

Cancel Confirm

3

Confirm new case creation

Case is in complete status, no changes can be made.

Please select from the options below:

Add the complaint(s) to a new criminal case

Add the complaint(s) to an existing criminal case

Existing PG Case Number

County * Year * Seq number *

WARREN 22 030015

Cancel Confirm

Case Initiation Flow – Associate Complaint

System launches the Case Initiation flow in a new tab and navigates user to “Associate Complaint” screen.

1. System will display “New Case” when the complaint(s) are added to a new case creation.

1

Criminal Case Management Mercer County

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

Added complaints

5 record

Issue date	Complaint number	Defendant name	SBI number	Police Case number	Offense date	Offense
10/26/2023	W-2023-000105-1111	SAEROM MCGL	101180A	1000012228	08/29/2023	2C:29-5A
11/02/2023	W-2023-000037-1105	KAREN A HOMAN	541102N	23-3456123	08/04/2023	2C:13-1A
10/16/2019	W-2019-000007-1102	KAREN TESTCASE			10/14/2019	2C:12-1.2A
03/24/2023	W-2023-000010-1105	YAMINA DUPREE			03/24/2023	2C:12-1A(1)
04/05/2023	S-2023-000001-1106	FRANCIS CMRL			04/05/2023	2C:29-3A(3)

Cancel Save Next

2. System will display the criminal case number on the tab when the complaint(s) are added to an existing case.

2

Criminal Case Management Mercer County

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

Added complaints

4 record

Issue date	Complaint number	Defendant name	SBI number	Police Case number	Offense date	Offense
12/05/2023	W-2023-000006-1113	PETER14 PARKER14			11/01/2023	2C:35-10.2A
04/17/2023	W-2023-000003-1113	TESTER WWINDSOR2	211477T		04/06/2023	2C:12-1B(10)
05/11/2023	W-2023-000017-1103	WONDER K WOMAN		8524901159	05/01/2023	2C:18-2A(1)
04/26/2023	W-2023-000016-1103	WONDER K WOMAN	161103A	8524901159	04/25/2023	2C:18-2A(1)

Cancel Save Next

Case Initiation Flow – Associate Complaint

1. The Added Complaint container will display the defendants in the order they were added in the Prosecutor Intake List.

The system will display details such as Issue date, Complaint number, SBI, Police case number, Offense date, Offense for all the defendants.

This information comes from the source system ACS.

2. Click on Offense link to view Defendant Charge details from ACS.

1

Issue date	Complaint number	Defendant name	SBI number	Police Case number	Offense date	Offense
10/26/2023	W-2023-000105-1111	SAEROM MCGL	101180A	1000012228	08/29/2023	2C:29-5A
11/02/2023	W-2023-000037-1105	KAREN A HOMAN	541102N	23-3456123	08/04/2023	2C:13-1A
10/16/2019	W-2019-000007-1102	KAREN TESTCASE			10/14/2019	2C:12-1.2A
03/24/2023	W-2023-000010-1105	YAMINA DUPREE			03/24/2023	2C:12-1A(1)
04/05/2023	S-2023-000001-1106	FRANCIS CMRL			04/05/2023	2C:29-3A(3)

2

Count	Offense date	Offense	Description	Degree	Auxiliary offense	Drug type
001	08/04/2023	2C:13-1A	KIDNAPPING-FOR RANSOM OR TO HOLD AS SHIELD/HOSTAGE	1		
002	08/04/2023	2C:40-11	AUTO SAFETY SHUT-OFF-PORTABLE OIL BURNING DEVICE	P		

Case Initiation Flow – Verify Defendant

1. Click on Next to proceed to Verify Defendant screen.
2. On Verify defendant screen, the system will display "Verify" or "Re-verify" button on the complaint(s) based on defendant information in Criminal Case Management system as per below:
 - "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 or flagged SBI doesn't match with ACS.

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

1

The screenshot shows the 'Criminal Case Management' interface for Mercer County. The 'Verify Defendant' tab is active. A table lists five records with columns for Issue date, Complaint number, Defendant name, SBI number, Police Case number, Offense date, and Offense. At the bottom right, there are buttons for 'Cancel', 'Save', and 'Next'. The 'Next' button is highlighted with a red border.

Issue date	Complaint number	Defendant name	SBI number	Police Case number	Offense date	Offense
10/26/2023	W-2023-000105-1111	SAEROM MCGL	101180A	1000012228	08/29/2023	2C:29-5A
11/02/2023	W-2023-000037-1105	KAREN A HOMAN	541102N	23-3456123	08/04/2023	2C:13-1A
10/16/2019	W-2019-000007-1102	KAREN TESTCASE			10/14/2019	2C:12-1.2A
03/24/2023	W-2023-000010-1105	YAMINA DUPREE			03/24/2023	2C:12-1A(1)
04/05/2023	S-2023-000001-1106	FRANCIS CMRL			04/05/2023	2C:29-3A(3)

2

The screenshot shows the 'Criminal Case Management' interface for Mercer County. The 'Verify Defendant' tab is highlighted with a red border. The 'Complaints' section displays a table with five records. Each record has a 'Re-verify' or 'Verify' button next to it. At the bottom right, there are buttons for 'Back', 'Cancel', 'Save', and 'Next'. The 'Next' button is disabled.

Issue date	Complaint number	Defendant name	SBI number	Police case number	Offense date	Offense	Action
10/26/2023	W-2023-000105-1111	SAEROM MCGL	101180A	1000012228	08/29/2023	2C:29-5A	Re-verify
11/02/2023	W-2023-000037-1105	KAREN A HOMAN	541102N	23-3456123	08/04/2023	2C:13-1A	Verify
10/16/2019	W-2019-000007-1102	KAREN TESTCASE			10/14/2019	2C:12-1.2A	Verify
03/24/2023	W-2023-000010-1105	YAMINA DUPREE			03/24/2023	2C:12-1A(1)	Verify
04/05/2023	S-2023-000001-1106	FRANCIS CMRL			04/05/2023	2C:29-3A(3)	Verify

Case Initiation Flow – Verify Defendant (cont.)

For auto-verified complaint(s), click on the "Re-verify" button for the system to display the details of the defendant from Criminal Case Management system in Defendant search results container based on SBI or defendant name.

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.

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

Complaints

5 record

	Issue date	Complaint number	Defendant name	SBI number	Police case number	Offense date	Offense	
	10/26/2023	W-2023-000105-1111	SAEROM MCGL	101180A	1000012228	08/29/2023	2C:29-5A	Re-verify
	11/02/2023	W-2023-000037-1105	KAREN A HOMAN	541102N	23-3456123	08/04/2023	2C:13-1A	Verify
	10/16/2019	W-2019-000007-1102	KAREN TESTCASE			10/14/2019	2C:12-1.2A	Verify
	03/24/2023	W-2023-000010-1105	YAMINA DUPREE			03/24/2023	2C:12-1A(1)	Verify
	04/05/2023	S-2023-000001-1106	FRANCIS CMRL			04/05/2023	2C:29-3A(3)	Verify

Defendant search results

Defendant - SAEROM MCGL

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
	SAEROM MCGL	01/01/1971	101180A	---	056837	White	No	MALE

Assign new defendant

Reset Assign

Case Initiation Flow – 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

5 record

	Issue date	Complaint number	Defendant name	SBI number	Police case number	Offense date	Offense	
	10/26/2023	W-2023-000105-1111	SAEROM MCGL	101180A	1000012228	08/29/2023	2C:29-5A	Re-verify
	11/02/2023	W-2023-000037-1105	KAREN A HOMAN	541102N	23-3456123	08/04/2023	2C:13-1A	Verify
	10/16/2019	W-2019-000007-1102	KAREN TESTCASE			10/14/2019	2C:12-1.2A	Verify
	03/24/2023	W-2023-000010-1105	YAMINA DUPREE			03/24/2023	2C:12-1A(1)	Verify
	04/05/2023	S-2023-000001-1106	FRANCIS CMRL			04/05/2023	2C:29-3A(3)	Verify

Defendant search results

Defendant - KAREN A HOMAN

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

Case Initiation Flow – Verify Defendant (cont.)

- If defendant exist in Criminal Case Management system, then the system will display the details of the defendant from Criminal Case Management system in Defendant search results container based on SBI or defendant name.
- User has the option to:
 1. Select the defendant in Defendant search results container, or
 2. Assign new defendant.
- “Assign” button remains disabled till defendant from search result or “Assign new defendant” radio button is selected.

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

Complaints

5 record

Issue date	Complaint number	Defendant name	SBI number	Police case number	Offense date	Offense	
10/26/2023	W-2023-000105-1111	SAEROM MCGL	101180A	1000012228	08/29/2023	2C:29-5A	Re-verify
11/02/2023	W-2023-000037-1105	KAREN A HOMAN	541102N	23-3456123	08/04/2023	2C:13-1A	Re-verify
10/16/2019	W-2019-000007-1102	KAREN TESTCASE			10/14/2019	2C:12-1.2A	Verify
03/24/2023	W-2023-000010-1105	YAMINA DUPREE			03/24/2023	2C:12-1A(1)	Verify
04/05/2023	S-2023-000001-1106	FRANCIS CMRL			04/05/2023	2C:29-3A(3)	Verify

Defendant search results

Defendant - KAREN TESTCASE

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
KAREN TESTCASE	01/11/1982	444777L	---	056570	White		FEMALE

Assign new defendant

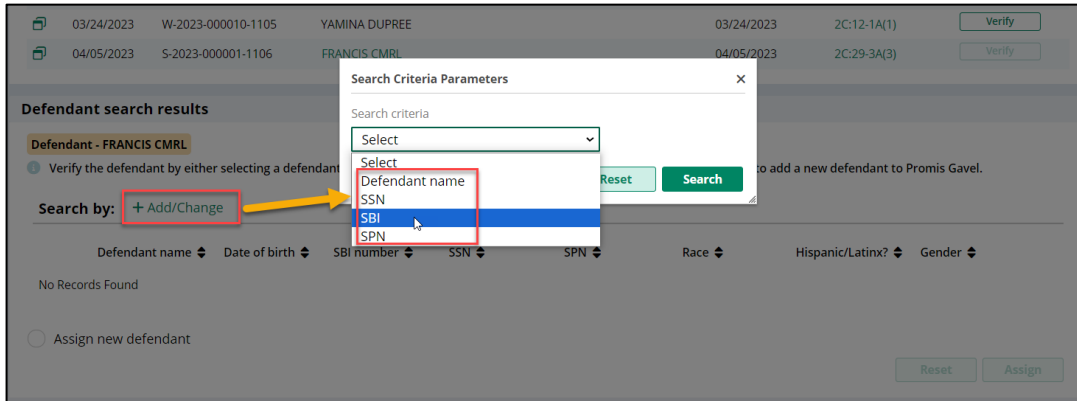
Reset Assign

Case Initiation Flow – 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.

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

1



Search Criteria Parameters

Search criteria

Select

Select

Defendant name

SSN

SBI

SPN

Defendant search results

Defendant - FRANCIS CMRL

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

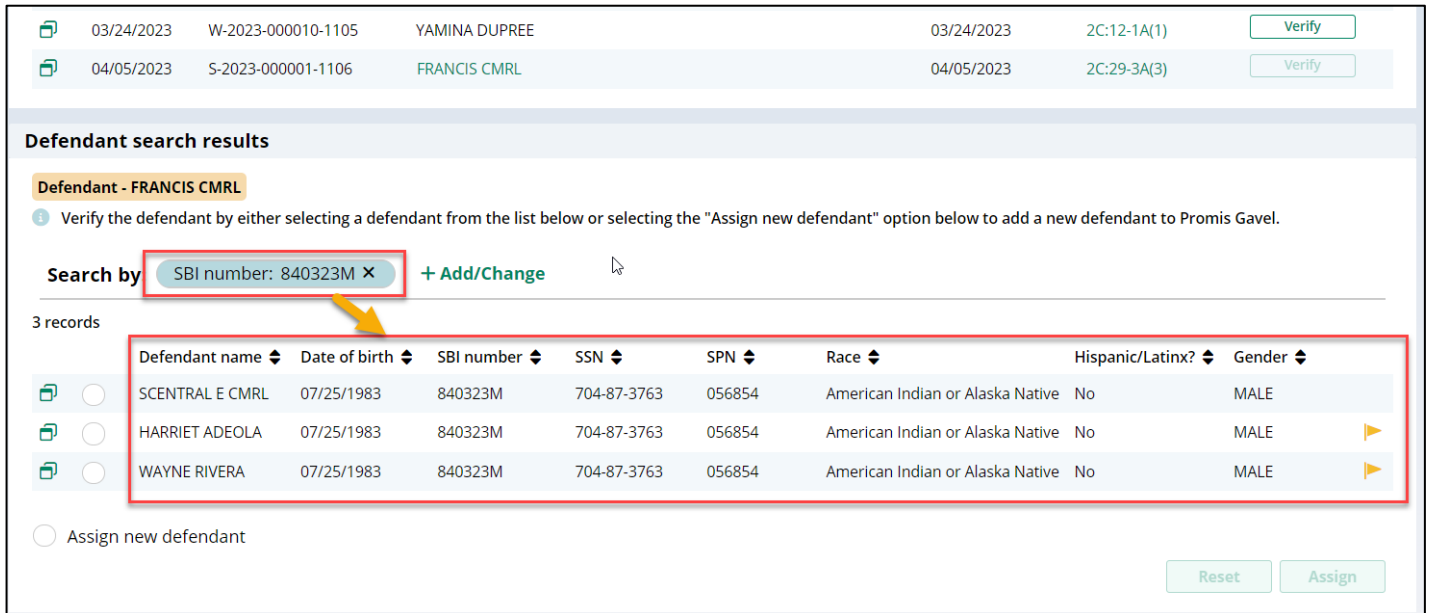
Defendant name Date of birth SBI number SSN SPN Race Hispanic/Latinx? Gender

No Records Found

Assign new defendant

Reset Assign

2



Defendant search results

Defendant - FRANCIS CMRL

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: SBI number: 840323M X + Add/Change

3 records

Defendant name	Date of birth	SBI number	SSN	SPN	Race	Hispanic/Latinx?	Gender
SCENTRAL E CMRL	07/25/1983	840323M	704-87-3763	056854	American Indian or Alaska Native	No	MALE
HARRIET ADEOLA	07/25/1983	840323M	704-87-3763	056854	American Indian or Alaska Native	No	MALE
WAYNE RIVERA	07/25/1983	840323M	704-87-3763	056854	American Indian or Alaska Native	No	MALE

Assign new defendant

Reset Assign

Case Initiation Flow – Verify Defendant (cont.)

- Select the defendant and Click the Assign button .
- The “Verify” button will switch to “Re-verify” button and the “Assign” button will be disabled.
- 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.

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

Complaints

5 record

Issue date	Complaint number	Defendant name	SBI number	Police case number	Offense date	Offense	
10/26/2023	W-2023-000105-1111	SAEROM MCGL	101180A	1000012228	08/29/2023	2C:29-5A	Re-verify
11/02/2023	W-2023-000037-1105	KAREN A HOMAN	541102N	23-3456123	08/04/2023	2C:13-1A	Verify
10/16/2019	W-2019-000007-1102	KAREN TESTCASE			10/14/2019	2C:12-1.2A	Verify
03/24/2023	W-2023-000010-1105	YAMINA DUPREE			03/24/2023	2C:12-1A(1)	Verify
04/05/2023	S-2023-000001-1106	FRANCIS CMRL	840323M		04/05/2023	2C:29-3A(3)	Re-verify

Defendant search results

Defendant - FRANCIS CMRL

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: SBI number: 840323M X + Add/Change

3 records

Defendant name	Date of birth	SBI number	SSN	SPN	Race	Hispanic/Latinx?	Gender
SCENTRAL E CMRL	07/25/1983	840323M	704-87-3763	056854	American Indian or Alaska Native	No	MALE
HARRIET ADEOLA	07/25/1983	840323M	704-87-3763	056854	American Indian or Alaska Native	No	MALE
WAYNE RIVERA	07/25/1983	840323M	704-87-3763	056854	American Indian or Alaska Native	No	MALE

Assign new defendant

Reset Assign

Case Initiation Flow – Verify Defendant (cont.)

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

Complaints

5 record

	Issue date	Complaint number	Defendant name	SBI number	Police case number	Offense date	Offense	
<input type="checkbox"/>	10/26/2023	W-2023-000105-1111	SAEROM MCGL	101180A	1000012228	08/29/2023	2C:29-5A	<input type="button" value="Re-verify"/>
<input type="checkbox"/>	11/02/2023	W-2023-000037-1105	KAREN A HOMAN	541102N	23-3456123	08/04/2023	2C:13-1A	<input type="button" value="Verify"/>
<input type="checkbox"/>	10/16/2019	W-2019-000007-1102	KAREN TESTCASE			10/14/2019	2C:12-1.2A	<input type="button" value="Verify"/>
<input type="checkbox"/>	03/24/2023	W-2023-000010-1105	YAMINA DUPREE			03/24/2023	2C:12-1A(1)	<input type="button" value="Verify"/>
<input type="checkbox"/>	04/05/2023	S-2023-000001-1106	FRANCIS CMRL			04/05/2023	2C:29-3A(3)	<input type="button" value="Verify"/>

Defendant search results

Defendant - KAREN TESTCASE

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](#)

1 records

	Defendant name	Date of birth	SBI number	SSN	SPN	Race	Hispanic/Latinx?	Gender
<input type="checkbox"/>	KAREN TESTCASE	01/11/1982	444777L	---	056570	White		FEMALE

Assign new defendant

Case Initiation Flow – Verify Defendant (cont.)

1. System will open a modal window to prompt user to manually enter the SBI number when:
 - The SBI number does not exist on the complaint and the user has selected "Assign new defendant" radio button, or
 - The SBI number does not exist on the complaint and the user has selected a defendant record that does not have an SBI number.

Enter the SBI number in the "Confirm SBI number" screens and verify the defendant.

2. If the entered SBI number matches with the SBI number of an existing defendant in Criminal Case Management for the same county, system will display the following error message.

1

11/02/2023	W-2023-000037-1105	KAREN A HOMAN	541102N	23-3456123	08/04/2023	2C:13-1A	Verify
10/16/2019	W-2019-000007-1102	KAREN TESTCASE			10/14/2019	2C:12-1.2A	Verify
03/24/2023	W-2023-000010-1105	YAMINA DUBREE			03/24/2023	2C:13-1A(1)	Verify
04/05/2023	S-2023-000001-1106	FRANCIS CMRL			04/05/2023	2C:29-3A(3)	Verify

2

04/05/2023	S-2023-000001-1106	FRANCIS CMRL			04/05/2023	2C:29-3A(3)	Verify
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Case Initiation Flow – Verify Defendant (cont.)

- Upon successful validation, the application displays the SBI number in the Verify Defendant Top Section.
- Upon hovering over the SBI number which is manually enter or assigned, a hyperlink will display the informational message.
- The “Verify” button changes to “Reverify”, and the “Assign” button gets disabled, but the “Reset” button remains enabled, allowing user the option to reverify the defendant.

The screenshot shows the 'Verify Defendant' section of a web application. At the top, there are navigation tabs: 'Associate Complaint', 'Verify Defendant', 'Case Details', 'Defendant and Charge Information', and 'Review Victim/Witness/Other'. Below this is a 'Complaints' section with a table of 5 records. The table has columns for Issue date, Complaint number, Defendant name, SBI number, Police case number, Offense date, and Offense. The third row is highlighted, showing a defendant named KAREN TESTCASE with SBI number 541102N. A tooltip is visible over the SBI number, stating 'SBI number entered or assigned manually.' Below the complaints table is a 'Defendant search results' section. It shows a search for 'Defendant - KAREN TESTCASE' and provides instructions to verify the defendant. A search bar is present with a '+ Add/Change' button. Below the search bar, there is a table with 1 record for KAREN TESTCASE, including fields for Defendant name, Date of birth, SBI number, SSN, SPN, Race, Hispanic/Latinx?, and Gender. At the bottom of the search results, there is an 'Assign new defendant' button. In the bottom right corner, there are 'Reset' and 'Assign' buttons.

Issue date	Complaint number	Defendant name	SBI number	Police case number	Offense date	Offense	
10/26/2023	W-2023-000105-1111	SAEROM MCGL	101180A	1000012228	08/29/2023	2C:29-5A	Re-verify
11/02/2023	W-2023-000037-1105	KAREN A HOMAN	541102N	23-3456123	08/04/2023	2C:13-1A	Re-verify
10/16/2019	W-2019-000007-1102	KAREN TESTCASE	541102N		10/14/2019	2C:12-1.2A	Re-verify
03/24/2023	W-2023-000010-1105	YAMINA DUPREE			03/24/2023	2C:12-1A(1)	Verify
04/05/2023	S-2023-000001-1106	FRANCIS CMRL			04/05/2023	2C:29-3A(3)	Verify

Defendant search results

Defendant - KAREN TESTCASE

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
KAREN TESTCASE	01/11/1982	444777L	---	056570	White		FEMALE

Assign new defendant

Reset Assign

Case Initiation Flow – Verify Defendant (cont.)

- When verifying defendants, if 2 or more complaints belong to the same defendant, then:
 - Upon verifying the complaint, the system will automatically verify other complaints with the same SBI number and combine them together into a single defendant.
- Once combined, the system will also present all the complaints together on the 'Defendant and Charge' stage as they belong to a single Defendant.

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

Complaints

5 record

	Issue date	Complaint number	Defendant name	SBI number	Police case number	Offense date	Offense	
	10/26/2023	W-2023-000105-1111	SAEROM MCGL	101180A	1000012228	08/29/2023	2C:29-5A	Re-verify
	11/02/2023	W-2023-000037-1105	KAREN A HOMAN	541102N	23-3456123	08/04/2023	2C:13-1A	Re-verify
	10/16/2019	W-2019-000007-1102	KAREN TESTCASE	541102N		10/14/2019	2C:12-1.2A	Re-verify
	03/24/2023	W-2023-000010-1105	YAMINA DUPREE			03/24/2023	2C:12-1A(1)	Verify
	04/05/2023	S-2023-000001-1106	FRANCIS CMRL			04/05/2023	2C:29-3A(3)	Verify

Case Initiation Flow – Verify Defendant (cont.)

- After verifying a complaint as 'Assign new defendant', when user verifies another complaint as 'Assign new defendant':
 - System will open a modal window to prompt user to confirm if the defendant on the complaint is same as the one on the previously verified complaint(s).
- Upon selecting 'Yes', system will display previously verified complaints in the dropdown.

The screenshot shows the 'Verify Defendant' interface. At the top, there are navigation tabs: 'Associate Complaint', 'Verify Defendant', 'Case Details', 'Defendant and Charge Information', and 'Review Victim/Witness/Other'. Below this is a 'Complaints' section with a table of 5 records. The table has columns for Issue date, Complaint number, Defendant name, SBI number, Police case number, Offense date, and Offense. The 'Defendant search results' section below the table shows a search for 'Defendant - YAMINA DUPREE' and a list of search criteria: Defendant name, Date of birth, SBI number, SSN, SPN, Race, Hispanic/Latinx?, and Gender. The 'Assign new defendant' option is selected, and the 'Assign' button is highlighted.

Issue date	Complaint number	Defendant name	SBI number	Police case number	Offense date	Offense	Actions
10/26/2023	W-2023-000105-1111	SAEROM MCGL	101180A	1000012228	08/29/2023	2C:29-5A	Re-verify
11/02/2023	W-2023-000037-1105	KAREN A HOMAN	541102N	23-3456123	08/04/2023	2C:13-1A	Re-verify
10/16/2019	W-2019-000007-1102	KAREN TESTCASE			10/14/2019	2C:12-1.2A	Verify
03/24/2023	W-2023-000010-1105	YAMINA DUPREE			03/24/2023	2C:12-1A(1)	Verify
04/05/2023	S-2023-000001-1106	FRANCIS CMRL			04/05/2023	2C:29-3A(3)	Verify

The screenshot shows a modal window titled 'Confirm new defendant'. The question is 'Is the defendant on complaint number W-2023-000010-1105 the same as on one of the previously verified complaints?'. The 'Yes' radio button is selected. Below the question is a dropdown menu for 'Complaint number *' with the value 'W-2023-000037-1105' selected. The 'Confirm' button is highlighted.

Case Initiation Flow – Verify Defendant (cont.)

1. User must select the complaint # from dropdown.

Based on the selected complaint, system will display defendant name next to Complaint # in the modal popup, and 'Confirm' button will get enabled.

2. Upon confirmation, the system will combine the complaints together into a single defendant.

1

Confirm new defendant

Is the defendant on complaint number **W-2023-000010-1105** the same as on one of the previously verified complaints?

Yes
 No

Complaint number * **W-2023-000037-1105** Defendant Name **KAREN A HOMAN**

Cancel Confirm

2

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

Complaints

5 record

Issue date	Complaint number	Defendant name	SBI number	Police case number	Offense date	Offense	
10/26/2023	W-2023-000105-1111	SAEROM MCGL	101180A	1000012228	08/29/2023	2C:29-5A	Re-verify
11/02/2023	W-2023-000037-1105	KAREN A HOMAN	541102N	23-3456123	08/04/2023	2C:13-1A	Re-verify
10/16/2019	W-2019-000007-1102	KAREN TESTCASE	444777L		10/14/2019	2C:12-1.2A	Re-verify
03/24/2023	W-2023-000010-1105	YAMINA DUPREE	541102N		03/24/2023	2C:12-1A(1)	Re-verify
04/05/2023	S-2023-000001-1106	FRANCIS CMRL			04/05/2023	2C:29-3A(3)	Verify

Defendant search results

Defendant - YAMINA DUPREE

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

Case Initiation Flow – Verify Defendant (cont.)

1. Upon selecting 'No', system will prompt user to manually enter the SBI number.
2. If user selects 'Yes' and enters SBI number that has already been verified on any of the previous complaint(s), then the system will display the following error message.

1

Confirm new defendant

Is the defendant on complaint number W-2023-000010-1105 the same as on one of the previously verified complaints?

Yes

No

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

Yes

No

SBI number *

Cancel Confirm

2

Confirm new defendant

SBI number has already been verified on one of the previous complaints.

Is the defendant on complaint number W-2019-000007-1102 the same as on one of the previously verified complaints?

Yes

No

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

Yes

No

SBI number *

541102N

Cancel Confirm

Reset Assign

Case Initiation Flow – Verify Defendant (cont.)

1. Upon selecting 'No' to confirm if the defendant on the complaint is same as the one on the previously verified complaint(s), system will prompt user if they want to manually enter the SBI number.
2. If user selects 'No' and confirms, then the system will execute the validations, close the pop-up window and return to the Verify Defendant screen.

1

Confirm new defendant

Is the defendant on complaint number W-2023-000010-1105 the same as on one of the previously verified complaints?

Yes
 No

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

Yes
 No

2

Complaints								
5 record								
	Issue date	Complaint number	Defendant name	SBI number	Police case number	Offense date	Offense	
	10/26/2023	W-2023-000105-1111	SAEROM MCGL	101180A	1000012228	08/29/2023	2C:29-5A	<input type="button" value="Re-verify"/>
	11/02/2023	W-2023-000037-1105	KAREN A HOMAN	541102N	23-3456123	08/04/2023	2C:13-1A	<input type="button" value="Re-verify"/>
	10/16/2019	W-2019-000007-1102	KAREN TESTCASE			10/14/2019	2C:12-1.2A	<input type="button" value="Verify"/>
	03/24/2023	W-2023-000010-1105	YAMINA DUPREE			03/24/2023	2C:12-1A(1)	<input type="button" value="Re-verify"/>
	04/05/2023	S-2023-000001-1106	FRANCIS CMRL			04/05/2023	2C:29-3A(3)	<input type="button" value="Verify"/>

Case Initiation Flow – Verify Defendant (cont.)

- Reset button can be used to switch between selecting defendant from search result or selecting "Assign new defendant" radio button.
- If the user resets one of the combined complaint, the system will reset all other combined complaint(s) as well.
- System will remove all association upon reset, including entered SBI number.

The screenshots show the 'Verify Defendant' interface in a web application. The top screenshot shows a table of complaints with columns: Issue date, Complaint number, Defendant name, SBI number, Police case number, Offense date, and Offense. The defendant names 'KAREN A HOMAN' and 'KAREN TESTCASE' are highlighted with red boxes. Below the table, the 'Defendant search results' section shows a search for 'KAREN TESTCASE' with one record. The 'Reset' button is highlighted with a red box. The bottom screenshot shows the same interface after a reset, with the 'Assign' button highlighted in a red box.

Issue date	Complaint number	Defendant name	SBI number	Police case number	Offense date	Offense
10/26/2023	W-2023-000105-1111	SAEROM MCGL	101180A	1000012228	08/29/2023	2C:29-5A
11/02/2023	W-2023-000037-1105	KAREN A HOMAN	541102N	23-3456123	08/04/2023	2C:13-1A
10/16/2019	W-2019-000007-1102	KAREN TESTCASE	541102N		10/14/2019	2C:12-1.2A
03/24/2023	W-2023-000010-1105	YAMINA DUPREE			03/24/2023	2C:12-1A(1)
04/05/2023	S-2023-000001-1106	FRANCIS CMRL			04/05/2023	2C:29-3A(3)

Case Initiation Flow – Verify Defendant

- When all the defendants are verified, the Next button will be enabled to proceed to Case Details screen.

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

Complaints

5 record

	Issue date	Complaint number	Defendant name	SBI number	Police case number	Offense date	Offense	
	10/26/2023	W-2023-000105-1111	SAEROM MCGL	101180A	1000012228	08/29/2023	2C:29-5A	<input type="button" value="Re-verify"/>
	11/02/2023	W-2023-000037-1105	KAREN A HOMAN	541102N	23-3456123	08/04/2023	2C:13-1A	<input type="button" value="Re-verify"/>
	10/16/2019	W-2019-000007-1102	KAREN TESTCASE	541102N		10/14/2019	2C:12-1.2A	<input type="button" value="Re-verify"/>
	03/24/2023	W-2023-000010-1105	YAMINA DUPREE	123456A		03/24/2023	2C:12-1A(1)	<input type="button" value="Re-verify"/>
	04/05/2023	S-2023-000001-1106	FRANCIS CMRL	840323M		04/05/2023	2C:29-3A(3)	<input type="button" value="Re-verify"/>

Defendant search results

Defendant - FRANCIS CMRL

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
	SCENTRAL E CMRL	07/25/1983	840323M	704-87-3763	056854	American Indian or Alaska Native	No	MALE

Assign new defendant

Case Initiation Flow – 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 PIL, without saving any work and release the complaint to PIL.
 - 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.

Associate Complaint > Verify Defendant > Case Details Defendant and Charge Information

Complaints

1 record

Issue date	Complaint number	Defendant name	SBI number	Police case number	Offense date	Offense	Re-verify
04/20/2022	W-2022-000481-1214	GRACE MYTEST	161616B	1414141414	04/04/2020	2C:35-5B(13)	Re-verify

Defendant search results

Defendant - GRACE MYTEST

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: grace x + Add/Change

13 records

Defendant name	Date of birth	SBI number	SSN	SPN	Race	Hispanic/Latinx?	Gender
ANTHONY GRACE	04/20/1958	834807B	213-72-5534	049648	Black or African American		MALE
CLARENCE R GRACE	08/02/1975		110-62-6255	068192			
EDDIE J GRACE	04/30/1957	688417A	135-58-5252	028405	Black or African American		MALE
HERU GRACE	04/12/1980	862246B	580-14-2201	051520	Black or African American		MALE
LAWRENCE GRACE	08/01/1948	971765	151-36-4276	055848	Black or African American		MALE

Assign new defendant

Reset Assign

Back Cancel Save Next

Case Initiation Flow – Case Details

1. Case Details screen provides option to enter case details such as Crime type, Wildcat code, Evidence id, Investigator, Judge, Prosecutor, Case notes etc.

1

System defaults the following fields:

- Pros jacket code as "Intake/Screening"
- Category as "Non-Impact"
- Municipality as per the selected complaint
- County based on the selected county

User can change the default value of above fields except for County.

2. User can use auto select feature to select the value for most of the fields. Type the 1st two letters to select the value from the dropdown.

2

The screenshot shows the 'Case Details' screen with the following fields and values:

- Crime type: [Empty]
- Pros jacket code: INTAKE/SCREENING
- Category: NON-IMPACT
- Wildcat code: [Empty]
- Municipality: 1215 - NORTH BRUNSWICK TWP
- County: MIDDLESEX
- Evidence ID: [Empty]
- Investigator: [Empty]
- Judge: [Empty]
- Prosecutor: [Empty]

Below the form is a 'Case Notes' section with a search bar, a table with 0 records, and a '+ Add Case Note' button. At the bottom are 'Back', 'Cancel', 'Save', and 'Next' buttons.

This screenshot shows the 'Case Details' screen with the 'Crime type' dropdown menu open. The dropdown list includes the following options:

- TEAM A CASE
- ASSAULT
- AGGRAVATED ASSAULT
- ASSAULT MOTOR VEH
- TEAM B CASE
- BIAS CRIMES
- UNLAW RELEASE REP
- CASINO PROSECUTION
- TEAM C CASE
- CRIM TRESPASSING
- TEAM D CASE
- DUMP ILL SOLID WASTE
- FIRE-PASS TO HEIRS
- FIRE-PURCHASE

The dropdown is triggered by the first two letters 'as' entered in the field. The other fields in the form remain the same as in the previous screenshot.

Case Initiation Flow – Case Details (cont.)

MID-22-030228 x

Management Middlesex County

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

Case Details

Crime type	Pros jacket code	Category	Wildcat code
TEAM A CASE	INTAKE/SCREENING	NON-IMPACT	002
Municipality	County	Evidence ID	Investigator
1214 - NEW BRUNSWICK CITY	MIDDLESEX	---	<input type="text"/>
Judge	Prosecutor		
<input type="text" value="CARTER, JIMMY"/>	<input type="text" value="AARON, ALISON"/>		

Case Notes

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

6 records [Refresh](#)

[Group](#) [Fields](#) [Show More/Less](#) [Default view](#)

Sequence number	Case note	Case note date	Entered by	
001	CRIMINAL NOTE 1	01/04/2023	JUAMAT6	View ⋮
002	CRIMINAL NOTE 2	01/04/2023	JUAMAT6	View ⋮
003	CRIMINAL NOTE 3	01/04/2023	JUAMAT6	View ⋮
004	CRIMINAL NOTE 4	01/04/2023	JUAMAT6	View ⋮
005	CRIMINAL NOTE 5	01/05/2023	JUAMAT6	View ⋮
006	CRIMINAL NOTE 6	02/15/2023	JUAMAT6	View ⋮

[+ Add Case Note](#)

If the complaint is added to 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 if needed.

Case Initiation Flow – 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

MID-22-030228 x

Management Middlesex County

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

Case Details

Crime type	Pros jacket code	Category	Wildcat code
TEAM A CASE	INTAKE/SCREENING	NON-IMPACT	002
Municipality	County	Evidence ID	Investigator
1214 - NEW BRUNSWICK CITY	MIDDLESEX	---	
Judge	Prosecutor		
CARTER, JIMMY	AARON, ALISON		

Case Notes

Search by: + Add/Change

6 records Refresh

Group Fields Show More/Less Default view

Sequence number	Case note	Case note date	Entered by	
001	CRIMINAL NOTE 1	01/04/2023	JUAMAT6	<button>View</button> ⋮
002	CRIMINAL NOTE 2	01/04/2023	JUAMAT6	<button>View</button> ⋮
003	CRIMINAL NOTE 3	01/04/2023	JUAMAT6	<button>View</button> ⋮
004	CRIMINAL NOTE 4	01/04/2023	JUAMAT6	<button>View</button> ⋮
005	CRIMINAL NOTE 5	01/05/2023	JUAMAT6	<button>View</button> ⋮
006	CRIMINAL NOTE 6	02/15/2023	JUAMAT6	<button>View</button> ⋮

+ Add Case Note

Case Initiation Flow – Case Details (cont.)

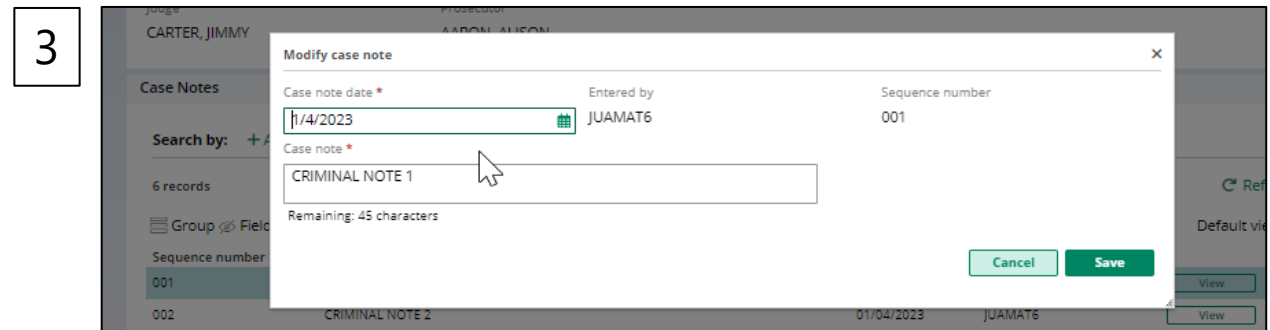
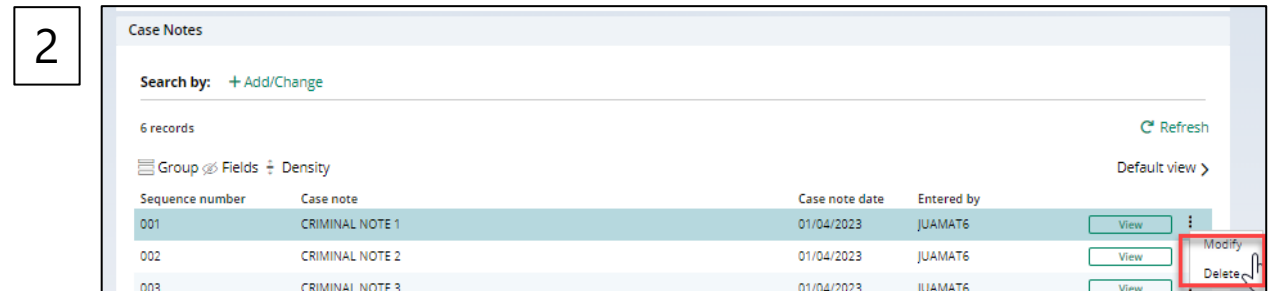
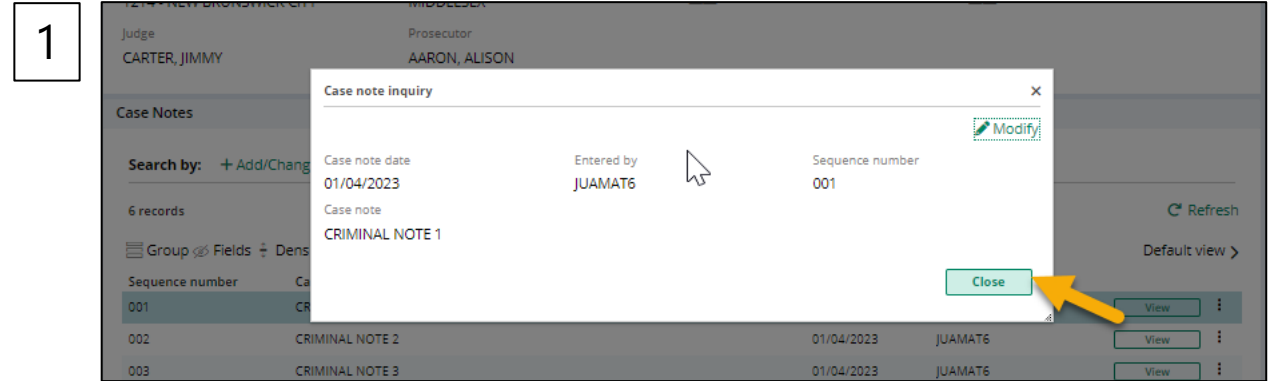
1. Each case note will have a “View” button and Action menu icon.

Clicking the “View” button will open a modal window to view case note detail.

2. “Action” menu will have options:
 - a. Modify
 - b. Delete

3. Selecting the “Modify” option from the Action menu Or clicking the “Modify” link from the modal window will allow user to update the case note details like date and description.

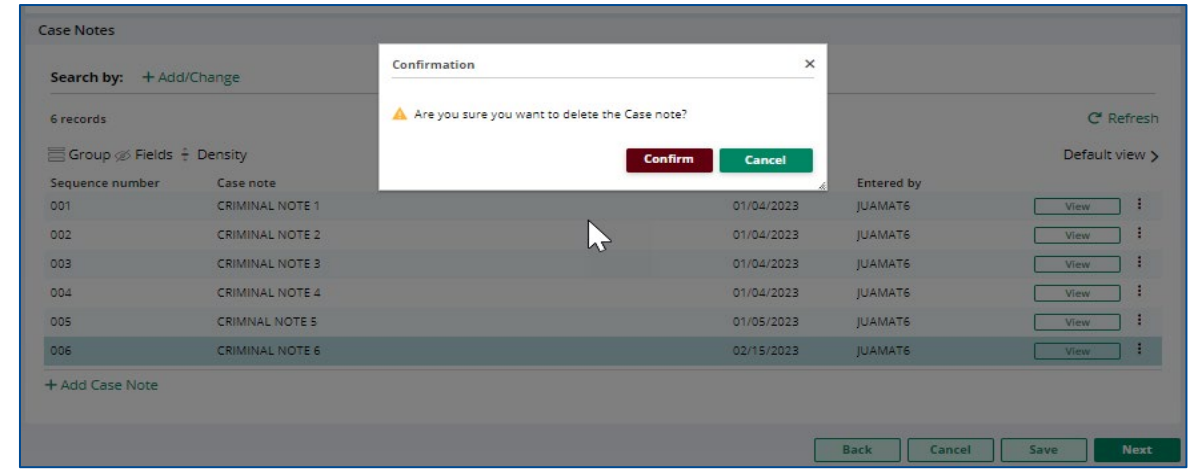
Entered by and Sequence number fields for the case note will be system generated and cannot be manually modified during case creation.



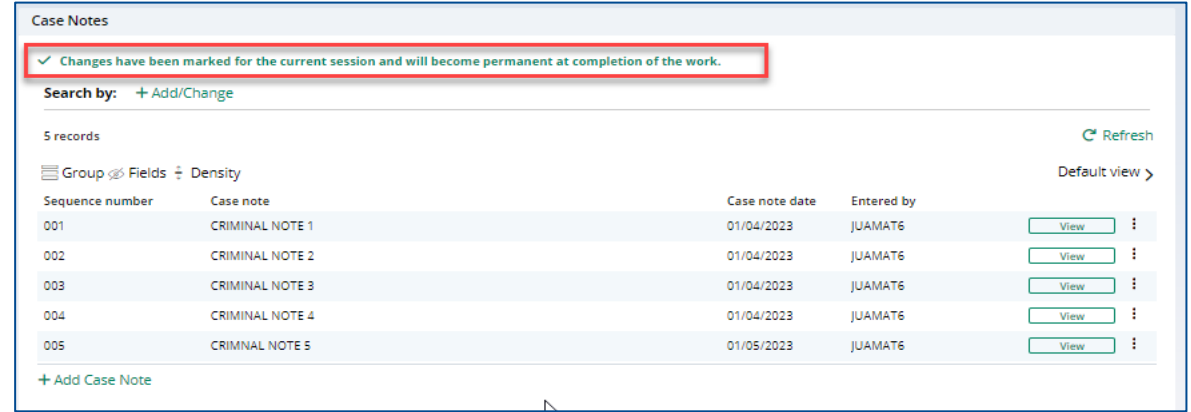
Case Initiation Flow – Case Details (cont.)

1. The “Delete” option will allow user to delete the case note. Upon selecting “Delete” from the Action menu, the system will ask for confirmation to proceed with the deletion.
2. Once successfully deleted, the system will:
 - Remove the deleted case note from the case note list.
 - Display a successful message on top of the Case Notes container.

1



2



Case Initiation Flow – Case Details (cont.)

1. The Add Case Note link will allow to add up to 20 new case notes.

System will open Add case note modal window to add new case note details.

2. If case notes are added on an existing criminal case, then newly added case notes will be displayed before case notes from criminal case.

The sequence number for newly added case notes will not be displayed. It will be generated by the system upon successful submission of the case.

All updates to case notes will be reflected in the Criminal case management system upon successful submission of the case.

Case Notes

6 records

Sequence number	Case note	Case note date	Entered by	View
001				
002				
003	CRIMINAL NOTE 3	01/04/2023	JUAMAT6	View
004	CRIMINAL NOTE 4	01/04/2023	JUAMAT6	View
005	CRIMINAL NOTE 5	01/05/2023	JUAMAT6	View
006	CRIMINAL NOTE 6	02/15/2023	JUAMAT6	View

+ Add Case Note

Case Notes

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

Search by: + Add/Change

7 records

Sequence number	Case note	Case note date	Entered by	View
	ADD NEW CRIMINAL NOTE	02/22/2023	JUAMAT6	View
001	CRIMINAL NOTE 1	01/04/2023	JUAMAT6	View
002	CRIMINAL NOTE 2	01/04/2023	JUAMAT6	View
003	CRIMINAL NOTE 3	01/04/2023	JUAMAT6	View
004	CRIMINAL NOTE 4	01/04/2023	JUAMAT6	View
005	CRIMINAL NOTE 5	01/05/2023	JUAMAT6	View
006	CRIMINAL NOTE 6	02/15/2023	JUAMAT6	View

+ Add Case Note

Case Initiation Flow – Case Details (cont.)

1. Search Case note

Case notes can be searched by clicking the “+ Add/Change” link.

Case notes can be searched by the below fields:

- Sequence number
- Case note date
- Entered by

2. Personalized view of case notes can be created as needed using the “Default view” option.

A customized view of the case notes list can be created using the “Group”/“Fields”/“Density” feature.

1

ID	Description	Date	User	Action
003	CRIMINAL NOTE 3	01/04/2023	JUAMAT6	View
004	CRIMINAL NOTE 4	01/04/2023	JUAMAT6	View
005	CRIMINAL NOTE 5	01/05/2023	JUAMAT6	View
006	CRIMINAL NOTE 6	02/15/2023	JUAMAT6	View

2

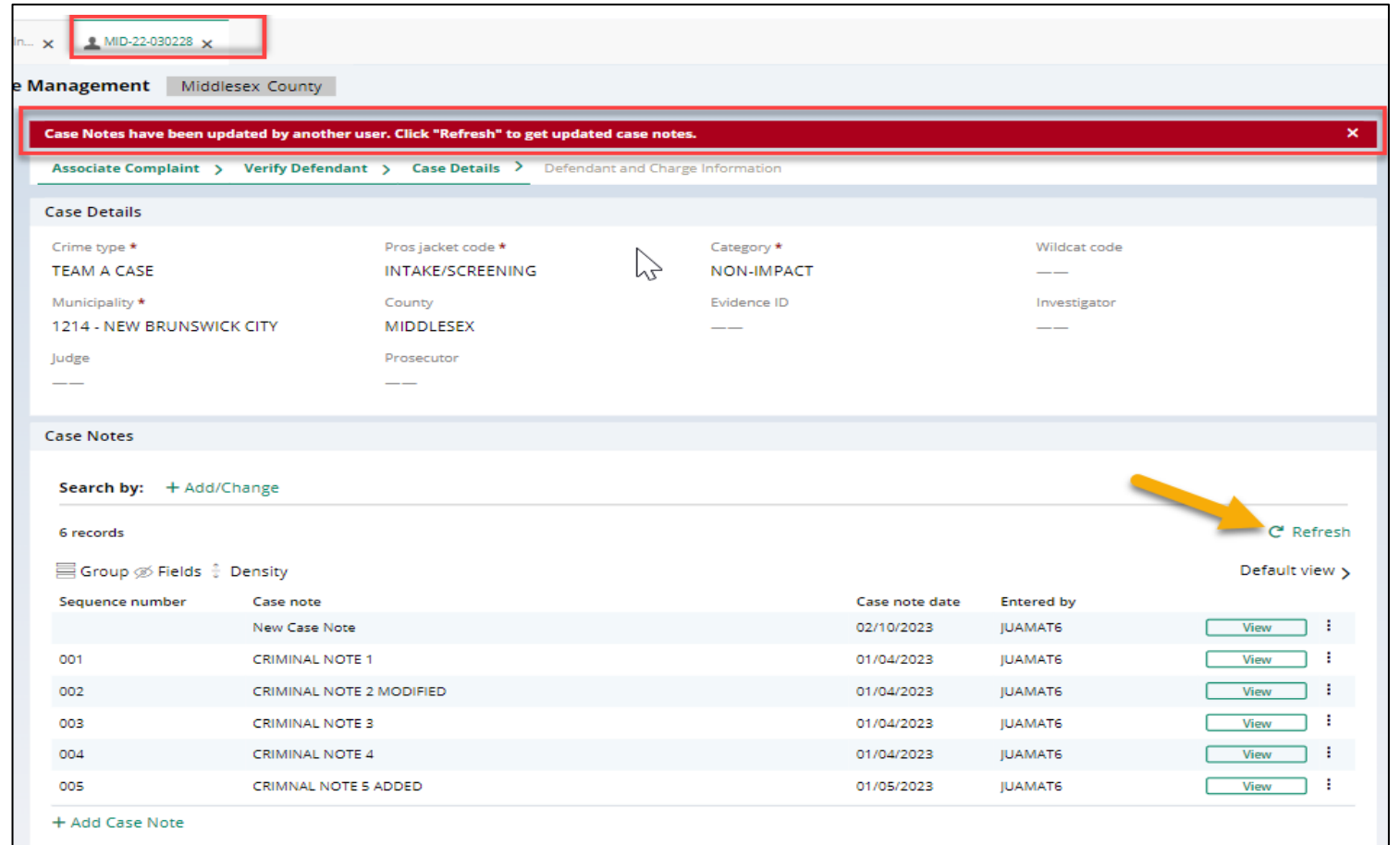
Sequence number	Case note	Case note date	Entered by	Action
001	CRIMINAL NOTE 1	01/04/2023	JUAMAT6	View
002	CRIMINAL NOTE 2	01/04/2023	JUAMAT6	View
003	CRIMINAL NOTE 3	01/04/2023	JUAMAT6	View
004	CRIMINAL NOTE 4	01/04/2023	JUAMAT6	View
005	CRIMINAL NOTE 5	01/05/2023	JUAMAT6	View
006	CRIMINAL NOTE 6	02/15/2023	JUAMAT6	View

Case Initiation Flow – Case Details (cont.)

Refresh Case note:

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 to the user upon navigation to the Case Details screen.

User will need to refresh the screen to view the updated case notes.



The screenshot shows the 'Case Details' page in the Criminal Case Management system. A red banner at the top indicates: 'Case Notes have been updated by another user. Click "Refresh" to get updated case notes.' The page displays case information such as 'Crime type * TEAM A CASE', 'Pros jacket code * INTAKE/SCREENING', and 'Category * NON-IMPACT'. Below this is a 'Case Notes' section with a table of 6 records. A yellow arrow points to a 'Refresh' button in the top right corner of the Case Notes section.

Sequence number	Case note	Case note date	Entered by	View
	New Case Note	02/10/2023	JUAMAT6	View
001	CRIMINAL NOTE 1	01/04/2023	JUAMAT6	View
002	CRIMINAL NOTE 2 MODIFIED	01/04/2023	JUAMAT6	View
003	CRIMINAL NOTE 3	01/04/2023	JUAMAT6	View
004	CRIMINAL NOTE 4	01/04/2023	JUAMAT6	View
005	CRIMINAL NOTE 5 ADDED	01/05/2023	JUAMAT6	View

Case Initiation Flow – Case Details (cont.)

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

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

The screenshot displays the 'Criminal Case Management' interface for Middlesex County. The breadcrumb trail is: Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information. The 'Case Details' section shows the following information:

Crime type *	Pros jacket code *	Category *	Wildcat code
TEAM A CASE	INTAKE/SCREENING	NON-IMPACT	---

Additional details include Municipality: 1214 - NEW BRUNSWICK CITY, County: MIDDLESEX, Evidence ID: ---, and Investigator: ---.

The 'Case Notes' section shows 6 records. A 'Refresh' button is located in the top right corner of this section. The table below lists the case notes:

Sequence number	Case note	Case note date	Entered by	View
	New Case Note	02/10/2023	JUAMAT6	View
001	CRIMINAL NOTE 1	01/04/2023	JUAMAT6	View
002	CRIMINAL NOTE 2 MODIFIED	01/04/2023	JUAMAT6	View
003	CRIMINAL NOTE 3	01/04/2023	JUAMAT6	View
004	CRIMINAL NOTE 4	01/04/2023	JUAMAT6	View
005	CRIMINAL NOTE 5 ADDED	01/05/2023	JUAMAT6	View

At the bottom of the page, there are buttons for 'Back', 'Cancel', 'Save', and 'Next'.

Case Initiation Flow – 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 all selected defendants.

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	Review	
SAEROM MCGL	06/07/1997	FEMALE	WHITE	101180A	056837	Review	⋮ ⓘ
KAREN A HOMAN	03/13/1999	MALE	AMERICAN INDIAN OR ALASKA NATIVE	541102N		Review	⋮
YAMINA DUPREE		MALE	BLACK OR AFRICAN AMERICAN	123456A		Review	⋮
FRANCIS CMRL		MALE	AMERICAN INDIAN OR ALASKA NATIVE	840323M	056854	Review	⋮

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.

2

Information

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

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	Review	
LAURA TESTCASE	01/01/1980	FEMALE	WHITE	111666K	056583	Review	⋮ ⓘ
ROBERT HOLDING-MERCER	05/01/1985	MALE	WHITE	288888D		Review	⋮
JOHN R ETHNICITY	10/21/1999	MALE			056727	Review	⋮

This information message will remain on the screen. User will have an option to collapse the message.

Case Initiation Flow – Defendant and Charge Information

Defendant list on Defendant and Charge Information stage will be based on the defendant verification at Verify stage.

If more than one complaint is added for the defendant at verification stage, then system displays the latest complaint (based on the latest CDR Issue date) defendant information.

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

Complaints

5 record

	Issue date	Complaint number	Defendant name	SBI number	Police case number	Offense date	Offense	
	10/26/2023	W-2023-000105-1111	SAEROM MCGL	101180A	1000012228	08/29/2023	2C:29-5A	Re-verify
	07/31/2023	W-2023-000093-1111	KING A LEONIDIS	227311J	2023073100	05/21/2022	2C:14-2A	Re-verify
	03/24/2023	W-2023-000009-1105	EDWARD TAYLOR	227311J		03/24/2023	2C:12-1A(1)	Re-verify
	03/24/2023	W-2023-000010-1105	YAMINA DUPREE	123456A		03/24/2023	2C:12-1A(1)	Re-verify
	04/05/2023	S-2023-000001-1106	FRANCIS CMRL	527763G		04/05/2023	2C:29-3A(3)	Re-verify

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	
SAEROM MCGL	06/07/1997	FEMALE	WHITE	101180A	056837	Review ⓘ
KING A LEONIDIS	12/12/1993	MALE	ASIAN	227311J		Review
YAMINA DUPREE		MALE	BLACK OR AFRICAN AMERICAN	123456A		Review
FRANCIS CMRL		MALE	AMERICAN INDIAN OR ALASKA NATIVE	527763G	056694	Review

Case Initiation Flow – Defendant and Charge Information

When more than one complaint is added for the defendant at verification stage, then defendant name hyperlink will list all unique alias name and the defendant's name from the added complaint if it is different.

1

Issue date	Complaint number	Defendant name	SBI number	Police case number	Offense date	Offense	Re-verify
10/26/2023	W-2023-000105-1111	SAEROM MCGL	101180A	1000012228	08/29/2023	2C:29-5A	Re-verify
11/02/2023	W-2023-000037-1105	KAREN A HOMAN	541102N	23-3456123	08/04/2023	2C:13-1A	Re-verify
10/16/2019	W-2019-000007-1102	KAREN TESTC			10/14/2019	2C:12-1.2A	Re-verify
03/24/2023	W-2023-000010-1105	YAMINA DUP			03/24/2023	2C:12-1A(1)	Re-verify
04/05/2023	S-2023-000001-1106	FRANCIS CIR			04/05/2023	2C:29-3A(3)	Re-verify

2

Defendant name	Date of birth	Gender	Race	SBI number	SPN	Review
SAEROM MCGL	06/07/1997	FEMALE	WHITE	101180A	056837	Review
KAREN A HOMAN	03/13/1999	MALE	AMERICAN INDIAN OR ALASKA NATIVE	541102N		Review
YAMINA		MALE	BLACK OR AFRICAN AMERICAN	123456A		Review
FRANCIS		MALE	AMERICAN INDIAN OR ALASKA NATIVE	840323M	056854	Review

Case Initiation Flow – Defendant and Charge Information

1. Each defendant will have a “Review” button and an Ellipsis icon on the right most side.
2. System will mark first defendant in the list as Primary defendant. Primary defendant will have an information icon next to “Review” button.

User will have option to mark any defendant in the list as Primary defendant.

3. Click on Ellipsis icon to view the Action menu that will allow user to mark selected defendant as Primary.

System will allow only one Primary defendant per case.

Primary defendant selection will not be available for existing cases.

1

Defendant name	Date of birth	Gender	Race	SBI number	SPN	
SAEROM MCGL	06/07/1997	FEMALE	WHITE	101180A	056837	Review ⓘ
KAREN A HOMAN	03/13/1999	MALE	AMERICAN INDIAN OR ALASKA NATIVE	541102N		Review ⓘ
YAMINA DUPREE		MALE	BLACK OR AFRICAN AMERICAN	123456A		Review ⓘ
FRANCIS CMRL		MALE	AMERICAN INDIAN OR ALASKA NATIVE	840323M	056854	Review ⓘ

2

Defendant name	Date of birth	Gender	Race	SBI number	SPN	
SAEROM MCGL	06/07/1997	FEMALE	WHITE	101180A	056837	Review ⓘ
KAREN A HOMAN	03/13/1999	MALE	AMERICAN INDIAN OR ALASKA NATIVE	541102N		Review ⓘ
YAMINA DUPREE		MALE	BLACK OR AFRICAN AMERICAN	123456A		Review ⓘ
FRANCIS CMRL		MALE	AMERICAN INDIAN OR ALASKA NATIVE	840323M	056854	Review ⓘ

3

Defendant name	Date of birth	Gender	Race	SBI number	SPN	
SAEROM MCGL	06/07/1997	FEMALE	WHITE	101180A	056837	Review ⓘ
KAREN A HOMAN	03/13/1999	MALE	AMERICAN INDIAN OR ALASKA NATIVE	541102N		Review ⓘ
YAMINA DUPREE		MALE	BLACK OR AFRICAN AMERICAN	123456A		Review ⓘ
FRANCIS CMRL		MALE	AMERICAN INDIAN OR ALASKA NATIVE	840323M	056854	Review ⓘ

Back Cancel Save Next

Case Initiation Flow – Defendant and Charge Information (cont.)

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

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

Defendants

Defendant name	Date of birth	Gender	Race	SBI number	SPN	Review
SAEROM MCGL	06/07/1997	FEMALE	WHITE	101180A	056837	Review
KAREN A HOMAN	03/13/1999	MALE	AMERICAN INDIAN OR ALASKA NATIVE	S41102N		Review
YAMINA DUPREE		MALE	BLACK OR AFRICAN AMERICAN	123456A		Review
FRANCIS CMRL		MALE	AMERICAN INDIAN OR ALASKA NATIVE	840323M	056854	Review

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

Primary defendant
Defendant - SAEROM MCGL

Defendant information

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

Physical address information

Address line 1	77 SUNSET ST.	Address Line 2	---	City	ANYTOWN	State	NEW JERSEY
Zip code	22277 - 0000	County	---	How long at this address	---	Is mailing address different?	---

Contact information

Primary home	---	Primary mobile	---	Secondary mobile	---	Email address	---
Reminder method	---	Language for reminder	---	Emergency phone number	---		

Supplemental information

Name of contact	---	Middle initial	---	Last name	---	Relationship	---
First name	---						
Phone number	---						

Case Initiation Flow – Defendant and Charge Information (cont.)

When more than one complaint is associated for the defendant, then system does the following:

- Displays the demographic information of the defendant from the latest complaint (based on the latest CDR Issue date).
- When any of the added complaint has below indicator as “Yes” then system displays the value for that indicator as “Yes”:
 - Fingerprinted indicator
 - Military indicator
 - Defendant currently in jail
 - Related traffic ticket(s)
- If SBI number is available in any one of the complaints, then display SBI number in defendant demographic information.
- If any of the complaint has DV indicator as "Yes" then display the “Track assigned” as "Domestic Violence”

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	Review	More
SAEROM MCGL	06/07/1997	FEMALE	WHITE	101180A	056837	Review	⋮
KAREN A HOMAN	03/13/1999	MALE	AMERICAN INDIAN OR ALASKA NATIVE	541102N		Review	⋮
YAMINA DUPREE		MALE	BLACK OR AFRICAN AMERICAN	123456A		Review	⋮
FRANCIS CMRL		MALE	AMERICAN INDIAN OR ALASKA NATIVE	840323M	056854	Review	⋮

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

Defendant - KAREN A HOMAN

Defendant information

Defendant name	SBI number	Fingerprinted	SPN
KAREN A HOMAN	541102N	Yes	---
Date of birth	Social security number	Driver license number	Driver license state
03/13/1999	---	ALIAS1101DL	ILLINOIS
Birth place	Gender	Height	Weight (lbs.)
---	MALE	---	135
Hair color	Eye color	Hispanic or Latinx?	Race
SANDY	GRAY	No	American Indian or Alaska Native
Military indicator	Defendant currently in jail	Track assigned	Related traffic ticket(s)
No	---	DOMESTIC VIOLENCE	No
FBI number	BCI number		

Modify

Case Initiation Flow – Defendant and Charge Information (cont.)

1. For fields under the Defendant information tab-if the defendant on the complaint exists in the Criminal case management system for the same county, then system will compare defendant details with ACS. In case of a mismatch, system will display the value from the Criminal case management system 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	Modify
Defendant - FRANCIS CMRL							
Defendant information							
Defendant name	SBI number	Fingerprinted	SPN				
FRANCIS CMRL	840323M	---	056854				
Date of birth	Social security number	Driver license number	Driver license state				
07/25/1983	502-68-8901	ALIAS0405DL	ILLINOIS				
	704-87-3763	ALIAS0406DL					
Birth place	Gender	Height	Weight (lbs.)				
---	MALE	5'10"	205				
Hair color	Eye color	Hispanic or Latinx?	Race				
SANDY	GRAY	No	American Indian or Alaska Native				

2

Defendant Information				Aliases	Charge Information	Verify Release/Bail Conditions	Modify
Defendant - FRANCIS CMRL							
Defendant information							
Defendant name	SBI number	Fingerprinted	SPN				
FRANCIS CMRL	840323M	---	056854				
Date of birth	Social security number	Driver license number	Driver license state				
07/25/1983	502-68-8901	ALIAS0405DL	ILLINOIS				
	704-87-3763	ALIAS0406DL					
Birth place	Gender	Height	Weight (lbs.)				
---	MALE	5'10"	205				
Hair color	Eye color	Hispanic or Latinx?	Race				
SANDY	GRAY	No	American Indian or Alaska Native				

Case Initiation Flow – Defendant and Charge Information (cont.)

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

The checkbox can be selected to use Criminal case value instead of the complaint value.

Checkbox will be pre-selected when the complaint value is blank and Criminal case 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 Criminal case value, if checkbox is checked.

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

Undo | Save

Defendant - FRANCIS CMRL

Defendant information

Defendant name	SBI number	Fingerprinted	SPN
FRANCIS CMRL	840323M	---	056854

Date of birth	Social security number	Driver license number	Driver license state
<input checked="" type="checkbox"/> 07/25/1983	<input type="checkbox"/> 502-68-8901 <input type="checkbox"/> 704-87-3763	<input type="checkbox"/> ALIAS0405DL <input checked="" type="checkbox"/> ALIAS0406DL	ILLINOIS

Birth place	Gender	Height (ft.)	Height (in.)	Weight (lbs.)
	<input checked="" type="radio"/> MALE <input type="radio"/> FEMALE	05	10	<input checked="" type="checkbox"/> 205

Hair color	Eye color	Hispanic or Latinx?	Race
SANDY	GRAY	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown	American Indian or Alaska Nativ

Military indicator *	Defendant currently in jail	Track assigned	Related traffic ticket(s)
<input checked="" type="radio"/> Yes <input type="radio"/> No	---	DOMESTIC VIOLENCE	<input type="radio"/> Yes <input checked="" type="radio"/> No

Case Initiation Flow – Defendant and Charge Information (cont.)

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

In Modify mode, user will not be allowed to view other defendant's information or switch another defendant to Primary.

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	Review	
SAEROM MCGL	06/07/1997	FEMALE	WHITE	101180A	056837	Review	ⓘ
KAREN A HOMAN	03/13/1999	MALE	AMERICAN INDIAN OR ALASKA NATIVE	S41102N		Review	⋮
YAMINA DUPREE		MALE	BLACK OR AFRICAN AMERICAN	123456A		Review	⋮
FRANCIS CMRL		MALE	AMERICAN INDIAN OR ALASKA NATIVE	840323M	056854	Review	⋮

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

Undo Save

Defendant - SAEROM MCGL

Defendant information

Defendant name	SBI number	Fingerprinted	SPN
SAEROM MCGL	101180A	Yes	056837

Date of birth: 6/7/1997 (calendar icon) | Social security number: [] | Driver license number: [] | Driver license state: []

⚠ 01/01/1971

Birth place: [] | Gender: MALE FEMALE | Height (ft.): 06 | Height (in.): 08 | Weight (lbs.): 110

⚠ MALE

Hair color: RED | Eye color: GREEN | Hispanic or Latinx?: 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: []

Primary language: [] | Interpreter needed: Yes No | Interpreter language: []

Case Initiation Flow – Defendant and Charge Information (cont.)

Clicking action Save 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 display an error message and an error icon at Defendant information action tab as well as at the Defendant level on the top.

The screenshot displays the 'Defendants' section of a case management system. At the top, a table lists three defendants: SAEROM MCGL, KAREN A HOMAN, and YAMINA DUPREE. The 'Defendant Information' tab is selected, and a red error message at the top states: 'At least one required value is missing or an entered value is invalid.' Below this, the form for SAEROM MCGL is shown. Several fields are highlighted with red boxes and error messages: the Social Security Number field contains '123-45-6789' with the error 'Please select/enter a valid value for Social security number.'; the Eye color dropdown is set to 'red' with the error 'Please select/enter a valid value for Eye color.'; and the City field is empty with the error 'City field cannot be blank.' The 'Save' button is visible in the top right corner.

Defendant name	Date of birth	Gender	Race	SBI number	SPN	Review
SAEROM MCGL	06/07/1997	FEMALE	WHITE	101180A	056837	Review
KAREN A HOMAN	03/13/1999	MALE	AMERICAN INDIAN OR ALASKA NATIVE	541102N		Review
YAMINA DUPREE		MALE	BLACK OR AFRICAN AMERICAN	123456A		Review
FRANCIS CMRL		MALE	AMERICAN INDIAN OR ALASKA NATIVE	840323M	056854	Review

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

At least one required value is missing or an entered value is invalid. Undo Save

Primary defendant
Defendant - SAEROM MCGL

Defendant information
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: [empty]
Driver license state: [empty]
Birth place: [empty]
Gender: FEMALE
Height (ft.): 06
Height (in.): 08
Weight (lbs.): 110
Hair color: RED
Eye color: red
Hispanic or Latinx?: No
Race: White
Military indicator: No
Defendant currently in jail: [empty]
Track assigned: [empty]
Related traffic ticket(s): No
FBI number: [empty]
BCI number: [empty]
Primary language: [empty]
Interpreter needed: No
Interpreter language: [empty]
Physical address information
Address line 1: 77 SUNSET ST.
Address Line 2: [empty]
City: [empty]
State: NEW JERSEY
Zip code: 22277 - 0000
County: [empty]
How long at this address: [empty]
Is mailing address different?: No

Case Initiation Flow – 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.

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

Defendant name	Date of birth	Gender	Race	SBI number	SPN	
SAEROM MCGL	06/07/1997	FEMALE	WHITE	101180A	056837	<input type="button" value="Review"/> ⓘ
KAREN A HOMAN	03/13/1999	MALE	AMERICAN INDIAN OR ALASKA NATIVE	S41102N		<input type="button" value="Review"/> ⓘ
YAMINA DUPREE		MALE	BLACK OR AFRICAN AMERICAN	123456A		<input type="button" value="Review"/> ⓘ
FRANCIS CMRL		MALE	AMERICAN INDIAN OR ALASKA NATIVE	840323M	056854	<input type="button" value="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.

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
FBI number	BCI number		
---	---		
Primary language	Interpreter needed	Interpreter language	
---	---	---	
Physical address information			
Address line 1	Address Line 2	City	State
77 SUNSET ST.	---	MYTOWN	NEW JERSEY
Zip code	County	How long at this address	Is mailing address different?
22277 - 0000	---	---	---
Contact information			

Case Initiation Flow – Defendant and Charge Information (cont.)

1. **Aliases tab** displays the Alias details for the selected defendant if received from ACS.

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

2. Edit Alias details by clicking **Modify** button against respective Alias.

Add Alias by clicking **Add alias** 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	
SAEROM MCGL	06/07/1997	FEMALE	WHITE	101180A	056837	Review
KAREN A HOMAN	03/13/1999	MALE	AMERICAN INDIAN OR ALASKA NATIVE	541102N		Review
YAMINA DUPREE		MALE	BLACK OR AFRICAN AMERICAN	123456A		Review
FRANCIS CMRL		MALE	AMERICAN INDIAN OR ALASKA NATIVE	840323M	056854	Review

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

Defendant - FRANCIS CMRL

First name	Middle initial	Last name	Date of birth	SSN	
ZINA	A	SHAW			Modify
HELEN	A	FLEMING		769-99-3888	Modify

+ Add alias

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	
SAEROM MCGL	06/07/1997	FEMALE	WHITE	101180A	056837	Review
KAREN A HOMAN	03/13/1999	MALE	AMERICAN INDIAN OR ALASKA NATIVE	541102N		Review
YAMINA DUPREE		MALE	BLACK OR AFRICAN AMERICAN	123456A		Review
FRANCIS CMRL		MALE	AMERICAN INDIAN OR ALASKA NATIVE	840323M	056854	Review

Defendant Information Aliases Charge Information Verify Release/Bail Conditions

Defendant - FRANCIS CMRL

First name	Middle initial	Last name	Date of birth	SSN	
ZINA	A	SHAW			Modify
HELEN	A	FLEMING		769-99-3888	Modify

+ Add alias

Case Initiation Flow – Defendant and Charge Information (cont.)

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.

1

The screenshot shows a 'Defendants' table with columns: Defendant name, Date of birth, Gender, Race, SBI number, and SPN. The table lists four defendants: SAEROM MCGL, KAREN A HOMAN, YAMINA DUPREE, and FRANCIS CMRL. A red box highlights the 'Review' button for FRANCIS CMRL. Below the table, the 'Aliases' tab is active, showing a table with columns: First name, Middle initial, Last name, Date of birth, and SSN. The table lists two aliases: ZINA A SHAW and HELEN A FLEMING. A 'Modify Alias' modal window is open over the ZINA A SHAW entry, with a red box around the 'Modify Alias' button and a yellow arrow pointing to the modal. The modal contains input fields for First name, Middle initial, Last name, Date of birth, and SSN, along with 'Cancel' and 'Save' buttons.

2

The screenshot shows the 'Aliases' tab with the same table as above. A red box highlights the 'Delete' button in the action menu for the HELEN A FLEMING alias. The 'Back', 'Cancel', 'Save', and 'Next' buttons are visible at the bottom of the screen.

Case Initiation Flow – Defendant and Charge Information (cont.)

- When more than one complaint is associated to the defendant 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

Complaints

5 record

Issue date	Complaint number	Defendant name	SBI number	Police case number	Offense date	Offense	
10/26/2023	W-2023-000105-1111	SAEROM MCGL	101180A	1000012228	08/29/2023	2C:29-5A	Re-verify
11/02/2023	W-2023-000037-1105	KAREN A HOMAN	541102N	23-3456123	08/04/2023	2C:13-1A	Re-verify
10/16/2019	W-2019-000007-1102	KAREN TESTCASE			10/14/2019	2C:12-1.2A	Re-verify
03/24/2023	W-2023-000010-1105	YAMINA DUPREE			03/24/2023	2C:12-1A(1)	Re-verify
04/05/2023	S-2023-000001-1106	FRANCIS CMRL			04/05/2023	2C:29-3A(3)	Re-verify

Aliases

- JACKSON RUSSO
- ROBERT COLON

Back Cancel Save Next

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	
SAEROM MCGL	06/07/1997	FEMALE	WHITE	101180A	056837	Review
KAREN A HOMAN	03/13/1999	MALE	AMERICAN INDIAN OR ALASKA NATIVE	541102N		Review
YAMINA DUPREE		MALE	BLACK OR AFRICAN AMERICAN	123456A		Review
FRANCIS CMRL		MALE	AMERICAN INDIAN OR ALASKA NATIVE	840323M	056854	Review

Defendant Information Aliases Charge Information Verify Release/Bail Conditions

Defendant - KAREN A HOMAN

First name	Middle Initial	Last name	Date of birth	SSN	
JACKSON		RUSSO	07/24/2000	---	Modify
ROBERT		COLON		---	Modify
KAREN		TESTCASE	01/11/1982	---	Modify

+ Add alias

Case Initiation Flow – Defendant and Charge Information (cont.)

1. **Charge Information tab** displays the Charging documents and charge details of selected defendant from the complaint.

Navigate to Charge Information tab – system display the complaint number(s) for the defendant.

2. When multiple complaints are added to selected defendant then system displays all the complaint numbers under the Charge Information tab.

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	
SAEROM MCGL	06/07/1997	FEMALE	WHITE	101180A	056837	Review
KAREN A HOMAN	03/13/1999	MALE	AMERICAN INDIAN OR ALASKA NATIVE	541102N		Review
YAMINA DUPREE		MALE	BLACK OR AFRICAN AMERICAN	123456A		Review
FRANCIS CMRL		MALE	AMERICAN INDIAN OR ALASKA NATIVE	840323M	056854	Review

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

Defendant - SAEROM MCGL

Document number

W-2023-000105-1111	View Charges
--------------------	--------------

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	
SAEROM MCGL	06/07/1997	FEMALE	WHITE	101180A	056837	Review
KAREN A HOMAN	03/13/1999	MALE	AMERICAN INDIAN OR ALASKA NATIVE	541102N		Review
YAMINA DUPREE		MALE	BLACK OR AFRICAN AMERICAN	123456A		Review
FRANCIS CMRL		MALE	AMERICAN INDIAN OR ALASKA NATIVE	840323M	056854	Review

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

Defendant - KAREN A HOMAN

Document number

W-2023-000037-1105	View Charges
W-2019-000007-1102	View Charges

Back Cancel Save Next

Case Initiation Flow – Defendant and Charge Information (cont.)

System displays Window icon against each complaint number.

Clicking Window icon displays document/complaint details for the selected complaint from ACS.

The screenshot displays a table of defendant information with columns: Defendant name, Date of birth, Gender, Race, SBI number, and SPN. The table lists four defendants: SAEROM MCGL, KAREN A HOMAN, YAMINA DUPREE, and FRANCIS CMRL. A modal window titled "View Complaint/Indictment/Accusation details" is open, showing details for document number W-2023-000037-1105. The modal includes fields for Document number, Issue date, Arrest date, Received date, Police case number, Municipality, Domestic violence indicator, Restraining order type, Arresting officer, and Ref FV docket number. A yellow arrow points from the "Window" icon in the table to the modal window. A red box highlights the "View Complaint/Indictment/Accusation details" title bar of the modal window.

Defendant name	Date of birth	Gender	Race	SBI number	SPN
SAEROM MCGL	06/07/1997	FEMALE	WHITE	1011804	056927
KAREN A HOMAN					
YAMINA DUPREE					
FRANCIS CMRL					

Document number	Issue date	Arrest date	Received date
W-2023-000037-1105	11/02/2023	09/17/2023	11/09/2023

Police case number	Municipality	Domestic violence indicator	Restraining order type
23-3456123	HOPEWELL BORO	Yes	Sex Offender Restraining Order

Arresting officer	Ref FV docket number
PRIVATE CITIZEN	---

Case Initiation Flow – Defendant and Charge Information (cont.)

1. Click on **Ellipsis** icon on the right side of 'View Charges' button, to view the Action menu.

Clicking **Action** icon will display the "Modify" option to edit the details for the selected complaint number.

2. System opens a modal window for user to modify the Charging document details.

Charging document information will be pre-populated from the complaint document.

User may override the complaint values or enter value as applicable and save the changes.

Document number, Municipality and Restraining order type values will not be allowed to change.

1

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

Defendant - KAREN A HOMAN

Document number

W-2023-000037-1105	View Charges
W-2019-000007-1102	View Charges

2

Defendants

Defendant name: SAEROM MCGL, KAREN A HOMAN, YAMINA DUPREE, FRANCIS CMRL

Defendant Information Aliases

Defendant - KAREN A HOMAN

Document number: W-2023-000037-1105, W-2019-000007-1102

Modify Complaint/Indictment/Accusation

Document number: W-2023-000037-1105

Issue date *: 11/2/2023

Arrest date *: 9/17/2023

Received date *: 11/9/2023

Police case number: 23-3456123

Municipality: HOPEWELL BORO

Domestic violence indicator: Yes

Restraining order type: Sex Offender Restraining Order

Arresting officer: PRIVATE

Ref FV docket number: FV

First name: PRIVATE, Last name: CITIZEN

Docket type: FV, Venue: Select, Sequence number: , Court year:

Cancel Save

Review Review Review Review

View Charges View Charges

Case Initiation Flow – Defendant and Charge Information (cont.)

Restraining order type:

System will display the Restraining order information on the selected complaint.

- If the complaint has eligible DORA charge and DORA date, then the Restraining order type will be displayed as "Drug Offender Restraining Act".
- If the complaint has eligible SORO charge and SORO date, then the Restraining order type will be displayed as "Sex Offender Restraining Order".
- If the complaint has both eligible DORA and SORO charge and dates, then the Restraining order type will be displayed as "Sex & Drug Offender Restraining Act/Order".

1

Modify Complaint/Indictment/Accusation

Document number	Issue date *	Arrest date *	Received date *
W-2023-000037-1105	11/2/2023	9/17/2023	12/5/2023
Police case number	Municipality	Domestic violence indicator	Restraining order type
23-3456123	HOPEWELL BORO	Yes No	Sex Offender Restraining Order
Arresting officer			
First name	MI	Last name	
PRIVATE		CITIZEN	
Ref FV docket number			
Docket type	Venue	Sequence number	Court year
FV	Select		

Cancel Save

2

Modify Complaint/Indictment/Accusation

Document number	Issue date *	Arrest date *	Received date *
W-2023-000144-0304	4/28/2023	2/27/2023	4/28/2023
Police case number	Municipality	Domestic violence indicator	Restraining order type
1134613091	BORDENTOWN TWP	Yes No	Sex & Drug Offender Restraining Act/Order
Arresting officer			
First name	MI	Last name	
PRIVATE		CITIZEN	
Ref FV docket number			
Docket type	Venue	Sequence number	Court year
FV	Select		

Cancel Save

Case Initiation Flow – Defendant and Charge Information (cont.)

1. Clicking View Charges button, will display all the Charges and charge details from the selected complaint.

System will display charge details such as Charge document type, Primary charge and description, Auxiliary charge (if any) and description, Charge degree. Action and Reason will be displayed if user disposes a charge.

2. If a charge with degree as "1", "C", "1", "2", "3", "4" then the system will show the charge document type as "Complaint".

If a charge with degree "D" or "P", the system will show the charge document type as "Disorderly Person".

If a local charges with degree "0" or " ", the system will show the charge document type as "Disorderly Person".

1

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

Defendant - KAREN A HOMAN

Document number

- W-2023-000037-1105 View Charges
- W-2019-000007-1102 View Charges

Charge Information

Please review all charges

2 records

Charge document type	Primary charge	Auxiliary charge	Degree	Action	Reason
Complaint	2C:13-1A - KIDNAPPING-FOR RANSOM OR TO HOLD AS SHIELD/HOSTAGE		1	Dispose	
Disorderly Person	2C:40-11 - AUTO SAFETY SHUT-OFF-PORTABLE OIL BURNING DEVICE		6	Dispose	

I have reviewed all charges for defendant KAREN A HOMAN

2

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

Defendant - KAREN A HOMAN

Document number

- W-2023-000037-1105 View Charges
- W-2019-000007-1102 View Charges

Charge Information

Please review all charges

2 records

Charge document type	Primary charge	Auxiliary charge	Degree	Action	Reason
Complaint	2C:13-1A - KIDNAPPING-FOR RANSOM OR TO HOLD AS SHIELD/HOSTAGE		1	Dispose	
Disorderly Person	2C:40-11 - AUTO SAFETY SHUT-OFF-PORTABLE OIL BURNING DEVICE		6	Dispose	

I have reviewed all charges for defendant KAREN A HOMAN

Case Initiation Flow – Defendant and Charge Information (cont.)

Each Charge will have a "**Dispose**" button and Action menu icon.

Dispose button:

- Will allow simple disposition of charges during case creation.
- User can dispose all charges (Full disposition) OR few charges (Partial disposition) on the incoming complaint.

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	
SAEROM MCGL	06/07/1997	FEMALE	WHITE	101180A	056837	Review ⓘ
KAREN A HOMAN	03/13/1999	MALE	AMERICAN INDIAN OR ALASKA NATIVE	541102N		Review ⓘ
YAMINA DUPREE		MALE	BLACK OR AFRICAN AMERICAN	123456A		Review ⓘ
FRANCIS CMRL		MALE	AMERICAN INDIAN OR ALASKA NATIVE	840323M	056854	Review ⓘ

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

Defendant - KAREN A HOMAN

Document number

W-2023-000037-1105	View Charges ⓘ
W-2019-000007-1102	View Charges ⓘ

Charge Information

ⓘ Please review all charges

2 records

Charge document type	Primary charge	Auxiliary charge	Degree	Action	Reason	
Complaint	2C:13-1A - KIDNAPPING-FOR RANSOM OR TO HOLD AS SHIELD/HOSTAGE		1			Dispose ⓘ
Disorderly Person	2C:40-11 - AUTO SAFETY SHUT-OFF-PORTABLE OIL BURNING DEVICE		6			Dispose ⓘ

I have reviewed all charges for defendant: KAREN A HOMAN

Case Initiation Flow – Defendant and Charge Information (cont.)

1. **“Action”** menu will have options:
 - a. Modify
 - b. Delete (only available for invalid charges coming from ACS)

2. If there is an Invalid Charge from ACS that is not as per Statute/degree combination table in Criminal case management, the system will show an error message along with error icon next to the Action menu.

1

Defendant - YAMINA DUPREE

Document number
W-2023-000010-1105

Charge Information

At least one or more statute number and degree combination is invalid

Please review all charges

2 records

Charge document type	Primary charge	Auxiliary charge	Degree	Action	Reason
Disorderly Person	2C:12-1A(1)		6	Dispose	
Complaint	2C:35-10.2A - POSS OF GAMMA HYDROXYBUTYRATE W/O PRESCRIPTION		3	Dispose	

2

Defendant - YAMINA DUPREE

Document number
W-2023-000010-1105

Charge Information

At least one or more statute number and degree combination is invalid

Please review all charges

2 records

Charge document type	Primary charge	Auxiliary charge	Degree	Action	Reason
Disorderly Person	2C:12-1A(1)		6	Dispose	
Complaint	2C:35-10.2A - POSS OF GAMMA HYDROXYBUTYRATE W/O PRESCRIPTION		3	Dispose	

Case Initiation Flow – Defendant and Charge Information (cont.)

Error icon will also be displayed at 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.

The screenshot displays a web application interface for case management. At the top, a red error banner reads: "At least one required value is missing or an entered value is invalid for at least one of the defendants." Below this, a breadcrumb trail shows the current page: "Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other".

The main content area is titled "Defendants" and contains a table with the following data:

Defendant name	Date of birth	Gender	Race	SBI number	SPN	Review	Icon
SAEROM MCGL	06/07/1997	FEMALE	WHITE	101180A	056837	Review	Green checkmark
KAREN A HOMAN	03/13/1999	MALE	AMERICAN INDIAN OR ALASKA NATIVE	541102N		Review	None
YAMINA DUPREE		MALE	BLACK OR AFRICAN AMERICAN	123456A		Review	Red error icon
FRANCIS CMRL		MALE	AMERICAN INDIAN OR ALASKA NATIVE	840323M	056854	Review	None

Below the table, there are tabs for "Defendant Information", "Aliases", "Charge Information" (highlighted with a red box and error icon), and "Verify Release/Bail Conditions".

The "Charge Information" section is titled "Defendant - YAMINA DUPREE" and shows a document number "W-2023-000010-1105" with a "View Charges" button and a red error icon. Below this, a message states: "At least one or more statute number and degree combination is invalid". A note says "Please review all charges" and "2 records".

A table lists the charges:

Charge document type	Primary charge	Auxiliary charge	Degree	Action	Reason	Dispose	Icon
Disorderly Person	2C:12-1A(1)		6			Dispose	Red error icon
Complaint	2C:35-10.2A - POSS OF GAMMA HYDROXYBUTYRATE W/O PRESCRIPTION		3			Dispose	None

At the bottom, there is a checkbox labeled "I have reviewed all charges for defendant YAMINA DUPREE" with a red error icon.

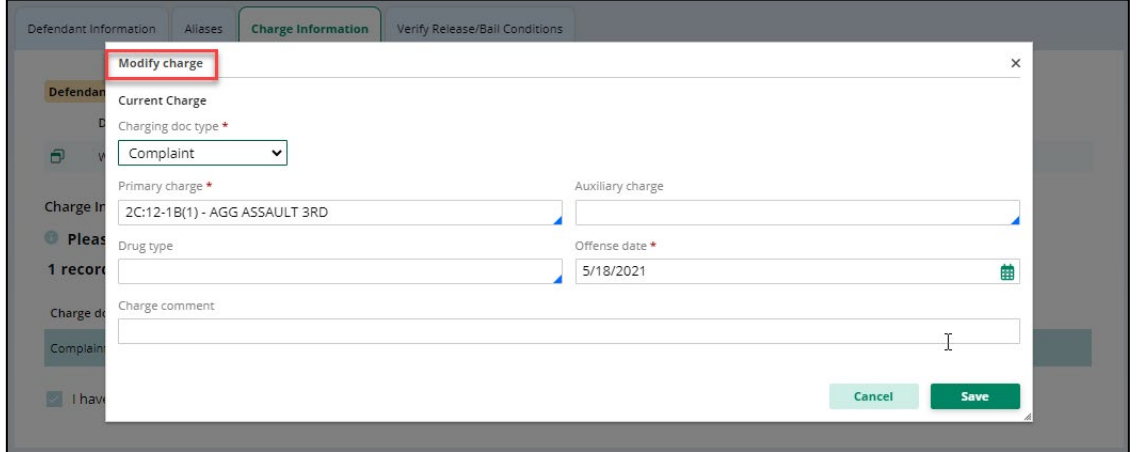
Case Initiation Flow – Defendant and Charge Information (cont.)

1. **“Modify”** option will allow user to modify the selected charge details.

Charge information details will be prepopulated from the complaint document.

2. System will allow user to change the Charging document type from:
 - “Disorderly Person” to “Complaint” for a charge with Degree 1-4.
 - “Complaint” to “Disorderly Person” for a charge with Degree 5 or higher.

1



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

Modify charge

Current Charge

Charging doc type *

Complaint

Primary charge *

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

Auxiliary charge

Drug type

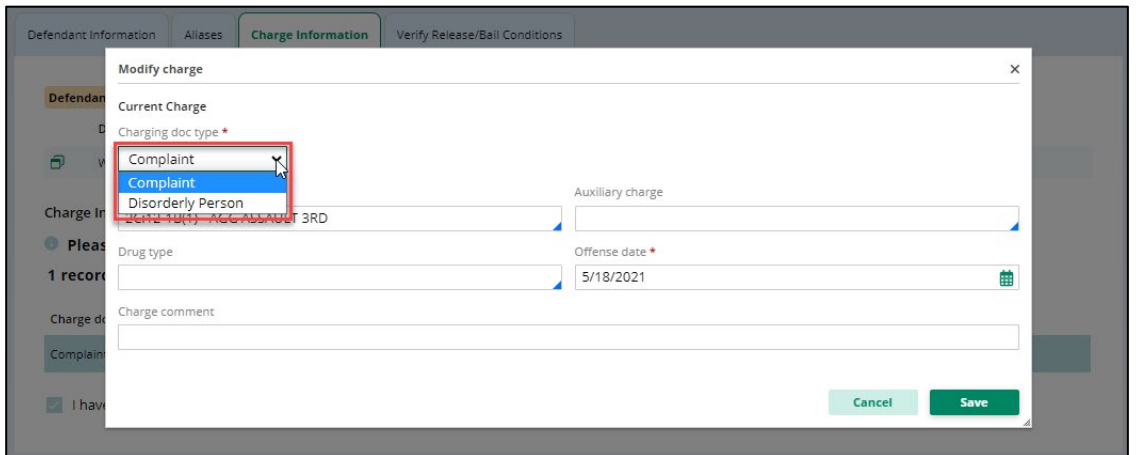
Offense date *

5/18/2021

Charge comment

Cancel Save

2



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

Modify charge

Current Charge

Charging doc type *

Complaint

Disorderly Person

Primary charge *

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

Auxiliary charge

Drug type

Offense date *

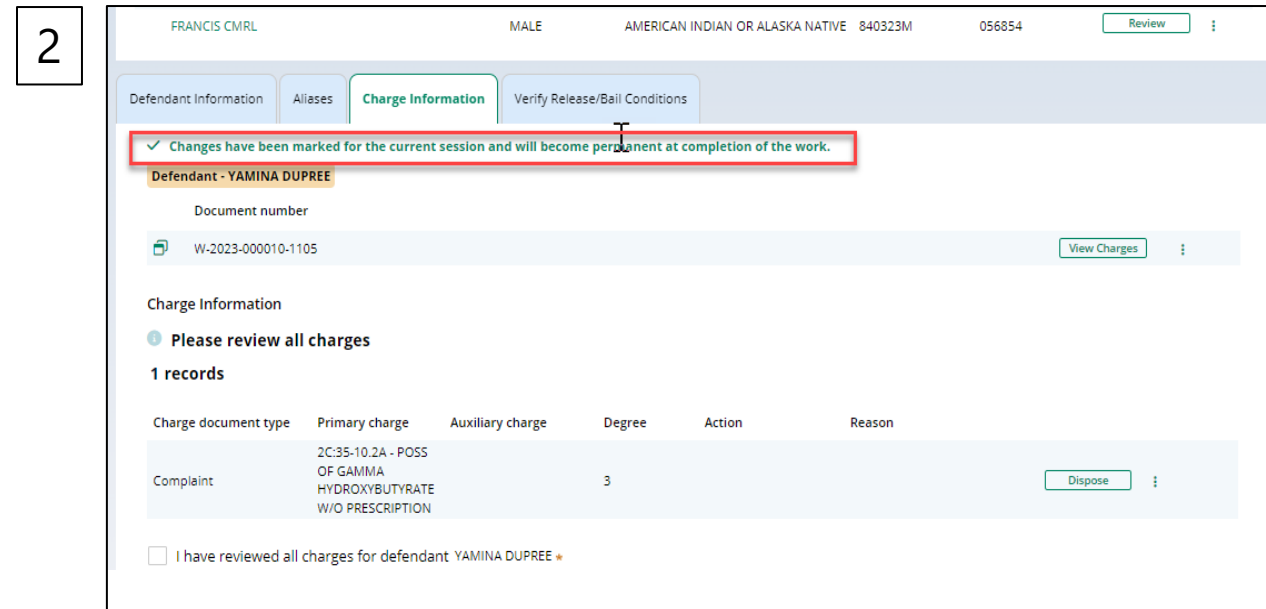
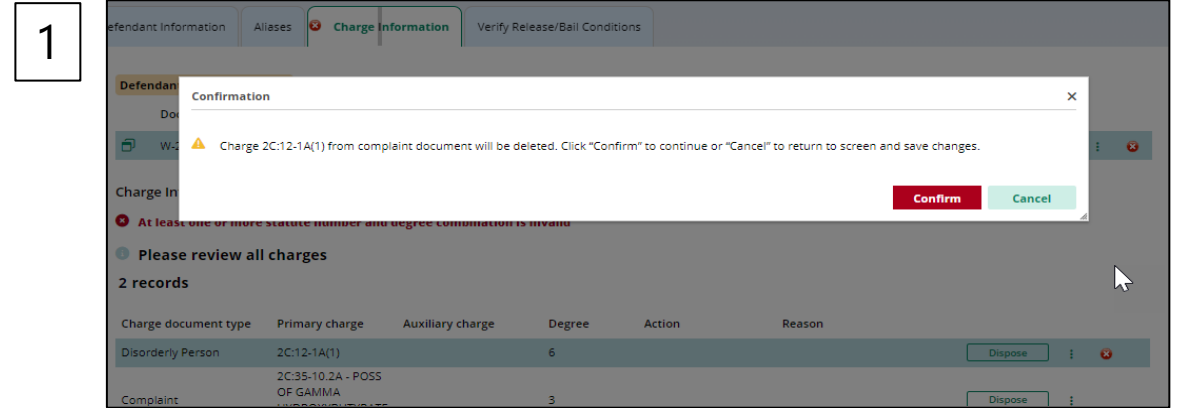
5/18/2021

Charge comment

Cancel Save

Case Initiation Flow – Defendant and Charge Information (cont.)

1. **“Delete”** option will allow user to delete only an invalid charge from ACS that is not as per Statute/degree combination table in Criminal case management system. Upon clicking on the Delete option, the system will ask for confirmation to proceed ahead with the deletion of the charge.
2. Once successfully 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.
 - Display a successful message under Charge Information action tab.



Case Initiation Flow – Defendant and Charge Information (cont.)

“**Dispose**” option will allow disposition of the selected charge.

Charge disposition screen, will have 3 sections.

- Current charge
- Enter charge disposition
- Enter downgrade/remand charge

Current charge section:

- System will display the current charge details from ACS and will allow charge modifications on this screen as well if needed.
- Any modification to the charges made on Charge disposition screen will be reflected in Modify charge screen as well.

Defendants

Defendant

SAERON

KAREN

YAMINA

FRANCIS

Defendant Info

Defendant

Do

W-2

W-2

Charge Information

Pleas

2 records

Charge disposition

Complaint

Disorderly Person

2C:40-11 - AUTO SAFETY SHUT-OFF-PORTABLE OIL

6

Dispose

Charge disposition

Current Charge

Charging doc type *

Complaint

Primary charge *

2C:13-1A - KIDNAPPING-FOR RANSOM OR TO HOLD AS SHIELD/HOS

Auxiliary charge

Drug type

Offense date *

8/4/2023

Charge comment

Enter charge disposition

Charge disposition action/reason *

Select

Charge disposition date *

Judge

Prosecutor *

Charge disposition comments

Cancel Save

Case Initiation Flow – Defendant and Charge Information (cont.)

Enter charge disposition section:

System will allow user to dispose 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

User must capture disposition date and Prosecutor for all dispositions.

Judge and Charge disposition comments are optional.

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

Defendants

Defendant

SAERON

KAREN

YAMINA

FRANCIS

Defendant Info

Defendant

Doc

W-2

W-2

Charge Info

Pleas

2 record

Charge do

Complaint

Charge disposition

Current Charge

Charging doc type *

Complaint

Primary charge *

2C:13-1A - KIDNAPPING-FOR RANSOM OR TO HOLD AS SHIELD/HOS

Auxiliary charge

Drug type

Offense date *

8/4/2023

Charge comment

Enter charge disposition

Charge disposition action/reason *

DC101 - DOWNGRADE/REMAND TO MUNICIPAL COURT

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 *

Change auxiliary charge

Cancel Save

Case Initiation Flow – Defendant and Charge Information (cont.)

Enter downgrade/remand charge section:

1. 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

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

1

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

Charge disposition

Current Charge

Charging doc type *
Complaint

Primary charge *
2C:13-1A - KIDNAPPING-FOR RANSOM OR TO HOLD AS SHIELD/HOS

Auxiliary charge

Drug type

Offense date *
8/4/2023

Charge comment

Enter charge disposition

Charge disposition action/reason *
DC101 - DOWNGRADE/REMAND TO MUNICIPAL COURT

Charge disposition date *
11/17/2023

Judge

Prosecutor *
BORGOS, MICHAEL

Charge disposition comments

Enter downgrade/remand charge

Change primary charge *
13:1E-48.20(2) - VIOLATION OF ANY PROVISION OF STATUTE

Change auxiliary charge

Cancel Save

2

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

Charge disposition

Current Charge

Charging doc type *
Complaint

Primary charge *
2C:13-1A - KIDNAPPING-FOR RANSOM OR TO HOLD AS SHIELD/HOS

Auxiliary charge

Drug type

Offense date *
8/4/2023

Charge comment

Enter charge disposition

Charge disposition action/reason *
DM100 - ADMINISTRATIVE DISMISSAL

Charge disposition date *
7/7/2023

Judge

Prosecutor *
BORGOS, MICHAEL

Charge disposition comments

Enter change charge

Change primary charge

Change auxiliary charge

Cancel Save

Case Initiation Flow – Defendant and Charge Information (cont.)

1. After saving the charge disposition details, disposition Action and Reason against the charges that were disposed will appear on Charge Information screen.
2. Once the charge is disposed, Modify charge option will be disabled. Informational icon and a message will be displayed upon hover over.

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	
SAEROM MCGL	06/07/1997	FEMALE	WHITE	101180A	056837	Review ⓘ
KAREN A HOMAN	03/13/1999	MALE	AMERICAN INDIAN OR ALASKA NATIVE	541102N		Review ⓘ
YAMINA DUPREE		MALE	BLACK OR AFRICAN AMERICAN	123456A		Review ⓘ
FRANCIS CMRL		MALE	AMERICAN INDIAN OR ALASKA NATIVE	840323M	056854	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 - KAREN A HOMAN

Document number

W-2023-000037-1105	View Charges ⓘ
W-2019-000007-1102	View Charges ⓘ

Charge Information

Please review all charges

2 records

Charge document type	Primary charge	Auxiliary charge	Degree	Action	Reason	
Complaint	2C:13-1A - KIDNAPPING-FOR RANSOM OR TO HOLD AS SHIELD/HOSTAGE		1	DISMISSED	ADMINISTRATIVE DISMISSAL	Dispose ⓘ
Disorderly Person	2C:40-11 - AUTO SAFETY SHUT-OFF-PORTABLE OIL BURNING DEVICE		6			Dispose ⓘ

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	
SAEROM MCGL	06/07/1997	FEMALE	WHITE	101180A	056837	Review ⓘ
KAREN A HOMAN	03/13/1999	MALE	AMERICAN INDIAN OR ALASKA NATIVE	541102N		Review ⓘ
YAMINA DUPREE		MALE	BLACK OR AFRICAN AMERICAN	123456A		Review ⓘ
FRANCIS CMRL		MALE	AMERICAN INDIAN OR ALASKA NATIVE	840323M	056854	Review ⓘ

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

Defendant - KAREN A HOMAN

Document number

W-2023-000037-1105	View Charges ⓘ
W-2019-000007-1102	View Charges ⓘ

Charge Information

Please review all charges

2 records

Charge document type	Primary charge	Auxiliary charge	Degree	Action	Reason	
Complaint	2C:13-1A - KIDNAPPING-FOR RANSOM OR TO HOLD AS SHIELD/HOSTAGE		1	DISMISSED	ADMINISTRATIVE DISMISSAL	Dispose ⓘ ⓘ
Disorderly Person	2C:40-11 - AUTO SAFETY SHUT-OFF-PORTABLE OIL BURNING DEVICE		6			Dispose ⓘ

ⓘ Charge has already been disposed.

Case Initiation Flow – 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

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

Defendants

Charge disposition

Current Charge

Charging doc type *

Complaint

Primary charge *

2C:13-1A - KIDNAPPING-FOR RANSOM OR TO HOLD AS SHIELD/HOS

Auxiliary charge

Drug type

Offense date *

8/4/2023

Charge comment

Enter charge disposition

Charge disposition action/reason *

DM100 - ADMINISTRATIVE DISMISSAL

Charge disposition date *

7/7/2023

Judge

Prosecutor *

BORGOS, MICHAEL

Charge disposition comments

Enter change charge

Change primary charge

Change auxiliary charge

Cancel Save

2

Defendants

Defendant name	Date of birth	Gender	Race	SBI number	SPN	
SAEROM MCGL	06/07/1997	FEMALE	WHITE	101180A	056837	Review
KAREN A HOMAN	03/13/1999	MALE	AMERICAN INDIAN OR ALASKA NATIVE	541102N		Review
YAMINA DUPREE		MALE	BLACK OR AFRICAN AMERICAN	123456A		Review
FRANCIS CMRL		MALE	AMERICAN INDIAN OR ALASKA NATIVE	840323M	056854	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 - KAREN A HOMAN

Document number

W-2023-000037-1105 View Charges

W-2019-000007-1102 View Charges

Charge Information

Please review all charges

2 records

Charge document type	Primary charge	Auxiliary charge	Degree	Action	Reason
Complaint	2C:13-1A - KIDNAPPING-FOR RANSOM OR TO HOLD AS SHIELD/HOSTAGE		1		
Disorderly Person	2C:40-11 - AUTO SAFETY SHUT-OFF-PORTABLE OIL BURNING DEVICE		6		

Case Initiation Flow – 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 for each defendant listed on Defendant and Charge Information stage.

When multiple complaints are added for defendant then system displays Review charge check box for all the complaint numbers.

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	Review	
SAEROM MCGL	06/07/1997	FEMALE	WHITE	101180A	056837	<input type="button" value="Review"/>	⋮
KAREN A HOMAN	03/13/1999	MALE	AMERICAN INDIAN OR ALASKA NATIVE	541102N		<input type="button" value="Review"/>	⋮
YAMINA DUPREE		MALE	BLACK OR AFRICAN AMERICAN	123456A		<input type="button" value="Review"/>	⋮
FRANCIS CMRL		MALE	AMERICAN INDIAN OR ALASKA NATIVE	840323M	056854	<input type="button" value="Review"/>	⋮

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

Defendant - KAREN A HOMAN

Document number

<input type="button" value="View Charges"/>	W-2023-000037-1105	<input type="button" value="View Charges"/>	⋮
<input type="button" value="View Charges"/>	W-2019-000007-1102	<input type="button" value="View Charges"/>	⋮

Charge Information

Please review all charges

2 records

Charge document type	Primary charge	Auxiliary charge	Degree	Action	Reason	Dispose	
Complaint	2C:13-1A - KIDNAPPING-FOR RANSOM OR TO HOLD AS SHIELD/HOSTAGE		1	DISMISSED	ADMINISTRATIVE DISMISSAL	<input type="button" value="Dispose"/>	⋮
Disorderly Person	2C:40-11 - AUTO SAFETY SHUT-OFF-PORTABLE OIL BURNING DEVICE		6			<input type="button" value="Dispose"/>	⋮

I have reviewed all charges for defendant: KAREN A HOMAN

Case Initiation Flow – Verify Release/Bail Conditions

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

When there are multiple complaints available for a single defendant 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	Review
SAEROM MCGL	06/07/1997	FEMALE	WHITE	101180A	056837	Review
KAREN A HOMAN	03/13/1999	MALE	AMERICAN INDIAN OR ALASKA NATIVE	541102N		Review
YAMINA DUPREE		MALE	BLACK OR AFRICAN AMERICAN	123456A		Review
FRANCIS CMRL		MALE	AMERICAN INDIAN OR ALASKA NATIVE	840322	056854	Review

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

Defendant - KAREN A HOMAN

Defendant name	Complaint number	Release/Bail date	Release/Bail type	Conditional release	Bail amount
KAREN A HOMAN	W-2019-000007-1102	06/09/2023	FL - MONETARY BAIL W/OUT CONDITIONS FULL CASH/BOND	No	\$2,500.00

Case Initiation Flow – Verify Bail/Release Conditions (cont.)

1. 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.
2. Upon clicking on the Refresh button, the system will retrieve the latest Release/ Bail information and the displayed message will disappear.

1

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

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	Review
SAEROM MCGL	06/07/1997	FEMALE	WHITE	101180A	056837	Review
KAREN A HOMAN	03/13/1999	MALE	AMERICAN INDIAN OR ALASKA NATIVE	541102N		Review
YAMINA DUPREE		MALE	BLACK OR AFRICAN AMERICAN	123456A		Review
FRANCIS CMRL		MALE	AMERICAN INDIAN OR ALASKA NATIVE	840323M	056854	Review

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 - KAREN A HOMAN

Defendant name	Complaint number	Release/Bail date	Release/Bail type	Conditional release	Bail amount
KAREN A HOMAN	W-2019-000007-1102	06/09/2023	FL - MONETARY BAIL W/OUT CONDITIONS FULL CASH/BOND	No	\$2,500.00

Back Cancel Save **Next** Refresh

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	Review
SAEROM MCGL	06/07/1997	FEMALE	WHITE	101180A	056837	Review
KAREN A HOMAN	03/13/1999	MALE	AMERICAN INDIAN OR ALASKA NATIVE	541102N		Review
YAMINA DUPREE		MALE	BLACK OR AFRICAN AMERICAN	123456A		Review
FRANCIS CMRL		MALE	AMERICAN INDIAN OR ALASKA NATIVE	840323M	056854	Review

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

Defendant - KAREN A HOMAN

Defendant name	Complaint number	Release/Bail date	Release/Bail type	Conditional release	Bail amount
KAREN A HOMAN	W-2019-000007-1102	06/09/2023	FL - MONETARY BAIL W/OUT CONDITIONS FULL CASH/BOND	No	\$9,521.00

Back Cancel Save **Next** Refresh

Case Initiation Flow – Defendant and Charge Information (cont.)

After clicking the checkbox for all the defendants:

1. If user do not have access to Victim/Witness/Other information, then the Submit button will be enabled to proceed with case creation. Stage Review Victim/Witness/Other will remain disabled.
2. If User has access to Victim/Witness/Other information, then the “Next” button will be enabled to proceed to Review Victim/Witness/Other stage.

1

Information

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

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	
LAURA TESTCASE	01/01/1980	FEMALE	WHITE	111666K	056583	Review ⓘ
ROBERT HOLDING-MERCER	05/01/1985	MALE	WHITE	288888D		Review ⓘ
JOHN R ETHNICITY	10/21/1999	MALE			056727	Review ⓘ

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

Defendant - JOHN R ETHNICITY

Document number

5-2021-000033-1111 View Charges ⓘ

Charge Information

Please review all charges

2 records

Charge document type	Primary charge	Auxiliary charge	Degree	Action	Reason	
Complaint	2C:35-11A(2) - POSS/DIST/PWID - IMITATION CDS - TO DIST AS CDS		3			Dispose ⓘ
Complaint	2C:35-3 - LEADER OF NARCOTICS TRAFFICKING NETWORK		1			Dispose ⓘ

I have reviewed all charges for defendant JOHN R ETHNICITY *

Back Cancel Save Submit

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	
SAEROM MCGL	06/07/1997	FEMALE	WHITE	101180A	056837	Review ⓘ
KAREN A HOMAN	03/13/1999	MALE	AMERICAN INDIAN OR ALASKA NATIVE	541102N		Review ⓘ
YAMINA DUPREE		MALE	BLACK OR AFRICAN AMERICAN	123456A		Review ⓘ
FRANCIS CMRL		MALE	AMERICAN INDIAN OR ALASKA NATIVE	840323M	056854	Review ⓘ

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

Defendant - KAREN A HOMAN

Document number

W-2023-000037-1105 View Charges ⓘ

W-2019-000007-1102 View Charges ⓘ

Charge Information

Please review all charges

2 records

Charge document type	Primary charge	Auxiliary charge	Degree	Action	Reason	
Complaint	2C:13-1A - KIDNAPPING-FOR RANSOM OR TO HOLD AS SHIELD/HOSTAGE		1	DISMISSED	ADMINISTRATIVE DISMISSAL	Dispose ⓘ
Disorderly Person	2C:40-11 - AUTO SAFETY SHUT-OFF-PORTABLE OIL BURNING DEVICE		6			Dispose ⓘ

I have reviewed all charges for defendant KAREN A HOMAN *

Back Cancel Save Next

Case Initiation Flow – 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(s) 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.

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	
SAEROM MCGL	06/07/1997	FEMALE	WHITE	101180A	056837	<input type="button" value="Review"/> ⓘ
KAREN A HOMAN	03/13/1999	MALE	AMERICAN INDIAN OR ALASKA NATIVE	541102N		<input type="button" value="Review"/> ⓘ
YAMINA DUPREE		MALE	BLACK OR AFRICAN AMERICAN	123456A		<input type="button" value="Review"/> ⓘ
FRANCIS CMRL		MALE	AMERICAN INDIAN OR ALASKA NATIVE	840323M	056854	<input type="button" value="Review"/> ⓘ

Defendant information Aliases Charge Information Verify Release/Bail Conditions

Defendant - YAMINA DUPREE

Defendant information

Defendant name: YAMINA DUPREE

SBI number: 123456A

Fingerprinted: []

SPN: []

Date of birth: []

Social security number: 111-11-1111

Driver license number: ALIAS0324DL

Driver license state: ILLINOIS

Birth place: []

Gender: MALE FEMALE

Height (ft.): 05 06

Height (in.): []

Weight (lbs.): 225

Hair color: RED

Eye color: GREEN

Hispanic or Latinx?: Yes No Unknown

Race: Black or African American

Military indicator: Yes No

Defendant currently in jail: []

Track assigned: []

Related traffic ticket(s): Yes No

FBI number: []

BCI number: []

Primary language: []

Interpreter needed: Yes No

Interpreter language: []

Physical address information

Address line 1: MRK ST

Address Line 2: XST COMPLEX

City: PARSIPPANY

State: NEW JERSEY

Zip code: 65421 - 1234

County: []

How long at this address: []

Is mailing address different?: Yes No

Contact information

Primary home: []

Primary mobile: []

Secondary mobile: []

Email address: []

Reminder method: Select

Language for reminder: Select

Emergency phone number: []

Supplemental information

Name of contact

First name: []

Middle initial: []

Last name: []

Relationship: []

Phone number: []

Case Initiation Flow – Verify Bail/Release Conditions (cont.)

For Charge Information tab, system will also show error icon at the following locations so that user can quickly identify where an error exists:

- Document number level
- Charge details

Hover over on error icons will also display an informational message.

As the error(s) get fixed all the related error message/icons will be removed.

All errors must be cleared before proceeding ahead.

Once errors are cleared, Next button will navigate user to the "Review Victim/Witness/Other" screen.

The screenshot displays the 'Verify Defendant' screen with the following elements:

- Header:** A red error banner at the top states: "At least one required value is missing or an entered value is invalid for at least one of the defendants."
- Navigation:** Breadcrumbs include "Associate Complaint", "Verify Defendant", "Case Details", "Defendant and Charge Information", and "Review Victim/Witness/Other".
- Defendants Table:** A table lists four defendants with columns for name, date of birth, gender, race, SBI number, and SPN. Each row has a "Review" button and an error icon (a red circle with a white 'x').
- Tabbed Interface:** Below the table are four tabs: "Defendant Information", "Aliases", "Charge Information", and "Verify Release/Bail Conditions". The "Charge Information" tab is active and highlighted in green.
- Defendant Details:** The "Defendant - YAMINA DUPREE" section shows the document number "W-2023-000010-1105" and a "View Charges" button. A red error icon is present next to the "View Charges" button.
- Charge Information:** A red error message states: "At least one or more statute number and degree combination is invalid". Below this, a blue informational message says: "Please review all charges".
- Charge Table:** A table lists two records with columns for charge document type, primary charge, auxiliary charge, degree, action, and reason. Each row has a "Dispose" button and an error icon.
- Footer:** A checkbox at the bottom is checked and labeled "I have reviewed all charges for defendant YAMINA DUPREE".

Case Initiation Flow – Review Victim/Witness/Other

1. On “Review Victim/Witness/Other” screen, the system will display Victim/Witness/Other from ACS for all the complaints selected for case creation.

Victim/Witness/Other details will be displayed such as Name, Address, Phone, Business phone.

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

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

1

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	
OFFICER TEST		PUBLIC SAFETY BLDG, 25 KIRKPATRICK, ST, N...		(732) 745-5200		View
VICTIM O ONE		12 MAIN STREET, TRENTON, NEW JERSEY 088...				View
VICTIM B TWO		20 NEW ROAD, TRENTON, NEW JERSEY 0887...		(609) 399-2200		View

+ Add Victim / Witness / Other

Back Cancel Save Submit

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2

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

Review Victim/Witness/Other

3 record(s)

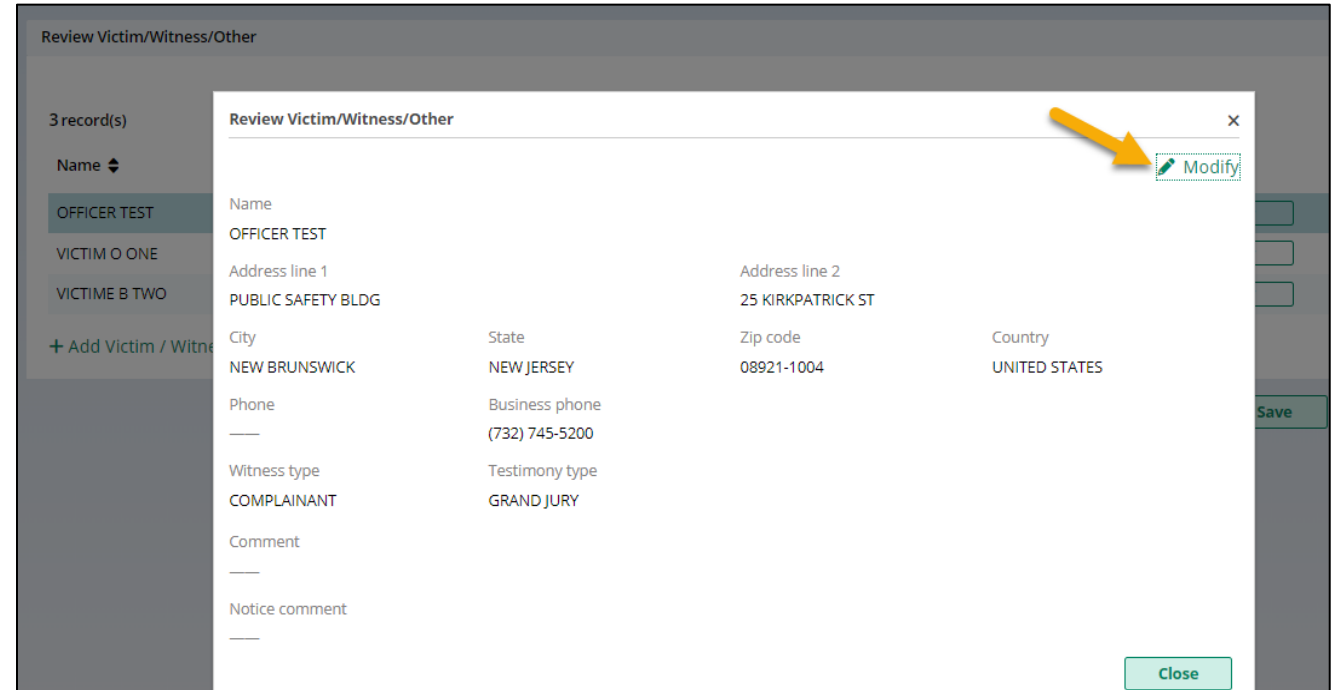
Name	Witness type	Address	Phone	Business phone	Testimony type	
OFFICER TEST	COMPLAINANT	PUBLIC SAFETY BLDG, 25 KIRKPATRICK, ST, ...		(732) 745-5200	GRAND JURY	View
VICTIM O ONE		12 MAIN STREET, TRENTON, NEW JERSEY 08...				View
VICTIM B TWO		20 NEW ROAD, TRENTON, NEW JERSEY 0887...		(609) 399-2200		View

+ Add Victim / Witness / Other

Case Initiation Flow – Review Victim/Witness/Other (cont.)

Clicking the “View” button will open “Review Victim/Witness/Other” modal screen to view selected Victim/Witness/Other details.

User can click on the “Modify” link to update the Victim/Witness/Other details.



Review Victim/Witness/Other

3 record(s)

Name ▾

OFFICER TEST	Name	OFFICER TEST
VICTIM O ONE	Address line 1	PUBLIC SAFETY BLDG
VICTIM B TWO	Address line 2	25 KIRKPATRICK ST
+ Add Victim / Witne	City	NEW BRUNSWICK
	State	NEW JERSEY
	Zip code	08921-1004
	Country	UNITED STATES
	Phone	Business phone (732) 745-5200
	Witness type	Testimony type GRAND JURY
	Comment	
	Notice comment	

Modify

Close

Case Initiation Flow – Review Victim/Witness/Other (cont.)

“**Action**” menu will have options:

- a. Modify
- b. Delete

Selecting the “**Modify**” option from the Action menu or clicking the “Modify” link from the “Review Victim/Witness/Other” modal screen 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 Criminal case management system. No changes will be made in the source system ACS.

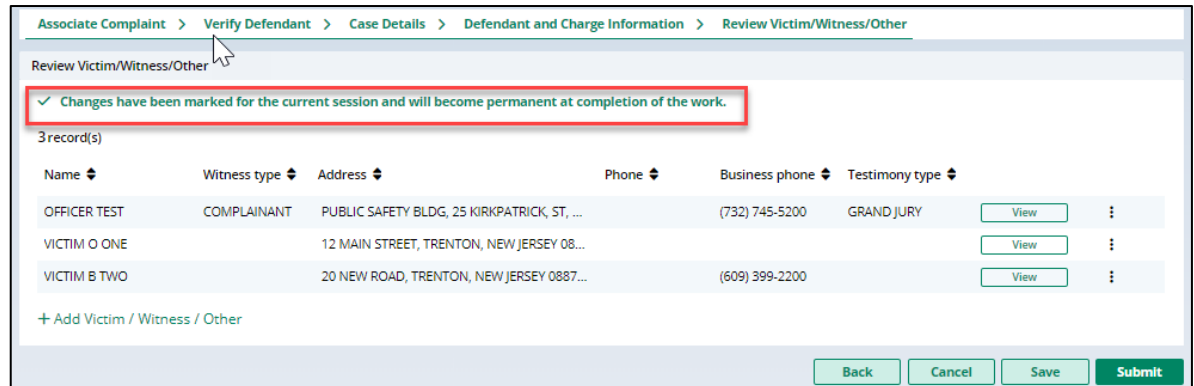
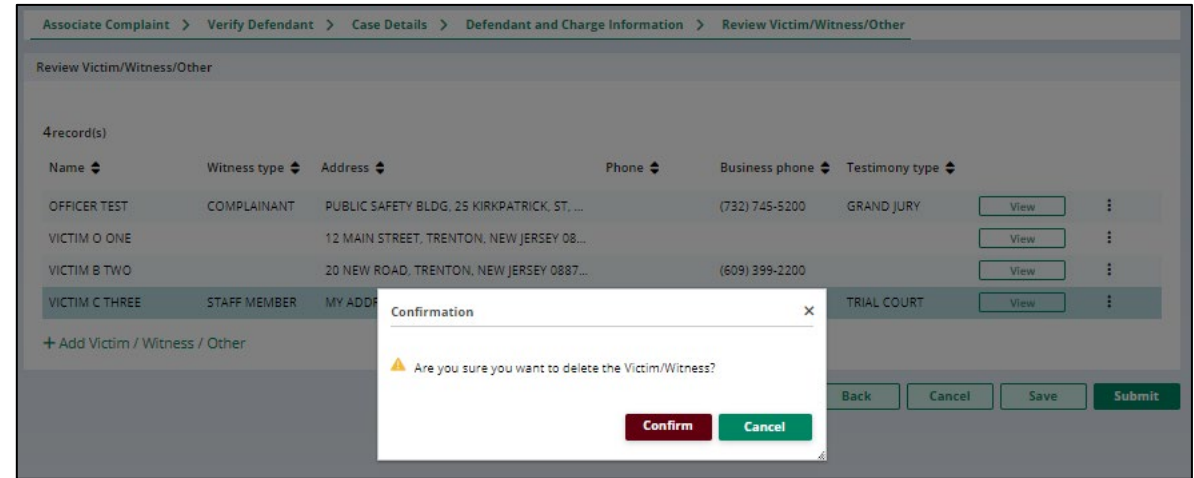
The screenshot displays a web application interface for reviewing victim/witness/other details. The breadcrumb trail at the top reads: Associate Complaint > Verify Defendant > Case Details > Defendant and Charge Information > Review Victim/Witness/Other. The main content area shows a table with 3 records. The first record, 'OFFICER TEST', is selected. A modal window titled 'Modify Victim/Witness/Other' is open over this record. The form fields are as follows:

- First name: OFFICER
- Middle initial: (empty)
- Last name*: TEST
- Address line 1*: PUBLIC SAFETY BLDG
- Address line 2: 25 KIRKPATRICK ST
- City*: NEW BRUNSWICK
- State*: NEW JERSEY
- Zip code*: 08921 - 1004
- Country: UNITED STATES
- Phone: (empty)
- Business phone: (732) 745-5200
- Witness type*: COMPLAINANT
- Testimony type*: GRAND JURY
- Comment: (empty text area, Remaining: 60 characters)
- Notice comment: (empty text area, Remaining: 60 characters)

At the bottom right of the modal, there are 'Cancel' and 'Save' buttons. The background table also has 'Save' and 'Submit' buttons.

Case Initiation Flow – Review Victim/Witness/Other (cont.)

1. The “**Delete**” option will delete the selected Victim/Witness/Other. Upon selecting “Delete” from the Action menu, the system will ask for confirmation to proceed with the deletion.
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.



Case Initiation Flow – Review Victim/Witness/Other (cont.)

The Add Victim/Witness/Other link will add new Victim/Witness/Other.

System 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, there are two buttons: "Cancel" (light green) and "Save" (dark green).

Case Initiation Flow – Submit

1. At Submit, the system will ask user confirmation to proceed with the case creation.
2. In the Confirmation modal screen, all defendant(s) and respective SBI number will be listed.

Clicking Confirm button, the system will run the validations.

1

Review Victim/Witness/Other

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

3 record(s)

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

+ Add Victim / Witness / Other

Back Cancel Save **Submit**

2

Confirmation

You are about to submit the Criminal Case for:

Primary defendant	SBI number
SAEROM MCGL	101180A
Defendant(s)	SBI number
KAREN A HOMAN	541102N
YAMINA DUPREE	123456A
FRANCIS CMRL	840323M

Cancel **Confirm**

Case Initiation Flow – Submit (cont.)

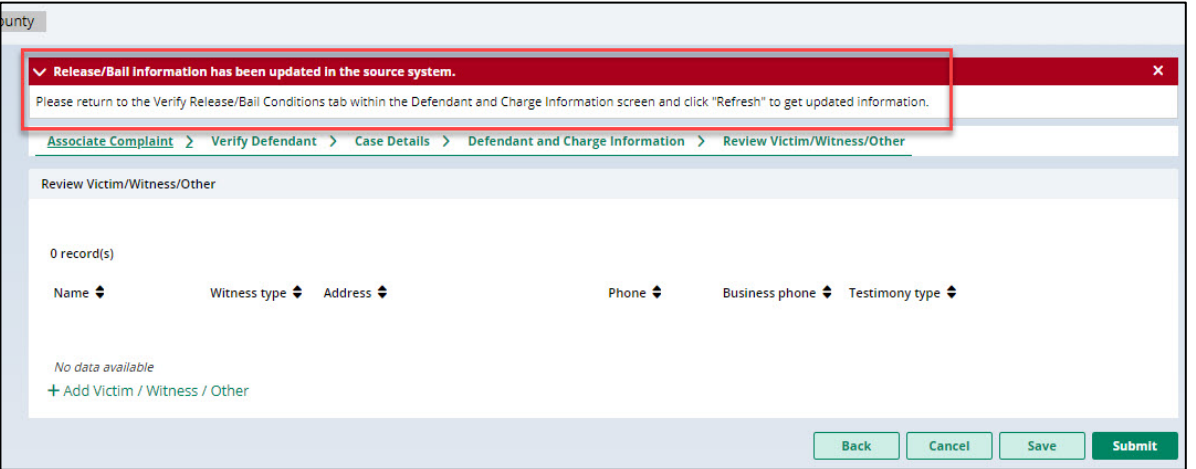
1. System will verify if Release/Bail conditions were updated in the Order Module system for any of the defendants, but not refreshed on the Verify Release/Bail screen.

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(s)

1



County

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)

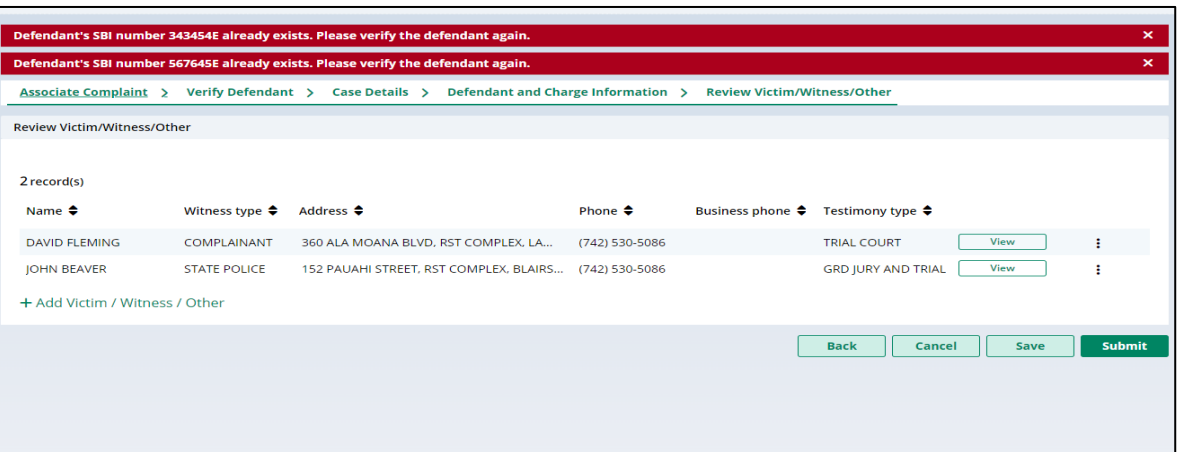
Name	Witness type	Address	Phone	Business phone	Testimony type
------	--------------	---------	-------	----------------	----------------

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 <input type="button" value="View"/>
JOHN BEAVER	STATE POLICE	152 PAUAAHI STREET, RST COMPLEX, BLAIRS...	(742) 530-5086		GRD JURY AND TRIAL <input type="button" value="View"/>

+ Add Victim / Witness / Other

Back Cancel Save Submit

Case Initiation Flow – Submit (cont.)

If an existing criminal case was selected for case creation, then at Submit:

- System will also verify case notes if they were updated in the Criminal case management system but not refreshed on the Case Details screen.
- User must navigate to the Case Details screen and “Refresh” case notes to clear the error.

All errors must be cleared.

Progress C... x Prosecutor In... x MID-22-030228 x

al Case Management Middlesex County

Case Notes have been updated by another user. Please return to Case Details screen and click Refresh to get updated case notes. x

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	
OFFICER TEST	COMPLAINANT	PUBLIC SAFETY BLDG, 25 KIRKPATRICK ST, ...		(732) 745-5200	GRAND JURY	View ⋮
VICTIM O ONE	STAFF MEMBER	12 MAIN STREET, TRENTON, NEW JERSEY 0...			TRIAL COURT	View ⋮
VICTIME B TWO	CODEFENDANT	20 NEW ROAD, TRENTON, NEW JERSEY 088...			IN CAMERA HEARING	View ⋮

+ Add Victim / Witness / Other

Back Cancel Save **Submit**

Case Initiation Flow – Case Submission

At Submit, the system will save the information and create a case in the Criminal case management system.

- System will mark the case status as "Active".
- System will no longer autogenerate a "Case Finding" event in ECS with the proceeding code and reason.

To close the case, users will have to manually add a Case Finding event in ECS after disposing all charges.

Case Initiation Flow – 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 Criminal case management system.

The screenshot shows a web application interface for Criminal Case Management. At the top, there are navigation tabs: Home, Prosecutor In..., In Progress C..., and New Case X. Below the tabs, the page title is "Criminal Case Management" with a sub-tab for "Mercer County". A green notification bar at the top of the main content area reads: "Case number: MER-23-030113 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	CHERYL SINGLETON	056880	411770G
002	LUIS DIAZ	056881	840033B
003	AMYCEE ANNGEE	056882	888231G
004	MELISSA BROWN	020591	881924B

A mouse cursor is visible over the table. At the bottom right of the interface, there is a "Close" button.

Technical Assistance

If you require technical assistance with the Criminal Case Management portal, please contact the Help Desk:

Judiciary Help Desk: 609-421-6100
After Hours: 1-800-343-7002