Electronic Court Disposition Reporting (eCDR) – Municipal Release Notes 09/19/2025

Outstanding Warrant Message

Enhanced	Complaint Generation has been enhanced to display the warning message, "There is an outstanding warrant for the defendant." when there is a warrant associated with the SBI number. For more information, click **here**.

Complaint Generation has been enhanced to display the warning message, "There is an outstanding warrant for the defendant." when there is a warrant associated with the SBI number.

- The warning message will be displayed on the following screens when generating or modifying a complaint and there is a warrant associated with the entered SBI number:
  - Confirmation
  - Complaint Review
  - Prosecutor Review
  - Probable Cause

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Electronic Court Disposition Reporting (eCDR) – Municipal Release Notes 08/15/2025

Social Security Number Validation

Enhanced	The 'SSN' field has been enhanced with validation rules to ensure accuracy when entering or modifying a complaint. For more information, click here.

The 'SSN' field has been enhanced with validation rules to ensure accuracy when entering or modifying a complaint.

The SSN field validation rules include the following:

- The SSN entry must be 9 numbers (whole number) long.
- The first three digits cannot equal '000', '666' or values in the '900' series (i.e 900-999).
- The second group of two digits cannot equal '00'.
- The third group of four digits cannot equal '0000'.
- All 9 digits cannot be the same number, such as '111111111', '222222222', '333333333', etc.
- All 9 digits cannot be in sequential order, such as '123456789', '987654321', '012345678' or '876543210'.

Electronic Court Disposition Reporting (eCDR) – Municipal Release Notes 12/6/2024

Session Time Out

Enhanced	The Electronic Court Disposition Reporting application session timeout has been extended to 60 minutes. If the user is idle for 55 minutes, a 5-minute warning message will display. For more information, click **here**.

The Electronic Court Disposition Reporting application session timeout has been extended to 60 minutes.

A warning message will be displayed if the application has been idle for 55 minutes. Click 'OK' and the application will remain active.
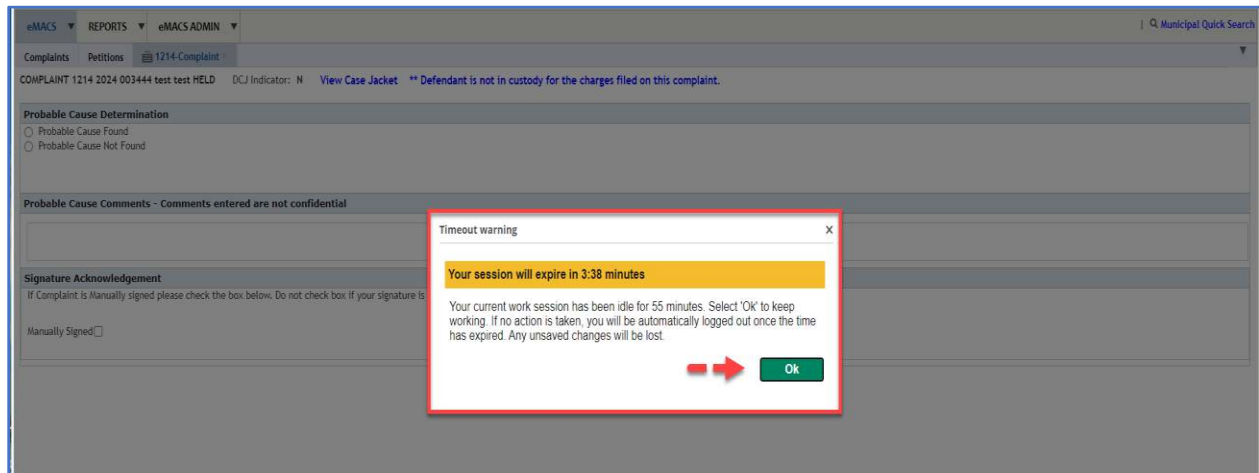
Note: If 'OK' is not selected when the warning message is displayed, the session will expire.
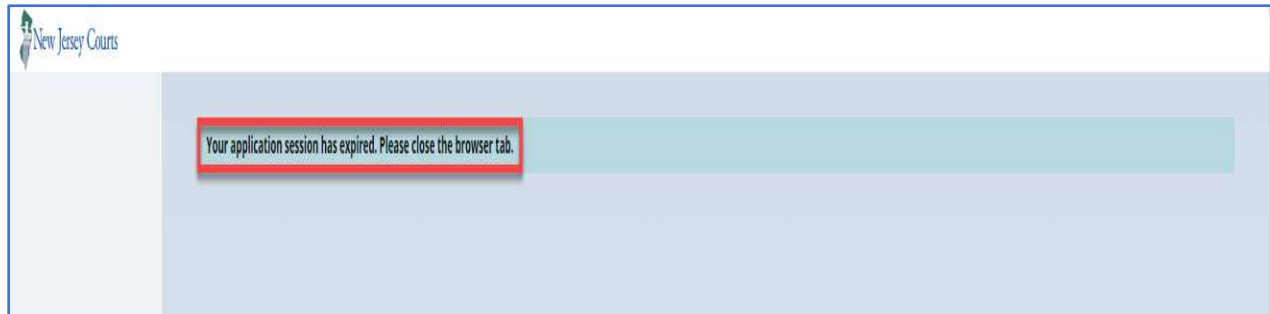
Electronic Court Disposition Reporting (eCDR) – Municipal Release Notes 11/22/2024

Complaint Generation

Enhanced	The confirmation screen has been enhanced to default the First Appearance Information when submitting a complaint with a Fugitive from Justice (2A:160-10) offense. For more information, click **here**.

The confirmation screen has been enhanced to default the First Appearance Information when submitting a complaint with a Fugitive from Justice (2A:160-10) offense.

- The 'Appearance Required' field will display 'Y' and the 'Appearance Court' field will display 'Central First Appearance/CJP'.
- The 'Appearance Required' and the 'Appearance Court' fields cannot be modified.

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Electronic Complaint Disposition Report (eCDR) – Municipal Release Notes 11/15/2024

eCDR Complaint Generation

Enhanced	The Complaint Generation process has been enhanced to default the Complaint Type to 'To Be Determined' when generating a complaint. As a result, the Preliminary Public Safety Assessment report will run automatically on any complaint generated with a livescan record. For more information, click **here**.
Enhanced	The First Appearance Information section has been removed from the 'Complaint' tab and will be displayed on the confirmation screen. For more information, click **here**.
Enhanced	The 'Charges and Narratives' tab will display the 'FP Status' field and include the value selected when generating a complaint. For more information, click **here**.
Enhanced	The confirmation screen has been enhanced to include the complaint type option and display the 'First Appearance Information' section. For more information, click **here**.
Enhanced	The printed copy of the complaint has been enhanced to include the room number or the virtual appearance information and the 'Finding Codes' section has been updated. For more information, click **here**.

The Complaint Generation process has been enhanced to default the Complaint Type to 'To Be Determined' when generating a complaint. As a result, the Preliminary Public Safety Assessment report will run automatically on any complaint generated with a livescan record.

- The defendant custody verbiage has been updated to "Is the defendant in your physical custody to be fingerprinted? If the Defendant is in the custody of another police department or in jail, please answer NO."

Note:
- If a LiveScan record is not selected, the 'FP Status' field will be displayed and the appropriate value must be selected.

- If a LiveScan record is selected:
  - The 'FP status' field will be updated to display 'L-Livescan' and cannot be modified.
  - The 'PCN' field will display the information from the LiveScan record and cannot be modified.

- If the 'FP Status' field is left blank, an error message will be displayed, "This field may not be blank."

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The First Appearance Information section has been removed from the 'Complaint' tab and will be displayed on the confirmation screen.

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The 'Charges and Narratives' tab will display the 'FP Status' field and include the value selected when generating a complaint.

- The 'FP Status' field may be modified but cannot be left blank.

- If the 'FP Status' field is left blank, an error message will be displayed, "This field may not be blank."

Note: If a LiveScan record is selected:
- The 'FP status' field will be updated to display 'L-Livescan' and cannot be modified.
- The 'PCN' field will display the information from the LiveScan record and cannot be modified.

(Back)

The confirmation screen has been enhanced to include the complaint type option and display the 'First Appearance Information' section.

The confirmation screen will include the following enhancements.
- The verbiage will be updated to "Upon further review of this case, select the complaint type".
- The complaint type will display two options, 'Summons' and 'Request a Warrant'.
- If 'Summons' is selected, the 'View PSA' button will be displayed.

- If 'Request a Warrant' is selected, the 'View PSA' and 'ReRun PSA' buttons will be displayed.

Note: The 'First Appearance Information' section and 'Review Draft certification' button will be displayed after the complaint type is selected.

When 'Summons' is selected and the complaint includes <u>only non-indictable charges</u>, the First Appearance Information will default and can be modified. The 'Appearance Room' may be an alphanumeric value when the 'Complaint Type' is 'Summons' and the 'Appearance Court is 'Central First Appearance/CJP'.

When 'Summons' is selected and the complaint includes <u>an indictable charge</u>, note the following for the 'First Appearance Information':
- 'Appearance Required' defaults to 'Y' and cannot be modified.
- 'Appearance Court' defaults to 'Central First Appearance/CJP' and cannot be modified.
- 'Appearance Date' and 'Appearance Time' will be required.
- 'Virtual Hearing' is optional.
- 'Appearance Room' is required when 'Virtual Hearing' is selected. 'Appearance Room' is an alpha/numeric field.

When 'Request a Warrant' is selected and the complaint includes <u>only non-indictable charges</u>, note the following for the 'First Appearance Information':
- 'Appearance Required' defaults to 'Y' and can be modified.
- 'Appearance Court' defaults to 'Municipal' and can be modified.
- 'Appearance Date' and 'Appearance Time' are required.
- 'Virtual Hearing' is optional.
- 'Appearance Room' defaults to '0001' and can be modified. 'Appearance Room' is a numeric field.

When 'Request a Warrant' is selected and the complaint includes <u>an indictable charge</u>, the 'First Appearance Information' will default and cannot be modified.

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The printed copy of the complaint has been enhanced to include the room number or the virtual appearance information and the 'Finding Codes' section has been updated.

Room Number

Virtual Information

Finding Codes

COMPLAINT – WARRANT (Court Action)	

COMPLAINT NUMBER

1214	W	2024	002902	STATE V.
COURT CODE	PREFIX	YEAR	SEQUENCE NO.	SHIV A OOS

FTA Bail Information Date Bail Set: _____ Amount Bail Set: $_____ by:_____   ☐ Bail Recog. Attached

| Released on Bail (√) | R.O.R. | Committed Default | Committed w/o Bail | Place Committed: | Date Referred to County Prosecutor: _____ |

Date of First Appearance: _____   ☐ Advised of Rights by_____   Defendant Desires Counsel: ☐ Yes   ☐ No

Prosecuting Attorney Information	**Defense Counsel Information**
Name:	Name:

State	County	Municipal	Other	None	Retained	Public Def	Assigned	Waived	Other

	1) 2C:11-3A(1)	2)	3)
Original Charge			
Amended Charge			
Waiver Indt/Jury			
Plea/Date of Plea	Plea: Date:	Plea: Date:	Plea: Date:
Adjudication (* see code)	Finding Code: Date:	Finding Code: Date:	Finding Code: Date:
Jail Term		Jail time credit	Susp. Imp		Jail time credit	Susp. Imp		Jail time credit	Susp. Imp
Probation Term			Susp. Imp			Susp. Imp			Susp. Imp
Cond. Discharge Term			
Community Service			
D/L Suspension Term			
Fines/Costs	Fines: Costs:	Fines: Costs:	Fines: Costs:
VCCB/SNSF	VCCB: SNSF:	VCCB: SNSF:	VCCB: SNSF:
DEDR/Lab Fee	DEDR: LAB:	DEDR: LAB:	DEDR: LAB:
CD Fee/Drug Ed Fnd	CD: DAEF:	CD: DAEF:	CD: DAEF:
DV Surch/Other Fees	DV: Other:	DV: Other:	DV: Other:
Restitution Beneficiary:_____			

Miscellaneous Information, Adjournments, Companion Complaints, Co-Defendants, Case Notes:
LIVESCAN MISCELLANEOUS NUMBER: 888888888888

Related Traffic Tickets and Complaints:

* Finding Codes
1 – Guilty
2 – Not Guilty
3 – Dismissed – Other
4 – Guilty but Merged
5 – Dismissed-Rule
6 – Dismissed Lack of Prosecution
7 – Dismissed – Pros Motion/Vic Req
8 – Conditional Discharge
9 – No Bill
C – Conditional Dismissal
D – Dismissed- Prosecutor Discretion
F – Disposed At Family Court
M – Dismissed- Mediation
P – Dismissed-Plea Agreement
R – Disposed in Remand Court
S – Disposed at Superior
W – Dismissed-False ID
V – Veteran Diversionary Program

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eCDR – Temporary Order to Seal Complaint Warrant

10/26/2018

Law Enforcement/Prosecutors/Judges Release Notes

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

Law Enforcement – Request Order to Seal

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

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

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

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

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

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

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

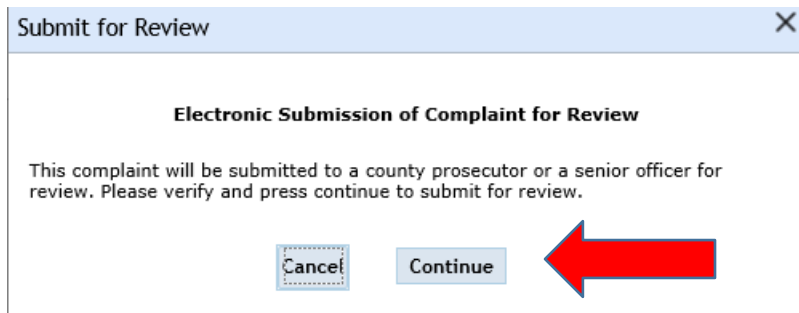Enter Affidavit of Probable Cause and click 'Continue'.

Enter PLEIR and click 'Continue'.

Enter Involved Person and click 'Submit'.

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

Law Enforcement clicks on "Submit For Review' and confirms the submission by clicking 'Continue'.

Submit for Review ✕

Electronic Submission of Complaint for Review

This complaint will be submitted to a county prosecutor or a senior officer for review. Please verify and press continue to submit for review.

Cancel   Continue

Complaint is submitted to the Prosecutor.

🏠 📋 1214-Complaint

COMPLAINT 1214 2018 001515 Roger That PROR

Complaint successfully created. Select an option below or press Close to allow other users to access this complaint.

Quick Entry   Create New Complaint   Close

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

Creating the Order to Seal – Prosecutor

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

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

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

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Approve/Deny the Order to Seal – Superior Court Judge

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

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

Confirms the submission

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

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

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

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Interim Seal process:

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

Sealed Complaint

Refresh list

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

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

Sealed Complaint

Refresh list   ◄◄ ◄ Page 2 of 2 ► ►►|

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

Request Seal Extension screen.

Complaint Details

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

Sealed Info

Request Order to Seal ?   Y   Seal Expires : 10/07/2018

☑ **Good Cause for a Temporary Seal of Complaint-Warrant (CDR-2). Select all that Apply:**
    ☑ The risk of physical harm to any person(s).
    ☐ The risk of harm to any law enforcement investigation, including, but not limited to, destruction of evidence or witness tampering.
    ☑ The risk of defendant's flight
    ☐ When sealing would be required by any other law, including, but not limited to, the New Jersey Wiretapping and Electronic Surveillance Control Act, N.J.S.A, 2A:156A-1 to -37.
    ☐ Other
Details to support the above Good Cause Reasons

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

Judge Decision

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

[Request Seal Extension]   [Cancel]

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

Sealed Complaint

⟳ Refresh list |◀◀ ◀ Page 2   of 2 ▶ ▶▶|

	Date Created ▼▼	Court ▼	Complaint # ▼	Defendant Name ▼	Officer Name ▼	Reviewer ▼	Status ▼	Expiration Date ▼	Actions
▶	10/01/2018	1214	1214 W 2018 001500	Test Test	. TEST	PROSECUTORGRACE COPPER	WARR	10/10/2018	Actions ▼
▶	09/28/2018	1214	1214 W 2018 001497	OP POL	PRIVATE CITIZEN		WARR		Actions ▼
▶	09/28/2018	0805	0805 W 2018 001036	test sd	AGATHA ABRUZZO	PROSECUTORANN SMITH	WARR	10/17/2018	Actions ▼
▶	09/28/2018	1214	1214 W 2018 001496	EPAY SEALLITE	CAPTAIN J MILLER	PROSECUTORGRACE COPPER	WARR	10/07/2018	Actions ▼
▶	09/25/2018	0805	0805 2018 001020	ET S GH	AGATHA ABRUZZO		PROR		Actions ▼

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