New Jersey Courts

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Criminal Case Management –Tile Merge

January 2026

Overview

This document highlights the recent enhancements to the Case Initiation tiles, county selection, and search features, which have been updated to align with the latest user-friendly design standards.

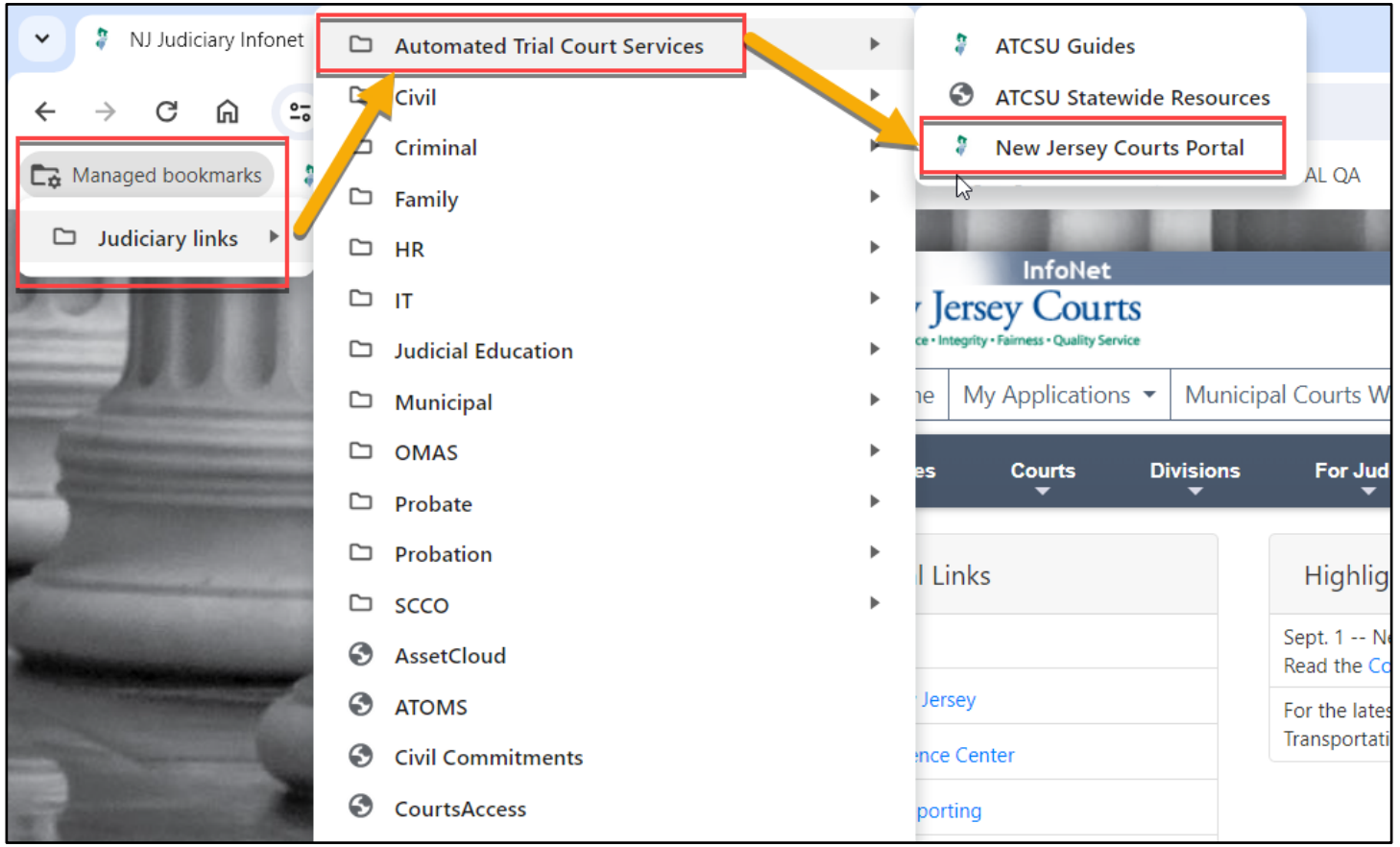
- Sub tiles - **Prosecutor Intake List, In Progress Cases and Manual Case Entry** are merged into a single "**Case Initiation"** Tile. These features are available as options via ellipses icon in the **Case Initiation** Tile.

- County selection feature is available within Prosecutor Intake List, In Progress Cases and Manual Case Entry based on user access.

- Search and Filter is a separate section within Prosecutor Intake List and Manual Case Entry.

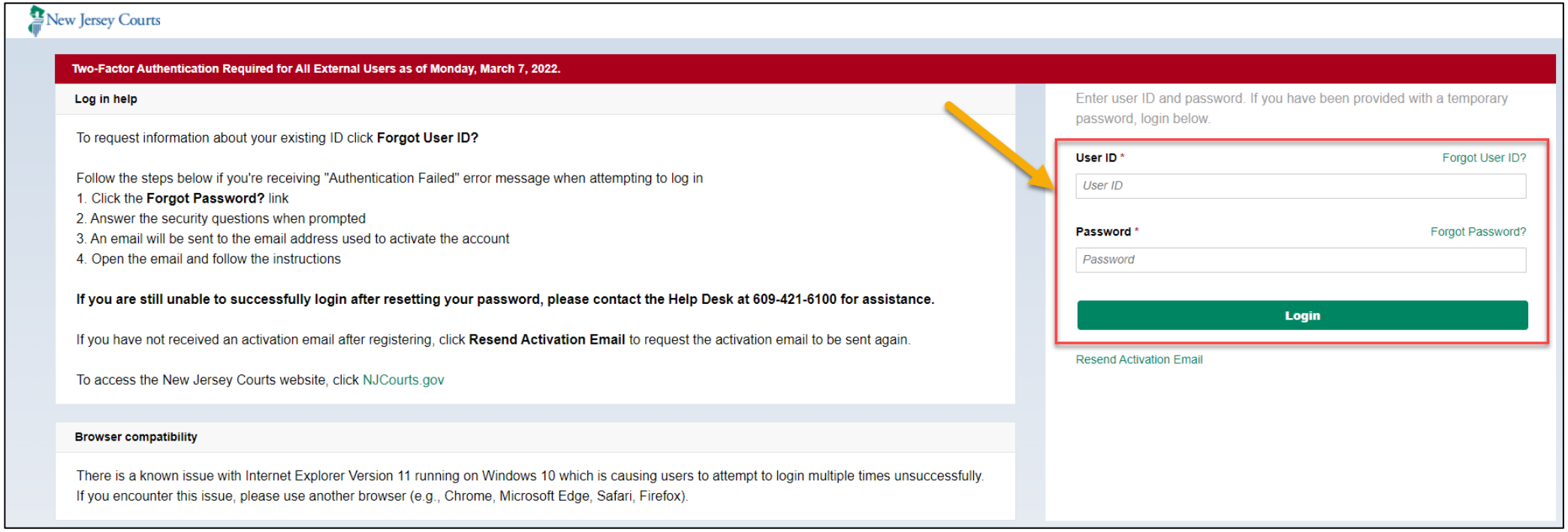
Navigate to Criminal Case Management (Internal)

Internal users can navigate to Criminal Case Management application from the 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.

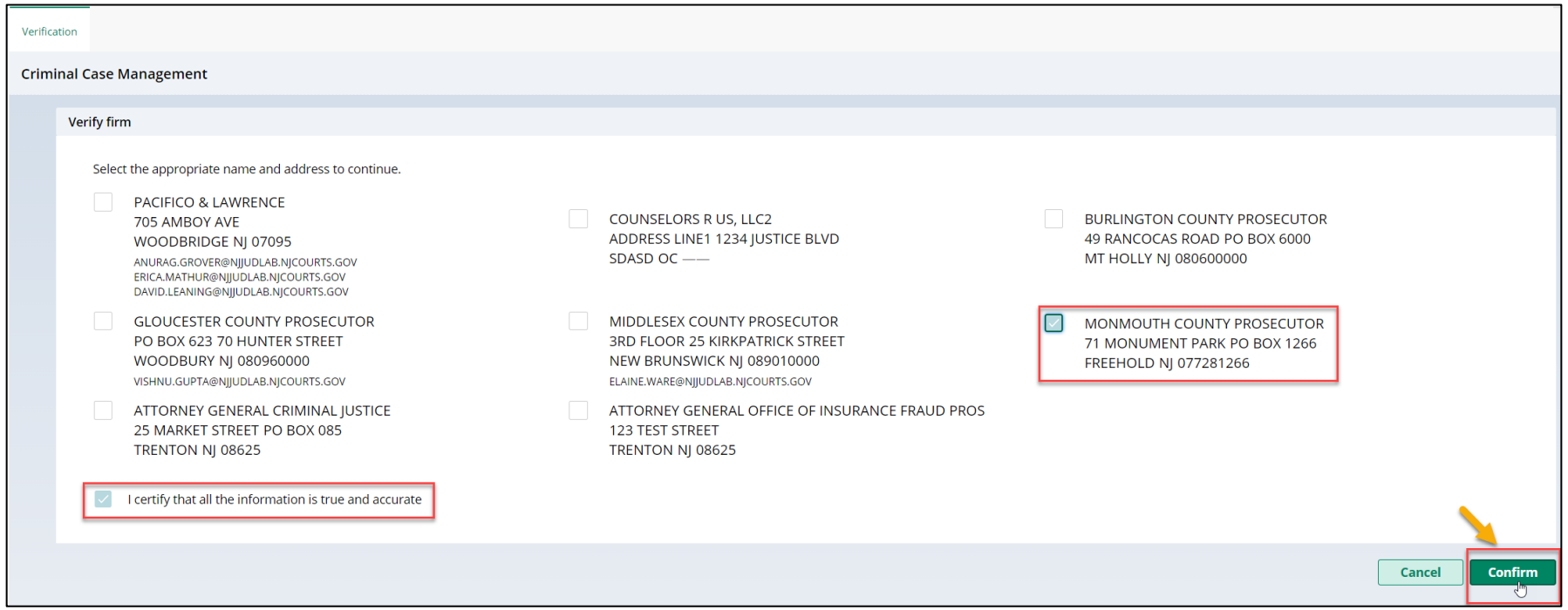


Home Page

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.



Criminal Case Management

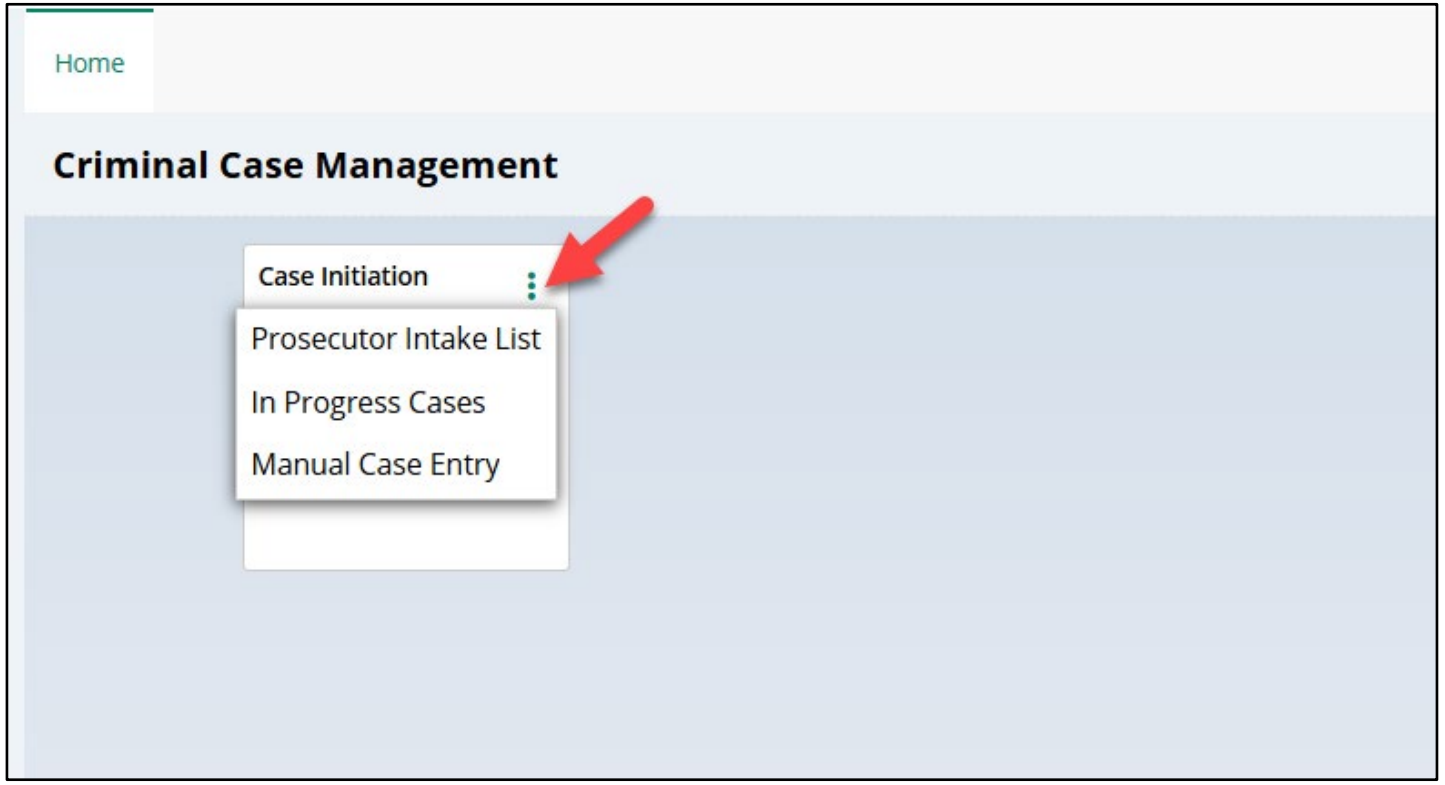
Case Initiation sub-tile can be accessed from Criminal Case Management home page.

Criminal Case Management

Clicking ellipsis on the top right corner of the Case Initiation tile will display below options.

- Prosecutor Intake List
- In Progress Cases
- Manual Case Entry

Users with inquiry access will view only the 'Prosecutor Intake List' option.

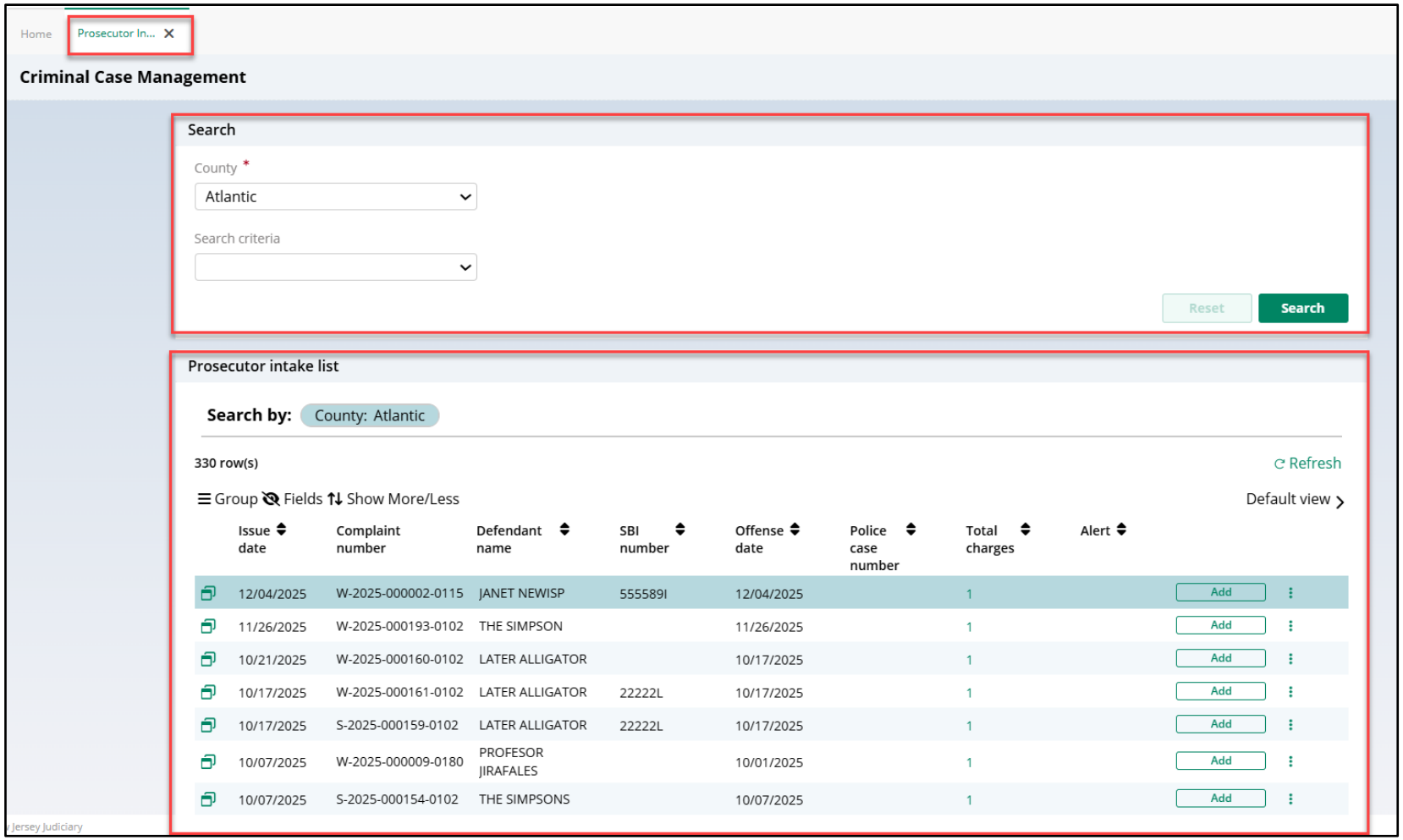


Criminal Case Management -Prosecutor Intake List

Prosecutor Intake List

Selecting Prosecutor Intake List will :

- Open a new tab
- Display Search section on top and
- Prosecutor Intake List in the bottom section.

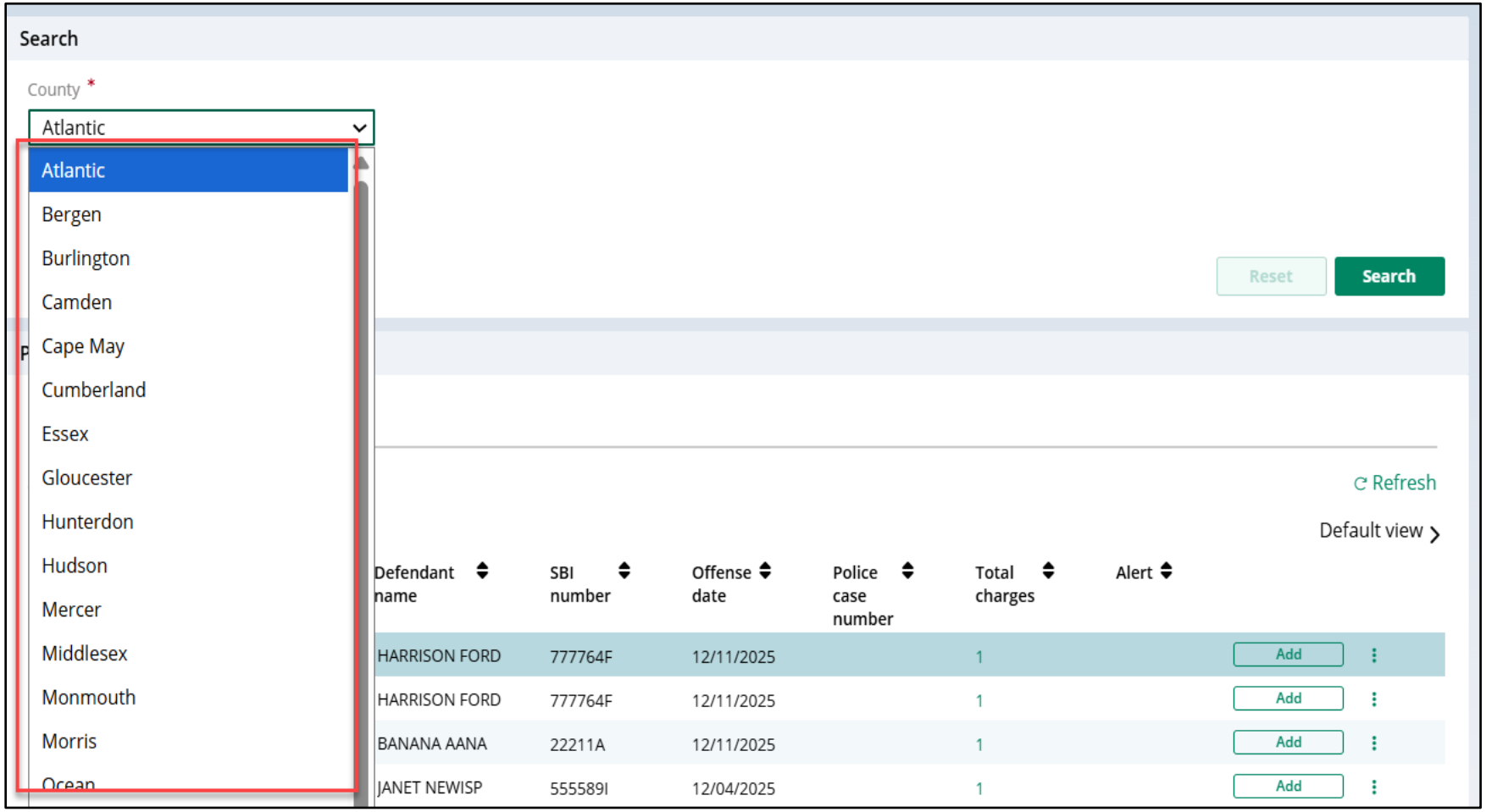


Criminal Case Management -Prosecutor Intake List

Prosecutor Intake List – Multi county access

If a user has access to multiple counties, the county dropdown will list the counties based on user's profile in alphabetical order. By default, complaints in the bottom section will be shown for the first county in the list.

When a different county is selected and the "Search" button is clicked, the Prosecutor Intake List will update to display complaints for the selected county.

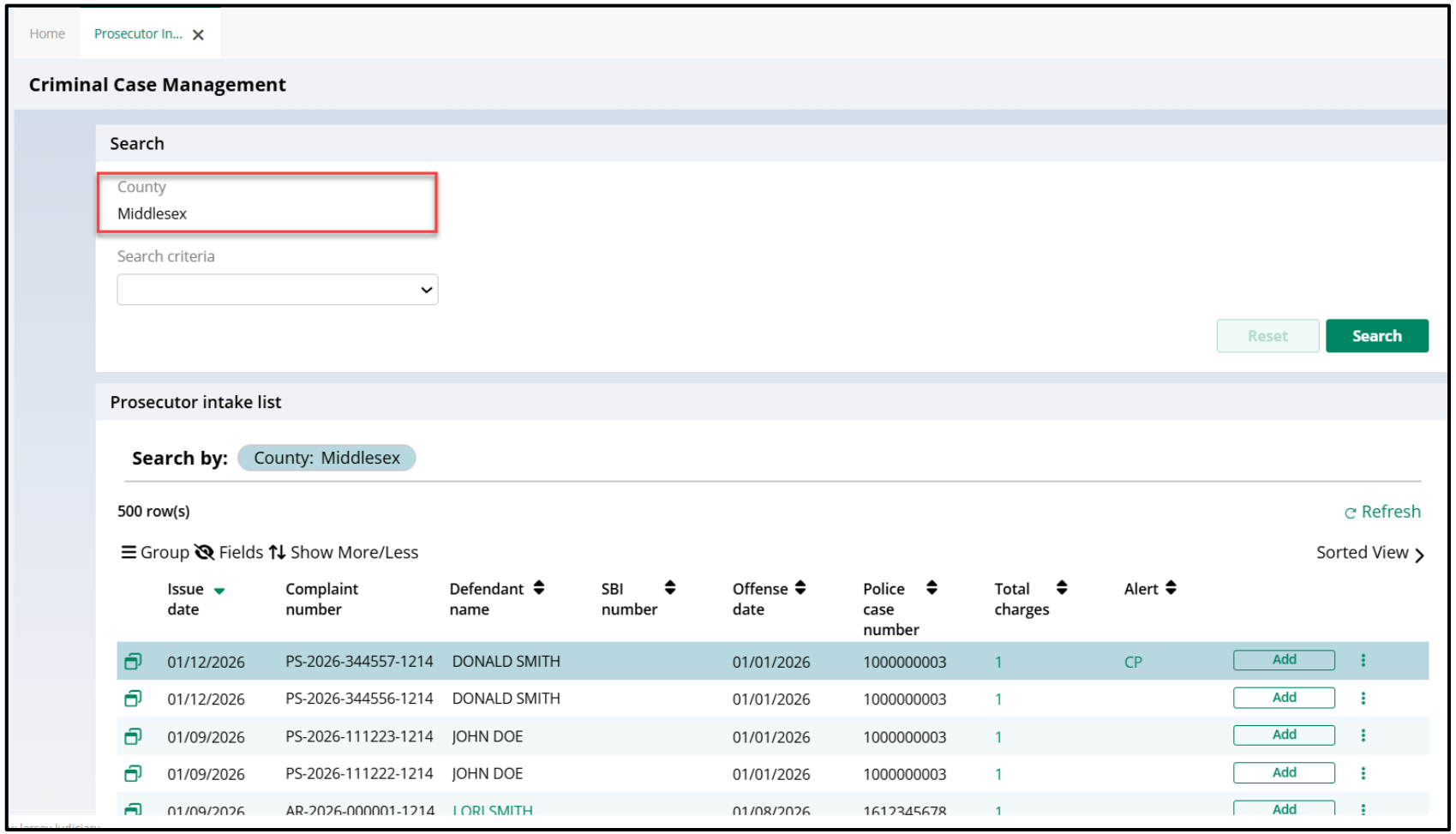


Criminal Case Management -Prosecutor Intake List

Prosecutor Intake List – Single County access

If a user has access to only one county, that county will be preselected and cannot be changed in the top section.

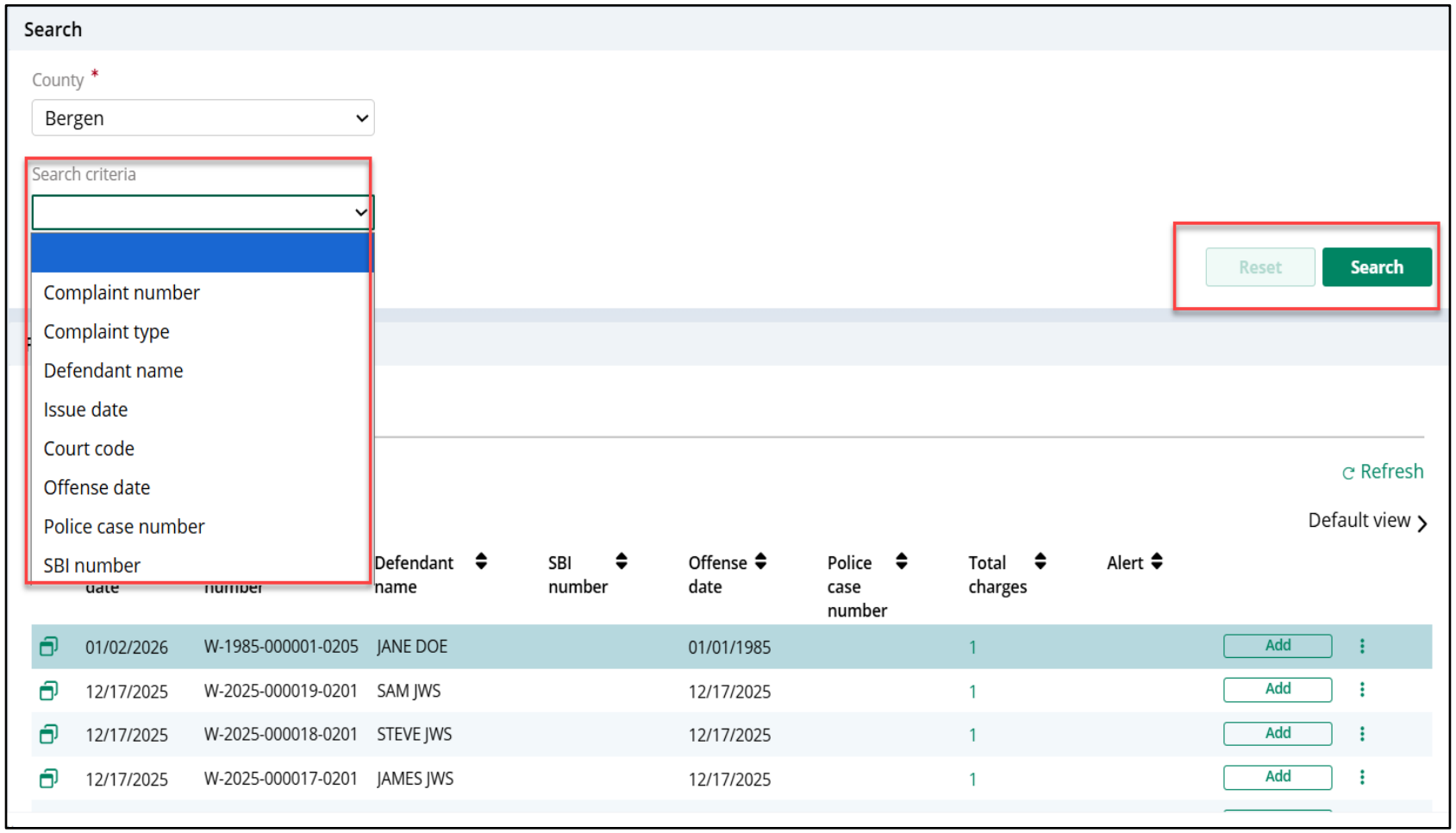
The Prosecutor Intake List in the bottom section will display complaints for the user's designated county.



Criminal Case Management -Prosecutor Intake List

Search Complaints

'Seach criteria' in the top section will have options for user to search specific complaint(s)
using "Search", "Reset" buttons.

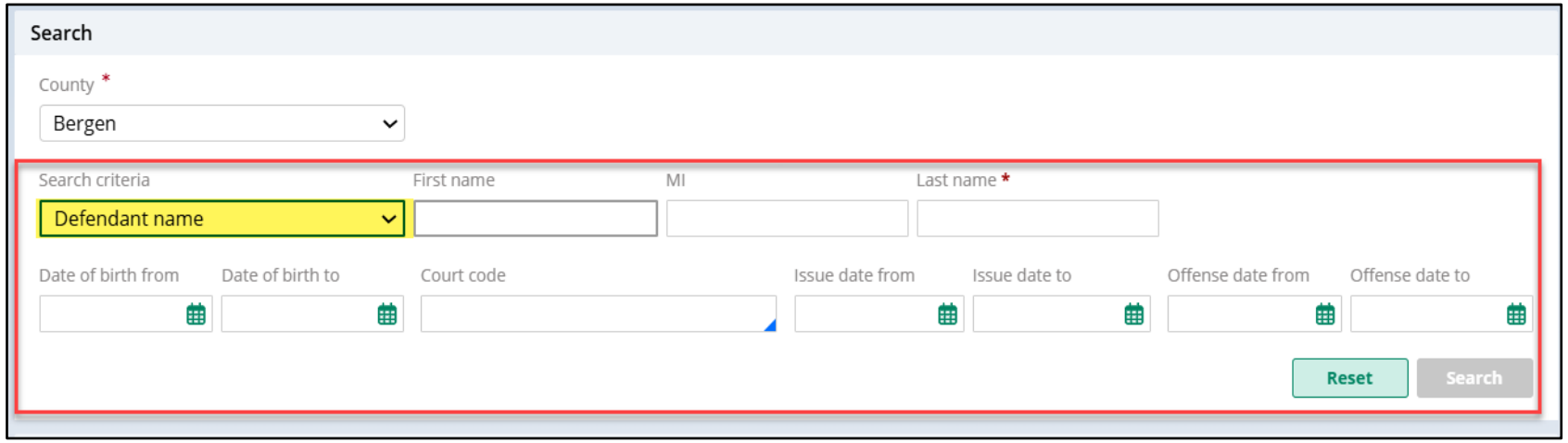


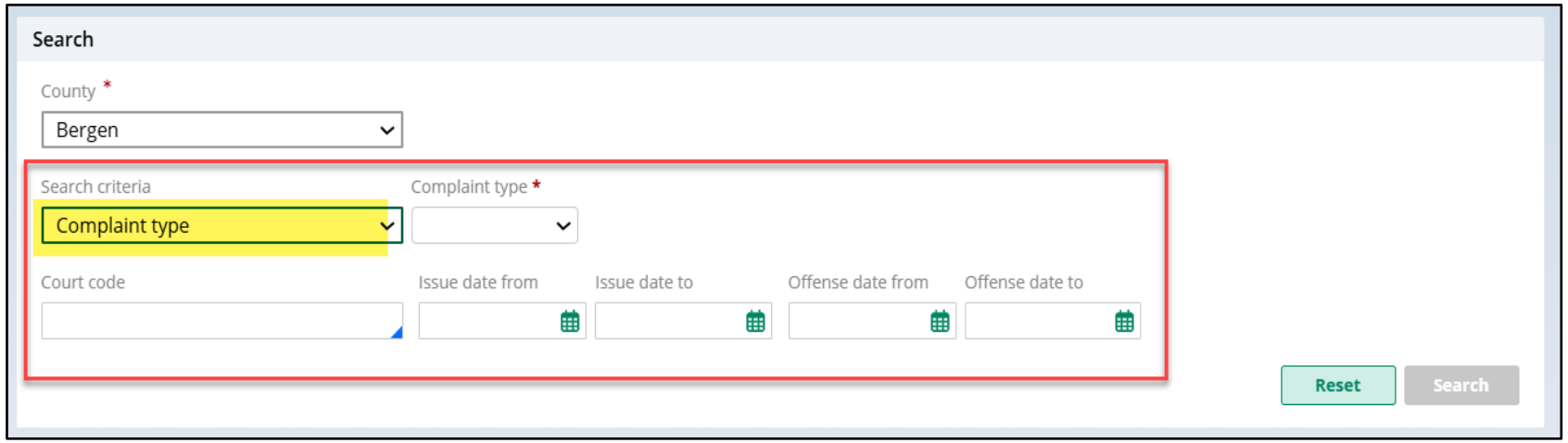
Criminal Case Management -Prosecutor Intake List

Search Complaints

'Search criteria' are enhanced to provide more trim down results.

- New predefined fields will be displayed based on selected search criteria.
- For each search criteria, few fields are mandatory.
- 'Search' button will be disabled until value in mandatory fields are entered.



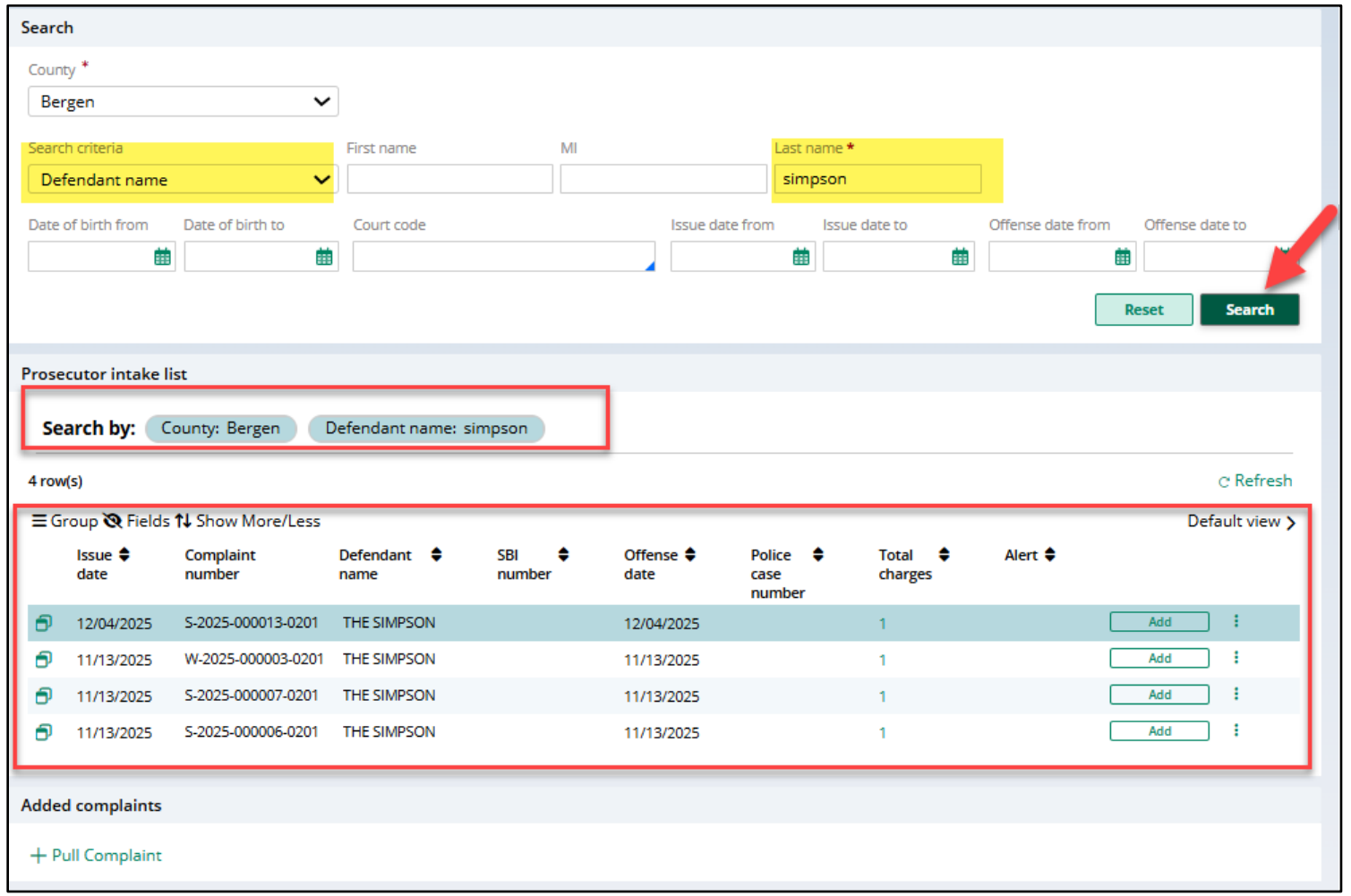


Criminal Case Management -Prosecutor Intake List

Search Complaints

Upon entering the required field values and clicking the "Search" button, the system will display the selected search criteria next to "Search by," as well as the search results for the selected county in the bottom section.

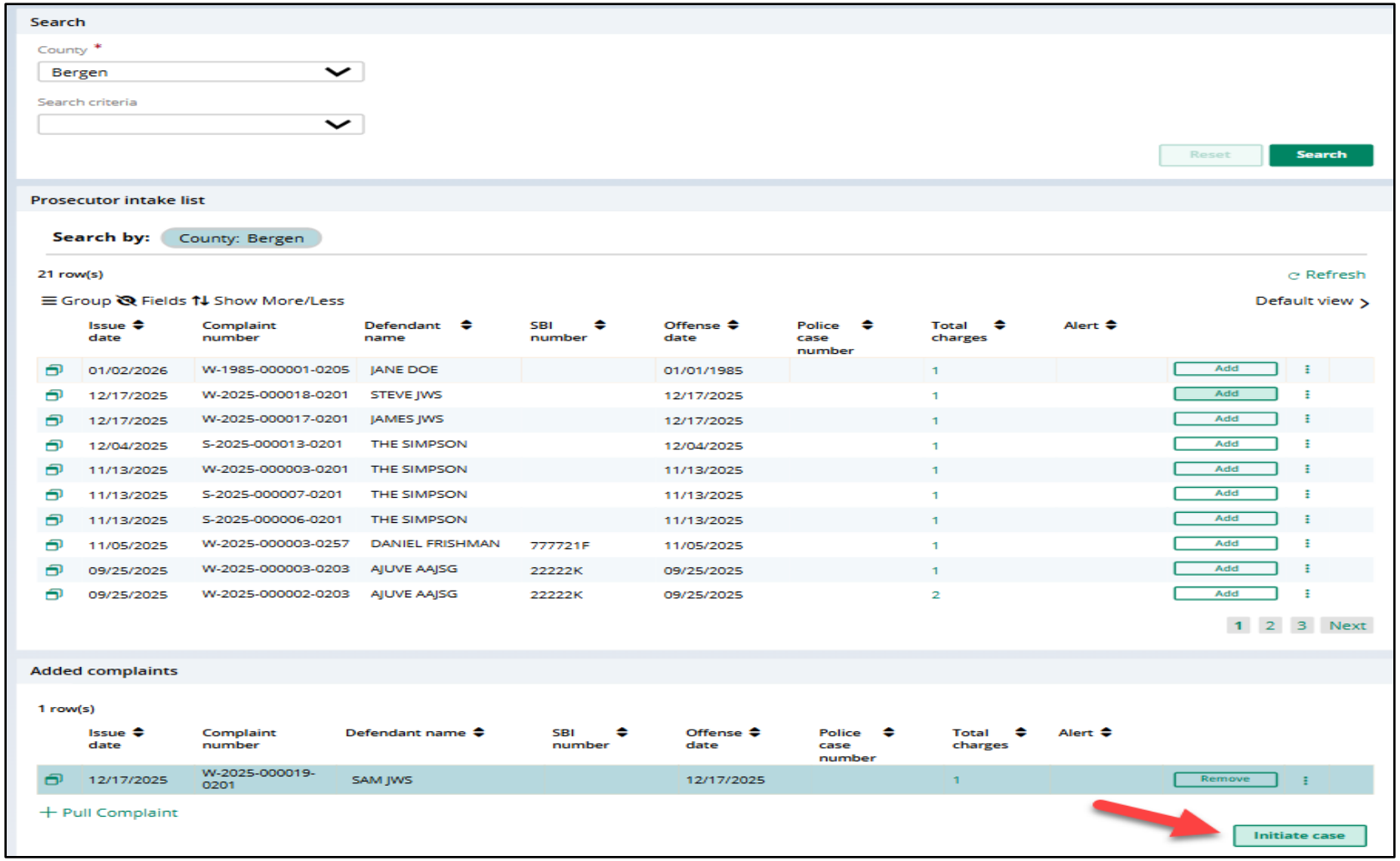
Clicking "Reset" will clear the search results and search criteria.



Criminal Case Management -Prosecutor Intake List

Complaint(s) can be added in the “Added complaint” section at the bottom by clicking “ Add” button.

Once complaint(s) are added, click on the “Initiate case” button to launch the Case initiation flow.

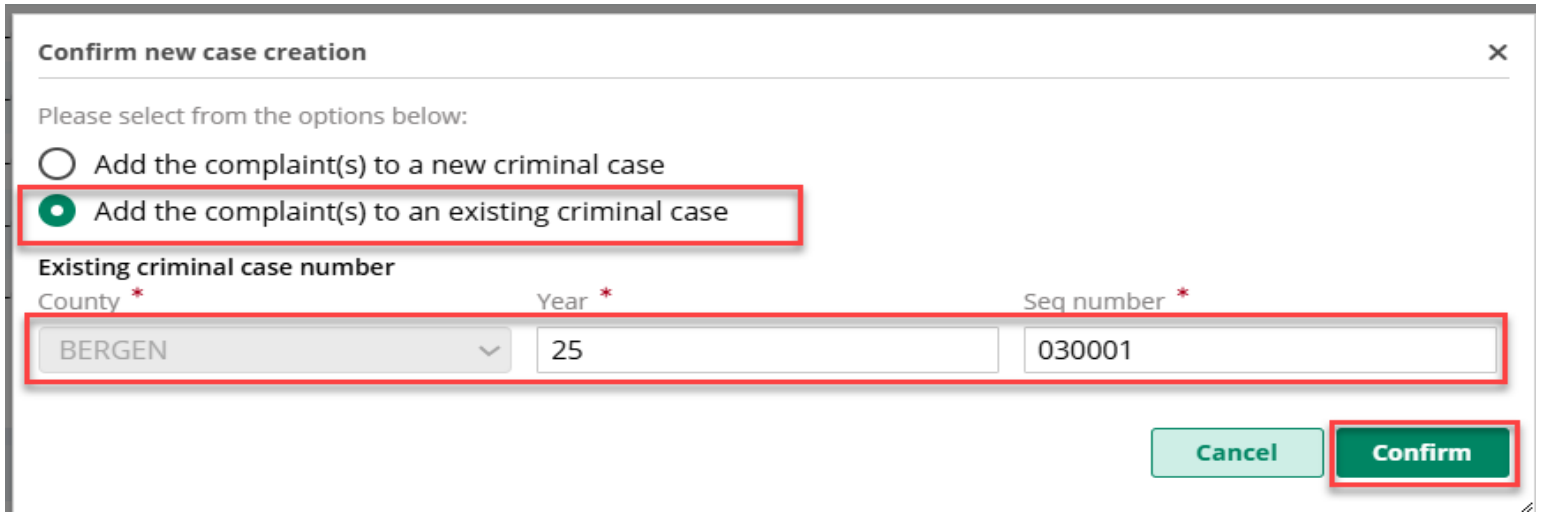


Criminal Case Management -Prosecutor Intake List

- Select option “Add the complaint(s) to a new criminal case” and click “Confirm” button to proceed with new case creation.

- Select option “Add the 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.



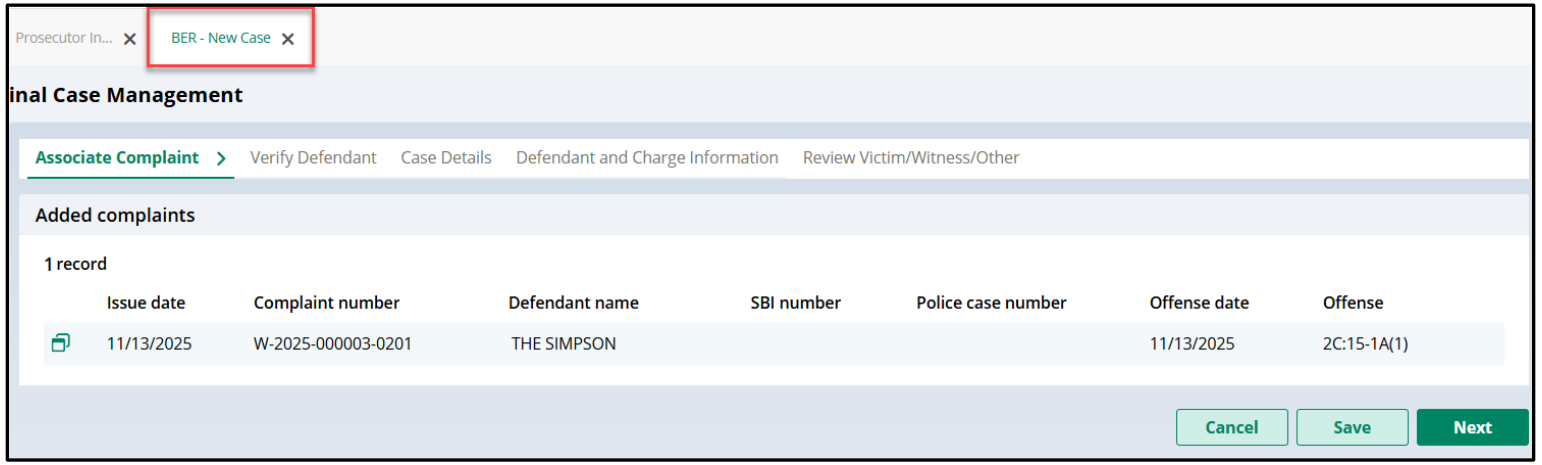
Criminal Case Management -Prosecutor Intake List

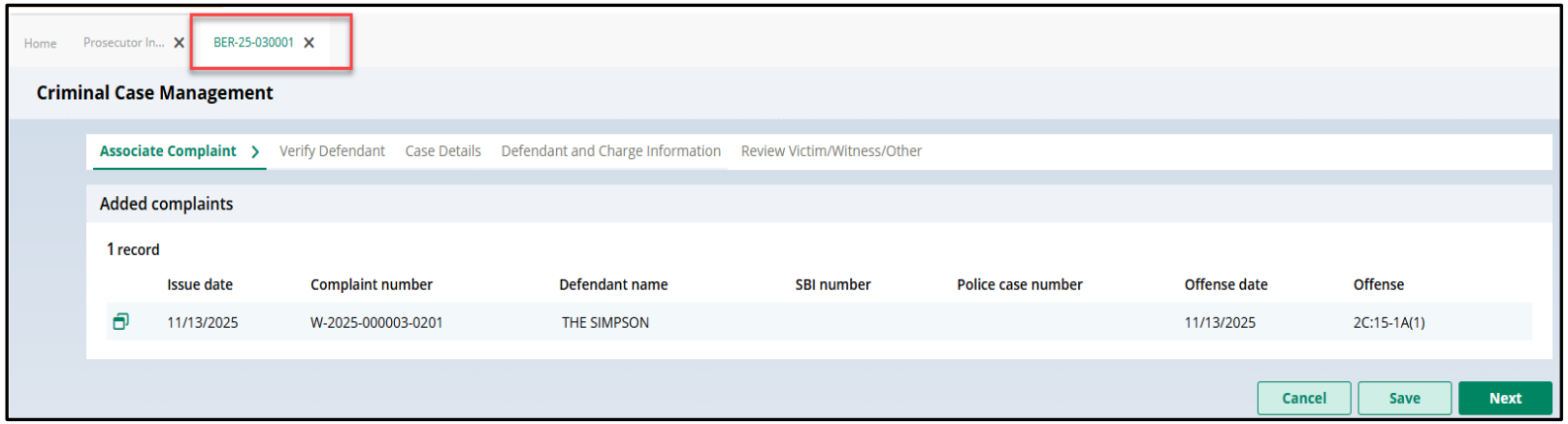
System launches the Case Initiation flow in a new tab and navigates user to “Associate Complaint” screen.

Tab name will display **County code** - New Case when complaint is added to a new case creation.

Tab name will display the criminal case number when the complaint is added to an existing case.

User can proceed with other stages for case creation clicking “Next” button.



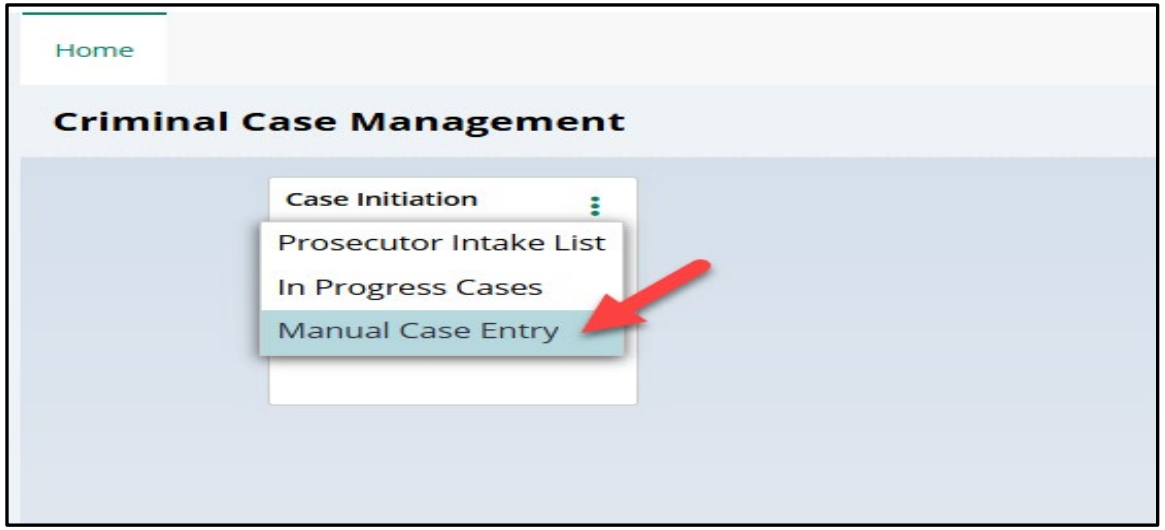


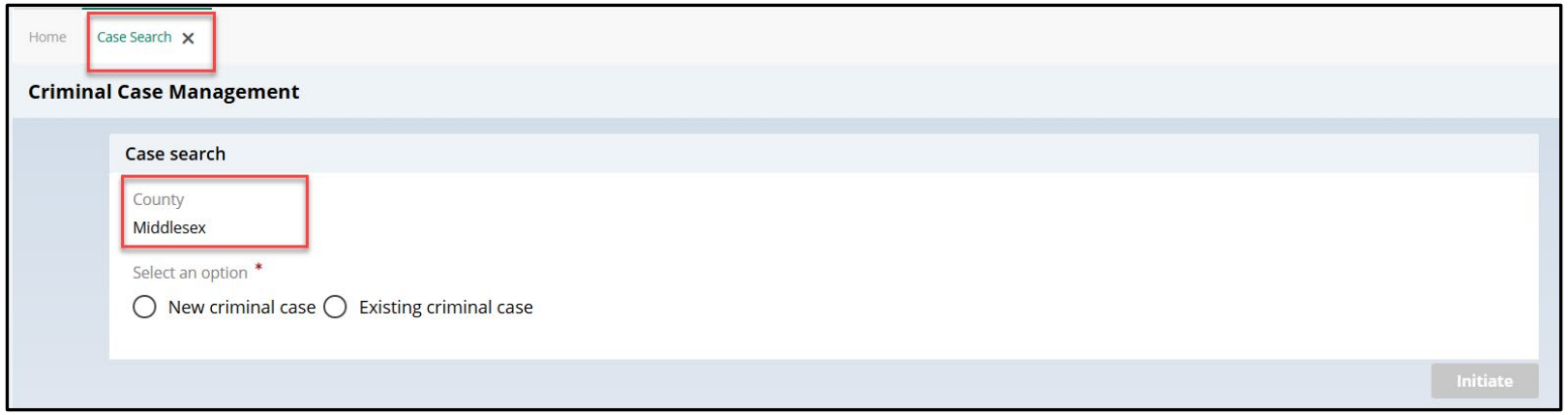
Criminal Case Management - Manual Case Entry

Manual Case Entry

Selecting Manual Case Entry option will navigate user to the manual case creation flow.
System will open Case search screen in a new tab.

If a user has access to only one county, that county will be preselected and cannot be changed.





Criminal Case Management - Manual Case Entry

Manual Case Entry
– Multi county access

If user has access to multiple counties, then “County” dropdown will list the counties based on user’s profile in alphabetical order.

Criminal Case Management - Manual Case Entry

Upon selecting the county, user can:

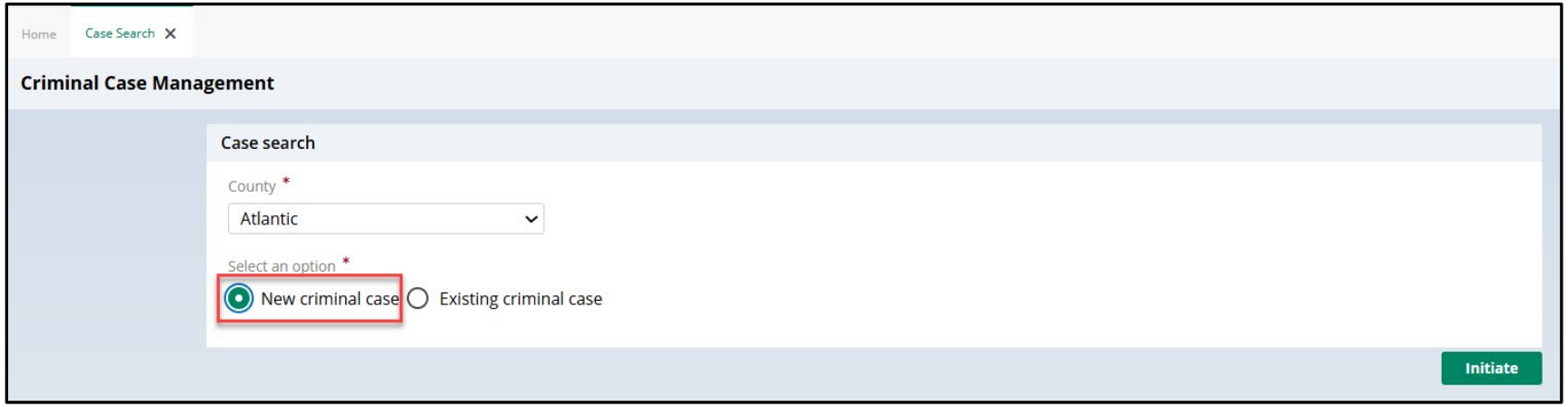
- Select option “New criminal case” and click “Initiate” button for new case creation flow.

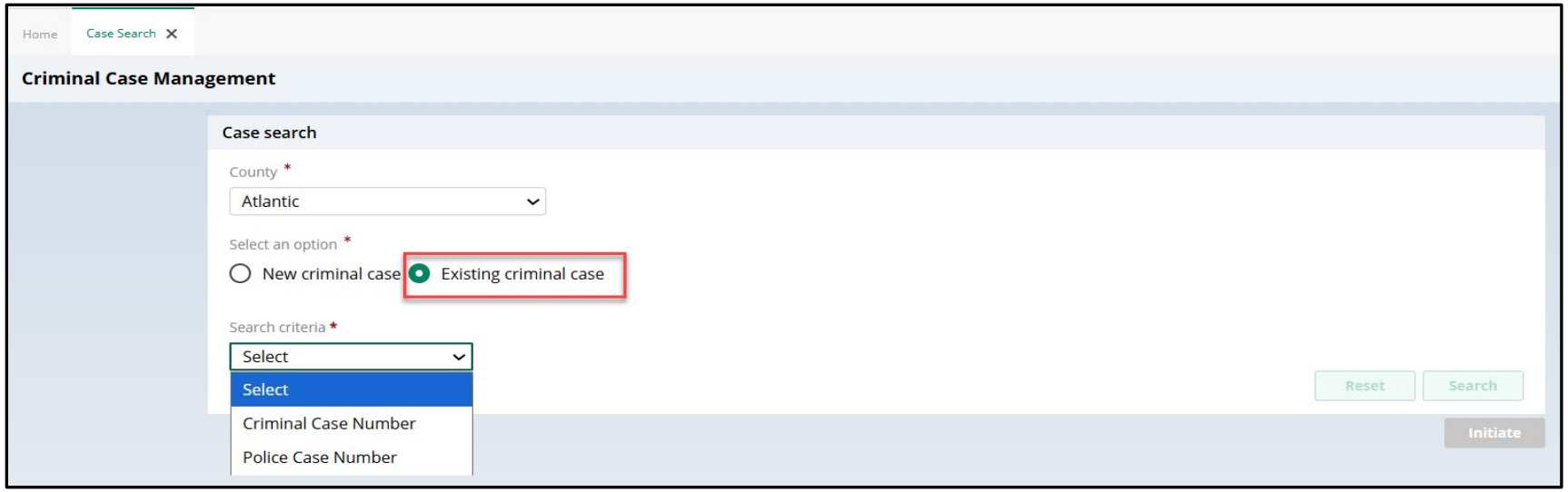
Or

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

  User can search an existing case either using ‘Criminal case number’ or ‘Police case number’

Click “Initiate” button to launch the Manual case entry flow.



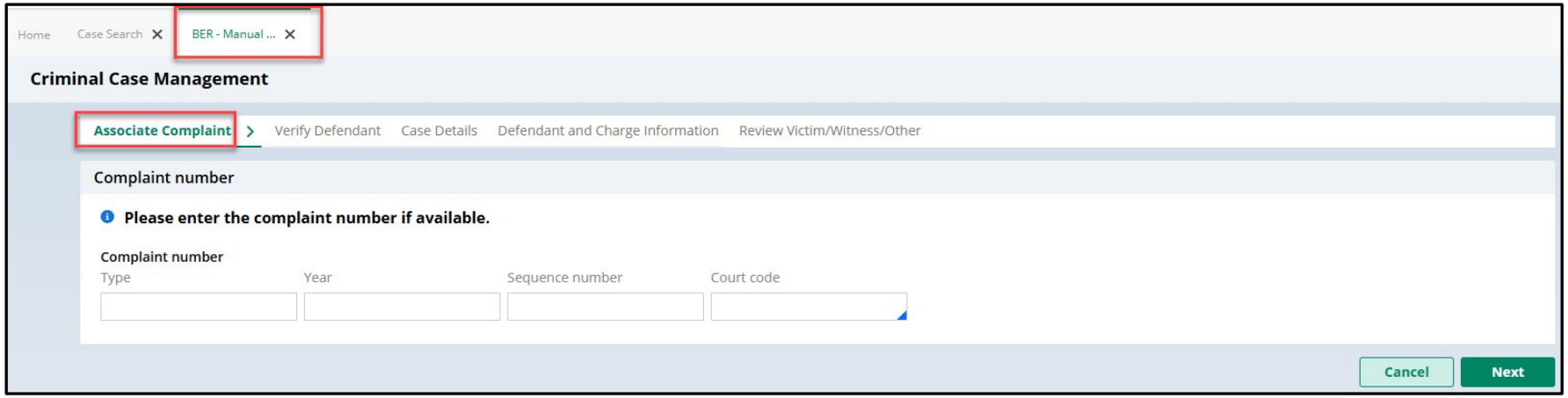


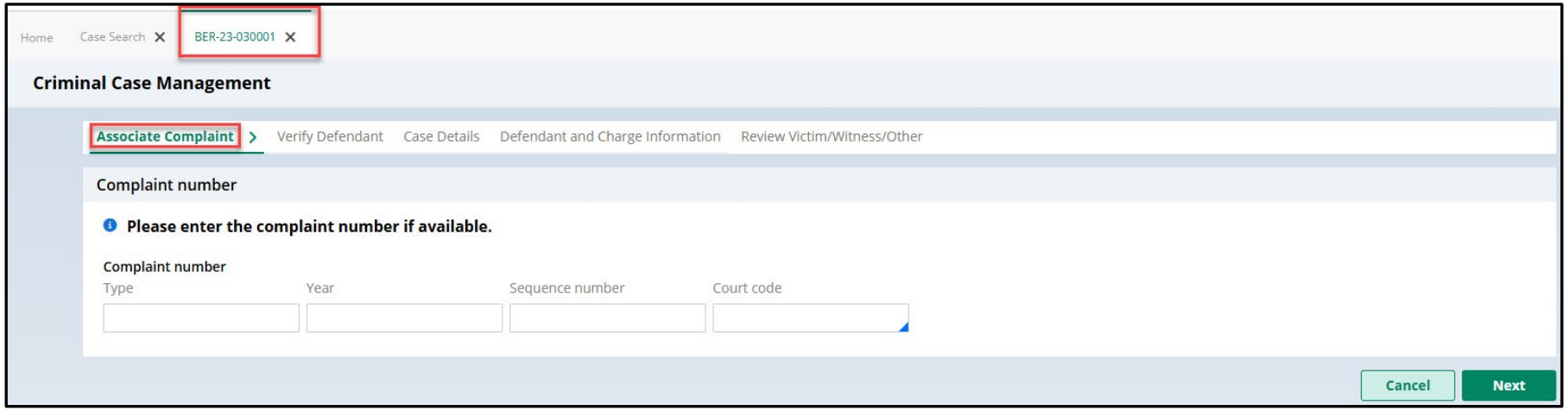
Criminal Case Management - Manual Case Entry

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

- Tab name will display “county code - Manual Case” when New criminal case option is selected.
- Tab name will display the criminal case number when Existing criminal case option is selected.

User can proceed with other stages for manual case creation clicking “Next” button.



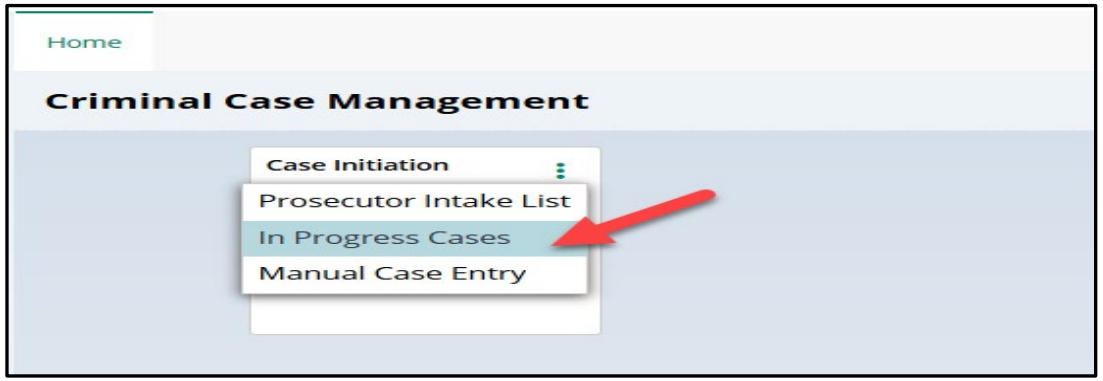


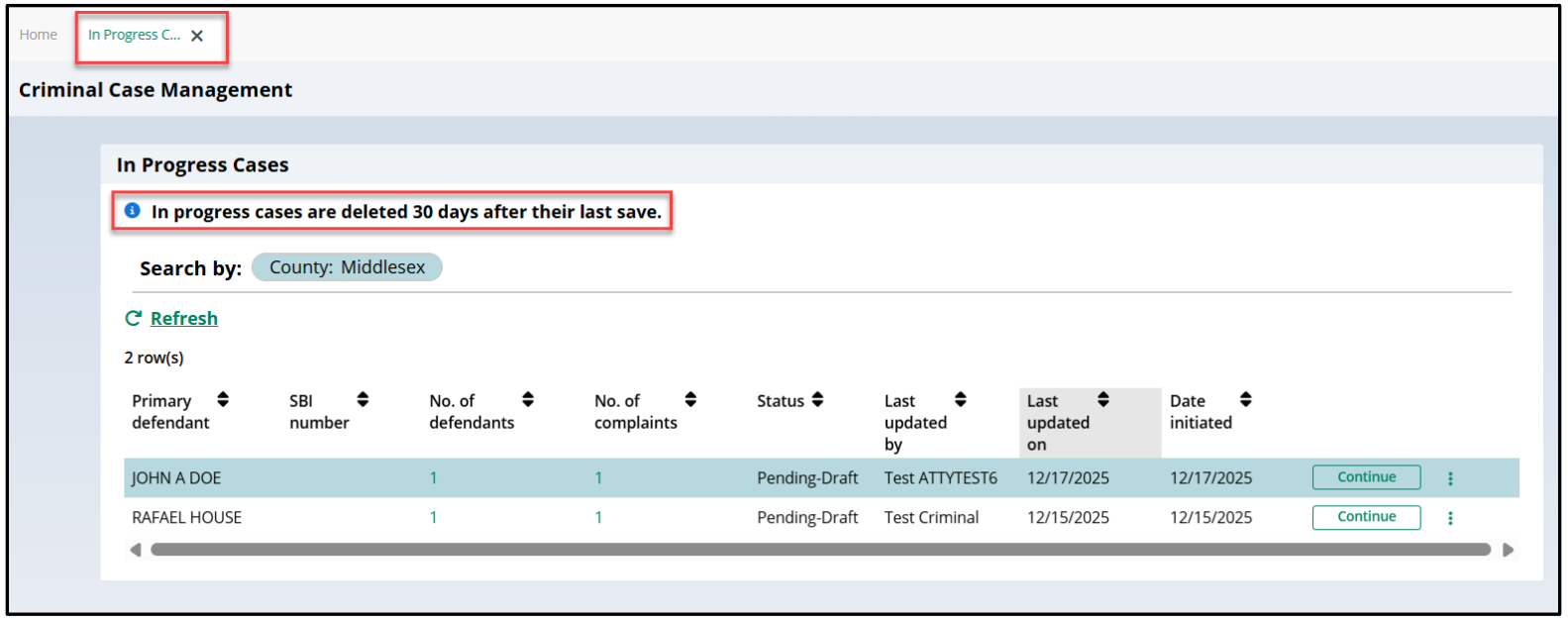
Criminal Case Management -In Progress Cases

Selecting In Progress Cases option will open a new tab and display In Progress Cases.

System will display, In Progress cases for county based on user's profile.

It will also display an informational message stating that cases will be removed from the list 30 days after their last update date.





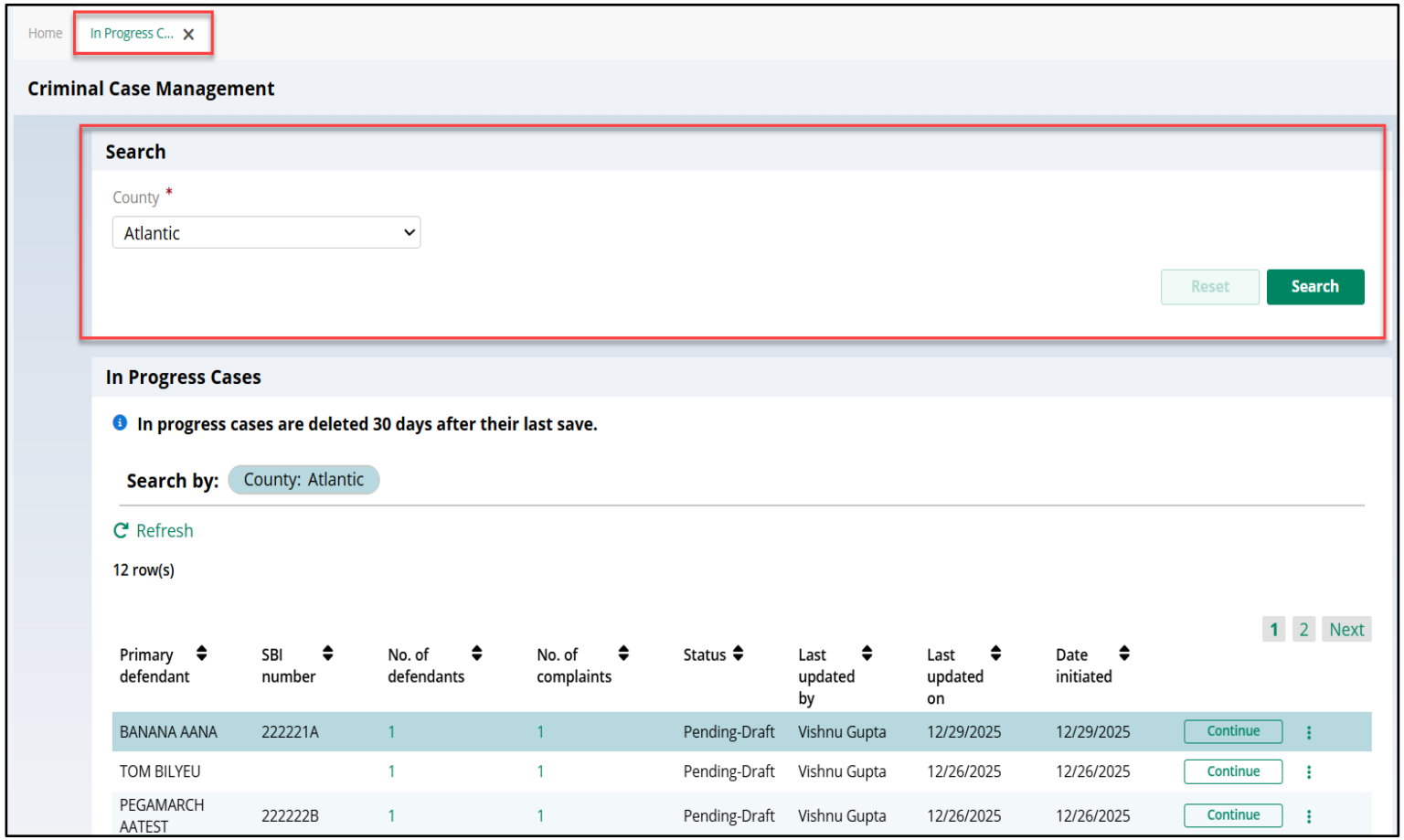
Criminal Case Management -In Progress Cases

If user has access to multiple counties, then system will display Search section on the top and In Progress Cases in the bottom section.

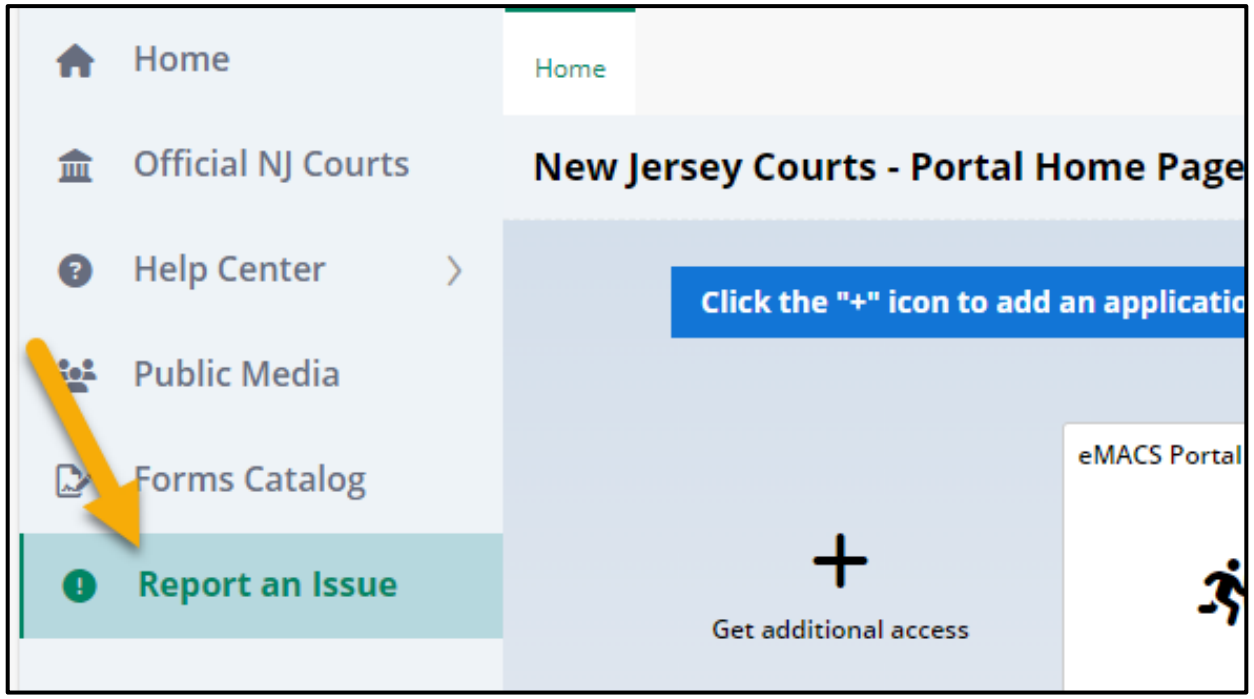
"County" dropdown will list the counties based on user's profile in alphabetical order. By default, In Progress complaints will be shown for the first county in the list.

When a different county is selected and the "Search" button is clicked, In Progress complaints will update to display complaints for the selected county in the bottom section.

User can click "Continue" button and proceed with case creation.



Technical Assistance

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

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