



New Jersey Courts

Independence • Integrity • Fairness • Quality Service

Criminal Case Management –Tile Merge

January 2026

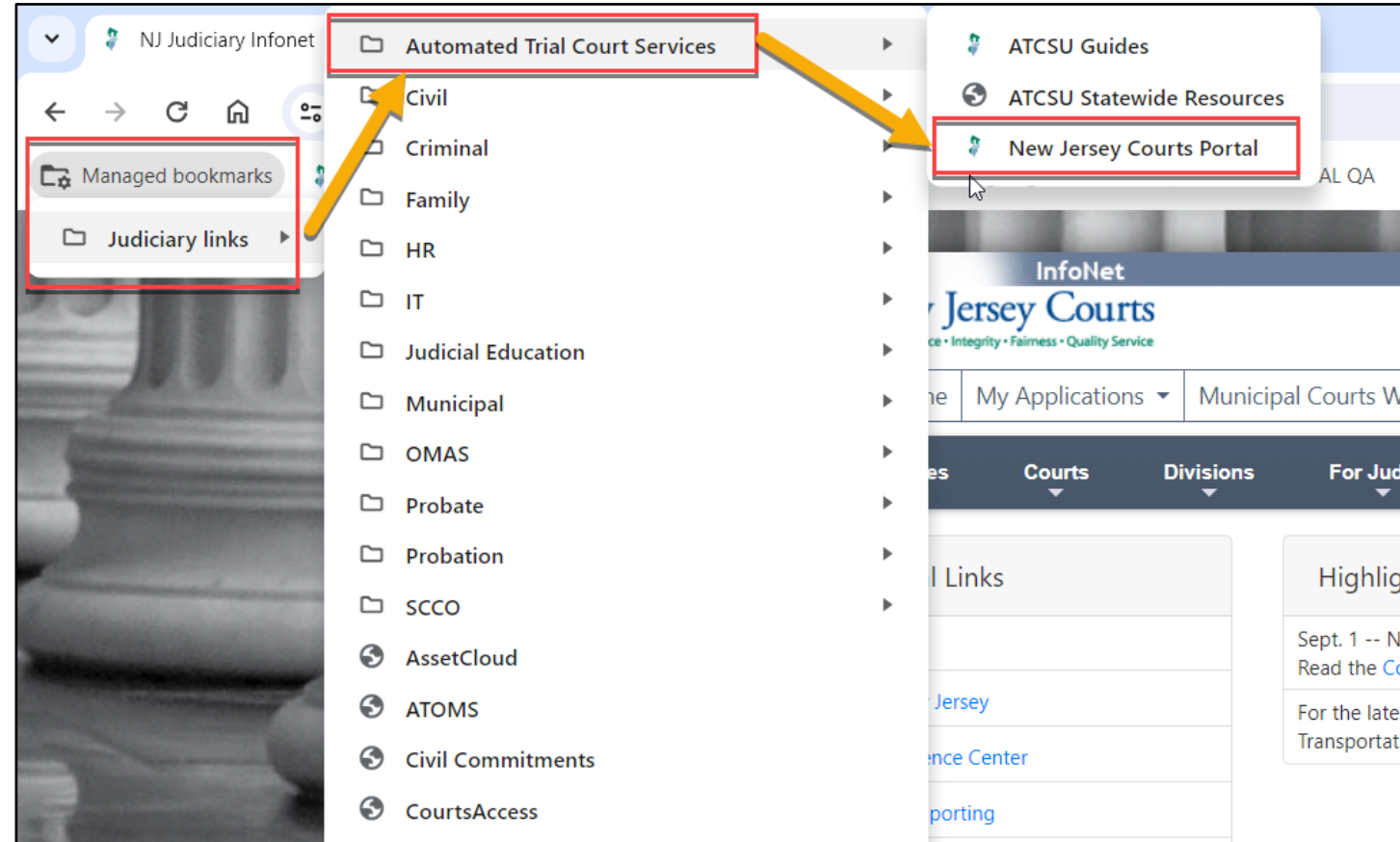
Overview

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.

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](#)

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?](#)

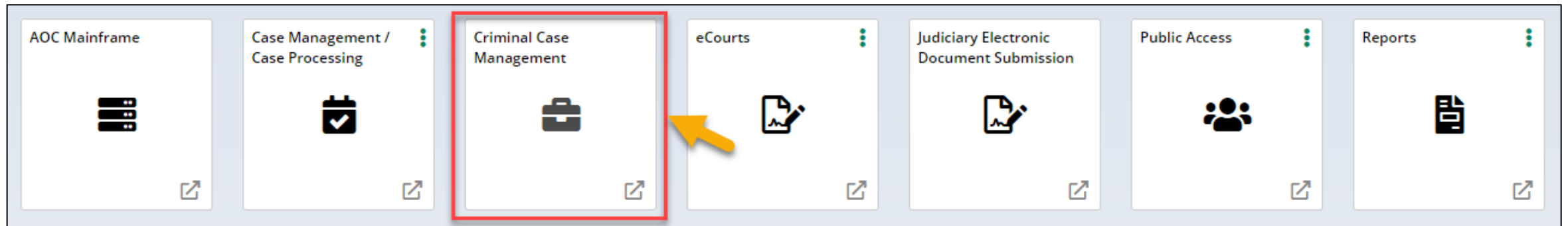
Password * [Forgot Password?](#)

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.

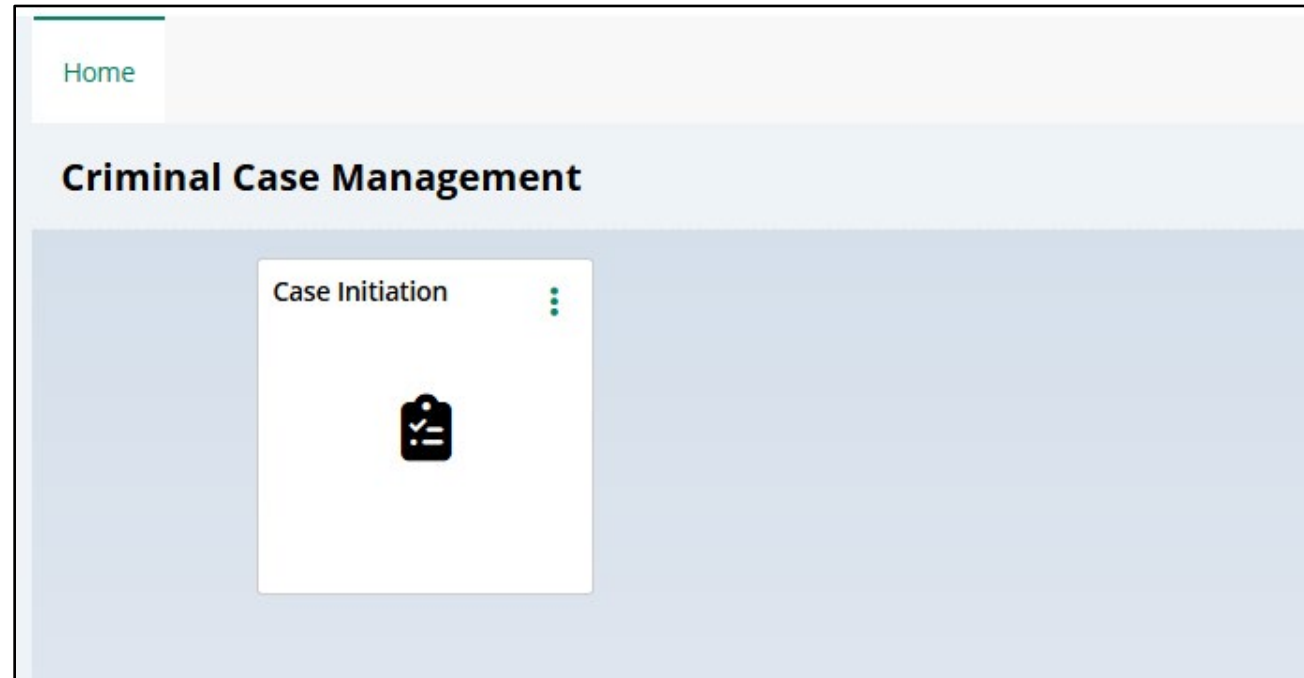
<input type="checkbox"/> PACIFICO & LAWRENCE 705 AMBOY AVE WOODBURGE NJ 07095 ANURAG.GROVER@NJJUDLAB.NJCOURTS.GOV ERICA.MATHUR@NJJUDLAB.NJCOURTS.GOV DAVID.LEANING@NJJUDLAB.NJCOURTS.GOV	<input type="checkbox"/> COUNSELORS R US, LLC2 ADDRESS LINE1 1234 JUSTICE BLVD SDASD OC ———	<input type="checkbox"/> BURLINGTON COUNTY PROSECUTOR 49 RANOCAS 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@NJJUDLAB.NJCOURTS.GOV	<input type="checkbox"/> MIDDLESEX COUNTY PROSECUTOR 3RD FLOOR 25 KIRKPATRICK STREET NEW BRUNSWICK NJ 089010000 ELAINE.WARE@NJJUDLAB.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

Criminal Case Management

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

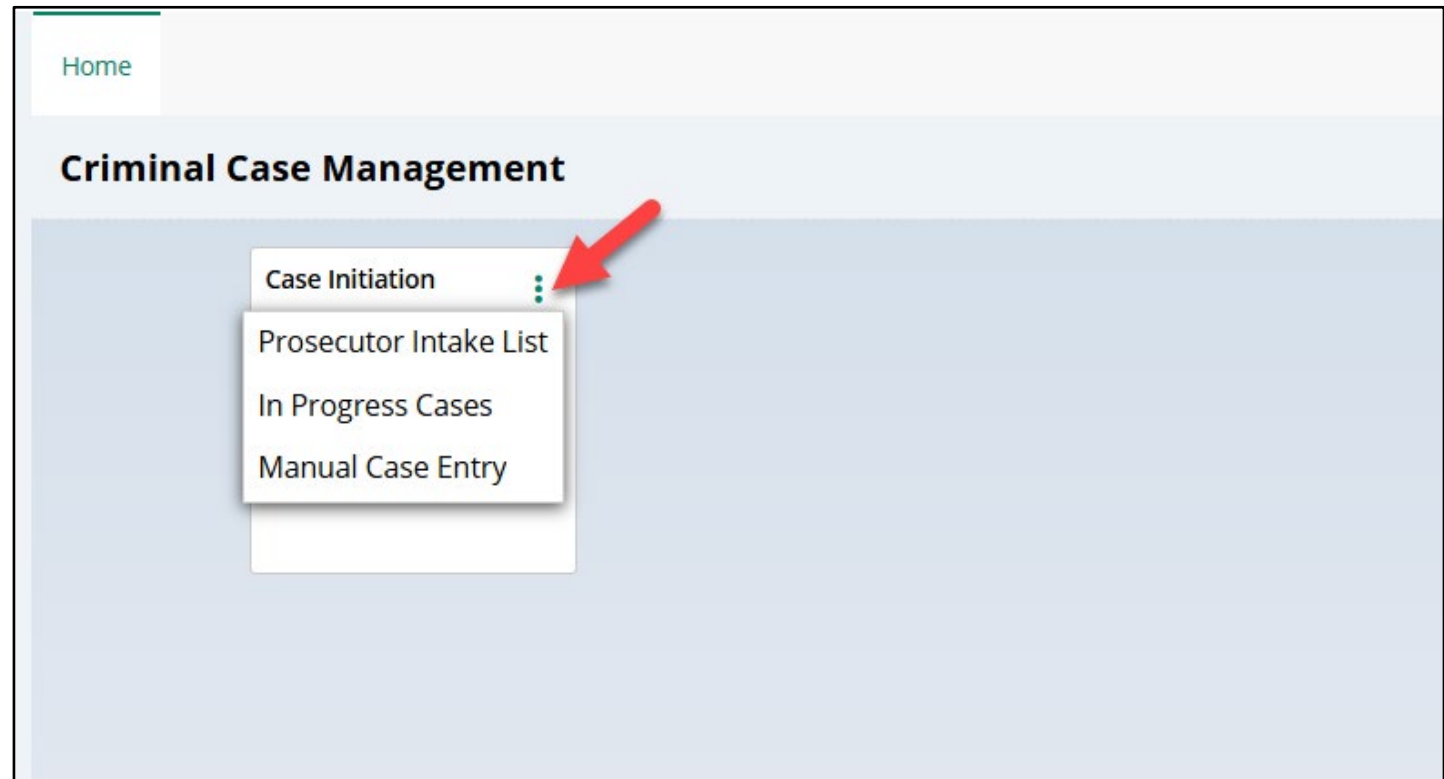


Criminal Case Management

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.

Home **Prosecutor In...** X

Criminal Case Management

Search

County *
Atlantic

Search criteria

Reset Search

Prosecutor intake list

Search by: County: Atlantic

330 row(s) Refresh

Group Fields Show More/Less Default view >

Issue date	Complaint number	Defendant name	SBI number	Offense date	Police case number	Total charges	Alert
12/04/2025	W-2025-000002-0115	JANET NEWISP	555589I	12/04/2025		1	Add
11/26/2025	W-2025-000193-0102	THE SIMPSON		11/26/2025		1	Add
10/21/2025	W-2025-000160-0102	LATER ALLIGATOR		10/17/2025		1	Add
10/17/2025	W-2025-000161-0102	LATER ALLIGATOR	22222L	10/17/2025		1	Add
10/17/2025	S-2025-000159-0102	LATER ALLIGATOR	22222L	10/17/2025		1	Add
10/07/2025	W-2025-000009-0180	PROFESOR JIRAFLES		10/01/2025		1	Add
10/07/2025	S-2025-000154-0102	THE SIMPSONS		10/07/2025		1	Add

New Jersey Judiciary

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.

The screenshot displays the 'Prosecutor Intake List' interface. At the top, there is a 'Search' section with a 'County *' dropdown menu. The dropdown is open, showing a list of New Jersey counties: Atlantic, Bergen, Burlington, Camden, Cape May, Cumberland, Essex, Gloucester, Hunterdon, Hudson, Mercer, Middlesex, Monmouth, Morris, and Ocean. The 'Atlantic' option is currently selected. To the right of the dropdown are 'Reset' and 'Search' buttons. Below the dropdown, there is a 'Refresh' button and a 'Default view' link. The main part of the interface is a table with columns: Defendant name, SBI number, Offense date, Police case number, Total charges, and Alert. The table contains four rows of data, each with an 'Add' button and a vertical ellipsis icon.

Defendant name	SBI number	Offense date	Police case number	Total charges	Alert
HARRISON FORD	777764F	12/11/2025		1	<button>Add</button> ⋮
HARRISON FORD	777764F	12/11/2025		1	<button>Add</button> ⋮
BANANA AANA	22211A	12/11/2025		1	<button>Add</button> ⋮
JANET NEWISP	555589I	12/04/2025		1	<button>Add</button> ⋮

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.

Home Prosecutor In... X

Criminal Case Management

Search

County
Middlesex

Search criteria
▼

Reset Search

Prosecutor intake list

Search by: County: Middlesex

500 row(s) Refresh

Group Fields Show More/Less Sorted View >

Issue date	Complaint number	Defendant name	SBI number	Offense date	Police case number	Total charges	Alert
01/12/2026	PS-2026-344557-1214	DONALD SMITH		01/01/2026	1000000003	1	CP
01/12/2026	PS-2026-344556-1214	DONALD SMITH		01/01/2026	1000000003	1	
01/09/2026	PS-2026-111223-1214	JOHN DOE		01/01/2026	1000000003	1	
01/09/2026	PS-2026-111222-1214	JOHN DOE		01/01/2026	1000000003	1	
01/09/2026	AR-2026-000001-1214	LORI SMITH		01/08/2026	1612345678	1	

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.

Search

County *
Bergen

Search criteria
Complaint number
Complaint type
Defendant name
Issue date
Court code
Offense date
Police case number
SBI number

Reset Search

Refresh

Default view >

	date	number	Defendant name	SBI number	Offense date	Police case number	Total charges	Alert
	01/02/2026	W-1985-000001-0205	JANE DOE		01/01/1985		1	<div>Add</div>
	12/17/2025	W-2025-000019-0201	SAM JWS		12/17/2025		1	<div>Add</div>
	12/17/2025	W-2025-000018-0201	STEVE JWS		12/17/2025		1	<div>Add</div>
	12/17/2025	W-2025-000017-0201	JAMES JWS		12/17/2025		1	<div>Add</div>

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.

This screenshot shows the 'Search' form with 'County' set to 'Bergen'. The 'Search criteria' dropdown is set to 'Defendant name', which is highlighted in yellow. A red box highlights the search criteria section and the date fields. The form includes fields for First name, MI, Last name, Date of birth from/to, Court code, Issue date from/to, and Offense date from/to. 'Reset' and 'Search' buttons are at the bottom right.

This screenshot shows the 'Search' form with 'County' set to 'Bergen'. The 'Search criteria' dropdown is set to 'Complaint type', which is highlighted in yellow. A red box highlights the search criteria section and the date fields. The form includes fields for Court code, Issue date from/to, and Offense date from/to. 'Reset' and 'Search' buttons are at the bottom right.

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.

Search

County *
Bergen

Search criteria
Defendant name

First name
MI
Last name *
simpson

Date of birth from
Date of birth to
Court code
Issue date from
Issue date to
Offense date from
Offense date to

Reset Search

Prosecutor intake list

Search by: County: Bergen Defendant name: simpson

4 row(s) Refresh

Issue date	Complaint number	Defendant name	SBI number	Offense date	Police case number	Total charges	Alert
12/04/2025	S-2025-000013-0201	THE SIMPSON		12/04/2025		1	Add
11/13/2025	W-2025-000003-0201	THE SIMPSON		11/13/2025		1	Add
11/13/2025	S-2025-000007-0201	THE SIMPSON		11/13/2025		1	Add
11/13/2025	S-2025-000006-0201	THE SIMPSON		11/13/2025		1	Add

Added complaints

+ Pull Complaint

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.

Search

County ^{*}
Bergen

Search criteria

Reset

Search

Prosecutor intake list

Search by: County: Bergen

21 row(s)

Group Fields Show More/Less

Refresh

Default view >

Issue date	Complaint number	Defendant name	SBI number	Offense date	Police case number	Total charges	Alert
01/02/2026	W-1985-000001-0205	JANE DOE		01/01/1985		1	<div>Add</div>
12/17/2025	W-2025-000018-0201	STEVE JWS		12/17/2025		1	<div>Add</div>
12/17/2025	W-2025-000017-0201	JAMES JWS		12/17/2025		1	<div>Add</div>
12/04/2025	S-2025-000013-0201	THE SIMPSON		12/04/2025		1	<div>Add</div>
11/13/2025	W-2025-000003-0201	THE SIMPSON		11/13/2025		1	<div>Add</div>
11/13/2025	S-2025-000007-0201	THE SIMPSON		11/13/2025		1	<div>Add</div>
11/13/2025	S-2025-000006-0201	THE SIMPSON		11/13/2025		1	<div>Add</div>
11/05/2025	W-2025-000003-0257	DANIEL FRISHMAN	777721F	11/05/2025		1	<div>Add</div>
09/25/2025	W-2025-000003-0203	AJUVE AAJSG	22222K	09/25/2025		1	<div>Add</div>
09/25/2025	W-2025-000002-0203	AJUVE AAJSG	22222K	09/25/2025		2	<div>Add</div>

1 2 3 Next

Added complaints

1 row(s)

Issue date	Complaint number	Defendant name	SBI number	Offense date	Police case number	Total charges	Alert
12/17/2025	W-2025-000019-0201	SAM JWS		12/17/2025		1	<div>Remove</div>

+ Pull Complaint

Initiate case

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.



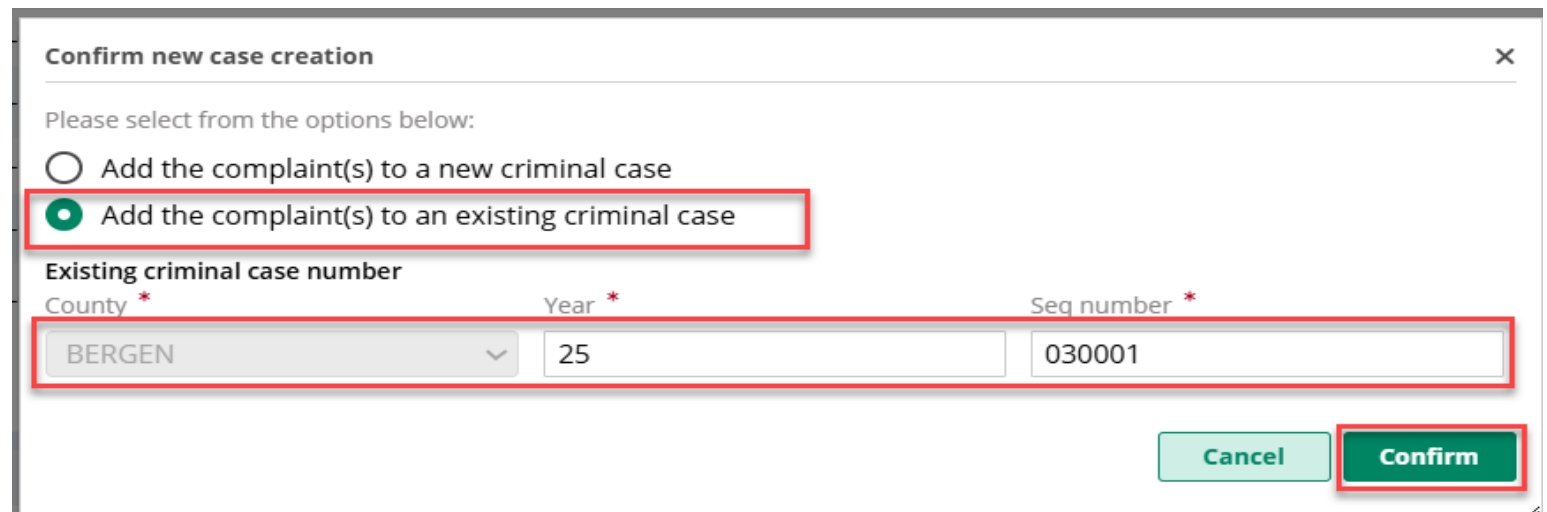
Confirm new case creation

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



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 criminal case number

County * Year * Seq number *

BERGEN 25 030001

Cancel Confirm

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.

Issue date	Complaint number	Defendant name	SBI number	Police case number	Offense date	Offense
11/13/2025	W-2025-000003-0201	THE SIMPSON			11/13/2025	2C:15-1A(1)

Issue date	Complaint number	Defendant name	SBI number	Police case number	Offense date	Offense
11/13/2025	W-2025-000003-0201	THE SIMPSON			11/13/2025	2C:15-1A(1)

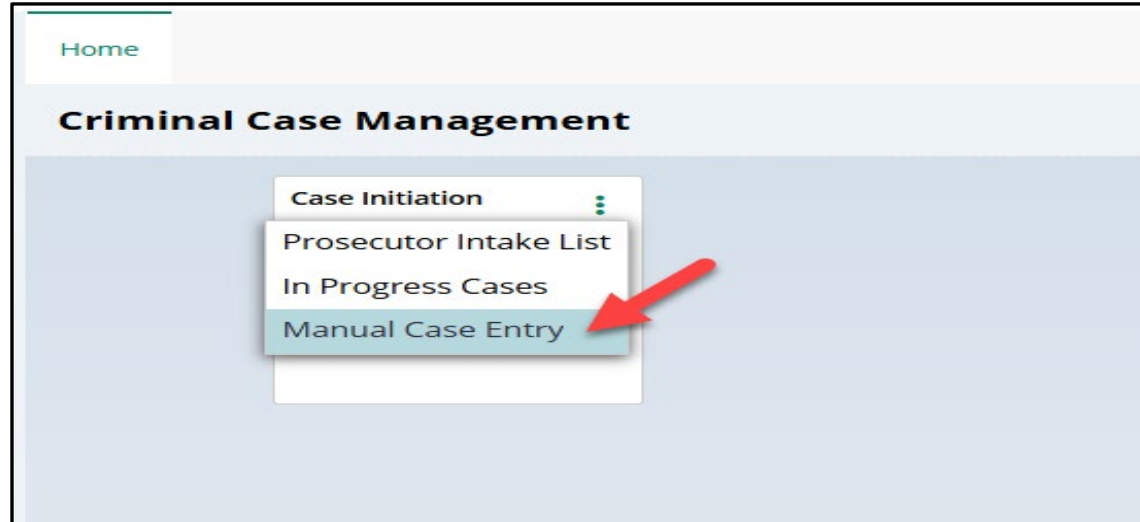
Criminal Case Management - Manual Case Entry

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.

The screenshot displays the 'Criminal Case Management' web application interface. At the top, there is a navigation bar with 'Home' and 'Case Search' (highlighted with a red box and an 'X' icon). Below the navigation bar, the title 'Criminal Case Management' is visible. The main content area is titled 'Case search' and contains a form. The form has a 'County *' dropdown menu (highlighted with a red box) currently showing 'Atlantic'. Below the dropdown is a 'Select an option *' section with two radio buttons: 'New criminal case' and 'Existing criminal case'. At the bottom right of the form, there is an 'Initiate' button.

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

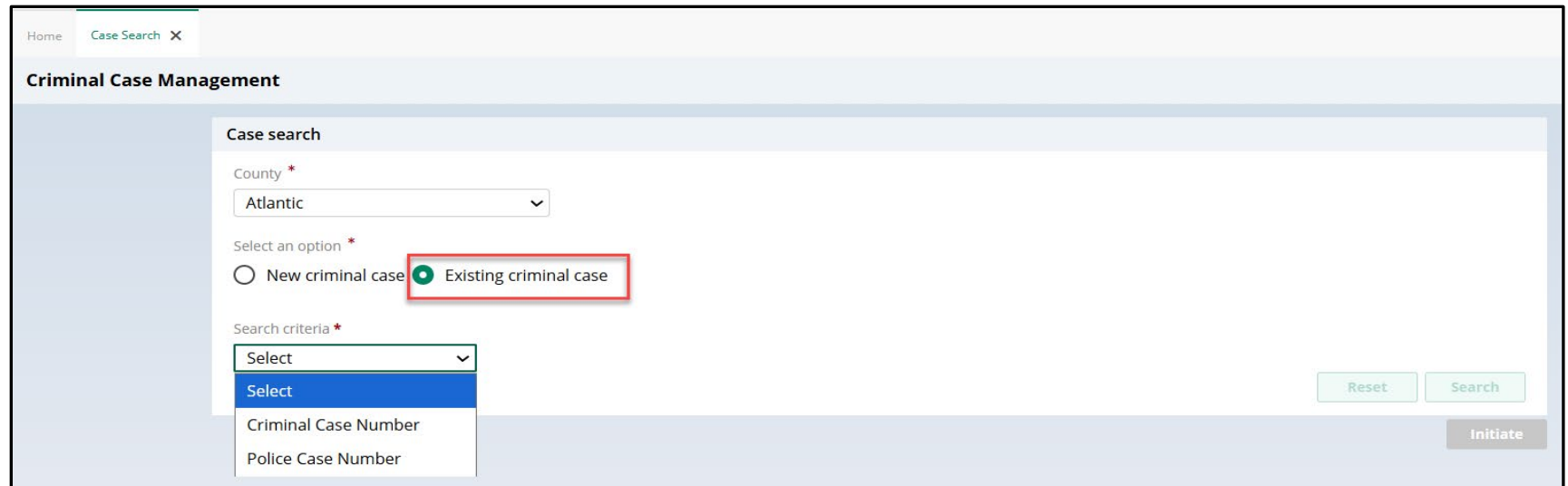
- Select option “Existing criminal case” to add new defendant to an existing criminal case.

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.



The screenshot shows the 'Criminal Case Management' interface. At the top, there are tabs for 'Home' and 'Case Search'. Below the tabs, the title 'Criminal Case Management' is displayed. The main section is titled 'Case search' and contains a 'County' dropdown menu with 'Atlantic' selected. Below the dropdown, there is a 'Select an option' section with two radio buttons: 'New criminal case' (which is selected and highlighted with a red box) and 'Existing criminal case'. At the bottom right of the form, there is a green 'Initiate' button.



The screenshot shows the 'Criminal Case Management' interface. At the top, there are tabs for 'Home' and 'Case Search'. Below the tabs, the title 'Criminal Case Management' is displayed. The main section is titled 'Case search' and contains a 'County' dropdown menu with 'Atlantic' selected. Below the dropdown, there is a 'Select an option' section with two radio buttons: 'New criminal case' and 'Existing criminal case' (which is selected and highlighted with a red box). Below the radio buttons, there is a 'Search criteria' dropdown menu with 'Select' selected and a list of options: 'Criminal Case Number' and 'Police Case Number'. At the bottom right of the form, there are 'Reset' and 'Search' buttons, and a grey 'Initiate' button.

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.

The screenshot shows the 'Criminal Case Management' interface. At the top, there are tabs: 'Home', 'Case Search', and 'BER - Manual ...'. The 'Associate Complaint' tab is selected and highlighted with a red box. Below the tabs, there are navigation links: 'Verify Defendant', 'Case Details', 'Defendant and Charge Information', and 'Review Victim/Witness/Other'. The main section is titled 'Complaint number' and contains a message: 'Please enter the complaint number if available.' Below this, there are four input fields: 'Type', 'Year', 'Sequence number', and 'Court code'. At the bottom right, there are 'Cancel' and 'Next' buttons.

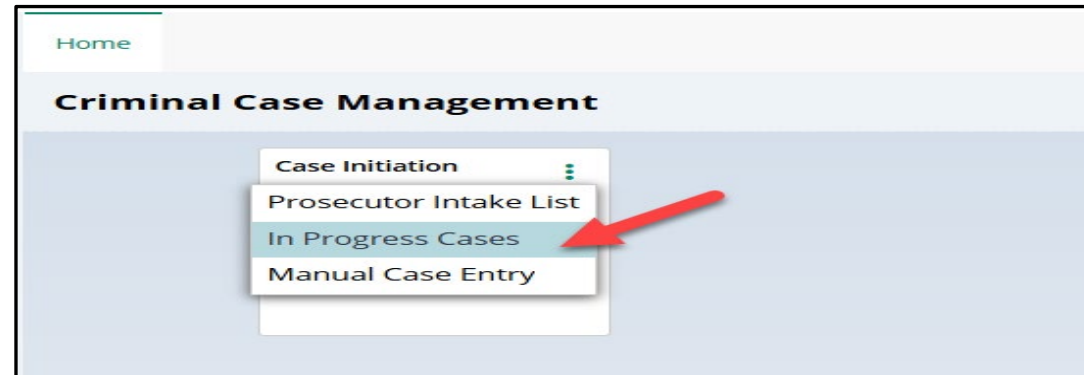
The screenshot shows the 'Criminal Case Management' interface. At the top, there are tabs: 'Home', 'Case Search', and 'BER-23-030001'. The 'Associate Complaint' tab is selected and highlighted with a red box. Below the tabs, there are navigation links: 'Verify Defendant', 'Case Details', 'Defendant and Charge Information', and 'Review Victim/Witness/Other'. The main section is titled 'Complaint number' and contains a message: 'Please enter the complaint number if available.' Below this, there are four input fields: 'Type', 'Year', 'Sequence number', and 'Court code'. At the bottom right, there are 'Cancel' and 'Next' buttons.

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.



The screenshot shows the 'In Progress Cases' page. At the top, there is a tab labeled 'In Progress C...' with a close button. Below the header, a message states: 'In progress cases are deleted 30 days after their last save.' A search filter is set to 'County: Middlesex'. A 'Refresh' button is visible. The table below shows 2 rows of data:

Primary defendant	SBI number	No. of defendants	No. of complaints	Status	Last updated by	Last updated on	Date initiated	
JOHN A DOE		1	1	Pending-Draft	Test ATTYTEST6	12/17/2025	12/17/2025	Continue ⋮
RAFAEL HOUSE		1	1	Pending-Draft	Test Criminal	12/15/2025	12/15/2025	Continue ⋮

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.

Home In Progress C... x

Criminal Case Management

Search
County *
Atlantic
Reset Search

In Progress Cases

! In progress cases are deleted 30 days after their last save.

Search by: County: Atlantic

Refresh

12 row(s)

Primary defendant	SBI number	No. of defendants	No. of complaints	Status	Last updated by	Last updated on	Date initiated	
BANANA AANA	222221A	1	1	Pending-Draft	Vishnu Gupta	12/29/2025	12/29/2025	Continue :
TOM BILYEU		1	1	Pending-Draft	Vishnu Gupta	12/26/2025	12/26/2025	Continue :
PEGAMARCH AATEST	222222B	1	1	Pending-Draft	Vishnu Gupta	12/26/2025	12/26/2025	Continue :

1 2 Next

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

