



Criminal Case Management – Tile Merge

January 2026

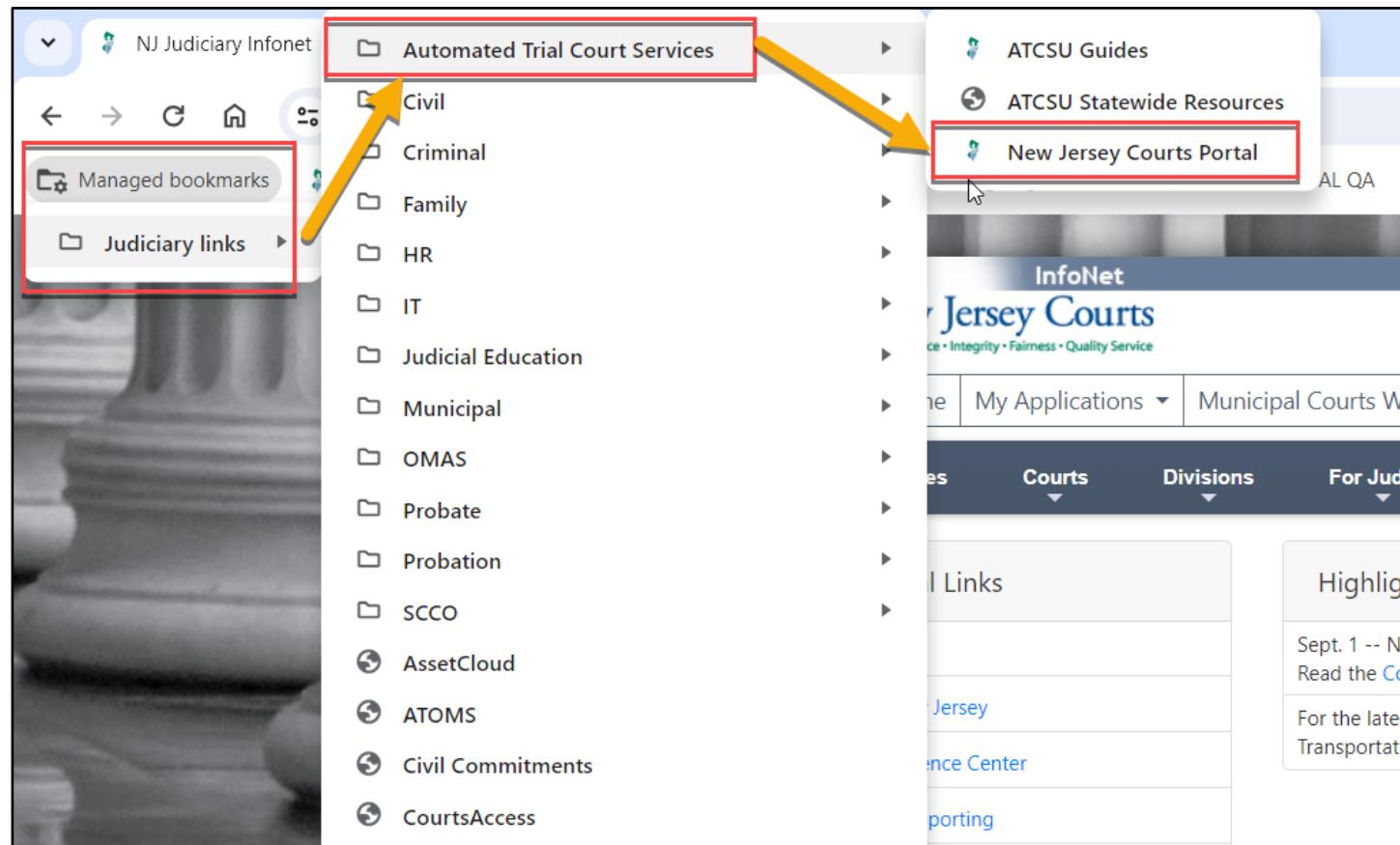
Overview

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.

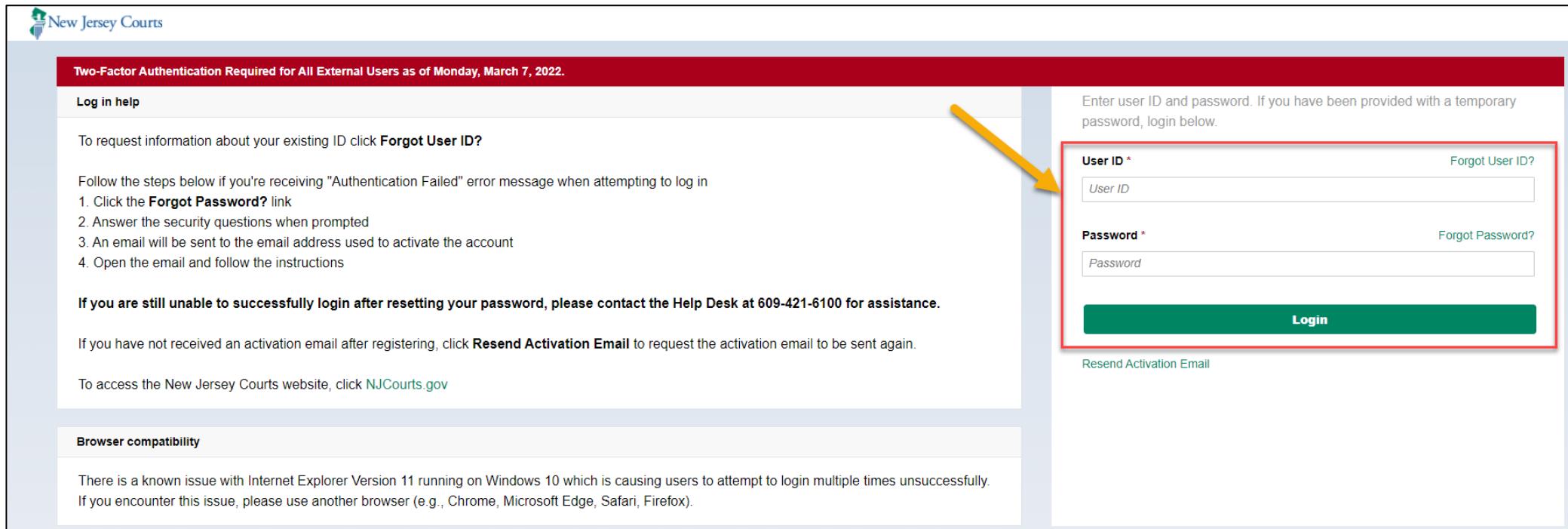
Navigate to Criminal Case Management (Internal)

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.

PACIFICO & LAWRENCE
705 AMBOY AVE
WOODBRIDGE NJ 07095
ANURAG.GROVER@NJJUDLAB.NJCOURTS.GOV
ERICA.MATHUR@NJJUDLAB.NJCOURTS.GOV
DAVID.LEANING@NJJUDLAB.NJCOURTS.GOV

GLOUCESTER COUNTY PROSECUTOR
PO BOX 623 70 HUNTER STREET
WOBURN NJ 080960000
VISHNU.GUPTA@NJJUDLAB.NJCOURTS.GOV

ATTORNEY GENERAL CRIMINAL JUSTICE
25 MARKET STREET PO BOX 085
TRENTON NJ 08625

COUNSELORS R US, LLC2
ADDRESS LINE1 1234 JUSTICE BLVD
SDASD OC —

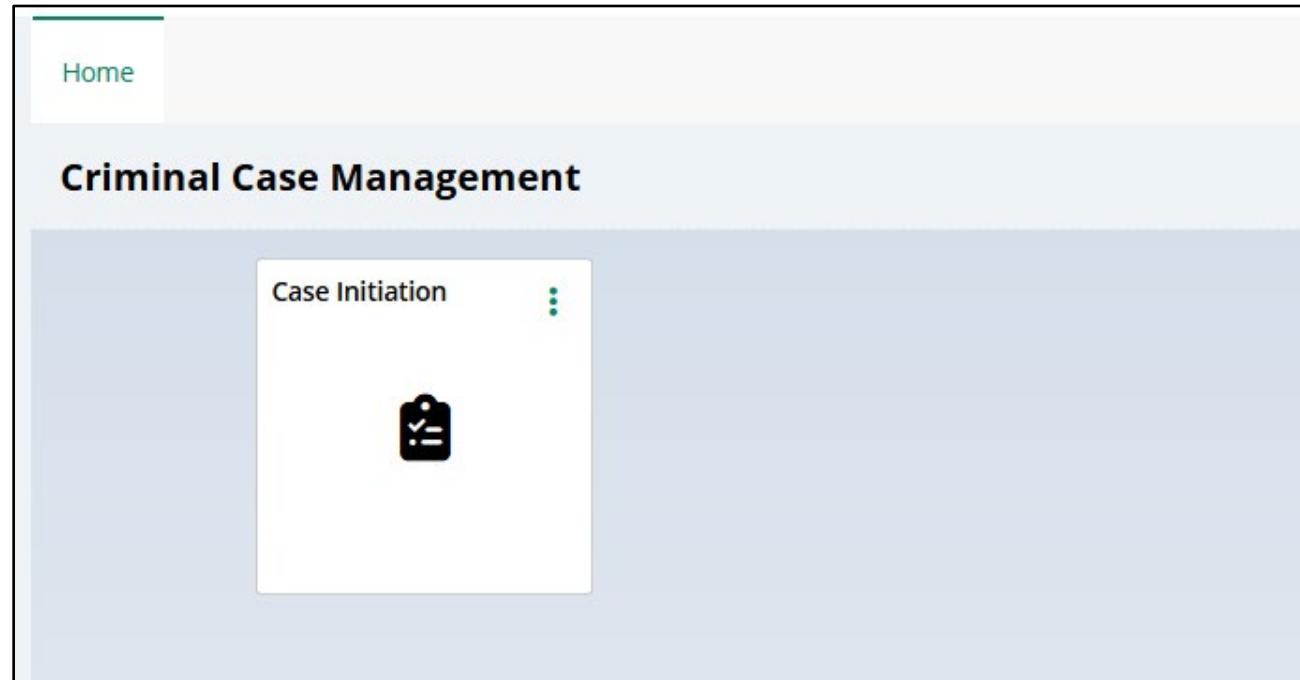
MIDDLESEX COUNTY PROSECUTOR
3RD FLOOR 25 KIRKPATRICK STREET
NEW BRUNSWICK NJ 089010000
ELAINE.WARE@NJJUDLAB.NJCOURTS.GOV

ATTORNEY GENERAL OFFICE OF INSURANCE FRAUD PROS
123 TEST STREET
TRENTON NJ 08625

I certify that all the information is true and accurate

Criminal Case Management

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

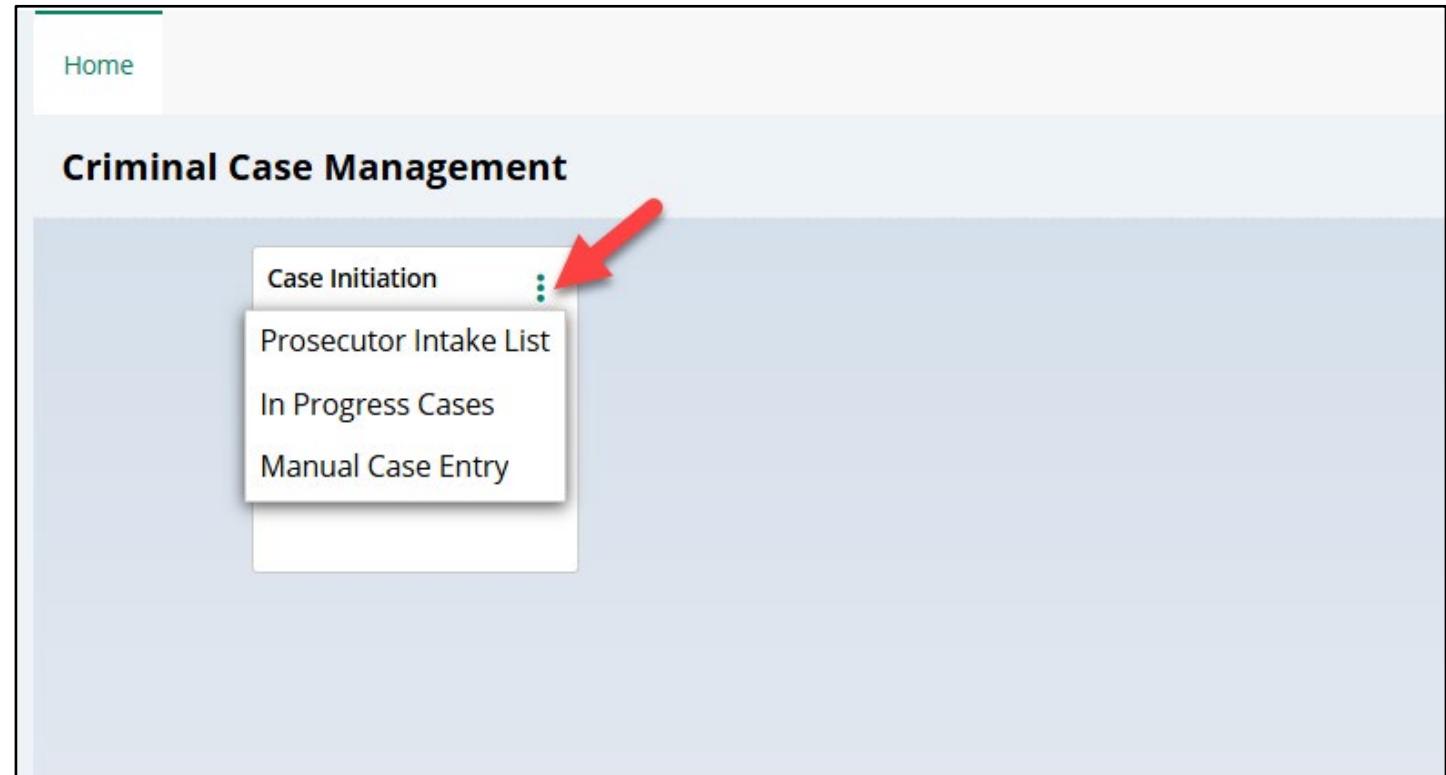


Criminal Case Management

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.

Issue date	Complaint number	Defendant name	SBI number	Offense date	Police case number	Total charges	Add	⋮
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 JIRAFALES		10/01/2025		1	Add	⋮
10/07/2025	S-2025-000154-0102	THE SIMPSONS		10/07/2025		1	Add	⋮

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.

Search

County *

Atlantic

Bergen
Burlington
Camden
Cape May
Cumberland
Essex
Gloucester
Hunterdon
Hudson
Mercer
Middlesex
Monmouth
Morris
Ocean

Reset Search

↻ Refresh Default view >

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

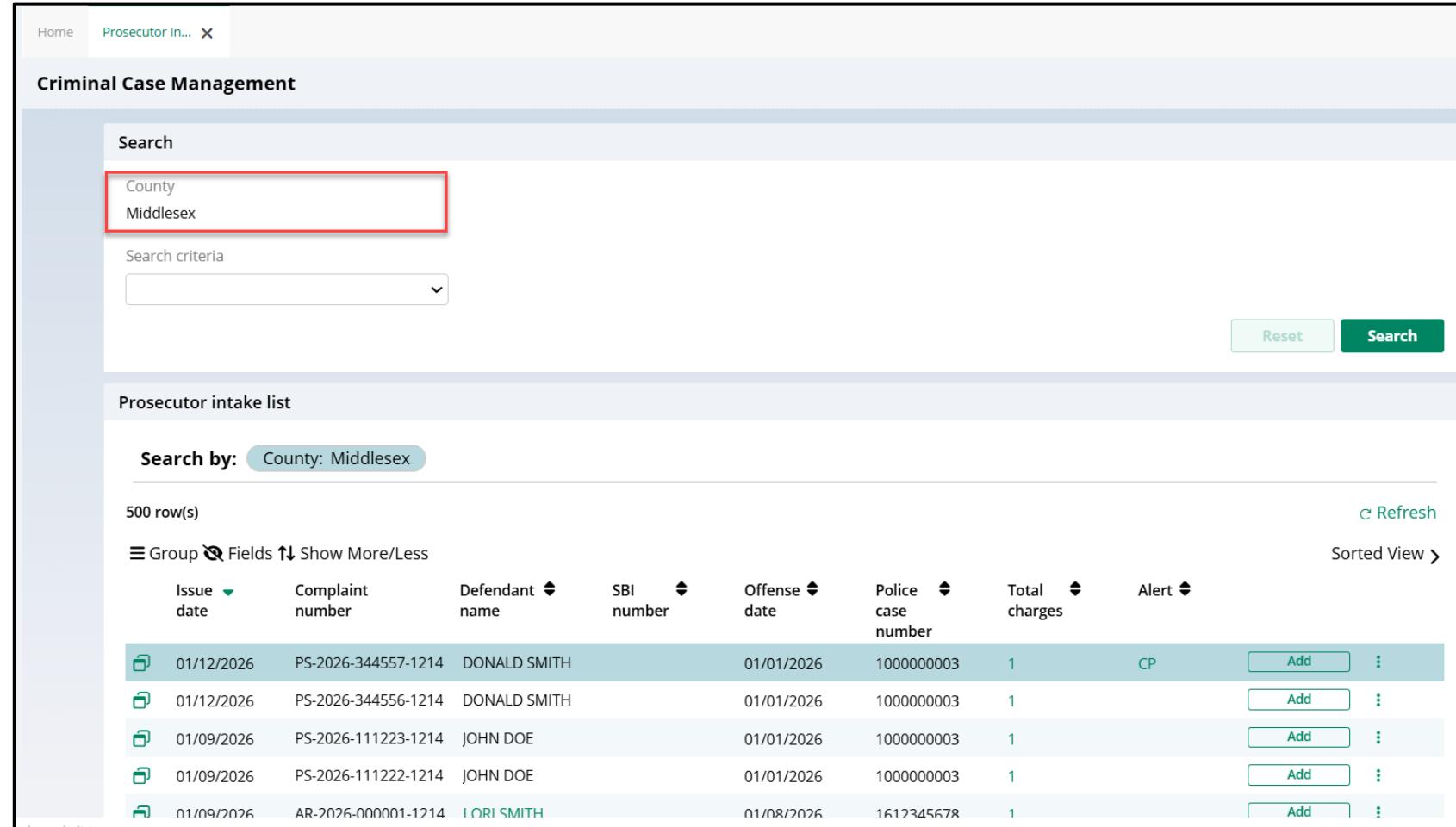


Criminal Case Management -Prosecutor Intake List

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.



The screenshot shows the 'Criminal Case Management' interface with the 'Prosecutor Intake List' section. The search bar at the top has 'County: Middlesex' selected. The table below lists five cases, all from Middlesex County, with columns including Issue date, Complaint number, Defendant name, SBI number, Offense date, Police case number, Total charges, and Alert status (CP). Each row has an 'Add' button and a more options button (three dots).

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

Criminal Case Management -Prosecutor Intake List

Search Complaints

'Search 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	<button>Add</button> <button>⋮</button>
12/17/2025	W-2025-000019-0201	SAM JWS		12/17/2025		1	<button>Add</button> <button>⋮</button>
12/17/2025	W-2025-000018-0201	STEVE JWS		12/17/2025		1	<button>Add</button> <button>⋮</button>
12/17/2025	W-2025-000017-0201	JAMES JWS		12/17/2025		1	<button>Add</button> <button>⋮</button>

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.

Search

County * Bergen

Search criteria	First name	MI	Last name *			
Defendant name						
Date of birth from	Date of birth to	Court code	Issue date from	Issue date to	Offense date from	Offense date to

Reset Search

Search

County * Bergen

Search criteria	Complaint type *			
Complaint type				
Court code	Issue date from	Issue date to	Offense date from	Offense date to

Reset Search



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: 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

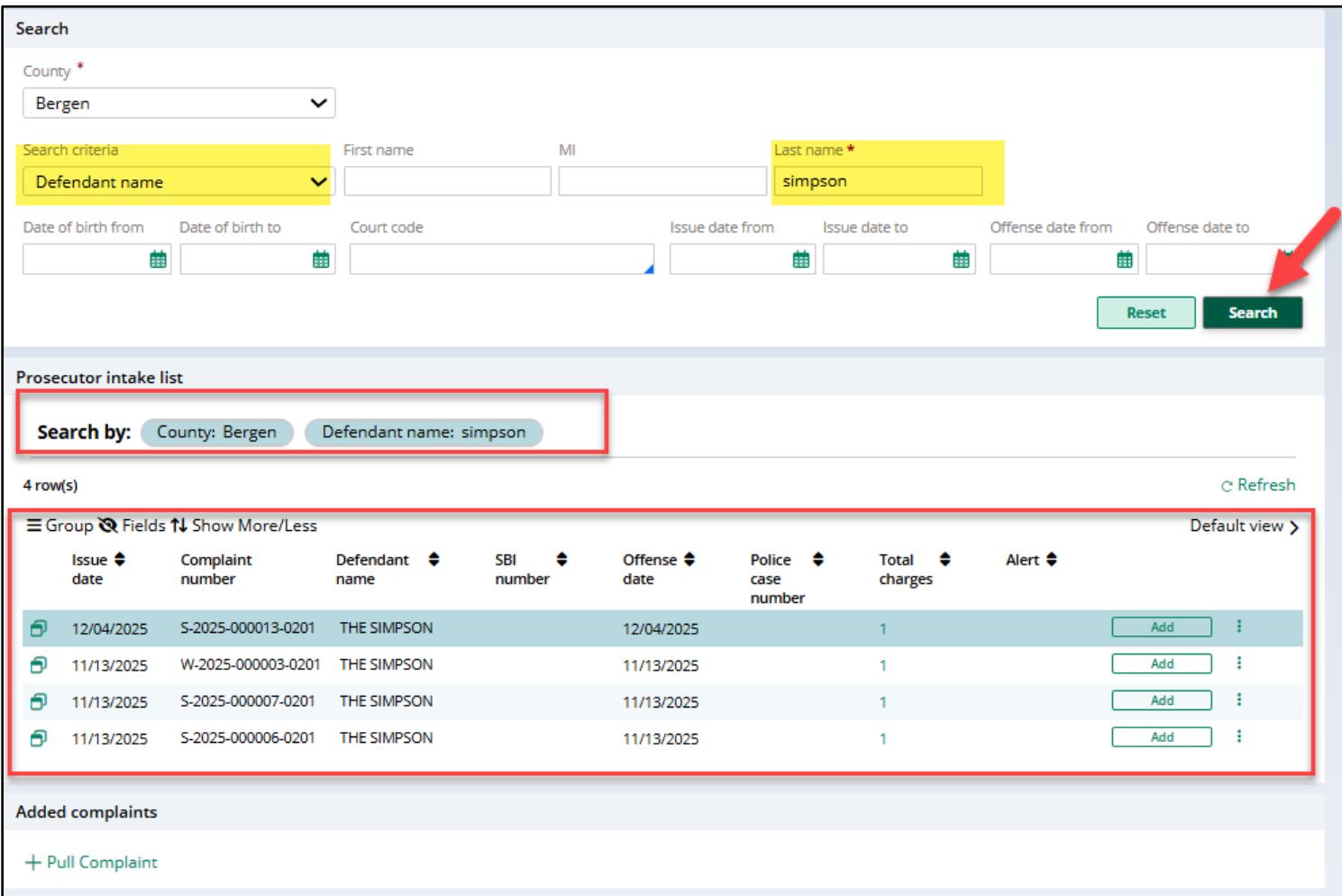
4 row(s) Refresh

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	
11/13/2025	W-2025-000003-0201	THE SIMPSON		11/13/2025		1	
11/13/2025	S-2025-000007-0201	THE SIMPSON		11/13/2025		1	
11/13/2025	S-2025-000006-0201	THE SIMPSON		11/13/2025		1	

Default view >

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

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	
12/17/2025	W-2025-000018-0201	STEVE JWS		12/17/2025		1	
12/17/2025	W-2025-000017-0201	JAMES JWS		12/17/2025		1	
12/04/2025	S-2025-000013-0201	THE SIMPSON		12/04/2025		1	
11/13/2025	W-2025-000003-0201	THE SIMPSON		11/13/2025		1	
11/13/2025	S-2025-000007-0201	THE SIMPSON		11/13/2025		1	
11/13/2025	S-2025-000006-0201	THE SIMPSON		11/13/2025		1	
11/05/2025	W-2025-000003-0257	DANIEL FRISHMAN	777721F	11/05/2025		1	
09/25/2025	W-2025-000003-0203	AJUVE AAJSG	22222K	09/25/2025		1	
09/25/2025	W-2025-000002-0203	AJUVE AAJSG	22222K	09/25/2025		2	

Default view > Refresh

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	

+ Pull Complaint

Remove

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

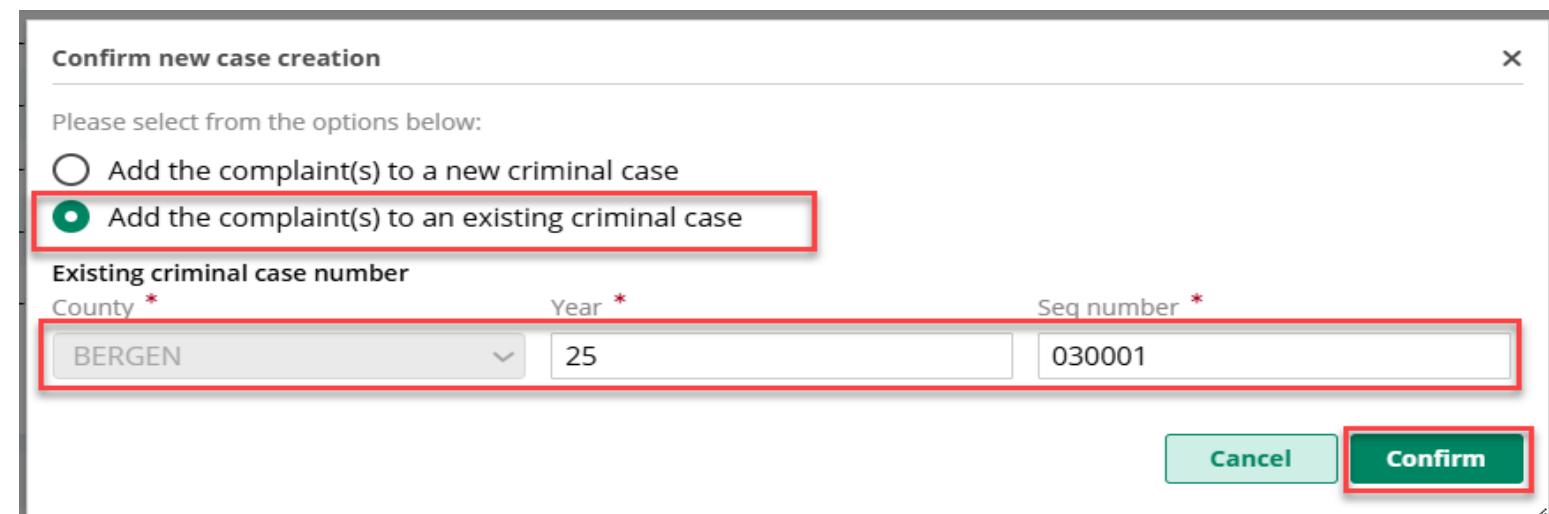
Existing criminal case number

County * BERGEN

Year * 25

Seq number * 030001

Cancel Confirm



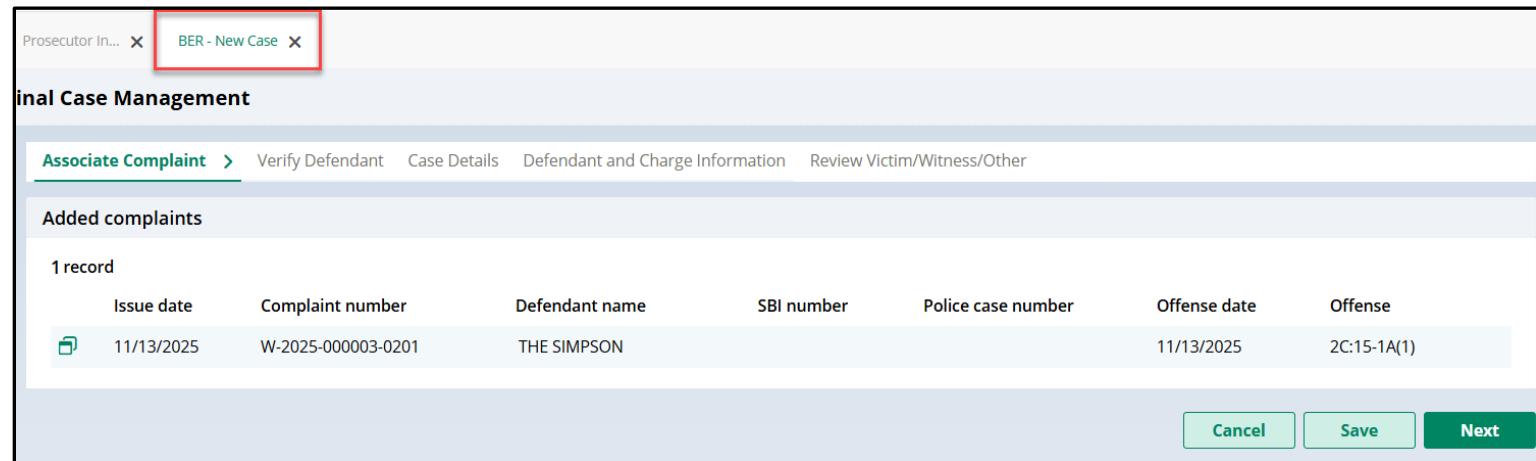
Criminal Case Management -Prosecutor Intake List

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

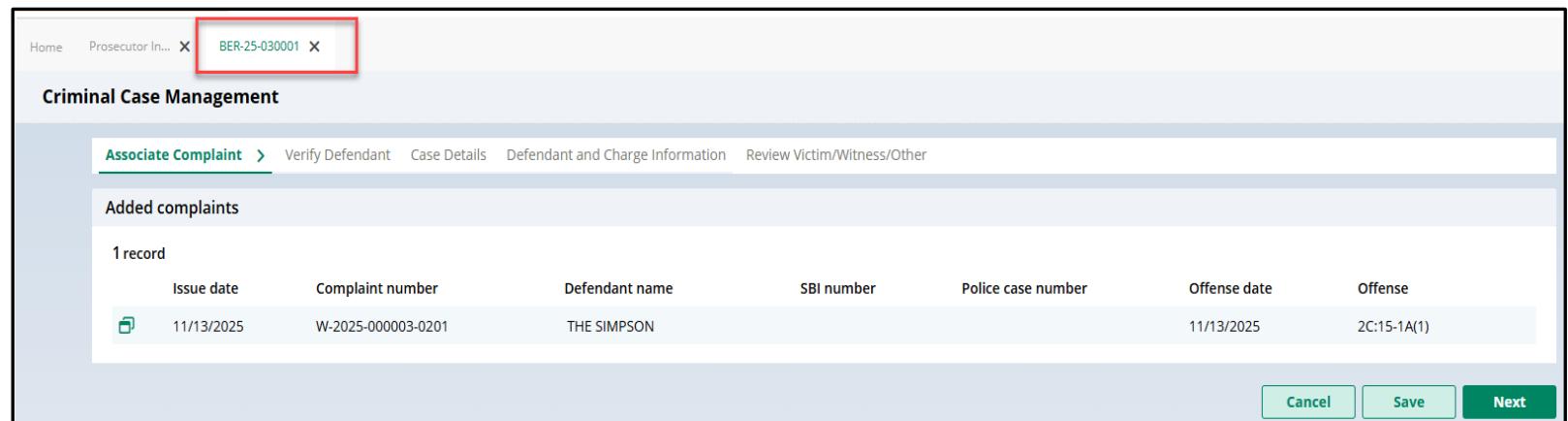
Tab name will display **County code - New Case** when complaint is added to a new case creation.

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)

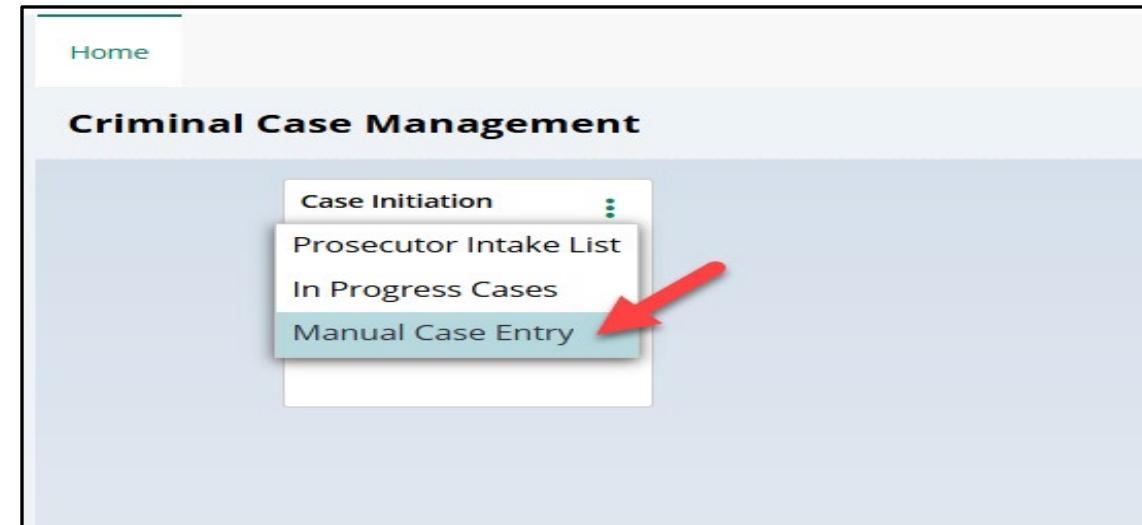
Criminal Case Management - Manual Case Entry

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.



Case Search

Case search

County
Middlesex

Select an option *

New criminal case Existing criminal case

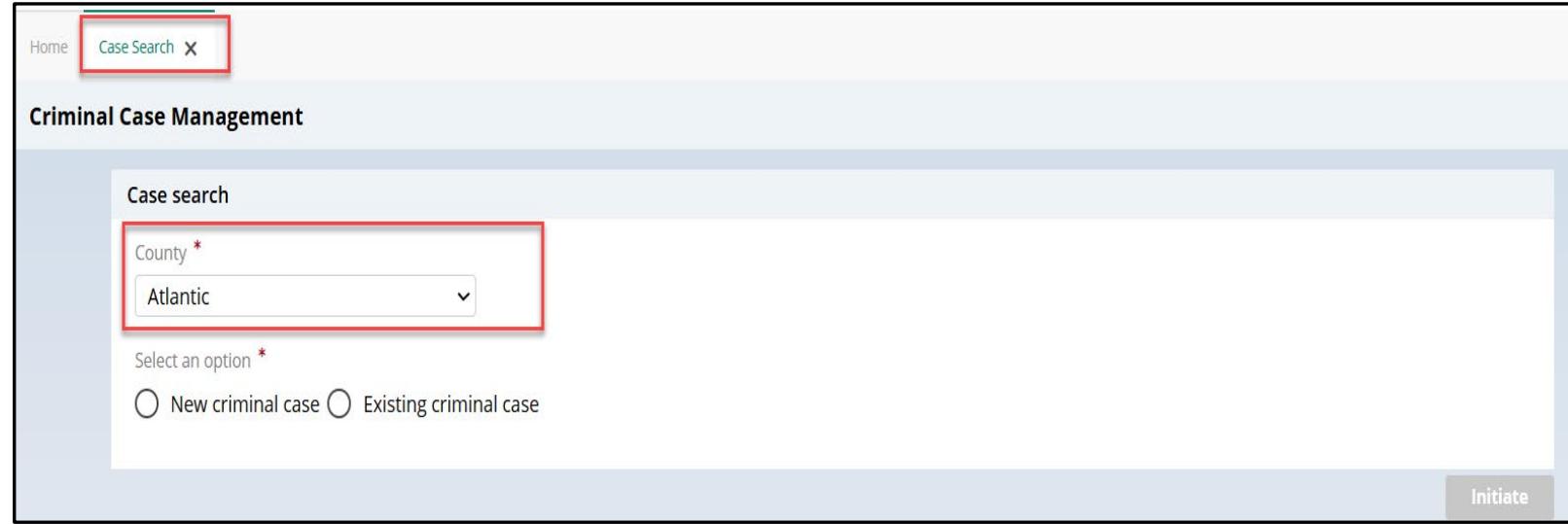
Initiate

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.



Case search

County *

Atlantic

Select an option *

New criminal case Existing criminal case

Initiate

Criminal Case Management - Manual Case Entry

Upon selecting the county, user can:

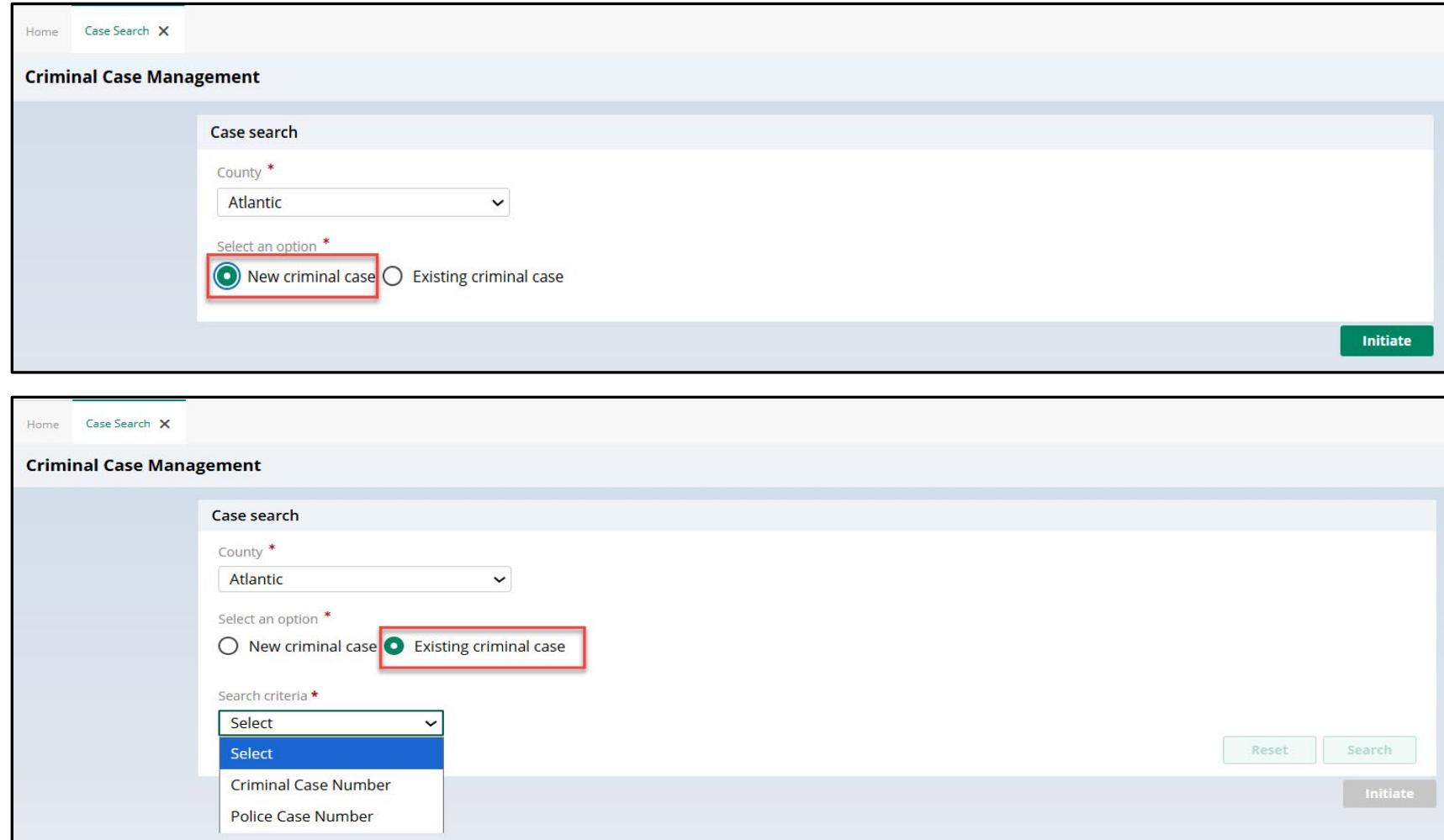
- Select option “New criminal case” and click “Initiate” button for new case creation flow.

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.



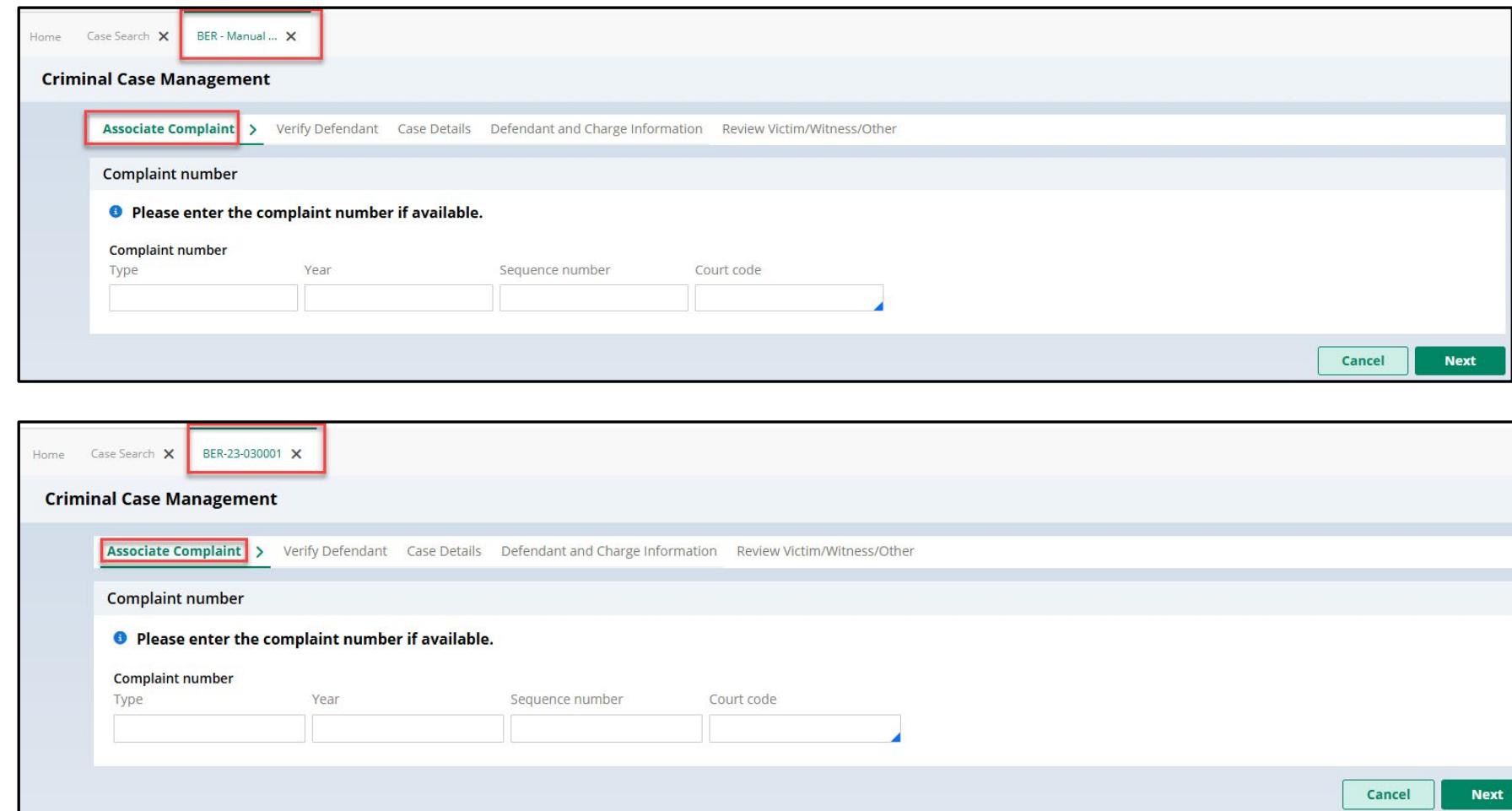
The screenshots illustrate the 'Case search' step in the Criminal Case Management - Manual Case Entry process. In the top screenshot, the 'Select an option' field is set to 'New criminal case'. In the bottom screenshot, it is set to 'Existing criminal case'. Both screenshots show the 'Search criteria' dropdown open, with 'Select' currently selected. The 'Initiate' button is located in the bottom right corner of both screens.

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.



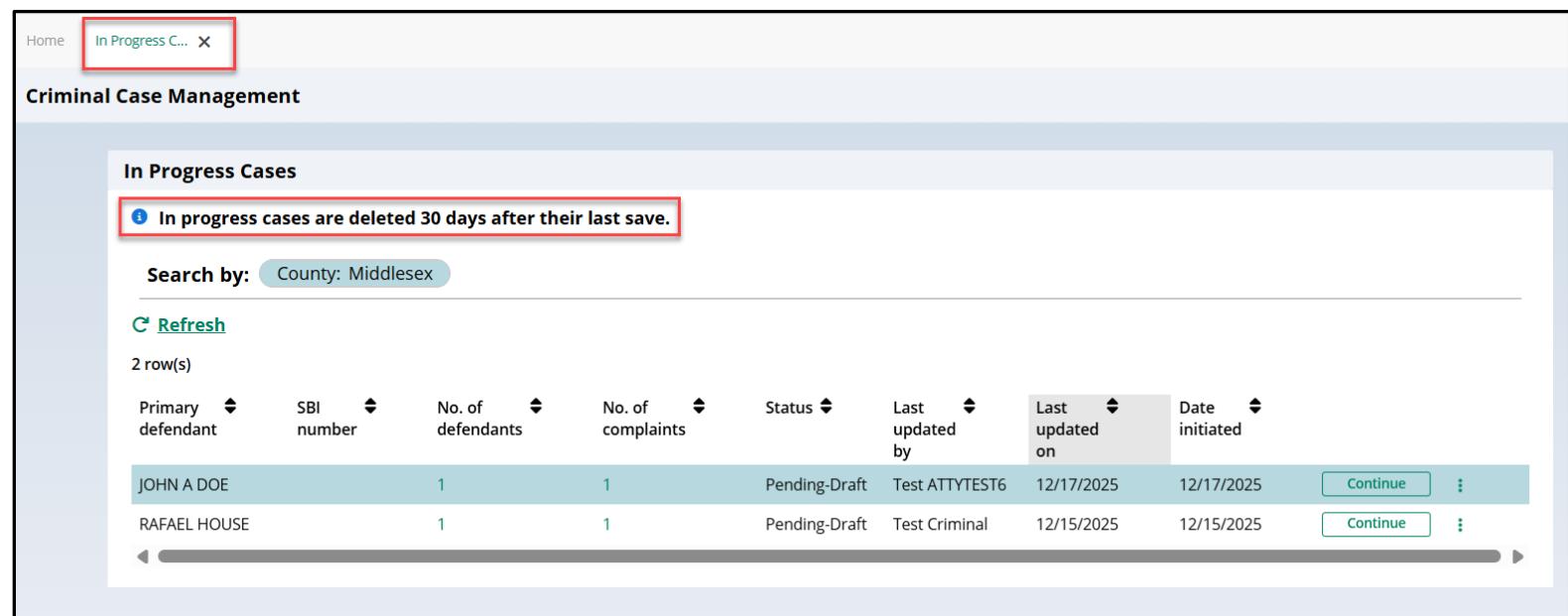
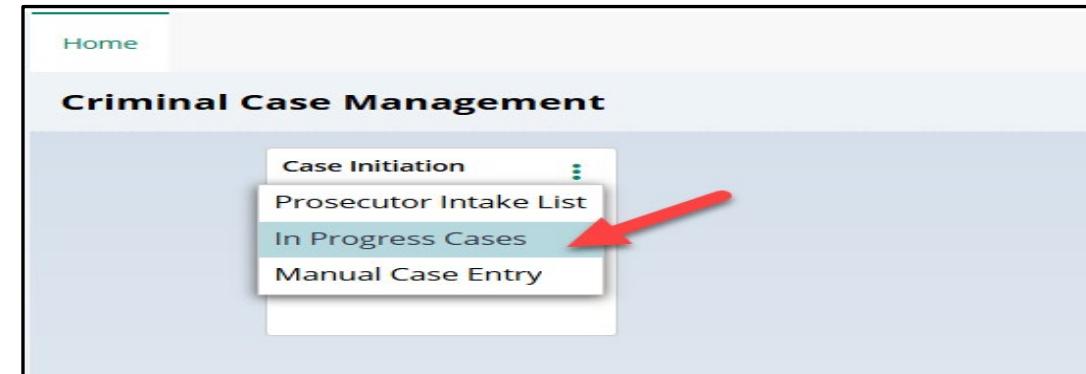
The image displays two screenshots of a web-based Criminal Case Management system. Both screenshots show the 'Associate Complaint' tab selected, indicated by a red box around the tab name. The top screenshot is for a 'New criminal case' and shows an empty 'Complaint number' input field with a placeholder message. The bottom screenshot is for an 'Existing criminal case' and shows a populated 'Complaint number' input field containing 'BER-23-030001'. Both screenshots include a 'Next' button in the bottom right corner.

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.

A screenshot of the 'In Progress Cases' list page. The page title is 'In Progress Cases' and there is an informational message: 'In progress cases are deleted 30 days after their last save.' The search bar shows 'County: Middlesex'. The table lists two cases: 'JOHN A DOE' and 'RAFAEL HOUSE'. The columns are: Primary defendant, SBI number, No. of defendants, No. of complaints, Status, Last updated by, Last updated on, Date initiated, Continue, and a more options button. The 'Last updated on' column is highlighted with a red box.

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	1	2	Next
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	⋮	

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

