



# Livescan Linking for Wanted Persons Arrest and Unprinted Defendants on Summons



# eCDR Process – Livescan *After* Complaint Generated

## IMPORTANT NOTICE

The only way to run a PSA through eCDR is to Livescan the defendant and submit the arrest record **BEFORE** starting the complaint in eCDR. You must use the Livescan arrest record to create the complaint in order to run a PSA.

The procedures described in the following slides are only to be used when the complaint was submitted and warrant issued before the defendant was in custody, where a Livescan record is needed for a defendant previously issued a summons, or where there is an unreasonable delay in Livescan pursuant to the AG Directive.

An officer will **NOT** be able to run the PSA through eCDR using these procedures. If you are directed by the Court to run a PSA prior to submitting the complaint, you may be required to Livescan and start the complaint entry process over from the beginning.

## eCDR Process – Livescan *After* Complaint Generated

This presentation provides the steps you can take to connect a Livescan Arrest Record to a complaint after the complaint has been entered into eCDR. This should only be done:

1. When the an arrest has been made on an outstanding warrant and the defendant must appear at Central 1st Appearance or CJP court, or
2. When a summons was issued but the defendant was never fingerprinted and they have appeared at Central 1st Appearance or CJP court, or
3. When the Livescan record has been unreasonably delayed and the complaint had to be issued by the court without the Livescan Arrest Record linkage.

# eCDR Process – Livescan *After* Complaint Generated

- To begin, log into eCDR
- ON the ECDR HOME PAGE
- In the Complaint Search section, enter the complaint number you want to link a Livescan arrest record to.
- Click Search

HOME CASE PROCESSING

> Welcome to the eCDR

▼ Complaint Search

Court: ★ Type: Year: ★ Number: ★

1214 W 2016 003145 Search

Case: Court: Defendant: Status: Actions ▼

1214 W 2016 003145 1214 thelma d. tester ACTI

▼ My Cases

Refresh list Filter Beyond Last 7 Days

Date Created ▼	Complaint Number ▼	Defendant Name ▼	Entered By ▼	Status ▼	Actions ▼
11/9/2016	0805 W 2016 003167	AMY FISHER	pd0504	WIP	Actions ▼
11/4/2016	1214 W 2016 003405	SELMA A. TESTER	pd0504	HELD	Actions ▼

# eCDR Process – Livescan *After* Complaint Generated

- Under Actions, click the ‘FingerPrint’ option
- NOTE: if a case has already been fingerprinted this option will not display.

The screenshot displays the eCDR interface. At the top, there are navigation tabs for 'HOME' and 'CASE PROCESSING'. Below this is a 'Welcome to the eCDR' message and a 'Complaint Search' section. The search filters are set to Court: 1214, Type: W, Year: 2016, and Number: 003145. A search button is present. Below the search filters, the current case details are shown: Case: 1214 W 2016 003145, Court: 1214, Defendant: thelma d. tester, and Status: ACTI. An 'Actions' dropdown menu is open, showing options: Copy, Print, Review, and FingerPrint. The 'FingerPrint' option is highlighted with a red rectangle. Below the search filters, there is a 'My Cases' section with a 'Refresh list' button and a 'Filter Beyond Last 7 Days' checkbox. At the bottom, a table lists cases with columns: Date Created, Complaint Number, Defendant Name, Entered By, Status, and Actions.

Date Created	Complaint Number	Defendant Name	Entered By	Status	Actions
11/9/2016	0805 W 2016 003167	AMY FISHER	pd0504	WIP	Actions

# eCDR Process – Livescan *After* Complaint Generated

- Court Appearance Location will default to Central First Appearance.
- Find the correct Livescan record and select it
- Click Submit

HOME CASE PROCESSING **Fingerprint\***

Complaint Details  
Case: 1214 W 2016 003145 Court: 1214 Defendant: thelma d. tester Status: ACTI

Court Appearance Details  
Appearance Location\*  
Central First Appearance/CJP  
Municipal

Livescan Arrest List  
Refresh list Page 1 of 3

	Date of Arrest	Name	PCN	DOB	SBI Number	Address	Charge	Description	Processed
<input type="radio"/>	11/9/2016	Jay Dale	040602001601	05/05/1988	325653W	Linden, NJ	2C:24-4B(4)	FILM/PHOTO CHILD IN SEXUAL ACTS OR SIMULATION	✓
<input type="radio"/>	11/7/2016	DAVID A KEIM	121402006147	07/06/1968	149682C	Trenton, NJ	2C:12-1		✓
<input type="radio"/>	11/7/2016	DAVID A KEIM	121402006146	07/06/1968	149682C	Trenton, NJ	2C:12-1		✓

## eCDR Process – Livescan *After* Complaint Generated

- A Confirmation screen will be displayed.
- Click Finish
- The complaint will now be linked to the CCH arrest record.



If you have any system or user ID issues you can contact the AOC Problem Reporting Desk at 1-800-343-7002.

They will take your contact information and problem details and forward the issue to someone who can assist you.