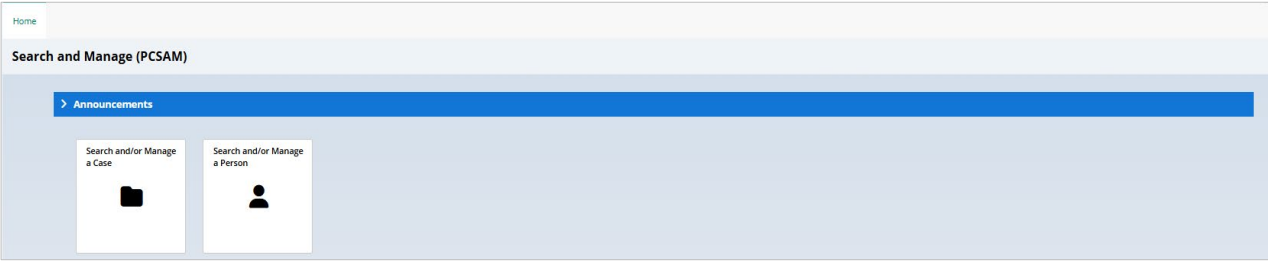
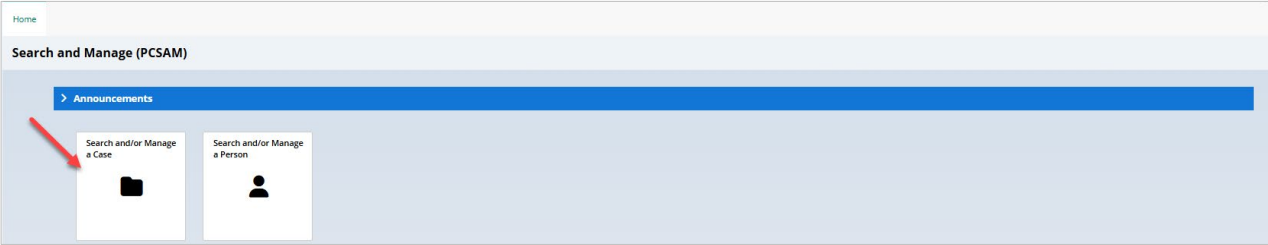
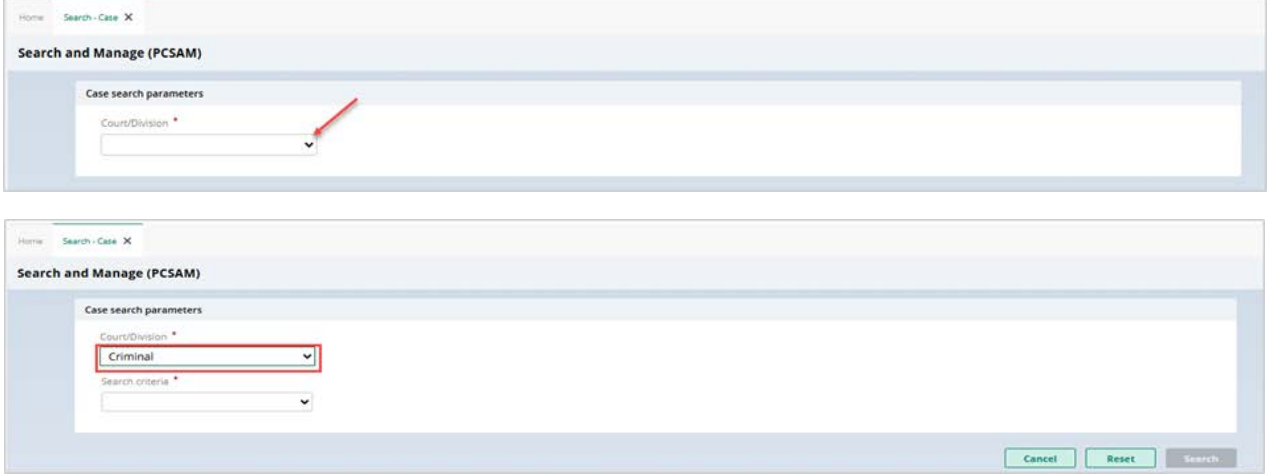


Person Case Search and Manage (PCSAM) Quick Reference Guide to Search a Criminal Case

Process	Screenshot
1. After selecting the (PCSAM) Person Case Search and Manage tile from either the external or internal portal, “Search and Manage (PCSAM)” home page will display.	
2. Select “Search and/or Manage a Case” tile.	
3. Select “Criminal” from the “Court/Division” drop down.	

4. Select from one of the following search criteria:

- [BCI number](#)
- [Business name](#)
- [Case number](#)
- [Complaint number](#)
- [Complaint number \(old\)](#)
- [Indictment/Accusation number](#)
- [Individual name](#)
- [Police case number](#)
- [SBI number](#)
- [Social Security number](#)
- [SPN number](#)

Home Search - Case X

Search and Manage (PCSAM)

Case search parameters

Court/Division *
Criminal

Search criteria *
 BCI number
 Business name
 Case number
 Complaint number
 Complaint number (old)
 Indictment/Accusation number
 Individual name
 Police case number
 SBI number
 Social Security number
 SPN number

Cancel Reset Search

5. The Case search results will display based on the search criteria entered.

Note: If you search by “[Case number](#)”, the system will bypass the search results and directly display the case details or case defendant details.

If a defendant within a case is in jail, has an active warrant, or in fugitive status, then a yellow triangle indicator will display for that case. Hovering over the indicator will display the details.

Home Search - Case X Case Search R... X

Search and Manage (PCSAM)

Case search results

Search by: Court/Division: Criminal SBI number: 01119Q + Add/Change

6 result(s) found

Group Fields Show More/Less

Court/Division	Venue	Case number	Case caption	Party name	Case initiation date	Case status	
Criminal	Atlantic	ATL-23-03	State of New Jersey vs John J...	John J...	03/15/2023	Active	Open
Criminal	Atlantic	ATL-22-03	State of New Jersey vs John J...	John J...	12/20/2021	Complete	Open
Criminal	Atlantic	ATL-21-03	State of New Jersey vs John J...	John J...	11/23/2021	Complete	Open
Criminal	Atlantic	ATL-21-03	State of New Jersey vs John J...	John J...	11/23/2021	Active	Open
Criminal	Atlantic	ATL-17-00	State of New Jersey vs John J...	John J...	01/12/2018	Active	Open
Criminal	Atlantic	ATL-17-00	State of New Jersey vs James...	James...			

Refresh Default view

John J... (Defendant 001) has an active warrant
 John J... (Defendant 003) has an active warrant
 Test J John (Defendant 004) has an active warrant
 Test Pcsam (Defendant 005) has an active warrant; however, they are not in fugitive status.

6. To add or change the search criteria, select the “Add/Change” hyperlink. This will open the “Case search parameters” modal.

The screenshot displays the 'Search and Manage (PCSAM)' interface. At the top, there's a breadcrumb trail: Home > Search > Case X > Case Search R... X. Below this, the title 'Search and Manage (PCSAM)' is shown. The main section is titled 'Case search results'. It includes a search bar with 'Court/Division: Criminal' and 'SBI number: 012090Q', followed by a red arrow pointing to the '+ Add/Change' link. Below the search bar, it says '6 result(s) found'. There are links for 'Group', 'Fields', 'Show More/Less', 'Refresh', and 'Default view'. A table of results follows, with columns: Court/Division, Venue, Case number, Case caption, Party name, Case initiation date, Case status, and an 'Open' button. The table contains 6 rows of data. Below the table is a 'Close' button.

The 'Case search parameters' modal is open, showing a dropdown for 'Court/Division' set to 'Criminal'. Below it is a 'Search criteria' dropdown with a red arrow pointing to it, currently showing 'SBI number'. To the right is an 'SBI number' text input field containing '012090Q'. At the bottom are 'Cancel', 'Reset', and 'Search' buttons. A list of search criteria is shown below the dropdown:

- BCI number
- Business name
- Case number
- Complaint number
- Complaint number (old)
- Indictment/Accusation number
- Individual name
- Police case number
- SBI number
- Social Security number
- SPN number

Case number	Case caption	Party name	Case initiation date
ATL-23-000000	State of New Jersey vs John I. Surrey	John I. Surrey	03/15/2023
ATL-22-000000			12/20/2021
ATL-21-000000			11/23/2021
ATL-21-000000			11/23/2021
ATL-17-000000			01/12/2018
ATL-17-000000			02/14/2017

Case search parameters

Court/Division
Criminal

Search criteria *
SBI number

SBI number *
012-9Q

+ Add Search Criteria

Cancel Reset Search

Case search parameters

Court/Division
Criminal

Search criteria *
SBI number

SBI number *
012-9Q

Search criteria *
x

Case initiation date
Case status
Venue

Cancel Reset Search

7. Enter the BCI number and click on the “Search” button.

Note: You can also add additional criteria to filter the results by “Case initiation date”, “Case status”, and/or “Venue”.

Home Search-Case X

Search and Manage (PCSAM)

Case search parameters

Court/Division *
Criminal

Search criteria *
BCI number

BCI number *

+ Add Search Criteria

Cancel Reset Search

[\(back\)](#)

8. Enter the Business name and click on the “Search” button.

Note: You can also add additional criteria to filter the results by “Case initiation date”, “Case status”, and/or “Venue”.

Home Search - Case X

Search and Manage (PCSAM)

Case search parameters

Court/Division *
Criminal

Search criteria * BCI number *
BCI number

Search criteria *
x Case initiation date
Case status
Venue

Cancel Reset Search

Home Search - Case X

Search and Manage (PCSAM)

Case search parameters

Court/Division *
Criminal

Search criteria * BCI number *
BCI number 12345678

+ Add Search Criteria

Cancel Reset Search

Home Search - Case X

Search and Manage (PCSAM)

Case search parameters

Court/Division *
Criminal

Search criteria * Business name *
Business name

+ Add Search Criteria

Cancel Reset Search

Home Search - Case X

Search and Manage (PCSAM)

Case search parameters

Court/Division *
Criminal

Search criteria * Business name *
Business name

Search criteria *
x Case initiation date
Case status
Venue

Cancel Reset Search

[\(back\)](#)

Home Search - Case X

Search and Manage (PCSAM)

Case search parameters

Court/Division *
Criminal

Search criteria * Business name *
Business name ABC Construction

+ Add Search Criteria

Cancel Reset Search

9. Enter the Case number and click on the “Search” button.

Note: The ‘Defendant number’ field is optional. Enter the defendant number to view the case defendant details, otherwise leave this field blank to view the case details.

[\(back\)](#)

Home Search - Case X

Search and Manage (PCSAM)

Case search parameters

Court/Division *
Criminal

Search criteria * Venue * Year * Sequence number * Defendant number *
Case number

Cancel Reset Search

Home Search - Case X

Search and Manage (PCSAM)

Case search parameters

Court/Division *
Criminal

Search criteria * Venue * Year * Sequence number * Defendant number *
Case number ATL 17 000025 001

Cancel Reset Search

10. Enter the Complaint number and click on the “Search” button.

Home Search - Case X

Search and Manage (PCSAM)

Case search parameters

Court/Division *
Criminal

Search criteria * Venue * Prefix * Year * Sequence number *
Complaint number

+ Add Search Criteria

Cancel Reset Search

Note: You can also add additional criteria to filter the results by “Case initiation date” and/or “Case status”.

[\(back\)](#)

Home Search - Case X

Search and Manage (PCSAM)

Case search parameters

Court/Division *
Criminal

Search criteria *
Complaint number

Venue * Prefix * Year * Sequence number *

Search criteria *
x Case initiation date
Case status

Cancel Reset Search

Home Search - Case X

Search and Manage (PCSAM)

Case search parameters

Court/Division *
Criminal

Search criteria *
Complaint number

Venue * Prefix * Year * Sequence number *

1214 W 2015 000001

+ Add Search Criteria

Cancel Reset Search

11. Enter the Complaint number (old) and click on the “Search” button.

Note: You can also add additional criteria to filter the results by “Case initiation date” and/or “Case status”.

Home Search - Case X

Search and Manage (PCSAM)

Case search parameters

Court/Division *
Criminal

Search criteria *
Complaint number (old)

Venue * Prefix * Sequence number *

+ Add Search Criteria

Cancel Reset Search

Home Search - Case X

Search and Manage (PCSAM)

Case search parameters

Court/Division *
Criminal

Search criteria *
Complaint number (old)

Venue * Prefix * Sequence number *

Search criteria *
x Case initiation date
Case status

Cancel Reset Search

[\(back\)](#)

12. Enter the Indictment/Accusation number and click on the “Search” button.

Note: You can also add additional criteria to filter the results by “Case initiation date”, “Case status”, and/or “Venue”.

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Home Search - Case X

Search and Manage (PCSAM)

Case search parameters

Court/Division *
Criminal

Search criteria *
Complaint number (old)

Venue * Prefix * Sequence number *
1214 W 000001

+ Add Search Criteria

Cancel Reset Search

Home Search - Case X

Search and Manage (PCSAM)

Case search parameters

Court/Division *
Criminal

Search criteria *
Indictment/Accusation number

Year * Month * Sequence number * Suffix *
[] [] [] []

+ Add Search Criteria

Cancel Reset Search

Home Search - Case X

Search and Manage (PCSAM)

Case search parameters

Court/Division *
Criminal

Search criteria *
Indictment/Accusation number

Year * Month * Sequence number * Suffix *
[] [] [] []

Search criteria *
X []

Case initiation date
Case status
Venue

Cancel Reset Search

Home Search - Case X

Search and Manage (PCSAM)

Case search parameters

Court/Division *
Criminal

Search criteria *
Indictment/Accusation number

Year * Month * Sequence number * Suffix *
08 10 06478 I

+ Add Search Criteria

Cancel Reset Search

13. Enter the Individual name and click on the “Search” button.

Note: You can also add additional criteria to filter the results by “Case initiation date”, “Case status”, “Date of birth”, and/or “Venue”.

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Home Search - Case X

Search and Manage (PCSAM)

Case search parameters

Court/Division *
Criminal

Search criteria *
Individual name

First name Middle name Last name *

+ Add Search Criteria

Cancel Reset Search

Home Search - Case X

Search and Manage (PCSAM)

Case search parameters

Court/Division *
Criminal

Search criteria *
Individual name

Search criteria *
x

Case initiation date
Case status
Date of birth
Venue

Cancel Reset Search

Home Search - Case X

Search and Manage (PCSAM)

Case search parameters

Court/Division *
Criminal

Search criteria *
Individual name

First name Middle name Last name *

John Doe

+ Add Search Criteria

Cancel Reset Search

14. Enter the Police case number and click on the “Search” button.

Note: You can also add additional criteria to filter the results by “Case initiation date”, “Case status”, and/or “Venue”.

Home Search - Case X

Search and Manage (PCSAM)

Case search parameters

Court/Division *
Criminal

Search criteria *
Police case number

Police case number *

+ Add Search Criteria

Cancel Reset Search

([back](#))

15. Enter the SBI number and click on the “Search” button.

Note: You can also add additional criteria to filter the results by “Case initiation date”, “Case status”, and/or “Venue”.

Home Search - Case X

Search and Manage (PCSAM)

Case search parameters

Court/Division *
Criminal

Search criteria *
Police case number

Police case number *

+ Add Search Criteria

Cancel Reset Search

Home Search - Case X

Search and Manage (PCSAM)

Case search parameters

Court/Division *
Criminal

Search criteria *
Police case number

Police case number *
123456

+ Add Search Criteria

Cancel Reset Search

Home Search - Case X

Search and Manage (PCSAM)

Case search parameters

Court/Division *
Criminal

Search criteria *
SBI number

SBI number *

+ Add Search Criteria

Cancel Reset Search

Home Search - Case X

Search and Manage (PCSAM)

Case search parameters

Court/Division *
Criminal

Search criteria *
SBI number

SBI number *

+ Add Search Criteria

Cancel Reset Search

[\(back\)](#)

16. Enter the Social Security number and click on the “Search” button.

Note: You can also add additional criteria to filter the results by “Case initiation date”, “Case status”, and/or “Venue”.

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The image displays three sequential screenshots of the 'Search and Manage (PCSAM)' web application interface. Each screenshot shows the 'Case search parameters' section with a 'Court/Division' dropdown set to 'Criminal'. The 'Search criteria' section includes a dropdown menu and an adjacent text input field. In the first screenshot, the dropdown is set to 'SBI number' and the input field contains '123456A'. In the second screenshot, the dropdown is set to 'Social Security number' and the input field is empty; a red arrow points to the 'Add Search Criteria' button. In the third screenshot, the dropdown is set to 'Social Security number' and the input field contains '123456789'. A red arrow points to the 'Search' button in the bottom right corner of the interface.

17. Enter the SPN number and click on the “Search” button.

Note: You can also add additional criteria to filter the results by “Case initiation date”, “Case status”, and/or “Venue”.

[\(back\)](#)

The figure consists of three screenshots of the 'Search and Manage (PCSAM)' web application interface, illustrating the search process.

Top Screenshot: Shows the 'Case search parameters' section. The 'Court/Division' dropdown is set to 'Criminal'. The 'Search criteria' dropdown is set to 'SPN number'. The 'SPN number' input field is empty. A red arrow points to the '+ Add Search Criteria' link. At the bottom right are 'Cancel', 'Reset', and 'Search' buttons.

Middle Screenshot: Shows the 'Search criteria' dropdown menu open, displaying options: 'Case initiation date', 'Case status', and 'Venue'. A red arrow points to the dropdown menu. The 'SPN number' input field remains empty. The 'Cancel', 'Reset', and 'Search' buttons are at the bottom right.

Bottom Screenshot: Shows the 'Search criteria' dropdown set to 'SPN number'. The 'SPN number' input field now contains the value '123456', which is highlighted with a red box. A red arrow points to the 'Search' button at the bottom right. The 'Cancel' and 'Reset' buttons are also visible.