

# Laser Fax

Modification 5  
Modification 5.42  
January 3, 2007

## CRIMINAL COMPLAINT FORM

The new criminal complaint form may now be used by law enforcement; however, at this time, it is not mandatory for officers to use the new form with the exception of the Cumberland County pilot that will begin this month. Both versions (AOPC 412-05 and AOPC 412-06) of the criminal complaint are available on the AOPC web site. As a reminder, the criminal complaint was modified to collect information required for CLEAN/NCIC databases. Court staff members have a crucial role to ensure that information recorded on the criminal complaint is entered completely and accurately into the MDJS.

Most of the new fields on the criminal complaint were made available on the Maintain Complaint, Charge Entry, and Interested Party screen during the past year. See Modification 5.28 and Informational 5.69 laser faxes for details of these fields or refer to the online MDJS Automated Office Clerical Procedures Manual.

Effective today, three more function keys have been added to the Interested Party screen. They are F6 (MNU), F7 (Cautions), and F8 (Scars).

- ? **F6 (MNU Number):** Function key F6 is used to record any miscellaneous numbers supplied on the 1<sup>st</sup> page of the criminal complaint. Examples of MNU numbers are passport or selective service numbers. Specific MNU codes can be selected from the F4 pop-up window.
- ? **F7 (Cautions):** Function key F7 is used to maintain codes which identify the defendant's medical conditions or any cautions. "Cautions" require a specific code so press F4 to display the pop-up window of codes and descriptions.
- ? **F8 (Scars):** Function key F8 is used to record any marks on the defendant.

F7 (Cautions) and F8 (Scars) are recorded on a separate document called the "Law Enforcement NCIC Information Data Entry" form which the filing officer may submit with the criminal complaint. This form will contain cautions, medical conditions, and scars, marks or tattoos which identify the defendant. **This page is not part of the criminal complaint and is confidential. Therefore, the information on this page is not available for public access. The page should be kept in a separate file in the office and not placed in the case file.**

## MDJS MANUAL

All laser faxes from January 2007 and forward will be located in the MDJS manual. You can use the search feature to find laser faxes by keyword. You can also locate them by date from within the Table of Contents.