

*ADMINISTRATIVE OFFICE OF THE COURTS
STATE OF NEW JERSEY*



FAMILY AUTOMATED CASE TRACKING SYSTEM

PUBLIC ACCESS INQUIRY GUIDE

FM DISSOLUTION DOCKETS



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INTRODUCTION

This manual is a guide for the inquiry of FACTS Public Access Information. Public Access is available for the Dissolution (FM) docket type only. FM docket type cases are cases concerning the dissolution of marital or quasi-marital relationships. This includes divorce, annulment, palimony and separate maintenance cases.

NAVIGATING IN FACTS

- PAUSE/BREAK** - return to the previous screen or to log off the system
- PA1** - return to FACTS Main Menu from anywhere in FACTS
- PF7** - page backward on screen or list
- PF8** - page forward on screen or list

USING THIS GUIDE

- **CAPITALS** - indicate names of screens or fields.
- **BOLDED CAPITALS** - indicate some action that you must take (entering data or pressing keys).
- *ITALICS* - indicate optional steps or optional paths within one data entry function on FACTS.

NOTE: All references in this user guide to PF Keys refer to corresponding F Keys on your keyboard. Using SHIFT + F Keys 1 thru 12 will correspond to PF Keys 13 thru 24.

LOGGING ON TO FACTS:

1. At the **INTERSESSION MAIN MENU** enter the number that appears under the System column that corresponds to **FACTS DVCR & JUV REG** in the Remarks / Description column. **PRESS ENTER.** You can also press the corresponding PF key for that number.

```
1/ 7/03 TUE          JUDICIARY DATA CENTER          Netid: TNB02006
9:04:27.30          Interession Main Menu          Usrid: LWXXXXX
-----
Model: 3270-2/2e      Esc: Attn      Cmdchr: .      Regid: 019A

          Choose system NUMBER or PFKEY for viewing:

System          Application Status          Remarks / Description
-----
1 IDMS CV2          Available          APPELLATE PUBLIC ACCESS
3 IDMSCV17          Unknown          FACTS, DVCR & JUV REG
4 IDMS/CV6          Available          MUNICIPAL COURT SYSTEMS
5 CICS JD          Available          JUDGMENTS
6 CICSDB14          Available          CIVIL(ACMS)

          PA1 = Scroll UP      PA2 = Scroll DOWN
```

PARTY INQUIRY:

To perform a search for parties in FACTS associated to FM docket type cases:

1. From the FACTS MAIN MENU, press **PF2 PROCESS PARTIES**.

FMM0000 (T)	FAMILY AUTOMATED CASE TRACKING SYSTEM	02/25/02
	FACTS MAIN MENU	9:50
		PF
USER ID: JUINQXX	COUNTY CODE: 25	
ESTABLISH CASE MENU	PF1	
PROCESS PARTIES	PF2	
FILE DOCUMENTS	PF3	
CASE MANAGEMENT	PF4	
PROCESS SCHEDULES	PF5	
PROCESS CONFINEMENT/SHELTER POPULATION	PF6	
PROCESS FINANCIAL TRANSACTIONS	PF7	
REQUEST REPORTS	PF8	
EVENT PROCESSING	PF9	
FAMILY CASE MAINTENANCE	PF10	
RAPID CASE PROCESSING	PF11	
TABLE MAINTENANCE	PF13	
FAMILY CASE BACKLOADING	PF15	
DOMESTIC VIOLENCE CENTRAL REGISTRY	PF16	
JUVENILE PROBATION INQUIRY	PF17	
FAMILY CASE INQUIRY	PF18	
FAMJAIL MAIN MENU	PF20	

2. From the Process Parties Menu, enter the following to perform a party search:

Party Name

Party's Name (Last, First, MI - only last name is required)

FMM2000 (T)	FAMILY AUTOMATED CASE TRACKING SYSTEM	02/04/02
	PROCESS PARTIES MENU	11:35
		PF
DOCKET/CASE #: 25 00	SSN:	
PARTY ID:	ACES DCN:	
PARTY NAME (LFM): Jacks	J	KC NUMBER: -
PARTY SEARCH	PF1	
COPY PARTY TO CASE(S)	PF2	
ADD/CONNECT PARTY TO CASE	PF3	
DISCONNECT PARTY FROM CASE	PF4	
CHANGE PARTY DETAIL	PF5	
MAINTAIN ALIASES	PF6	
CONSOLIDATE PARTIES	PF7	
PARTY INQUIRY MENU	PF8	
WARRANT INQUIRY HISTORY	PF9	
MAINTAIN PARTY ADDRESSES	PF10	
MAINTAIN KC NUMBER	PF11	

3. Press **PF1 PARTY SEARCH**.

- A list of parties will display, on the PARTY LIST screen, that match the search criteria entered.

PRESS **PF8** to go to the next page of search results.

PRESS **PF7** to return to the previous page of search results.

- To view general information about the party: From the PARTY LIST screen, **S** (select) the party to inquire about and press **PF2 PARTY INQUIRY PART 1**.

FMM2016	FAMILY AUTOMATED CASE TRACKING SYSTEM		02/25/02
PAGE: 0001	PARTY LIST		10:00
			PF
PARTY NAME: JACKS	J	PARTY ID:	KC#
S	PARTY NAME	ADDRESS	CITY ST R S DATE OF BIRTH CTY CDE ALIAS CODE
	JACKS JAMES K		M 08
	JACKS JEFFREY I		M 07 18 47 02
S	JACKS JEFFREY L		M 03 04 58 18
	JACKS JERILYN A		1 F 01 03 47 02
	JACKS JESSICA		7 F 10 01 88 03
	JACKS JESSICA R		F 06
	JACKS JONATHAN		1 M 08 14 81 02
	JACKS JORDAN		2 M 06 09 88 15
PF1=PARTY INQUIRY MENU PF2=PARTY INQUIRY PART 1 PF6=STATE SEARCH			
PF7=PRIOR PAGE PF8=NEXT PAGE			

The INQUIRY PARTY DETAIL - PART 1 screen will display:

FMM2003	FAMILY AUTOMATED CASE TRACKING SYSTEM		02/15/02
INQUIRE PARTY DETAIL - PART 1			14:38
			PF
PARTY ID: J 0099999	KC NUMBER:	-	
LAST NAME: JACKS	FIRST NAME: JEFFREY	MIDDLE INIT: L	
SEX: MALE	ALIAS IND: N	RACE: UNKNOWN	BIRTH DATE: 03 04 1958
SSN: - -	HEIGHT: FT: 7 IN: 02	WEIGHT:	EYE COLOR:
SBI#:	JUV ID NUM:	HAIR COLOR:	
D/L:	ST:		
DETENTION FACILITY:			
HOME ADDRESS 1: 123 STATE STREET			
HOME ADDRESS 2:			
CITY: SOMERSET		STATE: NJ	ZIP: 08077 -
MUNICIPALITY CODE:		COUNTRY CODE:	
ORGANIZATION:		TITLE:	
EMPLOYER NAME:			
BUSINESS ADDRESS 1:			
BUSINESS ADDRESS 2:			
CITY:		STATE:	ZIP: -
OCCUPATION TYPE:		LENGTH EMPLOYED: (YRS/MOS): 00 / 00	
WORK TELEPHONE:() -		HOME TELEPHONE:() -	
LAST MAINTENANCE DATE: 06 30 1999 ENTERED DATE: 06 28 1999 OPERATOR ID JUXXX			
PF1=ADDITIONAL ADDRESSES INQUIRY			

- Press the **PAUSE/BREAK** key once to get back to the PARTY LIST screen.

PARTY INQUIRY MENU:

Allows the user to inquire on a party and party case information.

7. To view general information and FM docket case list information for the party: From the PARTY LIST screen, S (select the party) and press **PF1 PARTY INQUIRY MENU**.

FMM2016	FAMILY AUTOMATED CASE TRACKING SYSTEM	02/25/02					
PAGE: 0001	PARTY LIST	10:00					
		PF					
PARTY NAME: JACKS	J	PARTY ID: KC#					
S	PARTY NAME	ADDRESS	CITY	ST R S	DATE OF BIRTH	CTY CDE	ALIAS CODE
	JACKS JAMES K						08
	JACKS JEFFREY I				M 07 18 47		02
S	JACKS JEFFREY L				M 03 04 58		18
	JACKS JERILYN A			1	F 01 03 47		02
	JACKS JESSICA			7	F 10 01 88		03
	JACKS JESSICA R				F		06
	JACKS JONATHAN			1	M 08 14 81		02
	JACKS JORDAN			2	M 06 09 88		15
PF1=PARTY INQUIRY MENU PF2=PARTY INQUIRY PART 1 PF6=STATE SEARCH							
PF7=PRIOR PAGE PF8=NEXT PAGE							

The PARTY INQUIRY MENU screen will display:

FMM2036	FAMILY AUTOMATED CASE TRACKING SYSTEM	02/25/02
	PARTY INQUIRY MENU	14:49
COUNTY CODE: 01		PF
PARTY ID : J 0099999	PARTY NAME: JACKS	JEFFREY L
JAIL STATUS:	/	(F22=HELP)
CASE RELATIONSHIP:	KC NUMBER: -	
DOCKET TYPE:		
CASE STATUS: A	(A = ALL CASES; O = OPEN CASES ONLY)	
STATEWIDE SEARCH: Y	(Y = STATEWIDE; N = COUNTY ENTERED ABOVE ONLY)	
	PARTY INQUIRY - PART 1	PF1
	PARTY INQUIRY - PART 2	PF2
	CASE LIST BY PARTY	PF3
	PARTY HISTORY SUMMARY	PF4
	FAMILY RELATIONSHIP INQUIRY	PF5
	FAMILY COURT HISTORY INQUIRY	PF6
	WARRANT INQUIRY/HISTORY BY PARTY	PF7
	ALIAS LIST	PF8
	CONFINEMENT HISTORY INQUIRY	PF9
	PARTY ADDRESS LIST	PF10
	PRINT JUVENILE COURT RECORD	PF11
	JAIL INFORMATION	PF12
	INQUIRY KC NUMBER	PF15
	PRINTER:	

PF1 PARTY INQUIRY - PART 1 and PF3 CASE LIST BY PARTY are the only accessible inquiry functions through the PARTY INQUIRY MENU.

8. *To view general information about the party:* From the PARTY INQUIRY MENU screen, press **PF1 PARTY INQUIRY - PART 1**. The INQUIRE PARTY DETAIL – PART I screen will display.
9. Press the **PAUSE/BREAK** key to return to the PARTY INQUIRY MENU.
10. *To view FM docket case information about the party:* From the PARTY INQUIRY MENU screen, press **PF3 CASE LIST BY PARTY**.

The CASE LIST BY PARTY screen displays, listing all FM cases to which the party is associated.

FMM2033	FAMILY AUTOMATED CASE TRACKING SYSTEM	02/25/02
PAGE: 0001	CASE LIST BY PARTY	10:17
		PF
PARTY ID: J 0099999	PARTY NAME: JACKS	JEFFREY L
S		
S DOCKET NUMBER: FM 18 000309 96	CASE TYPE: DI COMPLAINT DATE: 08 14 1995	
STATUS/REASON: DISPOSED / DEFAULT JU	CASE RELATIONSHIP: DEFENDANT	
TITLE: JACKS KIM M VS JACKS JEFFREY L	LINK: N	
PROCEED: DEFAULT HEARING	DOCUMENT: FIN JUDG DIVORCE	
NEXT EVENT:	EVENT SCHED:	
INCIDENT DATE:		
DOCKET NUMBER: FM 18 009999 95	CASE TYPE: DI COMPLAINT DATE: 12 20 1994	
STATUS/REASON: DISPOSED / DISMISSED	CASE RELATIONSHIP: DEFENDANT	
TITLE: JXXXX KIM M VS JXXXX JEFFREY L	LINK: N	
PROCEED: HEARING DISMISSAL	DOCUMENT: ORDER FOR DISMISSAL	
NEXT EVENT:	EVENT SCHED:	
INCIDENT DATE:		
PF1=ESTABLISH-CASE-INQUIRY	PF2=CASE INQUIRY MENU	
DC903820 SECURITY RESTRICTED CASES WILL NOT DISPLAY		

NOTE: Only FM docket type cases will display. If party has other cases of other docket types the following message will display, “SECURITY RESTRICTED CASES WILL NOT DISPLAY”.

10. *To get general information about the case:* **S** (select) the docket number and press **PF1 ESTABLISH CASE INQUIRY**.
11. *To get more detailed information about the case:* **S** (select) the docket number and press **PF2 CASE INQUIRY MENU**.

** See CASE INQUIRY SECTION FOR MORE INFORMATION ON INQUIRING ON FM DOCKET TYPE CASES ***

CASE INQUIRY:

Follow these steps to make an inquiry on an FM docket type case within FACTS.

1. From the FACTS MAIN MENU, press **PF18 FAMILY CASE INQUIRY**.

FMM0000 (T)	FAMILY AUTOMATED CASE TRACKING SYSTEM	02/25/02
	FACTS MAIN MENU	9:50
		PF
USER ID: JUINQXX	COUNTY CODE: 25	
ESTABLISH CASE MENU	PF1	
PROCESS PARTIES	PF2	
FILE DOCUMENTS	PF3	
CASE MANAGEMENT	PF4	
PROCESS SCHEDULES	PF5	
PROCESS CONFINEMENT/SHELTER POPULATION	PF6	
PROCESS FINANCIAL TRANSACTIONS	PF7	
REQUEST REPORTS	PF8	
EVENT PROCESSING	PF9	
FAMILY CASE MAINTENANCE	PF10	
RAPID CASE PROCESSING	PF11	
TABLE MAINTENANCE	PF13	
FAMILY CASE BACKLOADING	PF15	
DOMESTIC VIOLENCE CENTRAL REGISTRY	PF16	
JUVENILE PROBATION INQUIRY	PF17	
FAMILY CASE INQUIRY	PF18	
FAMJAIL MAIN MENU	PF20	

2. On the CASE INQUIRY MENU, enter the docket/case #.

FMM0200	FAMILY AUTOMATED CASE TRACKING SYSTEM	02/25/02
	CASE INQUIRY MENU	11:34
		PF
DOCKET/CASE #: FM 18 009999 96		
ESTABLISH CASE INQUIRY	PF1	
PARTY LIST WITHIN CASE	PF2	
DOMESTIC VIOLENCE/ACTS INQUIRY	PF3	
CASE COMMENTS INQUIRY	PF4	
DOCUMENT INQUIRY	PF5	
EXHIBIT INQUIRY	PF6	
PROCEEDING INQUIRY	PF7	
LINKED CASES INQUIRY	PF8	
CHARGE DISPOSITION HISTORY	PF9	
RELIEF SOUGHT DISPOSITION HISTORY	PF10	
NEXT EVENT INQUIRY	PF11	
ATTORNEY LIST WITHIN CASE	PF12	
CASE STATUS INQUIRY	PF13	
NOTICE LIST BY CASE	PF15	
FEE RECEIPT LIST	PF16	

NOTE: The Docket/Case # can be changed on the CASE INQUIRY MENU at any time to inquire on a different case. See Table on the following page for a complete list of County Codes. Docket/Case # format and example as follows:

<u>Docket</u> <u>Type</u>	<u>County</u> <u>Code</u>	<u>Sequence</u> <u>Number</u>	<u>Docket</u> <u>Year</u>
FM	18	000999	05

FAMILY AUTOMATED CASE TRACKING SYSTEM (FACTS)- County Codes

County Codes

<u>Code</u>	<u>Name</u>
01	Atlantic
02	Bergen
03	Burlington
04	Camden
05	Cape May
06	Cumberland
07	Essex
08	Gloucester
09	Hunterdon
10	Hudson
11	Mercer
12	Middlesex
13	Monmouth
14	Morris
15	Ocean
16	Passaic
17	Salem
18	Somerset
19	Sussex
20	Union
21	Warren

ESTABLISH CASE INQUIRY :

Follow these steps to make an inquiry to get general information about the case.

1. From the CASE INQUIRY MENU screen, press **PF1 ESTABLISH CASE INQUIRY**.

FMM1102	FAMILY AUTOMATED CASE TRACKING SYSTEM	02/25/02
PAGE: 0001	ESTABLISH CASE INQUIRY	11:40
		PF
DOCKET/CASE #: FM 18 009999 96		
CASE TITLE: JACKS KIM M VS JACKS JEFFREY L		
	CASE ADJOURNED COUNT: 001	
CASE XREF #:	TYPE CODE:	
REC'D CODE:	INITIATING DOCUMENT: CIV COMPL-DIVORCE	
CASE TYPE: DIVORCE	DOCUMENT SOURCE: FAM DIV THIS CNTY	
PROBLEM CASE CODE:	DATE FILED: 08 14 1995	
STATUS/REASON: DISPOSED / DEFAULT JUDGMENT	CASE STATUS DATE: 03 08 1997	
MUNICIPALITY OF OFFENSE:	INCIDENT DATE:	INCIDENT TIME: 00 00
ASSIGNED TO:		
	LAST MAINTAINED BY/DATE: JUXXX	08 15 1997
RELIEFS SOUGHT		

DIVORCE		
CHILD CUSTODY		
CHILD SUPPORT		
EQUIT DISTRIB		
COUNSEL FEES		
PF1=CASE XREF INQUIRY	PF7=PAGE-UP	PF8=PAGE-DOWN

2. Press the **PAUSE/BREAK** key to return to the CASE INQUIRY MENU.

PARTY LIST WITHIN CASE :

To view a list of parties associated to the FM docket # entered:

1. From the CASE INQUIRY MENU screen, press **PF2 PARTY LIST WITHIN CASE**.

The parties associated to the case will display:

FMM1191	FAMILY AUTOMATED CASE TRACKING SYSTEM	02/25/02				
PAGE: 0001	PARTY LIST WITHIN CASE	11:47				
		PF				
DOCKET/CASE #: FM 18 009999 96						
CASE TITLE: JACKS KIM M VS JACKS JEFFREY L						
		CONFINEMENT				
S	PARTY ID	PARTY NAME	CASE RELATNSHIP	IND	FAC	CD
J	0099999	JACKS	BRIELLE	L		MINOR
J	0099999	JACKS	KIM	M		PLAINTIFF
J	0099999	JACKS	JEFFREY	L		DEFENDANT
PF1=PARTY HISTORY SUMMARY			PF2=PARTY INQUIRY MENU			

2. *To inquire on a party in the case:* **S** (select) the party and press **PF2 PARTY INQUIRY MENU**.
3. Press the **PAUSE/BREAK** key until returned to the CASE INQUIRY MENU.

DOCUMENT INQUIRY:

To view a list of all documents associated to the case:

1. From the CASE INQUIRY MENU screen, press **PF5 DOCUMENT INQUIRY**.

The ALL DOCUMENTS LIST screen will display with all documents associated to the case:

FMM3013	FAMILY AUTOMATED CASE TRACKING SYSTEM	02/25/02	
PAGE: 0001	ALL DOCUMENTS LIST	11:52	
		PF	
DOCKET/CASE #: FM 18 000999 96	CASE TYPE: DIVORCE		
CASE TITLE: JACKS KIM M VS JACKS JEFFREY L			
DOCUMENT	DOCUMENT	FILING	MULTI
S FILED DATE	TYPE	PARTY NAME	PARTY
08 14 1995	C008 COMPL-DIVORCE	JACKS	KIM M
08 14 1995	I187 AFF OF INSURANCE		KIM M
08 20 1995	I023 AFF NON-MILT SERV	JACKS	KIM M
12 20 1995	I046 DEFAULT	JACKS	KIM M
02 08 1996	I005 NOTIC EQUIT DISTR	JACKS	KIM M
S 08 04 1996	M002 MTN ENF LIT RGHTS	JACKS	JEFFREY L
03 08 1997	O103 FIN JUDG DIVORCE	JACKS	KIM M
PF1=DOCUMENT INQUIRY PF2=SERVICE INQUIRY			

2. To inquire on a document from the list: **S** (select) the document and press **PF1 DOCUMENT INQUIRY**.

FMM3560	FAMILY AUTOMATED CASE TRACKING SYSTEM	07/16/09
PAGE: 0001	ORDER INQUIRY	15:33
DOCKET/CASE #: FM 12 999999 87	CASE TYPE: FM ADD-ON CASE	
CASE TITLE: JACKS KATHY VS JACKS JR ANTHONY J		
MOTION DOCUMENT:	MOTION FILED:	
JUDGE:		
----- O R D E R I N F O R M A T I O N -----		
DOCUMENT TYPE: CONSENT ORDER	FILED: 07 20 1993	
DOCUMENT SOURCE: FAM DIV THIS CNTY	ISSUED: 07 20 1993	
ORDER STATUS: STANDING	STATUS DATE: 07 20 1993	
JUDGE: 12 - CICCONE	RECEIVED:	
TRANS TO COUNTY:	LAST MAINTAINED BY/DATE: JUCHB6	08 / 03 / 1993
COMMENTS:		
PARTY NAME	DOCUMENT RELATIONSHIP	CASE RELATIONSHIP
BXXXXXX	KATHY FILER	PLAINTIFF
BXXXXXX JR	ANTHONY J TARGET	DEFENDANT

3. Press the **PAUSE/BREAK** key to return to the CASE INQUIRY MENU screen.

PROCEEDING INQUIRY:

To view a list of proceedings scheduled for the docket/case # entered:

1. From the CASE INQUIRY MENU screen, press **PF7 PROCEEDING INQUIRY**.

A list of all proceedings for the case entered will display:

FMM5071	FAMILY AUTOMATED CASE TRACKING SYSTEM	02/25/02			
PAGE: 0001	PROCEEDING LIST BY CASE	12:08			
		PF			
DOCKET/CASE # : FM 18 009999 96					
CASE TITLE : JACKS KIM M VS JACKS JEFFREY L					
***** PROCEEDING *****					
SEL	DATE	TYPE	ID	PROCEEDING STATUS	ADJOURNMENT REASON
S	03 08 1997	DEFAULT HEARING	JJXXX	COMPLETED	
	09 15 1996	MOTION HEARING	JJXXX	COMPLETED	
	08 04 1996	MOTION HEARING	JJXXX	RESCHEDULE	
	06 18 1996	TRIAL	JJXXX	COMPLETED	
	02 09 1996	HEARING DISMISSAL	JJXXX	ADJOURNED	OTHER
PF1=PROCEEDING INQUIRY					

2. To inquire on a proceeding: **S** (select) the proceeding and press **PF1 PROCEEDING INQUIRY**.

The PROCEEDING INQUIRY screen will display:

FMM5015	FAMILY AUTOMATED CASE TRACKING SYSTEM	02/25/02
	PROCEEDING INQUIRY	12:12
		PF
DOCKET/CASE #: FM 18 009999 96		
CASE TITLE: JACKS KIM M VS JACKS JEFFREY L		
***** S C H E D U L E D ***** SCHEDULED BY: JUXXXX		
PROCEEDING TYPE: DEFAULT HEARING		
LOCATION: 128 JURY IND:		
START TIME: 01 : 30 AM/PM: P		
NOTICE SENT: Y EXHIBIT IND: N		
COURT OFFICIAL : JUDGE GRAHAM T ROSS		
***** A C T U A L *****		
PROCEEDING TYPE: DEFAULT HEARING		
JURY IND: N		
START TIME: 01 : 30 AM/PM: P		
LOG NUMBER:		
STOP TIME: 04 : 30 AM/PM: P		
TAPE NUMBER-FROM: TO:		
COURT OFFICIAL : JUDGE GRAHAM T ROSS		
MOTION STATUS:		
PROCEEDING STATUS: COMPLETED		
ADJOURNMENT REASON:		
CPR BOARD COUNT:		
COURT REPORTER:		
COMMENTS: EQUIT DIST		
OPERATOR ID: JUXXXX		
PF2=CASE RESULT INQUIRY	PF3=EXHIBIT LIST	PF5=APPEARANCE INQUIRY

3. To review the case results for the proceeding: Press **PF2 CASE RESULT INQUIRY**.

FMM5048	FAMILY AUTOMATED CASE TRACKING SYSTEM				07/16/09			
PAGE: 0001	CASE RESULT INQUIRY				15:37			
DOCKET/CASE #: FM 12 999999 87								
CASE TITLE: JACKS KATHY VS JACKS JR ANTHONY J								
CALENDAR DATE: 08 27 1999			OFFICIATING ID: JJ659			JURY IND:		
PROCEEDING TIME: 09 : 00 A			PROCEEDING TYPE: 1560			BAIL IND: N		
CASE STATUS: REOPENED				CASE STATUS DATE: 06 22 1999				
CURRENT				PRIOR				
S	CHARGE/ RELIEF	DEGR CODE	CHRG/RELIEF DATE	CHARGE/ RELIEF	DEGR CODE	CHRG/RLF DATE	STAT	STATUS DATE
	POST JUDGMNT RELI		01 01 1993					05 12 13 1999
	POST JUDGMNT RELI		01 01 1993					05 03 31 1994
	POST JUDGMNT RELI		01 01 1993					05 10 21 1994
	POST JUDGMNT RELI		01 01 1993					05 10 01 1996
PF1=CHARGE/RELIEF RESULT INQUIRY PF2=CASE COMMENT INQUIRY								

4. Press the **PAUSE/BREAK** key to return to the CASE INQUIRY MENU screen.

RELIEF SOUGHT DISPOSITION:

To view relief and result disposition information for the case entered:

1. From the CASE INQUIRY MENU, press **PF10 RELIEF SOUGHT DISPOSITION HISTORY**.

The CASE RELIEF SOUGHT LIST screen will display, listing all reliefs on the case.

FMM4011	FAMILY AUTOMATED CASE TRACKING SYSTEM	02/25/02		
PAGE: 0001	CASE RELIEF SOUGHT LIST	13:34		
		PF		
DOCKET #: FM 18 009999 96				
CASE TITLE: JACKS KIM M VS JACKS JEFFREY L				
CASE TYPE: DIVORCE				
S	CURRENT RELIEF	RELIEF DATE	RELIEF STATUS	STATUS DATE
S	DIVORCE	08 14 1995	DISPOSED	03 08 1997
	CHILD CUSTODY	08 14 1995	DISPOSED	03 08 1997
	CHILD SUPPORT	08 14 1995	DISPOSED	03 08 1997
	EQUIT DISTRIB	08 14 1995	DISPOSED	03 08 1997
	COUNSEL FEES	08 14 1995	DISPOSED	03 08 1997
	RESUME MAIDEN NAME	08 14 1995	DISPOSED	03 08 1997
PF1=RELIEF SOUGHT				

2. To display the relief results: **S** (select) a relief and press **PF1 RELIEF SOUGHT**.

The RELIEF SOUGHT RESULT INQUIRY screen displays with result disposition information.

FMM5075	FAMILY AUTOMATED CASE TRACKING SYSTEM	02/25/02		
PAGE: 0001	RELIEF SOUGHT RESULT INQUIRY	13:37		
		PF		
DOCKET/CASE # FM 18 009999 96		LINK IND: N		
CASE TITLE: JACKS KIM M VS JACKS JEFFREY L				
CURRENT RELIEF: DIVORCE		CURRENT STATUS: DISPOSED		
PRIOR RELIEF:		CURRENT DATE : 03 08 1997		
RESULT DISP TYPE	LENGTH	DISP UNIT TIME	RESULT MEANS	DISP DATE

DIVORCE GRANTED				03 08 1997
AMT:	EFF:	COMMENT:		
PF1=NEXT RELIEF				
PF2=PRIOR RELIEF				
PF3=CASE COMMENTS INQUIRY				

3. To view the other reliefs results: Press **PF1 NEXT RELIEF** to go to the next relief. Press **PF2 PRIOR RELIEF** to go to the previous relief.

4. Press the **PAUSE/BREAK** key to return to the CASE INQUIRY MENU.

NEXT EVENT INQUIRY:

To view the next events recorded in FACTS (i.e., future proceedings, documents):

1. From the CASE INQUIRY MENU, press **PF11 NEXT EVENT INQUIRY**.

The NEXT EVENTS LIST WITHIN CASE screen will display listing all recorded next events.

FMM5050	FAMILY AUTOMATED CASE TRACKING SYSTEM	02/25/02		
PAGE: 0001	NEXT EVENTS LIST WITHIN CASE	13:53		
		PF		
DOCKET/CASE # : FM 01 009999 96				
CASE TITLE : JACKS KIM VS JACKS JEFFREY L				
		ANTICIPATED		
CODE	DESCRIPTION	DATE	SCHD IND	USER ID
2584	P/J/M HEARING	09 27 1997	N	JUXXXX
0049	ORD PRO SE MOTION	08 23 1998		JUXXXX
2584	P/J/M HEARING	02 22 1999	N	JUXXXX

2. Press the **PAUSE/BREAK** key to return to the CASE INQUIRY MENU.

CASE STATUS INQUIRY:

To view case status information for the case entered and Display all previous and current case statuses for the case:

1. From the CASE INQUIRY MENU, press **PF13 CASE STATUS INQUIRY**.

The CASE STATUS INQUIRY screen will display.

FMM4025	FAMILY AUTOMATED CASE TRACKING SYSTEM	02/25/02		
PAGE: 0001	CASE STATUS INQUIRY	14:04		
		PF		
DOCKET/CASE #: FM 18 009999 96				
CASE TITLE: JACKS KIM M VS JACKS JEFFREY L				
STATUS DATE	CASE STATUS	REASON	MODIFIED DATE	DOC/PROCEEDING
03 08 1997	DISPOSED	DEFAULT JUDGMENT	* 03 15 1997	DEFAULT HEARING
USER ID: JUXXXX		ENTERED DATE: 03 15 1996	CORRECTION CODE:	
08 14 1995	ACTIVE		* 08 15 1995	COMPL-DIVORCE
USER ID: JUXXXX		ENTERED DATE: 08 15 1995	CORRECTION CODE:	

2. Press the PAUSE/BREAK key to return to the CASE INQUIRY MENU.

NOTICE LIST:

To view notice information for proceedings on the case:

1. From the CASE INQUIRY MENU screen, press **PF15 NOTICE LIST BY CASE**.

The NOTICE LIST BY CASE screen will display, listing all notices entered on FACTS.

FMM5085	FAMILY AUTOMATED CASE TRACKING SYSTEM	02/25/02
PAGE: 0001	NOTICE LIST BY CASE	14:08
		PF
DOCKET/CASE #: FM 18 009999 96		
CASE TITLE: JACKS KIM M VS JACKS JEFFREY L		
NOTICE DATE	NOTICE TYPE	SERVICE TYPE

02 05 1997	NOTC SCHD APPR-COUNS	REGULAR MAIL
PARTY NAME: JXXXX	KIM	M ATTORNEY: KLAUSNER, HUNTER & CIGE, E
TYPE: DEFAULT HEARING	DATE: 03 08 1997	OPERATOR: JUXXXX
01 09 1996	NOTC SCHD APPR-COUNS	REGULAR MAIL
PARTY NAME: JXXXX	KIM	M ATTORNEY: KLAUSNER, HUNTER & CIGE, E
TYPE: HEARING DISMISSAL	DATE: 02 09 1996	OPERATOR: JUXXXX

2. To page through the list of notices: Press **PF8** to go to the next page
Press **PF7** to go to the previous page.
3. Press the **PAUSE/BREAK** key to return to the CASE INQUIRY MENU.

FEES INQUIRY:

To view the fees entered onto the case:

1. From the CASE INQUIRY MENU, press **PF16 FEES RECEIPT LIST**.

The FEES INQUIRY BY CASE screen will display, listing all fees posted to the case.

FMM7001	FAMILY AUTOMATED CASE TRACKING SYSTEM	02/25/02		
PAGE: 0001	FEES INQUIRY BY CASE	14:14		
		PF		
DOCKET NUMBER: FM 18 009999 96				
CASE TITLE: JACKS KIM M VS JACKS JEFFREY L				
SEL	CASH DATE	AMT PAID RECEIPT# RELATED#	CHECK/MO#	PARTY LAST NAME
	09 12 1995	80.00 011313	11086	ROSENBERG ESQ
CHECK	FILING FEE	GENERAL APPEARANCE		

S	08 15 1995	160.00 011076	19723	ROSENBERG ESQ
CHECK	FILING FEE	COMPL-DIVORCE		

PF1= FEES DETAIL INQUIRY				

2. To view detailed information about a fee: **S** (select) the fee from the list and press **PF1 FEES DETAIL INQUIRY**.

FMM7028	FAMILY AUTOMATED CASE TRACKING SYSTEM	02/25/02
	FEES DETAIL INQUIRY	14:20
		PF
DOCKET NUMBER: FM 18 009999 96		
REL RECEIPT NUMBER: 000000		
CASE TITLE: JACKS KIM M VS JACKS JEFFREY L		
PARTY ID/NAME: J 0099999 JACOB		
Smith L		
TRANSACTION DATE: 08 14 1995		
RECEIPT NUMBER: 11076		
PAYOR NAME: JOXXXXX ESQ		
DAVID L		
PAY TYPE: CHECK		
TRANS TYPE: FILING FEE		
CHECK NUMBER : 19723		
ATTORNEY CHARGE ACCT :		
FEE RECEIVED AMOUNT: 160.00		
ACCOUNT CODE		
DISTRIBUTED AMT CR(-)		
11000 CASH 160.00		
45011 FILING FEE 160.00 -		
CASH DATE: 08 15 1995		
COMMENTS:		

3. Press the **PAUSE/BREAK** key to return to the CASE INQUIRY MENU.

TIPS FOR SEARCHING NAMES IN FACTS:

1. **Start with a narrow search.** Start the search using a unique identifier or full name. This narrows the search and will save you time if you find the party.
 - SSN # or PARTY ID.
 - Full Name.
2. **Jr., Sr., III, ... at bottom of list.** The FACTS database is arranged such that Jr., Sr. etc. are listed *after* all names that do not have one of these appendages. For example, Al Smith Jr. will be listed below Zeke Smith.
- 3) **Search according to Data Entry Standards.** Data Entry Standards specify the correct way that data should be entered into FACTS.
 - No punctuation. Use space where hyphens or apostrophes would be.
 - Spaces before capitals in middle of names.

IF THE NAME IS:

William Renn III
Susan Helig-Meyers
Pat O'Brien
Jack McNealy
Lodico
LoDico
John A. Smith JR.

ENTERED AS:

Renn III William
Helig Meyers Susan
O Brien Pat
Mc Nealy Jack
Lodico
Lo Dico
Smith Jr John A

4. **Try Variations.** The Data Entry Standards may not have been followed or there may have been spelling variations. Even common names sometimes have spelling variations.

If you don't find:

O Brien

John
Rodriguez
Helig Meyers
Smith Jr John

Try:

O'Brien
Obrien
Jon
Rodriquez
Helig-Meyers
Smith John

5. **Broaden the search.**
 - Do Statewide search.
 - Use only partial first name.
 - Try last name only.
 - Try partial last name.

FACTS PUBLIC ACCESS QUICK INDEX

LOGGING ON:

To get into the FACTS system:

1. At the ADMINISTRATIVE OFFICE OF THE COURTS “map and scale” screen, type **NJ** and press **ENTER**.
2. At the INTERSESSION MANAGER screen, type in the Public Access **USER ID**. Press the **TAB** key once, type the **PASSWORD** and press **ENTER**.
3. At the INTERSESSION MAIN MENU screen enter the number next to the list of options, or press the appropriate PFKEY to access IDMSCV17 (FACTS, DVCR & JUV REG).

PARTY INQUIRY:

To inquire on parties in FACTS associated to FM cases:

1. From the FACTS MAIN MENU screen, press **PF2 PROCESS PARTIES**.
2. Enter the PARTY NAME (Last, First, MI), PARTY ID, or SSN and press **PF1 PARTY SEARCH**.
3. S (select) the party and press **PF1 PARTY INQUIRY MENU**.
4. From the PARTY INQUIRY MENU screen:
 - a. Press PF1 PARTY INQUIRY – PART 1 to general information about the party (i.e. birth date, address, etc)
 - b. Press PF3 CASE LIST BY PARTY, to get an FM case list for the party being search.

CASE INQUIRY:

To inquire on an FM case in FACTS:

1. From the FACTS MAIN MENU, press PF18 FAMILY CASE INQUIRY.
2. From the CASE INQUIRY MENU, enter the FM docket/case # and perform one of the following searches:

PF1 ESTABLISH CASE INQUIRY
PF2 PARTY LIST WITHIN CASE
PF3 DOMESTIC VIOLENCE / ACTS INQUIRY
PF4 CASE COMMENTS INQUIRY
PF5 DOCUMENT INQUIRY
PF6 EXHIBIT INQUIRY
PF7 PROCEEDING INQUIRY
PF8 LINKED CASES INQUIRY
PF9 CHARGE DISPOSITION HISTORY
PF10 RELIEF SOUGHT DISPOSITION HISTORY
PF11 NEXT EVENT INQUIRY
PF12 ATTORNEY LIST WITHIN CASE
PF13 CASE STATUS INQUIRY
PF15 NOTICE LIST BY CASE
PF16 FEE RECEIPT LIST

NOTE: Press CLEAR on the toolbar or PAUSE/BREAK key at any time to return to the previous screen