



New Jersey Courts

Independence • Integrity • Fairness • Quality Service

**Gun Permit**

**Appeals System –**

**Prosecutor and LEO**

**training**

**12/08/2023**

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## Overview

- The Gun Permit Appeals System provides a mechanism for processing appeals filed when Gun Permit applications are denied by Law Enforcement agencies.
- The filer (applicant or private attorney filing on behalf of the applicant) submits the appeal in JEDS.
- The County Prosecutor has the option to provide a response to the appeal and upload their response letter in eMACS. They can also upload any other documents necessary for that appeal.
- Judges can review the Appeal and submit an order on the decision or Court staff can submit the order on behalf of the judge. Decision can be to dismiss the appeal, deny the appeal, grant the appeal or grant the appeal in part, deny in part.
- Law Enforcement will be able view Gun Permit appeals in their municipality(s) through eMACS.
- Prosecutors can see the progression of the Appeal in the Case jacket of that Appeal while Law Enforcement will be able to view the latest active order on the Appeal, if there is one.

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# Gun Permit Appeals – Prosecutor/LEO View

# NJ Courts - Portal Home page

On the Portal Home Page, click the eMACS Portal tile to open the application.

New Jersey Courts

- Home
- Official NJ Courts
- Help Center
- Public Media
- Forms Catalog
- Report an Issue

## New Jersey Courts - Portal Home Page

**Announcements**

**Judiciary's Problem Reporting Desk**  
The Judiciary's Problem Reporting Desk is available at 1-609-421-6100, 24 hours a day, 7 days a week. Users can report any matter at any time. To report an issue online click '[Report an Issue](#)'. All emergent matters, such as system outages, will be addressed immediately. For non-emergent matters, Help Desk phone support is available Monday through Friday from 8:00 am through 5:00 pm. For non-emergent matters reported outside of normal business hours, users will receive a call back the following business day after 8am.  
[Show more](#)

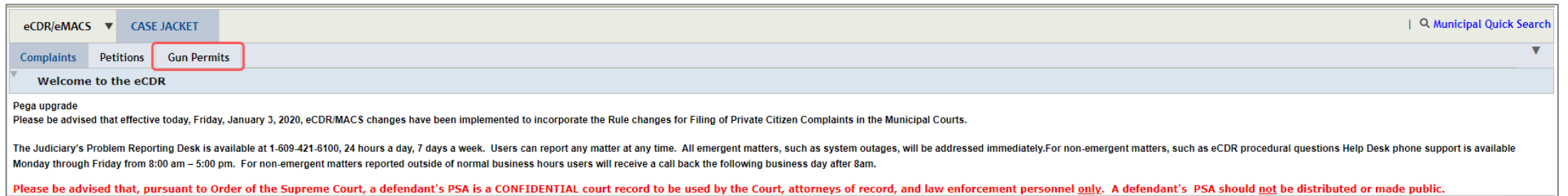
Click the "+" icon to add an application to your dashboard.

**+**  
Get additional access

- eMACS Portal
- (PCSAM) Person Case Search and Manage
- Pretrial Home Detention/Electronic Monitoring
- Public Access

# Gun Permit Appeals - Prosecutor / LEO View

Click the Gun Permits tab in the application.



eCDR/eMACS CASE JACKET | Municipal Quick Search

Complaints Petitions **Gun Permits**

Welcome to the eCDR

**Pega upgrade**  
Please be advised that effective today, Friday, January 3, 2020, eCDR/MACS changes have been implemented to incorporate the Rule changes for Filing of Private Citizen Complaints in the Municipal Courts.

The Judiciary's Problem Reporting Desk is available at 1-609-421-6100, 24 hours a day, 7 days a week. Users can report any matter at any time. All emergent matters, such as system outages, will be addressed immediately. For non-emergent matters, such as eCDR procedural questions Help Desk phone support is available Monday through Friday from 8:00 am – 5:00 pm. For non-emergent matters reported outside of normal business hours users will receive a call back the following business day after 8am.

**Please be advised that, pursuant to Order of the Supreme Court, a defendant's PSA is a CONFIDENTIAL court record to be used by the Court, attorneys of record, and law enforcement personnel only. A defendant's PSA should not be distributed or made public.**

# Gun Permit Appeals - Work Basket

1. The Work Basket displays appeals for past 14 days from the current date. It can be filtered beyond the last 14 days.
2. Several criteria are available to search for an appeal in the jurisdiction of the user.
3. Clicking 'Refresh list' displays the most recent data for the Appeal in the Work basket.
4. By default, Appeals in the Work basket are sorted by the Gun Permit Appeal Date.

eCDR/eMACS CASE JACKET Municipal Quick Search

Complaints Petitions Gun Permits

Permits Search

Search Type:  
 Select ...  
 Select ...  
 Applicant name  
 Case number  
 SBI number  
 Application number

Refresh list Filter Beyond Last 14 Days 1 2 Next

Applicant name	SBI number	Case number	Gun permit appeal date	Hearing date	Status	Judge	Prosecutor response	Actions
Jolene Smith	509905Z	GP-WRN-00089-23	11/17/2023		Pending Schedule			Actions
Carole Middleton	509905Z	GP-WRN-00088-23	11/16/2023		Pending Schedule			Actions
Sami Smith	508805Z	GP-WRN-00087-23	11/16/2023		Transferred			Actions
JAMES TRIVIANI	981716A	GP-WRN-00086-23	11/15/2023	11/20/2023 03:15 PM	Scheduled	JUDGE TEST		Actions
GEORGE H GETHERS	202942C	GP-WRN-00085-23	11/15/2023	11/20/2023 03:30 PM	Scheduled	CLINT SICKEL		Actions
ALBERTO PEREZ	718849B	GP-WRN-00084-23	11/15/2023		Pending Schedule	JUDGE TEST	Objection	Actions



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# Gun Permit Appeals – Status in the Work Basket

- **Pending Schedule:** An appeal is docketed in Gun Permits system with this status. A schedule has not been created on that appeal at this time.
- **Scheduled:** There is an open schedule for that appeal.
- **Awaiting Judicial Decision:** The only open schedule has been closed in ECS with event action of “Completed” but a decision has not yet been made on the Appeal.
- **Completed:** Appeal has been heard and recorded in Gun permits. All open schedules in ECS are closed at this time with event action of Completed.
- **Draft Order:** When an Order is saved on an Appeal, status is Draft Order.
- **Withdrawn:** Appeal has been withdrawn by the filer.
- **Transferred:** Appeal has been transferred to a different county.

# Gun Permit Appeal Work Basket – Prosecutor View

1. Each row in the Work Basket gives details about an Appeal. Additional details can be seen by clicking the twisty at the beginning of the row.
2. Prosecutors can act on that appeal by providing a response and/or uploading document(s) on that Appeal.
3. Prosecutors can view the Case Jacket of that Appeal by clicking the Actions dropdown.

eCDR/eMACS CASE JACKET <span style="float: right;">Municipal Quick Search</span>																																	
Complaints Petitions <b>Gun Permits</b>																																	
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# Gun Permit Appeals-Response/Upload Document

1. Clicking on Response/Upload Document action opens the screen for providing a response and /or uploading document.
2. Uploading a document is mandatory when Response selected is 'Objection' and/or Document type is "Other".
3. Only PDF files can be uploaded.
4. When Document type 'Other' is selected, a mandatory free form text box displays.
5. Files related to the Appeal can also be uploaded without selecting a response.
6. When Response is 'No objection', Document type and/or uploading a document is not mandatory.

The screenshot shows the 'Response/Upload Document' form for a gun permit appeal. The 'Application Details' section includes County: Warren, Applicant name: GEORGE H GETHERS, Gun permit appeal date: 11/15/2023, and Case number: GP-WRN-00085-23. In the 'Response' section, the 'Objection' radio button is selected. In the 'Upload Document' section, the 'Document type' dropdown is set to 'Response letter', and the 'Filed Date' is 11/16/2023. A 'Choose File' button is visible with the text 'Please select file to upload'. Below this is a table with columns 'Document Type', 'File Name', and 'Document Description', currently showing 'No attachment'. 'Cancel' and 'Submit' buttons are at the bottom right. A note at the bottom reads: 'Please review and then click the "Submit" button when you are ready to file.'

The screenshot shows the 'Response/Upload Document' form for a gun permit appeal. The 'Application Details' section includes County: Warren, Applicant name: GEORGE H GETHERS, Gun permit appeal date: 11/15/2023, and Case number: GP-WRN-00085-23. In the 'Response' section, the 'Objection' radio button is selected. In the 'Upload Document' section, the 'Document type' dropdown is set to 'Other', and the 'Filed Date' is 11/16/2023. A 'Choose File' button is visible with the text 'Please select file to upload'. Below this is a text input field with the label 'Please enter a brief description of the document you are submitting' and a character count 'Remaining: 100 characters'. Below the text input is a table with columns 'Document Type', 'File Name', and 'Document Description', currently showing 'No attachment'. 'Cancel' and 'Submit' buttons are at the bottom right. A note at the bottom reads: 'Please review and then click the "Submit" button when you are ready to file.'

# Response/Upload Document(Cont'd)

1. System defaults the Filed Date field in the Upload Document section to current date. It can be changed to a past date. Date entered here reflects in the Filed date column of the Case Jacket.
2. Review your response and the uploaded documents prior to submitting.
3. The uploaded document can be reviewed by clicking on the file name in the table.
4. If the uploaded document is not the correct one, it can be removed by clicking the trash can icon in the left most column of the table.

The screenshot shows the 'Response/Upload Document' form. At the top, there are navigation tabs for 'Complaints', 'Petitions', 'Gun Permits', and 'Upload Docs'. The form title is 'Response/Upload Document'. Under 'Application Details', the County is 'Warren', Applicant name is 'GEORGE H GETHERS', Gun permit appeal date is '11/15/2023', and Case number is 'GP-WRN-00085-23'. In the 'Response' section, the 'Objection' radio button is selected. The 'Upload Document' section shows a 'Document type' dropdown set to 'Response letter' and a 'Filed Date' of '11/16/2023'. A table below lists the uploaded document: 'Response letter Objection' with file name 'Response.pdf' and description 'Response letter - Objection'. 'Cancel' and 'Submit' buttons are at the bottom right. A note at the bottom says 'Please review and then click the "Submit" button when you are ready to file.'

The screenshot shows the 'Response/Upload Document' form. At the top, there are navigation tabs for 'Complaints', 'Petitions', 'Gun Permits', and 'Upload Docs'. The form title is 'Response/Upload Document'. Under 'Application Details', the County is 'Warren', Applicant name is 'GEORGE H GETHERS', Gun permit appeal date is '11/15/2023', and Case number is 'GP-WRN-00085-23'. In the 'Response' section, the 'No objection' radio button is selected. The 'Upload Document' section shows a 'Document type' dropdown set to 'Other' and a 'Filed Date' of '11/16/2023'. A text input field contains 'This is a test.' with a character count of 'Remaining: 85 characters'. A table below lists the uploaded document: 'Other' with file name 'Details.pdf' and description 'This is a test.'. 'Cancel' and 'Submit' buttons are at the bottom right. A note at the bottom says 'Please review and then click the "Submit" button when you are ready to file.'

# Response/Upload Document(Cont'd)

1. Click “Yes’ in the pop up that displays when you click ‘Submit’ to continue submitting.
2. On submission, Prosecutor response and/or uploaded documents save to the Gun Permits Case Jacket.
3. Prosecutor response updates the eMACS Gun Permits Work Basket as well as the appeal in the Gun Permits application.

eCDR/eMACS CASE JACKET Municipal Quick Search

Complaints Petitions Gun Permits Upload Docs

## Response/Upload Document

Application Details

County: Warren Applicant name: GEORGE H GETHERS Gun permit appeal date: 11/15/2023 Case number: GP-WRN-00085-23

Response

Objection  No objection

Upload Document

Document type: Response letter Filed Date: 11/16/2023

Document Type	File Name	Document Description
Response letter Objection	Response.pdf	Response letter - Objection

Choose File Please select file to upload

Confirmation

You are about to submit a response and/or documents. Click Yes to Continue.

Yes No

Cancel Submit

Please review and then click the "Submit" button when you are ready to file.

# Gun Permit Appeals - Work Basket

1. Prosecutor response updates the Prosecutor Response column in the eMACS Gun Permit Appeals Work Basket.
2. Documents can be uploaded to the appeal at any point of time regardless of the status of the appeal. It will save to the case jacket of the case number from which it was uploaded.

eCDR/eMACS CASE JACKET Municipal Quick Search

Complaints Petitions **Gun Permits**

Permits Search

Search Type:  
Select ...

My Permits

Refresh list Filter Beyond Last 14 Days 1 2 Next

Applicant name	SBI number	Case number	Gun permit appeal date	Hearing date	Status	Judge	Prosecutor response	Actions
Jolene Smith	509905Z	GP-WRN-00089-23	11/17/2023		Pending Schedule		No objection	Actions
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# Gun Permit Appeals - Case Jacket

1. Case Jacket of an Appeal is confidential.
2. It is accessed by clicking 'View Case Jacket' action from the Workbasket.
3. The top section 'Case Overview' displays the high-level details of the Appeal.
4. Case Summary section displays the case summary, Gun permit details and the Applicant Summary.

eCDR/eMACS CASE JACKET Municipal Quick Search

Complaints Petitions Gun Permits GP-WRN-00085-23

Search and Manage (PCSAM)

**Case Overview**

Case number GP-WRN-00085-23	Case caption In the Matter of the Gun Permit Appeal of George H Gethers	Case initiation date 11/15/2023	Case status Scheduled
Court/Division Criminal	Venue Warren	Docket/Case type Gun permits	

**Case Summary** Case Actions [Expand / Collapse](#)

**Case Summary**

Proceeding date 11/20/2023	Official type/name Judge Clint Sichel	Prosecutor response Objection
Disposition date		

**Gun Permit Details**

Gun Permit Type	Application Date	Application Number	Denied Date	Law Enforcement Agency	Renewal	Carry Permit Type(S)	Disposition
Firearms purchaser ID Card	10/04/2023	14646464654	11/01/2023	2113 - Knowlton Twsp Police Dept	Yes		
Permit to carry a handgun	10/04/2023	165465413	11/01/2023	2113 - Knowlton Twsp Police Dept	Yes	Personal protection, Retired law enforcement officer	

**Applicant Summary**

Name George H Gethers	Date of birth 05/19/1985	SBI number 202942C
Address 154 Oxford Lane, Ick, NJ, 06520		Phone number 165-644-5125
Hispanic or Latinx No	Race White	

Print Close

# Gun Permit Appeals - Case Jacket (cont'd)

1. Case Actions section displays docket text for actions done on an Appeal as it is processed. You can sort on each column.
2. Clicking Documents against an entry displays a popup to select and view the document saved on that action.
3. Clicking the ellipsis and selecting 'View Notification' displays the notification sent to the filer and county prosecutor.

The screenshot displays the 'CASE JACKET' interface for case GP-WRN-00085-23. The 'Case Overview' section shows the following details:

Case number	Case caption	Case initiation date	Case status
GP-WRN-00085-23	In the Matter of the Gun Permit Appeal of George H Gethers	11/15/2023	Scheduled
Court/Division	Venue	Docket / Case type	
Criminal	Warren	Gun permits	

The 'Case Actions' section shows 3 rows of docket entries:


Filed Date	Docket Text	Transaction ID	Entered Date	Documents
11/16/2023	Prosecutor Response Letter - Objection by PROSECUTOR RAN SMITH of Warren County Prosecutor's Office re: Gun Permit Appeal	GPA202323299	11/21/2023	Documents
11/16/2023	Gun Permit Appeal hearing is scheduled for 03:30 PM on 11/20/2023 with Judge John F Kingfield at Court Room 021.	GPA202323256	11/16/2023	Documents
11/15/2023	Gun Permit Appeal has been filed by George H Gethers JEDS EF-45514	GPA202323234	11/15/2023	Documents



# Sample Notification

1. Email notification is sent to the filer and the generic email id of the county Prosecutor when an appeal is filed and when an action taken on that appeal.
2. Docket text in the notification reflects the action taken on the Appeal.

NJ eCourts Appeal Notification – GEORGE H GETHERS

 [GPATest.mbx@njjudlab.njcourts.gov](mailto:GPATest.mbx@njjudlab.njcourts.gov)  
Today, 7:50 AM  
GPATest mailbox ✕

**Superior Court of New Jersey - Warren County**

The following notice is being sent from eCourts as a result of a prosecutor uploading a document on 11/29/2023 at 07:50 AM:

Applicant Name: George H Gethers  
Case Caption: In the Matter of the Gun Permit Appeal of George H Gethers  
Case Number: GP-WRN-00085-23  
Docket Text: Documents uploaded by PROSECUTORANN SMITH of Warren County Prosecutor's Office re: Gun Permit Appeal on 11/29/2023 at 07:50 AM:  
Transaction ID: GPA202323414

**Notice has been electronically sent to:**

Pro se Applicant	George H Gethers	bhanu.maganti@njjudlab.njcourts.gov
County Prosecutor	Warren County	sonal.pushko@njjudlab.njcourts.gov

**Notice has NOT been electronically sent to:**

Login to view the gun permit case jacket. You will need a valid user ID to view the submitted documents.

For questions, please contact the Criminal Division in Warren County.

This email is for notification purposes only and was sent from a notification-only address that cannot accept incoming email. **Please do not reply to this message.**

# Gun Permit Appeals - Work Basket

1. When a decision is taken on an Appeal, the status changes to Complete.
2. Each type of permit in an Appeal can have a judicial decision of Granted or Denied.
3. Appeal decision considers the decisions against each permit and can be Granted, Denied or Granting in part, Denying in part.
4. An appeal can also be Dismissed.

eCDR/eMACS		CASE JACKET		Municipal Quick Search																																					
Complaints		Petitions		Gun Permits																																					
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# Gun Permit Appeals Work Basket-Law Enforcement

1. Law enforcement users will see only those appeals, which have a gun permit application denied by their agency (court code(s)).
2. Each row in the Work Basket gives details about an Appeal. Additional details can be seen by clicking the twisty at the beginning of the row.
3. Law enforcement users can view the latest active order on that Appeal by clicking 'View Order' in the Actions dropdown.

eCDR/eMACS | CASE JACKET | Municipal Quick Search

Complaints | Petitions | **Gun Permits**

Permits Search

Search Type: Select ...

My Permits

Refresh list | Filter Beyond Last 14 Days | 1 2 Next

Applicant name	SBI number	Case number	Gun permit appeal date	Hearing date	Status	Judge	Prosecutor response	Actions
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▶ Carole Middleton	509905Z	GP-WRN-00088-23	11/16/2023		Pending Schedule		Objection	Actions ▾
▶ Sami Smith	508805Z	GP-WRN-00087-23	11/16/2023		Transferred			Actions ▾
▼ JAMES TRIVIANI	981716A	GP-WRN-00086-23	11/15/2023		Completed	JUDGE TEST		Actions ▾ <a href="#">View Order</a>

Application number	Type of permit	New / Renewal	Carry permit types	Law enforcement agency	Law enforcement application date	Law enforcement denial date	Decision
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▶ ALBERTO PEREZ	718849B	GP-WRN-00084-23	11/15/2023		Pending Schedule	JUDGE TEST	Objection	Actions ▾

# Gun Permit Appeals – Sample Order

1. Order verbiage changes based on the type of decision.
2. If Judge has provided a Narrative for his decision, it will appear just above the Judge's signature.


CONFIDENTIAL GP-WRN-00086-23 11/22/2023 08:54:58 AM Pg 1 of 1 Trans ID: GPA202323318

**PREPARED BY COURT**

IN THE MATTER OF THE GUN PERMIT  
APPEAL OF

JAMES TRIVIANI

FROM THE DENIAL OF A PERMIT TO  
PURCHASE A HANDGUN, FIREARMS  
PURCHASER ID CARD AND PERMIT TO  
CARRY A HANDGUN BY LAW  
ENFORCEMENT



**SUPERIOR COURT OF NEW JERSEY  
LAW DIVISION: CRIMINAL PART  
WARREN COUNTY**

Case #: GP-WRN-00086-23

Civil Action

**ORDER GRANTING  
GUN PERMIT APPEAL**

This matter having been brought before the court by JAMES TRIVIANI, SBI\* number 981716A, appealing the law enforcement denial of a Permit to purchase a handgun, Firearms purchaser ID card and Permit to carry a handgun, and the court having held a hearing and for the reasons stated on the record and for good cause shown;

**IT IS** on this 20th day of November, 2023,

**ORDERED** that the Gun Permit Appeal filed in the above-captioned matter is hereby **GRANTED**;

**IT IS FURTHER ORDERED**, that KNOWLTON TWSP POLICE DEPT shall issue to JAMES TRIVIANI a Permit to purchase a handgun, Firearms purchaser ID card and Permit to carry a handgun in accordance with this Order in the form prescribed by the Superintendent.

Date: 11/20/2023 /s/ JUDGE JUDGE TEST

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\*State Bureau of Identification (SBI) Page: 1 of 1

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# Assistance

For any access requests, please email JUPOLICE mailbox.  
JUPolice.Mbx@njcourts.gov

If you require assistance with the Gun Permit Appeals, please  
contact:

Judiciary Help Desk: 609-421-6100  
After Hours: 1-800-343-7002