

New Jersey Bias Investigation Access System (NJBIAS)

Respondent Instructional Handbook

(For Respondents and Respondent Attorneys)



Introduction:

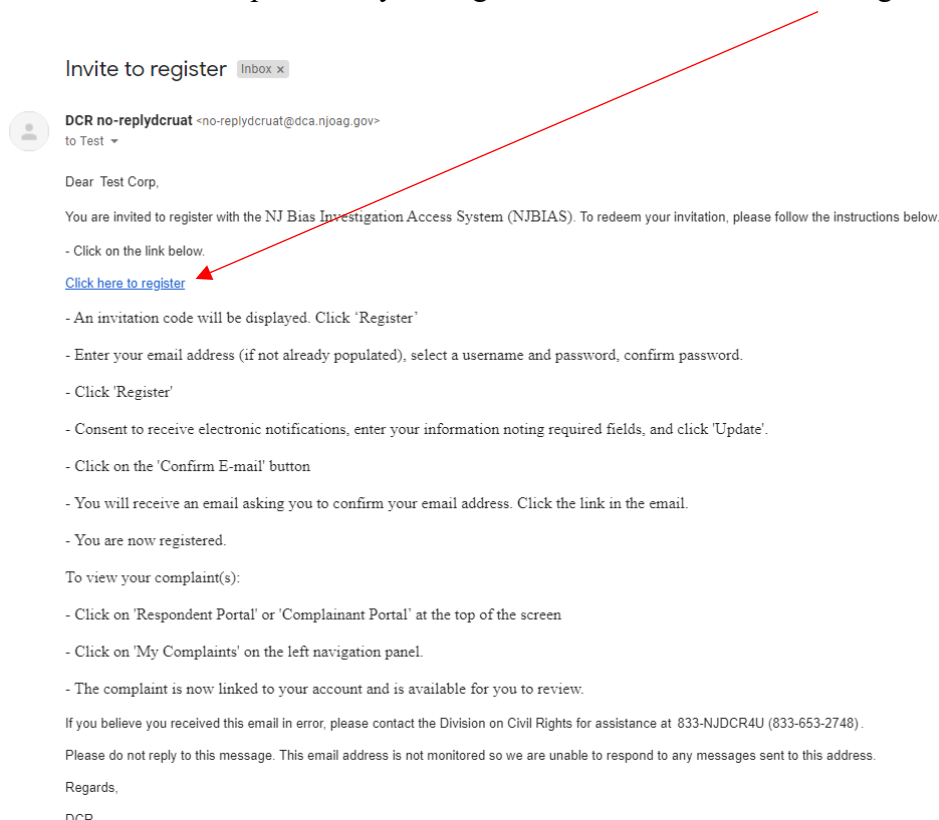
The [NJ Bias Investigation Access System](#) (NJBIAS) is an electronic case management system that allows complainants, respondents, and their representatives the ability to, among other things, file and respond to complaints, submit evidence, interact with DCR staff, schedule appointments, and consent to electronic service.

This handbook will guide you assist you with, among other things, registering yourself or your organization with NJBIAS, requesting extensions, responding to complaints and document & information requests, filing and responding to motions, sending messages, and uploading evidence.

If you have any questions, please send an email to DCR at NJDCR4U@njcivilrights.gov, or call 1-833-NJDCR4U.

Registering for NJBIAS:

Do not attempt to register for NJBIAS **until you receive an ‘invite to register’** email. The email will have a link that contains a code specific to your organization. Click on the link to get started.



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You will be taken to the following screen, which shows aforementioned code. Click 'Register'

A screenshot of the registration page. At the top is a dark blue header with the NJ Division on Civil Rights logo on the left and navigation links for "File a Complaint", "Complainant Portal", and "English" on the right. Below the header, the text "Sign up with an invitation code" is followed by a text input field containing "2883fpvm" and a "Register" button. A red arrow points from the text above to the "Register" button. At the bottom of the page, there is a copyright notice: "Copyright © 2021. All rights reserved."

Enter a Username and Password and click 'Register'

A screenshot of the registration page. At the top, there are three buttons: "Sign in", "Register" (which is highlighted with a red border), and "Redeem invitation". Below these is a grey box with a note: "NOTE: Only use this registration process if you are a complainant, representative, or advocate looking to file a complaint. If you are an organization, or attorney for an organization, please wait for an 'invite to register' email that contains a registration link and code." Below the note is a light blue box containing the text "Redeeming code: 2883fpvm". Underneath, there are four text input fields: "* Email" (containing "RespondentDCR1+cup@gmail.com"), "* Username", "* Password", and "* Confirm password". To the right of the "Confirm password" field is a blue button with a plus sign. Below the fields is a "Register" button. A red arrow points from the text above to the "Register" button.

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On the next screen, click 'Confirm Email'

This is a screenshot of the "Profile" page in the NJBIAS system. The page has a dark blue header with the NJ Division on Civil Rights logo on the left and "English" and "Cup Corp" on the right. Below the header is a breadcrumb trail "Home / Profile". The main heading is "Profile". On the left side, there is a user profile card for "Cup Corp" with a profile picture icon. Below this are three menu items: "Profile", "Security" (with a lock icon), and "Change email" (with a plus icon). The "Security" menu is expanded, showing "Change password" and "Change email". The main content area is titled "Your information" and contains several fields: "Consent to Electronic Service" (checkbox), "Consent to notifications via SMS messages" (checkbox), "Salutation" (dropdown menu), "First Name" (text input with "HR Rep"), and "Email" (text input with "RespondentDCR1+cup@gmail.com"). A light blue notification banner at the top of the main content area says "Your email requires confirmation. Please click the 'Confirm Email' button to the right." with a "Confirm Email" button. A red arrow points from the text above to this button.

This screen will appear, advising you to check for a confirmation email.

This is a screenshot of the "Confirm E-mail" page in the NJBIAS system. The layout is similar to the previous page, with the "Profile" menu on the left. The main heading is "Confirm E-mail". A light blue notification banner at the top says "A confirmation email has been sent to the email address below. Please follow the instructions in the email to proceed." Below this, there is an "E-mail" label and a text input field containing "RespondentDCR1+cup@gmail.com".

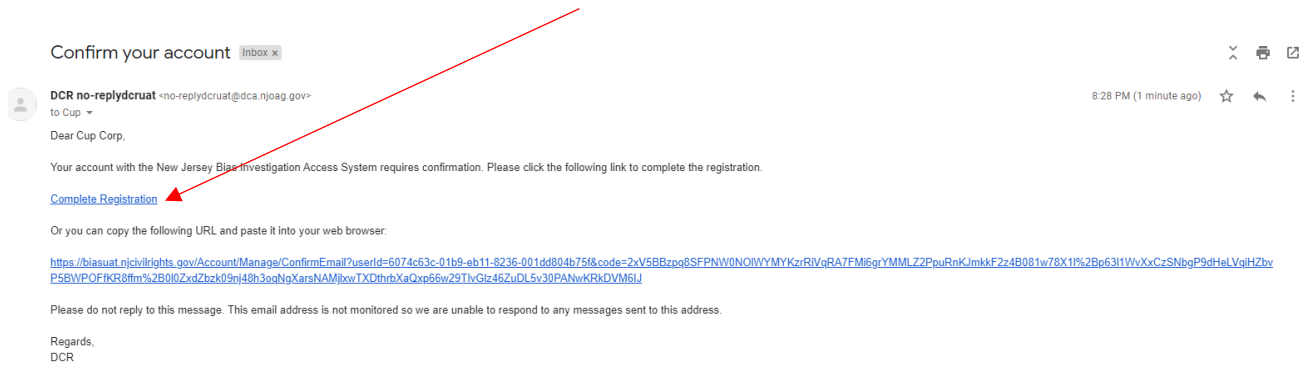
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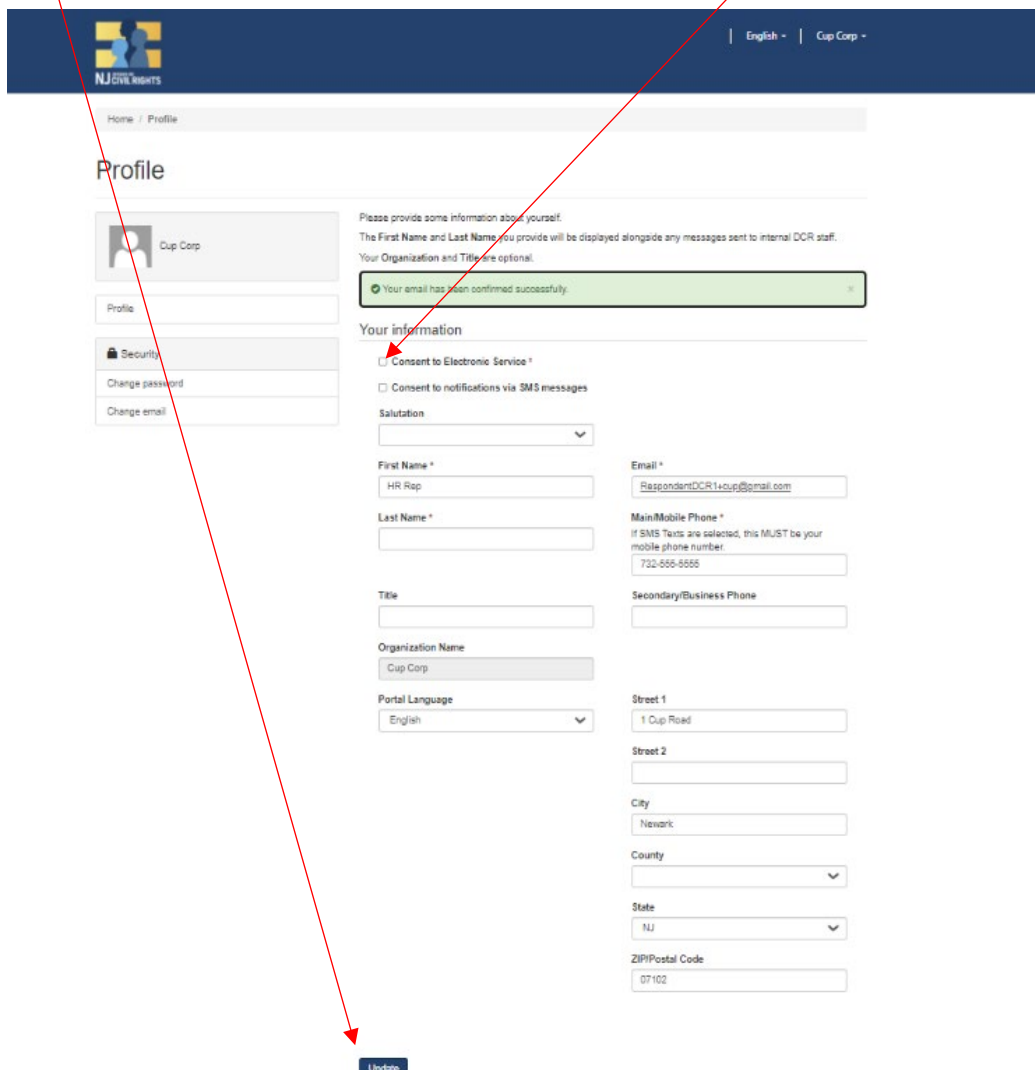
On the confirmation email, click 'Complete Registration'



You will be taken back to the Profile screen, where the green banner will confirm that your email confirmation was successful.

Fill in the remaining information fields. And check off 'Consent to Electronic Service'

Click 'Update'



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You are now successfully registered for NJBIAS.

Downloading the Verified Complaint:

Click 'Respondent Portal' at the top of your screen

On the corresponding complaint, click the Action button and click 'Download Verified Complaint'

Complaint ↑	Complaint Type	Role	Status	Actions
E2021-510000	Employment	Respondent	Pending Respondent Response	Download Verified Complaint Upload Response to Complaint or Documents Add Attorney Request Extension to Answer VC Send or View Messages Respond to D&I Requests View, File or Respond to Motions

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Click the Action button and click 'View Details and Download'



Home / Download Verified Complaint

Download Verified Complaint

Click on document or use Action dropdown to view details and download.

Upload ↑	Upload Date	Upload Status	Actions
Verified_Complaint_signed.pdf	5/19/2021 8:59 PM	File Uploaded	 View Details and Download

Click the file link to download

 View details 

Click on the file name to download.


This computer system does not scan files for computer viruses. By downloading this file, you acknowledge and knowingly accept the risk of saving this file on your device. It is recommended that you take steps to protect your own computer system, such as installing current anti-virus software and the latest security updates.

Document Type
Signed Verified Complaint

Upload Date
5/19/2021 8:59 PM

Description
Signed Verified Complaint

Note Text
4 minutes ago
Lenin Lopez

 [Verified_Complaint_signed.pdf](#) (258.21 KB)

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Requesting a First Extension

To request an initial extension to respond to the verified complaint, on the Respondent portal, click the Action button on the corresponding complaint, and click 'Request Extension to Answer VC'

A screenshot of the Respondent Portal. The top navigation bar includes the NJ Division on Civil Rights logo, a home icon, and links for "Respondent Portal", "File a Complaint", "Complainant Portal", "English", and "Cup Corp". Below the navigation bar is a breadcrumb trail: "Home / Respond to a Complaint". The main heading is "Respond to a Complaint". Below this is the instruction "Select a complaint to respond to from the list below." and a section titled "My Complaints". A table lists a complaint with ID "E2021-510000", type "Employment", role "Respondent", and status "Pending Respondent Response". An "Actions" dropdown menu is open for this complaint, showing options: "Download Verified Complaint", "Upload Response to Complaint or Documents", "Add Attorney", "Request Extension to Answer VC", "Send or View Messages", "Respond to D&I Requests", and "View, File or Respond to Motions". A red arrow points from the text above to the "Request Extension to Answer VC" option in the menu.

Check the 'Request First Extension of 10 Days?' box, then click submit

A screenshot of the "Request an Extension of Time" form. The breadcrumb trail is "Home / Request an Extension of Time". The main heading is "Request an Extension of Time". There are two checkboxes: "Request First Extension of 10 Days?*" (which is checked) and "Request Second Extension Due to Extenuating Circumstances?". Below the second checkbox is a text area labeled "Second Extension Reason". At the bottom left of the form is a blue "Submit" button. Red arrows point from the text above to the checked checkbox and the "Submit" button.

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Requesting a Second Extension

Follow the steps outlined above. Check the 'Request Second Extension' check box, and fill in the reason. Click Submit.

Home / Request an Extension of Time

Request an Extension of Time

Request First Extension of 10 Days?

Request Second Extension Due to Extenuating Circumstances? *

Second Extension Reason *

We require 15 more days due to extenuating circumstances.

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Responding to the Verified Complaint

To respond to the verified complaint, click the Actions button on the corresponding complaint and select 'Upload Response to Complaint or Documents'. You can also use this button to submit other documents during the investigation

Home / Respond to a Complaint

Respond to a Complaint

Select a complaint to respond to from the list below.

My Complaints

Complaint ↑	Complaint Type	Role	Status	Actions
E2021-510000	Employment	Respondent	Pending Respondent Response	<ul style="list-style-type: none">Download Verified ComplaintUpload Response to Complaint or DocumentsAdd AttorneyRequest Extension to Answer VCSend or View MessagesRespond to D&I RequestsView, File or Respond to Motions

Click 'Upload Document'

Home / Respondent Documents

Respondent Documents

Upload Documents

[Upload Document](#)

Document Type	Upload	Upload Date ↓	Actions
There are no records to display.			

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Select the Type of document you are submitting from the drop down menu.

(Note: You must submit an Answer, Position Statement, and Exhibits in order for your response to be deemed sufficient).

A screenshot of the "Document Uploader" form. At the top left is a "Create" button with a plus icon. Below the title "Document Uploader", the "Complaint Type" is set to "Employment". The "Type *" dropdown menu is open, showing a list of document types: "Respondent Answer", "Position Statement", "Exhibits to Position Statement and Respondent Answer", "Employment Records, including evaluation and disciplinary information", "Payroll Records, including time sheets", "Internal Investigation Records/Reports", "Relevant Policies/Procedures", "Others' Employment Records, including evaluation and disciplinary information", and "Other Evidence". At the bottom of the dropdown are "Choose File" and "No file chosen" options. Below the dropdown is an "Upload" button.

Click 'Choose File' to upload your document. Once you've added your document, click 'Upload'

A screenshot of the "Document Uploader" form. The "Complaint Type" is "Employment". The "Type *" dropdown is set to "Respondent Answer", with a red warning message below it: "This document will be accessible to the complainant during the Investigation". The "Description" field is empty. Below the description is the "Attach File (Maximum allowed file size is 15 MB) *" section, which shows a "Choose File" button and "No file chosen". At the bottom is an "Upload" button. Red arrows from the text above point to the "Choose File" and "Upload" buttons.

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If your upload was successful, you will see your document here. Upload as many documents as necessary.

Respondent Documents

Upload Documents

Upload Document

Document Type	Upload	Upload Date ↓	Actions
Respondent Answer	dpf-44S_FormFiled.pdf	5/19/2021 9:28 PM	▼

Adding an Attorney

Note: You can add an attorney at any point during the investigation.

To add an attorney, click the Actions button on the corresponding complaint and select ‘Add Attorney’

Home / Respond to a Complaint

Respond to a Complaint

Select a complaint to respond to from the list below.

My Complaints

Complaint ↑	Complaint Type	Role	Status	Actions
E2021-510000	Employment	Respondent	Pending Respondent Response	▼

- Download Verified Complaint
- Upload Response to Complaint or Documents
- Add Attorney
- Request Extension to Answer VC
- Send or View Messages
- Respond to D&I Requests
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Click 'Add Attorney'

Home / Add Attorney

Add Attorney

[Add Attorney](#)

First Name	Last Name	Contact Role	Phone Number	Created On ↓	Actions
There are no records to display.					

Fill in the information fields

Click 'Submit'

Create

<p>Contact Role *</p> <p>Respondent Attorney</p>	<p>ADDRESS</p> <p>Street 1</p>
<p>Salutation</p>	
<p>First Name *</p>	Street 2
<p>Last Name *</p>	City
<p>Phone Number *</p>	County
<p>Email</p>	State
	ZIP/Postal Code

[Submit](#)

Once you submit your attorney, DCR will review quickly verify their credentials. Once verified, your attorney will receive a notification email and invitation to register. Your attorney should use the registration instructions described above.

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Responding to Document & Information Requests

To respond to a D&I Request, click the Actions button on the corresponding complaint and select 'Respond to D&I Requests'

Home / Respond to a Complaint

Respond to a Complaint

Select a complaint to respond to from the list below.

My Complaints

Complaint ↑	Complaint Type	Role	Status	Actions
E2021-510000	Employment	Respondent	Pending Respondent Response	<input type="checkbox"/>

- Download Verified Complaint
- Upload Response to Complaint or Documents
- Add Attorney
- Request Extension to Answer VC
- Send or View Messages
- Respond to D&I Requests
- View, File or Respond to Motions

Click the Action button on the corresponding D&I Request. You can select 'Request Extension' or 'Respond' (Note: Requesting an extension for a D&I request is the same procedure as requesting an extension to respond to the verified complaint, as outlined above)

Home / Document and Information Requests

Document and Information Requests

Name	Recipient Contact	Due Date ↑	Status	Actions
Document and Information Request 01	Cup Corp	6/8/2021	Pending Response	<input type="checkbox"/>

- Respond
- Request Extension

Click 'Upload Document' and upload your response using the same procedure as described on page 10

Home / Document and Information Response

Document and Information Response

Click on the 'Upload Document' button to upload a document to respond to this request. Once you are done uploading documents, click on the 'Submit' button to submit your response to the investigator.

[Upload Documents](#)

Description	Upload	Upload Date ↓	Upload Status
There are no records to display.			

[Submit](#)

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View, File, or Respond to a Motion

To view, file, or respond to a motion, click the Actions button on the corresponding complaint and select 'View, File, or Respond to Motions'

A screenshot of the NJBIAS Respondent Portal. The top navigation bar includes the NJ Division on Civil Rights logo and links for "Respondent Portal", "File a Complaint", "Complainant Portal", "English", and "Cup Corp". Below the navigation bar is a breadcrumb trail: "Home / Respond to a Complaint". The main heading is "Respond to a Complaint". A sub-heading says "Select a complaint to respond to from the list below." Underneath is a section titled "My Complaints" with a table. The table has columns for "Complaint", "Complaint Type", "Role", "Status", and "Actions". One row is visible with "E2021-510000", "Employment", "Respondent", and "Pending Respondent Response". A dropdown menu is open from the "Actions" column, listing options: "Download Verified Complaint", "Upload Response to Complaint or Documents", "Add Attorney", "Request Extension to Answer VC", "Send or View Messages", "Respond to D&I Requests", and "View, File or Respond to Motions". A red arrow points from the text above to the "View, File or Respond to Motions" option in the dropdown menu.

To file a new motion, click on one of the two Motion types below

View Motions

A screenshot of the "View Motions" page. At the top right, there are two buttons: "File Motion to Dismiss" and "File Other Motion". Below these buttons is a table with columns: "Complaint", "Created On", "Type", "Moving Party", "Status", and "Actions". A yellow message box at the bottom of the table area says "There are no records to display." Two red arrows point from the text above to the two buttons.

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Click 'Upload Motion' and follow the directions to upload your motion (works similar to uploading documents).

Then click 'Submit'

A screenshot of the 'File Other Motion' page. At the top, there is a breadcrumb trail 'Home / File Other Motion'. The main heading is 'File Other Motion'. Below the heading, there is instructional text: 'Click 'Upload' to upload a document or documents. Before you click 'Submit', make sure the documents you uploaded are correct. If you uploaded a document in error, click the 'Actions' drop down to delete the document. After clicking 'Submit', the documents uploaded cannot be deleted.' and a note: 'Please note that the motion and accompanying documents you are uploading will be shared with the opposing party.' There is a text input field for 'Other Motion Description'. Below that is a 'Documents' section with a table. The table has columns for 'Document Type', 'Description', 'Upload', 'Upload Date', 'Upload Status', and 'Actions'. A yellow message box says 'There are no records to display.' At the bottom, there are 'Previous' and 'Submit' buttons. A red arrow points from the 'Upload Motion' button to the 'Submit' button.

To download a motion and/or respond to a motion, click on the actions button on the corresponding motion.

Click 'Upload/View Responsive Documents'

A screenshot of the 'View Motions' page. At the top, there is a breadcrumb trail 'Home / View Motions'. The main heading is 'View Motions'. There is a 'File Other Motion' button. Below is a table with columns: 'Complaint', 'Created On', 'Type', 'Moving Party', 'Status', and 'Actions'. The table contains one row: 'E2021-500000', '5/19/2021 7:20 PM', 'Dismissal', 'Test Corp', 'Filed'. The 'Actions' column has a dropdown menu with 'Upload/View Responsive Documents' selected. A red arrow points from the 'Upload/View Responsive Documents' text to the dropdown menu.

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To download the motion, click the action button on the corresponding document and click 'Download Document'

Respond to a Motion

Click 'Upload' to upload a document or documents. Before you click 'Submit', make sure the documents you uploaded are correct. If you uploaded a document in error, click the 'Actions' drop down to delete the document. After clicking 'Submit', the documents uploaded cannot be deleted.

Please note that the motion response and accompanying documents you are uploading will be shared with the opposing party

Documents

[Upload Opposition](#)

Document Type	Description	Upload	Upload Date	Upload Status	Actions
Legal Brief/Memorandum		dpf-44S_FormFiled.pdf	5/19/2021 7:21 PM	File Uploaded	Download Document

[Submit](#)

Click on the document file to download

[View details](#)

Click on the file name to download.

This computer system does not scan files for computer viruses. By downloading this file, you acknowledge and knowingly accept the risk of saving this file on your device. It is recommended that you take steps to protect your own computer system, such as installing current anti-virus software and the latest security updates.

Document Type

Legal Brief/Memorandum

Upload Date

5/19/2021 7:21 PM

Description

—

Note Text

6 minutes ago
Test Corp

[dpf-44S_FormFiled.pdf \(313.42 KB\)](#)

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To respond to a motion, click 'Upload Opposition'. Follow the instructions to upload, and then click 'submit'

Respond to a Motion

Click 'Upload' to upload a document or documents. Before you click 'Submit', make sure the documents you uploaded are correct. If you uploaded a document in error, click the 'Actions' drop down to delete the document. After clicking 'Submit,' the documents uploaded cannot be deleted.

Please note that the motion response and accompanying documents you are uploading will be shared with the opposing party

Documents

Document Type	Description	Upload	Upload Date	Upload Status	Actions
Legal Brief/Memorandum		dpf-44S_FormFiled.pdf	5/19/2021 7:21 PM	File Uploaded	

Upload Opposition

Submit

Messages

To send or view messages, click the Action button on the corresponding complaint and click 'Send or View Messages'

Home / Respond to a Complaint

Respond to a Complaint

Select a complaint to respond to from the list below.

My Complaints

Complaint	Complaint Type	Role	Status	Actions
E2021-510000	Employment	Respondent	Pending Respondent Response	

- Download Verified Complaint
- Upload Response to Complaint or Documents
- Add Attorney
- Request Extension to Answer VC
- Send or View Messages
- Respond to D&I Requests
- View, File or Respond to Motions

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Next, Click 'New Message'

Messages

Messages

New Message

Complaint	Subject	Date Created ↓	Message Read By Portal User	Actions
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There are no records to display.

Type in the subject and text, and click 'Submit'

A screenshot of a "Create" message form. It has a "Subject" field with a red arrow pointing to it, and a "Body" text area with a red arrow pointing to it. The text "Hi How are you!" is entered in the body. A "Submit" button is at the bottom.

To reply to a message, click on the action button next to the corresponding message.

Click 'View Details'

Messages

Messages

New Message

Complaint	Subject	Date Created ↓	Message Read By Portal User	Actions
-----------	---------	----------------	-----------------------------	---------

E2021-510000	Hello	5/19/2021 10:18 PM	No	View Details
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Type in your response and click 'Submit'

A screenshot of a web form titled "View details" with a close button (x) in the top right corner. The form contains a "Subject" field with the placeholder text "Subject". Below it is a "Body" section containing the text: "On Wednesday, May 19, 2021 5:21 PM, Test One wrote: Hi How are you". At the bottom of the form is a large text area labeled "Message Response" with a red arrow pointing to it from the text above. At the very bottom of the form are two buttons: "Submit" and "Close".