

# New Jersey Bias Investigation Access System (NJBias)

## Respondent Instructional Handbook

(For Respondents and Respondent Attorneys)



### Introduction:

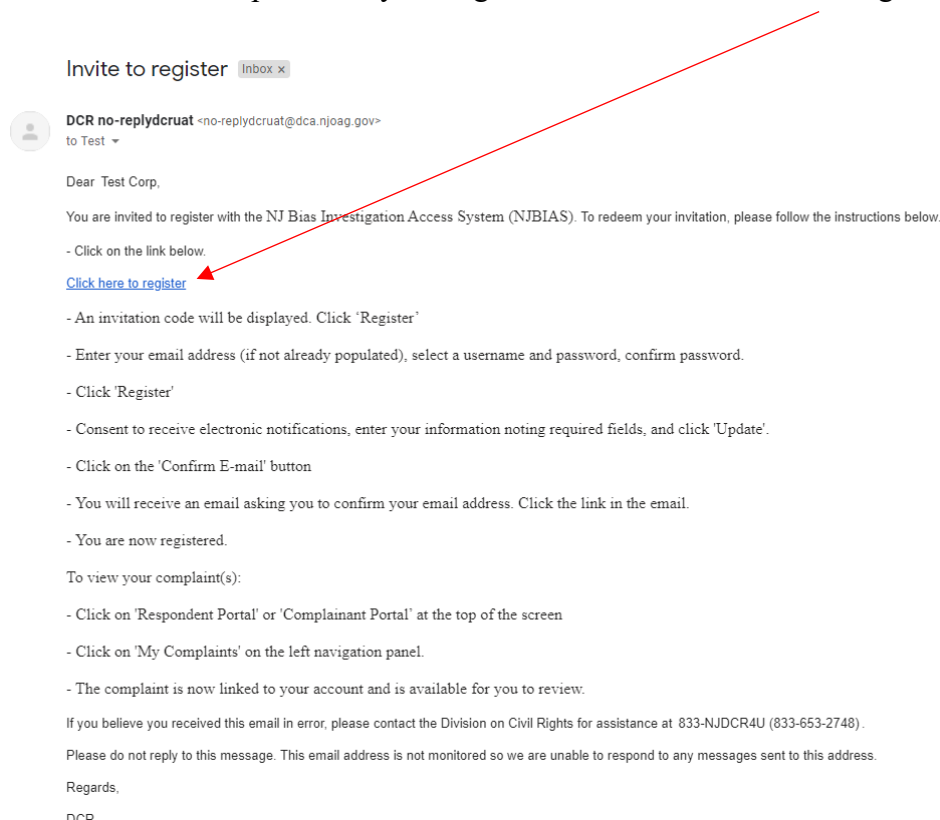
The [NJ Bias Investigation Access System](#) (NJBias) is an electronic case management system that allows complainants, respondents, and their representatives the ability to, among other things, file and respond to complaints, submit evidence, interact with DCR staff, schedule appointments, and consent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

This screenshot shows the registration page of the NJBIAS system. 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 displayed. There is a text input field labeled "\* Invitation code" containing the code "2883fpvm". Below this field is a dark blue button labeled "Register". A red arrow points from the text "Click 'Register'" in the preceding paragraph to this button. At the bottom of the page, a footer contains the text "Copyright © 2021. All rights reserved."

Enter a Username and Password and click ‘Register’

This screenshot shows the registration page of the NJBIAS system. At the top, there are three tabs: "Sign in", "Register" (which is highlighted with a black border), and "Redeem invitation". Below the tabs is a light gray box containing 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 this note is a light blue box that says "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 small blue square button with a white exclamation mark. Below the input fields is a dark blue button labeled "Register". A red arrow points from the text "click 'Register'" in the preceding paragraph to this 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 top navigation bar is dark blue with the NJ Division on Civil Rights logo on the left and "English" and "Cup Corp" on the right. Below the navigation bar is a breadcrumb trail "Home / Profile". The main heading is "Profile". On the left, there is a sidebar with a user profile card for "Cup Corp" and a menu with "Profile", "Security", "Change password", and "Change email". The main content area has a heading "Your information" and a message: "Please provide some information about yourself. The First Name and Last Name you provide will be displayed alongside any messages sent to internal DCR staff. Your Organization and Title are optional." Below this is a light blue banner with an information icon and the text: "Your email requires confirmation. Please click the 'Confirm Email' button to the right." A red arrow points from the text "On the next screen, click 'Confirm Email'" to the "Confirm Email" button. The "Your information" section includes checkboxes for "Consent to Electronic Service" and "Consent to notifications via SMS messages", a "Salutation" dropdown menu, and input fields for "First Name" (containing "HR Rep") and "Email" (containing "RespondentDCR1+cup@gmail.com").

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 same navigation bar and sidebar. The main heading is "Confirm E-mail". Below this is a light blue banner with an envelope icon and the text: "A confirmation email has been sent to the email address below. Please follow the instructions in the email to proceed." Below the banner is a label "E-mail" followed by a text box containing the email address "RespondentDCR1+cup@gmail.com".

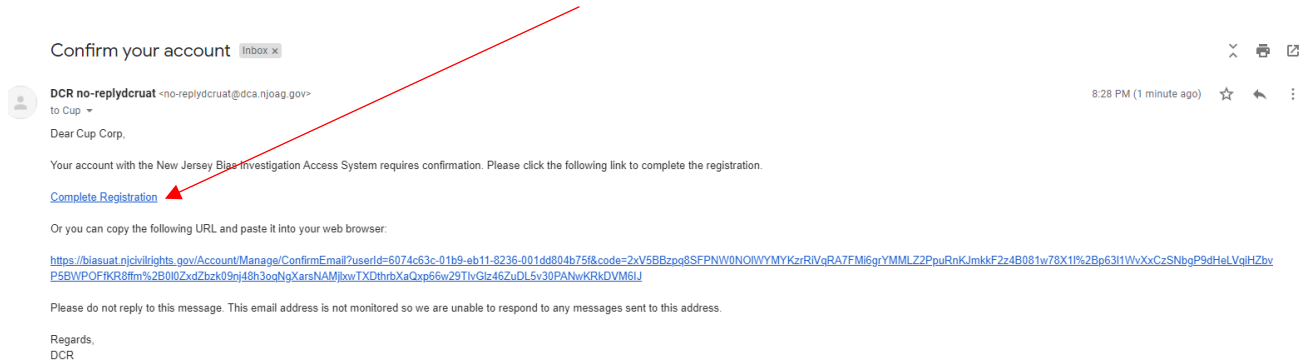
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On the confirmation email, click 'Complete Registration'



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'

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 and "English" and "Cup Corp" dropdowns. Below the header, there's a "Home / Profile" breadcrumb. The main content area is titled "Profile" and shows a user profile for "Cup Corp". On the left, there are links for "Profile", "Security", "Change password", and "Change email". The main profile section has a green banner that says "Your email has been confirmed successfully." Below this, there's a "Your information" section with several fields: "Consent to Electronic Service" (checked), "Consent to notifications via SMS messages" (unchecked), "Salutation" (dropdown), "First Name" (HR Rep), "Last Name" (empty), "Title" (empty), "Organization Name" (Cup Corp), "Portal Language" (English), "Email" (RespondentDCR1cup@gmail.com), "Main/Mobile Phone" (732-655-5555), "Secondary/Business Phone" (empty), "Street 1" (1 Cup Road), "Street 2" (empty), "City" (Newark), "County" (dropdown), "State" (NJ), and "ZIP/Postal Code" (07102). A red arrow points from the "Update" button at the bottom to the text "Click 'Update'".

# New Jersey Bias Investigation Access System (NJBIAS)

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### (For Respondents and Respondent Attorneys)



You are now successfully registered for NJBIAS.

### Downloading the Verified Complaint:

Click 'Respondent Portal' at the top of your screen

A screenshot of the NJBIAS Respondent Portal. The top navigation bar is dark blue with the NJ Division on Civil Rights logo on the left and links for Home, Respondent Portal, File a Complaint, Complainant Portal, English, and Cup Corp. The main content area shows the "Profile" page. On the left is a sidebar with "Profile" and "Security" sections. The "Profile" section has a message: "Please provide some information about yourself. The First Name and Last Name you provide will be displayed alongside any messages sent to internal DCR staff. Your Organization and Title are optional." Below this are two green success messages: "Your email has been confirmed successfully." and "Your profile has been updated successfully." The "Your information" section has two checkboxes: "Consent to Electronic Service \*" (checked) and "Consent to notifications via SMS messages" (unchecked).

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

A screenshot of the "Respond to a Complaint" page. The top navigation bar shows "Home / Respond to a Complaint". The main heading is "Respond to a Complaint". Below it is a instruction: "Select a complaint to respond to from the list below." The "My Complaints" section contains a table with one row of complaint data. The "Actions" column for this row has a dropdown menu open, showing several options, with "Download Verified Complaint" highlighted by a red arrow.

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

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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)

# New Jersey Bias Investigation Access System (NJBIAS)

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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'

The screenshot shows the 'Respond to a Complaint' page in the NJBIAS Respondent Portal. The page has a dark blue header with the NJ Division on Civil Rights logo and navigation links: Home, Respondent Portal, File a Complaint, Complainant Portal, English, and Cup Corp. Below the header is a breadcrumb trail: Home / Respond to a Complaint. The main heading is 'Respond to a Complaint'. Below this is a sub-heading 'Select a complaint to respond to from the list below.' and a section titled 'My Complaints'. A table lists complaints with columns: Complaint, Complaint Type, Role, Status, and Actions. The first row shows a complaint with ID 'E2021-510000', Type 'Employment', Role 'Respondent', and Status 'Pending Respondent Response'. The Actions column for this row has a dropdown menu open, showing options: Download Verified Complaint, Upload Response to Complaint or Documents, Add Attorney, Request Extension to Answer VC (highlighted with a red arrow), Send or View Messages, Respond to D&amp;I Requests, and View, File or Respond to Motions.

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

The screenshot shows the 'Request an Extension of Time' form. The page has a dark blue header with the NJ Division on Civil Rights logo and navigation links: Home, Respondent Portal, File a Complaint, Complainant Portal, English, and Cup Corp. Below the header is a breadcrumb trail: Home / Request an Extension of Time. The main heading is 'Request an Extension of Time'. Below this is a form with two checkboxes: 'Request First Extension of 10 Days? \*' and 'Request Second Extension Due to Extenuating Circumstances?'. The second checkbox is selected. Below the second checkbox is a text area labeled 'Second Extension Reason'. At the bottom of the form is a blue 'Submit' button. Red arrows point from the text above to the first checkbox, the second 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.

Submit



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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

The screenshot shows the 'Respond to a Complaint' page in the NJBIAS Respondent Portal. The page has a dark blue header with the NJ Division on Civil Rights logo and navigation links: Home, Respondent Portal, File a Complaint, Complainant Portal, English, and Cup Corp. Below the header is a breadcrumb trail: Home / Respond to a Complaint. The main heading is 'Respond to a Complaint', followed by the instruction 'Select a complaint to respond to from the list below.' Under 'My Complaints', there is a table with columns: Complaint, Complaint Type, Role, Status, and Actions. The table contains one row for complaint E2021-510000, with type 'Employment', role 'Respondent', and status 'Pending Respondent Response'. The Actions column for this row has a dropdown menu open, showing options: Download Verified Complaint, Upload Response to Complaint or Documents (highlighted with a red arrow), Add Attorney, Request Extension to Answer VC, Send or View Messages, Respond to D&amp;I Requests, and View, File or Respond to Motions.

Click 'Upload Document'

The screenshot shows the 'Respondent Documents' page in the NJBIAS Respondent Portal. The page has a dark blue header with the NJ Division on Civil Rights logo and navigation links: Home, Respondent Portal, File a Complaint, Complainant Portal, English, and Cup Corp. Below the header is a breadcrumb trail: Home / Respondent Documents. The main heading is 'Respondent Documents', followed by the instruction 'Upload Documents'. There is a table with columns: Document Type, Upload, Upload Date, and Actions. The table is currently empty, with a message 'There are no records to display.' below it. A red arrow points from the text 'Click 'Upload Document'' to the 'Upload Document' button in the top right corner of the page.

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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, there is a "Create" button with a plus icon and a close "x" button. Below the title, "Complaint Type" is set to "Employment". The "Type \*" dropdown menu is open, showing a list of options: "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 is a "Choose File" button and the text "No file chosen". Below the dropdown is an "Upload" button. A red arrow points from the text above to the "Respondent Answer" option in the dropdown menu.

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

A screenshot of the "Document Uploader" form. "Complaint Type" is "Employment". The "Type \*" dropdown menu now has "Respondent Answer" selected. Below the dropdown, a red message states: "This document will be accessible to the complainant during the Investigation". There is a "Description" text input field. Below that, the text "Attach File (Maximum allowed file size is 15 MB) \*" is followed by a "Choose File" button and "No file chosen". At the bottom is an "Upload" button. Two red arrows point from the text above to the "Choose File" button and the "Upload" button.

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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’

The screenshot shows the 'Respond to a Complaint' page in the Respondent Portal. The page has a dark blue header with the NJ Division on Civil Rights logo and navigation links. Below the header, there's a breadcrumb trail 'Home / Respond to a Complaint'. The main heading is 'Respond to a Complaint', followed by the instruction 'Select a complaint to respond to from the list below.' Underneath is a section titled 'My Complaints' containing a table with one complaint entry. The 'Actions' column for this entry has a dropdown menu open, showing several options. A red arrow points from the text above to the 'Add Attorney' option in the dropdown menu.

Complaint ↑	Complaint Type	Role	Status	Actions
E2021-51000	Employment	Respondent	Pending Respondent Response	▼ <ul style="list-style-type: none"><li>Download Verified Complaint</li><li>Upload Response to Complaint or Documents</li><li>Add Attorney</li><li>Request Extension to Answer VC</li><li>Send or View Messages</li><li>Respond to D&amp;I Requests</li><li>View, File or Respond to Motions</li></ul>

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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
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There are no records to display.

Fill in the information fields

Click 'Submit'

Create

Contact Role \*

Respondent Attorney

Salutation

First Name \*

Last Name \*

Phone Number \*

Email

### ADDRESS

Street 1

Street 2

City

County

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.

# New Jersey Bias Investigation Access System (NJBias)

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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'

The screenshot shows the 'Respond to a Complaint' page. At the top is a navigation bar with links: Home, 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 a instruction: 'Select a complaint to respond to from the list below.' The section 'My Complaints' contains a table with columns: Complaint, Complaint Type, Role, Status, and Actions. The table has one row: E2021-510000, Employment, Respondent, Pending Respondent Response. The Actions column has a dropdown menu open, 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&amp;I Requests, and View, File or Respond to Motions. A red arrow points from the text 'Respond to D&amp;I Requests' to the 'Respond to D&amp;I Requests' option in the dropdown menu.

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)

The screenshot shows the 'Document and Information Requests' page. At the top is a navigation bar with links: Home, Document and Information Requests. Below the navigation bar is a heading: 'Document and Information Requests'. Below this is a table with columns: Name, Recipient Contact, Due Date, Status, and Actions. The table has one row: Document and Information Request 01, Cup Corp, 6/8/2021, Pending Response. The Actions column has a dropdown menu open, showing options: Respond and Request Extension. A red arrow points from the text 'Respond' to the 'Respond' option in the dropdown menu.

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

The screenshot shows the 'Document and Information Response' page. At the top is a navigation bar with links: Home, Document and Information Response. Below the navigation bar is a heading: 'Document and Information Response'. Below this is a instruction: '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.' Below this is a table with columns: Description, Upload, Upload Date, and Upload Status. The table has one row: There are no records to display. Below the table is a 'Submit' button. A red arrow points from the text 'Upload Document' to the 'Upload Documents' button.

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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'

The screenshot shows the 'Respond to a Complaint' page in the NJBIAS Respondent Portal. The page has a dark blue header with the NJ Division on Civil Rights logo and navigation links: Home, Respondent Portal, File a Complaint, Complainant Portal, English, and Cup Corp. Below the header 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.' Under 'My Complaints', there is a table with columns: Complaint, Complaint Type, Role, Status, and Actions. The table has one row with Complaint ID 'E2021-510000', Complaint Type 'Employment', Role 'Respondent', and Status 'Pending Respondent Response'. The Actions column for this row has a dropdown menu open, 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&amp;I Requests, and View, File or Respond to Motions. A red arrow points from the 'View, File or Respond to Motions' option to the text above the screenshot.

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

#### View Motions

The screenshot shows the 'View Motions' page. At the top, 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. The table is empty, and a yellow message box at the bottom says 'There are no records to display.' Two red arrows point from the text 'To file a new motion, click on one of the two Motion types below' to the 'File Motion to Dismiss' and 'File Other Motion' buttons.

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

Then click 'Submit'

Home / File Other Motion

### File Other 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 and accompanying documents you are uploading will be shared with the opposing party.

Other Motion Description

Documents

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

Previous Submit

Upload Motion

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

Click 'Upload/View Responsive Documents'

Home / View Motions

### View Motions

File Other Motion

Complaint	Created On ↑	Type	Moving Party	Status	Actions
E2021-500000	5/19/2021 7:20 PM	Dismissal	Test Corp	Filed	<div>Upload/View Responsive Documents</div>

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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	<div>Download Document</div>

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		dpt-44S_FormFiledand.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](#) | [Respondent Portal](#) | [File a Complaint](#) | [Complainant Portal](#) | [English](#) | [Cup Corp](#)

[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

There are no records to display.

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

A screenshot of the "Create" message form. It has a "Subject" field with a placeholder "Subject" and a "Body" text area with a placeholder "Hi How are you!". A "Submit" button is at the bottom. Red arrows point from the text "Type in the subject and text, and click 'Submit'" to the "Subject" field, the "Body" text area, and the "Submit" button.

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 application window titled "View details". The window contains a form with the following sections: "Subject \*" with a text input field; "Body" with a text area containing the message "On Wednesday, May 19, 2021 5:21 PM, Test One wrote: Hi How are you"; and "Message Response" with a large text area. At the bottom of the form are two buttons: "Submit" and "Close". A red arrow points from the text "Type in your response and click 'Submit'" to the "Message Response" text area.