

New Jersey Bias Investigation Access System (NJBIAS)
Complainant Instructional Handbook
(For Complainants and Complainant Attorneys Only)



Instructions

In order to file a complaint with DCR, you must first submit an intake form. You can submit the intake form online by creating an account and using the [NJ Bias Investigation Access System](#) (NJBIAS) or by calling 1.833.NJDCR4U and asking a DCR receptionist to assist you in filling out the form on the [NJ Bias Investigation Access System](#) (NJBIAS).

NJBIAS is available in English and Spanish. DCR also offers translation services for people with limited English proficiency who speak other languages. Call 1.833.NJDCR4U (833-653-2748) or email at NJDCR4U@njcivilrights.gov to request assistance with NJBIAS in a language other than English or Spanish.

To request a disability-related accommodation, please call 1.833.NJDCR4U (833-653-2748)(voice), call the Relay Service at 711, or email NJDCR4U@njcivilrights.gov.

FILING A COMPLAINT



NJBIAS Welcome Screen

Open a web browser page and type in the address bar: <https://bias.njcivilrights.gov>.

You will see the welcome screen.

Click “File a Complaint”.

Individuals “Responding to a Complaint” must follow the **Respondent Portal Instructions** to access the NJBIAS.

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A screenshot of the NJBIAS web application. The header is dark blue with the NJ Division on Civil Rights logo on the left and navigation links (Home, English, Sign in) on the right. Below the header is a breadcrumb trail: Home / File a Complaint. The main heading is "File a Complaint". Below this is a text input field with the placeholder "File a complaint regarding discrimination, harassment, or retaliation related to:". Underneath are four icons representing different complaint types: a house for "Housing", a person in a shirt and tie for "Employment", a building for "Place of Public Accommodation", and a family for "New Jersey Family Leave Act". Below these icons is the word "OR" and the official seal of the New Jersey Division of Criminal Justice, labeled "Bias Crime".

‘Complaint Type’ Screen

Click on the type of complaint you are looking to submit to DCR.

- Housing
- Employment
- Places of Public Accommodation
- New Jersey Family Leave Act.

Bias Crimes complaints are filed with Division of Criminal Justice (DCJ). **If you are filing a Bias Crime complaint, these instructions do not apply to you.**

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A screenshot of the NJBIAS registration interface. At the top is a dark blue header with the NJ Division on Civil Rights logo on the left and navigation links (Home, English, Sign in) on the right. Below the header, there are three buttons: "Sign in", "Register" (highlighted with a red border), and "Redeem invitation". A grey note box states: "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 are four input fields: "* Email", "* Username", "* Password", and "* Confirm password". A blue "Register" button is positioned below the "Confirm password" field. A light blue help icon is to the right of the password fields. The footer is a dark blue bar with the text "Copyright © 2021. All rights reserved."

Register Screen

When the screen above appears, select “Register” at the top if this is your first time filing a complaint.

An email address is required to create an NJBIAS Complainant Portal Account.

Input valid email address, username, password, and confirm your password.

Click “Register” at the bottom.

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Home / Profile

Profile



Profile name

Profile

Security

Change password

Change email

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.

Your email requires confirmation. Please click the "Confirm Email" button to the right.

Confirm Email

Your information

do_r_firstname field is present multiple times on this form. Only first field will be rendered in the UI

☒ Consent to Electronic Service *

☐ Consent to notifications via SMS messages

Salutation

First Name *

Last Name *

Secondary/Business Phone

Title

Street 1

Portal Language

English

Email *

Test@gmail.com

Main/Mobile Phone *

If SMS Texts are selected, this MUST be your mobile phone number.

Street 2

City

Address 1 County

State

ZIP/Postal Code

Update

Profile Screen

First, click 'Confirm Email' at the top of the screen

You will be asked to log in to your email account to confirm your email address. Once you do that, you'll be taken back to the screen above.

On the Profile screen, elect "Consent to Electronic Service" in order to receive electronic notification on your matter moving forward. Select "Consent to Notifications via SMS Service", if you wish to also receive text message notifications to log onto the portal.

Input your name, salutations, address, phone number, and current mailing address and primary language. Click "Update".

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Introduction Screen

Select the type of complaint inquiry you want to submit. **Please note completing a complaint inquiry does not mean you have filed a formal complaint with DCR.**

Read the Introduction in its entirety:

- Click the box next to I Acknowledge
- Then click “Save and Next”

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Home / File a Complaint / Employment

Employment

Instructions: Complete the following steps to file a Complaint based on discrimination, harassment or retaliation in Employment

Instructions	Basic Information	User Information	Complainant Demographics	Additional Complainant Parties	Respondents	Intake Details
Documents	Confirmation	Schedule Appointment				

Please answer the following questions. Any field labeled with a * is required.

Are you filing for someone else? *

- ☐ Yes
☐ No

I am filing as the

Complainant

Did the alleged events occur in New Jersey? *

- ☐ Yes
☐ No

Is your complaint against a federal government agency? *

- ☐ Yes
☐ No

Have you filed this complaint with the U.S. Equal Employment Opportunity Commission? *

- ☐ Yes
☐ No

Most Recent Date of Harm (i.e. most recent date of discrimination, harassment and/or retaliation) *

Previous

Save and Next

Basic Information Screen

In the basic information window, answer all questions presented based on your complaint type (**Note: the above questions are for Employment complaints. The questions may differ depending on the complaint type you select.**)

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Instructions	Basic Information	User Information	Complainant Demographics	Additional Complainant Parties	Respondents	Intake Details
Documents	Confirmation	Schedule Appointment				

Please answer the following questions. Any field labeled with a * is required.

Are you filing for someone else? *

Answering yes to this question, the system will ask you to enter the name for the person you are filing on behalf of on one of the next steps.

- ☒ Yes
☐ No

I am filing as the *

Attorney for Complainant
Legal Guardian of a Person with a Disability
Parent/Legal Guardian of a Minor
Non-Attorney Advocate for Complainant

Is your complaint against a federal government agency? *

- ☐ Yes
☐ No

Have you filed this complaint with the U.S. Equal Employment Opportunity Commission? *

- ☐ Yes
☐ No

Most Recent Date of Harm (i.e. most recent date of discrimination, harassment and/or retaliation) *

[Previous](#) [Save and Next](#)

Basic Information Screen Continued

If you are filing on behalf of someone other than yourself, answer **yes** to the first question and then identify who **you** are filing as:

- Attorney for Complainant
- Legal Guardian for a Person with a Disability
- Parent/Legal Guardian of a Minor
- Non-Attorney/Advocate for Complainant

If you are filing on behalf of yourself, select **no** to the first question.

Upon completing these questions, click “Save and Next”.

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Employment

Instructions: Complete the following steps to file a Complaint based on discrimination, harassment or retaliation in Employment

[Instructions](#) [Basic Information](#) [User Information](#) [Complainant Demographics](#) [Additional Complainant Parties](#) [Respondents](#) [Intake Details](#)

[Documents](#) [Confirmation](#) [Schedule Appointment](#)

Salutation

First Name *

Middle Name

Last Name *

Primary Language

Preferred Pronoun

Phone Number *

Home Phone

E-mail

Primary Address

Street 1 *

Street 2

City *

County *

State *

ZIP/Postal Code *

Interview

At the end of this process, you will be able to schedule a phone interview with a DCR investigator.

- ☐ Click here if you need the interview conducted in Spanish?
☐ Click here if you need any other accommodation?

Additional Contact Information

Please provide contact information for a person we can contact if we cannot reach you.

Full Name *

Phone Number *

Email Address

[Previous](#)

[Save and Next](#)

User Information Screen

In the User Information screen, the previously completed user profile information will populate here.

(Continued on Next Page)

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Please identify:

- Primary Language
- Preferred Pronouns
- County
- Additional Contact Info
- Any other Required Fields

If you have an Interview Accommodation Request, please check the appropriate box and if other, provide the specific accommodation request in the provided field.

Review the information for accuracy and
Click “Save and Next”.

If you are filing on behalf of someone, you will provide **their contact** information in the “Additional Complainant Parties” section (see below).

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A screenshot of the NJBIAS web application. The top navigation bar is dark blue with the NJ Division on Civil Rights logo on the left and links for Home, File a Complaint, Complainant Portal, English, and Test One on the right. Below this is a breadcrumb trail: Home / File a Complaint / Employment. The main heading is "Employment". Below the heading is a row of tabs: Instructions (checked), Basic Information (checked), User Information (checked), Complainant Demographics (active), Additional Complainant Parties, Respondents, and Intake Details. Below the tabs is a row of links: Documents, Confirmation, and Schedule Appointment. The main content area is titled "THIS INFORMATION IS OPTIONAL AND WILL BE USED ONLY FOR STATISTICAL PURPOSES". It contains several dropdown menus: Gender/Gender Identity, Race or Ethnicity, Religion, Marital Status, National Origin, and Sexual Orientation. Below these is a section for Disability with checkboxes for various conditions: AIDS or HIV, Blood/Circulation, Brain/Nerves/Muscles, Digestive/Urinary/Reproduction, Heart, Hearing, Limbs [Arms/Legs], Mental/Cognitive, Psychological or Psychiatric, Sight, Speech/Respiration, Spinal/Back/Respiration, and Other Disability. At the bottom are two buttons: Previous and Save and Next.

Complainant Demographics Screen

The Complainant Demographics screen is optional and will be used only for statistical purposes only.

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Additional Complainant Parties Screen

Use this screen if you'd like to add an attorney, and/or if you are filing on behalf of someone else. If you do not wish to add any additional contacts, click 'Save and Next' to continue to the next screen.

If you'd like to add an attorney, please 'Add Attorney.'

If you are filing on behalf of someone else, click 'Add Additional Contact' and fill in the information depicted in the screen shot on the following page. **The information filled in should be for the person you are filing on behalf on.**

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A screenshot of a web application showing a 'Create' modal window. The window has a title bar with a pencil icon and the word 'Create', and a close button (X) in the top right corner. Inside the window, there is instructional text: 'To add a new contact associated to this Complaint, select the correct "Contact Role" and fill out the required fields'. The form is divided into two columns. The left column contains: 'Contact Role *' (a dropdown menu), 'Salutation' (a dropdown menu), 'First Name *' (a text input), 'Last Name *' (a text input), 'Phone Number *' (a text input), and 'Email' (a text input). The right column is titled 'ADDRESS' and contains: 'Street 1' (a text input), 'Street 2' (a text input), 'City' (a text input), 'County' (a dropdown menu), 'State' (a dropdown menu), and 'ZIP/Postal Code' (a text input). At the bottom left of the modal is a blue 'Submit' button. The background of the application is dark blue with some text and icons visible but blurred.

Contact Window

When the Contact window pops up. Input all the requested information:

- Salutation
- First Name
- Last Name
- Phone Number
- Email Address
- Mailing Address

Click “Submit” then click “Save and Next” to continue to the next screen.

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A screenshot of the NJBIAS Complainant Portal. The top navigation bar is dark blue with the NJ Division on Civil Rights logo on the left and links for Home, File a Complaint, Complainant Portal, English, and Test One on the right. Below this is a breadcrumb trail: Home / File a Complaint / Employment. The main heading is "Employment". Below the heading is a set of instructions: "Instructions: Complete the following steps to file a Complaint based on discrimination, harassment or retaliation in Employment". A progress bar shows steps: Instructions (checked), Basic Information (checked), User Information (checked), Complainant Demographics (checked), Additional Complainant Parties (checked), and Respondents (active). Below the progress bar are links for Intake Details, Documents, Confirmation, and Schedule Appointment. A text prompt says: "Click on the 'Add Respondent' button to enter the name of the organization you are complaining against." To the right is an "Add Respondent" button. Below this is a table with columns: Organization Name, Phone Number, City, Created On (with a dropdown arrow), and Actions. The table is empty, and a yellow message box below it says "There are no records to display." At the bottom are "Previous" and "Save and Next" buttons.

Respondent Screen

On the Respondent Screen, you will identify the organization you are filing against. You must add at least one Respondent.

Click “Add Respondent”.

You may add multiple Respondents if necessary.

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A screenshot of a web application showing a 'Create' modal form. The form is titled 'Create' with a pencil icon and a close button. It is divided into two main sections: 'Respondent Organization' and 'ADDRESS'. The 'Respondent Organization' section includes three input fields: 'Respondent Organization *', 'Phone Number *', and 'Email'. The 'ADDRESS' section includes five input fields: 'Street 1', 'Street 2', 'City', 'State' (a dropdown menu), and 'ZIP/Postal Code'. A blue 'Submit' button is located at the bottom left of the form. The background shows a blurred view of the main application interface with various navigation and action buttons.

In the contact window, input all the requested information for Respondent.

Once you've added one or more Respondents, click "Submit" then click "Save and Next".

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Intake Details Screen

- Select the county where the incident occurred from drop menu.
- Identify the most recent date of harm (date of incident).
- If the harm is ongoing, select Yes.
- If the harm is not ongoing, select No.

Click on the box(es) next to Discrimination, Harassment, or Retaliation for each harm that is relevant to your complaint. You may add as many allegations as necessary.

Note: Depending on the complaint type you selected, the questions listed on this screen may be different.

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Employment

Instructions: Complete the following steps to file a Complaint based on discrimination, harassment or retaliation in Employment

Instructions ✓

Basic Information ✓

User Information ✓

Complainant Demographics ✓

Additional Complainant Parties ✓

Respondents ✓

Intake Details

Documents

Confirmation

Schedule Appointment

County Where Incident Occured

Bergen

Most Recent Date of Harm

5/5/2021

Is the Harm Continuing? *

No

Please identify whether you believe were subjected to discrimination, harassment, and/or retaliation and provide a detailed explanation.

☒ Discrimination

Add Discrimination

Harm ↑	Basis	Explanation	Actions
There are no records to display.			

☒ Harassment

Add Harassment

Basis ↑	Explanation	Actions
There are no records to display.		

☒ Retaliation

Add Retaliation

Harm ↑	Protected Activity	Explanation	Actions
There are no records to display.			

☐ Are there any witnesses that can support your allegations?

Previous

Save and Next

Adding an Allegation

Click the checkbox for the relevant allegation type(s). ‘Add’ button will display on the right hand side of each checked allegation type. Click the button (for example ‘Add Discrimination’)

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A screenshot of a web application window titled "Create". Inside, there's a form titled "Discrimination Allegation". The form has three main sections: "Complaint Type *" with a dropdown menu showing "Employment"; "Select Harm *" with a dropdown menu; and "Please Describe What Happened *" with a text area. A "Submit" button is at the bottom. A red arrow points to the "Submit" button.

Allegation Details box appears

A screenshot of the same "Create" form, but the "Select Harm *" dropdown menu is open, showing a list of harm categories. The list includes: "Discharged (fired), demoted, laid off or forced to retire", "Forced to quit (constructive discharge)", "Denied equal pay", "Denied hire or promotion", "Denied reasonable accommodation for a disability", "Denied reasonable accommodation for pregnancy or breastfeeding/location to express milk", "Denied reasonable accommodation for religious practice or observance", "Denied treatment consistent with gender identity or expression", "Other differential treatment in working conditions", "Differentially treated by a labor union", and "Subjected to discriminatory advertisement, statement, or question in employment application, job interview, or in connection with prospective employment". A red arrow points to the dropdown menu.

From the 'Select Harm' drop-down menu, select a harm

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A screenshot of the 'Create' form for a 'Discrimination Allegation'. The form has a dark blue header with a 'Create' button and a close 'x' button. The main title is 'Discrimination Allegation'. Below it, there are three dropdown menus: 'Complaint Type *' (set to 'Employment'), 'Select Harm *' (set to 'Discharged (fired), demoted, laid off or forced to retire'), and 'Select Basis *'. The 'Select Basis *' dropdown is open, showing a list of options: Age, Disability, Gender identity or expression, Liability for services in the US armed forces, National origin, ancestry or nationality, Pregnancy, childbirth, breastfeeding, or related medical conditions, Race or color, Religion or creed, Sex or gender, Sexual orientation, Marital status, civil union status, or domestic partnership status, and Genetic information/refusal to submit to a genetic test/atypical hereditary cellular or blood trait. A red arrow points to the 'Select Basis *' dropdown. At the bottom of the form is a 'Submit' button. The background shows a sidebar with various navigation options.

Then, from the 'Select Basis' drop-down menu, select a basis

A screenshot of the 'Create' form for a 'Discrimination Allegation', showing the next step. The 'Select Basis *' dropdown is now set to 'Race or color'. Below it, the 'Race or Ethnicity *' dropdown is open, showing a list of options: Black or African American, Hispanic or Latin, Native American or Alaska Native, Asian, Native Hawaiian or other Pacific Islander, White, and Other. A red arrow points to the 'Race or Ethnicity *' dropdown. The 'Submit' button is at the bottom. The background shows the same sidebar as the previous screenshot.

Next, click on the third drop-down menu, and select as appropriate (see example above).

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A screenshot of a web form titled "Create" with a close button (X) in the top right corner. The form is for a "Discrimination Allegation". It contains several fields: "Complaint Type *" with a dropdown menu showing "Employment"; "Select Harm *" with a dropdown menu showing "Discharged (fired), demoted, laid off or forced to retire"; "Select Basis *" with a dropdown menu showing "Race or color"; and "Race or Ethnicity *" with a dropdown menu showing "Hispanic or Latin". Below these is a text area labeled "Please Describe What Happened *" with the instruction "Provide a detailed description of what happened. Be sure to include all relevant dates and identify the name and title of all individuals who were involved." A red arrow points to this text area. At the bottom left is a blue "Submit" button. A vertical scrollbar is on the right side of the form.

Next, add your description of the incident in the ‘Please Describe What Happened’ field, and then click ‘Submit’. Once you’ve added all of your allegations, click ‘Save and Next.’

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Home / File a Complaint / Employment

Employment

Instructions: Complete the following steps to file a Complaint based on discrimination, harassment or retaliation in Employment

Instructions ✓	Basic Information ✓	User Information ✓	Complainant Demographics ✓	Additional Complainant Parties ✓	Respondents ✓
Intake Details ✓	Documents	Confirmation	Schedule Appointment		

Click the Upload button, upload the file, and identify the document type of any relevant documentation you wish to include with your intake form. All documents submitted to DCR by any party, whether uploaded to this website or sent by other means, are considered.

Documents

Document Type

Upload

Upload Date ↓

There are no records to display.

Previous

Save and Next

Upload Document

Document Screen

If you have no documents to submit, click “Save and Next. If you do, click ‘Upload Document.’

A pop up window will appear:

- Select the ‘Type’ of document
- Type in a Description (optional)
- Click ‘Choose File’ and select document.
- When finished, click ‘upload’
- Upload as many documents as necessary
- Then click ‘Save and Next’

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Employment

Instructions: Complete the following steps to file a Complaint based on discrimination, harassment or retaliation in Employment

Instructions ✓	Basic Information ✓	User Information ✓	Complainant Demographics ✓	Additional Complainant Parties ✓	Respondents ✓
Intake Details ✓	Documents ✓	Confirmation	Schedule Appointment		

Please read these instructions fully before you proceed!

YOU MUST BE 18 YEARS OLD OR OLDER TO SUBMIT THIS INTAKE FORM.

By submitting this Form, you are asking the Division on Civil Rights (DCR) to review the information that you have provided for possible filing and investigation of a complaint alleging a violation of the New Jersey Law Against Discrimination (LAD). SUBMITTING AN INTAKE FORM DOES NOT CONSTITUTE THE FILING OF A VERIFIED COMPLAINT WITH DCR.

This Intake Form will ask you for details about your case, including the person(s), business(es), or organization(s) that caused you harm (Respondent). As you complete each section, your progress will be saved. If you do not complete the form now, you can return to complete it within 30 days. If you do not submit the Intake Form within 30 days of first starting it, the information you provided will be deleted. YOU MUST COMPLETE AND SUBMIT THE FORM FOR DCR TO REVIEW IT.

After you submit the Intake Form, a DCR representative will contact you and ask you to answer additional questions about your case. We will evaluate the information you provide to determine if DCR has jurisdiction to issue a verified complaint and conduct a full investigation in your case. If we do have jurisdiction, we will draft a verified complaint and send it to you. If you agree with the information in the verified complaint and wish to proceed with the investigation, you must sign and return the verified complaint to us. Once we receive your signed verified complaint, it is deemed filed, and we will serve a copy of it on each respondent with a request to respond in writing to the allegations.

For further details on the complaint process, click [here](#).

Before submitting this form, please consider that you have two options for filing a complaint under the Law Against Discrimination. You may: (1) file a complaint with DCR within 180 days of the alleged violation; or (2) file a complaint in the Law Division of the Superior Court of New Jersey within two years of the alleged violation. If you sign a verified complaint with DCR, you may not file in Superior Court unless you first withdraw your complaint with DCR.

Please note that if your allegations raise claims under federal antidiscrimination laws, DCR will dual file your complaint with the United States Equal Employment Opportunity Commission (EEOC). For more information about dual filing with the EEOC, please click [here](#).

In addition, you have an obligation to mitigate damages. For more information about mitigating damages, please click [here](#).

Please call DCR at 833-NJDCR4U (833-653-2748) if you have any questions.

By acknowledging here you are certifying that you are 18 years or older, have read and understood all information on this form, and are electing to dual file with the EEOC any allegations in your complaint that raise claims under federal antidiscrimination law.

Note: Once you acknowledge and click "Save & Next" here, you cannot return to any of the prior pages. Therefore, please make sure that all information on all of the previous pages is correct before continuing.

☒ I Acknowledge *

[Previous](#) [Save and Next](#)

Confirmation Screen

The confirmation screen contains the same information as the Introduction screen.

- Re-read the information.
- Check the box "I Acknowledge" and click "Save and Next".

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Employment

Instructions: Complete the following steps to file a Complaint based on discrimination, harassment or retaliation in Employment

Instructions ✓	Basic Information ✓	User Information ✓	Complainant Demographics ✓	Additional Complainant Parties ✓	Respondents ✓
Intake Details ✓	Documents ✓	Confirmation ✓	Schedule Appointment		

Below, please select an appointment time for an investigator from DCR to contact you to discuss your allegations.

Start Time	End Time ↑	Actions
5/20/2021 9:00 AM	5/20/2021 10:00 AM	⌵
5/20/2021 9:00 AM	5/20/2021 10:00 AM	⌵
5/20/2021 9:00 AM	5/20/2021 10:00 AM	⌵
5/20/2021 9:00 AM	5/20/2021 10:00 AM	⌵
5/20/2021 10:00 AM	5/20/2021 11:00 AM	⌵
5/20/2021 10:00 AM	5/20/2021 11:00 AM	⌵
5/20/2021 10:00 AM	5/20/2021 11:00 AM	⌵
5/20/2021 10:00 AM	5/20/2021 11:00 AM	⌵
5/20/2021 11:00 AM	5/20/2021 12:00 PM	⌵
5/20/2021 11:00 AM	5/20/2021 12:00 PM	⌵

< 1 2 3 4 5 6 7 8 ... 16 >

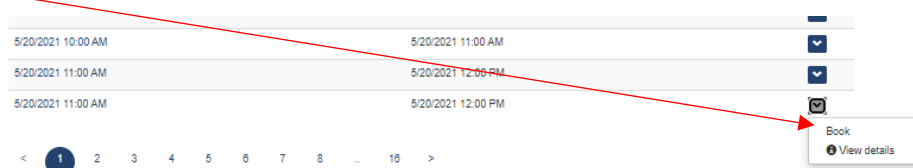
Schedule Appointment Screen

Note: Housing Complaints do not have appointments. For all other complaint types:

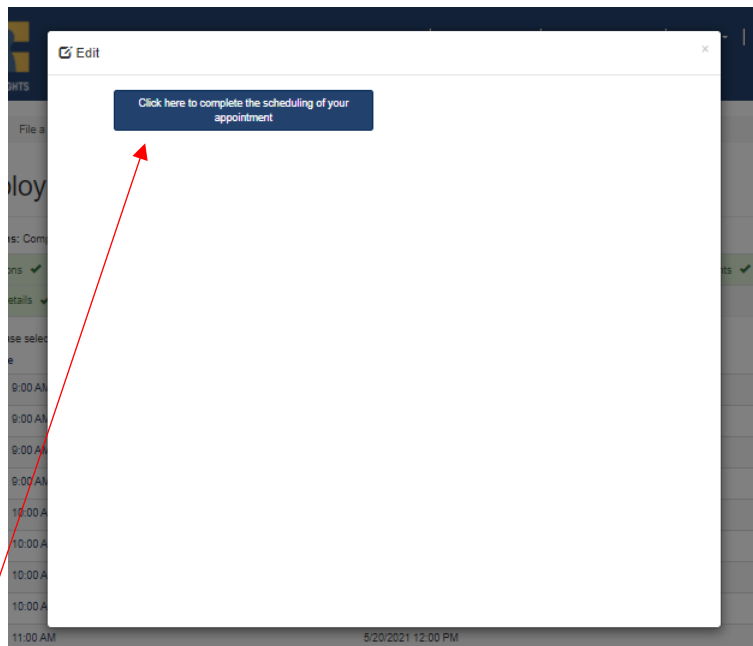
Multiple dates with various 1-hour slots will appear.

Select the date and time that where you will be available for a telephone interview.

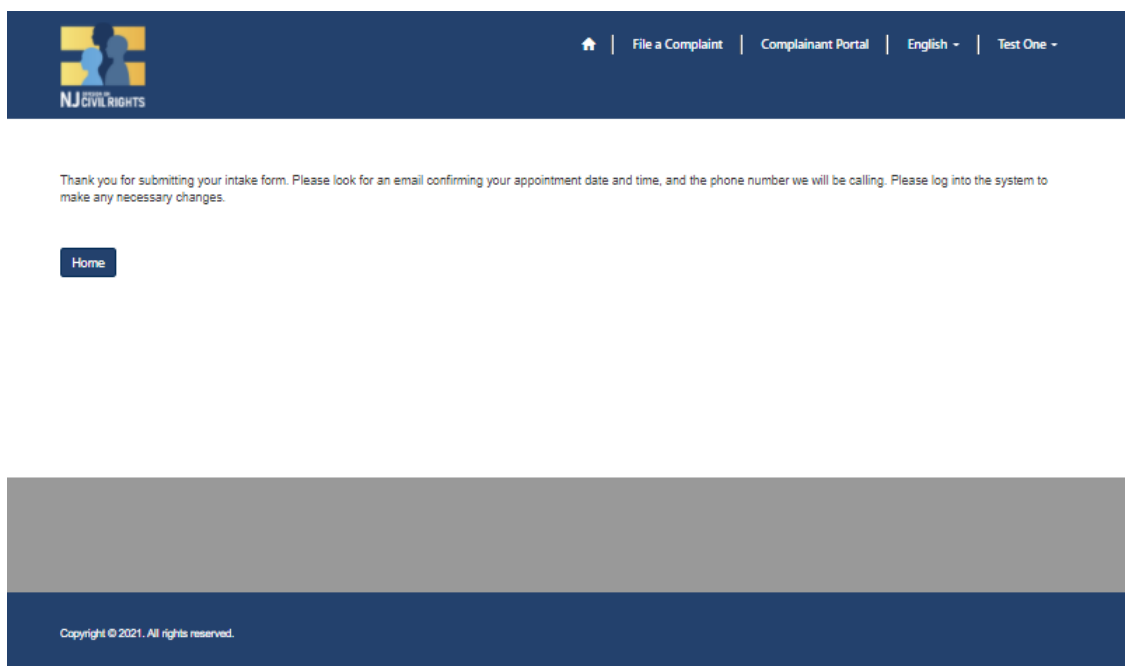
To book that specific date and time, click on the Actions icon next to the desired appointment and click “Book”.



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Click the blue button to confirm your appointment.

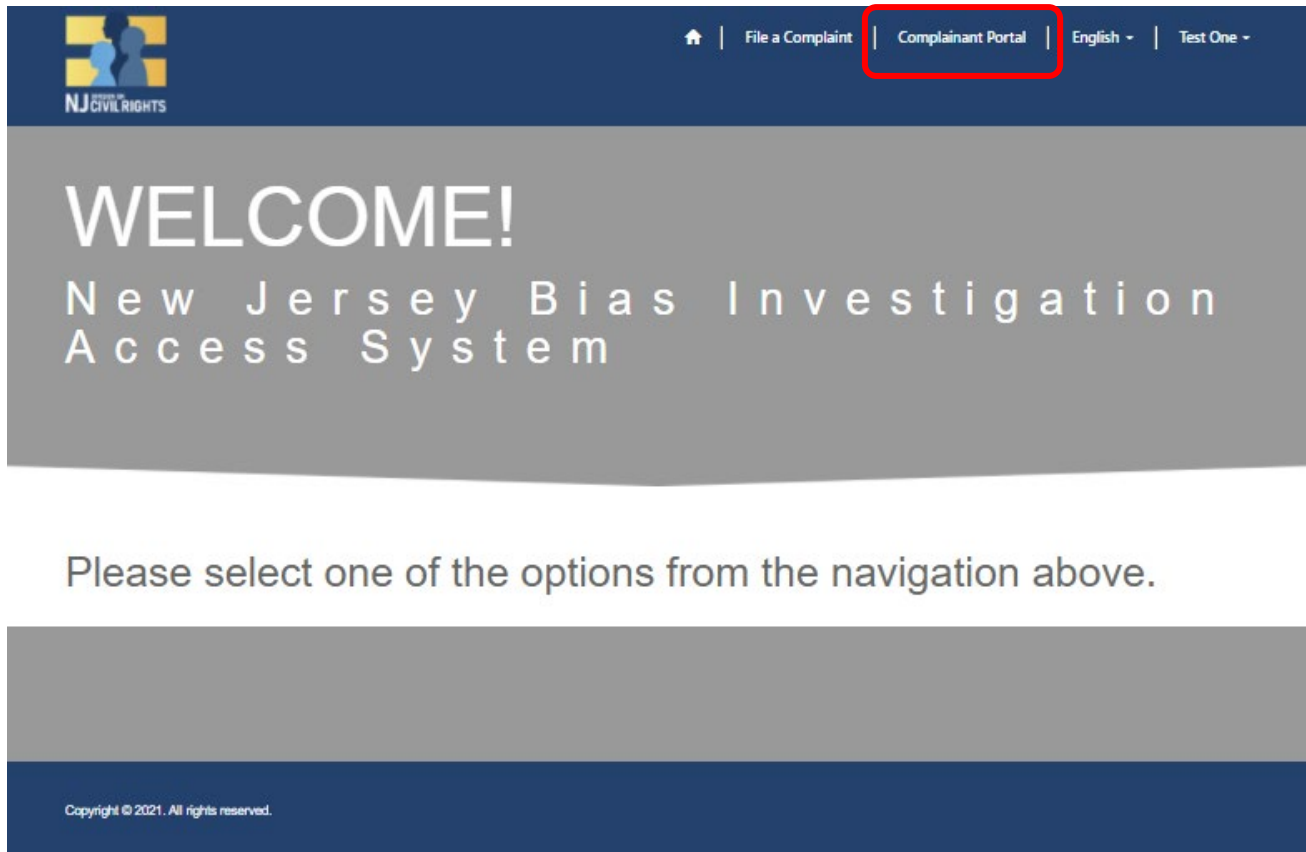


You will receive the above message along with an appointment confirmation email.

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Complainant Portal Features



At any point after logging in to NJBIAS, you may access your Complainant Portal to view and interact with your intakes in progress and your filed complaints. To enter your portal, click **‘Complainant Portal’** at the top of your screen.

The Complainant Portal allows you to:

- **Message** - Send to and receive messages from DCR personnel;
- **Intake in Progress** - Confirm if you have submitted your intake; finish an un-submitted intake form; and upload additional documents.
- **My Complaints** - In the event DCR accepts your complaint, view the status of your complaint; interact with your assigned investigator and/or DCR personnel; add an attorney; upload additional documents; respond to motions; etc.

See Screen Shots on following page.

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Home / MyPortal Messages

My Portal

Messages 0
Intake in Process 0
My Complaints 0

Messages

Messages provides users with the ability to communicate directly with the DCR Office. To submit a new message, click the "New Message" button below. To reply to a message, open the existing thread and submit a response.

Subject	Last Updated ↓	Message Read By Portal User	Actions
There are no records to display.			

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[Home](#) | [File a Complaint](#) | [Complainant Portal](#) | [English](#) - | [Test One](#) -

Home / My Portal Intake

My Portal

Messages 0
Intake in Process 0
My Complaints 0

My Unsubmitted Intake Forms

File a New Complaint

Intake Number ↑	Complaint Type	Created On ↓	Actions
There are no records to display.			

My Submitted Intake

Intake Number ↑	Complaint Type	Created On ↓	Actions
001348	Employment	5/19/2021 2:42 PM	▼

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[Home](#) | [File a Complaint](#) | [Complainant Portal](#) | [English](#) - | [Test One](#) -

Home / My Portal Complaints

My Portal

Messages 0
Intake in Process 0
My Complaints 0

My Complaints

Complaint ↓	Role	Complaint Type	Status	Actions
E2021-500000	Complainant	Employment	Pending Respondent Response	▼

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New Jersey Bias Investigation Access System (NJBias)

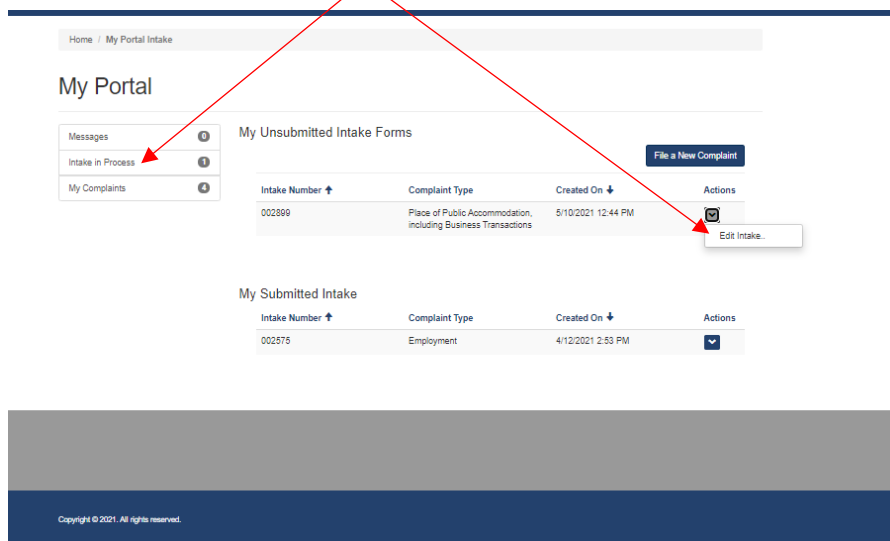
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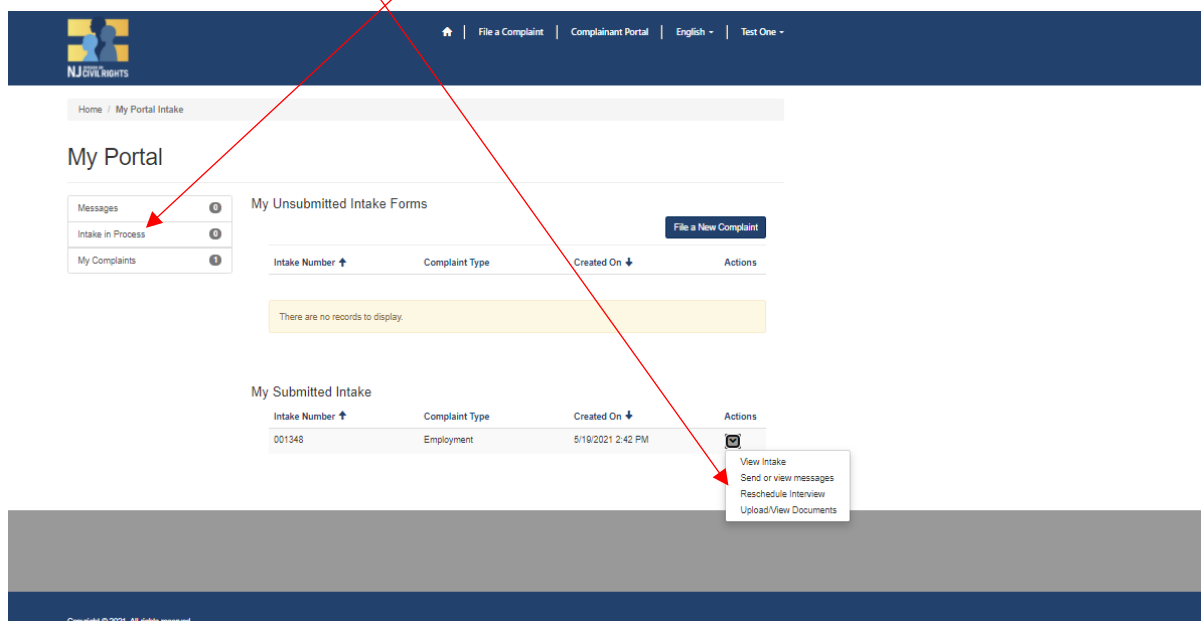
Intake Features:

To finish/edit an unsubmitted intake, click ‘Intake in Progress,’ and click the action button next to the **unsubmitted** intake form. Click ‘Edit Intake’.



To reschedule an intake interview, click “Intake in Progress” and click the action button next to the **submitted** intake form.

Click “Reschedule Interview”:



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To send a message to the intake investigator, click 'Intake in Progress' and click the action button next to the **submitted** intake form.

Click 'Send or View Messages'.

A screenshot of the NJBIAS 'My Portal' page. The page has a dark blue header with the NJ Division on Civil Rights logo and navigation links: 'Home', 'File a Complaint', 'Complainant Portal', 'English', and 'Test One'. Below the header is a breadcrumb trail 'Home / My Portal Intake'. The main content area is titled 'My Portal' and contains a sidebar with 'Messages', 'Intake in Progress', and 'My Complaints'. The 'Intake in Progress' link is highlighted with a red arrow. The main content area has two sections: 'My Unsubmitted Intake Forms' and 'My Submitted Intake'. The 'My Submitted Intake' section contains a table with one row: Intake Number 001348, Complaint Type Employment, Created On 5/10/2021 2:42 PM. A red arrow points to the 'Actions' column of this row, which has a dropdown menu with options: 'View Intake', 'Send or view messages', 'Reschedule Interview', and 'Upload/View Documents'. The 'Send or view messages' option is highlighted with a red arrow. The footer of the page says 'Copyright © 2021. All rights reserved.'

Next, Click 'New Message'

A screenshot of the NJBIAS 'Intake Messages' page. The page has a dark blue header with the NJ Division on Civil Rights logo and navigation links: 'Home', 'File a Complaint', 'Complainant Portal', 'English', and 'Test One'. Below the header is a breadcrumb trail 'Home / Intake Messages'. The main content area is titled 'Intake Messages' and contains a 'New Message' button. A red arrow points to this button. Below the button is a table with columns: 'Intake Number', 'Subject', 'Date Created', 'Message Read By Portal User', and 'Actions'. The table is empty, and a message 'There are no records to display.' is shown below it.

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

A screenshot of the NJBIAS 'Create' message form. The form has a title 'Create' and a 'Subject' field. Below the 'Subject' field is a 'Body' field. A red arrow points to the 'Subject' field, and another red arrow points to the 'Body' field. The 'Body' field contains the text 'Hi How are you?'. At the bottom of the form is a 'Submit' button.

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

Click 'View Details'

A screenshot of the "Intake Messages" page in the NJBIAS system. The page has a dark blue header with the NJ Division on Civil Rights logo and navigation links: "File a Complaint", "Complainant Portal", "English", and "Test One". Below the header is a breadcrumb trail "Home / Intake Messages". The main section is titled "Intake Messages" and contains a table of messages. A red arrow points from the text "Click 'View Details'" to the "View Details" button in the "Actions" column of the first message row.

Intake Number	Subject	Date Created	Message Read By Portal User	Actions
001348	Subject	5/19/2021 5:21 PM	No	View Details

Type in your response and click 'Submit'

A screenshot of the "View details" modal form. The form has a title bar "View details" with an information icon and a close button. It contains a "Subject" field with the value "Subject", a "Body" section with the text "On Wednesday, May 19, 2021 5:21 PM, Test One wrote: Hi How are you", and a "Message Response" text area. A red arrow points from the text "Type in your response and click 'Submit'" to the "Message Response" text area. At the bottom are "Submit" and "Close" buttons.

View details

Subject *

Subject

Body

On Wednesday, May 19, 2021 5:21 PM, Test One wrote:
Hi How are you

Message Response

Submit Close

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To upload additional documents, click 'Intake in Progress' and click the action button next to the **submitted** intake form.

Click 'Upload/View Documents'

The screenshot shows the NJBIAS Complainant Portal. At the top is a dark blue header with the NJ Division on Civil Rights logo and navigation links: Home, File a Complaint, Complainant Portal, English, and Test One. Below the header is a breadcrumb trail: Home / My Portal Intake. The main section is titled 'My Portal' and contains a sidebar with links: Messages, Intake in Progress (highlighted with a red arrow), and My Complaints. The main content area is divided into two sections: 'My Unsubmitted Intake Forms' and 'My Submitted Intake'. The 'My Unsubmitted Intake Forms' section shows a table with columns: Intake Number, Complaint Type, Created On, and Actions. A message states 'There are no records to display'. The 'My Submitted Intake' section shows a table with the same columns. A single record is listed with Intake Number 001348, Complaint Type Employment, and Created On 5/19/2021 2:42 PM. A red arrow points to the 'Actions' column for this record, which has a dropdown menu with options: View Intake, Send or view messages, Reschedule Interview, and Upload/View Documents (highlighted with a red arrow).

Follow the steps on page 20 to upload documents.

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Complaint Features

To View your active complaints, click 'My Complaints'

A screenshot of the NJBIAS Complainant Portal. The top navigation bar includes a home icon, "File a Complaint", "Complainant Portal", "English", and "Test One". Below the navigation bar is a breadcrumb trail: "Home / My Portal Complaints". The main content area is titled "My Portal" and contains a sidebar with "Messages" (1), "Intake in Process" (0), and "My Complaints" (1). A red arrow points from the text "To View your active complaints, click 'My Complaints'" to the "My Complaints" link in the sidebar. The "My Complaints" section displays a table with one complaint: E2021-500000, Role: Complainant, Complaint Type: Employment, Status: Pending Respondent Response. The table has columns for Complaint, Role, Complaint Type, Status, and Actions. The footer contains the text "Copyright © 2021. All rights reserved."

By clicking the action button on the corresponding complaint, you can:

- View the details of your complaint
- Upload/View Documents (see page 20)
- Send or View Messages (see page 27-28)
- View, File, or Respond to Motions
- Withdraw your case
- Add attorneys and/or identify witnesses

My Portal

A screenshot of the NJBIAS Complainant Portal, similar to the one above, but with the "Actions" dropdown menu open for the complaint E2021-500000. The dropdown menu lists the following options: View Complaint Details, Upload/View Documents, Send or View Messages, View, File or Respond to Motions, Request to Withdraw Case, and Add Attorney/Witness. The entire dropdown menu is highlighted with a red rounded rectangle.

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To view, file, or respond to a Motion, click 'My Complaints', and click the action button on the corresponding complaint.

Click 'View, File, or Respond to Motions'

A screenshot of the 'My Portal' interface. On the left, a sidebar shows 'Messages' (1), 'Intake in Process' (0), and 'My Complaints' (1). The main area is titled 'My Complaints' and contains a table with columns: Complaint, Role, Complaint Type, Status, and Actions. A row shows a complaint with ID 'E2021-500000', role 'Complainant', type 'Employment', and status 'Pending Respondent Response'. The 'Actions' column has a dropdown menu open, showing options: 'View Complaint Details', 'Upload/View Documents', 'Send or View Messages', 'View, File or Respond to Motions' (highlighted with a red arrow), 'Request to Withdraw Case', and 'Add Attorney/Witness'. Another red arrow points from the 'My Complaints' link in the sidebar to the table.

To file a new motion, click 'File Other Motion' or, if your case has been closed with a finding of no probable cause, click 'File Motion for Reconsideration' (not pictured)

A screenshot of the 'View Motions' page. The breadcrumb trail is 'Home / View Motions'. The page title 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. A yellow message box states 'There are no records to display.'

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. The breadcrumb trail is 'Home / File Other Motion'. The page title is 'File Other Motion'. There is instructional text about uploading documents and a note that the motion and accompanying documents will be shared with the opposing party. Below is a text area for 'Other Motion Description'. Under the 'Documents' section, there is a table with columns: Document Type, Description, Upload, Upload Date, Upload Status, and Actions. A yellow message box states 'There are no records to display.' At the bottom, there are 'Previous' and 'Submit' buttons. A red arrow points from the 'Submit' button to the 'Upload Motion' button in the previous screenshot.

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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	⌵ Upload/View Responsive Documents

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	dpt-44S_FormFiledand.pdf	5/19/2021 7:21 PM	File Uploaded		

Submit

To withdraw your complaint, click on the action button on the corresponding complaint

Click ‘Request to Withdraw Case’

My Portal

Messages	1
Intake in Process	0
My Complaints	1

My Complaints

Complaint	Role	Complaint Type	Status	Actions
E2021-500000	Complainant	Employment	Pending Respondent Response	

- View Complaint Details
- Upload/View Documents
- Send or View Messages
- View, File or Respond to Motions
- Request to Withdraw Case
- Add Attorney/Witness

Enter a reason for your request, and click ‘Submit’. You will receive further email correspondence to complete the withdrawal process

Complaint Withdrawal Request

Please explain why you would like to withdraw your complaint

Submit

Cancel

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To add an attorney and/or to identify a witness, click the action button on the corresponding complaint.

Click 'Add Attorney/Witness'

My Portal

Messages **1**

Intake in Process **0**

My Complaints **1**

My Complaints

Complaint	Role	Complaint Type	Status	Actions
E2021-500000	Complainant	Employment	Pending Respondent Response	View Complaint Details Upload/View Documents Send or View Messages View, File or Respond to Motions Request to Withdraw Case Add Attorney/Witness

On the next page, select the 'contact role' from the drop down menu (i.e., whether you are adding an attorney or a witness)

Fill out the requested information, and click 'submit'

Complainant Add Attorney

Contact Role *

Attorney for Complainant

Complainant Witness

First Name *

Last Name *

Phone Number

Email

Submit

ADDRESS

Street 1

Street 2

City

County

State

ZIP/Postal Code