

Topics

- Overview
- Roles and Access
- Navigation to the eCourts Expungement System Portal
- Expungement Process:
 - Creating and Submitting a Petition/Proposed Order for Regular Expungement Creating and Submitting a Petition/Proposed Order for Clean Slate Expungement Saving a Regular or Clean Slate Petition/Proposed Order for later submission
- Email Notification
- Case Representation

- eCourts Expungement System Portal In Progress Workbasket
 - Search
 - Refresh/Export/Sort
 - Pagination
 - Expand/Collapse
 - Upload Document
 - View Expungement Case Jacket



Overview

- The eCourts Expungement System provides an automated mechanism for a Regular, Clean Slate,
 Recovery Court, Marijuana and Marijuana Decriminalization expungement petition/proposed order to be filed, reviewed, and processed by various user roles.
- You can also submit an Amend Order on previously granted expungements for all the abovementioned expungement types.
- Orders vacated by the Court will appear on your In Progress Workbasket with the status Order Vacated.
- The filer (Self-represented litigant or private attorney filing on behalf of the petitioner) chooses cases to be expunged and submits a petition/proposed order that is reviewed by the Prosecutor.
- The County Prosecutor provides a response to the petition/proposed order and uploads their response letter.
 - The filer can upload the "Petitioner Response Letter" in response to the Prosecutor's objection.
- Court staff can review the complete list of cases, save the final order for the judge to review, or submit an expungement decision on behalf of the judge to deny, dismiss or grant the final order for expungement. Court staff can schedule an expungement hearing manually outside the system.
- Judges can review the complete list of cases within the petition/proposed order or submit an
 expungement decision to deny or grant the final order for expungement.



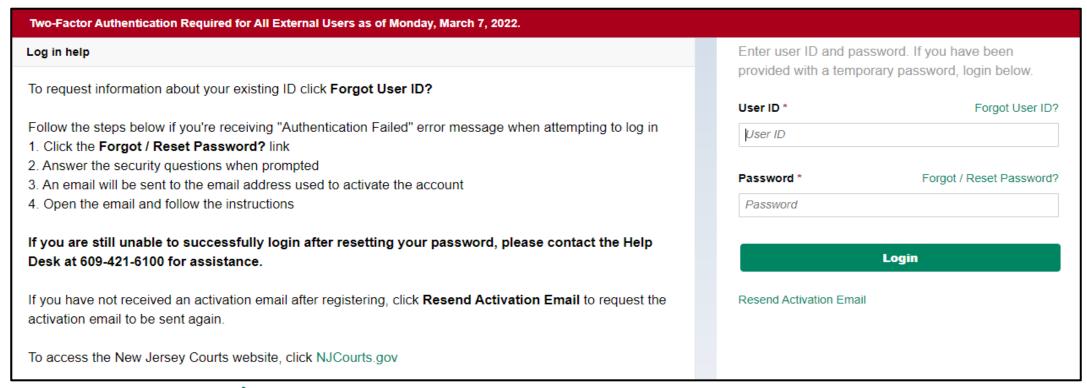
Roles and Access

- **Self-represented litigants** can initiate and submit a petition/proposed order for Recovery Court, Regular, Clean Slate, Marijuana Decriminalization or Marijuana expungement using a criminal, municipal, or family (FO or FJ docket) case.
- Private Attorneys can initiate and submit a petition/proposed order for Recovery Court, Regular or Clean Slate or Marijuana Decriminalization, Marijuana expungement using a criminal, municipal, or family (FO or FJ docket) case on behalf of the petitioner.



Navigation

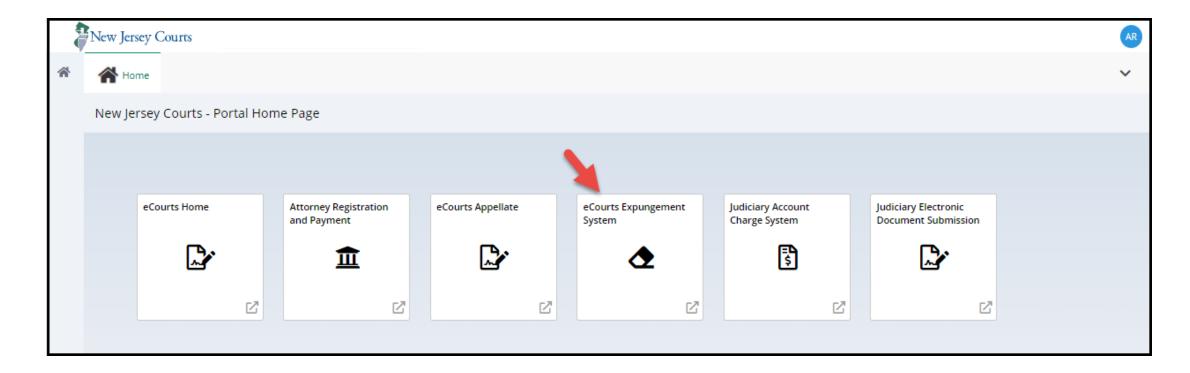
- **Self-represented litigant** enters login credentials established via the Self Registration portal and clicks the "Login" button. Once you click login select where you want the One time passcode to be sent to and enter it.
- **Private Attorney** enters login credentials (valid attorney ID and password) and clicks the "Login" button. Once you click login select where you want the One time passcode to be sent to and enter it.





New Jersey Courts – Portal Home Page

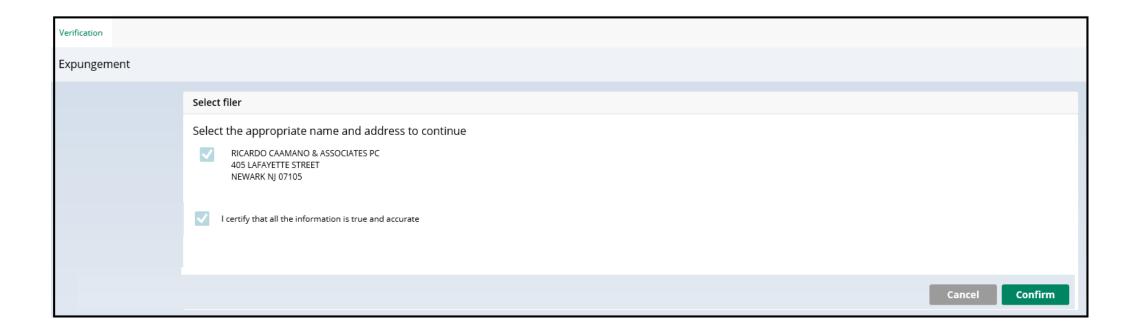
- Tiles will be displayed based on Self-represented litigant/Private Attorney's access.
- Select the tile for "eCourts Expungement System."





New Jersey Courts – Portal Home Page

Private Attorney will navigate to a verification screen to select the firm they are associated with and certify that
the information is correct.





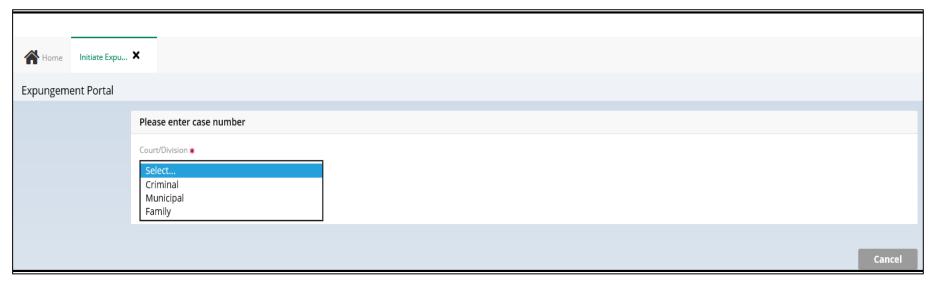
Expungement Home Page

- Self-represented litigant/Private Attorney can select the appropriate tile for the desired action:
 - In Progress Expungements access expungement cases that are still being processed
 - <u>Initiate Expungement</u> create a new petition for expungement
 - <u>Case Representation</u> associate attorney to an expungement case (this tile is only available for private attorney filers)



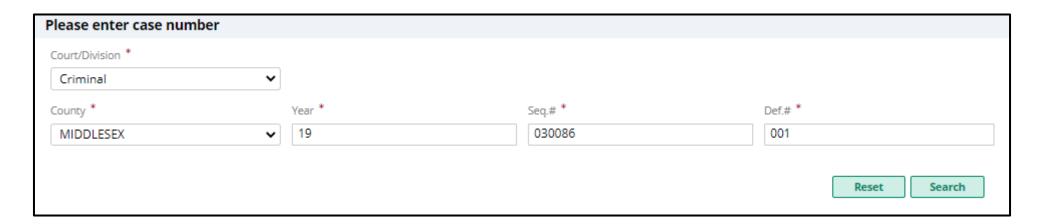


- To create a new petition/proposed order, click the Initiate Petition tile.
- Select the Court/Division (Criminal, Municipal, or Family) of the case through which you are initiating an expungement petition. You can initiate the petition on any one of the petitioner's cases.
- To return to the Expungement application Home Page, click the Cancel button.





- Enter the case number for one of the petitioner's cases in the provided fields, then click the <u>Search</u> button and review the results.
- To remove your result and start over, click the <u>Reset</u> button.
- To proceed, click the <u>Initiate</u> button on the desired case/defendant record.



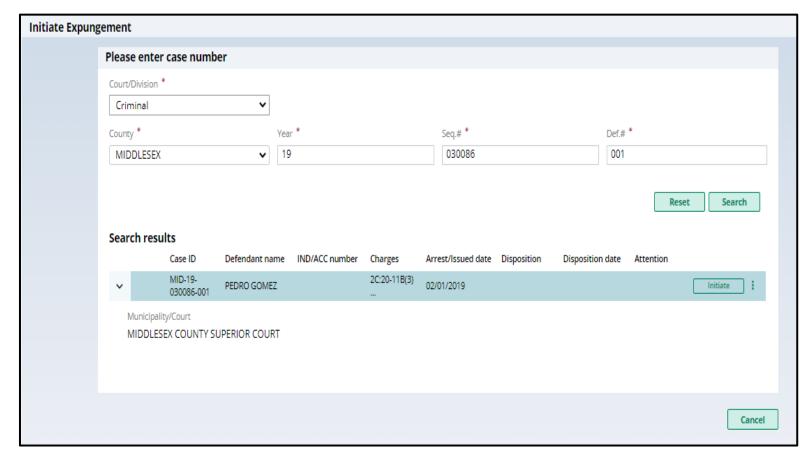


- To start a new expungement petition, enter one of the below case identifiers and then click the <u>Search</u> button:
 - A primary municipal case, select Court/Division as 'Municipal' and enter a complaint number for the defendant in the provided fields, then click the <u>Search</u> button.
 - A primary family case, select Court/Division as 'Family' and enter a FO or FJ docket number for the defendant in the provided fields
 - A primary criminal case, select Court/Division as 'Criminal' and enter a PROMIS/Gavel (P/G) case number for the defendant in the provided fields, then click the <u>Search</u> button.
- To return to the eCourts Expungement System Home Page, click the <u>Cancel</u> button.
- To proceed, click the <u>Initiate</u> button for the desired defendant/case.

Note: see image on next slide

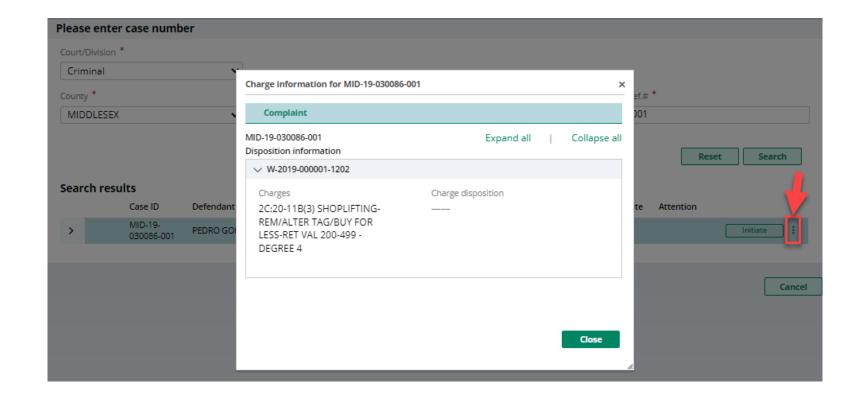


- The search result displays the case ID, Defendant name, indictment/accusatio n number, charges, arrest/issued date, disposition date.
- Clicking on the twisty shows the Municipality/Court that the case belongs to.





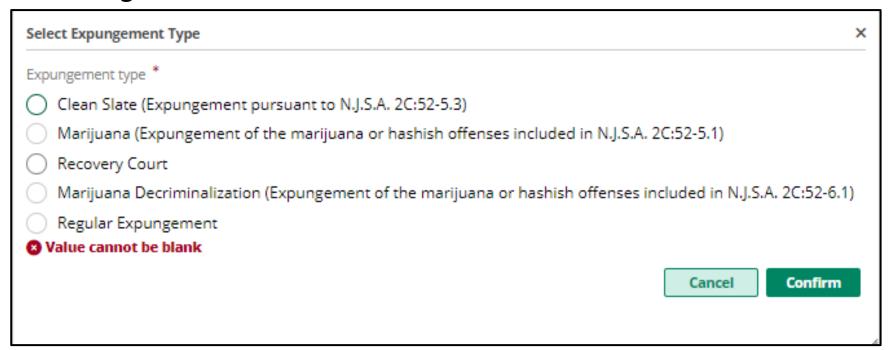
 You can click on the Action Menu (three dots) to view charges associated with the case ID





Select Expungement Type

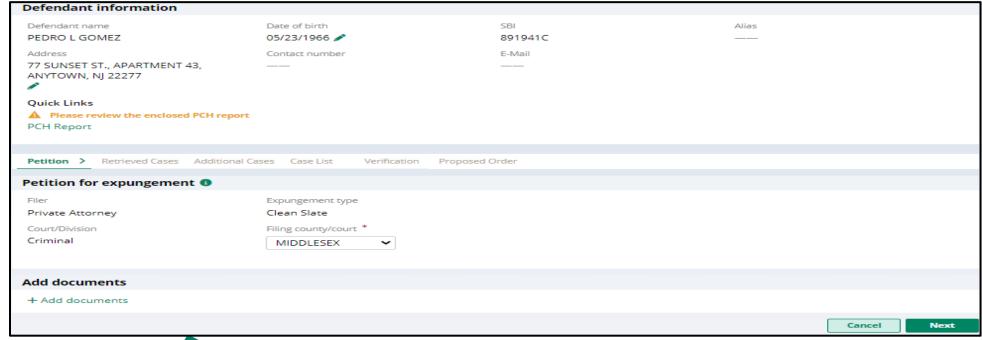
- Upon clicking the Initiate button, a pop-up window is displayed to select the Expungement Type – Marijuana, Clean Slate, Recovery court, marijuana decriminalization or Regular
- After selecting a value, click the **Confirm** button





Self-represented litigant/Private Attorney - Petition

- The Defendant information section displays at the top of every screen with defendant details Name, SBI number, Date of Birth, Alias and other contact information.
- This section retrieves and displays the defendant's information based on the information entered
 on the self-registration portal for the self-represented litigant or from the initiating case for the
 private attorney as filer.





Self-represented litigant/Private Attorney - Petition

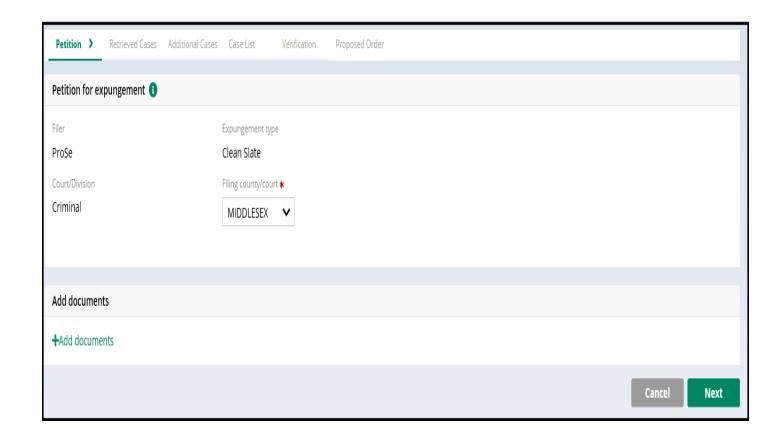
- The "Add documents" link is displayed at the bottom of every screen. It allows you to add
 pertinent documents of PDF type to the expungement petition/case.
 - Click on the "+ Add documents" hyperlink to open the Upload Documents pop-up window.
 - You may also upload documents using the Action menu option in the "In Progress" Workbasket

Add documents				
+Add documents				
			Cancel	Next



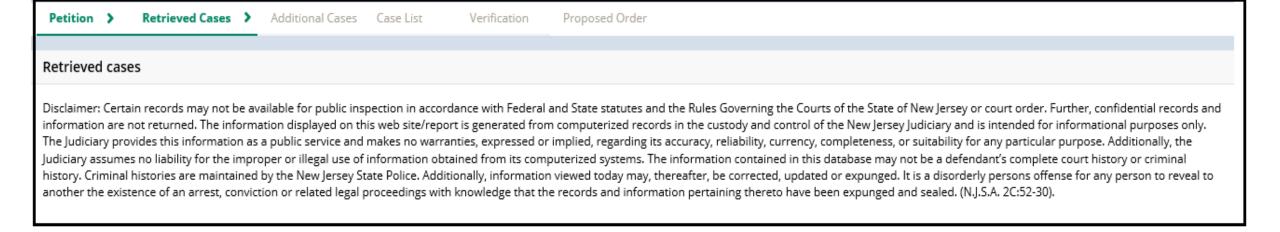
Self-represented litigant/Private Attorney – Petition

- The <u>Petition for expungement</u> section displays details about the petition in the following fields (read-only): Filer, Expungement type, and Court/Division.
- The Filing county/court field is defaulted based on the county of the initiating case.
- Click <u>Next</u> button.





• Please review the "Disclaimer" section indicating that the system may not include a petitioner's full criminal history and that a petitioner may still need to acquire this information separately.





- The Retrieved Cases screen lists all the defendant's cases the system has retrieved from various source systems. They are listed in sections according to type: Criminal, Municipal, and Family.
- You may expand the case line entry using the twisty to see more information about the case.

Retrieved cases

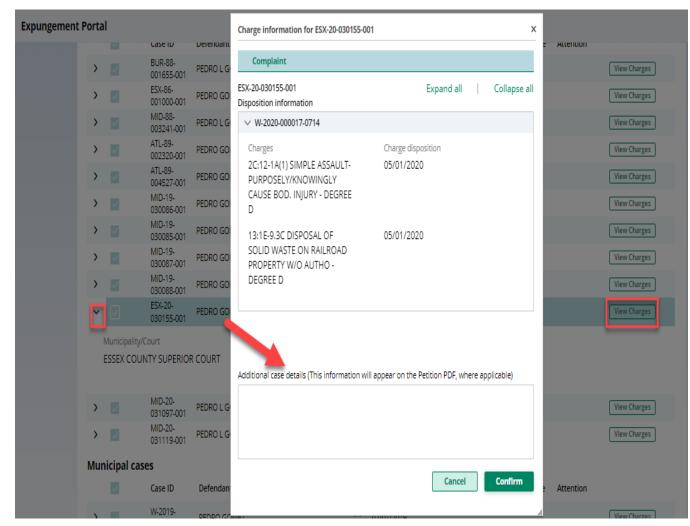
Disclaimer: Certain records may not be available for public inspection in accordance with Federal and State statutes and the Rules Governing the Courts of the State of New Jersey or court order. Further, confidential records and information are not returned. The information displayed on this web site/report is generated from computerized records in the custody and control of the New Jersey Judiciary and is intended for informational purposes only. The Judiciary provides this information as a public service and makes no warranties, expressed or implied, regarding its accuracy, reliability, currency, completeness, or suitability for any particular purpose. Additionally, the Judiciary assumes no liability for the improper or illegal use of information obtained from its computerized systems. The information contained in this database may not be a defendant's complete court history or criminal history. Criminal histories are maintained by the New Jersey State Police. Additionally, information viewed today may, thereafter, be corrected, updated or expunged. It is a disorderly persons offense for any person to reveal to another the existence of an arrest, conviction or related legal proceedings with knowledge that the records and information pertaining thereto have been expunged and sealed. (N.J.S.A. 2C:52-30).

Criminal cases

	\checkmark	Case ID	Defendant name	IND/ACC number	Charges	Arrest/Issued date	Disposition	Disposition date	Attention	
>	✓	BUR-88- 001655-001	PEDRO L GOMEZ	89-02-00142-I	2C:20-7A		DISMISSED	04/21/1994		View Charges
>	\checkmark	ESX-86- 001000-001	PEDRO GOMEZ	86-02-00465-1	2C:11-5	03/25/1986	GUILTY	06/06/1986		View Charges
>	✓	MID-88- 003241-001	PEDRO L GOMEZ		2C:20-3	06/17/1988	DISMISSED	06/05/1989		View Charges
>	\checkmark	ATL-89- 002320-001	PEDRO GOMEZ		2C:12-1A(1) 	05/18/1989	REMAND	06/08/1989		View Charges
>	✓	ATL-89- 004527-001	PEDRO GOMEZ	89-10-02839-I	2C:35-10A(1) 	09/12/1989	DISMISSED	05/14/1992		View Charges
>	\checkmark	MID-19- 030086-001	PEDRO GOMEZ		2C:20-11B(3) 	02/01/2019				View Charges
>	✓	MID-19- 030085-001	PEDRO GOMEZ	19-02-37194-I	2C:20-11B(3) 	02/05/2019				View Charges
>	\checkmark	MID-19- 030087-001	PEDRO GOMEZ		2C:18-3A	02/10/2019	DOWNGRADE CHARGE	10/15/2020		View Charges
>	V	MID-19- 030088-001	PEDRO GOMEZ		2C:11-6	02/15/2019				View Charges
>	\checkmark	ESX-20- 030155-001	PEDRO GOMEZ		2C:12-1A(1) 	07/22/2019	REINSTATED	05/01/2020		View Charges
>	✓	MID-20- 031097-001	PEDRO L GOMEZ		2C:12-1A(3) 	04/17/2020	DOWNGRADE CHARGE	05/04/2020		View Charges



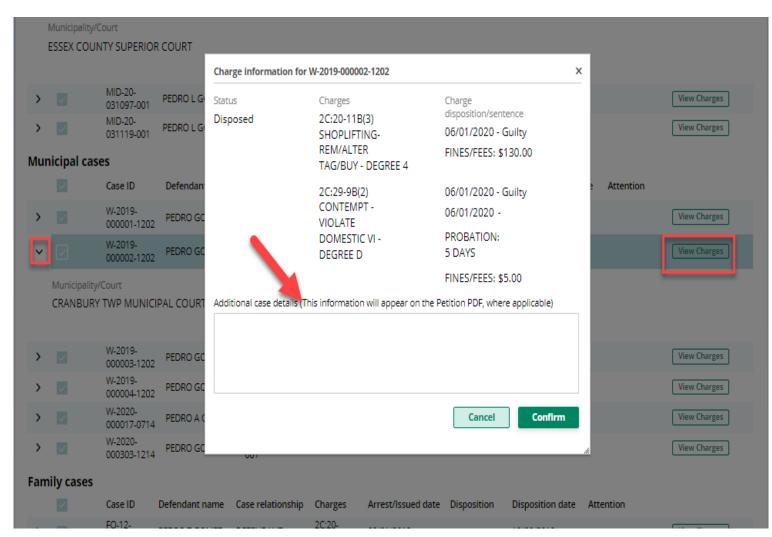
- Criminal court cases display the Indictment/Accusation number (if available), charges, arrest or complaint issued date, disposition and disposition date on the case line entry.
- Clicking on view charges shows the associated complaint(s), full charge information (including charge disposition & sentence) and assigned court can be viewed by clicking the twisty
- Additional case details can be typed into the pop-up window.





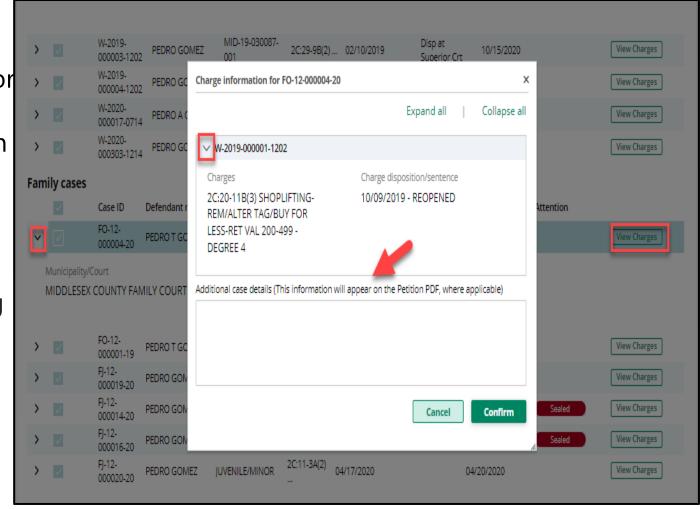
- Municipal court cases display the linked Criminal case if applicable, charges, arrest or complaint issued date, disposition and disposition date on the case line entry.
- Clicking on view charges shows the complaint status, full charge information (including charge disposition & sentence) and expanding the case shows the assigned court.
- To see any additional cases associated with the Municipal case (e.g. Family FO/FJ docket), hover over the "Linked case ID" field

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- Family court cases display the defendant's case relationship (codefendant, co-delinquent, defendant, or juvenile), charges, arrest or complaint issued date, disposition and disposition date on the case line entry.
- Clicking on view charges shows the associated complaint(s), full charge information (including charge disposition & sentence) and expanding the case shows the assigned court.

Note: For self represented litigant, FJ docket types (juvenile cases in Family division) are **excluded**; an FJ case will be listed on this screen only if the petitioner initiated the expungement with it.





- Use the check boxes on the left side to deselect a specific case or an entire section of cases and exclude them from the petition/proposed order. Then click "Next."
 - Note: this feature is especially useful when erroneous cases have been retrieved, including those with other SBI numbers. Always verify each case's SBI number.

>	$\overline{\mathbf{v}}$	ESX-20- 030155-001	PEDRO GOMEZ		2C:12-1A(1) 	07/22/2019	REINSTATED	05/01/2020		View Charges
>		MID-20- 031097-001	PEDRO L GOMEZ		2C:12-1A(3)	04/17/2020	DOWNGRADE CHARGE	05/04/2020		View Charges
>	~	MID-20- 031119-001	PEDRO L GOMEZ		2C:12-1.1	04/17/2020	DISMISSED	05/20/2020		View Charges
Mun	icipal case	es								
		Case ID	Defendant name	Linked case ID	Charges	Arrest/Issued date	Disposition	Disposition da	te Attention	
>		W-2019- 000001-1202	PEDRO GOMEZ	MID-19- 030086-001	2C:20-11B(3)	02/01/2019				View Charges
>	\square	W-2019- 000002-1202	PEDRO GOMEZ	MID-19- 030085-001	2C:20-11B(3)	02/05/2019	Guilty	06/01/2020		View Charges
>	~	W-2019- 000003-1202	PEDRO GOMEZ	MID-19-030087- 001	2C:29-9B(2)	02/10/2019	Disp at Superior Crt	10/15/2020		View Charges
>	~	W-2019- 000004-1202	PEDRO GOMEZ	MID-19-030088- 001	2C:11-6	02/15/2019				View Charges
>	~	W-2020- 000017-0714	PEDRO A GOMEZ	ESX-20-030155- 001	2C:20-2.6A	. 07/22/2019				View Charges
>	~	W-2020- 000303-1214	PEDRO GOMEZ	MID-20-031119- 001	2C:13-1B(4)	04/17/2020				View Charges
Fam	ily cases									
	$\overline{\mathbf{v}}$	Case ID	Defendant name	Case relationship	Charges	Arrest/Issued date	Disposition	Disposition date	Attention	
>	\square	FO-12- 000004-20	PEDRO T GOMEZ	DEFENDANT	2C:20- 11B(3)	02/01/2019		10/09/2019		View Charges
>	~	FO-12- 000001-19	PEDRO T GOMEZ	DEFENDANT	2C:29-9B(2) 	02/05/2019		02/21/2019		View Charges



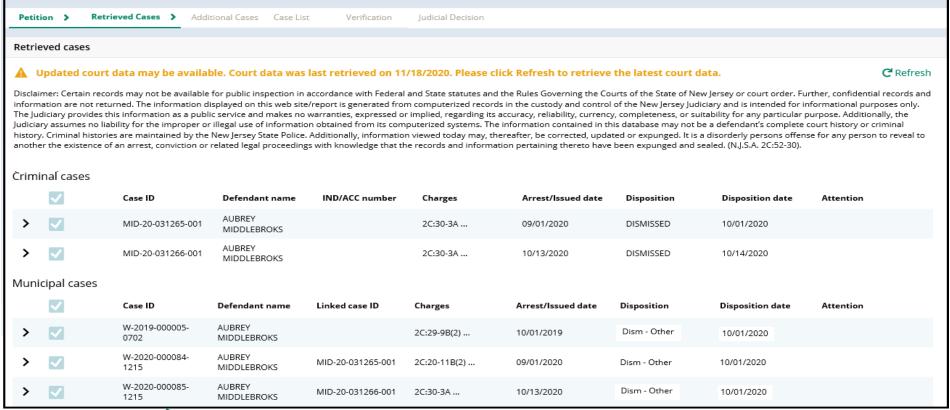
Self-represented litigant/Private Attorney – Save/Cancel Petition/Proposed Order

 As you move through the petition/proposed order screens, you will have the option to save or cancel at any time using the buttons on the bottom right. Remember to click "Save" before closing the petition/proposed order if you are unable to complete it in one session. The saved petition will display in your "In Progress Workbasket" with a status of "New."





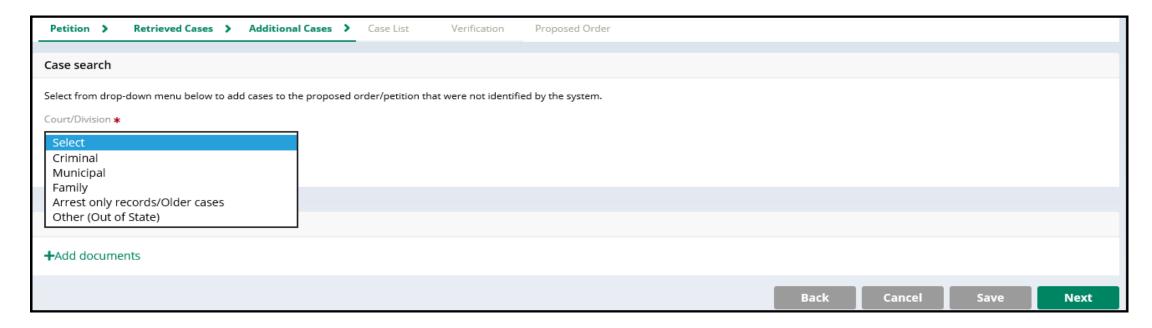
• If you save the petition/proposed order and return to it after 24 hours, an informational message will display that advises additional cases may have been added to the source systems since the petition/proposed order was created. Click on the "Refresh" icon to refresh the data from the source systems.





Self-represented litigant/Private Attorney – Additional Cases Screen

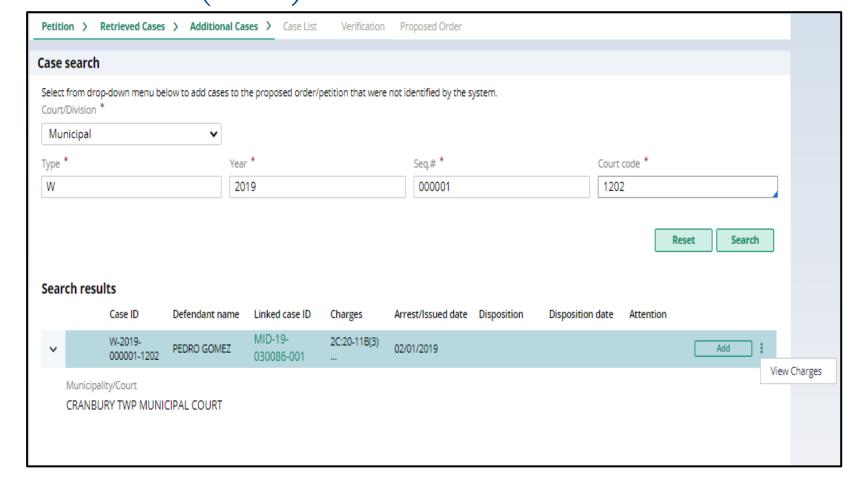
The next screen after you've reviewed the retrieved cases is the "Additional Cases" screen. This
screen provides options to add additional cases that were not systematically retrieved to the
petition/proposed order.





Self-represented litigant/Private Attorney - Additional Cases Screen (cont.)

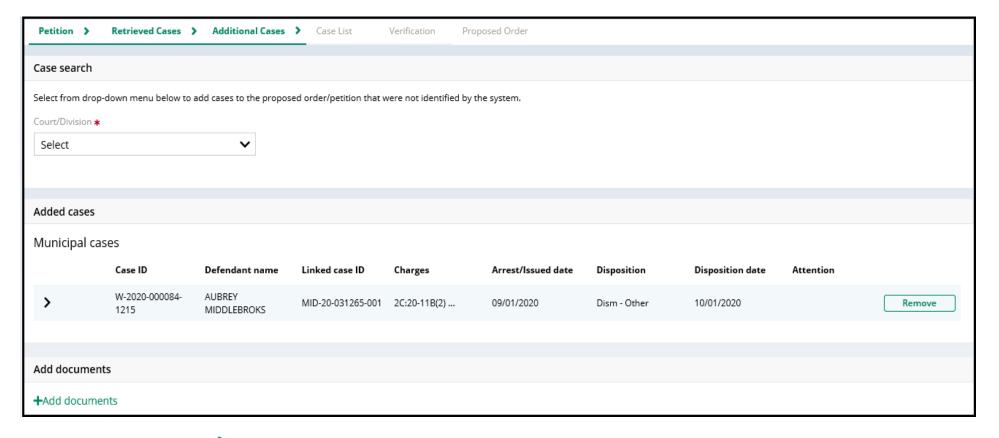
To conduct a system search for a specific case, select "Criminal," "Municipal," or "Family" from the "Court/Division" dropdown menu, enter the required data in the fields that display, and click "Search." To add the case to the petition/proposed order, click "Add."





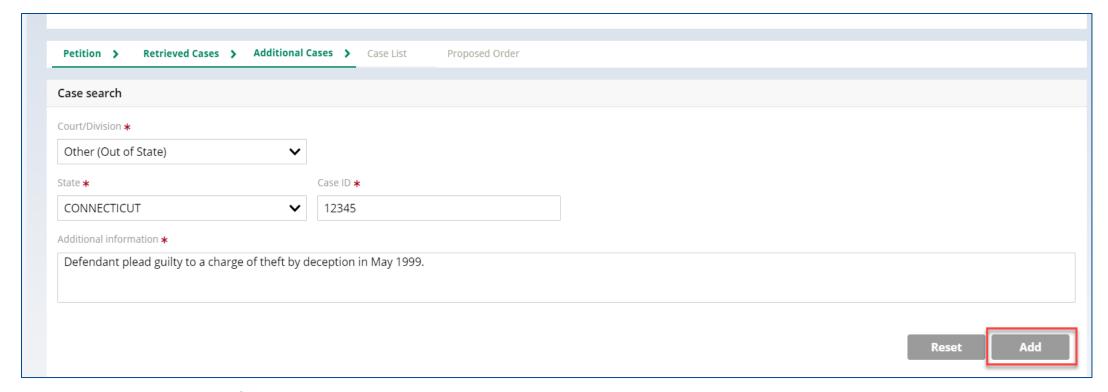
Self-represented litigant/Private Attorney - Additional Cases Screen (cont.)

To remove an added case, click "Remove."



Self-represented litigant/Private Attorney - Additional Cases Screen (cont.)

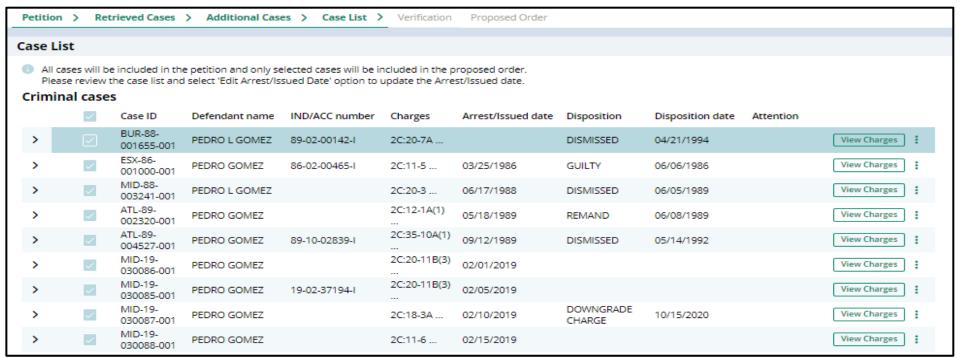
• To manually add an out-of-state case or an in-state record that has not been successfully retrieved, select "Other (Out-Of-State)" or "Arrest only records/Older cases" from the drop-down menu as applicable. Enter the required data in the fields that display. To add the result to the petition/proposed order, click "Add." To remove it, click "Remove." Click "Next" to move on to the following screen.





Self-represented litigant/Private Attorney - Case List Screen

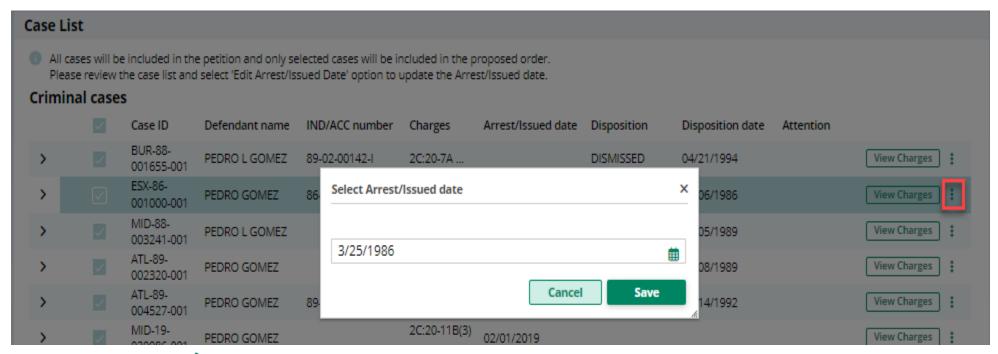
- This screen displays the cases the petitioner selected on the Retrieved Cases screen as well as any cases added on Additional Cases screen.
- All the cases listed are included in the Petition (PDF document).
- Only the cases selected via the check box are included in the Proposed Order.





Self-represented litigant/Private Attorney - Case List Screen

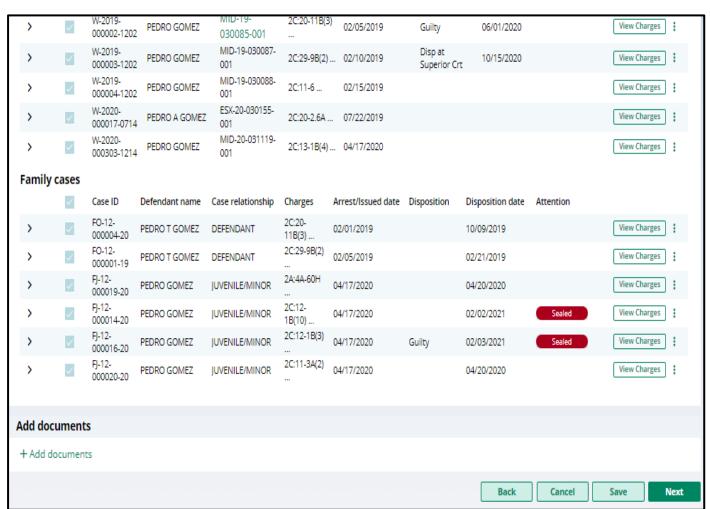
 Click on the Action Menu (three dots next to View Charges button) and the then click on Edit arrest/issued date to select and save the Arrest/Issue date. This date gets updated in the Proposed order and the Petition





Self-represented litigant/Private Attorney - Case List Screen (cont.)

- The petition PDF will display all cases that were identified and added.
- For clean slate expungements, the case list screen will pre-select all cases and you can choose to deselect cases to appear on the proposed order.
- For **regular expungements**, cases will not be selected on the case list screen and you will have to select the cases that you wish to include on the proposed order.
- Review this screen carefully to be sure the case list is complete and accurate. Selected cases will display on the Proposed Order.
- If any cases are missing an arrest date, you
 must click the pencil icon to add it. If an
 arrest date is not available, use the
 complaint issue date. Then, click "Next."





Verification Screen

- The Verification screen enables the user to certify and verify statements and provide supplemental information for some of the selected statements. The first statement in the Certification and Verification sections are mandatory.
- The language on the screen will be different based on the filer.
- The screen will capture Certification that they have provided truthful information.
- Verification that there are no disorderly persons, petty disorderly person, indictable charges or juvenile delinquency matters currently pending against them
- The petitioner may check off additional optional statements regarding:
 - Previously granted sealing/expungement/relief in any state or federal court.
 - Legal name change.
 - More than three years but less than five years having elapsed since last conviction/incarceration/etc.
 - Inclusion of a third or fourth degree controlled dangerous substance crime in the expungement.
 - Representation by Public Defender if petition is returned (OPD consent).



Self-represented litigant – Verification Screen

Petition > Retrieved Cases > Additional Cases > Case List > Verification > Proposed Order
Verifications
Certification: I am the petitioner in this matter and the statements made in this petition are true. I am aware that if any statements made by me are willfully false, I am subject to punishment. *
Verifications:
There are no disorderly persons, petty disorderly person, indictable charges or juvenile delinquency matters pending against me at this time. *
I am seeking expungement of a conviction on a criminal case or an adjudication of delinquency on a juvenile case pursuant to N.J.S.A. 2C:52-2, and have never been granted an expungement, sealing or similar relief regarding a criminal conviction, by any state or federal court.
I have legally changed my name. I have explained the details of my name change(s) below, included my previous legal name(s), and the date of the court order for the name change(s).
The petitioner is seeking an expungement pursuant to N.J.S.A. 2C:52-2(a)(2) (after four years), or pursuant to N.J.S.A. 2C:52-3(b)(2) (after three years), but less than five years have passed since the most recent conviction, payment of court ordered financial assessment, satisfactory completion of probation or parole, or release from incarceration, whichever is later, and has not otherwise been convicted of a crime, disorderly persons offense, or petty disorderly persons offense since the most recent conviction. The compelling circumstances for the Court to grant this expungement are as follows:
The petitioner is seeking an expungement pursuant to N.J.S.A. 2C:52-2(c)(3) of a third or fourth degree controlled dangerous substance crime. The compelling circumstances for the Court to grant this expungement are as follows:
I am seeking expungement of a dismissal of a criminal charge because of acceptance into a supervisory treatment or other diversion program, and that the information presented in the petition as to those charges sets forth the nature of the original charge, the court of disposition and the date of disposition.
Representation by Public Defender if Petition is Returned
If the Prosecutor returns the petition, I consent to the Office of the Public Defender entering their appearance to assist with a response. There will be no fee associated with this representation.



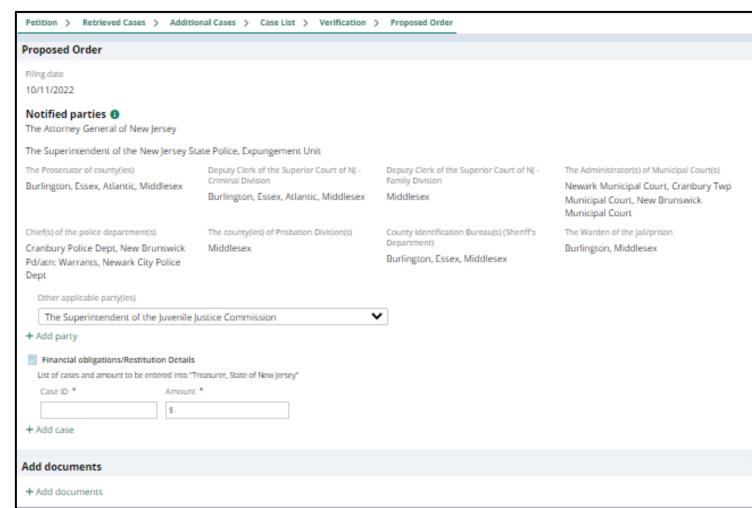
Private Attorney- Verification Screen

Petition > Retrieved Cases > Additional Cases > Case List > Verification > Proposed Order
Verifications
Certification: I am the attorney for the petitioner. This verification reflects information provided by the petitioner, and information obtained from my own independent investigation. Not all of the information in this verification is from my own personal knowledge. *
Verifications: There are no disorderly persons, petty disorderly person, indictable charges or juvenile delinquency matters pending against the petitioner at this time. *
The petitioner is seeking expungement of a conviction on a criminal case or an adjudication of delinquency on a juvenile case pursuant to N.J.S.A. 2C:52-2, and has never been granted an expungement, sealing or similar relief regarding a criminal conviction, by any state or federal court.
The petitioner had a legal name change. The details of the name change(s) below, included previous legal name(s), and the date of the court order for the name change(s).
The petitioner is seeking an expungement pursuant to N.J.S.A. 2C:52-2(a)(2) (after four years), or pursuant to N.J.S.A. 2C:52-3(b)(2) (after three years), but less than five years have passed since the most recent conviction, payment of court ordered financial assessment, satisfactory completion of probation or parole, or release from incarceration, whichever is later, and has not otherwise been convicted of a crime, disorderly persons offense, or petty disorderly persons offense since the most recent conviction. The compelling circumstances for the Court to grant this expungement are as follows:
The petitioner is seeking an expungement pursuant to N.J.S.A. 2C:52-2(c)(3) of a third or fourth degree controlled dangerous substance crime. The compelling circumstances for the Court to grant this expungement are as follows:
The petitioner is seeking expungement of a dismissal of a criminal charge because of acceptance into a supervisory treatment or other diversion program, and that the information presented in the petition as to those charges sets forth the nature of the original charge, the court of disposition and the date of disposition.



Self-represented litigant/Private Attorney - Proposed Order Screen

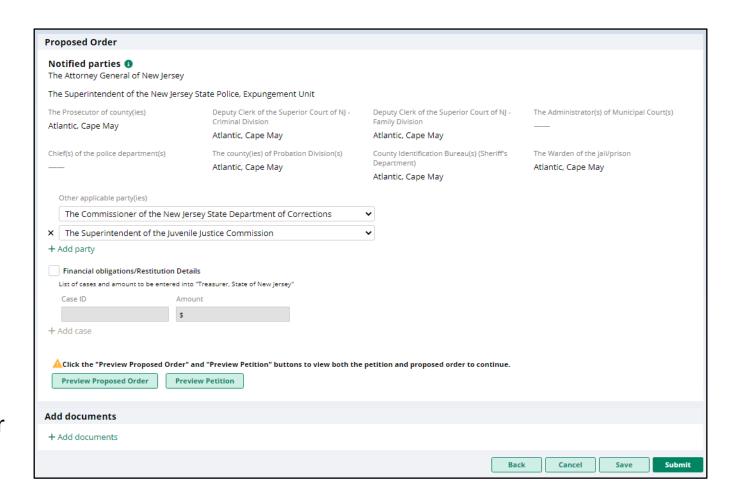
- Click Next to move on to the "Proposed Order" screen which facilitates the following:
 - Identifies parties who must be notified that the petition/proposed order has been filed. To add additional parties, click Other applicable party(ies) drop down or click +Add party.
 - Allows you to enter details regarding the defendant's outstanding financial obligations to the court at the time of filing.





Self-represented litigant/Private Attorney – Proposed Order (cont.)

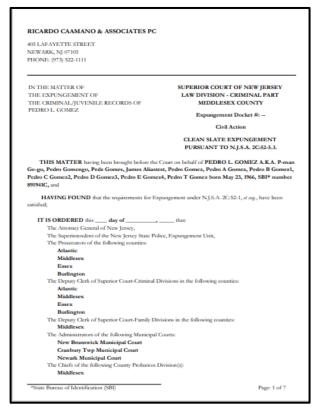
- Click Preview Proposed Order button to open a draft version of the proposed order. The selected cases from the Case List screen will be displayed on the PDF.
- Click the **Preview Petition** button to open a draft version of the petition PDF.
- Click the **PCH Report**(this is only visible to private attorney) button to view the Party court history report(you cannot submit without viewing it)
- The Submit button can only be clicked after you click the PCH Report, Preview Proposed Order, and Preview Petition.





Self-represented litigant/Private Attorney - Proposed Order pdf

 A draft of the Proposed Order PDF that will be generated when you submit the petition/proposed order will open when the Preview Proposed Order button is clicked. It is important to preview the PDF to be certain all necessary information is included.



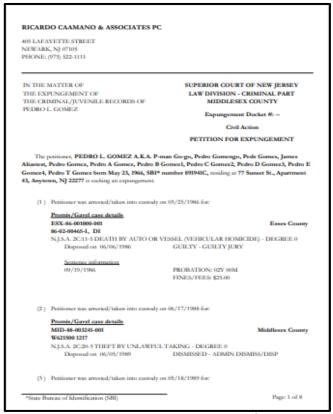






Self-represented litigant/Private Attorney - Petition pdf

A draft of the Petition PDF that will be generated when you submit the petition/proposed order
will open when you click on the Preview Petition button. It is important to preview the PDF to be
certain all necessary information is included. The PCH report is appended to this PDF.

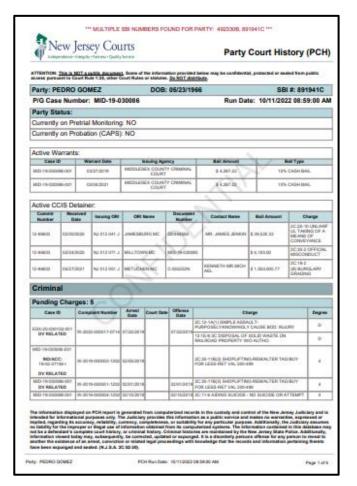


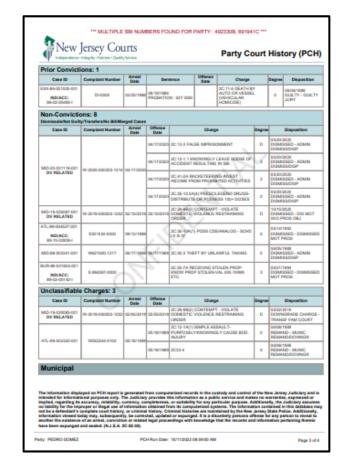


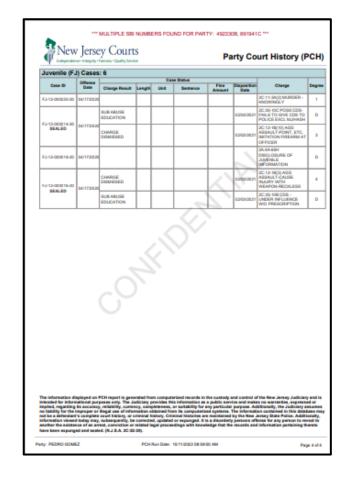




Private Attorney - PCH pdf









Self-represented litigant/Private Attorney – Submits Petition/Proposed Order

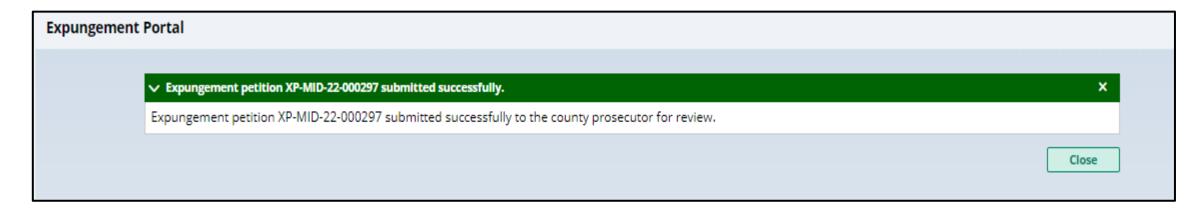
Once you have previewed the drafts of the Proposed Order and Petition, click "Submit." This will
open a pop-up window to confirm or cancel your submission. If you choose to cancel, you will
return to the petition/proposed order and may make any necessary changes.

Confirmation						
You are about to submit th	ne expungement petition for:					
Defendant	SBI No.					
PEDRO L GOMEZ	891941C					
		Cancel Confirm				



Self-represented litigant/Private Attorney – Submits Petition/Proposed Order (cont.)

- Upon confirmation and submission, the system will display a success message at the top of the screen indicating the petition/proposed order was successfully submitted.
- The system will also generate a unique expungement case number.
- The petitioner will be sent an email notification after the petition is submitted, when the prosecutor submits response, when the order is finalized, or when the expungement case is withdrawn. An electronic copy of each notification is saved to the expungement case jacket.





Self-represented litigant- In Progress Workbasket

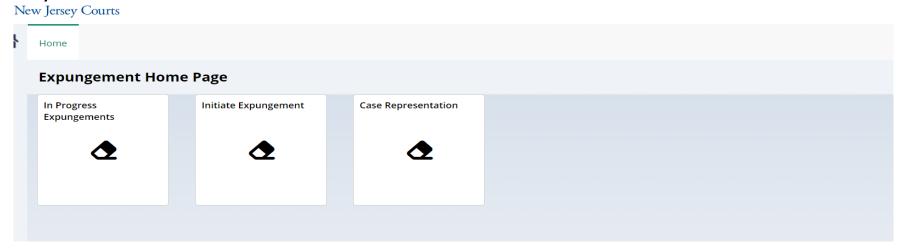
• After the petition/proposed order is submitted, return to the Expungement Home Page and select "In Progress Expungements" tile.





Private Attorney –In Progress Workbasket

- After the petition/proposed order is submitted, return to the Expungement Home Page and select "In Progress Expungements" tile.
- The expungement cases are removed from the default view, 7 days after it is "Order Denied",
 "Withdrawn", "Order Granted", or "Amended order Granted". They can be searched for,
 indefinitely.





Workbasket columns

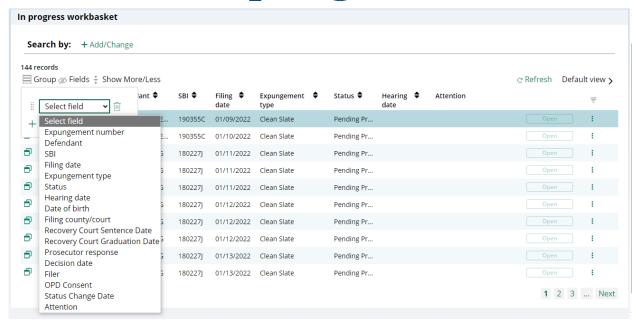
The following columns are displayed by default:

- Expungement number: the system-generated case number when the Self-represented litigant/Private Attorney submits the petition/proposed order.
- Defendant: Defendant's name in the format of First name, Middle initial, Last name.
- SBI: Unique identifier for the defendant assigned by the State Police.
- Filing date: Date when the petition/proposed order was filed and submitted. Default sort is by earliest date.
- Expungement Type: identifies the type of expungement (i.e. Marijuana, Regular, or Clean Slate).
- Status: indicates the petition's/proposed order's status as it moves through the stages of the process:
 - New, Pending Prosecutor Review, Awaiting Judicial Decision, Order Denied, Order Granted, Expunged, Draft Amended Order, Amended Order Prosecutor Review, Amended Order Petitioner Response, Amended Order Judicial Decision, Amended Order Granted, Order Vacated.
- Hearing Date: Date when the prosecutors are supposed to process the expungement.
 - The expungement application never actually schedules a hearing.
 - The court can update this date and schedule a hearing date outside of the Expungement System.
- Attention: Displays an icon to the user:
 - Displays when Prosecutor submits an objection response





Expungement In-Progress Workbasket

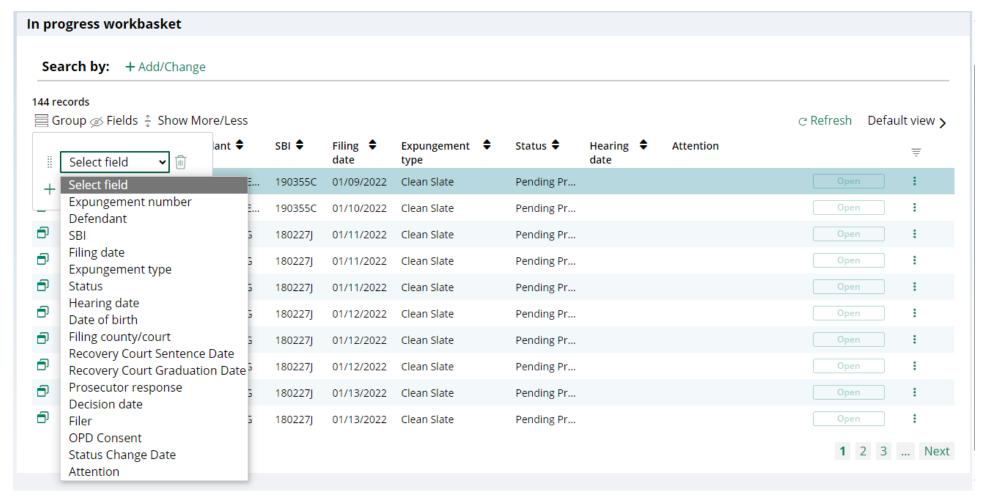


Expungement Defendant SBI Filing Expungement Status Hearing Filer OPD Attention number date type date Consent

• You can add/remove 'Filer' and 'OPD Consent' under the Fields tab to add/remove these as columns in your work basket.



In Progress Workbasket (contd.)





In Progress Workbasket (contd.)

- You can view the Attorney of Record by clicking on the Additional Details modal
- The Attorney of record will be blank when a self-represented litigant submits a petition, and the petition is retained by the self-represented litigant





In Progress Workbasket

 You can Group By, add or remove fields to the column, change the density by clicking Show More/less of the Workbasket display and create, modify, and remove your Views. A new modal window displays the Additional Expungement data, such as Defendant DOB, Filing County/Court, and Decision date. All other functionality Remains the same.





Self-represented litigant/Private Attorney – Submits Petition/Proposed Order (cont.)

- Once an expungement has been filed it flows to the County Prosecutor's work basket in Pending Prosecutor Review status who can then either return it to the petitioner(to the County Public Defender's work basket in case of a self represented litigant filed expungements) or submit it to the court who can then grant, deny or dismiss it. When it is returned to the petitioner it will be in Pending Petitioner Response status.
- Private attorney can work on it by clicking on the 'open' button shown below in their workbasket:

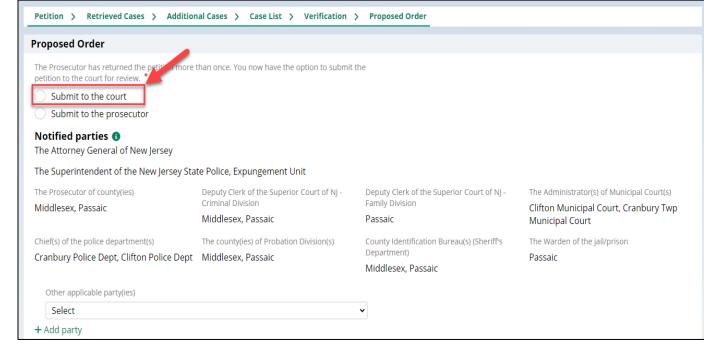


• The petitioner can resubmit to the prosecutor after making changes, if any, to the expungement. Now the petition will be in Revised Petition Prosecutor Review Status.



Self-represented litigant/Private Attorney – Submits Petition/Proposed Order (cont.)

- If the Prosecutor returns the petition again, the Petitioner has the option to submit the petition directly to the court by clicking 'Submit to the court' radio button in the proposed order screen.
- When submitted to the court, the petition will be in 'Awaiting Judicial Decision Status
- Petitioner can also submit to the prosecutor again by selecting the other radio button.





Change Petition Status

- Court staff and Judge have the ability to manually change the status of petitions.
- From Pending Prosecutor Review, the status can be updated to: Pending Petitioner Response or Awaiting Judicial Decision.
- From Revised Petition Prosecutor Review, the status can be updated to: Pending Petitioner Review or Awaiting Judicial Decision.
- From Pending petitioner response, the status can be updated to: Revised petition prosecutor review or awaiting judicial decision.
- From Awaiting judicial decision the status can be updated to: Revised petition prosecutor review or Pending Prosecutor Review or Pending petitioner response.
- Whenever court staff changes the status a case jacket entry will be added denoting the change. Whenever the status is changed to Pending Petitioner Response an email notification will be sent to the petitioner(Private Attorney if the expungement was initiated by private attorney, else to County Public Defender if it was initiated by a Pro Se user)



Expungement Notifications

The Expungement Notifications workbasket will display records for expungement cases after the petition/proposed order is submitted.

Notified parties will open and review the petition.

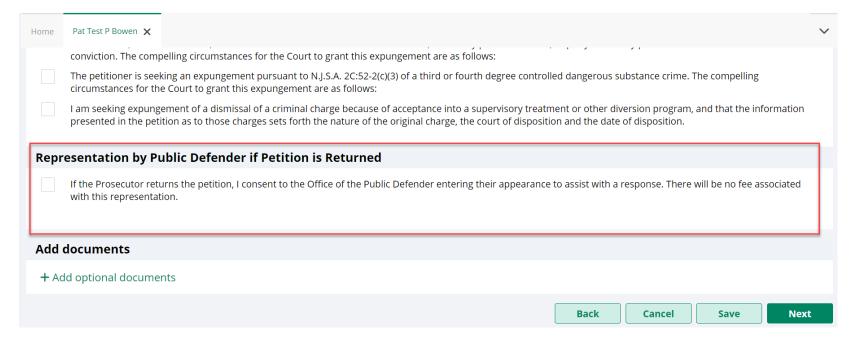
These parties (listed below) and other agencies will also be notified when the final order is granted.

- Attorney General
- Superintendent of State Police, Expungement Unit
- County Prosecutor
- Administrator of the municipal court
- Chief of Police or other head of the police department
- Warden or Superintendent of County Jail
- County Probation Division
- Division of Criminal Justice, Records Identification Unit



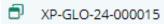
Pro Se Litigant Process Flow

• While initiating an expungement, you can select an option consenting to allow County Public Defender to handle the expungement petition if the petition is returned by the Prosecutor on the 'Verification' screen. By selecting the checkbox, the County Public Defender can assign themselves to the case if the petition is returned.





Pro Se Litigant Process Flow – (contd.)



DAVID R WA... 577... 01/31/... Regular

Pending Petitioner Response

04/01/20... 01/31/20...

Open

- Self-Represented Litigants will retain your submitted expungement petitions once returned by the Prosecutor. If a prosecutor returns the petition, the you will see the 'Open' button enabled and be able to work on the petition.
- If you have given consent to allow the County Public Defender to represent you on the expungement case, the County Public Defender can assign themselves to your case.



Pro Se Litigant Process Flow – (contd.)

 If the petition is returned, email notifications are sent to the corresponding County Public Defender's generic email as well as the self-represented litigant with the consent, either yes or no, and contact information so the County Public Defender can contact the user regarding their expungement petition.

Superior Court of New Jersey - Gloucester County									
The following notice is b Defendant Name: Case Caption: Case Number: Docket Text: Transaction ID:	se Caption: I/M/O Edward M Morrison se Number: XP-GLO-24-000017 cket Text: Petition for Expungement returned by John Samuel Myers of Gloucester County Prosecutor's Office re: Petition for Expungement [XPN20242108]								
Notice has been electr	onically sent to:								
Office of Gloucester Cou	unty Public Defender	ADAM L MILLER							
Petitioner		Prose	@gmail.com						
The following is OPD co	onsent and Pro Se contact information	on:							
OPD Consent: Name: Phone Number: Email: Address:	Yes EDWARD M MORRISON @gmail.com 123 Prose Lane, Testing, NJ, 123451234 United States								
Login to Expungement Portal to view the expungement case jacket. You will need a valid user ID to view the submitted documents.									
For questions, please contact the Criminal Division in Gloucester County. This email is for notification purposes only and was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.									



Private Attorney – Workbasket Search

- A self-represented litigant does not have the functionality to search for a case.
- A private attorney can click the "Add/Change" link next to "Search by" to open a Search parameters popup window.





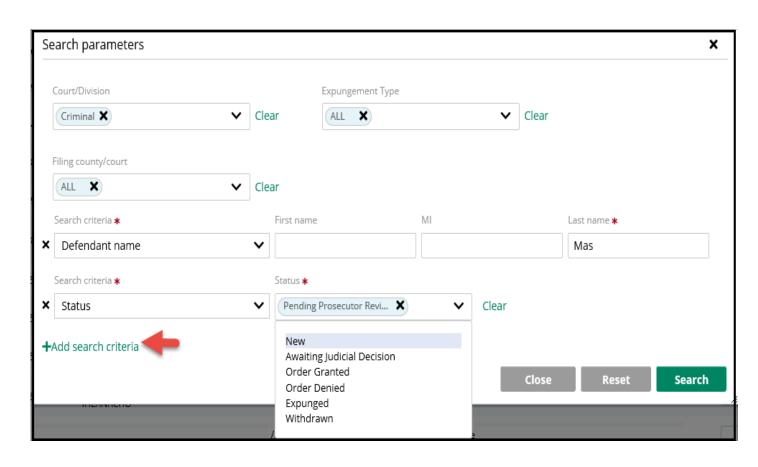
Private Attorney – Workbasket Search(cont.)

- Court/Division defaults to "Criminal"
- Expungement Type defaults to "ALL"
- Filing county/court defaults to "ALL"
- Click +Add search criteria link to choose additional criteria
- Select a value from the "Search criteria" drop down list and enter the desired search criteria
 - Defendant name, SBI number, Status (of the case)



Private Attorney – Workbasket Search (cont.)

- Click the Search button when done entering the search criteria and return to the Workbasket with results matching your criteria.
- Click the Reset button to clear the search parameters entered previously.
- Click the Close button to close the Search parameter popup window and return to the Workbasket.





Private Attorney – Workbasket Search (cont.)

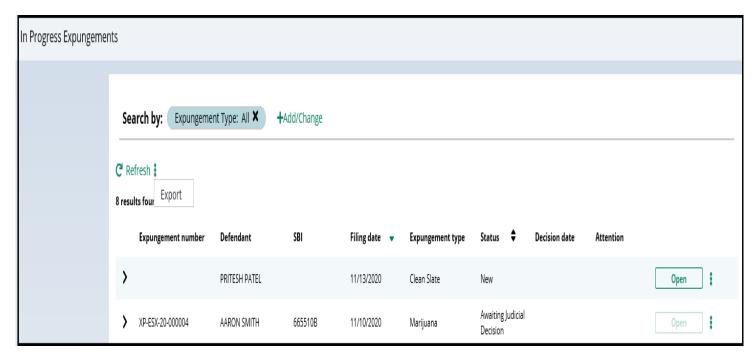
- The Workbasket screen displays the search results matching the criteria entered.
- The # of results found is displayed.
- To clear the search criteria, click the "X" next to the criteria or select "+Add/Change" and click the Reset button from within the Search popup window.





Self-represented litigant/Private Attorney -Workbasket Refresh/Export/Sort

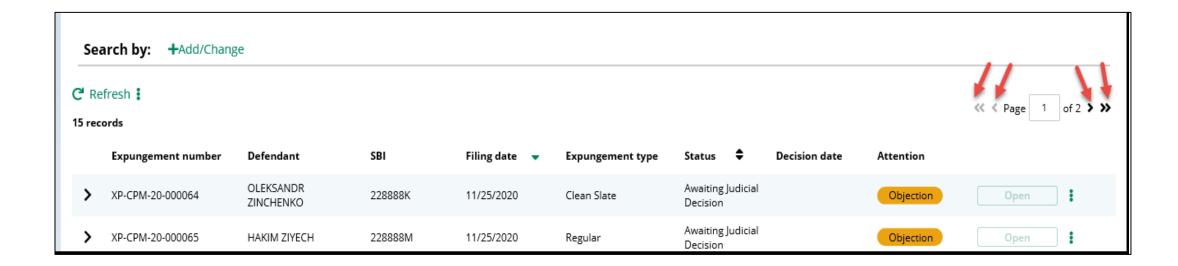
- Click the Refresh link to refresh the page with the latest information. This action will:
 - update the petition status.
 - display any new petition that was submitted.
 - remove any petition that was withdrawn.
- Click the Export icon next to Refresh to download an Excel file with the Workbasket information.
- Click the sort icon on the Filing Date or Status column to sort the Workbasket information in ascending or descending order by that header.





Self-represented litigant/Private Attorney – Workbasket Pagination

• The Workbasket displays ten records per page, when there are more than ten records, click << < Page 1 of N > >> to navigate to first, previous, next and last pages.





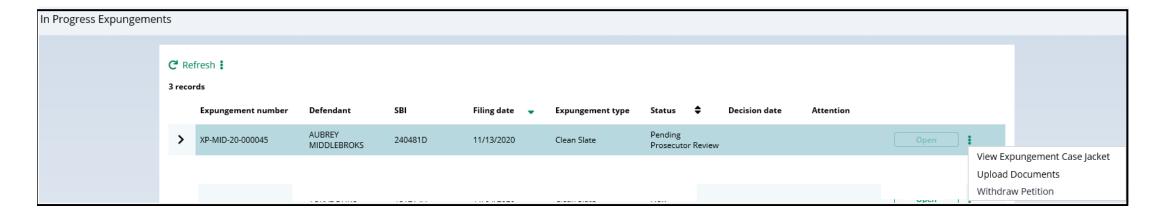
Self-represented litigant/Private Attorney - Workbasket Expand/Collapse

- Click the twisty to expand the petition information for a defendant to view more details.
 - Date of birth; Filing county/court; Prosecutor response, Hearing date
 - When no value is returned, two dashes will be displayed (e.g. see Hearing date below)
- Click the * twisty again to collapse the petition information.

	Expungement number	Defendant	SBI	Filing date 🔻	Expungement type	Status	Decision date	Attention	
~		PRITESH PATEL		11/13/2020	Clean Slate	New			Open *
	Date of birth		Filing county/court		Prosecutor re	sponse		Hearing date	
	06/30/1982		Middlesex						

Self-represented litigant/Private Attorney Workbasket – Action Menu

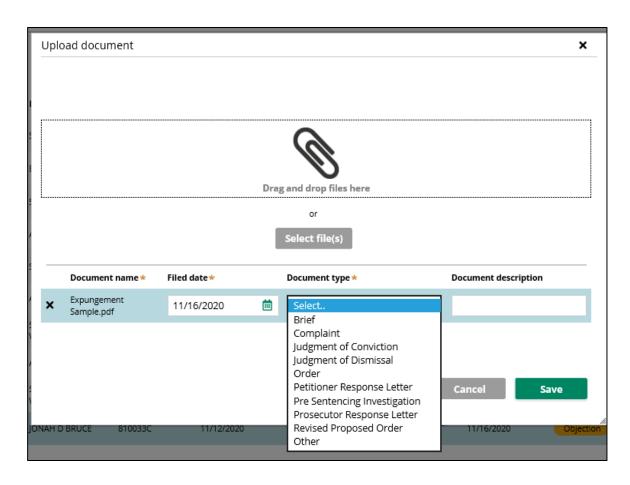
- The petition/proposed order status submitted by the petitioner is in "Pending Prosecutor Review." The "Open" button will no longer be accessible, but you may still use the Action menu to:
 - Upload relevant documents
 - View the case jacket
 - Withdraw the petition/proposed order if necessary.





Add/Upload document

- Regardless of whether Self-represented litigant/Private Attorney adds document from within the case or uploads from the In Progress Workbasket, the system will present the same "Upload Document" pop up window. You can only upload documents in a PDF format and they will be saved to the case jacket.
- Click "Select file(s)" to browse the file explorer and find the file or drag and drop the desired file into the middle section with the paper clip.
- Note: You can utilize this function to upload a Petitioner Response Letter if there is a Prosecutor's objection.
- Enter the Filed Date and Document Type from the available list of options then click the Save button.
- When Document type of "Other" is selected, the Document description is required.





View Expungement Case Jacket

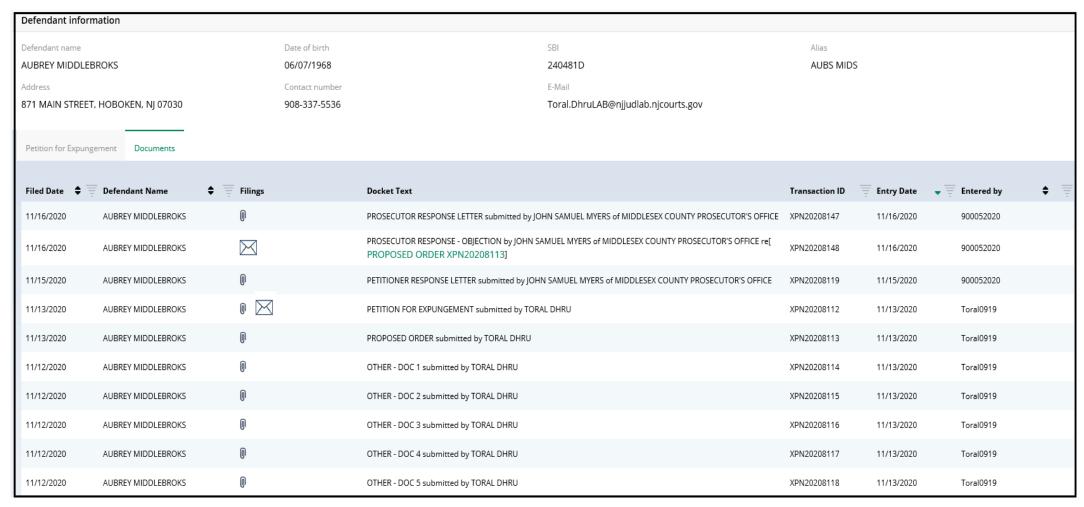
- From the Workbasket, choose the action "View Expungement Case Jacket", then click on the "Documents" tab. Below is a description of each column header.
 - Filed Date date the petition is filed.
 - Defendant Name name of the defendant whose petition is filed.
 - Filings displays a paper clip of the PDF document attached to the entry and also an envelope icon if there is an electronic copy of an email.
 - Docket Text description of the action or event initiated by various users.
 - Transaction ID the unique, system generated identifier for the event.
 - Entry Date the date the entry was created.
 - Entered by displays the user who initiates the action.



View Expungement Case Jacket

- Click the column header to sort the columns in ascending or descending order. Default sort is by earliest Entry Date
- Click the paper clip to view the PDF associated with a particular entry.
- Click the envelope icon (if applicable) to view the PDF of the electronic notification sent out to the self-represented litigant or private attorney. The petitioner will receive email notification when the petition is submitted, prosecutor response is submitted, when the final order is granted or denied, or when the petition is withdrawn.

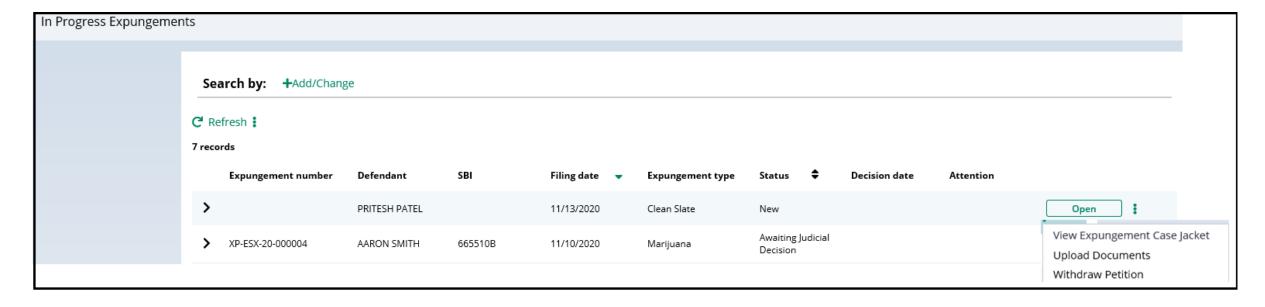
View Expungement Case Jacket - Example





Self-represented litigant/Private Attorney – Withdraw Petition

• To withdraw a petition, click the icon to the right of the Open button and select "Withdraw Petition" option.



Self-represented litigant/Private Attorney – Withdraw Petition (cont.)

- After clicking Withdraw Petition action from the Workbasket a confirmation pop up window is displayed. Review the information then click the Confirm button.
- The case is automatically removed from the workbasket but can be searched by the Private Attorney, if needed.





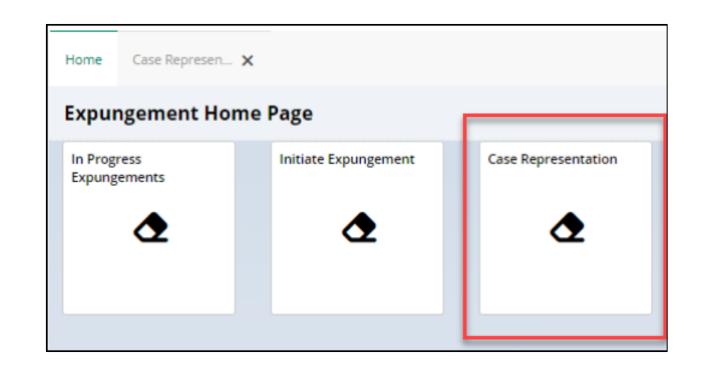


Private Attorney- Case Representation - Attorney Association

You can use Case Representation tile for the below scenarios:

- To assign yourself or assign any other attorney of your firm to a case
- File a Substitution of Attorney when an attorney is already assigned to a case that is not associated to your firm, you will have to upload a substitution of attorney letter

Note: An Attorney who files the petition is the Attorney of Record by default.





Private Attorney- Case Representation - Attorney Association-(Contd.)

Attorneys can associate themselves or members of their firm to an expungement case. You can assign an attorney or substitute an attorney for an expungement case in the following statuses:

Pending Prosecutor Review

Pending Petitioner Response

Revised Petition Prosecutor Review

Awaiting Judicial Decision

Order Granted

Order Denied

Order Dismissed

Order Dismissed

Draft Amended Order

Amended Order Prosecutor Review

Amended Order Petitioner Response

Amended Order Judicial Decision

Pending Amended Order

Amended Order Granted

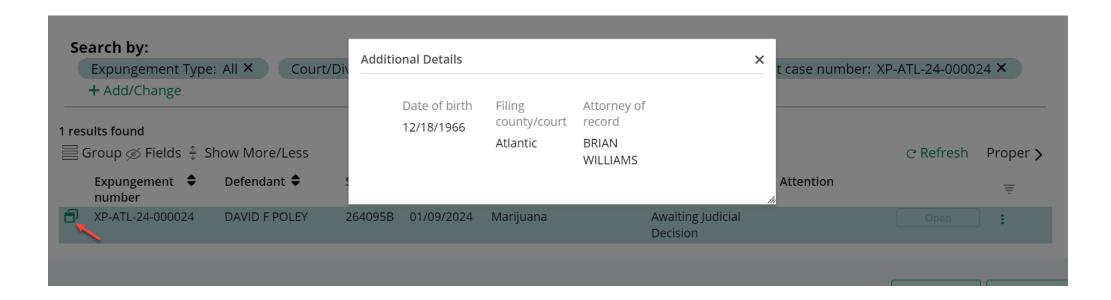


You can search any case by the Expungement case number



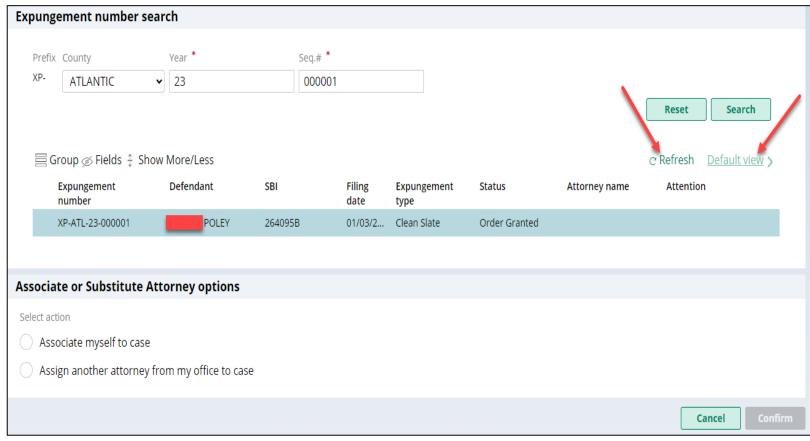


When Attorney of Record (AOR) is set, you can click on twisty to check new Attorney
of Record in this additional details modal



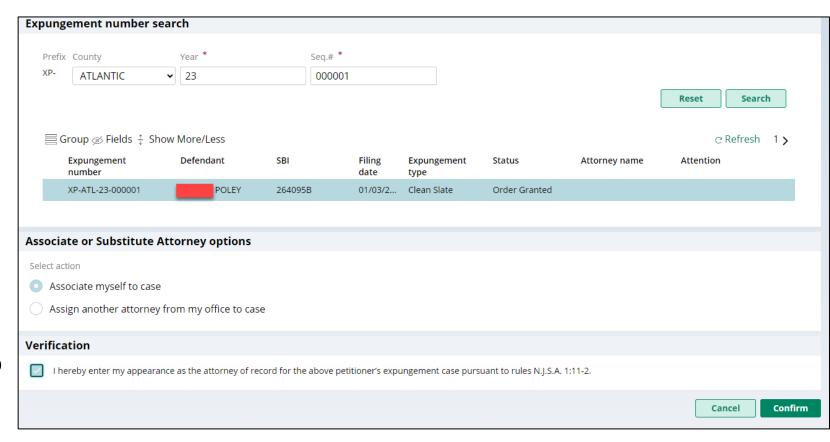


- Click on the "Refresh" icon to refresh the work basket items.
- Click on 'Default View' dropdown to select current view as 'Default' or select 'Save as new view' to save a new view.

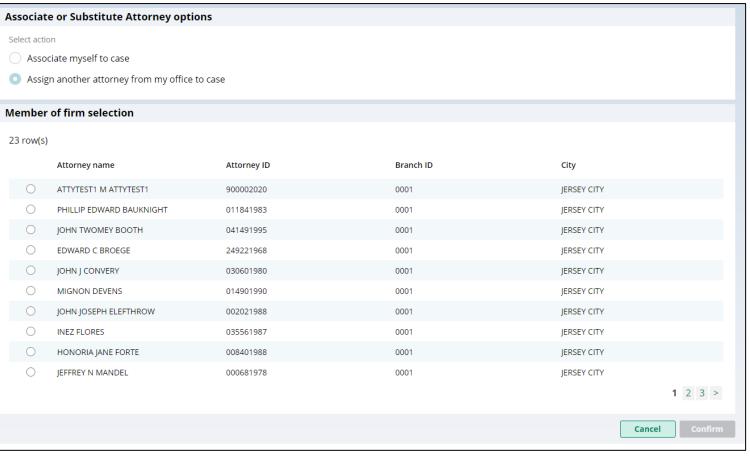




- If no Attorney of Record is associated to any case, you will see two options:
 - 1. Associate myself to case
 - 2. Assign another attorney from my office to case
- If you want to Associate yourself to any case, please select 'Associate myself to case', check 'Verification' checkbox and then click on 'Confirm'

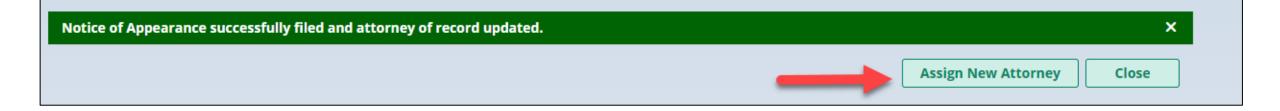


- If you want to 'Assign another attorney from your firm/office' to any case, please select attorney name from the list.
- Select 'Verification' checkbox and click on 'Confirm'.



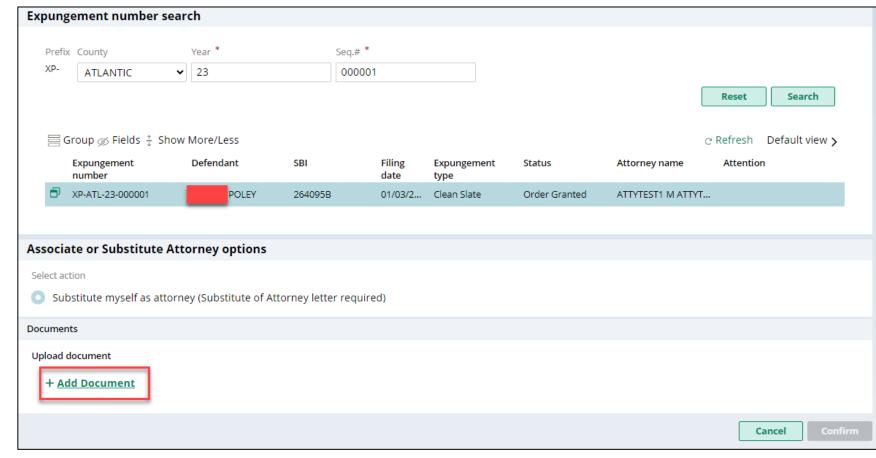


- A confirmation message will appear that the Attorney of Record was successfully updated
- You can click on 'Assign New Attorney' to associate yourself or any other attorney from your firm to any case



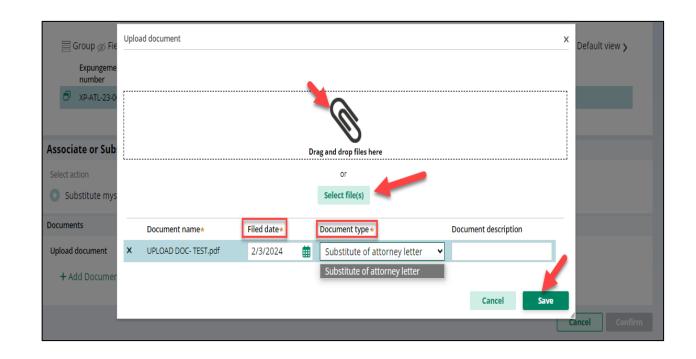


- If there is an
 Attorney of Record
 on a case which is
 also not associated
 to your firm, you can
 substitute yourself
 to that case by
 selecting 'Substitute
 myself as attorney'
- Click on 'Add
 Document' to
 upload 'Substitute
 of Attorney' letter



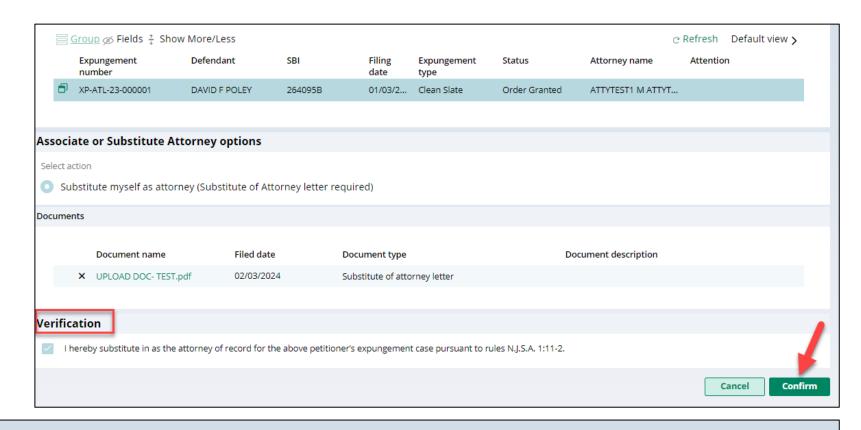


- Click "Select file(s)" to browse the file explorer and find the file or drag and drop the desired file into the middle section with the paper clip
- Enter the Filed Date and Document Type will always be 'Substitution of attorney letter' by default
- You can put a short description of the type of document





- Check 'Verification' checkbox and then click on 'Confirm'
- Success message with Substitution of attorney of Record update will appear to confirm Attorney Association.
- You can click on 'Assign Anew Attorney' to associate yourself or any other attorney from your firm to any case

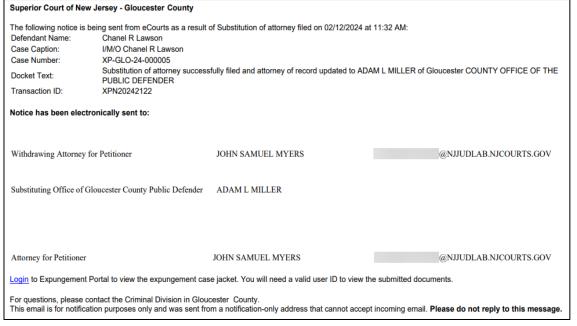




Substitution of attorney successfully filed and attorney of record updated.

Close

Assign New Attorney





 A case jacket entry will be added each time a new attorney is assigned and/or a substitution of attorney is filed. An email notification is sent as well.

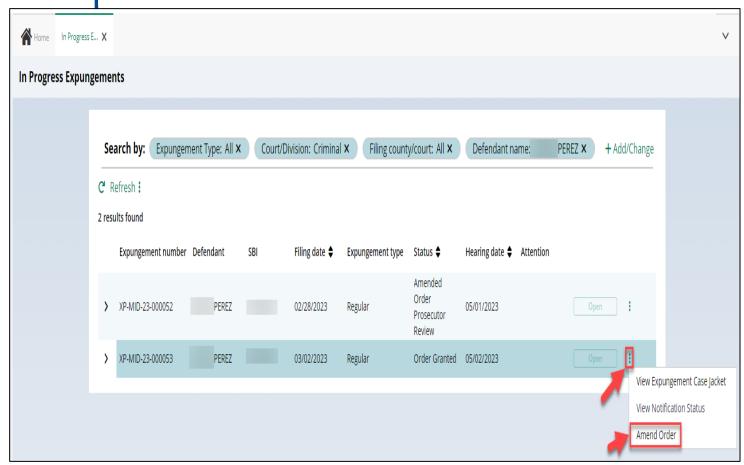


Submit a Proposed Amended Order



Self-represented litigant/Private Attorney Amend Proposed Order

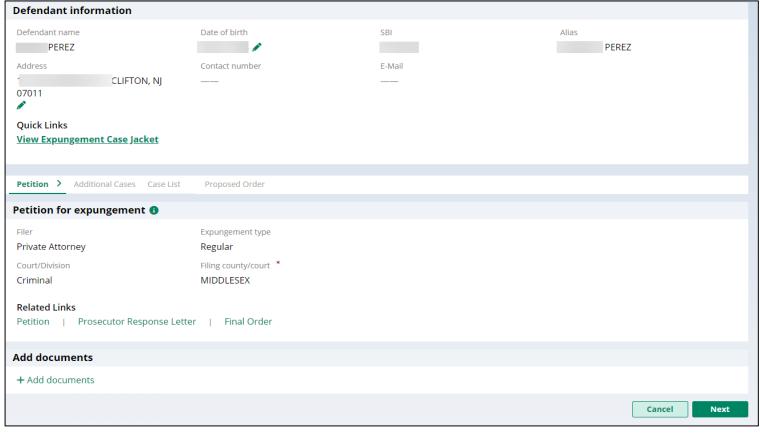
- Petitioners can file a proposed amended order on an order that was previously granted or amended order granted. Each Expungement type; Regular, Clean Slate, Marijuana, Marijuana Decriminalization, Recovery Court (previously Drug Court) can be amended.
- If you save or upload document after initiating amendment the case status will change to "Draft Amended Order" until it's submitted. Other users will still see case in prior status 'Order Granted' or 'Amended Order Granted'.





Self-represented litigant/Private Attorney Amend Proposed Order – Petition Screen

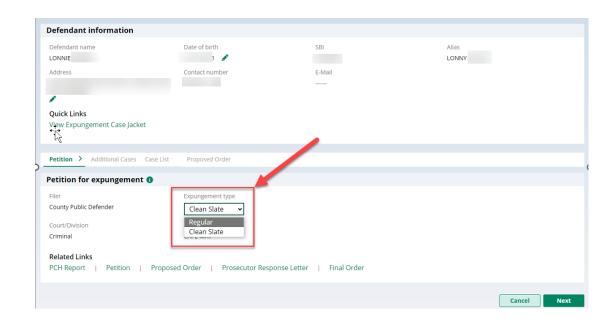
 After initiating an Amendment, Petition screen is displayed with Defendant information, Case information, Quick link to Case Jacket and hyperlinks to generated documents by Related links



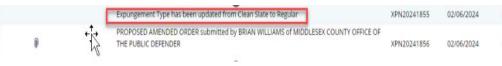


Self-represented litigant/Private Attorney Amend Proposed Order – Petition Screen (Contd.)

- You can now change the Expungement Type from Clean Slate to Regular and vice-versa when initiating a proposed amended order
- When the proposed amended order is submitted with updated Expungement Type, a case jacket entry is added indicating the change.

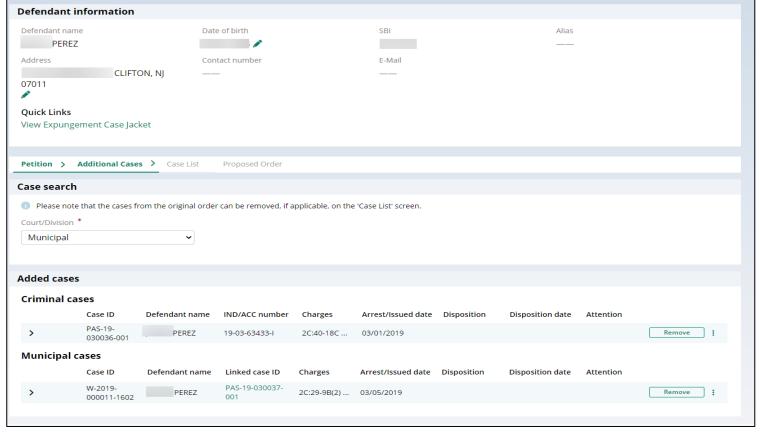






Self-represented litigant/Private Attorney Amend Proposed Order – Additional Cases

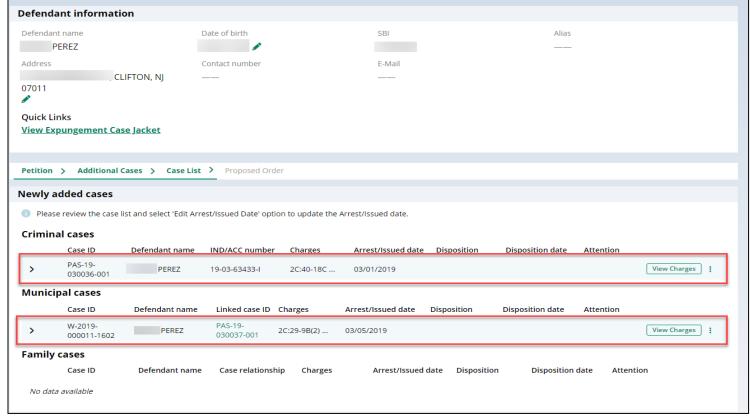
 Any Criminal, Municipal, Family and older Arrest only cases can be added on Additional cases screen.





Self-represented litigant/Private Attorney Amend Proposed Order – Case List

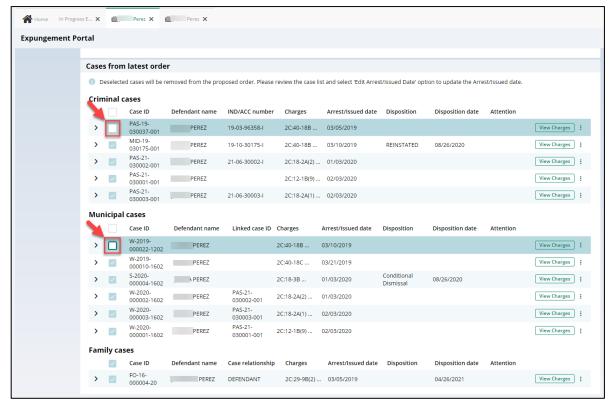
 On Case list screen, any cases added on Additional cases screen will be displayed under section 'Newly added cases'.





Self-represented litigant/Private Attorney Amend Proposed Order – Case List (cont.)

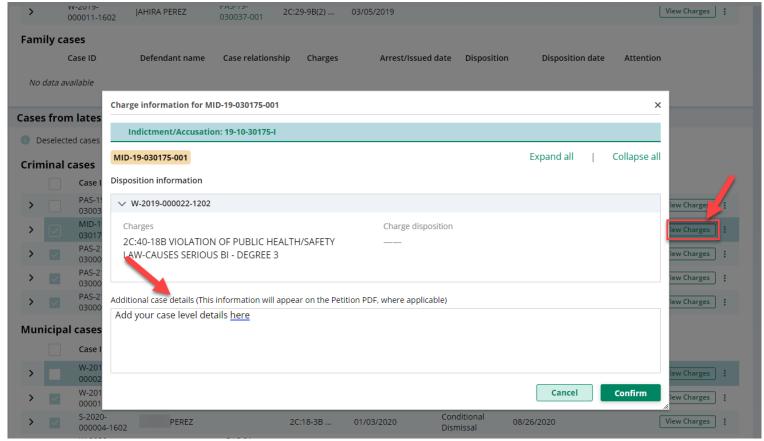
'Cases from latest order' section Cases can be de-selected
 from 'Cases from latest order'
 section.





Self-represented litigant/Private Attorney Amend Proposed Order – Case List (cont.)

Clicking on any cases' view charges modal window shows the associated case details, full charge information (inc luding charge disposition & sentence) and expanding the case shows the assigned court. Any additional information can be entered in textbox.





Self-represented litigant/Private Attorney Amend Proposed Order – Proposed Order

- On Proposed Order screen,
 Amendment Reason text must be added, which will be displayed on Proposed Amended Order pdf.
 Notified agencies from prior Order and related to Newly added cases will be displayed under listed Notified agencies, but any additional Notified agencies can be added manually by using Other applicable party(ies) option.
- Financial obligations/Restitution
 Details can also be added as
 applicable.

Defendant name	Date of birth	SBI	Alias
PEREZ			
Address	Contact number	E-Mail	
CLIFTON, NJ			
07011			
Quick Links			
View Expungement Case Jacket			
Petition > Additional Cases > Case Li	st > Proposed Order		
	<u>·</u>		
Pro acad Order			
Proposed Order			
	will an area on the December Assessed at Order		
Amendment reason * (The Amendment reason	n will appear on the Proposed Amended Order	PDF)	
	n will appear on the Proposed Amended Order	PDF)	
Amendment reason * (The Amendment reason	n will appear on the Proposed Amended Order	PDF)	
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Amendment reason * (The Amendment reason	n will appear on the Proposed Amended Order	PDF)	
Amendment reason * (The Amendment reason Enter your amendment reason here	n will appear on the Proposed Amended Order	PDF)	
Amendment reason * (The Amendment reason Enter your amendment reason here Notified parties (1)	n will appear on the Proposed Amended Order	PDF)	
Amendment reason * (The Amendment reason Enter your amendment reason here	n will appear on the Proposed Amended Order	PDF)	
Amendment reason * (The Amendment reason Enter your amendment reason here Notified parties (1)		PDF)	
Amendment reason * (The Amendment reason Enter your amendment reason here Notified parties The Attorney General of New Jersey		PDF) Deputy Clerk of the Superior Court of NJ -	The Administrator(s) of Municipal Court(s
Amendment reason * (The Amendment reason Enter your amendment reason here Notified parties ① The Attorney General of New Jersey The Superintendent of the New Jersey Sta	ite Police, Expungement Unit		
Amendment reason * (The Amendment reason Enter your amendment reason here Notified parties The Attorney General of New Jersey The Superintendent of the New Jersey Sta	ite Police, Expungement Unit Deputy Clerk of the Superior Court of NJ -	Deputy Clerk of the Superior Court of NJ -	
Amendment reason * (The Amendment reason Enter your amendment reason here Notified parties ① The Attorney General of New Jersey The Superintendent of the New Jersey Stathe Prosecutor of county(les) Middlesex, Passaic	ite Police, Expungement Unit Deputy Clerk of the Superior Court of NJ - Criminal Division Middlesex, Passaic	Deputy Clerk of the Superior Court of NJ - Family Division Passaic	Clifton Municipal Court, Cranbury Tv Municipal Court
Amendment reason * (The Amendment reason Enter your amendment reason here Notified parties ① The Attorney General of New Jersey The Superintendent of the New Jersey Sta	ate Police, Expungement Unit Deputy Clerk of the Superior Court of NJ - Criminal Division Middlesex, Passaic The county(ies) of Probation Division(s)	Deputy Clerk of the Superior Court of NJ - Family Division	The Administrator(s) of Municipal Court(s) Clifton Municipal Court, Cranbury Tw Municipal Court The Warden of the jail/prison Passaic



Self-represented litigant/Private Attorney Amend Proposed Order – PDF

- The new Amended Proposed Order PDF will also display the following:
 - Amendment Reason
 - Newly added cases and cases from last order
 - Newly added notified Agencies and added Financial obligations/Restitution details
 - Cases to be restored (when cases are removed from the original order to not be a part of the amended order)





Self-represented litigant/Private Attorney Amend Proposed Order – Amend Statuses

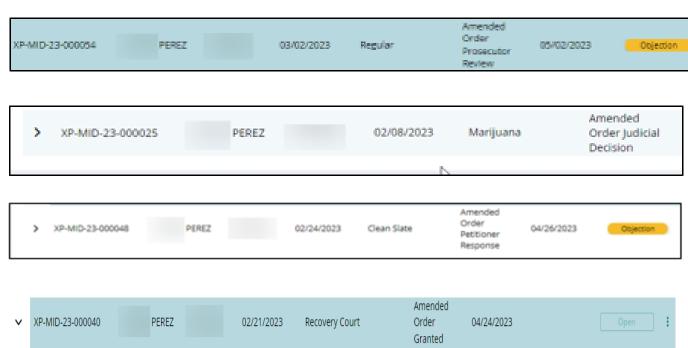
• When the Proposed Amended Order is submitted, there will be a case jacket entry with attached document and email notification is sent to the filer.

03/08/2023	PEREZ	\bowtie	PROPOSED AMENDED ORDER returned by JOHN SAMUEL MYERS of MIDDLESEX COUNTY PROSECUTOR'S OFFICE re: PROPOSED AMENDED ORDER [XPN20236190]	XPN20236193	03/08/2023	900052020
03/08/2023	PEREZ	0 🖂	REVISED AMENDED PROPOSED ORDER submitted by JOHN SAMUEL MYERS of RICARDO CAAMANO & ASSOCIATES PC	XPN20236194	03/08/2023	900052020
03/08/2023	PEREZ	\bowtie	PROSECUTOR RESPONSE - OBJECTION by JOHN SAMUEL MYERS of MIDDLESEX COUNTY PROSECUTOR'S OFFICE re: PROPOSED AMENDED ORDER [XPN20236194]	XPN20236195	03/08/2023	900052020
03/08/2023	PEREZ	0	PROSECUTOR RESPONSE LETTER submitted by JOHN SAMUEL MYERS of MIDDLESEX COUNTY PROSECUTOR'S OFFICE re: PROPOSED AMENDED ORDER [XPN20236194]	XPN20236196	03/08/2023	900052020
03/08/2023	PEREZ	0	AMENDED ORDER GRANTED by JUDGE III, L CARTON of MIDDLESEX COUNTY CRIMINAL COURT re: PROPOSED AMENDED ORDER [XPN20236194]	XPN20236197	03/08/2023	ashwin.alex



Self-represented litigant/Private Attorney Amend Proposed Order – Amend Statuses

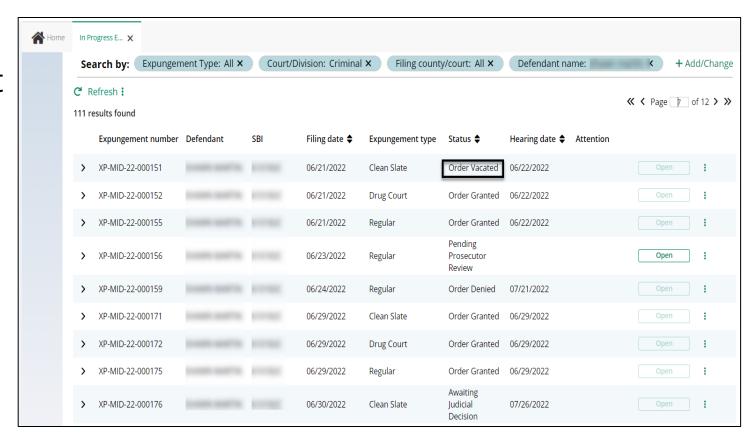
- Case status update for Recovery Court, Regular and Clean Slate expungements changes to Amended Order Prosecutor Review and for Marijuana and Marijuana expungements changes directly to Amended Order Judicial Decision.
- If the Prosecutor objects/returns the petition back, the status will display as Amended Order
 Petitioner Response, a new case jacket entry will be added, and an email notification is sent to the filer.
- A granted Amended Order will have the status
 Amended Order Granted.
- If an amendment is denied by the court, it will revert to its previous granted status.
- An order can be amended multiple times.





Order Vacated

- When the Court vacates an Order, the expungement case's status will be updated to "Order Vacated."
- The Order Vacated statuses will be overwritten when a new expungement order is submitted.





Technical Assistance

If you require technical assistance with the Expungement Portal, please contact the Help Desk:

Judiciary Help Desk: 609-421-6100

After Hours: 1-800-343-7002

