New Jersey Courts
Independence • Integrity • Fairness • Quality Service

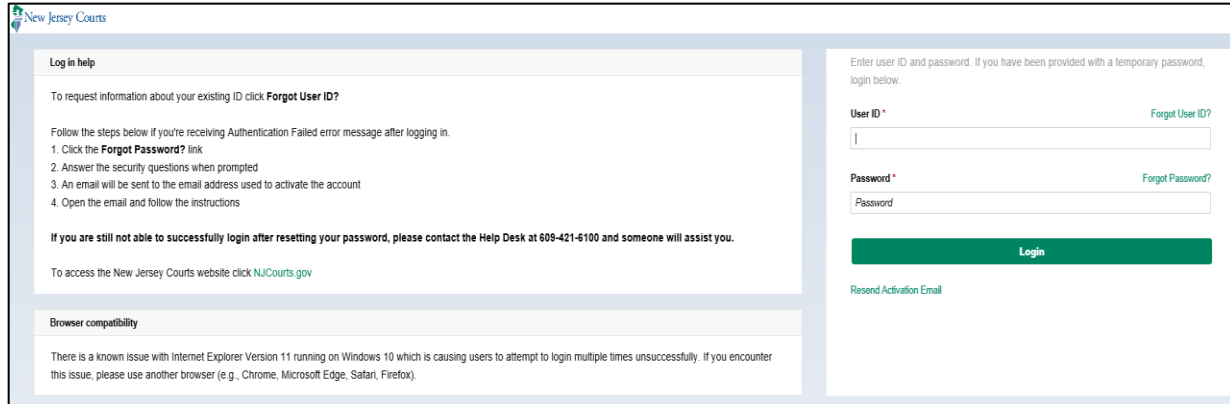## eCourts Expungement System
County Prosecutor User Guide

Access the eCourts Expungement System to review petitions and/or proposed orders for expungement and submit a response to the petitioner and the Court. The system also allows to review granted expungement orders.
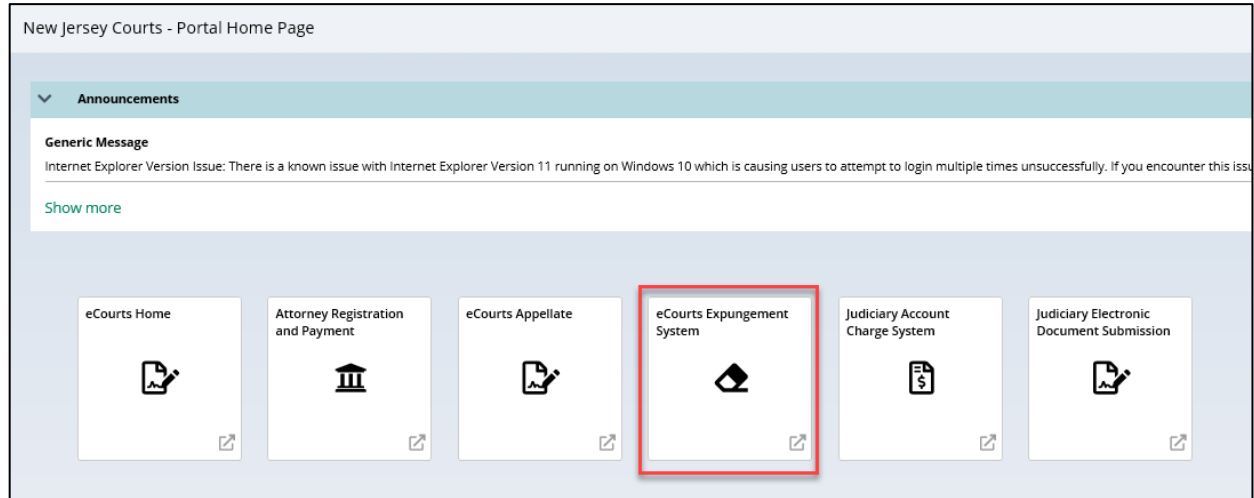
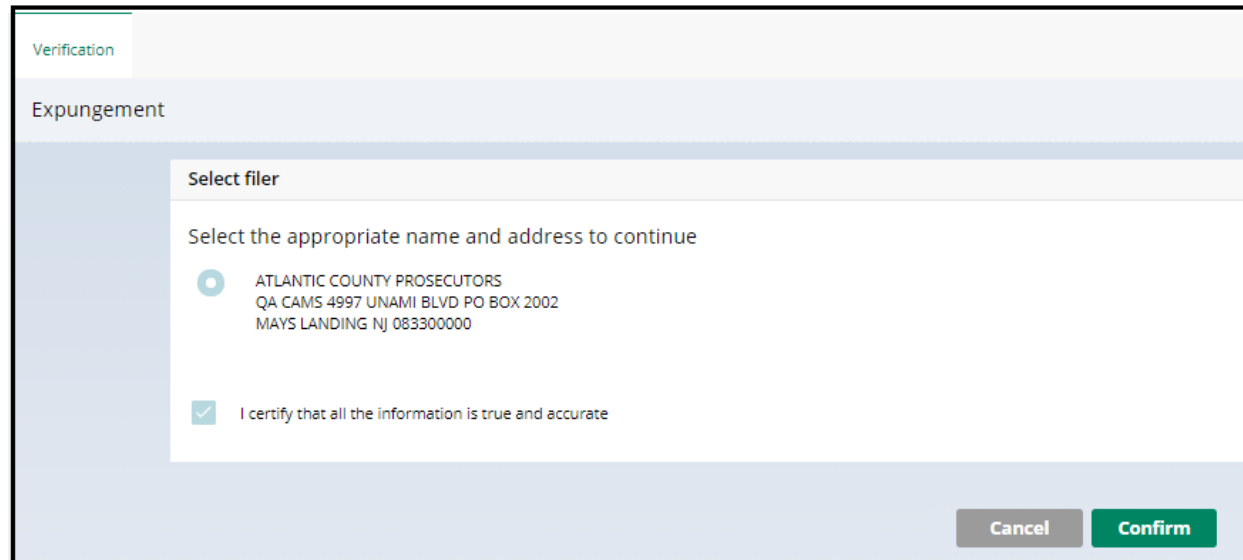| Process	Screenshot
1. County Prosecutor signs in by entering their attorney credentials into the Enterprise Portal login screen on the Judiciary home page.	

2. Click on the "eCourts Expungement System" tile to navigate to the Expungement Home Page.	New Jersey Courts - Portal Home Page ∨ **Announcements** **Generic Message** Internet Explorer Version Issue: There is a known issue with Internet Explorer Version 11 running on Windows 10 which is causing users to attempt to login multiple times unsuccessfully. If you encounter this issu Show more eCourts Home Attorney Registration and Payment eCourts Appellate **eCourts Expungement System** Judiciary Account Charge System Judiciary Electronic Document Submission
• Select the firm/office you wish to be associated with during the session and certify that the information is correct. Then, click "Confirm."	Verification Expungement **Select filer** Select the appropriate name and address to continue ○ ATLANTIC COUNTY PROSECUTORS QA CAMS 4997 UNAMI BLVD PO BOX 2002 MAYS LANDING NJ 083300000 ☑ I certify that all the information is true and accurate Cancel **Confirm**

3. Select the appropriate workbasket tile on the Expungement Home Page: • <u>In Progress Expungements</u> - access expungement cases filed in your county that are still being processed. • <u>Expungement Notifications</u> – access notifications for submitted petitions and granted orders on which your office has been listed as a notified party. "New petition" notifications are generated for **regular and clean slate** expungement types. "Order granted" notifications are generated for **all** expungement types. Refer to the "eCourts Expungement System Notified Parties User Guide."	🏠 Home Expungement Home Page In Progress Expungements ◆ Expungement Notifications ◆
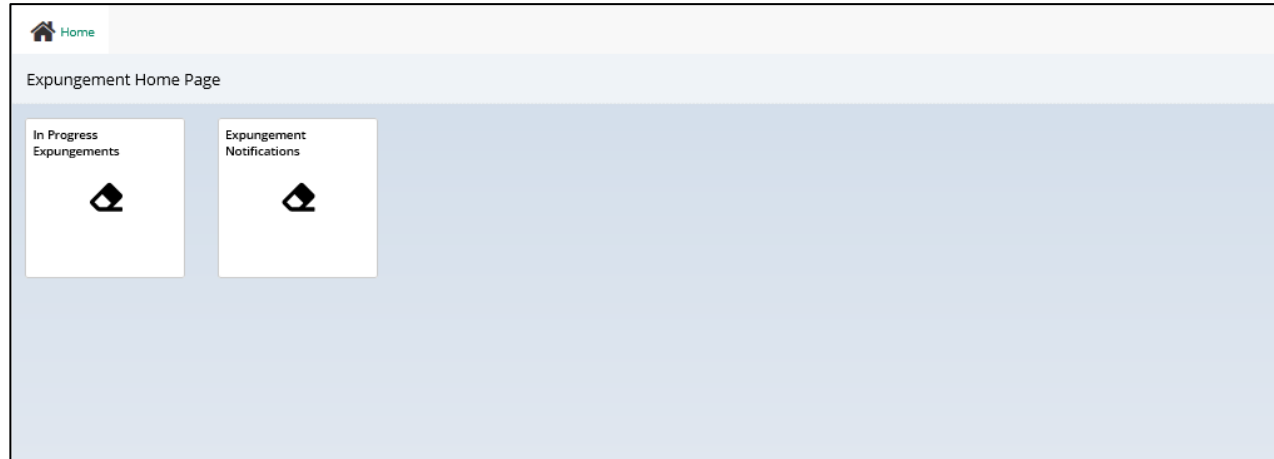
4. Click the "In Progress Expungements" tile to view your workbasket. Click "Open" to access the desired expungement case in 'Pending Prosecutor Review' status.	**Search by:** +Add/Change ↻ Refresh ⋮ 272 records « ‹ Page 27 of 28 › » <table><thead><tr><th></th><th>Expungement number</th><th>Defendant</th><th>SBI</th><th>Filing date ⇕</th><th>Expungement type</th><th>Status ▲</th><th>Decision date</th><th>Attention</th><th></th><th></th></tr></thead><tbody><tr><td>›</td><td>XP-ATL-20-000444</td><td>LINDA HAROLD</td><td>760010M</td><td>12/21/2020</td><td>Drug Court</td><td>Pending Prosecutor Review</td><td></td><td></td><td>Open</td><td>⋮</td></tr><tr><td>›</td><td>XP-ATL-20-000449</td><td>AMANDA ATLANTIC</td><td>900100A</td><td>12/21/2020</td><td>Regular</td><td>Pending Prosecutor Review</td><td></td><td></td><td>Open</td><td>⋮</td></tr><tr><td>›</td><td>XP-ATL-20-000456</td><td>AARON SMITH</td><td>665510B</td><td>12/22/2020</td><td>Clean Slate</td><td>Pending Prosecutor Review</td><td></td><td></td><td>Open</td><td>⋮</td></tr><tr><td>›</td><td>XP-ATL-20-000457</td><td>SADDIQUIE WILLIAMS</td><td>974332B</td><td>12/22/2020</td><td>Regular</td><td>Pending Prosecutor Review</td><td></td><td></td><td>Open</td><td>⋮</td></tr><tr><td>›</td><td>XP-ATL-20-000462</td><td>BRANDON Q WALLER</td><td>540350D</td><td>12/29/2020</td><td>Clean Slate</td><td>Pending Prosecutor Review</td><td></td><td></td><td>Open</td><td>⋮</td></tr><tr><td>›</td><td>XP-ATL-21-000005</td><td>JONAH D BRUCE</td><td>810033C</td><td>01/05/2021</td><td>Regular</td><td>Pending Prosecutor Review</td><td></td><td></td><td>Open</td><td>⋮</td></tr></tbody></table>
5. Once the case is open, you will see the **Defendant information** section at the top of the screen. If the defendant has more than one alias, they will be displayed when you hover over the "Alias" field. Click the "View Expungement Case Jacket" link under <u>Quick Links</u> to access the case jacket directly without having to return to the workbasket.	Defendant name Date of birth SBI Alias JONAH D BRUCE 08/02/1985 810033C JONAH BRUCE Address Contact number E-Mail 1655 BEACH AVENUE, ATLANTIC, NJ 08401 848-448-1530 katherineannolsen@gmail.com **Quick Links** View Expungement Case Jacket

6. Below **Defendant information** is the **Petition for expungement** section. This section displays basic information about the petition such as expungement type, filing date, etc. Click the links under Related Links to open a PDF document stored in the Case Jacket (e.g. links are displayed for Proposed Order and/or Petition if you are processing a Regular or Clean Slate expungement).	**Petition for expungement** Expungement type: Drug Court Filing county/court: ATLANTIC Filing date: 12/04/2020 Filer: County Public Defender Drug court sentence date: 12/05/2018 Drug court graduation date: 11/17/2020 State police opinion - date: —— **Related Links** Proposed Order
7. Click on the "+ Add documents" hyperlink displayed at the bottom of each screen to open the Upload Documents pop-up window and add pertinent documents of PDF type to the expungement petition and/or case.	**Add documents** +Add documents

8. The Case List screen displays Criminal, Municipal, and/or Family cases included in the proposed order for expungement. • Click the Review button to the right of the screen to review the associated charge(s).	**Case List** > Response **Case List** ⓘ Please review the following cases and select charges for your response if needed. **Criminal cases** |	Case ID	Defendant name	IND/ACC number	Charges	Arrest/Issued date	Disposition	Disposition date	Attention	
---	---	---	---	---	---	---	---	---	---
>	ATL-04-000437-001	JONAH D BRUCE		2C:33-2A(2) ...	01/28/2004	REMAND	03/03/2004		Review
>	CPM-06-001290-002	JONAH BRUCE	06-11-00877-I	2C:5-2 ...	01/01/2006	GUILTY	01/03/2008		Review
>	CPM-06-001458-001	JONAH D BRUCE		2C:36-2 ...	10/31/2006	DOWNGRADE CHARGE	01/08/2007		Review
>	ATL-07-001775-001	JONAH D BRUCE	07-06-01420-I	2C:35-10A(1) ...	04/18/2007	DISMISSED	10/12/2007		Review	

9. Upon clicking the Review button, the "Select charge(s) for response" pop up window is displayed.
 	
Select the desired charge and enter charge(s) comments.
 	
Once done, click the Confirm button.
	Select charge(s) for response ✕
	
	Case ID IND/ACC number
	CPM-06-001458-001 ——
	
	Complaint number ☐ Charges
	W-2006-000710-0508
	                ☑ 2C:36-2 USE/POSS W/INTENT TO USE DRUG PARAPHERNALIA - DEGREE 0
	                ☐ 2C:35-7 CDS/ANALOG - DISTRIBUTE ON/NEAR SCHOOL PROPERTY/BUS - DEGREE 0
	
	Charge(s) comment ★
	This charge is ineligible|
	
	                            Cancel Confirm

The Case List screen will display, and the button name will change from Review to Update. Click the Update button to: • modify the charge selection and/or comments. • remove the charge selection by deselecting the check box(es) and remove any text entered in the charge(s) comment, then click the Confirm button.	Case List **›** Response **Case List** ⓘ Please review the following cases and select charges for your response if needed. **Criminal cases** |		Case ID	Defendant name	IND/ACC number	Charges	Arrest/Issued date	Disposition	Disposition date	Attention		
---	---	---	---	---	---	---	---	---	---	---	---
⌄		CPM-06-001458-001	JONAH D BRUCE		2C:36-2 ...	10/31/2006	DOWNGRADE CHARGE	01/08/2007		💬	Update	
10. The case line entry will display a red bubble to the left of the Update button indicating charges have been selected. Hover over the red bubble will display the Charge(s) comment. • Expand the case using the chevron on the left of the case to view the associated case information and Charge(s) comment.	**Case List** ⓘ Please review the following cases and select charges for your response if needed. **Criminal cases** |		Case ID	Defendant name	IND/ACC number	Charges	Arrest/Issued date	Disposition	Disposition date	Attention		
---	---	---	---	---	---	---	---	---	---	---	---
›		ATL-04-000437-001	JONAH D BRUCE		2C:33-2A(2) ...	01/28/2004	REMAND	03/03/2004			Review
›		CPM-06-001290-002	JONAH BRUCE	06-11-00877-I	2C:5-2 ...	01/01/2006	GUILTY	01/03/2008			Review
⌄		CPM-06-001458-001	JONAH D BRUCE		2C:36-2 ...	10/31/2006	DOWNGRADE CHARGE	01/08/2007		💬	Update	 Complaint number W-2006-000710-0508 Charges ☑ 2C:36-2 USE/POSS W/INTENT TO USE DRUG PARAPHERNALIA - DEGREE 0 ☐ 2C:35-7 CDS/ANALOG - DISTRIBUTE ON/NEAR SCHOOL PROPERTY/BUS - DEGREE 0 Municipality/Court CAPE MAY COUNTY SUPERIOR COURT **Charge(s) comment** ✕ This charge is ineligible Charge(s) comment This charge is ineligible

11. Use the navigation buttons at the bottom of the screen once done. • Click 'Cancel' to cancel your action without saving changes and return to the In Progress Workbasket. • Click 'Save' to save your changes and return to the case later. • Click 'Next' to navigate to the "Response" screen.	**Case List** › Response **Case List** ⓘ Please review the following cases and select charges for your response if needed. **Criminal cases** 		Case ID	Defendant name	IND/ACC number	Charges	Arrest/Issued date	Disposition	Disposition date	Attention	
---	---	---	---	---	---	---	---	---	---
∨	ATL-04-000437-001	JONAH D BRUCE		2C:33-2A(2) ...	01/28/2004	REMAND	03/03/2004	💬	Update | Complaint number Charges Municipality/Court S-2004-000039-0118 ☑ 2C:33-2A(2) DISORDERLY CONDUCT-IMPROP BEHAV- ATLANTIC COUNTY SUPERIOR COURT CREATE HAZARDOUS CONDT - DEGREE 0 Charge(s) comment Ineligible charges | >	CPM-06-001290-002	JONAH BRUCE	06-11-00877-I	2C:5-2 ...	01/01/2006	GUILTY	01/03/2008		Review
>	CPM-06-001458-001	JONAH D BRUCE		2C:36-2 ...	10/31/2006	DOWNGRADE CHARGE	01/08/2007		Review
>	ATL-07-001775-001	JONAH D BRUCE	07-06-01420-I	2C:35-10A(1) ...	04/18/2007	DISMISSED	10/12/2007		Review	 **Add documents** ➕Add documents [Cancel] [Save] [**Next**]
12. On the Response screen, select an answer to the question, "Do you have an objection to the expungement petition? • If you answer "Yes" but have not entered charge comments on the Case List screen, the Additional comment is required.	**Case List** › **Response** › **Response** ⓘ Do you have an objection to the expungement petition? [Yes] [No] Additional comment ✹ ┌───┐ │ Some of the charges are not eligible.│ │ │ │ └───┘

• If you answer "No" but have entered charge comments on the Case List screen, you will be asked to deselect those charges if there is no objection.	
13. Use the navigation buttons at the bottom of the screen once done. • Click <u>Preview</u> button to open a draft Prosecutor Response Letter PDF generated by the system. • Click <u>Submit</u> button and choose <u>Confirm</u> in the confirmation pop up window to submit your response. **Note:** there is no need to upload a PDF version of Response Letter since it will be system generated automatically upon your response submission.	

14. When the response is submitted, a success message is displayed, the Status of the case is updated to Awaiting Judicial Decision, and Case Jacket entries are added with the system generated Prosecutor Response Letter and Response type of Objection or No Objection. The petitioner receives an e-mail notification that you have submitted your response. Click the Close button to return to the In Progress Workbasket.	**✓ Prosecutor response has been successfully submitted.** ✕ Prosecutor response has been successfully submitted for Expungement petition XP-ATL-21-000005 for JONAH D BRUCE. Close
15. In the In Progress Workbasket, the status of the expungement case will update to "Awaiting Judicial Decision" and if the response was an objection, it will be indicated in the Attention column.	Expungement number Defendant SBI Filing date ▾ Expungement type Status ⬍ Decision date Attention ❯ XP-ATL-21-000005 JONAH D BRUCE 810033C 01/05/2021 Regular Awaiting Judicial Decision Objection Open ⋮
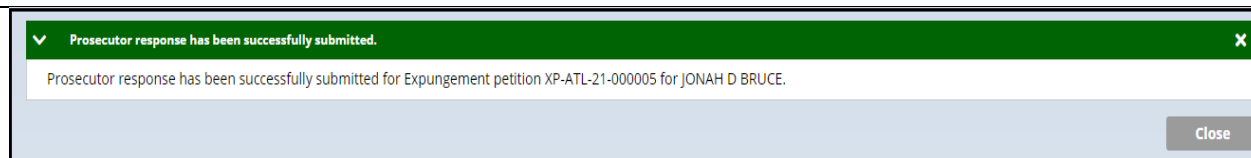
16. To search for a case on the workbasket screen, click the "Add/Change" link next to "Search by" to open a Search parameters popup window.	**Search by:** +Add/Change C Refresh ⋮ 272 records « ‹ Page 27 of 28 › » |	Expungement number	Defendant	SBI	Filing date ⇕	Expungement type	Status ▲	Decision date	Attention	
---	---	---	---	---	---	---	---	---	---
›	XP-ATL-20-000444	LINDA HAROLD	760010M	12/21/2020	Drug Court	Pending Prosecutor Review			Open ⋮
›	XP-ATL-20-000449	AMANDA ATLANTIC	900100A	12/21/2020	Regular	Pending Prosecutor Review			Open ⋮
›	XP-ATL-20-000456	AARON SMITH	665510B	12/22/2020	Clean Slate	Pending Prosecutor Review			Open ⋮
›	XP-ATL-20-000457	SADDIQUIE WILLIAMS	974332B	12/22/2020	Regular	Pending Prosecutor Review			Open ⋮
›	XP-ATL-20-000462	BRANDON Q WALLER	540350D	12/29/2020	Clean Slate	Pending Prosecutor Review			Open ⋮
›	XP-ATL-21-000005	JONAH D BRUCE	810033C	01/05/2021	Regular	Pending Prosecutor Review			Open ⋮	
17. In the Search parameters pop up: • Click +Add search criteria link to choose additional criteria: Defendant name, Filing Date, Decision Date, SBI number, Status (of the case). • Click the Reset button to clear the search parameters entered previously. • Click the Close button to close the Search	**Search parameters** ✕ Court/Division [ALL ✕ ▾] Clear Expungement Type [ALL ✕ ▾] Clear Filing county/court [ALL ✕ ▾] Clear Search criteria * From date * To date ✕ [Filing date ▾] [1/5/2021 📅] [📅] +Add search criteria Close Reset Search

parameter popup window and return to the workbasket. • Click the Search button when done entering the search criteria and return to the workbasket with results matching your criteria.	
18. You can also use other features in the In Progress workbasket. • Click the Refresh icon to update the petition status, display any new petition that was submitted, and 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 arrow on the Filing Date or Status column to sort the	**Search by:** +Add/Change Refresh 278 records Export Page 3 of 28 | Expungement number	Defendant	SBI	Filing date ▼	Expungement type	Status ⇕	Decision date	Attention		
---	---	---	---	---	---	---	---	---	---
> XP-ATL-20-000461	FRED GREEN	AAAAAAA	12/24/2020	Drug Court	Awaiting Judicial Decision		Objection	Open	⋮
> XP-ATL-20-000460	NEYSHA M GOYCO	596572C	12/23/2020	Expedited	Order Granted	12/23/2020		Open	⋮	

workbasket information in ascending or descending order by that header. • 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.	
19. Click the icon with three dots to the right of the Open button to take additional actions: • View Expungement Case Jacket • Upload Documents	<table><tr><th>Expungement number</th><th>Defendant</th><th>SBI</th><th>Filing date ▼</th><th>Expungement type</th><th>Status ⬍</th><th>Decision date</th><th>Attention</th></tr><tr><td>› XP-ATL-21-000005</td><td>JONAH D BRUCE</td><td>810033C</td><td>01/05/2021</td><td>Regular</td><td>Awaiting Judicial Decision</td><td></td><td>Objection</td></tr></table> View Expungement Case Jacket Upload Documents

| 20. Choose the action "Upload Document" to open the popup window. You can only upload PDF documents 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.

• 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. | Upload document ✕

📎
Drag and drop files here

or

Select file(s)

Document name ⭐ **Filed date** ⭐ **Document type** ⭐ **Document description**

✕ Expungement Upload 1.pdf   1/7/2021 📅   Select.. ▾

Select..
Brief
Complaint
Judgment of Conviction
Judgment of Dismissal
Order
Petitioner Response Letter
Pre Sentencing Investigation
Prosecutor Response Letter
Revised Proposed Order
Other

Cancel   **Save** |

21. Choose the action "View Expungement Case Jacket." The "Petition for Expungement" tab is opened up by default and this tab displays a summary of the expungement case.	**Defendant information** Defendant name: JONAH D BRUCE Date of birth: 08/02/1985 SBI: 810033C Alias: JONAH BRUCE Address: 123 Chambers St, Trenton, NJ 08625 Contact number: 848-448-1530 E-Mail: Katherine.Olsen@njjudlab.njcourts.gov *Petition for Expungement*	Documents Expungement type: Regular Division: Criminal Filing county/court: Atlantic Filing date: 01/05/2021 Filer: Pro se Prosecutor Response: Objection Hearing occured: — Hearing date: — Decision: — Decision date: —
22. Click on the "Documents" tab. The Filings column displays a paper clip of the PDF document attached to the entry and an envelope icon if there is an electronic copy of an email notification.	**Defendant information** Defendant name: JONAH D BRUCE Date of birth: 08/02/1985 SBI: 810033C Alias: JONAH BRUCE Address: 123 Chambers St, Trenton, NJ 08625 Contact number: 848-448-1530 E-Mail: Katherine.Olsen@njjudlab.njcourts.gov Petition for Expungement	*Documents* See table below.

Documents tab table:

Filed Date	Defendant Name	Filings	Docket Text	Transaction ID	Entry Date	Entered by
01/05/2021	JONAH D BRUCE	📎 ✉	PETITION FOR EXPUNGEMENT submitted by Kate Olsen	XPN202134	01/05/2021	KateOlsen80
01/05/2021	JONAH D BRUCE	📎	PROPOSED ORDER submitted by Kate Olsen	XPN202135	01/05/2021	KateOlsen80
01/07/2021	JONAH D BRUCE	✉	PROSECUTOR RESPONSE - OBJECTION by ATTYTEST2 M ATTYTEST2 of ATLANTIC COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XPN202135]	XPN2021119	01/07/2021	900012020
01/07/2021	JONAH D BRUCE	📎	PROSECUTOR RESPONSE LETTER submitted by ATTYTEST2 M ATTYTEST2 of ATLANTIC COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XPN202135]	XPN2021120	01/07/2021	900012020