

The eCourts Expungement System will send a notification to a workbasket for every agency/notified party listed on an expungement petition/proposed order and final order. The electronic notification will replace the paper notifications/mail. Every agency will have a dedicated workbasket within the system with information regarding expungement petitions and granted expungement orders. System users may periodically login to the eCourts Expungement System to review these petitions and orders.

Process

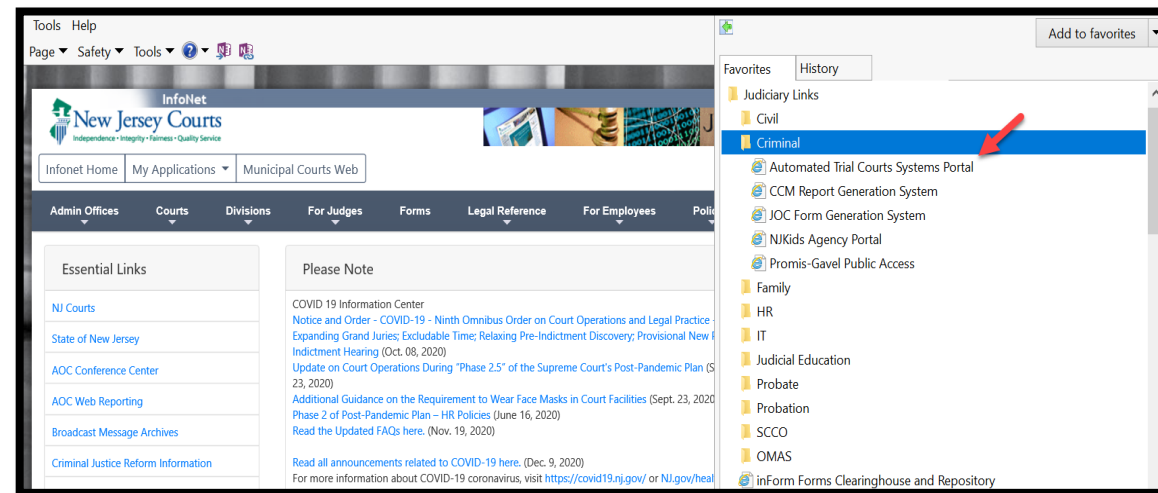
Screenshot

1. Internal users will access the system by clicking on Favorites in browser:

**For Criminal Court Users-**  
selecting Judiciary  
Links→Criminal→Automated  
Trial Courts Systems Portal.

**For Family Court Users-**  
selecting Judiciary  
Links→Family→Automated  
Trial Courts Systems Portal.

**For Municipal Court Users-**  
selecting Judiciary  
Links→Criminal→Automated  
Trial Courts Systems Portal.



**For Superior Court of NJ users** - Links→Criminal and Family→Automated Trial Courts Systems Portal.

**For County Probation Division staff-**  
Links→Criminal →Automated Trial Courts Systems Portal.

2. External users sign in by entering valid user credentials on Enterprise SSO login screen.

They include:

- Attorney General's Office - Division of Criminal Justice, Records and Identifications Unit
- New Jersey State Police - Expungement Unit
- Juvenile Justice Commission
- New Jersey State Parole Board
- New Jersey State Department of Corrections

**Use the below URL to Login.**

<https://portal-cloud.njcourts.gov/prweb/PRAuth/CloudSAMLAuth?AppName=ESSO>

New Jersey Courts

**Log in help**

To request information about your existing ID click **Forgot User ID?**

Follow the steps below if you're receiving Authentication Failed error message after logging in.

1. Click the **Forgot Password?** link
2. Answer the security questions when prompted
3. An email will be sent to the email address used to activate the account
4. Open the email and follow the instructions

If you are still not able to successfully login after resetting your password, please contact the Help Desk at 609-421-6100 and someone will assist you.

To access the New Jersey Courts website click [NJCourts.gov](http://NJCourts.gov)

**Browser compatibility**

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 issue, please use another browser (e.g., Chrome, Microsoft Edge, Safari, Firefox).

Enter user ID and password. If you have been provided with a temporary password, login below.

User ID \* [Forgot User ID?](#)

Password \* [Forgot Password?](#)

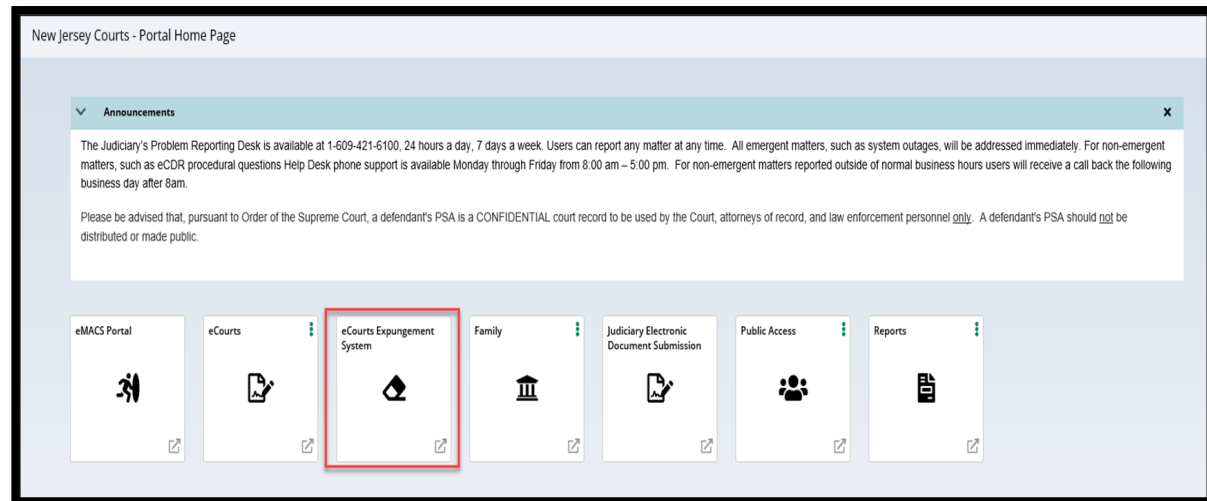
**Login**

[Resend Activation Email](#)

- The County Prosecutor's office
- Sheriff's Department - County Identification Bureaus
- NJ County Jails
- NJ Police departments

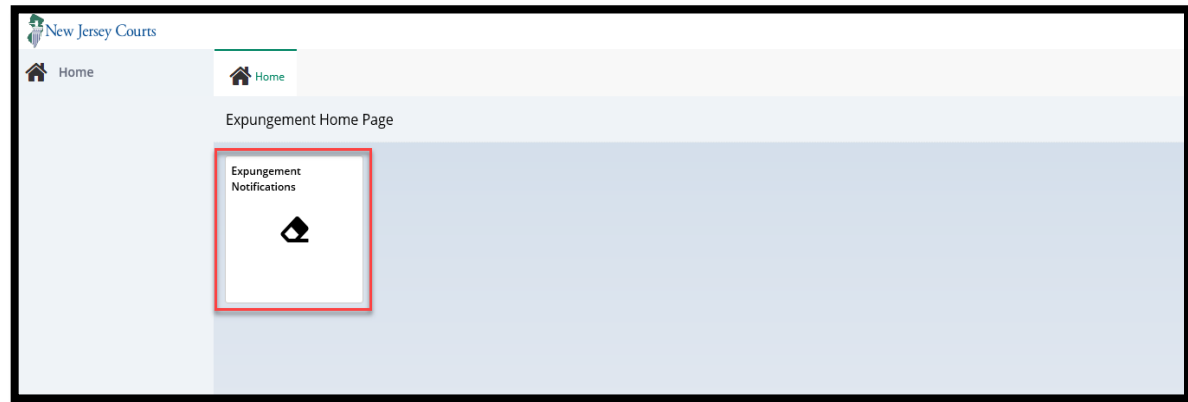
3. The Portal home page provides access to various systems (displayed by "tiles.")

Click the tile labeled "eCourts Expungement System" to navigate to the application.



4. On the home page of the eCourts Expungement System, click on “Expungement Notifications” to access your workbasket.

You may also see “In Progress Expungements” and/or “Initiate Expungement” and/ or Marijuana Decriminalization tile(s) if you also have that access.



5. The Expungement Notifications workbasket will display expungement cases in the county/municipality/venue for which the expungement was granted, or, for some users, where a Regular or Clean Slate petition was submitted.

Click on the twisty (“v” symbol) to expand/collapse to view more case information.

Click “Open” to review the expungement order details.

Search by: [+Add/Change](#)

[Refresh](#) Page 1 of 4

35 records

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Notification venue	
> XP-CPM-20-000076	JONAH BRUCE	810033C	12/09/2020	Regular	New Petition	Cape May	<a href="#">Open</a>
> XP-CPM-20-000077	WAYMON HAWKINS	841759C	12/09/2020	Clean Slate	New Petition	Cape May	<a href="#">Open</a>
> XP-ATL-20-000405	JONAH D BRUCE	810033C	12/04/2020	Regular	New Petition	Cape May	<a href="#">Open</a>
> XP-CPM-20-000073	AYMERIC LAPORTE		12/02/2020	Clean Slate	Order Granted	Cape May	<a href="#">Open</a>
✓ XP-CPM-20-000070	CLAUDIO BRAVO	222288V	12/01/2020	Clean Slate	New Petition	Cape May	<a href="#">Open</a>

Date of birth: 11/02/1980  
Filing county/court: Cape May  
State police opinion: —  
Hearing date: —  
Decision date: —

6. Click the dots next to refresh icon and Export button appears next to Refresh icon. In order to download an Excel file with the workbasket details click on Export button.

The screenshot displays a web application interface for managing expungement records. At the top, there is a search bar with the text "Search by: +Add/Change". Below the search bar, there is a "Refresh" icon with a dropdown arrow and an "Export" button. A red arrow points to the "Export" button. The table below contains the following data:

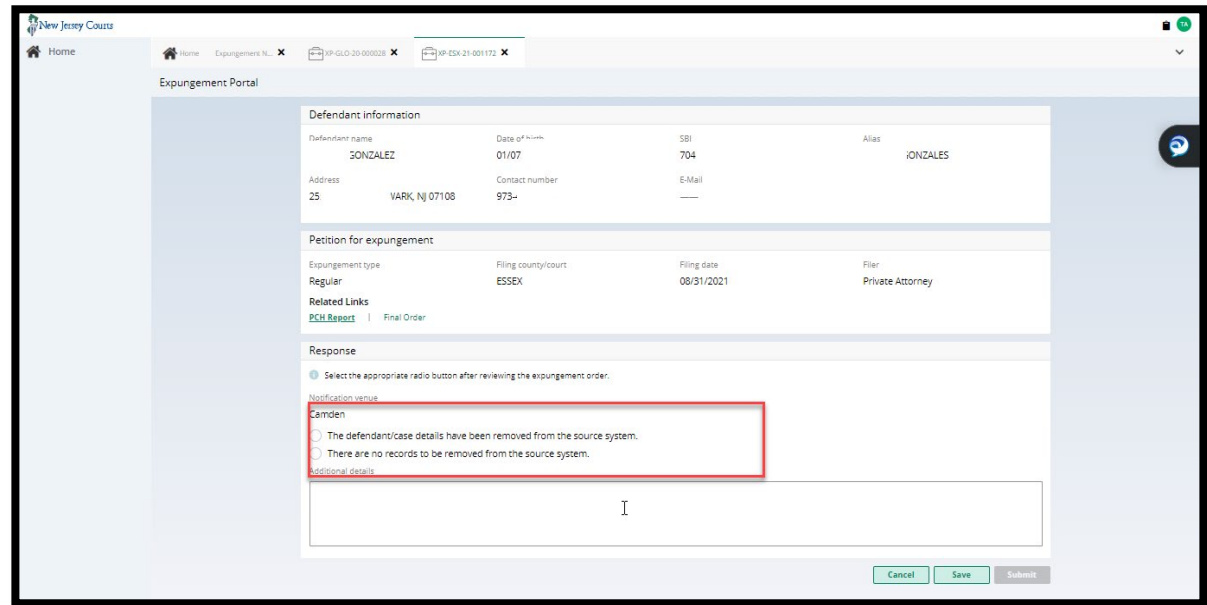
Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Notification venue	
> XP-CPM-20-000076	JONAH BRUCE	810033C	12/09/2020	Regular	New Petition	Cape May	Open
> XP-CPM-20-000077	WAYMON HAWKINS	841759C	12/09/2020	Clean Slate	New Petition	Cape May	Open
> XP-ATL-20-000405	JONAH D BRUCE	810033C	12/04/2020	Regular	New Petition	Cape May	Open
> XP-CPM-20-000073	AYMERIC LAPORTE		12/02/2020	Clean Slate	Order Granted	Cape May	Open
> XP-CPM-20-000070	CLAUDIO BRAVO	222288V	12/01/2020	Clean Slate	New Petition	Cape May	Open
> XP-CPM-20-000071	JOHN A DOE	599658C	12/01/2020	Clean Slate	Order Granted	Cape May	Open
> XP-CPM-20-000072	TROY DEENEY	222288C	12/01/2020	Clean Slate	Order Granted	Cape May	Open
> XP-CPM-20-000064	OLEKSANDR ZINCHENKO	228888K	11/25/2020	Clean Slate	Order Granted	Cape May	Open

**7. "Order Granted" status:**

Upon clicking "Open," the defendant and expungement case information will be displayed.

PDF versions of the 'PCH Report', 'Final Order' and or Amended Expungement Order are also available for review under the "Related Links" section. Click on the hyperlink to view the documents.

Save or Cancel to close this expungement case.



8. After removing the defendant/case information from your source system, open the expungement task for the corresponding defendant/case, choose and select the appropriate option to confirm that you have reviewed the expungement order and that the defendant/case details have been removed from your source system or if there are no records to remove from your source system

Click Submit to complete your task.

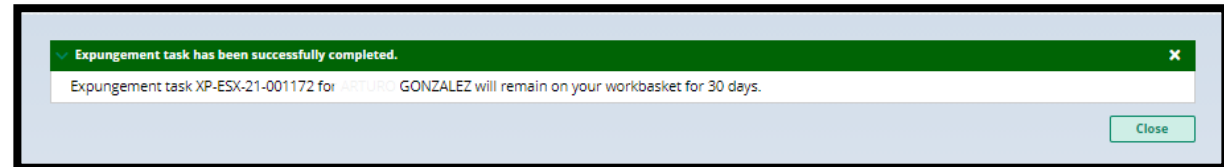
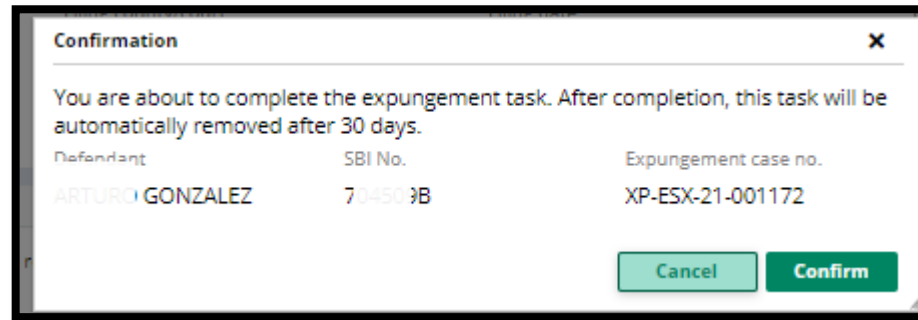
The screenshot displays the 'Expungement Portal' interface. At the top, there are browser tabs for 'Home', 'Expungement N...', 'JP-GLO-20-000028', and 'JP-ESA-21-001172'. The main content area is divided into several sections:

- Defendant information:** A table with columns for Defendant name, Date of birth, SBI, and Alias. The defendant is SONZALEZ, born 01/07, with SBI 704 and Alias ARTURO GONZALES. Below this, the address is listed as 255 MAIN AVE, NEWARK, NJ 07108, with a contact number 973- and an empty E-Mail field.
- Petition for expungement:** A table with columns for Expungement type, Filing county/court, Filing date, and Filer. The type is Regular, filed in ESSEX on 08/31/2021, by a Private Attorney. Below this are 'Related Links' for 'PCH Report' and 'Final Order'.
- Response:** A section with a heading 'Select the appropriate radio button after reviewing the expungement order.' and a sub-heading 'Notification venue'. Under 'Camden', there are two radio button options: 'The defendant/case details have been removed from the source system.' (which is selected and highlighted with a red box) and 'There are no records to be removed from the source system.'. Below these is an 'Additional details' text area with a cursor 'I' and a 'Cancel Save Submit' button bar at the bottom right.



9. Upon submission, a pop-up window with a confirmation message is displayed. Click Cancel to go back to previous screen or click confirm to confirm the expungement.

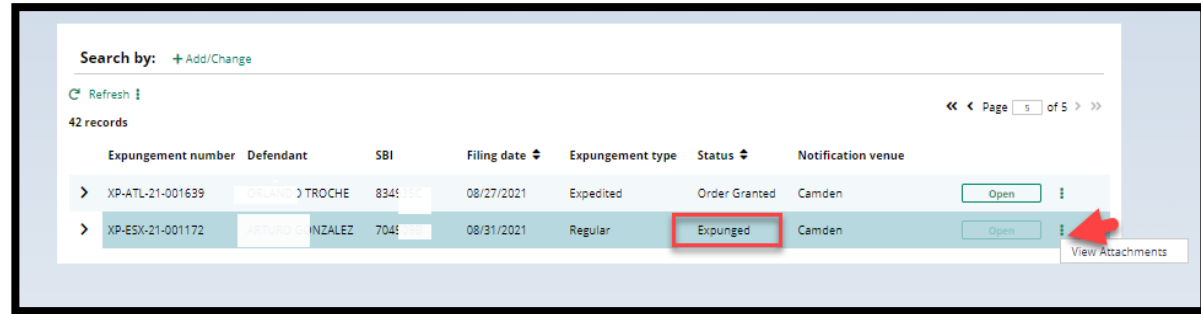
After confirmation, a Success message of completion is displayed.



10. Once the review of the expungement case has been submitted, the status will change to "Expunged." Expunged cases will remain on your workbasket for 30 days.

Click Refresh to refresh your workbasket.

The final/amended expungement order can be viewed via the View Attachments menu from the workbasket.



Search by: + Add/Change

Refresh

42 records

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Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Notification venue	
> XP-ATL-21-001639	ORLANDO TROCHE	8349	08/27/2021	Expedited	Order Granted	Camden	Open
> XP-ESX-21-001172	ARTURO BENZALEZ	7049	08/31/2021	Regular	Expunged	Camden	Open

View Attachments

**11. "New Petition" status:**

Defendant and petition information will be displayed. A PDF version of the PCH report, petition and proposed order are available for review under the "Related Links" section.

Click on the links to review the PCH Report, Petition and Proposed order.

Search by: [+ Add/Change](#)

[Refresh](#) | Page 16 of 16

156 records

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Notification venue	
> XP-ATL-21-001632	DAVID F POLEY	2500 SB	08/26/2021	Drug Court	Order Granted	Cape May	<a href="#">Open</a>
> XP-CPM-21-001296	EMILIANO MARTINEZ	2300 BH	08/27/2021	Expedited	Order Granted	Cape May	<a href="#">Open</a>
> XP-ATL-21-001628	DAVID F POLEY	2400 SB	08/26/2021	Marijuana	Order Granted	Cape May	<a href="#">Open</a>
> XP-ATL-21-001629	DAVID F POLEY	2600 SB	08/26/2021	Drug Court	Order Granted	Cape May	<a href="#">Open</a>
> XP-ATL-21-001672	DAVID F POLEY	2640 SB	08/31/2021	Clean Slate	New Petition	Cape May	<a href="#">Open</a>
> XP-ATL-21-001679	DAVID F POLEY	2600 SB	09/07/2021	Clean Slate	New Petition	Cape May	<a href="#">Open</a>

12. Click the checkbox to confirm that you have reviewed the PCH report, expungement petition and proposed order. Then click the Submit button.

Defendant information			
Defendant name	Date of birth	SBI	Alias
DAVID F POLEY	12/18/1966	2*****	DAVID POLEY
Address	Contact number	E-Mail	
110 DREXEL AVENUE, EC 3 HARBOR TWP, NJ 08234	609-511-2835	---	

Petition for expungement			
Expungement type	Filing county/court	Filing date	Filer
Clean Slate	ATLANTIC	09/07/2021	Private Attorney

**Related Links**  
[PCH Report](#) | [Petition](#) | [Proposed Order](#)

Response	
Notification venue	
Cape May	
<input checked="" type="checkbox"/>	Please confirm that you have reviewed the expungement petition/proposed order.

13. Once the review of the expungement case has been submitted, the status will change to "Reviewed."

Reviewed cases will remain on the workbasket with a "Reviewed" status for 30 days. The case will be searchable within only the 30-day timeframe.

Search by: + Add/Change

Refresh

156 records

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Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Notification venue	
> XP-ATL-21-001632	F POLEY	26405	08/26/2021	Drug Court	Order Granted	Cape May	Open
> XP-CPM-21-001296	IO MARTINEZ	2888 4	08/27/2021	Expedited	Order Granted	Cape May	Open
> XP-ATL-21-001628	POLEY	26 5B	08/26/2021	Marijuana	Order Granted	Cape May	Open
> XP-ATL-21-001629	F POLEY	26 5B	08/26/2021	Drug Court	Order Granted	Cape May	Open
> XP-ATL-21-001672	F POLEY	264 5B	08/31/2021	Clean Slate	New Petition	Cape May	Open
> XP-ATL-21-001679	F POLEY	24 3	09/07/2021	Clean Slate	Reviewed	Cape May	Open

14. To search for cases, click the “+Add/Change” link to open up a Search parameters popup window.

- The “Expungement Type”, is pre-filled by default, but it can be changed.
- Click “+Add search criteria” link to select a value from the Search criteria drop down list and enter the required information for the search criteria:
  - Defendant name
  - Filing date
  - Decision date
  - SBI number
  - Status
- Click the Search button after you’ve entered entering the search criteria and return to the workbasket with results matching your criteria.
- You may clear your search results and return to your

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Decision date	Attention
> XP-ATL-21-000052	LINDA HAROLD	760010M	02/18/2021	Clean Slate	Awaiting Judicial Decision		Objection Open
> XP-ATL-21-000045	JONAH D BRUCE	810039C	02/16/2021	Drug Court	Awaiting Judicial Decision		Objection Open

Search parameters

Expungement Type: All  
County: All

Search criteria \*

Select

Defendant name  
Filing date  
Decision date  
SBI number  
Status

Set Search

+Add search criteria

workbasket by clicking the “x” in the search pills or selecting “+Add/Change” again, then clicking “Reset” and “Close.”

The screenshot shows a search interface with the following elements:

- Search by:** Expungement Type: All X, Court/Division: Criminal X, Filing county/court: ATLANTIC X, Filing date: 02/24/2021 To 02/24/2021 X (highlighted with a red box), +Add/Change
- Refresh** button
- 2 results found**
- Table:**

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Decision date	Attention
> XP-ATL-20-000091	PAT TEST A CAMPBELL	196095B	02/24/2021	Drug Court	Awaiting Judicial Decision		Objection Open
> XP-ATL-21-000066	HENRY M LAST	109109Z	02/24/2021	Drug Court	Pending Prosecutor Review		Open