



New Jersey Courts

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eCourts Expungements System - County Prosecutors

Overview

- The eCourts Expungement System provides an automated mechanism for an expungement petition/proposed order/proposed amended order to be filed, reviewed, and processed by various user roles.
- The petitioner chooses cases to be expunged and submits a proposed order that is reviewed by the Prosecutor.
- The County Prosecutor submits a response of objection or no objection to the proposed order and send back to petitioner or directly to Court Staff/Judge to review.
- Court staff can schedule an expungement hearing manually outside the system. Moreover, they 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.
- A Judge can review the complete list of cases within the proposed order and submit an expungement decision to deny or grant the final order for expungement.

Roles and Access

County Prosecutors can access and view the petition and/or proposed order submitted by the Petitioner, select charges for objection, enter case level objection or with no objection. The petition can be returned to the petitioner for revision or submit the response to the Court Staff/Judge.

The petition can be revised by the petitioner for any corrections or changes. The Revision Petition after review can be returned to the petitioner for further revision or submit the response to the Court Staff/Judge.

Navigation to the eCourts Expungement System

- On the NJ Judiciary Home Page, navigate to the Attorney Login screen for eCourts and enter your credentials.

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

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?](#)

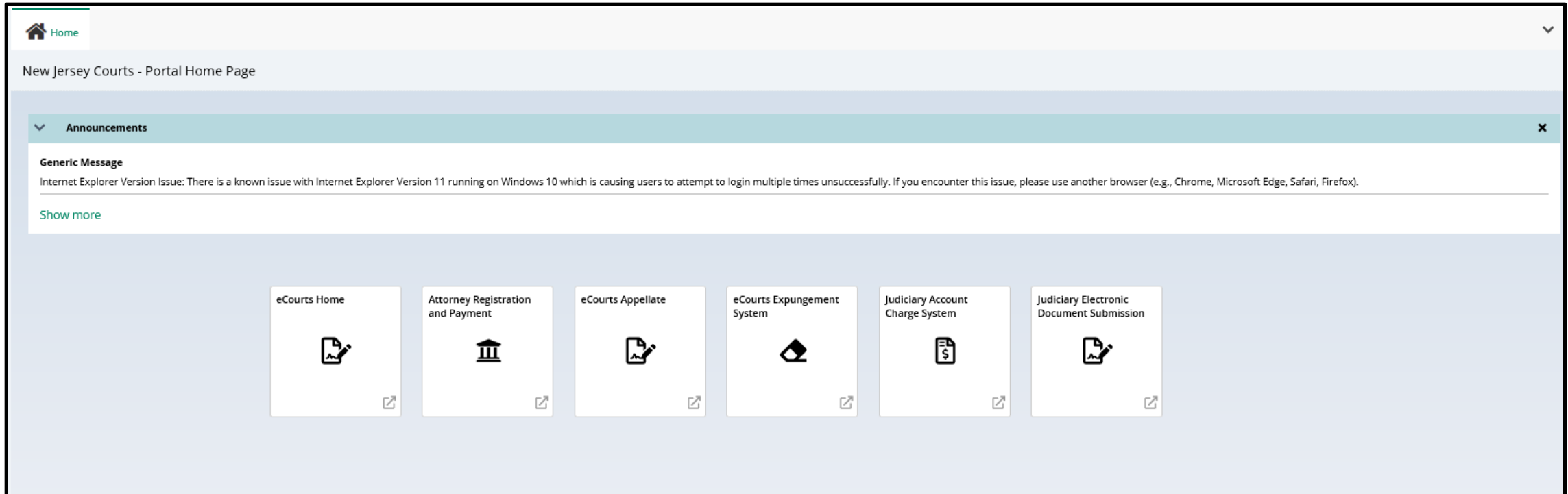
Password * [Forgot Password?](#)

Login

[Resend Activation Email](#)

Navigation to the eCourts Expungement System (cont.)

- Click on the “eCourts Expungement System” tile to navigate to the eCourts Expungement System Home Page.



Verify firm

- Select the firm/office you wish to be associated with during the session and certify that the information is correct. Then, click Confirm button.

The screenshot shows a web interface for verifying a firm. At the top, there are two tabs: 'Verification' (which is active) and 'Expungement'. Below the tabs, the main content area is titled 'Select filer'. Underneath, it says 'Select the appropriate name and address to continue'. There is a radio button selected next to the following text: 'ATLANTIC COUNTY PROSECUTORS', 'QA CAMS 4997 UNAMI BLVD PO BOX 2002', and 'MAYS LANDING NJ 083300000'. Below this, there is a checked checkbox next to the text 'I certify that all the information is true and accurate'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Confirm'.

Navigation to the eCourts Expungement System (cont.)

- From the Expungement Home Page, Prosecutors can select the appropriate tile for the desired action:
In Progress Expungements - access expungement cases in the user's county/court that are still being processed.

Expungement Notification – access notifications for granted expungement orders in which the user's county/court has been listed as a notified party. Notifications will be generated to Prosecutors **when a final order is granted** for Drug Court, Regular and Clean Slate expungements.



Cases in 'Pending Prosecutor Review'; 'Revised Petition Prosecutor Review' status(es).

- Upon clicking the In Progress Workbasket tile, the In Progress Workbasket is displayed.
- Click the Open button to work on desired expungement cases in 'Pending Prosecutor Review' and expungement cases resubmitted with corrections by petitioner in 'Revised Petition Prosecutor Review' status.

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Decision date	Attention
> XP-CPM-21-001312	JONAH BRUCE	810033C	09/27/2021	Regular	Withdrawn		
> XP-CPM-21-001308	JONAH BRUCE	810033C	09/24/2021	Regular	Pending Prosecutor Review		Objection
> XP-CPM-21-001314	JONAH BRUCE	810033C	09/27/2021	Clean Slate	Pending Prosecutor Review		
> XP-ATL-21-001773	JONAH D BRUCE	810033C	09/28/2021	Regular	Awaiting Judicial Decision		Objection
> XP-CPM-21-001320	JONAH BRUCE	810033C	10/04/2021	Clean Slate	Pending Prosecutor Review		
> XP-CPM-21-001321	JONAH BRUCE	810033C	10/25/2021	Drug Court	Pending Petitioner Response		
> XP-CPM-21-001342	JONAH BRUCE	810033C	12/15/2021	Regular	Pending Prosecutor Review		
> XP-CPM-22-000024	JONAH BRUCE	810033C	06/13/2022	Drug Court	Revised Petition Prosecutor Review		Objection
> XP-ATL-22-000547	JONAH D BRUCE	810033C	06/15/2022	Drug Court	Pending Prosecutor Review		

Defendant Information

- The **Defendant information** section is displayed 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.
- Quick Links - Click the "View Expungement Case Jacket" link 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			

Petition for Expungement

- Below the **Defendant information** section is the **Petition for expungement** section. This section displays basic information about the petition such as expungement type, filing county/court, filing date, etc.
- Click the hyperlink(s) under Related Links to open a PDF document stored in the case jacket (e.g. Proposed Order).

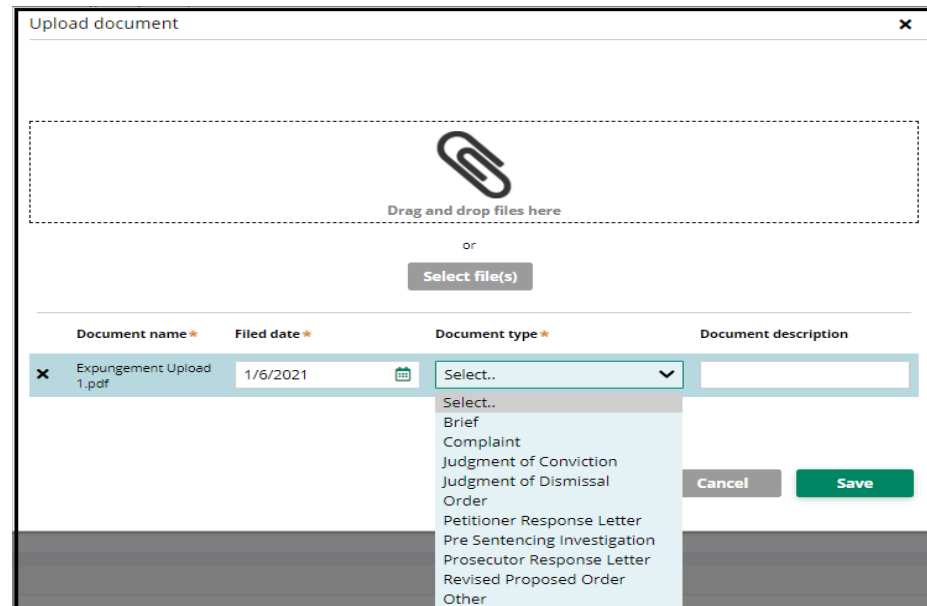
Petition for expungement			
Expungement type	Filing county/court	Filing date	Filer
Drug Court	ATLANTIC	12/04/2020	County Public Defender
Drug court sentence date	Drug court graduation date	State police opinion - date	
12/05/2018	11/17/2020	---	
Related Links			
Proposed Order			

Add Documents

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 and/or 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



Case List

- The **Case List** screen displays Criminal, Municipal, and/or Family cases included in the expungement petition.
- Click the Review button to the right of the case 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	06-11-00877-1	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	07-06-01420-1	2C:35-10A(1) ...	04/18/2007	DISMISSED	10/12/2007	Review

Case List (cont.)

- Upon clicking the Review button, the pop-up window is displayed to "Select charge(s) for response."
- Select the desired charge and enter charge(s) comments if required for the response.

(Note: The Prosecutor Response Letter will print with all case/charge selections that was entered on the View Charges screen. When the petitioner has made proper revisions, be sure to deselect the ccharge that was marked for revision.)

- Once done, click the Confirm button.

Select charge(s) for response ✕

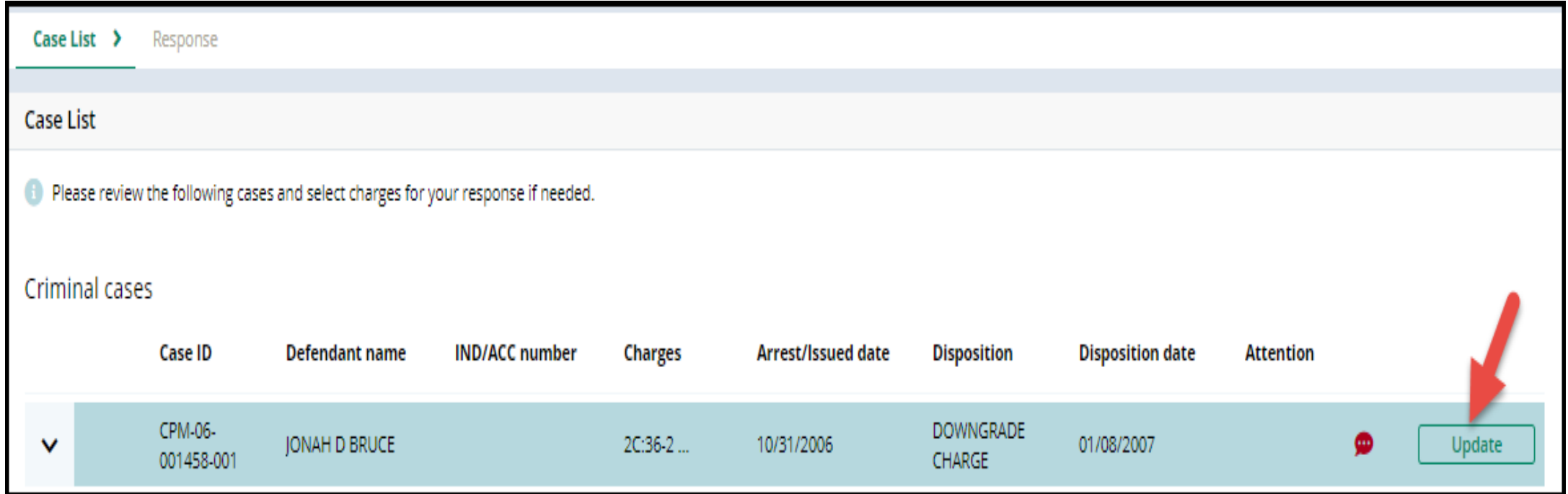
Case ID	IND/ACC number
CPM-06-001458-001	---
Complaint number	<input type="checkbox"/> Charges
W-2006-000710-0508	<input checked="" type="checkbox"/> 2C:36-2 USE/POSS W/INTENT TO USE DRUG PARAPHERNALIA - DEGREE 0
	<input type="checkbox"/> 2C:35-7 CDS/ANALOG - DISTRIBUTE ON/NEAR SCHOOL PROPERTY/BUS - DEGREE 0

Charge(s) comment *


This charge is ineligible

Case List (cont.)

- The Case List screen will display, and the button name will change from Review to Update. Click this 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



The screenshot shows a web interface for a Case List. At the top, there are tabs for 'Case List' and 'Response'. Below the tabs, the text 'Case List' is displayed. An information icon (i) is followed by the instruction: 'Please review the following cases and select charges for your response if needed.' Below this, the section 'Criminal cases' is shown. A table with the following columns is displayed: Case ID, Defendant name, IND/ACC number, Charges, Arrest/Issued date, Disposition, Disposition date, Attention, and a button labeled 'Update'. A red arrow points to the 'Update' button. The first row of the table contains the following data: Case ID: CPM-06-001458-001, Defendant name: JONAH D BRUCE, IND/ACC number: (blank), Charges: 2C:36-2..., Arrest/Issued date: 10/31/2006, Disposition: DOWNGRADE CHARGE, Disposition date: 01/08/2007, Attention: (blank), and a red speech bubble icon.

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		

Case List (cont.)


- The case line entry will display a red bubble to the left of the Update button indicating charges have been selected. The red bubble will indicate if a specific response was entered on the 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-06-001458-001	JONAH D BRUCE		2C:36-2 ...	10/31/2005	DOWNGRADE CHARGE	01/08/2007		Update
Municipality/Court CAPE MAY COUNTY SUPERIOR COURT									
>	CPM-06-001290-002	JONAH BRUCE	06-11-00877-1	2C:5-2 ...	01/03/2007	GUILTY	01/03/2008		Review
>	ATL-07-001775-001	JONAH D BRUCE	07-06-01420-1	2C:35-10A(1) ...	04/18/2007	DISMISSED	10/12/2007		Review

Please review the response for this case

Case List (cont.)

Use the navigation buttons at the bottom right of the screen:

- 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.

The screenshot shows a web interface for a 'Case List'. At the top, there are tabs for 'Case List' and 'Response'. Below the tabs, the title 'Case List' is displayed. A message icon indicates a note: 'Please review the following cases and select charges for your response if needed.' The main content is a table of 'Criminal cases' with the following columns: Case ID, Defendant name, IND/ACC number, Charges, Arrest/Issued date, Disposition, Disposition date, and Attention. There are four rows of data, each with a chevron icon on the left and a button on the right. The third row has a red speech bubble icon in the Attention column and an 'Update' button. At the bottom of the interface, there is a section for 'Add documents' with a '+Add documents' link and three navigation buttons: 'Cancel', 'Save', and 'Next'.

	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	06-11-00877-1	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
>	ATL-07-001775-001	JONAH D BRUCE	07-06-01420-1	2C:35-10A(1) ...	04/18/2007	DISMISSED	10/12/2007	Review

Submit Prosecutor Response – First Question

- After cases have been reviewed on the **Case List** screen, the **Response** screen is displayed. Select an answer to the first 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, information **must** be entered in the Response Narrative section.
- Please note that entering charge level comments is optional. An overall Case level comment can be entered for an objection.

Response ⓘ

Do you have an objection to the expungement petition?

Do you want to return to the petitioner for any amendments/corrections to the petition?

Response narrative *

⚠ Click the "Preview" button to view the response letter and continue.

Add documents

[+ Add documents](#)

Submit Prosecutor Response – First Question (cont.)

- 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.

Response ⓘ

Do you have an objection to the expungement petition?

Yes No

⚠ **Please deselect charge(s) if you do not have an objection.**

Do you want to return to the petitioner for any amendments/corrections to the petition?

Yes No

Response narrative

⚠ Click the "Preview" button to view the response letter and continue.

Add documents

[+ Add documents](#)

Submit Prosecutor Response – Second Question (cont.)

- Select an answer to the second question, “Do you want to return to the petitioner for any amendments/corrections to the petition?”
- If you answer “Yes”, the Expungement case will be returned to petitioner in ‘Pending petitioner Response’ status. For self-represented litigant initiated cases, the case will be routed to the Public Defender in the filing county.

Response ⓘ

Do you have an objection to the expungement petition?

Yes No

Do you want to return to the petitioner for any amendments/corrections to the petition?

Yes No

Response narrative *

⚠ Click the "Preview" button to view the response letter and continue.

Add documents

[+ Add documents](#)

Submit Prosecutor Response – Second Question (cont.)

- If you answer “No” to the second question, the Expungement case will be routed to Criminal Court in the filing county in ‘Awaiting Judicial Decision’ status.

Response ⓘ

Do you have an objection to the expungement petition?

Yes No

Do you want to return to the petitioner for any amendments/corrections to the petition?

Yes No

Response narrative *

Invalid charges

⚠️ Click the "Preview" button to view the response letter and continue.

Add documents

+ Add documents

Submit Prosecutor Response (cont.)

- Click Preview button to open a draft Prosecutor Response Letter PDF generated by the system.
- Click Submit button and choose Confirm in the confirmation pop up window to submit your response.

Note: there is no need to upload a Response Letter as it will be generated automatically upon your response submission.

Response

Do you have an objection to the expungement petition?

Yes No

Do you want to return to the petitioner for any amendments/corrections to the petition?

Yes No

Response narrative *

Invalid charges

Click the "Preview" button to view the response letter and continue.

Preview

Add documents

+ Add documents

Back Cancel Save Submit

Expungement Portal

Response

Do you have an objection to the expungement petition?

Yes No

Do you want to return to the petitioner for any amendments/corrections to the petition?

Yes No

Response narrative *

Invalid charges

Click the "Preview" button to view the response letter and continue.

Preview

Add documents

+ Add documents

Back Cancel Save Submit

Confirmation

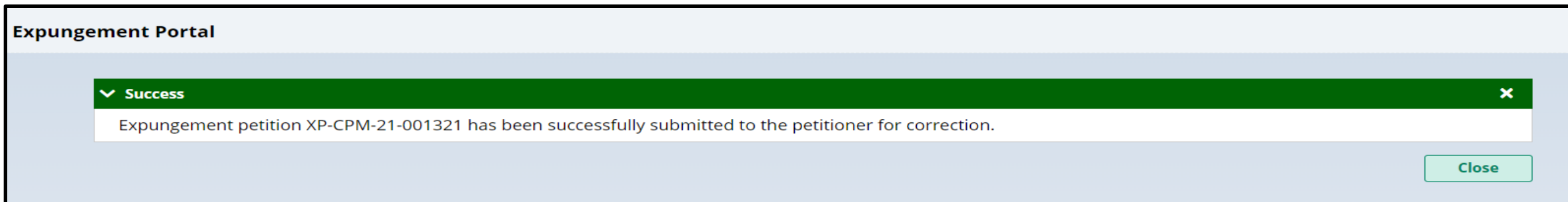
You are about to submit prosecutor response letter to the court for the expungement petition of:

Defendant	SSI No.	Expungement case no.
[redacted]	[redacted]	XP-CAM-22-000013

Cancel Confirm

Submit Prosecutor Response (cont.)

- When the response is submitted, a success message is displayed, the status of the case is updated to Awaiting Judicial Decision or Pending Petitioner Response.
- Entries for the system-generated Prosecutor Response Letter and objection/no objection Response are added to the case jacket.
- The petitioner receives an email notification that a prosecutor response has been submitted.
- Click the Close button to return to the In Progress Workbasket.



The screenshot shows the 'Expungement Portal' interface. A green success banner is displayed with a downward arrow icon on the left and a close 'x' icon on the right. The banner text reads: 'Expungement petition XP-CPM-21-001321 has been successfully submitted to the petitioner for correction.' Below the banner, a 'Close' button is visible in the bottom right corner.

In Progress Workbasket

- The status of the expungement case will update to "Awaiting Judicial Decision" on the In Progress Workbasket for cases not returned to the petitioner.

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 ⋮

- The status of the expungement case will update to "Pending Petitioner Response" on the In Progress Workbasket for cases returned to petitioner for corrections.

> XP-CPM-21-001320	JONAH BRUCE	810033C	10/04/2021	Clean Slate	Pending Petitioner Response		Objection Open ⋮
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In Progress Workbasket

- 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.

Review a Proposed Amended Order

Amended Proposed Order

- Petitioners can file an amended proposed order on an order that was previously granted or amended granted order. Each Expungement type - Regular, Clean Slate, Marijuana, Marijuana Decriminalization, Recovery Court (previously Drug Court) can be amended. The proposed amended orders for Regular, Clean Slate and Recovery Court submitted by petitioners have to be reviewed by the County Prosecutor.



The screenshot displays the eCourts Expungement System interface. At the top, there are search filters: Expungement Type: All, Court/Division: Criminal, Filing county/court: All, and Defendant name: perez. Below the filters, there is a 'Refresh' button and a pagination indicator showing 'Page 1 of 3'. The main content is a table with 28 results found. The table columns are: Expungement number, Defendant, SBI, Filing date, Expungement type, Status, Hearing date, and Attention. The table lists several cases, with the fifth row (XP-MID-23-000041) having a status of 'Amended Order Prosecutor Review' and an arrow pointing to it.

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Hearing date	Attention
> XP-MID-23-000040	PEREZ	279742D	02/21/2023	Recovery Court	Amended Order Granted	04/24/2023	Open
> XP-MID-23-000049	PEREZ	279742D	02/24/2023	Clean Slate	Order Granted	04/26/2023	Open
> XP-MID-23-000050	PEREZ	279742D	02/24/2023	Clean Slate	Order Granted	04/26/2023	Open
> XP-MID-23-000051	PEREZ	279742D	02/24/2023	Clean Slate	Order Granted	04/26/2023	Open
> XP-MID-23-000041	PEREZ	279742D	02/21/2023	Recovery Court	Amended Order Prosecutor Review	04/24/2023	Open
> XP-MID-23-000052	PEREZ	279742D	02/28/2023	Regular	Amended Order Prosecutor Review	05/01/2023	Open
> XP-MID-23-000053	PEREZ	279742D	03/02/2023	Regular	Order Granted	05/02/2023	Open
> XP-MID-23-000055	PEREZ	279742D	03/03/2023	Regular	Amended Order Prosecutor Review	05/03/2023	Open

Amend Proposed Order - Cases in Workbasket

- Click "Open" on cases with a status 'Amended Order Prosecutor Review' to review and process.
- Cases **returned to petitioner** with or without objection are in status 'Amended Order Petitioner Response.'
- Cases that are **not returned to the petitioner** and are submitted with or without objection to the Court are in status 'Amended Order Judicial Decision.'

The screenshot shows the 'In Progress E...' interface of the eCourts Expungement System. It features search filters for Expungement Type (All), Court/Division (Criminal), Filing county/court (All), and Defendant name (perez). A 'Refresh' button and pagination controls (Page 1 of 3) are also visible. The main table displays 28 results found, with columns for Expungement number, Defendant, SBI, Filing date, Expungement type, Status, Hearing date, and Attention. An arrow points to the 'Amended Order Prosecutor Review' status in the seventh row.

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Hearing date	Attention
> XP-MID-23-000040	'EREZ	279742D	02/21/2023	Recovery Court	Amended Order Granted	04/24/2023	Open
> XP-MID-23-000049	'EREZ	279742D	02/24/2023	Clean Slate	Order Granted	04/26/2023	Open
> XP-MID-23-000050	'EREZ	279742D	02/24/2023	Clean Slate	Order Granted	04/26/2023	Open
> XP-MID-23-000051	'EREZ	279742D	02/24/2023	Clean Slate	Order Granted	04/26/2023	Open
> XP-MID-23-000041	'EREZ	279742D	02/21/2023	Recovery Court	Amended Order Granted	04/24/2023	Open
> XP-MID-23-000052	'EREZ	279742D	02/28/2023	Regular	Amended Order Prosecutor Review	05/01/2023	Open
> XP-MID-23-000053	'EREZ	279742D	03/02/2023	Regular	Order Granted	05/02/2023	Open
> XP-MID-23-000055	'EREZ	279742D	03/03/2023	Regular	Amended Order Prosecutor Review	05/03/2023	Open

County Prosecutor Amend Proposed Order - Case List

- When the case in the status of 'Amended Order Prosecutor Review,' is opened, the Case List screen will display with sections Newly Added cases and Cases from Last Order.
- Charge level comments can be entered by clicking on 'Review.'

Expungement Portal

Related Links
Petition | Proposed Order | Prosecutor Response Letter | Final Order

Case List > Response

Newly added cases

Please review the case list and select 'Edit Arrest/Issued Date' option to update the Arrest/Issued date.

Cases from latest order

Criminal cases

	Case ID	Defendant name	IND/ACC number	Charges	Arrest/Issued date	Disposition	Disposition date	Attention
>	PAS-19-030036-001	PEREZ	19-03-63433-I	2C:40-18C ...	03/01/2019			Review
>	MID-19-030175-001	PEREZ	19-10-30175-I	2C:40-18B ...	03/10/2019	REINSTATED	08/26/2020	Review
>	PAS-21-030002-001	PEREZ	21-06-30002-I	2C:18-2A(2) ...	01/03/2020			Review
>	PAS-21-030001-001	PEREZ		2C:12-1B(9) ...	02/03/2020			Review
>	PAS-21-030003-001	PEREZ	21-06-30003-I	2C:18-2A(1) ...	02/03/2020			Review

County Prosecutor Amend Proposed Order Response

- After cases have been reviewed on the **Case List** screen, the **Response** screen is displayed. Select an answer to the first question, "Do you have an objection to the expungement petition?"
- Select an answer to the second question, "Do you want to return to the petitioner for any amendments/corrections to the petition?"
- Click the Preview button and then the Prosecutor Response to the Amended Proposed Order will be submitted.

Expungement Portal

Case List > Response

Response ⓘ

Do you have an objection to the expungement petition?

Yes No

Do you want to return to the petitioner for any amendments/corrections to the petition?

Yes No

Response narrative

⚠ Click the "Preview" button to view the response letter and continue.

Preview

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.

Home In Progress E... x

Search by: Expungement Type: All x Court/Division: Criminal x Filing county/court: All x Defendant name: [redacted] < + Add/Change

Refresh :

111 results found << < Page 7 of 12 >>

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Hearing date	Attention
> XP-MID-22-000151	[redacted]	[redacted]	06/21/2022	Clean Slate	Order Vacated	06/22/2022	Open
> XP-MID-22-000152	[redacted]	[redacted]	06/21/2022	Drug Court	Order Granted	06/22/2022	Open
> XP-MID-22-000155	[redacted]	[redacted]	06/21/2022	Regular	Order Granted	06/22/2022	Open
> XP-MID-22-000156	[redacted]	[redacted]	06/23/2022	Regular	Pending Prosecutor Review		Open
> XP-MID-22-000159	[redacted]	[redacted]	06/24/2022	Regular	Order Denied	07/21/2022	Open
> XP-MID-22-000171	[redacted]	[redacted]	06/29/2022	Clean Slate	Order Granted	06/29/2022	Open
> XP-MID-22-000172	[redacted]	[redacted]	06/29/2022	Drug Court	Order Granted	06/29/2022	Open
> XP-MID-22-000175	[redacted]	[redacted]	06/29/2022	Regular	Order Granted	06/29/2022	Open
> XP-MID-22-000176	[redacted]	[redacted]	06/30/2022	Clean Slate	Awaiting Judicial Decision	07/26/2022	Open

In Progress Workbasket Columns

The following columns are displayed in the In Progress Workbasket:

- **Expungement number:** the system-generated case number when the petition and proposed order are submitted.
- **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 and proposed order were filed and submitted. Default sort is by earliest date.
- **Expungement Type:** identifies the type of expungement (e.g. Drug Court, Regular, Clean Slate).
- **Status:** indicates the petition and/or proposed order status as it moves through the stages of the expungement process:
 - Pending Prosecutor Review, Revised Petition Prosecutor Review, Awaiting Judicial Decision, Order Denied, Order Granted, Expunged, Amended Order Prosecutor Review, Amended Order Petitioner Response, Amended Order Judicial Decision, Amended Order Granted, Order Vacated.
- **Decision date:** identifies the date the final order was granted or denied.
- **Attention:** indicates if there was an Objection to the petition.

In Progress Workbasket Search

- To search for a case on the workbasket screen, click the "Add/Change" link next to "Search by" to open a Search parameters pop-up window.

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

Refresh

272 records

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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	SADDIQUE 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

In Progress Workbasket Search (cont.)

- Court/Division defaults to "ALL"
- 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, Filing Date, Decision Date, SBI number, Status (of the case)

Search parameters

Court/Division: ALL x Clear

Expungement Type: ALL x Clear

Filing county/court: ALL x Clear

Search criteria *: Filing date x

From date *: 1/5/2021

To date:

+Add search criteria

Close Reset Search

In Progress Workbasket Search (cont.)

- 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.
- Click the Search button when done entering the search criteria and return to the Workbasket with results matching your criteria.

The screenshot shows a 'Search parameters' popup window with the following fields and controls:

- Court/Division:** A dropdown menu with 'ALL' selected and a 'Clear' button.
- Expungement Type:** A dropdown menu with 'ALL' selected and a 'Clear' button.
- Filing county/court:** A dropdown menu with 'ALL' selected and a 'Clear' button.
- Search criteria *:** A dropdown menu with 'Filing date' selected and a 'Clear' button.
- From date *:** A date input field with '1/5/2021' and a calendar icon.
- To date:** An empty date input field with a calendar icon.
- +Add search criteria:** A link to add more search criteria.
- Buttons:** 'Close', 'Reset', and 'Search' buttons at the bottom right.

In Progress Workbasket Search (cont.)

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



Search by: Expungement Type: All ✕ Court/Division: All ✕ Filing county/court: All ✕ Filing date: 01/05/2021 To 01/05/2021 ✕ [+Add/Change](#)


[Refresh](#) ⋮

4 results found


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 ⋮
> XP-ATL-21-000006	KAREN T SELIGA		01/05/2021	Regular	Awaiting Judicial Decision		Objection Open ⋮
> XP-MER-21-000001	HALSEY KHALID	200325H	01/05/2021	Regular	Pending Prosecutor Review		Open ⋮
> XP-ATL-21-000007	SAMMY DOUGGAR	770101L	01/05/2021	Regular	Pending Prosecutor Review		Open ⋮

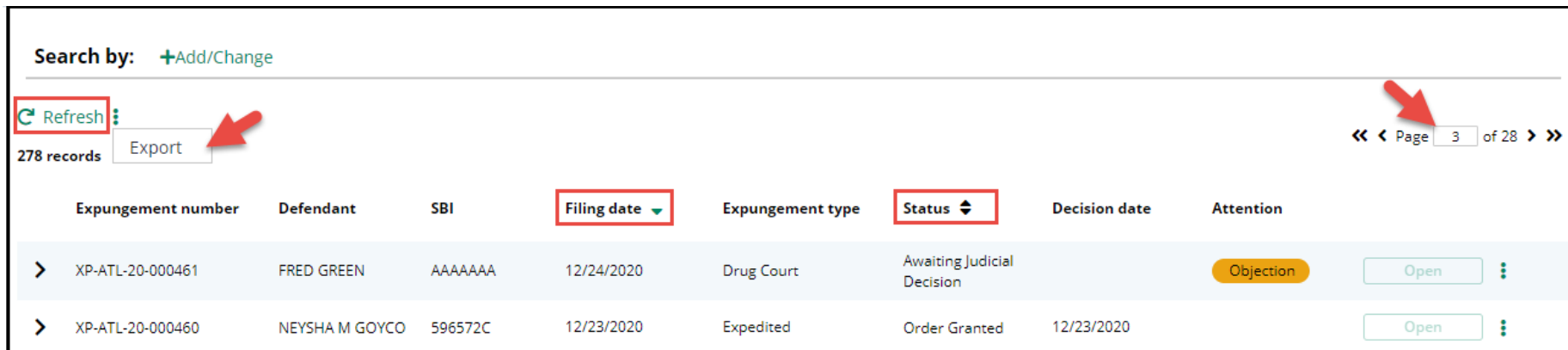
In Progress Workbasket Expand/Collapse Records

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



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 
Date of birth		Filing county/court		Prosecutor response		State police opinion	
08/02/1985		Atlantic		Objection		---	
Hearing date							

In Progress Workbasket Refresh/Export/Sort/Pagination

- Click the Refresh icon 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.
- 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.



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

Refresh  Export 

278 records

Navigation: << < 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 <input type="button" value="Open"/>
> XP-ATL-20-000460	NEYSHA M GOYCO	596572C	12/23/2020	Expedited	Order Granted	12/23/2020	<input type="button" value="Open"/>

In Progress Workbasket Action Menu

- Upon clicking the icon with three dots, (⋮) the following actions are available: Upload Documents and View Expungement Case Jacket

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 ⋮

View Expungement Case Jacket

Upload Documents

In Progress Workbasket Action Menu - Upload Document

- From the workbasket, 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.

Document name *	Filed date *	Document type *	Document description
Expungement Upload 1.pdf	1/7/2021	Select..	

Document type dropdown options: Select.., Brief, Complaint, Judgment of Conviction, Judgment of Dismissal, Order, Petitioner Response Letter, Pre Sentencing Investigation, Prosecutor Response Letter, Revised Proposed Order, Other.

In Progress Workbasket Action Menu – View Expungement Case Jacket

- From the workbasket, choose the action “View Expungement Case Jacket”, then click on the “Documents” tab.

Filed Date	Defendant Name	Filings	Docket Text	Transaction ID	Entry Date	Entered by
10/04/2021	JONAH BRUCE		PARTY COURT HISTORY REPORT generated	XPN20219334	10/04/2021	System
10/04/2021	JONAH BRUCE		PETITION FOR EXPUNGEMENT submitted by V [REDACTED]	XPN20219335	10/04/2021	[REDACTED]
10/04/2021	JONAH BRUCE		PROPOSED ORDER submitted by Venkata Pamidi	XPN20219336	10/04/2021	[REDACTED]
07/05/2022	JONAH BRUCE		PROSECUTOR RESPONSE - OBJECTION by STACY PANCHEO of CAPE MAY COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XPN20219336]	XPN20225888	07/05/2022	900032020
07/05/2022	JONAH BRUCE		PROSECUTOR RESPONSE LETTER submitted by STACY PANCHEO of CAPE MAY COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XPN20219336]	XPN20225889	07/05/2022	900032020
07/05/2022	JONAH BRUCE		PETITION FOR EXPUNGEMENT returned by STACY PANCHEO of CAPE MAY COUNTY PROSECUTOR'S OFFICE re: PETITION FOR EXPUNGEMENT [XPN20219335]	XPN20225890	07/05/2022	900032020
07/05/2022	JONAH BRUCE		Brief submitted by STACY PANCHEO of CAPE MAY COUNTY PROSECUTOR'S OFFICE	XPN20225891	07/05/2022	900032020

View Expungement Case Jacket

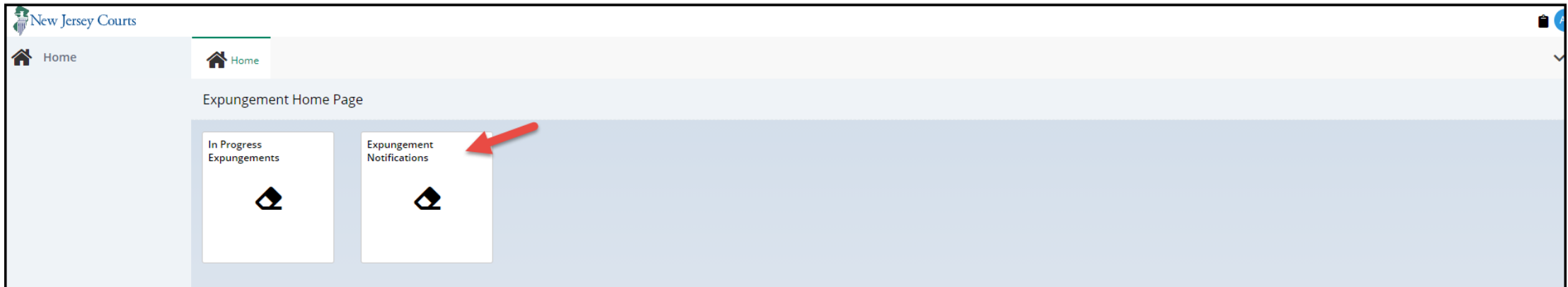
- Click (☰) to sort the columns in ascending or descending order. Default sort is by earliest Entry Date.
- Below is a description of each column header:
 - **Filed Date** – date the petition/proposed order are filed.
 - **Defendant Name** – name of the defendant whose petition is filed.
 - **Filings** – 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.

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

- From the Expungement Home Page, select Expungement Notifications tile



Expungement Notifications Workbasket

- The Expungement Notifications workbasket will display expungement cases in the county/venue for which the expungement petition was submitted or granted.
- As a notified party, you will click the Open button on a case in “New Petition”, “Revised Petition” or “Order Granted” status to and review it and take the necessary action. Once submitted, the Status is updated to “Expunged.”

Expungement Notifications

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

Refresh

27 results found << < Page 1 of 3 >>

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Notification venue	
> XP-ATL-20-000254	SAMMY DOUGGAR	770101L	10/22/2020	Regular	Order Granted	Atlantic	Open
> XP-ATL-20-000394	JONAH D BRUCE	810033C	12/01/2020	Regular	New Petition	Atlantic	Open
> XP-ATL-20-000350	KAREN T SELIGA		11/22/2020	Regular	Order Granted	Atlantic	Open
> XP-ATL-20-000399	HENRY M LAST	109109Z	12/03/2020	Regular	Order Granted	Atlantic	Open

Expungement Notifications Workbasket (cont.)

The following columns are displayed:

- **Expungement number:** the number generated by the system when the Public Defender submits the proposed order.
- **Defendant:** Defendant's name in the format, 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 was submitted. Default sort is by earliest date.
- **Expungement Type:** identifies the type of expungement (i.e. Drug Court, Regular, Clean Slate)
- **Status:** indicates the petition's status and will display as "New Petition", "Order Granted", "Expunged"
- **Notification Venue:** identifies the municipality, township, county, or statewide depending on the user role accessing the workbasket.

Technical Assistance

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

Judiciary Help Desk: 609-421-6100

After Hours: 1-800-343-7002