

eCourts Expungement System Notified Parties User Guide

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	<u>Screenshot</u>	
 Internal users will access the system by clicking on Favorites in Internet Explorer browser and selecting Judiciary Links→Criminal→Automated Trial Courts Systems Portal. 	Tools Help Page < Safety < Tools < 2 < 10 minute	Add to favorites Favorites History Judiciary Links Civil Ciminal Comman Courts System DC Form Generation System JOC Form Generation System
 Superior Court of NJ - Criminal and Family Divisions County Probation Division staff The Administrators of Municipal Courts 	Essential Links Please Note NJ Courts COVID 19 Information Center State of New Jersey Expanding Grand Juries; Excludable Time; Relaxing Pre-Indictment Discovery; Provisional New I Indictment Hearing (Oct. 08, 2020) AOC Conference Center Update on Courd Operations During 'Phase 2.5' of the Supreme Court's Post-Pandemic Plan (S 23, 2020) AOC Web Reporting Phase 2 of Post-Pandemic Plan – HR Policies (June 16, 2020) Broadcast Message Archives Read all announcements related to COVID-19 here. (Dec. 9, 2020) Criminal Justice Reform Information Read all announcements related to COVID-19 here. (Dec. 9, 2020) For more information about COVID-19 here. (Dec. 9, 2020) For more information about COVID-19 here. (Dec. 9, 2020)	 JOL Form Generation System NVKids Agency Portal Promis-Gavel Public Access Family HR IT Judicial Education Probate Probate Probation SCCO OMAS InForm Forms Clearinghouse and Repository

2. External users sign in by Use the below URL to Login. entering valid user credentials on Enterprise https://portal-cloud.njcourts.gov/prweb/PRAuth/CloudSAMLAuth?AppName=ESSO SSO login screen. They include: • Attorney General's Office - Division of Criminal New Jersey Courts Justice, Records and Log in help Enter user ID and password. If you have been provided with a temporary password login below Identifications Unit To request information about your existing ID click Forgot User ID? User ID Forgot User ID? • New Jersey State Police -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 **Expungement Unit** Password Forgot Password? 3. An email will be sent to the email address used to activate the account 4. Open the email and follow the instructions Password • Juvenile Justice 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. Commission Login To access the New Jersey Courts website click NJCourts.gov Resend Activation Emai • New Jersey State Parole Browser compatibility Board 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 New Jersey State this issue, please use another browser (e.g., Chrome, Microsoft Edge, Safari, Firefox) Department of Corrections • The County Prosecutor's office • Sheriff's Department -**County Identification** Bureaus • NJ County Jails NJ Police departments ٠

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

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

matters such	's Problem Reporting Desk is	available at 1-609-421-6100,	, 24 hours a day, 7 days a wee	k. Users can report any mai	ter at any time. All emergent	matters, such as system	outages, will be addressed imme	ediately. For non-
business day	after 8am.	nis neip besk phone support	is available worlday through Fi	uay nom 6.00 am – 5.00 p	m. For non-emergent matters	reported outside of norm	ai pusitiess tiours users will rece	ive a call back li
Please be ad distributed or	vised that, pursuant to Order made public.	of the Supreme Court, a defe	ndant's PSA is a CONFIDENTI	AL court record to be used	by the Court, attorneys of rec	ord, and law enforcement	personnel <u>only</u> . A defendant's F	² SA should <u>not</u> b
eMACS Portal	eCourts	eCourts Expur System	gement Family	Judiciary Ele Document S	ctronic Public Acces	is Report	5 🚦	
3		· d	2 🏛		2			
	C.	Z.	Z	C.	C.	C ²	Z	



5. The Expungement Notifications workbasket will Search by: +Add/Change display expungement cases in the C Refresh county/municipality/venue 35 records SBI Defendant Filing date ≜ Notification venue Expungement number Expungement type Status for which the expungement XP-CPM-20-000076 JONAH BRUCE 810033C 12/09/2020 Regular New Petition Cape May was granted, or, for some XP-CPM-20-000077 > WAYMON HAWKINS 841759C 12/09/2020 Cape May users, where a Regular or Clean Slate New Petition XP-ATL-20-000405 JONAH D BRUCE 810033C Cape May Clean Slate petition was > 12/04/2020 Regular New Petition submitted. > XP-CPM-20-000073 AYMERIC LAPORTE 12/02/2020 Clean Slate Order Granted Cape May ✓ XP-CPM-20-000070 CLAUDIO BRAVO 222288V 12/01/2020 New Petition Cape May Clean Slate Click on the twisty ("v" Date of birth Filing county/court State police opinion Hearing date 11/02/1980 Cape May symbol) to expand/collapse Decision date to view more case information. Click "Open" to review the expungement order details.

<< < Page 1 of 4 > >>

Open :

Open :

Open :

Open

Open 🚦

6	5. Click the Export icon next to									
	Refresh icon to download an									
	Excel file with the	Se	arch by: +Add/Chan	ge						
	workbasket details.	C' Re 35 rec	ords							<pre><< < Page 1 of 4 > >></pre>
			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,"	Defendant information							
defendant and the	Defendant name RHONDA BURG	Date of birth 04/10/2000	SBI 180227J	Alias RHOSY R BUGGA				
information will be	Address 188 PARK AVE, BURLINGTON, NJ 08016	Contact number	E-Mail BARBIE999@AOL.COM					
displayed.	Petition for expungement							
A PDF version of the final order and PCH Report are also available for review	Expungement type Regular Related Links PCH Report Final Order	Filing county/court ATLANTIC	Filer Private Attorney	Filing date 01/19/2022				
under the "Related Links"	Response							
section. Click on hyperlink to view the final order.	 Select the appropriate radio button after reviewing the expungement order. Notification venue Atlantic 							
Save or Cancel to close this expungement notification.	The defendant/case details have bee There are no records to be removed Additional details	en removed from the source system. from the source system.						
				Cancel Save Submit				

8. After removing the									
defendant/case information	Defendant information								
from your source system,	Defendant name	Date of birth	SBI	Alias					
open the expungement task	RHONDA BURG	04/10/2000	180227]	RHOSY R BUGGA					
for the corresponding	188 PARK AVE, BURLINGTON, NJ 08016	Contact number	E-Mail BARBIE999@AOL.COM						
defendant/case and click the									
radio button to confirm that	Petition for expungement								
you have reviewed the	Expungement type Regular	Filing county/court ATLANTIC	Filer Private Attorney	Filing date 01/19/2022					
expungement order and that	Related Links								
the defendant/case details	PCH Report Final Order								
have been removed from	Response								
your source system.	Select the appropriate radio button after	reviewing the expungement order.							
	Notification venue								
Otherwise, click the radio	The defendant/case details have be	The defendant/case details have been removed from the source system.							
button to confirm that there	 There are no records to be remove 	d from the source system.							
are no records to be	Additional details								
removed from the system.									
Enter any additional details									
and click Submit to complete				Cancel Save Submit					
your task.									
9. Upon submission, a message									
is displayed that confirms the									
expungement was	 Expungement task has been successfull Expungement task XP-ATL-22-000080 	l y completed. for RHONDA BURG will remain on w	our workbasket for 30 days	×					
completed.	Expangement task xP-ATE-22-000000	for KnowbA boka wiirremain on y	our workbasket for 50 days.						
				Close					

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 order can be viewed via the View Attachments menu from the workbasket.

Se	arch by: +Add/Chang	<u>7</u> 9							
C ^I Re	fresh							<pre><< < Page 1 of 4 > >></pre>	
35160	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	Expunged	Cape May	Open	
>	XP-CPM-20-000072	TROY DEENEY	222288C	12/01/2020	Clean Slate	Order Granted	Cape May	Open	coments

11. "New Petition" status: Defendant and petition information will be displayed. A PDF version of the petition and proposed	Defendant information Defendant name Date of birth SAMMY DOUGGAR 05/05/1990 Address Contact number My Address 1, My Address 2, Trenton, NJ 609-815-2900 08800 Contact number	SBI 770101L E-Mail ERICA.MATHUR@NJJUDLAB.NJCOURTS.GOV	Allas
order are available for review under the "Related Links" section. Click on the links to review the petition and proposed order.	Petition for expungement Expungement type Filing county/court Regular ATLANTIC Related Links Petitions Proposed Order Response ① Notification venue Atlantic	Filing date 12/04/2020	Filer Pro se
12 Click the checkbox to confirm	Please confirm that you have reviewed the expungement petition/proposed order.		Cancel Save Submit
that you have reviewed the expungement petition and proposed order. Then click	Defendant information Defendant name Date of birth SAMMY DOUGGAR 05/05/1990 Address Contact number My Address 1, My Address 2, Trenton, NJ 609-815-2900 08800 Contact number	SBI 770101L E-Mail ERICA.MATHUR@NJJUDLAB.NJCOURTS.GOV	Alas
the Submit button.	Petition for expungement Expungement type Filing county/court Regular ATLANTIC Related Links Petition: Petition: I Proposed Order	Filing date 12/04/2020	Filer Pro se
	Notification venue Atlantic Please confirm that you have reviewed the expungement petition/proposed order.		Cancel Save Submit

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.

Se C' R	Search by: +Add/Change C' Refresh :									
35 re	cords							<pre></pre> < < < < Page 1 of 4 > >>		
	Expungement number	Defendant	SBI	Filing date 🛛 🚽	Expungement type	Status 🖨	Notification venue			
>	XP-CPM-20-000076	JONAH BRUCE	810033C	12/09/2020	Regular	Reviewed	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 :		

- 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:
 - o Defendant name
 - o Filing date
 - o Decision date
 - o SBI number
 - o 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

Sea C ^e Re	Search by: +Add/Change C Refresh : 189 records										
189 re	cords Expungement number	Defendant	SBI	Filing date 👻	Expungement type	Status 🗢	Decision date	Attention	W Page OF 19 7 //		
>	XP-ATL-21-000052	LINDA HAROLD	760010M	02/18/2021	Clean Slate	Awaiting Judicial Decision		Objection	Open		
>	XP-ATL-21-000045	JONAH D BRUCE	810033C	02/16/2021	Drug Court	Awaiting Judicial Decision		Objection	Open		



workbasket by clicking the "x" in the search pills or	Se	earch by: Expungeme	ent Type: All 🗙	Court/Division	: Criminal 🗙	Filing county/court: ATL		Filing date: 02/24/202	21 To 02/24/2021 🗙	+Add/Change
selecting "+Add/Change"	C ⁴ R 2 res	lefresh								
and "Close."		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 Judicia Decision		Objection	Open
	>	XP-ATL-21-000066	HENRY M LAST	109109Z	02/24/2021	Drug Court	Pending Prosecutor Revi	ew		Open