New Jersey Courts
Independence • Integrity • Fairness • Quality Service

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	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.	
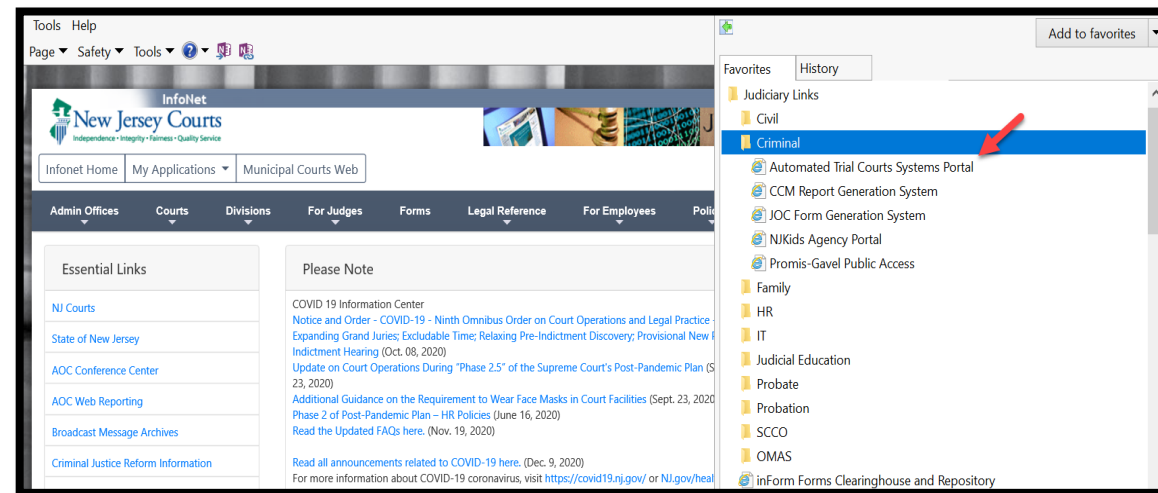
For Superior Court of NJ users – Links→Criminal and Family→Automated Trial Courts Systems Portal. **For County Probation Division staff**–Links→Criminal →Automated Trial Courts Systems Portal.	
2. External users sign in by entering valid user credentials on Enterprise SSO login screen. They include: • 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

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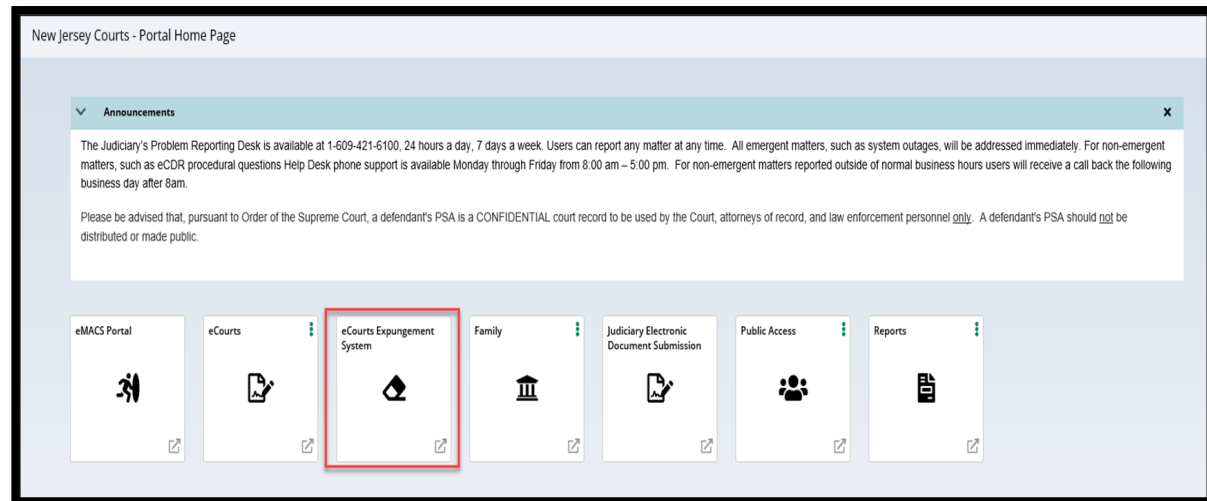
4. On the home page of the eCourts Expungement System, click on "Expungement Notifications" to access your workbasket.

You may also see "In Progress Expungements" and/or "Initiate Expungement" and/ or Marijuana Decriminalization tile(s) if you also have that access.
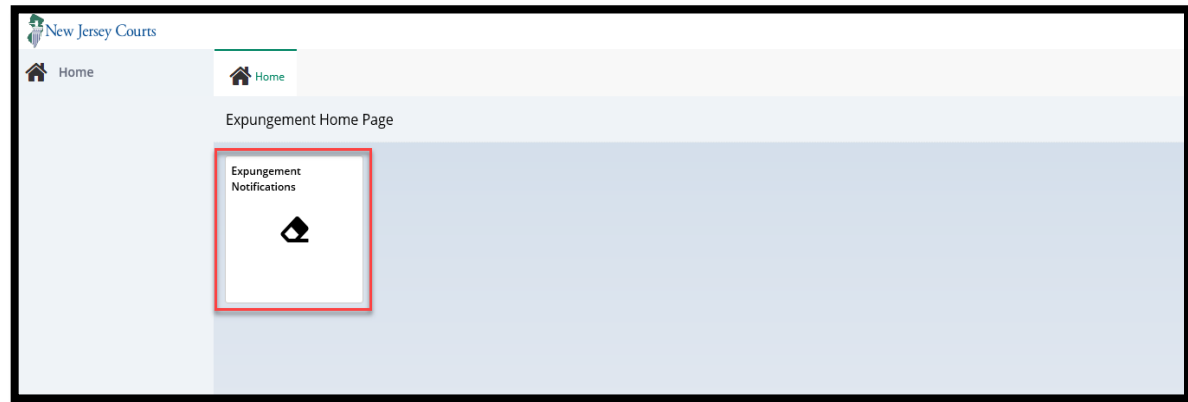
5. The Expungement Notifications workbasket will display expungement cases in the county/municipality/venue for which the expungement was granted, or, for some users, where a Regular or Clean Slate petition was submitted.

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

Click "Open" to review the expungement order details.

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.

	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	⋮

Search by: +Add/Change

Refresh ⋮ Export

35 records

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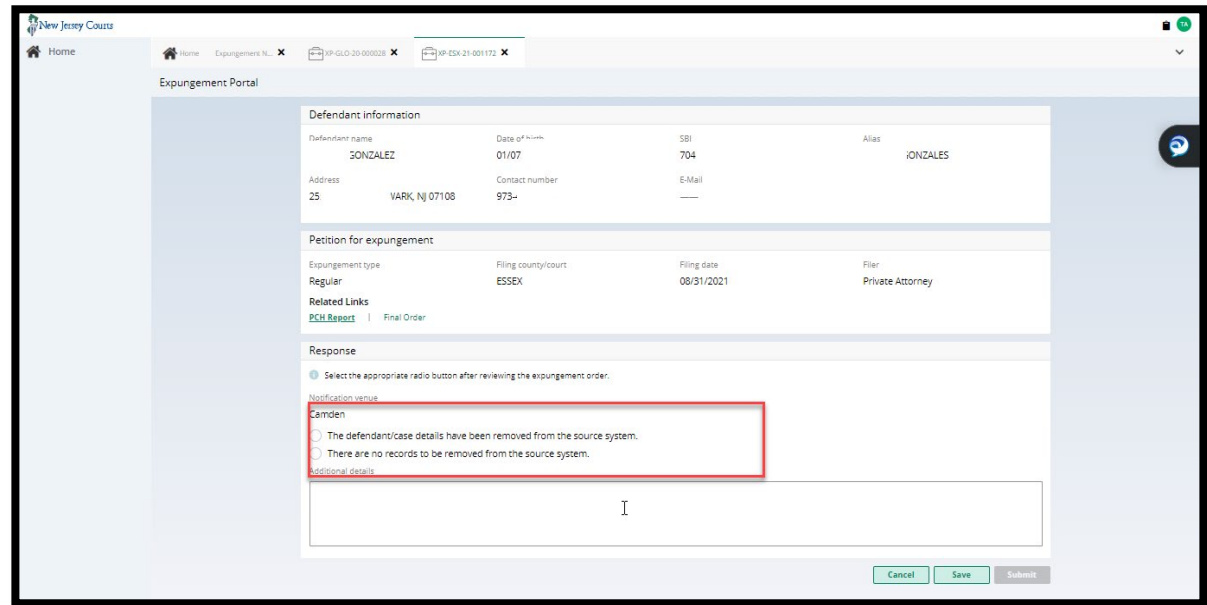
8. After removing the defendant/case information from your source system, open the expungement task for the corresponding defendant/case, choose and select the appropriate option to confirm that you have reviewed the expungement order and that the defendant/case details have been removed from your source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

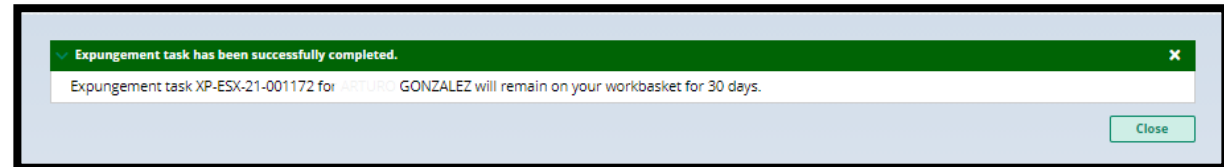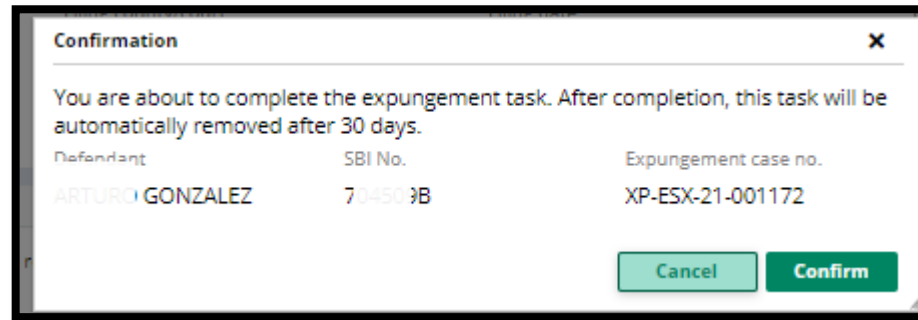Click Submit to complete your task.

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.	**Confirmation** ✕ You are about to complete the expungement task. After completion, this task will be automatically removed after 30 days. Defendant SBI No. Expungement case no. ARTURO GONZALEZ 7 04509B XP-ESX-21-001172 Cancel Confirm ✓ **Expungement task has been successfully completed.** ✕ Expungement task XP-ESX-21-001172 for ARTURO GONZALEZ will remain on your workbasket for 30 days. Close
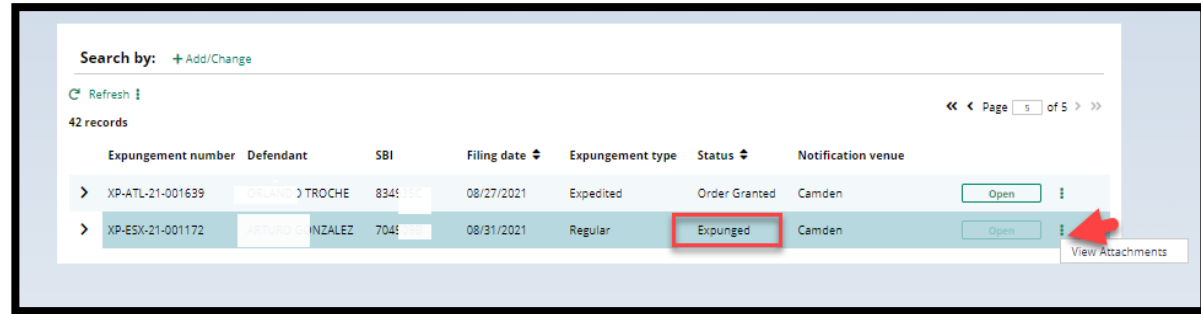
10. Once the review of the expungement case has been submitted, the status will change to "Expunged." Expunged cases will remain on your workbasket for 30 days.

Click Refresh to refresh your workbasket.

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

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.

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
DREXEL AVENUE, E HARBOR TWP, NJ 08234	609-51	——

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

☑ 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.

Search by: + Add/Change								
C Refresh ⋮								« ‹ Page 16 of 16 › »
156 records								
Expungement number	Defendant	SBI	Filing date ⇕	Expungement type	Status ⇕	Notification venue		
› XP-ATL-21-001632	F POLEY	26409	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	2(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:

  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

workbasket by clicking the "x" in the search pills or selecting "+Add/Change" again, then clicking "Reset" 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 Judicial Decision		Objection	Open	
>	XP-ATL-21-000066	HENRY M LAST	109109Z	02/24/2021	Drug Court	Pending Prosecutor Review			Open	

Search by: Expungement Type: All ✕ | Court/Division: Criminal ✕ | Filing county/court: ATLANTIC ✕ | Filing date: 02/24/2021 To 02/24/2021 ✕ | +Add/Change

Refresh

2 results found