



New Jersey Courts

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Expungements Training for Public Defenders

Topics

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 - Pagination
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 - Upload Document
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Overview

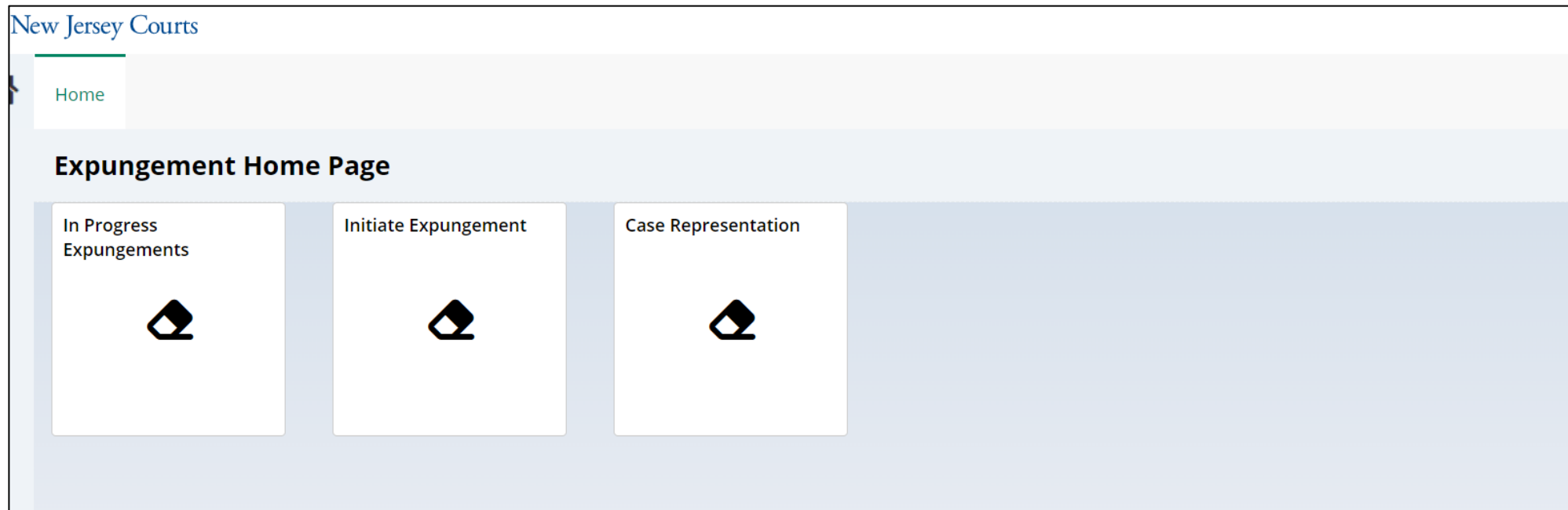
- The Expungement Portal provides an automated mechanism for a Recovery Court expungement petition to be filed, reviewed, amended, vacated and processed by various user roles.
- The petitioner chooses cases to be expunged and submits a petition/proposed order that is reviewed by the Prosecutor.
- The County Prosecutor provides a response to the proposed order and uploads their response letter; they may also return the petition/proposed order to the petitioner for review.
- Court Staff can schedule an expungement hearing manually outside the system. Moreover, they can review the complete list of cases and choose to return the petition/proposed order to the petitioner, save the final order for the judge to review, or submit an expungement decision on behalf of the judge to deny or grant the final order for expungement.
- A Judge can review the complete list of cases within the petition/proposed order and choose to return the petition/proposed order to the petitioner or submit an expungement decision to deny or grant the final order for expungement or dismiss the expungement petition/proposed order.
- The **Drug Court** expungement type changed to **Recovery Court**. This change will be applicable on all newly created cases. Existing cases will still display **Drug Court** as the expungement type.
- County Public Defenders will be able to Amend a Granted or Amended Order Granted

Roles and Access

- **County Public Defenders** can access, review, and submit Recovery Court petitions/proposed orders created by the Central Office Public Defender or initiate and submit a petition/proposed order of their own.
- **County and Central Public Defenders** can also file the following expungement types: Clean Slate, Recovery, Marijuana, Marijuana Decriminalization, Regular and Amended Orders.

Expungement Home Page (cont.)

- County/Central Public Defenders can select the appropriate tile for the desired action:
 - In Progress Expungements - access expungement cases that are still being processed
 - Initiate Expungement - create a new petition for expungement.
 - Case Representation tile - associate attorney to petition



County/Central PD Initiate Expungement Petition (cont.)

- The System will display the Search Results of the case.
- Click Initiate to start the Petition.

Home New x

Initiate Expungement

Please enter case number

Court/Division *
Criminal

County * ATLANTIC Year * 07 Seq.# * 1775 Def.# * 1

Reset Search

Search results

	Case ID	Defendant name	IND/ACC number	Charges	Arrest/Issued date	Disposition	Disposition date	Attention
>	ATL-07-001775-001	JONAH D BRUCE	07-06-01420-I	2C:35-10A(1) ...	04/18/2007	DISMISSED	10/12/2007	Initiate

Cancel

County/Central PD Initiate Expungement Petition (cont.)

- The system will display the Expungement Type list.
- Select **Expungement Type** from the list then click "Confirm."

The screenshot shows the 'Initiate Expungement' web interface. The main form has the following fields: 'Court/Division' (dropdown menu set to 'Criminal'), 'County' (dropdown menu set to 'ATLANTIC'), 'Year' (input field with '07'), 'Seq.#' (input field with '1775'), and 'Def.#' (input field with '1'). A 'Search results' table is partially visible, showing a case ID 'ATL-07-001775-00'. A modal window titled 'Select Expungement Type' is overlaid on the form. It contains a list of radio button options: 'Clear Slate (Expungement pursuant to N.J.S.A. 2C:52-5.3)', 'Marijuana (Expungement of the marijuana or hashish offenses included in N.J.S.A. 2C:52-5.1)', 'Recovery Court', 'Marijuana Decriminalization (Expungement of the marijuana or hashish offenses included in N.J.S.A. 2C:52-6.1)', and 'Regular Expungement'. A red arrow points to the 'Marijuana' option. At the bottom of the modal are 'Cancel' and 'Confirm' buttons, with the 'Confirm' button highlighted by a red box.

County/Central PD Expungement Petition Screen

- The system will retrieve the defendant's information based on the case you have entered and display the "Petition" screen. The Defendant information section with defendant details such as Name, SBI, Date of Birth, etc. displays at the top of every screen.

The screenshot displays the 'Expungement Portal' interface. At the top, there are navigation tabs for 'Home' and 'Jonah D Bruce'. The main content area is titled 'Expungement Portal' and features a 'Defendant information' section highlighted with a red border. This section contains the following details:

Defendant information			
Defendant name	Date of birth	SBI	Alias
JONAH D BRUCE	08/02/1985	810033C	---
Address	Contact number	E-Mail	
1655 BEACH AVENUE, ATLANTIC, NJ 08401	609-399-7736	---	

Below the defendant information is a 'Quick Links' section with a warning icon and the text 'Please review the enclosed PCH report' and a link to 'PCH Report'. A navigation bar includes 'Petition >', 'Retrieved Cases', 'Additional Cases', 'Case List', and 'Proposed Order'. The 'Petition for expungement' section contains the following details:

Filer	Expungement type
County Public Defender	Recovery Court
Court/Division	Filing county/court *
Criminal	ATLANTIC

At the bottom of the main content area is an 'Add documents' section with a '+ Add documents' link. At the very bottom right of the page are 'Cancel' and 'Next' buttons.

County/Central PD Expungement Petition Screen (cont.)

- The "Petition" screen displays a drop-down menu with a list of counties the expungement type, Court/Division and Filer. The "Filing county" will default to your county, but it can be changed. Click "Next" at the bottom of the screen to proceed.
- A section displaying Quick Links will display allowing you to click and view documents and more such as the **PCH Report**. This must be reviewed in order to Submit the Petition.
- You can add documents with the "+ADD documents" button as well.

The screenshot displays the 'Expungement Portal' interface for user 'Jonah D Bruce'. The page is divided into several sections:

- Defendant information:** A table with fields for Defendant name (JONAH D BRUCE), Date of birth (08/02/1985), Address (1655 BEACH AVENUE, ATLANTIC, NJ 08401), SBI (810033C), Contact number (609-399-7736), E-Mail, and Alias.
- Quick Links:** A section with a warning icon and the text 'Please review the enclosed PCH report' and a link to 'PCH Report'.
- Petition for expungement:** A section with tabs for 'Petition', 'Retrieved Cases', 'Additional Cases', 'Case List', and 'Proposed Order'. It includes fields for Filer (County Public Defender), Expungement type (Recovery Court), Court/Division (Criminal), and Filing county/court (ATLANTIC).
- Add documents:** A section with a '+ Add documents' button.

At the bottom right, there are 'Cancel' and 'Next' buttons.

County PD/Central Expungement Save/Cancel Petition

- As you move through the petition/proposed order screens, you will have the option to save or cancel at any time using the buttons on the bottom right. Remember to click "Save" before closing the petition/proposed order if you are unable to complete it in one session. The saved petition will display in your Workbasket with a status of "New."

Add documents

+ Add documents


Back

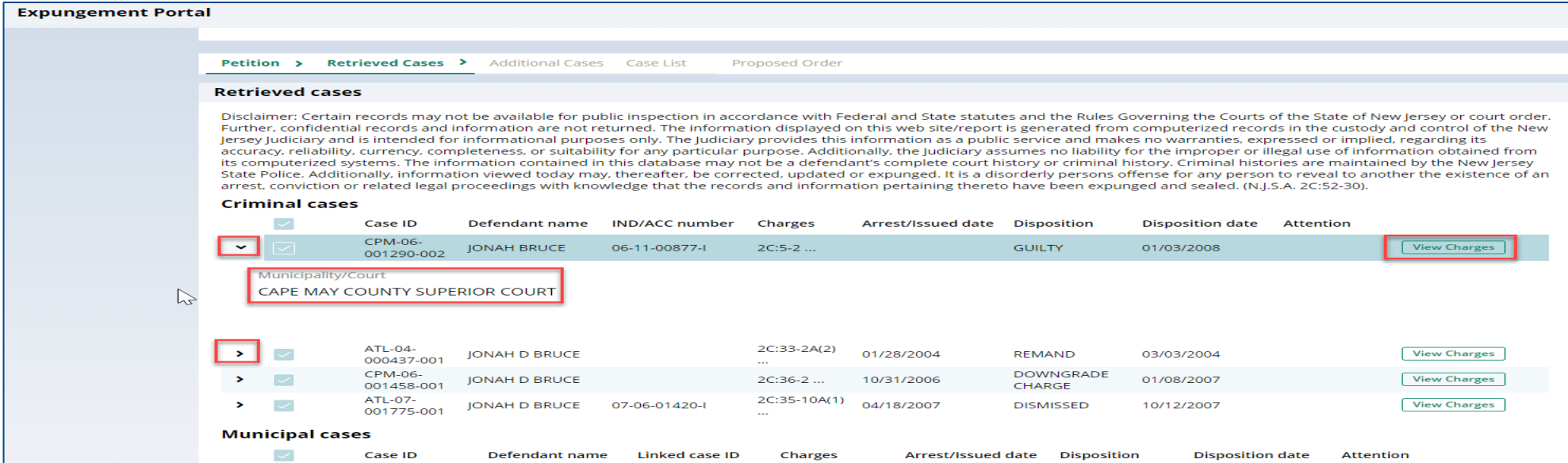
Cancel

Save

Next

County PD Expungement Retrieved Cases Screen

- The "Retrieved Cases" screen lists all the defendant's cases the system has retrieved from various source systems. They are listed in sections according to type: Criminal, Municipal, and Family. You may expand the case line entry using the  to see the Municipality/Court information about the case.
- Clicking on **View Charges** displays the Chare Information about the case.



Expungement Portal

Petition > Retrieved Cases > Additional Cases Case List Proposed Order

Retrieved cases

Disclaimer: Certain records may not be available for public inspection in accordance with Federal and State statutes and the Rules Governing the Courts of the State of New Jersey or court order. Further, confidential records and information are not returned. The information displayed on this web site/report is generated from computerized records in the custody and control of the New Jersey Judiciary and is intended for informational purposes only. The Judiciary provides this information as a public service and makes no warranties, expressed or implied, regarding its accuracy, reliability, currency, completeness, or suitability for any particular purpose. Additionally, the Judiciary assumes no liability for the improper or illegal use of information obtained from its computerized systems. The information contained in this database may not be a defendant's complete court history or criminal history. Criminal histories are maintained by the New Jersey State Police. Additionally, information viewed today may, thereafter, be corrected, updated or expunged. It is a disorderly persons offense for any person to reveal to another the existence of an arrest, conviction or related legal proceedings with knowledge that the records and information pertaining thereto have been expunged and sealed. (N.J.S.A. 2C:52-30).

Criminal cases

	Case ID	Defendant name	IND/ACC number	Charges	Arrest/Issued date	Disposition	Disposition date	Attention
<input checked="" type="checkbox"/>	CPM-06-001290-002	JONAH BRUCE	06-11-00877-I	2C:5-2 ...		GUILTY	01/03/2008	View Charges
<input checked="" type="checkbox"/>	ATL-04-000437-001	JONAH D BRUCE		2C:33-2A(2) ...	01/28/2004	REMAND	03/03/2004	View Charges
<input checked="" type="checkbox"/>	CPM-06-001458-001	JONAH D BRUCE		2C:36-2 ...	10/31/2006	DOWNGRADE CHARGE	01/08/2007	View Charges
<input checked="" type="checkbox"/>	ATL-07-001775-001	JONAH D BRUCE	07-06-01420-I	2C:35-10A(1) ...	04/18/2007	DISMISSED	10/12/2007	View Charges

Municipal cases

	Case ID	Defendant name	Linked case ID	Charges	Arrest/Issued date	Disposition	Disposition date	Attention
--	---------	----------------	----------------	---------	--------------------	-------------	------------------	-----------

County PD/Central Expungement Retrieved Cases Screen (cont.)

- **Charge Information** displays the Indictment/Accusation number, charges, arrest or complaint issued date, disposition and disposition date on the case line entry. Expanding the case shows the associated complaint(s), and full charge information.

Charge information for CPM-06-001290-002

Indictment/Accusation: 06-11-00877-1

CPM-06-001290-002 [Expand all](#) | [Collapse all](#)

Disposition information

Complaint number not available

Charges	Charge disposition
2C:5-2 CONSPIRACY - DEGREE 2	03/07/2008-DISMISSED - DISMISS PLEA BARG
Auxiliary charges: 2C:12-1B(1) AGG ASSAULT- ATTEMPT/CAUSE SBI PURP/KNOW/RECKLESS	

W-2006-000641-0508

Charges	Charge disposition
2C:12-1B(7) AGG ASSAULT- ATTEMPT/CAUSE SIGNIFICANT BODILY INJURY - DEGREE 3	02/16/2007-GUILTY - GUILTY PLEA LESS IND

Sentence Information

Sentence date	Sentence
03/07/2008	INCARCERATION: 000Y 00M 060 PROBATION: 04Y 00M FINES/FEES: \$207.00

Additional case details (This information will appear on the Petition PDF, where applicable)

County/Central PD Expungement Retrieved Cases Screen (cont.)

- Municipal cases display the linked Criminal case if applicable, charges, arrest or complaint issued date, disposition and disposition date on the case line entry. Expanding the case shows the complaint status, full charge information, and assigned court.
 - To see any additional cases associated with the Municipal case (e.g. Family FO/FJ docket), hover over the “Linked case ID” field

Municipal cases							
<input checked="" type="checkbox"/>	Case ID	Defendant name	Linked case ID	Charges	Arrest/Issued date	Disposition	Disposition date
▼ <input checked="" type="checkbox"/>	W-2020-000037-1111	HALSEY KHALID	MER-20-030150-001	2C:35-5A(1) ...	03/25/2020		
Status Transferred To		Charges 2C:35-5A(1) MANUF/DISTR CDS OR INTENT TO M - DEGREE 2			Municipality/Court TRENTON MUNICIPAL COURT		
> <input checked="" type="checkbox"/>	W-2020-000036-1111	HALSEY KHALID	MER-20-030149-001	2C:35-10.5A(3) ...	03/25/2020		

Family cases

County/Central PD Expungement Retrieved Cases Screen (cont.)

- Family cases display the defendant's case relationship (Co-defendant, Co-delinquent, Defendant, or Juvenile), charges, arrest or complaint issued date, disposition and disposition date on the case line entry. Expanding the case shows the assigned court. Clicking **View Charges** shows the associated complaint(s), and full charge information.

Family cases									
<input checked="" type="checkbox"/>	Case ID	Defendant name	Case relationship	Charges	Arrest/Issued date	Disposition	Disposition date	Attention	
▼ <input checked="" type="checkbox"/>	FJ-01-002942-00	JONAH BRUCE	JUVENILE/MINOR	2C:20-3 ...	03/26/2000	Not Guilty	05/19/2000		View Charges
Municipality/Court									
ATLANTIC COUNTY FAMILY COURT									
▶ <input checked="" type="checkbox"/>	FJ-05-000579-02	JONAH BRUCE	JUVENILE/MINOR	2C:20-10A ...	08/15/2001	Guilty	10/02/2001		View Charges
▶ <input checked="" type="checkbox"/>	FJ-01-003312-02	JONAH BRUCE	JUVENILE/MINOR	2C:15-1A ...	06/01/2002	Disposed	07/29/2002		View Charges
▶ <input checked="" type="checkbox"/>	FJ-05-001087-03	JONAH BRUCE	JUVENILE/MINOR	2C:12-3 ...	06/01/2002	Guilty	02/04/2003		View Charges
▶ <input checked="" type="checkbox"/>	FJ-05-000700-03	JONAH BRUCE	CO-DELIQ	2C:29-2A ...	09/14/2002	Guilty	10/15/2002		View Charges
▶ <input checked="" type="checkbox"/>	FJ-05-000699-03	JONAH BRUCE	JUVENILE/MINOR	2C:29-2A ...	09/15/2002	Guilty	10/01/2002		View Charges

County PD/Central Expungement Retrieved Cases Screen (cont.)

- **Charges Information** displays the charges, disposition and disposition date on the case line entry. Expanding the case shows the associated complaint(s), and full charge information.

Charge information for FJ-01-002942-00

Expand all | Collapse all

✓ Complaint number not available

Charges	Charge disposition/sentence
2C:20-3 THEFT BY UNLAWFUL TAKING OR DISPOSITION - DEGREE 0	05/03/2000 - DIVERTED
2C:18-2 BURGLARY (POSSIBLY WITH BODILY INJURY AND A WEAPON) - DEGREE 0	05/03/2000 - DIVERTED

Additional case details (This information will appear on the Petition PDF, where applicable)

Cancel Confirm

County/Central PD Expungement Retrieved Cases Screen (cont.)

- Use the check boxes on the left side to deselect a specific case or an entire section of cases and exclude them from the petition/proposed order. Then click "Next."
 - Note: this feature is especially useful when erroneous cases have been retrieved, including those with other SBI numbers. Always verify each case's SBI.

Petition > Retrieved Cases > Additional Cases Case List Proposed Order

Retrieved cases

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Criminal cases

	Case ID	Defendant name	IND/ACC number	Charges	Arrest/Issued date	Disposition	Disposition date	Attention
>	<input checked="" type="checkbox"/>	CPM-06-001290-002	JONAH BRUCE	06-11-00877-I	2C:5-2 ...	GUILTY	01/03/2008	View Charges
>	<input checked="" type="checkbox"/>	ATL-04-000437-001	JONAH D BRUCE	...	2C:33-2A(2) 01/28/2004	REMAND	03/03/2004	View Charges
>	<input checked="" type="checkbox"/>	CPM-06-001458-001	JONAH D BRUCE	...	2C:36-2 ... 10/31/2006	DOWNGRADE CHARGE	01/08/2007	View Charges
>	<input checked="" type="checkbox"/>	ATL-07-001775-001	JONAH D BRUCE	07-06-01420-I	2C:35-10A(1) ... 04/18/2007	DISMISSED	10/12/2007	View Charges

Municipal cases

	Case ID	Defendant name	Linked case ID	Charges	Arrest/Issued date	Disposition	Disposition date	Attention
	No data available							

Family cases

	Case ID	Defendant name	Case relationship	Charges	Arrest/Issued date	Disposition	Disposition date	Attention
>	<input checked="" type="checkbox"/>	FJ-01-002942-00	JONAH BRUCE	JUVENILE/MINOR	2C:20-3 ... 03/26/2000	Not Guilty	05/19/2000	View Charges

County/Central PD Expungement Retrieved Cases Screen (cont.)

- If you save the petition/proposed order and return to it after 24 hours, an informational message will display that advises additional cases may have been added to the source systems since the petition/proposed order was created. Click on the "Refresh" icon to refresh the data from the source systems.

Expungement Portal

Petition > Retrieved Cases > Additional Cases Case List Proposed Order

Retrieved cases

⚠ Updated court data may be available. Court data was last retrieved on 05/13/2020. Please click Refresh to retrieve the latest court data.

[Refresh](#)

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Criminal cases

<input checked="" type="checkbox"/>	Case ID	Defendant name	IND/ACC number	Charges	Arrest/Issued date	Disposition	Disposition date
> <input checked="" type="checkbox"/>	ATL-96-000260-001	PAT TEST CAMPBELL		2C:20-4 ...	03/29/1900	REMAND	01/31/1996
> <input checked="" type="checkbox"/>	ATL-98-003474-002	PAT TEST WATTS		2C:5-2A ...	03/29/1900	MERGED CASE	10/22/1998

County/Central PD Expungement Additional Cases Screen

- The next screen you come to is the "Additional Cases" screen. This screen provides options to add additional cases that were not systematically retrieved to the petition/proposed order.

Petition > Retrieved Cases > Additional Cases > Case List > Judicial Decision

Case search ⓘ

Select from drop-down menu below to add other cases to proposed order/petition that were not identified by the system.

Court/Division *

Select... ▼

Criminal

Municipal

Family

Arrest only records/Older cases

Other (Out of State)

Back Cancel Save Next

County / Central PD Expungement Additional Cases Screen (cont.)

- To conduct a system search for a specific case, select "Criminal," "Municipal," or "Family" from the "Court/Division" drop-down menu, enter the required data in the fields that display, and click "Search." To add the case to the petition/proposed order, click "Add."

Case search

Select from drop-down menu below to add cases to the proposed order/petition that were not identified by the system.

Court/Division *
Criminal

County * Year * Seq.# * Def. # *
MERCER 20 030150 001

Search results

Case ID	IND/ACC number	Charges	Arrest/Issued date	Disposition	Disposition date	Municipality/Court
> MER-20-030150-001	20-04-030150-I	2C:35-10.5A(4) ...	03/25/2020	GUILTY	04/09/2020	MERCER COUNTY SUPERIOR COURT

County/Central PD Expungement Additional Cases Screen (cont.)

- To remove an added case, click "Remove."

Case search

Select from drop-down menu below to add cases to the proposed order/petition that were not identified by the system.

Court/Division *

Select ▼

Added cases

Criminal cases

Case ID	IND/ACC number	Charges	Arrest/Issued date	Disposition	Disposition date	Municipality/Court	
> MER-20-030150-001	20-04-030150-I	2C:35-10.5A(4) ...	03/25/2020	GUILTY	04/09/2020	MERCER COUNTY SUPERIOR COURT	Remove

County/Central PD Expungement Additional Cases Screen (cont.)

- To manually add an out-of-state case, or an in-state record that has not been successfully retrieved, select "Other (Out-Of-State)" or "Arrest only records/Older cases" from the drop-down menu as applicable. Enter the required data in the fields that display. To add the result to the petition/proposed order, click "Add." To remove it, click "Remove." Click "Next" to move on to the following screen.

Petition > Retrieved Cases > Additional Cases > Case List > Proposed Order

Case search

Court/Division *
Other (Out of State) ▼

State *
CONNECTICUT ▼

Case ID *
12345

Additional information *
Defendant plead guilty to a charge of theft by deception in May 1999.

Reset Add

County/Central PD Expungement Case List Screen

- The "Case List" screen displays every case that will be included in the petition/proposed order. Review this screen carefully to be sure the case list is complete and accurate. If any cases are missing an arrest date, you must click the three dots and **Edit Arrest/Issued Date** to add it. If an arrest date is not available, use the complaint issue date. Then, click "Next."

Expungement Portal

Petition > Retrieved Cases > Additional Cases > Case List > Proposed Order

Case List

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

Criminal cases

	Case ID	Defendant name	IND/ACC number	Charges	Arrest/Issued date	Disposition	Disposition date	Attention
>	CPM-06-001290-002	JONAH BRUCE	06-11-00877-I	2C:5-2 ...		GUILTY	01/03/2008	View Charges ⋮
>	ATL-04-000437-001	JONAH D BRUCE		2C:33-2A(2) ...	01/28/2004	REMAND	03/03/2004	View Charges ⋮
>	CPM-06-001458-001	JONAH D BRUCE		2C:36-2 ...	10/31/2006	DOWNGRADE CHARGE	01/08/2007	View Charges ⋮
>	ATL-07-001775-001	JONAH D BRUCE	07-06-01420-I	2C:35-10A(1) ...	04/18/2007	DISMISSED	10/12/2007	View Charges ⋮

County / Central PD Expungement Proposed Order Screen

- The “Proposed Order” screen facilitates the following:
 - Collects data regarding the defendant’s Recovery Court participation
 - Identifies parties who must be notified that the petition/proposed order has been filed
 - Allows you to enter details regarding the defendant’s outstanding financial obligations to the court at the time of filing, if they are known.

County/Central PD Expungement Proposed Order Screen (cont.)

Defendant information

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	609-399-7736	---	

Quick Links
PCH Report

Petition > Retrieved Cases > Additional Cases > Case List > Proposed Order

Proposed Order

Recovery court graduation date * 9/30/2007
Recovery court sentence date * 9/1/2007
Filing date 09/30/2022

Notified parties

The Attorney General of New Jersey

The Superintendent of the New Jersey State Police, Expungement Unit

The Prosecutor of county(ies)	Deputy Clerk of the Superior Court of NJ - Criminal Division	Deputy Clerk of the Superior Court of NJ - Family Division	The Administrator(s) of Municipal Courts(s)
Atlantic, Cape May	Atlantic, Cape May	Atlantic, Cape May	---
Chief(s) of the police department(s)	The county(ies) of Probation Division(s)	County Identification Bureaus (Sheriff's Department)	The Warden of the jail/prison
---	Atlantic, Cape May	Atlantic, Cape May	Atlantic, Cape May

Other applicable party(ies)

- The Commissioner of the New Jersey State Department of Corrections
- x The Superintendent of the Juvenile Justice Commission

+ Add party

Financial obligations/Restitution Details

List of cases and amount to be entered into "Treasurer, State of New Jersey"

Case ID	Amount
	\$

+ Add case

Add documents

+ Add documents

Back Cancel Save Preview Proposed Order Submit

County/Central PD Expungement Proposed Order Screen (cont.)

- The application will automatically add all notified parties. Notable exceptions include Director of the State Parole Board and Commissioner of the NJ State Department of Corrections.
- To add additional notified parties to the petition/proposed order, utilize the drop-down menu labeled "Other Applicable Parties." Make a selection, then click "+ Add" beneath the drop-down.
 - Some parties will require a secondary field selection to identify location, e.g., Chief(s) of Police.

The screenshot shows a web form with several input fields. The 'Other applicable party(ies)' field is the focus, with a dropdown menu open. The dropdown menu contains the following options:

- Select
- The Superintendent of the Juvenile Justice Commission
- The Director of the New Jersey State Parole Board
- The Commissioner of the New Jersey State Department of Corrections
- Division of Criminal Justice, Records and Identification Unit
- The Prosecutor of county(ies)
- Deputy Clerk of the Superior Court of NJ - Criminal Division
- Deputy Clerk of the Superior Court of NJ - Family Division
- The Administrator(s) of Municipal Court(s)
- Chief(s) of the police department(s)
- The county(ies) of Probation Department(s)
- County Identification Bureau(s) (Sheriff's Department)
- The Warden of the jail/prison

A red arrow points to the dropdown menu. The form also includes other fields such as 'The Prosecutor of county(ies)' (Mercer), 'Deputy Clerk of the Superior Court of NJ - Criminal Division' (Mercer), 'Deputy Clerk of the Superior Court of NJ - Family Division' (---), 'The Administrator(s) of Municipal Court(s)' (Trenton Municipal Court), 'Chief(s) of the police department(s)' (Trenton Police Department), 'The county(ies) of Probation Department(s)' (---), and 'County Identification Bureau(s) (Sheriff's Department)' (Mercer).

County/Central PD Expungement Proposed Order Screen (cont.)

- The bottom of the screen features a "Preview Proposed Order" button. This button opens a draft of the Proposed Order PDF that will be generated when you submit the petition/proposed order. It is important to preview the PDF to be certain all necessary information is included.

OFFICE OF THE PUBLIC DEFENDER
Atlantic Region
5914 Main St.
Suite 201
Mays Landing, NJ 08330
PHONE: (609) 625-9111
FAX: (609) 625-4260

IN THE MATTER OF
THE EXPUNGEMENT OF
THE CRIMINAL/JUVENILE RECORDS OF
HALSEY KHALID

SUPERIOR COURT OF NEW JERSEY
LAW DIVISION - CRIMINAL PART
ATLANTIC COUNTY

Civil Action
Expungement Case #: --

**PROPOSED EXPUNGEMENT ORDER
PURSUANT TO N.J.S.A. 2C:35-14(m)(1)**

THIS MATTER having been brought before the Court on behalf of, **HALSEY KHALID A.K.A. Halsey Khalid born April 09, 1990, SBI* number 200325H**, for expungement of records, pursuant to N.J.S.A. 2C:35-14(m); with Atlantic County Prosecutor, representing the State of New Jersey; and Atlantic County Deputy Public Defender, representing the **HALSEY KHALID**, and

HAVING FOUND that the requirements for Expungement under N.J.S.A. 2C:35-14(m) have been satisfied.

IT IS ORDERED this 11th day of June, 2020 that:

The Attorney General of New Jersey,
The Superintendent of the New Jersey State Police, Expungement Unit,
The Prosecutors of the following counties:
Mercer
The Deputy Clerk of Superior Court-Criminal Divisions in the following counties:
Mercer
The Administrators of the following Municipal Courts:
Trenton Municipal Court
The County Identification Bureau (Sheriff's Department):
Mercer
The Chiefs of the following Police Departments:
Trenton Police Department
Remove from their records all information relating to petitioner, for the following:

(1) 03/25/2020 arrest/custody on the charge of violating N.J.S.A. 2C:35-5A(1) MANUF/DISTR CDS OR INTENT TO M - DEGREE 2 (W-2020-000037-1111, MER-20-030150-001, 20-04-030150-1) Trenton City/Mercer County;

(2) 03/25/2020 arrest/custody on the charge of violating N.J.S.A. 2C:35-10.5A(3) PRESC/LEGEND DRUGS-DISTRIBUTE - DEGREE 3 (W-2020-000036-1111, MER-20-030149-001, 20-04-030149-1)

*State Bureau of Identification (SBI)

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Trenton City/Mercer County.

And remove all records concerning the subsequent criminal and/or juvenile proceedings regarding such charges, including any convictions, adjudications of delinquency or dispositions, if applicable, and place such information in the control of a person within the office designated to retain control over expunged records.

IT IS FURTHER ORDERED that any of the above officers or agencies which sent fingerprints and/or any records of the above arrests/convictions/adjudications/dispositions and proceedings to the Federal Bureau of Investigation or any other office or agency shall notify same of this Order and that the agencies designated to retain such records take sufficient precautions to ensure that such records and information are not released.

IT IS FURTHER ORDERED that any records, or the information therein, shall not be released except as provided under the provision of N.J.S.A. 2C:52-1, et seq. and that the persons designated to retain control over expunged records take sufficient precautions to ensure that such records and information are not released.

IT IS FURTHER ORDERED that in response to requests for information or records, the court office or law enforcement agency shall reply that, with respect to the arrest/conviction/adjudication/disposition which is the subject of this Order, there is no record.

IT IS FURTHER ORDERED that the arrest/conviction/adjudication/disposition that is the subject of this Order shall be deemed, in contemplation of law, not to have occurred, and the Petitioner may answer accordingly any questions relating to this occurrence except as provided in N.J.S.A. 2C:52-27.

IT IS FURTHER ORDERED that this Order does not expunge the records contained in the Controlled Dangerous Substance Registry (C.26:2G-17 et seq) or the registry created by the Administrative Office of the Courts pursuant to N.J.S.A. 2C:43-21.

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County/Central PD Expungement Proposed Order Screen (cont.)

- Once you have previewed the Proposed Order, click "Submit." This will open a popup window that asks you to confirm or cancel your submission. If you choose to cancel, you will return to the petition/proposed order and may make any necessary changes.

The screenshot shows a web application interface for submitting an expungement application. A modal window titled "Confirmation" is open in the center, displaying the following information:

Confirmation [X]

You are about to submit the Expungement application for:

Defendant	SBI No.
HALSEY KHALID	200325H

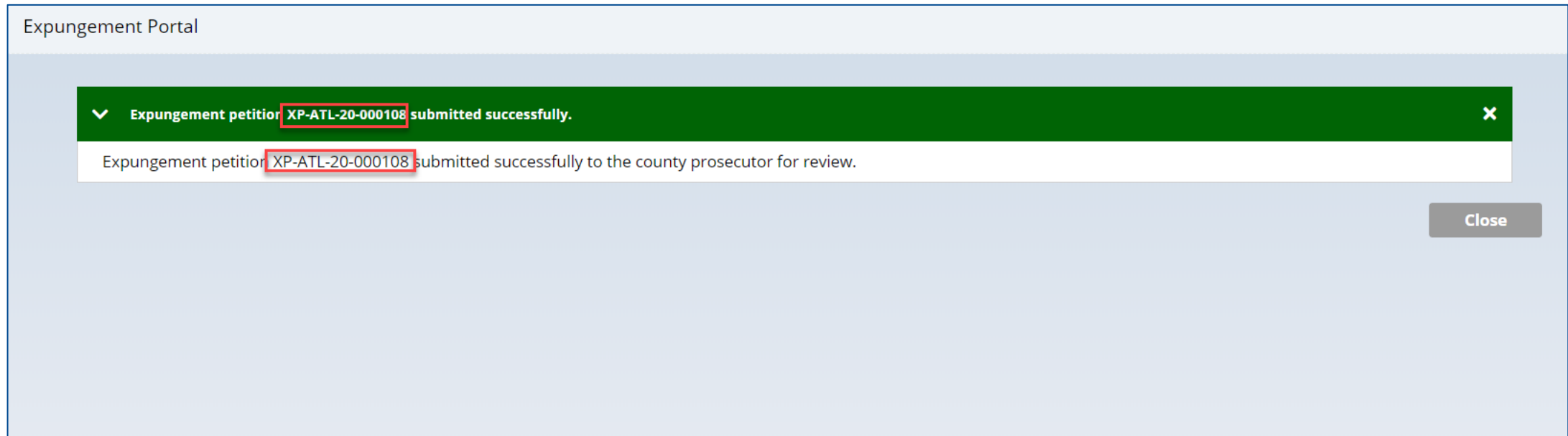
Please confirm before proceeding.

At the bottom of the modal, there are two buttons: "Cancel" (grey) and "Confirm" (green). The "Confirm" button is highlighted with a red rectangular box.

The background interface is dimmed and shows various fields for the application, including "Mercer" for the county, "The county(ies) of Probation Department(s)", "County Identification Bureau(s) (Sheriff's Department)", "The Warden of the jail/prison", "Restitution Details (if applicable)", and "Amount" input fields.

County/Central PD Expungement Proposed Order Screen (cont.)

- Upon confirmation and submission, the system will display a success message at the top of the screen indicating the petition/proposed order was successfully submitted. The system will also generate a unique expungement case number.
- Upon submission of petition, the petitioner will be assigned as the Attorney of Record of the case.



The screenshot displays the 'Expungement Portal' interface. At the top left, the text 'Expungement Portal' is visible. A green notification banner with a white checkmark icon on the left and a white 'X' icon on the right contains the text: 'Expungement petition XP-ATL-20-000108 submitted successfully.' Below this banner, a white message box contains the text: 'Expungement petition XP-ATL-20-000108 submitted successfully to the county prosecutor for review.' The case number 'XP-ATL-20-000108' is highlighted with a red rectangular box in both the green banner and the white message box. In the bottom right corner of the portal area, there is a grey button labeled 'Close'.

County/Central PD Notification e-mail




County/Central Public Defenders will receive an email when they file an expungement, when a petition is returned, and various events about the case. Notification emails will be stored in the Case Jacket to review. The following are the events that trigger a notification to be sent:

- Expungement Petition Filed or Revised
- Amended Expungement Petition is filed or revised
- Prosecutor submits a response to the Petition (Amend as well)
- Prosecutor returns the Petition to the Petitioner (Amend as well)
- Court Staff/Judge provides a Judicial Decision
- Court Staff/Judge provides a Granted Judicial Decision for Amended Order
- A Petition is Withdrawn
- Court Staff modifies the case status from "Pending Prosecutor review" to "Pending Petitioner Response"
- Court Staff modifies the case status from "Revised Petition Prosecutor Review" to "Pending Petitioner Response"
- Hearing Date Scheduled

County PD Notification e-mail - (contd.)

- A copy of the email notification sent to you will display as an envelope icon on the case jacket

Defendant information						
Defendant name	Date of birth	SBI	Alias			
K BAGGETT	05/18/1984	303161D	BAGGETT			
Address	Contact number	E-Mail				
VILLAS, NJ 08251	609-	---				

Filed Date	Defendant Name	Filings	Docket Text	Transaction ID	Entry Date	Entered by
02/20/2024	K BAGGETT		PARTY COURT HISTORY REPORT generated	XPX20242577	02/20/2024	System
02/20/2024	K BAGGETT		PETITION FOR EXPUNGEMENT submitted by ALANA ROBERTS of CAPE MAY COUNTY OFFICE OF THE PUBLIC DEFENDER	XPX20242578	02/20/2024	900022020
02/20/2024	K BAGGETT		PROPOSED ORDER submitted by ALANA ROBERTS of CAPE MAY COUNTY OFFICE OF THE PUBLIC DEFENDER	XPX20242579	02/20/2024	900022020
02/20/2024	K BAGGETT		Hearing is scheduled on 4/22/2024 re: PROPOSED ORDER [XPX20242579]	XPX20242580	02/20/2024	900022020
02/21/2024	K BAGGETT		PROSECUTOR RESPONSE - OBJECTION by STACY PANCHEO of CAPE MAY COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XPX20242579]	XPX20242701	02/21/2024	900032020
02/21/2024	K BAGGETT		PROSECUTOR RESPONSE LETTER submitted by STACY PANCHEO of CAPE MAY COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XPX20242579]	XPX20242702	02/21/2024	900032020
02/22/2024	K BAGGETT		ORDER GRANTED by JUDGE CAROL E HIGBEE of CAPE MAY COUNTY CRIMINAL COURT re: PROPOSED ORDER [XPX20242579]	XPX20242770	02/22/2024	

NJ eCourts Expungement Order Signing Notification – Expungement Case XP-CPM-24-000024

Action Items

Superior Court of New Jersey - Cape May County

The following notice is being sent from eCourts as a result of a Judge signing an order on 02/22/2024 at 09:16 AM:

Defendant Name: K Baggett
Case Caption: I/M/C K Baggett
Case Number: XP-CPM-24-000024
Docket Text: Order Granted by Judge Carol E Higbee of Cape May County Criminal Court re: Proposed Order [XPX20242579]
Transaction ID: XPX20242770

Notice has been electronically sent to:
Office of Cape May County Public Defender ROBERTS ecourts.criminal@njjudlab.njcourts.gov @njjudlab.njcourts.gov

[Login](#) to Expungement Portal to view the expungement case jacket. You will need a valid user ID to view the submitted documents.

For questions, please [contact](#) the Criminal Division in Cape May County.

This email is for notification purposes only and was sent from a notification-only address that cannot accept incoming email. **Please do not reply to this message.**

County/Central PD Expungement Proposed Order Screen (cont.)

- The expungement case status will update to "Pending Prosecutor Review" and become a task item for the County Prosecutor. The "Open" button will no longer be accessible, but you may still use the Action menu to view the case jacket, upload relevant documents, or withdraw the petition/proposed order if necessary.

>	XP-CAM-22-000015	DAVID P TEST	140546C	10/05/2022	Recovery Court	Pending Prosecutor Review	12/05/2022	Open	⋮
>	XP-MID-22-000288	TESTDEF X DECRIM3	414414X	10/05/2022	Regular	Pending Prosecutor Review	12/05/2022	Open	⋮
>	XP-ATL-22-000959	KAREEM C TEST	543595C	10/07/2022	Regular	Pending Prosecutor Review	12/07/2022	Open	⋮

View Expungement Case Jacket

Upload Documents

Withdraw Petition

County/Central PD Expungement Draft Petition Status Cases

- When the Central Office Public Defender creates a petition/proposed order belonging to the County Public Defender's county, it will appear in the County Public Defender's workbasket with a status of "Draft Petition." To process this petition/proposed order, open the record and move through the screens as you would if you were creating the petition, reviewing the information as you go. Make changes as needed, then submit the petition.

Refresh :


66 results found

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Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Hearing date	Attention
> XP-ATL-22-000753	JONAH D BRUCE	810033C	07/13/2022	Drug Court	Draft Petition		Open
> XP-GLO-22-000022	RABEEH A TEST		08/26/2022	Recovery Court	Draft Petition	10/26/2022	Open
> XP-ATL-22-000895	JAMES P MAYS	593231C	09/14/2022	Recovery Court	Draft Petition	11/14/2022	Open
> XP-ATL-22-000919	KENNY DEFICCIO		09/28/2022	Recovery Court	Draft Petition	11/28/2022	Open

County/Central PD Expungement Pending Petitioner Response Status Cases

- Prosecutors reviewing your county's petitions/proposed orders may return them to you for deficiencies or necessary corrections. These petitions/proposed orders will appear in your Workbasket with a status of "Pending Petitioner Response."

Refresh  106 results found

Page 11 of 11

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Hearing date	Attention
> XP-ATL-22-000889	JONAH D BRUCE	810033C	09/13/2022	Recovery Court	Pending Petitioner Response	11/14/2022	Objection Open 
> XP-ATL-22-000892	KENNY DEFICCIO		09/14/2022	Recovery Court	Pending Petitioner Response	11/14/2022	Objection Open 
> XP-ATL-22-000896	JAMES P MAYS	593231C	09/14/2022	Clean Slate	Pending Petitioner Response	11/14/2022	Objection Open 

County PD Expungement Pending Petitioner Response Status Cases (cont.)

- When you open the case, the "Petition" screen will display a section called Prosecutor response details. Use the twisty to expand these notes and review the instructions from the Prosecutor. Make the required changes and submit to generate a revised Proposed Order for the prosecutor's office and court to evaluate.

Prosecutor response details

Please review case/charge level response using the View Charges button [Expand all](#) | [Collapse all](#)

▼ **Prosecutor's response - 10/12/2022**

This is a test to show users where the response will display on the petition screen for Pending Petitioner Review.
Submitted by Prosecutor: ATTYTEST2 M ATTYTEST2 at 10/12/22 12:19 PM

[Petition](#) > [Retrieved Cases](#) [Additional Cases](#) [Case List](#) [Proposed Order](#)

Petition for expungement

Filer: County Public Defender
Expungement type: Recovery Court
Court/Division: Criminal
Filing county/court: ATLANTIC

Related Links
[PCH Report](#) | [Proposed Order](#) | [Prosecutor Response Letter](#)

Add documents
[+ Add documents](#)

[Cancel](#) [Next](#)

Final Orders

- When a final order is issued for an expungement petition/proposed order, the status will update to "Order Denied" "Order Dismissed" or "Order Granted" and remain visible in your Workbasket.

Search by:
 Expungement Type: Recovery Court, Drug Court ✕ Court/Division: Criminal ✕ Filing county/court: All ✕
 Filing date: 07/17/2022 To 09/30/2022 ✕
 + Add/Change

Refresh ⓘ << < Page 1 of 5 > >>

44 results found

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Hearing date	Attention
> XP-ATL-22-000822	TEST A TEST	407892B	08/04/2022	Drug Court	Pending Petitioner Response	10/04/2022	Objection Open ⓘ
> XP-MID-22-000225	LUIS MARTIN	125125K	08/07/2022	Drug Court	Pending Petitioner Response	10/13/2022	Objection Open ⓘ
> XP-MID-22-000226	LUIS MARTIN	125125K	08/07/2022	Drug Court	Awaiting Judicial Decision	10/13/2022	Open ⓘ
> XP-MID-22-000227	LUIS MARTIN	125125K	08/07/2022	Drug Court	Pending Petitioner Response	10/07/2022	Objection Open ⓘ
> XP-ATL-22-000845	BRETT DIDOMENICO	190355C	08/09/2022	Drug Court	Withdrawn	10/11/2022	Open ⓘ
> XP-ATL-22-000852	BRETT DIDOMENICO	190355C	08/10/2022	Drug Court	Order Granted	10/11/2022	Open ⓘ
> XP-MID-22-000235	MICHAEL MEADOW	181214A	08/17/2022	Drug Court	Order Granted	10/17/2022	Open ⓘ
> XP-MID-22-000236	MICHAEL MEADOW	181214A	08/17/2022	Drug Court	Order Granted	10/17/2022	Open ⓘ
> XP-CPM-22-000065	TEST A CAPEMAYS-CAPS-CD	206508E	08/25/2022	Recovery Court	Pending Prosecutor Review	10/25/2022	Open ⓘ
> XP-ATL-22-000878	DAVID F POLEY	264095B	08/29/2022	Recovery Court	Order Denied	10/31/2022	Open ⓘ

County/Central PD Expungement Workbasket

- The Workbasket displays petitions/proposed orders your office has created and/or submitted along with important high-level information specific to each case.
- The expungement cases are removed from the default view, 7 days after it is "Order Denied", "Withdrawn", "Order Granted", or "Amended order Granted". They can be searched for, indefinitely.

Home In Progress E... X

In Progress Expungements

Search by: + Add/Change

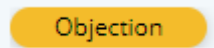
Refresh :

500 records Page 1 of 50

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Hearing date	Attention
> XP-ATL-20-000056	NELSON TEST	905183P	07/24/2020	Drug Court	Pending Petitioner Review		Open
> XP-MON-20-000007	SAM TROY	189251J	06/26/2020	Drug Court	Pending Petitioner Review		Open
> XP-ATL-20-000061	TWORRUNH V OMSPTTEST		04/13/2020	Drug Court	Order Granted		Open
> XP-ATL-20-000064	NELSON TEST	905183P	04/14/2020	Drug Court	Awaiting Judicial Decision	09/23/2022	Open
> XP-ATL-20-000065	TWORRUNH V OMSPTTEST		04/14/2020	Drug Court	Awaiting Judicial Decision	07/29/2022	Open
> XP-ATL-20-000067	PAT TEST A CAMPBELL	196095B	04/28/2020	Drug Court	Awaiting Judicial Decision	07/29/2022	Open
> XP-ATL-20-000068	JENN L MAC	108108Z	04/28/2020	Drug Court	Order Denied	06/03/2020	Open

Workbasket columns

The following columns are displayed by default:

- Expungement number: The system-generated case number when the Public Defender submits the proposed order.
- 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/proposed order was filed and submitted. Default sort is by earliest date.
- Expungement Type: identifies the type of expungement (i.e. Recovery Court).
- Status: indicates the petition's/proposed order's status as it moves through the stages of the process:
 - New, Draft Petition (for Public Defender role only), Pending Prosecutor Review, Pending Petitioner Review, Awaiting Judicial Decision, Denied, Granted.
- Hearing Date: Date when the prosecutors are supposed to process the expungement.
 - The expungement application never actually schedules a hearing.
 - The court can update this date and schedule a hearing date outside of the Expungement System.
- Attention: Displays an icon to the user:
 - Displays  when Prosecutor submits an objection response

Expungement In-Progress Workbasket

- In Progress Expungements contains various functions such as **Group By, add or remove fields** to the column, change the **Density** (by clicking **Show More/less**) of the Workbasket display and create, modify, and remove your **Views**. A new modal window displays the Additional Expungement data, such as Defendant DOB, Filing County/Court, and Decision date. All other functionality Remains the same.



Expungement In-Progress Workbasket

In progress workbasket

Search by: + Add/Change

500 records

Group Fields Show More/Less Refresh Proper >

Case ID	SBI	Filing date	Expungement type	Status	Attention
905183P	905183P	04/14/2020	Drug Court	Awaiting Judicial Decision	Open
196095B	196095B	04/28/2020	Drug Court	Pending Prosecutor Review	Open
905183P	905183P	05/07/2020	Drug Court	Pending Petitioner Response	Open
196095B	196095B	05/11/2020	Drug Court	Pending Prosecutor Review	Open
196095B	196095B	05/13/2020	Drug Court	Order Vacated	Open
139044D	139044D	05/27/2020	Drug Court	Order Vacated	Open
STY 34975B	STY 34975B	05/28/2020	Drug Court	Pending Prosecutor Review	Open
STY 34975B	STY 34975B	05/28/2020	Drug Court	Pending Prosecutor Review	Open
905183P	905183P	06/02/2020	Drug Court	Pending Petitioner Review	Open

1 2 3 ... Next

Export All Close

You can also add below two options to view your In-progress cases as per 'Filer' and 'OPD Consent'

- **Filer:** Displays the name of the individual who filed the petition
- **OPD Consent:** Displays Yes or No for Pro Se initiated cases

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 popup window.

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

Refresh :

500 records

Page 1 of 50

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Hearing date	Attention
> XP-ATL-20-000056	NELSON TEST	905183P	07/24/2020	Drug Court	Pending Petitioner Review		Open ⋮
> XP-MON-20-000007	SAM TROY	189251J	06/26/2020	Drug Court	Pending Petitioner Review		Open ⋮

Workbasket Search (cont.)

- Click +Add search criteria link
- Select a value from the "Search criteria" drop down list and enter the desired search criteria such as
 - Defendant name, Filing date, Decision date, Status, Hearing date, Expungement Case Number or SBI number
- When searching by defendant name, at least 2 characters must be entered in the Last name field and the search is not case sensitive (i.e. you can enter criteria in upper and/or lower case)
- When searching by SBI, exact value must be entered.
- When searching by Expungement case number, County is a dropdown, Year is the 2 digit year, and Sequence Number are required.

Workbasket Search (cont.)

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

Search parameters

Court/Division: Criminal X Clear Expungement Type: ALL X Clear

Filing county/court: ALL X Clear

Search criteria *
X Defendant name *
First name MI Last name *
tro

Search criteria *
X SBI number *
189251J

+ Add search criteria

Close Reset Search

Workbasket Search (cont.)

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

In Progress Expungements

Search by:

Expungement Type: Recovery Court,Drug Court ✕ Court/Division: Criminal ✕ Filing county/court: All ✕ Defendant name: ort ✕

SBI number: 686129c ✕

+ Add/Change

Refresh ↻

13 results found

<< < Page 1 of 2 > >>

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Hearing date	Attention
> XP-MID-20-000025	DENNIS J ORTIZ	686129C	09/25/2020	Drug Court	Pending Prosecutor Review		Open ⋮
> XP-ATL-20-000207	DENNIS J ORTIZ	686129C	09/25/2020	Drug Court	Order Granted		Open ⋮
> XP-ATL-20-000264	DENNIS J ORTIZ	686129C	11/23/2020	Drug Court	Order Granted		Open ⋮

Workbasket Refresh/Export/Sort

- 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, Status, or Hearing Date column to sort the Workbasket information in ascending or descending order by that header.

The screenshot displays the Expungement Portal interface. At the top, there are search filters: "Expungement Type: Recovery Court, Drug Court", "Court/Division: Criminal", "Filing county/court: All", and "Defendant name: ort". Below these is a search bar with "SBI number: 686129c" and a "+ Add/Change" button. The main content area shows a table with 13 results found. The table has columns for Expungement number, Defendant, SBI, Filing date, Expungement type, Status, Hearing date, and Attention. Two rows are visible: one for "XP-MID-20-000025" and one for "XP-ATL-20-000207". Above the table, there are buttons for "Refresh" (highlighted with a red box and arrow), "Export" (with a red arrow), and sort icons for "Filing date", "Status", and "Hearing date" (each with a red arrow). The "Refresh" button is a circular arrow icon. The "Export" button is a document icon. The sort icons are small triangles. The table rows have "Open" buttons and vertical ellipsis menus. The page number "Page 1 of 2" is shown at the bottom right of the table area.

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Hearing date	Attention
> XP-MID-20-000025	DENNIS J ORTIZ	686129C	09/25/2020	Drug Court	Pending Prosecutor Review		Open
> XP-ATL-20-000207	DENNIS J ORTIZ	686129C	09/25/2020	Drug Court	Order Granted		Open

Workbasket Pagination

- 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:

Expungement Type: Recovery Court,Drug Court × Court/Division: Criminal × Filing county/court: All × Defendant name: ort ×

SBI number: 686129c ×

+ Add/Change



Refresh :

13 results found

<< < Page 1 of 2 > >>

	Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Hearing date	Attention
>	XP-MID-20-000025	DENNIS J ORTIZ	686129C	09/25/2020	Drug Court	Pending Prosecutor Review		<input type="button" value="Open"/> ⋮
>	XP-ATL-20-000207	DENNIS J ORTIZ	686129C	09/25/2020	Drug Court	Order Granted		<input type="button" value="Open"/> ⋮

Workbasket Expand/Collapse

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

	XP-MID-22-000239	PAWINA LEE	908070P	09/13/2022	Recovery Court	Pending Prosecutor Review	11/14/2022	Open	
	XP-GLO-22-000022	RABEEH A TEST		08/26/2022	Recovery Court	Draft Petition	10/26/2022	Open	
	Date of birth	Filing county/court		Recovery court sentence date		Recovery court graduation date			
	05/07/2004	Gloucester		08/01/2022		08/07/2022			
	Prosecutor response	Decision date							
	---	---							

Workbasket Actions

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

>	XP-CAM-22-000015	DAVID P TEST	140546C	10/05/2022	Recovery Court	Pending Prosecutor Review	12/05/2022	Open	⋮	
>	XP-MID-22-000288	TESTDEF X DECRIM3	414414X	10/05/2022	Regular	Pending Prosecutor Review	12/05/2022	Open	⋮	View Expungement Case Jacket Upload Documents Withdraw Petition
>	XP-ATL-22-000959	KAREEM C TEST	543595C	10/07/2022	Regular	Pending Prosecutor Review	12/07/2022	Open		

Upload document

- From the Workbasket, choose the action "Upload Document" to open the modal. 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
RegressionTestMarijuanaCountyPDFinal Granted Order.pdf	9/30/2022	Select.. Select.. Brief Complaint Judgment of Conviction Judgment of Dismissal Amended Expungement Order Order of Disposition Petitioner Response Letter Pre Sentencing Investigation Other	

Cancel Save

0818 TEST A TEST 407892B 08/04/2022 Drug Co 22

View Expungement Case Jacket

- From the Workbasket, choose the action “View Expungement Case Jacket”, then click on the “Documents” tab. Below is a description of each column header.
- Filed Date – date the petition is filed.
- Defendant Name – name of the defendant whose petition is filed.
- Filings – displays a paper clip of the PDF document attached to the entry.
- 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.

View Expungement Case Jacket

- Click (☰) to sort the columns in ascending or descending order. Default sort is by earliest Entry Date
- Click the paper clip to view the PDF associated with a particular entry.

The screenshot displays the 'Defendant information' section for case XP-ATL-22-000964. The defendant's name is MICHAEL MEADOW, born 01/01/1971, with SBI 181214A and alias MIKE A MEADOW. The address is 77 SUNSET ST., ANYTOWN, NJ 22277. A 'Documents' button is highlighted with a red box. Below this is a table of filings with columns for Filed Date, Defendant Name, Filings, Docket Text, Transaction ID, Entry Date, and Entered by. A red arrow points to the 'Entry Date' column header, which has a dropdown arrow indicating it can be sorted. The table contains six entries, all dated 10/12/2022, for MICHAEL MEADOW, with various docket text entries and transaction IDs.

Filed Date	Defendant Name	Filings	Docket Text	Transaction ID	Entry Date	Entered by
10/12/2022	MICHAEL MEADOW		PARTY COURT HISTORY REPORT generated	XPN20229868	10/12/2022	System
10/12/2022	MICHAEL MEADOW		PROPOSED ORDER submitted by ATTYTEST1 M ATTYTEST1 of ATLANTIC COUNTY OFFICE OF THE PUBLIC DEFENDER	XPN20229869	10/12/2022	900002020
10/12/2022	MICHAEL MEADOW		Hearing is scheduled on 12/12/2022 re: PROPOSED ORDER [XPN20229869]	XPN20229870	10/12/2022	900002020
10/12/2022	MICHAEL MEADOW		PROSECUTOR RESPONSE - OBJECTION by ATTYTEST2 M ATTYTEST2 of ATLANTIC COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XPN20229869]	XPN20229871	10/12/2022	900012020
10/12/2022	MICHAEL MEADOW		PROSECUTOR RESPONSE LETTER submitted by ATTYTEST2 M ATTYTEST2 of ATLANTIC COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XPN20229869]	XPN20229872	10/12/2022	900012020
10/12/2022	MICHAEL MEADOW		PROPOSED ORDER returned by ATTYTEST2 M ATTYTEST2 of ATLANTIC COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XPN20229869]	XPN20229873	10/12/2022	900012020

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.
- When Court staff changes the status, a case jacket entry will be added denoting the change. When the status is changed to Pending Petitioner Response, an email notification will be sent to the petitioner (private attorney or to the County Public Defender general mailbox if it was initiated by a self-represented litigant).

Submit a Proposed Amended Order

County/Central PD Amend Proposed Order

- Petitioners can file an amended order on a granted order or amended granted order. Each Expungement type - Regular, Clean Slate, Marijuana, Marijuana Decriminalization, Recovery Court (previously Drug Court) can be amended.
- If you save or upload document after initiating amendment the case status will change to "Draft Amended Order" until it's submitted. Other users will still see case in prior status 'Order Granted' or 'Amended Order Granted'.

The screenshot shows the 'In Progress Expungements' page. Search filters include: Expungement Type: All, Court/Division: Criminal, Filing county/court: All, Defendant name: PEREZ. Two results are found:

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Hearing date	Attention
XP-MID-23-000052	PEREZ		02/28/2023	Regular	Amended Order Prosecutor Review	05/01/2023	Open
XP-MID-23-000053	PEREZ		03/02/2023	Regular	Order Granted	05/02/2023	Open

A dropdown menu is open for the second row, showing options: View Expungement Case Jacket, View Notification Status, and Amend Order (highlighted).

County/Central PD Amend Proposed Order – Petition Screen

- After initiating an Amendment, Petition screen is displayed with Defendant information, Case information, Quick link to Case Jacket and hyperlinks to generated documents by Related links

Defendant information

Defendant name PEREZ	Date of birth [input]	SBI [input]	Alias PEREZ
Address [input] CLIFTON, NJ 07011 	Contact number [input]	E-Mail [input]	

Quick Links
[View Expungement Case Jacket](#)

[Petition](#) > [Additional Cases](#) [Case List](#) [Proposed Order](#)

Petition for expungement

Filer Private Attorney	Expungement type Regular
Court/Division Criminal	Filing county/court * MIDDLESEX

Related Links
[Petition](#) | [Prosecutor Response Letter](#) | [Final Order](#)

Add documents

+ Add documents

[Cancel](#) [Next](#)

County/Central PD

Amend Proposed Order – Petition Screen- (Contd.)

- You can now change the Expungement Type from Clean Slate to Regular and vice-versa when initiating a proposed amended order
- When the proposed amended order is submitted with updated Expungement Type, a case jacket entry is added indicating the change.

Defendant information

Defendant name: LONNIE
Date of birth: 1
SBI:
Alias: LONNY
Address:
Contact number:
E-Mail:
Quick Links: View Expungement Case Jacket

Petition for expungement

Filer: County Public Defender
Court/Division: Criminal
Expungement type:
Clean Slate
Regular
Clean Slate
Related Links: PCH Report | Petition | Proposed Order | Prosecutor Response Letter | Final Order

Buttons: Cancel, Next

02/06/2024	LONNIE	Expungement Type has been updated from Clean Slate to Regular	XPN20241855	02/06/2024	900042020
02/06/2024	LONNIE	PROPOSED AMENDED ORDER submitted by BRIAN WILLIAMS of MIDDLESEX COUNTY OFFICE OF THE PUBLIC DEFENDER	XPN20241856	02/06/2024	900042020

County/Central PD

Amend Proposed Order – Additional Cases

- Any Criminal, Municipal, Family and older Arrest only cases can be added on Additional cases screen.

Defendant information

Defendant name: PEREZ
 Date of birth: [redacted]
 SBI: [redacted]
 Alias: ---
 Address: [redacted] CLIFTON, NJ
 Contact number: ---
 E-Mail: ---
 07011
 Quick Links
[View Expungement Case Jacket](#)

[Petition](#) > [Additional Cases](#) > [Case List](#) [Proposed Order](#)

Case search

Please note that the cases from the original order can be removed, if applicable, on the 'Case List' screen.

Court/Division *

Added cases

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			Remove

Municipal cases

	Case ID	Defendant name	Linked case ID	Charges	Arrest/Issued date	Disposition	Disposition date	Attention
>	W-2019-000011-1602	PEREZ	PAS-19-030037-001	2C:29-9B(2) ...	03/05/2019			Remove

County PD

Amend Proposed Order – Case List

- On Case list screen, any cases added on Additional cases screen will be displayed under section 'Newly added cases'.

Defendant information

Defendant name PEREZ	Date of birth [redacted]	SBI [redacted]	Alias ---
Address [redacted] CLIFTON, NJ 07011	Contact number ---	E-Mail ---	

Quick Links
[View Expungement Case Jacket](#)

Petition > Additional Cases > Case List > Proposed Order

Newly added cases

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

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			View Charges

Municipal cases

Case ID	Defendant name	Linked case ID	Charges	Arrest/Issued date	Disposition	Disposition date	Attention
> W-2019-000011-1602	PEREZ	PAS-19-030037-001	2C:29-9B(2) ...	03/05/2019			View Charges

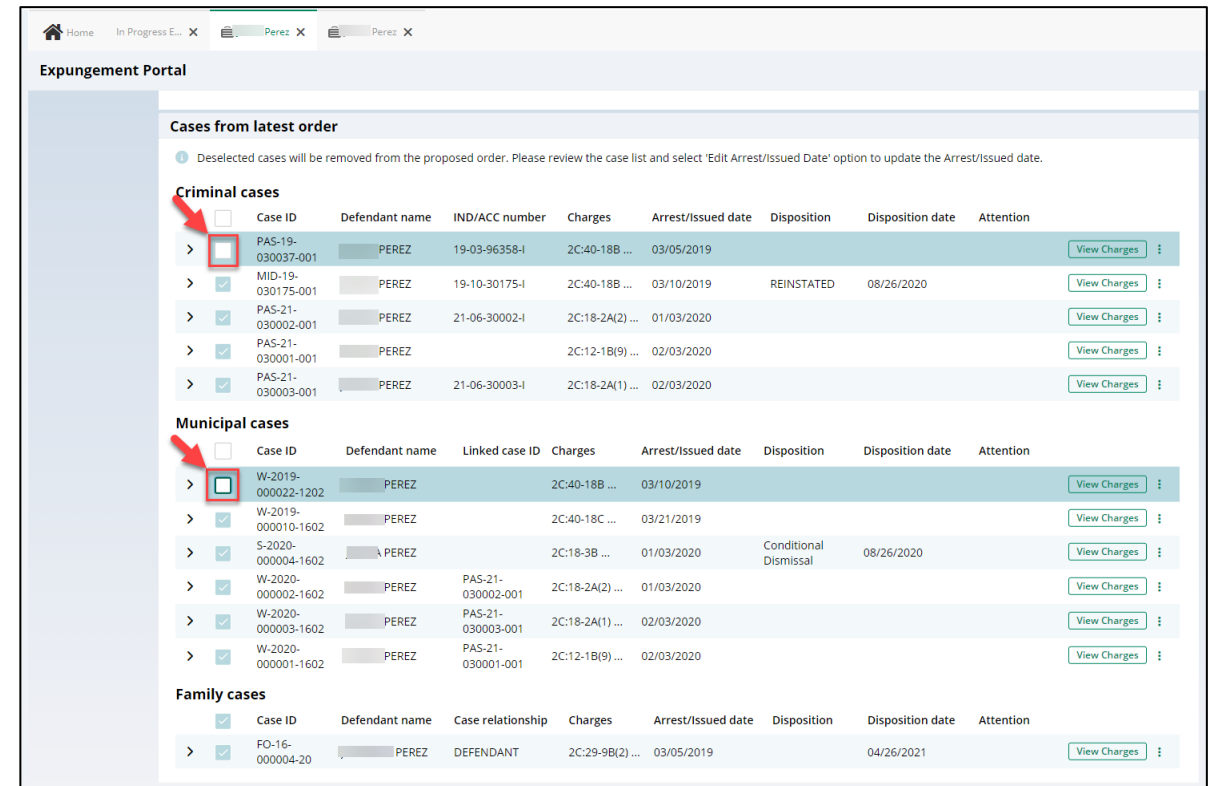
Family cases

Case ID	Defendant name	Case relationship	Charges	Arrest/Issued date	Disposition	Disposition date	Attention
No data available							

County PD

Amend Proposed Order – Case List (cont.)

- 'Cases from latest order' section - Cases can be de-selected from 'Cases from latest order' section.



The screenshot displays the 'Expungement Portal' interface. At the top, there are browser tabs for 'Home', 'In Progress E...', 'Perez X', and 'Perez X'. Below the header, the main content area is titled 'Expungement Portal' and contains a section for 'Cases from latest order'. A note states: 'Deselected cases will be removed from the proposed order. Please review the case list and select 'Edit Arrest/Issued Date' option to update the Arrest/Issued date.' The cases are categorized into three sections: Criminal cases, Municipal cases, and Family cases. Each case row includes columns for Case ID, Defendant name, IND/ACC number, Charges, Arrest/Issued date, Disposition, Disposition date, and Attention. A red box highlights the 'Case ID' column of the first case in the 'Criminal cases' section, which is 'PAS-19-030037-001'. A red arrow points to this box. The 'Municipal cases' section also has a red box highlighting the 'Case ID' of the first case, 'W-2019-000022-1202', with a red arrow pointing to it. The 'Family cases' section shows one case, 'FO-16-000004-20', with a checked checkbox in the 'Case ID' column.

Cases from latest order									
Deselected cases will be removed from the proposed order. Please review the case list and select 'Edit Arrest/Issued Date' option to update the Arrest/Issued date.									
Criminal cases									
<input type="checkbox"/>	Case ID	Defendant name	IND/ACC number	Charges	Arrest/Issued date	Disposition	Disposition date	Attention	
>	<input type="checkbox"/>	PAS-19-030037-001	PEREZ	19-03-96358-1	2C:40-18B ...	03/05/2019		View Charges	
>	<input checked="" type="checkbox"/>	MID-19-030175-001	PEREZ	19-10-30175-1	2C:40-18B ...	03/10/2019	REINSTATED	08/26/2020	View Charges
>	<input checked="" type="checkbox"/>	PAS-21-030002-001	PEREZ	21-06-30002-1	2C:18-2A(2) ...	01/03/2020		View Charges	
>	<input checked="" type="checkbox"/>	PAS-21-030001-001	PEREZ		2C:12-1B(9) ...	02/03/2020		View Charges	
>	<input checked="" type="checkbox"/>	PAS-21-030003-001	PEREZ	21-06-30003-1	2C:18-2A(1) ...	02/03/2020		View Charges	
Municipal cases									
<input type="checkbox"/>	Case ID	Defendant name	Linked case ID	Charges	Arrest/Issued date	Disposition	Disposition date	Attention	
>	<input type="checkbox"/>	W-2019-000022-1202	PEREZ	2C:40-18B ...	03/10/2019			View Charges	
>	<input checked="" type="checkbox"/>	W-2019-00010-1602	PEREZ	2C:40-18C ...	03/21/2019			View Charges	
>	<input checked="" type="checkbox"/>	S-2020-000004-1602	PEREZ	2C:18-3B ...	01/03/2020	Conditional Dismissal	08/26/2020	View Charges	
>	<input checked="" type="checkbox"/>	W-2020-000002-1602	PEREZ	PAS-21-030002-001	2C:18-2A(2) ...	01/03/2020		View Charges	
>	<input checked="" type="checkbox"/>	W-2020-000003-1602	PEREZ	PAS-21-030003-001	2C:18-2A(1) ...	02/03/2020		View Charges	
>	<input checked="" type="checkbox"/>	W-2020-000001-1602	PEREZ	PAS-21-030001-001	2C:12-1B(9) ...	02/03/2020		View Charges	
Family cases									
<input checked="" type="checkbox"/>	Case ID	Defendant name	Case relationship	Charges	Arrest/Issued date	Disposition	Disposition date	Attention	
>	<input checked="" type="checkbox"/>	FO-16-000004-20	PEREZ	DEFENDANT	2C:29-9B(2) ...	03/05/2019	04/26/2021	View Charges	

County PD

Amend Proposed Order – Case List (cont.)

- Clicking on any cases' view charges modal window shows the associated case details, full charge information (including charge disposition & sentence) and expanding the case shows the assigned court. Any additional information can be entered in textbox.

The screenshot displays the Expungement Portal interface. At the top, a case header shows 'W-2019-00011-1602 JAHIRA PEREZ 030037-001 2C:29-9B(2) ... 03/05/2019'. Below this is a table with columns: Case ID, Defendant name, Case relationship, Charges, Arrest/Issued date, Disposition, Disposition date, and Attention. The table is currently empty, showing 'No data available'. A modal window titled 'Charge information for MID-19-030175-001' is open, showing 'Indictment/Accusation: 19-10-30175-I' and 'MID-19-030175-001'. The modal also displays 'Disposition information' for 'W-2019-000022-1202' with a table of charges and dispositions. A red arrow points to the 'View Charges' button in the modal, and another red arrow points to the 'View Charges' button in the case list table. The modal also includes a text box for 'Additional case details' and 'Cancel' and 'Confirm' buttons.

County PD

Amend Proposed Order – Proposed Order

- On Proposed Order screen, Amendment Reason text must be added, which will be displayed on Proposed Amended Order pdf. Notified agencies from prior Order and related to Newly added cases will be displayed under listed Notified agencies, but any additional Notified agencies can be added manually by using Other applicable party(ies) option.
- Financial obligations/Restitution Details can also be added as applicable.

Defendant information

Defendant name PEREZ	Date of birth [input]	SBI [input]	Alias ---
Address [input] CLIFTON, NJ 07011	Contact number ---	E-Mail ---	

Quick Links

[View Expungement Case Jacket](#)

Petition >
Additional Cases >
Case List >
Proposed Order

Proposed Order

Amendment reason * (The Amendment reason will appear on the Proposed Amended Order PDF)

Enter your amendment reason [here](#)

Notified parties ⓘ

The Attorney General of New Jersey

The Superintendent of the New Jersey State Police, Expungement Unit

The Prosecutor of county(ies) Middlesex, Passaic	Deputy Clerk of the Superior Court of NJ - Criminal Division Middlesex, Passaic	Deputy Clerk of the Superior Court of NJ - Family Division Passaic	The Administrator(s) of Municipal Court(s) Clifton Municipal Court, Cranbury Twp Municipal Court
Chief(s) of the police department(s) Clifton Police Dept, Cranbury Police Dept	The county(ies) of Probation Division(s) Middlesex, Passaic	County Identification Bureau(s) (Sheriff's Department) Passaic, Middlesex	The Warden of the jail/prison Passaic

County/Central PD Amend Proposed Order PDF

- The new Proposed Amended Order PDF will also display the following:
 - Amendment Reason
 - Newly added cases, Restored cases and cases from last order
 - Newly added notified Agencies and added Financial obligations/Restitution details

PACIFICO & LAWRENCE
705 AMBOY AVE
WOODBIDGE, NJ 07095
PHONE: (732) 634-5550

IN THE MATTER OF
THE EXPUNGEMENT OF
THE CRIMINAL/JUVENILE RECORDS OF
██████████ PEREZ

SUPERIOR COURT OF NEW JERSEY
LAW DIVISION - CRIMINAL PART
MIDDLESEX COUNTY
Expungement Docket #: XP-MID-23-000053
Civil Action
PROPOSED AMENDED EXPUNGEMENT ORDER

THIS MATTER having been brought to the Court on behalf of ██████████ **PEREZ born** ██████████
SBI* number ██████████

IT IS on this ____ day of _____, _____, ORDERED that the COURT's Order dated March 02, 2023, is AMENDED as follows:

HAVING FOUND that the requirements for an Expungement under N.J.S.A. 2C:52-1, *et seq.*, have been satisfied, **IT IS HEREBY ORDERED** that the following cases, not contained in the Order of March 02, 2023, are to be expunged and the entities listed below shall remove from their records all information relating to the petitioner in the following cases:

(1) Petitioner was arrested/taken into custody on 03/01/2019 for:
Promis/Gavel case details
PAS-19-030036-001 Passaic County
19-03-63433-1, W-2019-000010-1602
N.J.S.A. 2C:40-18C VIOLATION OF PUBLIC HEALTH & SAFETY-SIGNIFI BODY INJURY - DEGREE 4

(2) Petitioner was arrested/taken into custody on 03/05/2019 for:
ACS case details
W-2019-000011-1602 Clifton City
N.J.S.A. 2C:29-9B(2) CONTEMPT - VIOLATE DOMESTIC VI - DEGREE D
N.J.S.A. 2C:40-18B VIOLATION OF PUBLIC HEALTH/SAF - DEGREE 3

*State Bureau of Identification (SBI) Page: 1 of 6

County/Central PD

Amend Proposed Order – Amend Statuses

- After Proposed Amended Order submission, there will be a case jacket entry with attached document and email notification is sent to the original filer.

02/24/2023	[REDACTED] PEREZ	✉	PROSECUTOR RESPONSE - OBJECTION by JOHN SAMUEL MYERS of MIDDLESEX COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XPN20233101]	XPN20233408	02/24/2023	900052020
02/24/2023	[REDACTED] PEREZ	📎	PROSECUTOR RESPONSE LETTER submitted by JOHN SAMUEL MYERS of MIDDLESEX COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XPN20233101]	XPN20233409	02/24/2023	900052020
02/24/2023	[REDACTED] PEREZ	📎 ✉	ORDER GRANTED by JUDGE III, L CARTON of MIDDLESEX COUNTY CRIMINAL COURT re: PROPOSED ORDER [XPN20233101]	XPN20233415	02/24/2023	[REDACTED]
03/15/2023	[REDACTED] PEREZ	📎 ✉	PROPOSED AMENDED ORDER submitted by BRIAN WILLIAMS of MIDDLESEX COUNTY OFFICE OF THE PUBLIC DEFENDER	XPN20237089	03/15/2023	900042020

County/Central PD

Amend Proposed Order – Amend Statuses

- Case status update for Recovery Court, Regular and Clean Slate expungements changes to **Amended Order Prosecutor Review** and for Marijuana and Marijuana expungements changes directly to **Amended Order Judicial Decision**
- If the Prosecutor objects/returns the petition back, the status will display as **Amended Order Petitioner Response**, a new case jacket entry will be added.
- A granted Amended Order will have the status **Amended Order Granted**
- If an amendment is denied by the court, it will revert to its previous granted status.
- An order can be amended multiple times.

XP-MID-23-000054	PEREZ	03/02/2023	Regular	Amended Order Prosecutor Review	05/02/2023	Objection
> XP-MID-23-000025	PEREZ	02/08/2023	Marijuana	Amended Order Judicial Decision		
> XP-MID-23-000048	PEREZ	02/24/2023	Clean Slate	Amended Order Petitioner Response	04/26/2023	Objection
✓ XP-MID-23-000040	PEREZ	02/21/2023	Recovery Court	Amended Order Granted	04/24/2023	Open

County/Central PD – Amended Order Petitioner Response

- County PD can work on amended orders returned by prosecutors by clicking the open button

>	XP-MID-22-000264	[REDACTED]	[REDACTED]	09/16/2022	Regular	Response Amended Order Petitioner Response	11/16/2022	Objection	Open	⋮
>	XP-MID-22-000122	[REDACTED]	[REDACTED]	05/09/2022	Clean Slate	Amended Order Petitioner Response	05/10/2022		Open	⋮
>	XP-MID-22-000295	[REDACTED]	[REDACTED]	10/07/2022	Recovery Court	Amended Order Petitioner Response	12/07/2022		Open	⋮
>	XP-MID-23-000031	[REDACTED]	PEREZ [REDACTED]	02/14/2023	Regular	Amended Order Petitioner Response	04/17/2023	Objection	Open	⋮

County/Central PD – Amended Order Petitioner Response

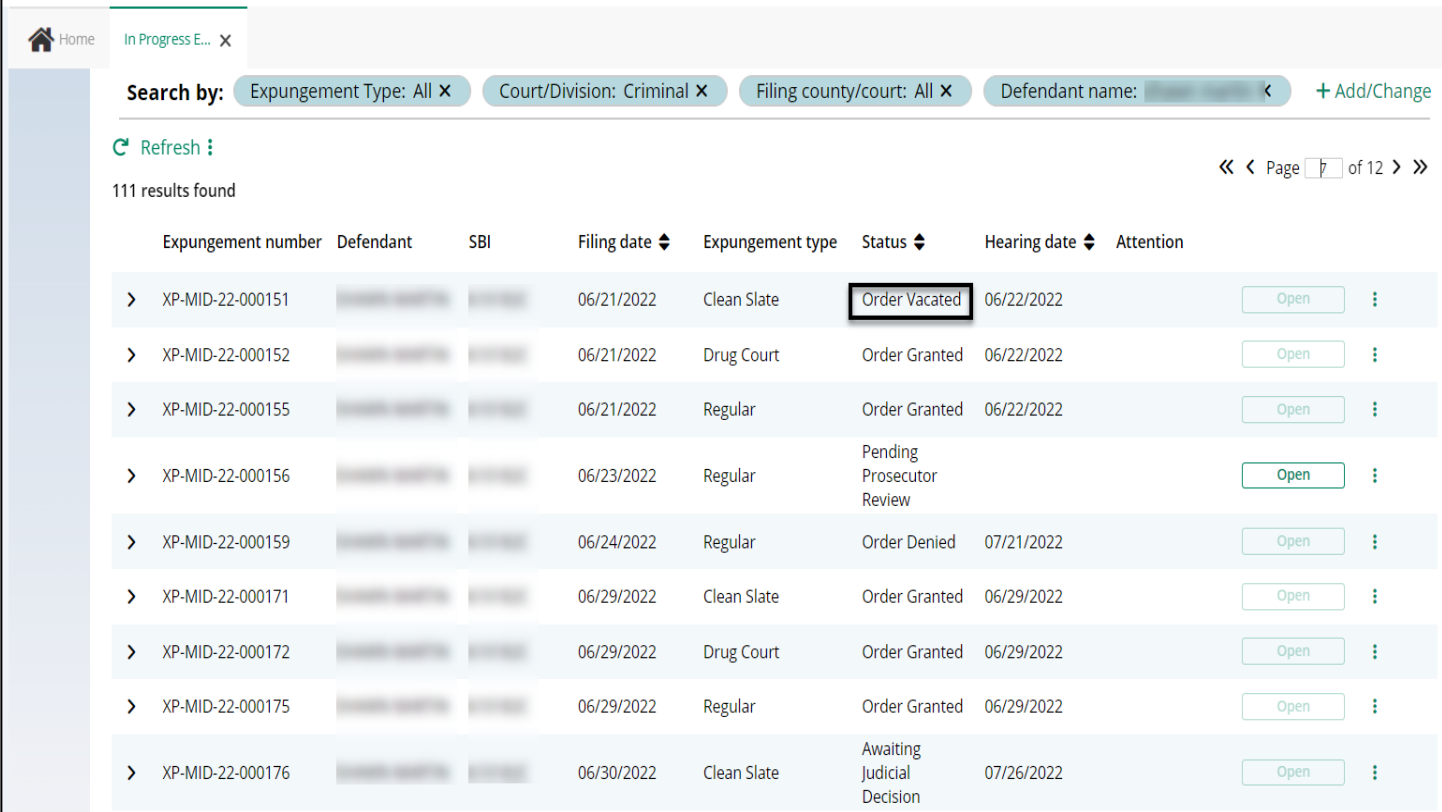
- The reason for the petition being returned can be viewed here.
- You can make any changes necessary and click submit.
- Once submitted, it will change to Amended Order Prosecutor Review and a case jacket entry will be added and an email will be sent to the petitioner if a self-represented litigant filed the original petition.

The screenshot displays the Expungement Portal interface. At the top, there is a navigation bar with 'Home', 'In Progress E...', and a user profile 'erez X'. The main content area is titled 'Expungement Portal' and is divided into several sections:

- Defendant information:** A table with fields for Defendant name (PEREZ), Date of birth (02/29/2000), SBI, Alias, Address (NJ 08002), Contact number, and E-Mail.
- Quick Links:** A link for 'View Expungement Case Jacket'.
- Prosecutor response details:** A section with a green checkmark icon and the text 'Please review case/charge level response using the View Charges button'. Below this is a dropdown menu for 'Prosecutor's response - 02/22/2023' which is expanded to show 'return Submitted by Prosecutor: JOHN SAMUEL MYERS at 2/22/23 3:46 PM'. A red arrow points to this dropdown.
- Petition for expungement:** A section with a green checkmark icon and a table with fields for Filer (Pro se), Expungement type (Regular), Court/Division (Criminal), and Filing county/court (MIDDLESEX).
- Related Links:** A row of links for 'Petition', 'Proposed Order', 'Prosecutor Response Letter', and 'Final Order'.

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.



The screenshot shows the Expungement Portal interface. At the top, there are search filters: Expungement Type: All, Court/Division: Criminal, Filing county/court: All, and Defendant name. Below the filters, it indicates 111 results found. The main table lists expungement cases with columns for Expungement number, Defendant, SBI, Filing date, Expungement type, Status, Hearing date, and Attention. The status 'Order Vacated' is highlighted in a red box for the first row (XP-MID-22-000151).

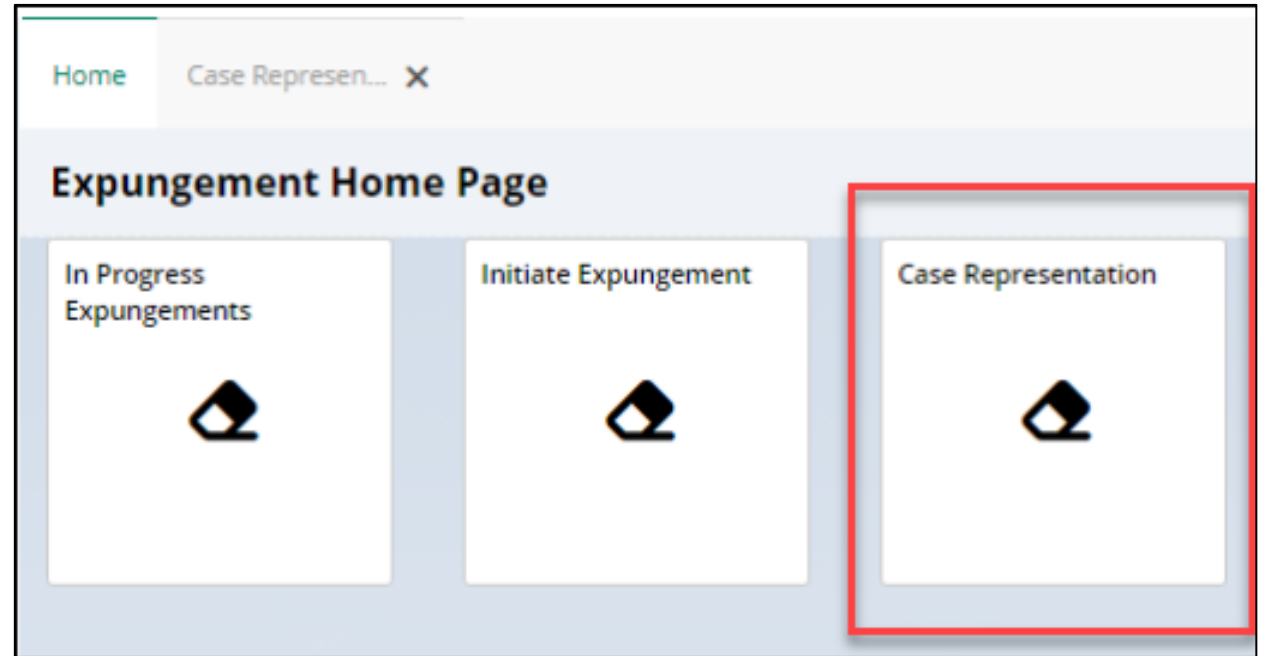
Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Hearing date	Attention
> XP-MID-22-000151			06/21/2022	Clean Slate	Order Vacated	06/22/2022	Open
> XP-MID-22-000152			06/21/2022	Drug Court	Order Granted	06/22/2022	Open
> XP-MID-22-000155			06/21/2022	Regular	Order Granted	06/22/2022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

Case Representation -Attorney Association

You can use Case Representation tile for the below scenarios:

- To assign yourself or assign any other attorney of your firm to a case
- File a Substitution of Attorney – when an attorney is already assigned to a case that is not associated to your firm, you will have to upload a substitution of attorney letter

Note: An Attorney who files the petition is the Attorney of Record by default.



Case Representation -Attorney Association

County Public Defenders can associate themselves or members of their firm to an expungement case. You can assign an attorney or substitute an attorney for an expungement case in the following statuses:

- Pending Prosecutor Review
- Pending Petitioner Response
- Revised Petition Prosecutor Review
- Awaiting Judicial Decision
- Order Granted
- Order Denied
- Order Dismissed
- Draft Amended Order
- Amended Order Prosecutor Review
- Amended Order Petitioner Response
- Amended Order Judicial Decision, Pending Amended Order, Amended Order Granted

Case Representation -Attorney Association – (cont.)

- You can search any case by the Expungement case number

Expungement number search

Prefix County Year * Seq.# *

XP-

- ATLANTIC
- BERGEN
- BURLINGTON
- CAMDEN
- CAPE MAY
- CUMBERLAND
- ESSEX
- GLOUCESTER
- HUDSON
- HUNTERDON
- MERCER
- MIDDLESEX
- MONMOUTH
- MORRIS
- OCEAN
- PASSAIC
- SALEM
- SOMERSET
- SUSSEX

Case Representation - Attorney Association – (cont.)

- When Attorney of Record is set, you can click on twisty to check new Attorney of Record in the Additional Details modal

The screenshot displays the Expungement Portal interface. At the top, there is a search bar with filters for 'Expungement Type: All' and 'Court/Div'. Below the search bar, a table lists search results. The first result is for case number 'XP-ATL-24-000024' with defendant 'DAVID F POLEY'. A red arrow points to a small square icon (the 'twisty') next to the case number. An 'Additional Details' modal window is open, showing the following information:

Date of birth	Filing county/court	Attorney of record
12/18/1966	Atlantic	BRIAN WILLIAMS

Below the table, there are buttons for 'Refresh' and 'Proper >'. At the bottom of the modal, there is an 'Open' button and a three-dot menu icon.

Case Representation -Attorney Association – (cont.)

- Click on the “Refresh” icon to refresh the work basket items.
- Click on ‘Default View’ dropdown to select current view as ‘Default’ or select ‘Save as new view’ to save a new view.

Expungement number search

Prefix County Year * Seq.# *

XP- ATLANTIC 23 000002

Reset Search

Refresh Default view >

Expungement number	Defendant	SBI	Filer	Expungement type	Status	Attorney name	Attention
XP-ATL-23-000002	DAVID F POLEY	264095B	County ...	Clean Slate	Amended Order ...		

Associate or Substitute Attorney options

Select action

Associate myself to case

Assign another attorney from my office to case

Cancel Confirm

Case Representation -Attorney Association – (cont.)

- If no Attorney of Record is associated to any case, you will see two options:

1. Associate myself to case

2. Assign another attorney from my office to case

- If you want to Associate yourself to any case, please select '**Associate myself to case**', check 'Verification' checkbox and then click on 'Confirm'

Prefix County Year * Seq.# *

XP- ATLANTIC 23 000002

Reset Search

Group Fields Show More/Less Refresh Default view >

Expungement number	Defendant	SBI	Filer	Expungement type	Status	Attorney name	Attention
XP-ATL-23-000002	DAVID F POLEY	264095B	County ...	Clean Slate	Amended Order ...		

Associate or Substitute Attorney options

Select action

Associate myself to case

Assign another attorney from my office to case

Verification

I hereby enter my appearance as the attorney of record for the above petitioner's expungement case pursuant to rules N.J.S.A. 1:11-2.

Cancel Confirm

Case Representation -Attorney Association – (cont.)

- If you want to '**Assign another attorney from your firm/office**' to any case, please select attorney name from the list.
- Select 'Verification' checkbox and click on 'Confirm'.

Associate or Substitute Attorney options

Select action

Associate myself to case

Assign another attorney from my office to case

Member of firm selection

23 row(s)

	Attorney name	Attorney ID	Branch ID	City
<input type="radio"/>	ATTYTEST1 M ATTYTEST1	900002020	0001	JERSEY CITY
<input type="radio"/>	PHILLIP EDWARD BAUKNIGHT	011841983	0001	JERSEY CITY
<input type="radio"/>	JOHN TWOMEY BOOTH	041491995	0001	JERSEY CITY
<input type="radio"/>	EDWARD C BROEGE	249221968	0001	JERSEY CITY
<input type="radio"/>	JOHN J CONVERY	030601980	0001	JERSEY CITY
<input type="radio"/>	MIGNON DEVENS	014901990	0001	JERSEY CITY
<input type="radio"/>	JOHN JOSEPH ELEFTHROW	002021988	0001	JERSEY CITY
<input type="radio"/>	INEZ FLORES	035561987	0001	JERSEY CITY
<input type="radio"/>	HONORIA JANE FORTE	008401988	0001	JERSEY CITY
<input type="radio"/>	JEFFREY N MANDEL	000681978	0001	JERSEY CITY

1 2 3 >

Case Representation -Attorney Association – (cont.)

- A confirmation message will appear that the Attorney of Record was successfully updated
- You can click on '**Assign New Attorney**' to associate yourself or any other attorney from your firm to any case

Notice of Appearance successfully filed and attorney of record updated. ×

 [Assign New Attorney](#)

[Close](#)

Case Representation – Substitution of Attorney

- If there is an Attorney of Record on a case which is also not associated to your firm, you can substitute yourself to that case by selecting '**Substitute myself as attorney**'
- Click on '**Add Document**' to upload '**Substitute of Attorney**' letter

Prefix County Year * Seq.# *

XP- ATLANTIC 23 000001

Reset Search

Group Fields Show More/Less Refresh Default view >

Expungement number	Defendant	SBI	Filer	Expungement type	Status	Attorney name	Attention
XP-ATL-23-000001	DAVID F POLEY	264095B	County ...	Clean Slate	Order Granted	ATTYTEST1 M ATTY...	

Associate or Substitute Attorney options

Select action

Substitute myself as attorney (Substitute of Attorney letter required)

Documents

Upload document

+ Add Document

Cancel Confirm

Case Representation –Substitution of Attorney (cont.)

- 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 will always be ‘**Substitution of attorney letter**’ by default
- You can put a short description of the type of document

The screenshot shows the 'Upload document' dialog box. It features a 'Drag and drop files here' area with a paperclip icon and a 'Select file(s)' button. Below this, there is a table with the following columns: Document name, Filed date, Document type, and Document description. The table contains one row with the following data: Document name: UPLOAD DOC- TEST.pdf, Filed date: 2/3/2024, Document type: Substitute of attorney letter, and Document description: (empty). The 'Save' button is highlighted with a red arrow.

Document name*	Filed date*	Document type*	Document description
UPLOAD DOC- TEST.pdf	2/3/2024	Substitute of attorney letter	

Case Representation – Substitution of Attorney– (cont.)

- Check '**Verification**' checkbox and then click on 'Confirm'
- Success message with **Substitution of attorney of Record** update will appear to confirm Attorney Association.
- You can click on 'Assign Anew Attorney' to associate yourself or any other attorney from your firm to any case

Group Fields Show More/Less Refresh Default view >

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Attorney name	Attention
XP-ATL-23-000001	DAVID F POLEY	264095B	01/03/2...	Clean Slate	Order Granted	ATTYTEST1 M ATTYT...	

Associate or Substitute Attorney options

Select action

Substitute myself as attorney (Substitute of Attorney letter required)

Documents

Document name	Filed date	Document type	Document description
× UPLOAD DOC- TEST.pdf	02/03/2024	Substitute of attorney letter	

Verification

I hereby substitute in as the attorney of record for the above petitioner's expungement case pursuant to rules N.J.S.A. 1:11-2.

Cancel Confirm

Substitution of attorney successfully filed and attorney of record updated. X

Assign New Attorney Close

Case Representation -Attorney Association – (cont.)

Superior Court of New Jersey - Gloucester County

The following notice is being sent from eCourts as a result of Substitution of attorney filed on 02/12/2024 at 11:32 AM:

Defendant Name: Chanel R Lawson
 Case Caption: I/M/O Chanel R Lawson
 Case Number: XP-GLO-24-000005
 Docket Text: Substitution of attorney successfully filed and attorney of record updated to ADAM L MILLER of Gloucester COUNTY OFFICE OF THE PUBLIC DEFENDER
 Transaction ID: XPN20242122

Notice has been electronically sent to:

Withdrawing Attorney for Petitioner: JOHN SAMUEL MYERS [REDACTED]@NJJUDLAB.NJCOURTS.GOV

Substituting Office of Gloucester County Public Defender: ADAM L MILLER

Attorney for Petitioner: JOHN SAMUEL MYERS [REDACTED]@NJJUDLAB.NJCOURTS.GOV

[Login](#) to Expungement Portal to view the expungement case jacket. You will need a valid user ID to view the submitted documents.

For questions, please contact the Criminal Division in Gloucester County. This email is for notification purposes only and was sent from a notification-only address that cannot accept incoming email. **Please do not reply to this message.**

Filed Date	Defendant Name	Fillings	Docket Text	Transaction ID	Entry Date	Entered by
01/03/2024	CHANEL R LAWSON	📄	PARTY COURT HISTORY REPORT generated	XPN2024365	01/03/2024	System
01/03/2024	CHANEL R LAWSON	📄✉️	PETITION FOR EXPUNGEMENT submitted by JOHN SAMUEL MYERS of RICARDO CAAMANO & ASSOCIATES PC	XPN2024366	01/03/2024	900052020
01/03/2024	CHANEL R LAWSON	📄	PROPOSED ORDER submitted by JOHN SAMUEL MYERS of RICARDO CAAMANO & ASSOCIATES PC	XPN2024367	01/03/2024	900052020
01/03/2024	CHANEL R LAWSON	✉️	Hearing is scheduled on 3/4/2024 re: PROPOSED ORDER [XPN2024367]	XPN2024368	01/03/2024	900052020
01/03/2024	CHANEL R LAWSON	✉️	PROSECUTOR RESPONSE - NO OBJECTION by JOHN SAMUEL MYERS of GLOUCESTER COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XPN2024367]	XPN2024369	01/03/2024	900052020
01/03/2024	CHANEL R LAWSON	📄	PROSECUTOR RESPONSE LETTER submitted by JOHN SAMUEL MYERS of GLOUCESTER COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XPN2024367]	XPN2024370	01/03/2024	900052020
01/31/2024	CHANEL R LAWSON	✉️	Notice of Appearance on behalf of firm member successfully filed and attorney of record updated to JOHN SAMUEL MYERS of RICARDO CAAMANO & ASSOCIATES PC	XPN20241562	01/31/2024	900052020
02/09/2024	CHANEL R LAWSON	✉️	Notice of Appearance successfully filed and attorney of record updated to JOHN SAMUEL MYERS of RICARDO CAAMANO & ASSOCIATES PC	XPN20242003	02/09/2024	900052020
02/12/2024	CHANEL R LAWSON	✉️	Substitution of attorney successfully filed and attorney of record updated to ADAM L MILLER of Gloucester COUNTY OFFICE OF THE PUBLIC DEFENDER	XPN20242122	02/12/2024	900072020
02/12/2024	CHANEL R LAWSON	📄	Substitute of attorney letter - test submitted by ADAM L MILLER of Gloucester COUNTY OFFICE OF THE PUBLIC DEFENDER	XPN20242123	02/12/2024	900072020

- A case jacket entry will be added each time a new attorney is assigned and/or a substitution of attorney is filed. An email notification is sent as well.

County PD Notification e-mail - (contd.)

A copy of the email notification sent to you will display as an envelope icon on the case jacket

Defendant information							
Defendant name	Date of birth	SBI	Alias				
K BAGGETT	05/18/1984	303161D	BAGGETT				
Address	Contact number	E-Mail					
VILLAS, NJ 08251	609-						
Petition for Expungement		Documents					
Filed Date	Defendant Name	Filings	Docket Text	Transaction ID	Entry Date	Entered by	
02/20/2024	K BAGGETT		PARTY COURT HISTORY REPORT generated	XPN20242577	02/20/2024	System	
02/20/2024	K BAGGETT		PETITION FOR EXPUNGEMENT submitted by ALANA ROBERTS of CAPE MAY COUNTY OFFICE OF THE PUBLIC DEFENDER	XPN20242578	02/20/2024	900022020	
02/20/2024	K BAGGETT		PROPOSED ORDER submitted by ALANA ROBERTS of CAPE MAY COUNTY OFFICE OF THE PUBLIC DEFENDER	XPN20242579	02/20/2024	900022020	
02/20/2024	K BAGGETT		Hearing is scheduled on 4/22/2024 re: PROPOSED ORDER [XPN20242579]	XPN20242580	02/20/2024	900022020	
02/21/2024	K BAGGETT		PROSECUTOR RESPONSE - OBJECTION by STACY PANCHEO of CAPE MAY COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XPN20242579]	XPN20242701	02/21/2024	900032020	
02/21/2024	K BAGGETT		PROSECUTOR RESPONSE LETTER submitted by STACY PANCHEO of CAPE MAY COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XPN20242579]	XPN20242702	02/21/2024	900032020	
02/22/2024	K BAGGETT		ORDER GRANTED by JUDGE CAROL E HIGBEE of CAPE MAY COUNTY CRIMINAL COURT re: PROPOSED ORDER [XPN20242579]	XPN20242770	02/22/2024		

Technical Assistance

If you require technical assistance with the Expungement Portal, please enter a ticket via JATS or contact the Help Desk:

Judiciary Help Desk: 609-421-6100

After Hours: 1-800-343-7002