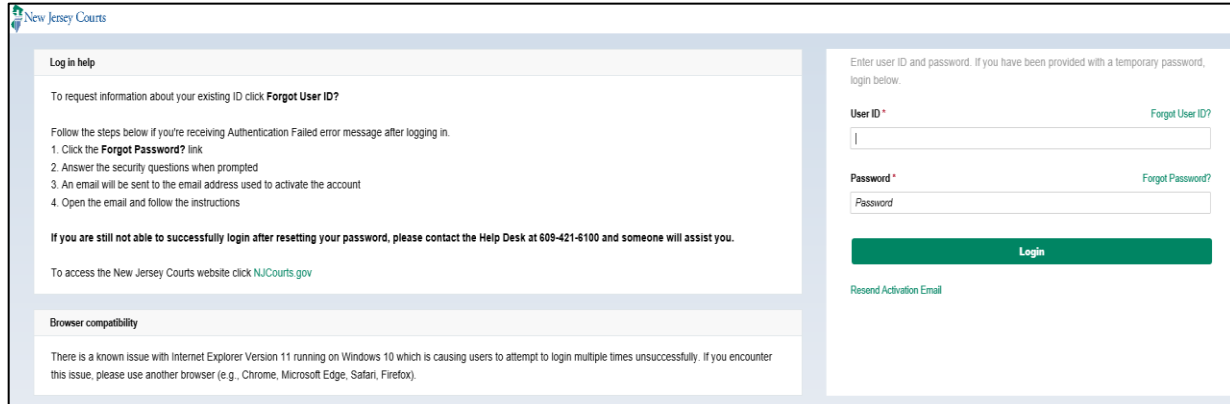


Access the eCourts Expungement System to review petitions and/or proposed orders for expungement and submit a response to the petitioner and the Court. The system also allows to review granted expungement orders.

Process

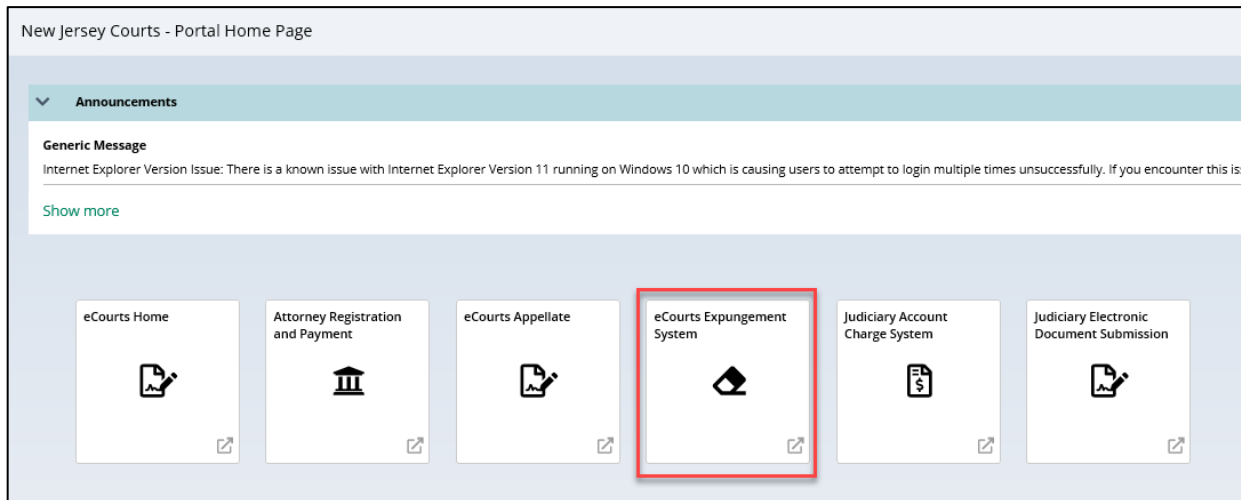
Screenshot

1. County Prosecutor signs in by entering their attorney credentials into the Enterprise Portal login screen on the Judiciary home page.

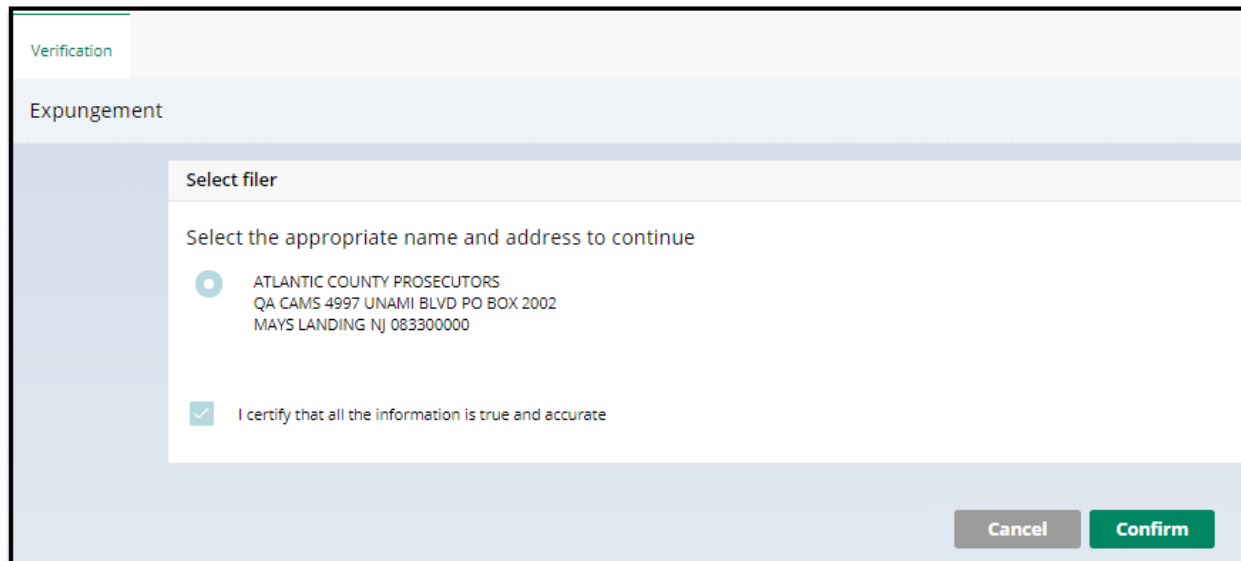


The screenshot shows the New Jersey Courts login interface. On the left, there is a 'Log in help' section with instructions for users who are having trouble logging in, including a 'Forgot Password?' link and a list of steps to follow. Below this is a 'Browser compatibility' section with a note about Internet Explorer. On the right, there is a login form with fields for 'User ID \*' and 'Password \*', each with a 'Forgot User ID?' and 'Forgot Password?' link respectively. A green 'Login' button is positioned below the password field, and a 'Resend Activation Email' link is at the bottom.

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



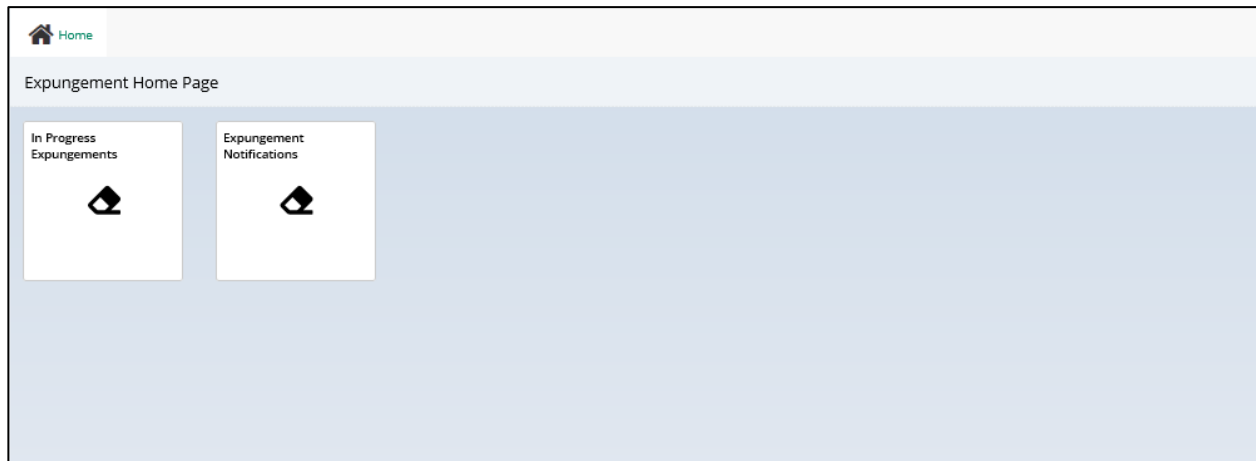
- Select the firm/office you wish to be associated with during the session and certify that the information is correct. Then, click “Confirm.”



3. Select the appropriate workbasket tile on the Expungement Home Page:

- In Progress Expungements - access expungement cases filed in your county that are still being processed.
- Expungement Notifications - access notifications for submitted petitions and granted orders on which your office has been listed as a notified party. "New petition" notifications are generated for **regular and clean slate** expungement types. "Order granted" notifications are generated for **all** expungement types.

Refer to the "eCourts Expungement System Notified Parties User Guide."



4. Click the “In Progress Expungements” tile to view your workbasket. Click “Open” to access the desired expungement case in ‘Pending Prosecutor Review’ and expungement case resubmitted with corrections by petitioner in ‘Revised Petition Prosecutor Review’ status(es).

5. Expungement cases from the default In-Progress workbasket will be archived after seven (7) days from the date of the decision. You will still be able to search for the archived cases based on certain conditions.

- For County Prosecutors, Attorney Designees and Other Notified Parties, Notification Tasks in the Notification Workbasket will be archived immediately after they turn into ‘Order Denied’,

**In progress workbasket**

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

500 records

[Group](#) [Fields](#) [Show More/Less](#) [Refresh](#) [Default view >](#)

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Hearing date	Attention
XP-ATL-20-000064	NELSON TEST	905183P	04/14/20...	Drug Court	Awaiting Judicial Decision	07/10/2024	<a href="#">Open</a> ⋮
XP-ATL-20-000065	TWORRUNH V ...		04/14/20...	Drug Court	Pending Prosecutor Review	09/15/2022	<a href="#">Open</a> ⋮
XP-ATL-20-000067	PAT TEST A CA...	196095B	04/28/20...	Drug Court	Pending Petitioner Response	07/29/2022	<a href="#">Open</a> ⋮
XP-ATL-20-000074	NELSON TEST	905183P	05/07/20...	Drug Court	Pending Petitioner Response	07/26/2022	<a href="#">Open</a> ⋮
XP-ATL-20-000078	TEST TEST		05/11/20...	Drug Court	Pending Prosecutor Review	09/26/2022	<a href="#">Open</a> ⋮
XP-ATL-20-000083	PAT TEST A CA...	196095B	05/13/20...	Drug Court	Order Vacated	06/09/2020	<a href="#">Open</a> ⋮
XP-ATL-20-000089	TERRANCE L W...	13904...	05/27/20...	Drug Court	Order Vacated	05/02/2019	<a href="#">Open</a> ⋮
XP-ATL-20-000092	PAT TEST CHRI...	34975B	05/28/20...	Drug Court	Pending Prosecutor Review	09/26/2022	<a href="#">Open</a> ⋮
XP-ATL-20-000093	PAT TEST CHRI...	34975B	05/28/20...	Drug Court	Pending Prosecutor Review	07/26/2022	<a href="#">Open</a> ⋮
XP-ATL-20-000095	NELSON TEST	905183P	06/02/20...	Drug Court	Pending Petitioner Review		<a href="#">Open</a> ⋮

1 2 3 ... Next

[Export All](#) [Close](#)

'Withdrawn',  
'Expunged', 'Reviewed'  
or 'Reviewed Vacated  
Order' status. They can  
still be searched for, if  
you receive in your  
workbasket.

**In progress workbasket**

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

500 records

Group [Fields](#) [Show More/Less](#) [Refresh](#) [Default view](#)

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Hearing date	Attention
XP-ATL-20-000064	NELSON TEST	905183P	04/14/20...	Drug Court	Awaiting Judicial Decision	07/10/2024	<input type="button" value="Open"/> ⋮
XP-ATL-20-000065	TWORRUNH V ...		04/14/20...	Drug Court	Pending Prosecutor Review	09/15/2022	<input type="button" value="Open"/> ⋮
XP-ATL-20-000067	PAT TEST A CA...	196095B	04/28/20...	Drug Court	Pending Petitioner Response	07/29/2022	<input type="button" value="Open"/> ⋮
XP-ATL-20-000074	NELSON TEST	905183P	05/07/20...	Drug Court	Pending Petitioner Response	07/26/2022	<input type="button" value="Open"/> ⋮
XP-ATL-20-000078	TEST TEST		05/11/20...	Drug Court	Pending Prosecutor Review	09/26/2022	<input type="button" value="Open"/> ⋮
XP-ATL-20-000083	PAT TEST A CA...	196095B	05/13/20...	Drug Court	Order Vacated	06/09/2020	<input type="button" value="Open"/> ⋮
XP-ATL-20-000089	TERRANCE L W...	13904...	05/27/20...	Drug Court	Order Vacated	05/02/2019	<input type="button" value="Open"/> ⋮
XP-ATL-20-000092	PAT TEST CHRI...	34975B	05/28/20...	Drug Court	Pending Prosecutor Review	09/26/2022	<input type="button" value="Open"/> ⋮
XP-ATL-20-000093	PAT TEST CHRI...	34975B	05/28/20...	Drug Court	Pending Prosecutor Review	07/26/2022	<input type="button" value="Open"/> ⋮
XP-ATL-20-000095	NELSON TEST	905183P	06/02/20...	Drug Court	Pending Petitioner Review		<input type="button" value="Open"/> ⋮

1 2 3 ... Next

6. 5. 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.

**In progress workbasket**

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

500 records

Group  Fields  Show More/Less Refresh Default view >

Expungement number	SBI	Filing date	Expungement type	Status	Hearing date	Attention
XP-A	905183P	04/14/2020	Drug Court	Awaiting Ju...	07/10/2024	Open
XP-A	D...	04/14/2020	Drug Court	Pending Pr...	09/15/2022	Open
XP-A	A...	04/28/2020	Drug Court	Pending Pe...	07/29/2022	Open
XP-A	905183P	05/07/2020	Drug Court	Pending Pe...	07/26/2022	Open
XP-A	A...	05/11/2020	Drug Court	Pending Pr...	09/26/2022	Open
XP-A	A...	05/13/2020	Drug Court	Order Vaca...	06/09/2020	Open
XP-A	139044D	05/27/2020	Drug Court	Order Vaca...	05/02/2019	Open
XP-A	ITY 34975B	05/28/2020	Drug Court	Pending Pr...	09/26/2022	Open
XP-A	ITY 34975B	05/28/2020	Drug Court	Pending Pr...	07/26/2022	Open
XP-ATL-20-000095	NELSON TEST 905183P	06/02/2020	Drug Court	Pending Pe...		Open

1 2 3 ... Next

Export All Close

**In progress workbasket**

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

500 records

Group  Fields  Show More/Less Refresh Default view >

Expungement number	SBI	Filing date	Expungement type	Status	Hearing date	Attention
XP-ATL-20-0000	ST 905183P	04/14/2020	Drug Court	Awaiting Ju...	07/10/2024	Open
XP-ATL-20-0000	H V O...	04/14/2020	Drug Court	Pending Pr...	09/15/2022	Open
XP-ATL-20-000067	PAT TEST A CAM... 196095B	04/28/2020	Drug Court	Pending Pe...	07/29/2022	Open
XP-ATL-20-000074	NELSON TEST 905183P	05/07/2020	Drug Court	Pending Pe...	07/26/2022	Open
XP-ATL-20-000078	TEST TEST	05/11/2020	Drug Court	Pending Pr...	09/26/2022	Open
XP-ATL-20-000083	PAT TEST A CAM... 196095B	05/13/2020	Drug Court	Order Vaca...	06/09/2020	Open
XP-ATL-20-000089	TERRANCE L WL... 139044D	05/27/2020	Drug Court	Order Vaca...	05/02/2019	Open
XP-ATL-20-000092	PAT TEST CHRISTY 34975B	05/28/2020	Drug Court	Pending Pr...	09/26/2022	Open
XP-ATL-20-000093	PAT TEST CHRISTY 34975B	05/28/2020	Drug Court	Pending Pr...	07/26/2022	Open
XP-ATL-20-000095	NELSON TEST 905183P	06/02/2020	Drug Court	Pending Pe...		Open

1 2 3 ... Next

Export All Close

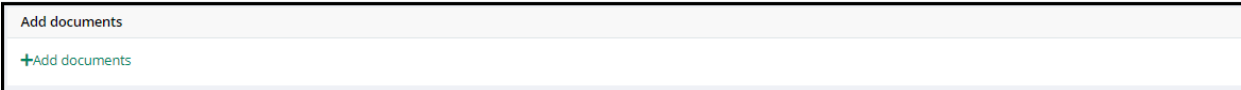
7. Once the case is open, you will see the **Defendant information** section at the top of the screen. If the defendant has more than one alias, they will be displayed when you hover over the “Alias” field. Click the “View Expungement Case Jacket” link under Quick Links to access the case jacket directly without having to return to the workbasket.

Defendant name	Date of birth	SBI	Alias
JONAH D BRUCE	08/02/1985	810033C	JONAH BRUCE
Address	Contact number	E-Mail	
1655 BEACH AVENUE, ATLANTIC, NJ 08401	848-448-1530	katherineannolsen@gmail.com	
<b>Quick Links</b>			
<a href="#">View Expungement Case Jacket</a>			

8. Below **Defendant information** is the **Petition for expungement** section. This section displays basic information about the petition such as expungement type, filing date, etc. Click the links under Related Links to open a PDF document stored in the Case Jacket (e.g. links are displayed for Proposed Order and/or Petition if you are processing a Regular or Clean Slate expungement).

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

9. Click on the “+ Add documents” hyperlink displayed at the bottom of each screen to open the Upload Documents pop-up window and add pertinent documents of PDF type to the expungement petition and/or case.



10. The Case List screen displays Criminal, Municipal, and/or Family cases included in the proposed order for expungement.

- Click the Review button to the right of the screen to review the associated charge(s).

A screenshot of a web application interface. At the top, there are tabs for 'Case List' and 'Response'. Below the tabs is a header 'Case List' and a message: 'Please review the following cases and select charges for your response if needed.' Below this is a section titled 'Criminal cases' containing a table with columns: Case ID, Defendant name, IND/ACC number, Charges, Arrest/Issued date, Disposition, Disposition date, and Attention. Each row has a chevron icon on the left and a 'Review' button on the right. A red arrow points to the 'Review' button for the third row.

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



11. Upon clicking the Review button, the “Select charge(s) for response” pop up window is displayed.

Select the desired charge and enter charge(s) comments.

Once done, click the Confirm button.

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

Click the Update button to:

- modify the charge selection and/or comments.
- remove the charge selection by deselecting the check box(es) and remove any text entered in the charge(s) comment, then click the Confirm button.

Select charge(s) for response

Case ID CPM-06-001458-001 IND/ACC number ---

Complaint number W-2006-000710-0508

Charges

2C:36-2 USE/POSS W/INTENT TO USE DRUG PARAPHERNALIA - DEGREE 0

2C:35-7 CDS/ANALOG - DISTRIBUTE ON/NEAR SCHOOL PROPERTY/BUS - DEGREE 0

Charge(s) comment \*

This charge is ineligible

Cancel Confirm

Case List > Response

Case List

Please review the following cases and select charges for your response if needed.

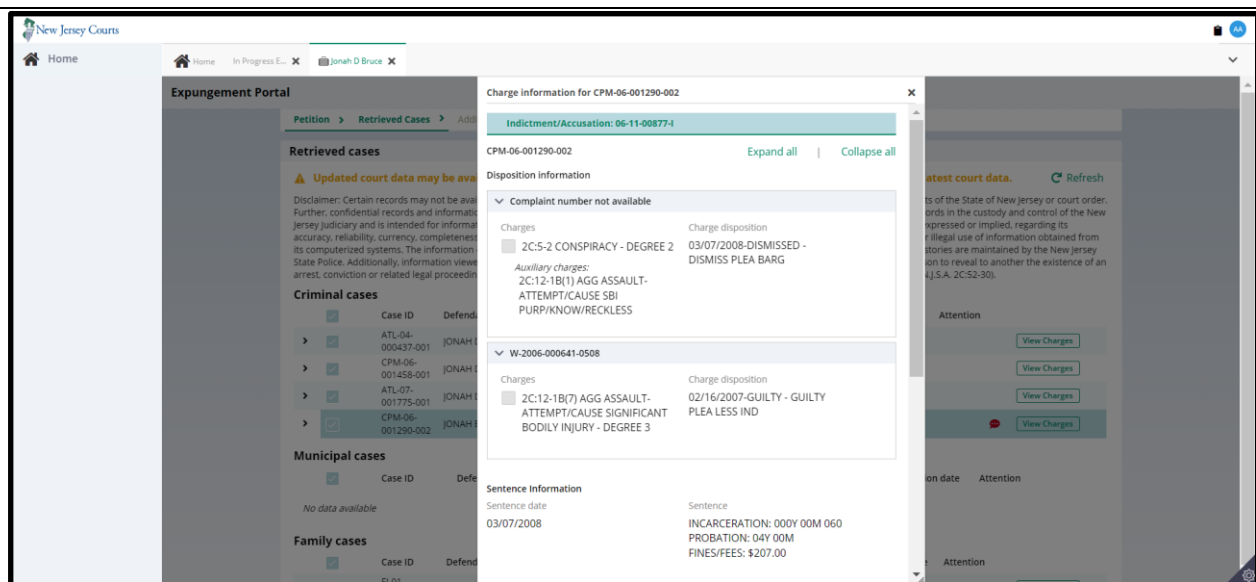
Criminal cases

	Case ID	Defendant name	IND/ACC number	Charges	Arrest/Issued date	Disposition	Disposition date	Attention	
▼	CPM-06-001458-001	JONAH D BRUCE		2C:36-2 ...	10/31/2006	DOWNGRADE CHARGE	01/08/2007		Update

12. Entries previously submitted by the Petitioner and/or Prosecutor are displayed in an accordion with a title and timestamp as for example:

**Petitioner - Petitioner's additional case details - MM/DD/YYYY**  
**Prosecutor - Prosecutor's response for this case - MM/DD/YYYY.**

Expanding the accordions in 'Case response history' section displays case details submitted by petitioner and/or prosecutor for the case.



13. The case line entry will display a red bubble to the left of the Update button indicating charges have been selected and details entered.

[Case List](#) > Response

### Case List

Please review the following cases and select charges for your response if needed.

#### Criminal cases

	Case ID	Defendant name	IND/ACC number	Charges	Arrest/Issued date	Disposition	Disposition date	Attention	
>	ATL-04-000437-001	JONAH D BRUCE		2C:33-2A(2) ...	01/28/2004	REMAND	03/03/2004		<a href="#">Review</a>
▼	CPM-06-001458-001	JONAH D BRUCE		2C:36-2 ...	10/31/2005	DOWNGRADE CHARGE	01/08/2007		<a href="#">Update</a>
Municipality/Court CAPE MAY COUNTY SUPERIOR COURT									
>	CPM-06-001290-002	JONAH BRUCE	06-11-00877-I	2C:5-2 ...	01/03/2007	GUILTY	01/03/2008		<a href="#">Review</a>
>	ATL-07-001775-001	JONAH D BRUCE	07-06-01420-I	2C:35-10A(1) ...	04/18/2007	DISMISSED	10/12/2007		<a href="#">Review</a>

*Note: A red dot in the Attention column of the second row has a tooltip that says "Please review the response for this case".*

14. Use the buttons at the bottom of the screen to navigate to the next screen.

- Click 'Cancel' to cancel your action without saving changes and return to the In Progress Workbasket.
- Click 'Save' to save your changes and return to the case later.
- Click 'Next' to navigate to the "Response" screen.

New Jersey Courts

Home In Progress E... x Jonah D Bruce x

### Expungement Portal

	Case ID	Defendant name	IND/ACC number	Charges	Arrest/Issued date	Disposition	Disposition date	Attention	
>	ATL-04-000437-001	JONAH D BRUCE		2C:33-2A(2) ...	01/28/2004	REMAND	03/03/2004		<a href="#">Review</a>
>	CPM-06-001458-001	JONAH D BRUCE		2C:36-2 ...	10/31/2005	DOWNGRADE CHARGE	01/08/2007		<a href="#">Update</a>
>	CPM-06-001290-002	JONAH BRUCE	06-11-00877-I	2C:5-2 ...	01/03/2007	GUILTY	01/03/2008		<a href="#">Review</a>
>	ATL-07-001775-001	JONAH D BRUCE	07-06-01420-I	2C:35-10A(1) ...	04/18/2007	DISMISSED	10/12/2007		<a href="#">Review</a>

#### Family cases

	Case ID	Defendant name	Case relationship	Charges	Arrest/Issued date	Disposition	Disposition date	Attention	
>	Fj-01-002942-00	JONAH BRUCE	JUVENILE/MINOR	2C:20-3 ...	03/26/2000	Not Guilty	05/19/2000		<a href="#">Review</a>
>	Fj-05-000579-02	JONAH BRUCE	JUVENILE/MINOR	2C:20-10A ...	08/15/2001	Guilty	10/02/2001		<a href="#">Review</a>
>	Fj-01-003312-02	JONAH BRUCE	JUVENILE/MINOR	2C:15-1A ...	06/01/2002	Disposed	07/29/2002		<a href="#">Review</a>
>	Fj-05-001087-03	JONAH BRUCE	JUVENILE/MINOR	2C:12-3 ...	06/01/2002	Guilty	02/04/2003		<a href="#">Review</a>

Add documents  
+ Add documents

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

15. On the Response screen, select an answer to the first question, "Do you have an objection to the expungement petition?"

- If you answer "Yes" but have not entered charge comments on the Case List screen, the Response narrative is required.
- If you answer "No" but have entered charge comments on the Case List screen, you will be asked to deselect those charges if there is no objection.

The screenshot shows the 'Response' screen with the following elements:

- Header: Case List > Response
- Section: Response ⓘ
- Question 1: Do you have an objection to the expungement petition?  
Buttons: Yes (unselected), No (selected)
- Question 2: Do you want to return to the petitioner for any amendments/corrections to the petition?  
Buttons: Yes (unselected), No (selected)
- Field: Response narrative \* (empty)
- Section: Add documents  
Link: + Add documents
- Footer: Back, Cancel, Save, Preview, Submit

The screenshot shows the 'Response' screen with the following elements:

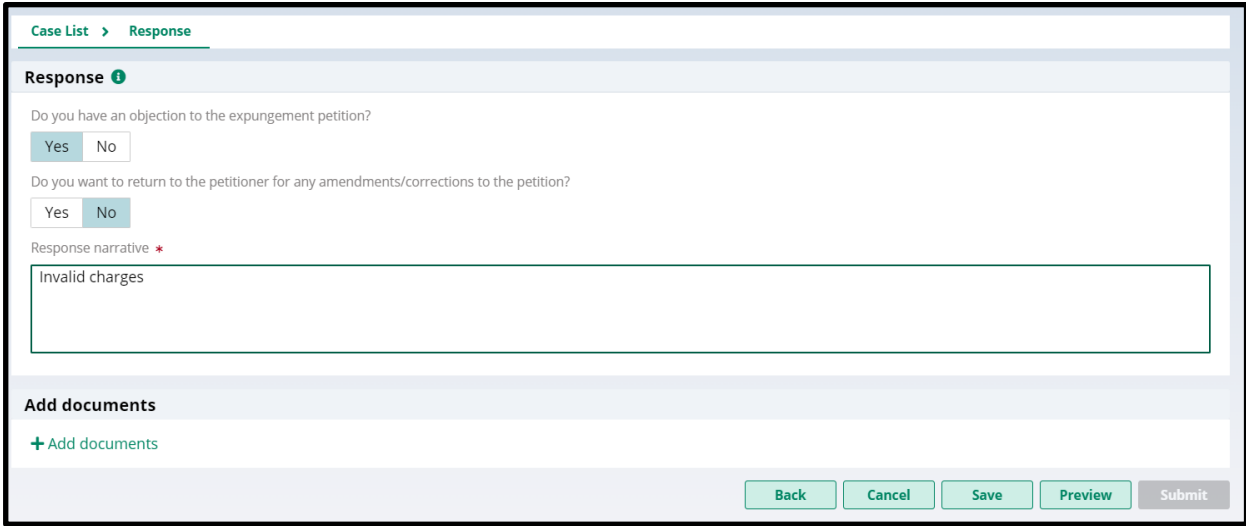
- Header: Case List > Response
- Section: Response ⓘ
- Question 1: Do you have an objection to the expungement petition?  
Buttons: Yes (unselected), No (selected)
- Warning: ⚠ Please deselect charge(s) if you do not have an objection.
- Question 2: Do you want to return to the petitioner for any amendments/corrections to the petition?  
Buttons: Yes (unselected), No (selected)
- Field: Response narrative (empty)
- Section: Add documents  
Link: + Add documents
- Footer: Back, Cancel, Save, Preview, Submit

Select an answer to the second question, “Do you want to return to the petitioner for any amendments/corrections to the petition?”

- If you answer “Yes”, Expungement case will be returned to petitioner in ‘Pending Petitioner Response’ status. In self-represented litigant initiated cases, the case will be routed to Filing County Public Defender. County Public Defender will have access to the case from their workbooket.
- If you answer “No,” the Expungement case will be routed to Criminal Court of the filing county in

The screenshot shows a web form titled "Case List > Response". Under the "Response" heading, there are two questions. The first question is "Do you have an objection to the expungement petition?" with "Yes" selected. The second question is "Do you want to return to the petitioner for any amendments/corrections to the petition?" with "No" selected. Below the questions is a text area for "Response narrative" which is currently empty. At the bottom, there is an "Add documents" section with a "+ Add documents" link and a row of buttons: "Back", "Cancel", "Save", "Preview", and "Submit".

This screenshot is identical to the one above, but the "Response narrative" text area now contains the text "Invalid charges".

<p>'Awaiting Judicial Decision' status.</p>	
<p>16. Use the navigation buttons at the bottom to navigate to the next screen.</p> <ul style="list-style-type: none"> <li>Click <u>Preview</u> button to open a draft Prosecutor Response Letter generated by the system.</li> </ul> <p><b>Note:</b> Charge details and response narrative that is entered will also display on the Prosecutor Response Letter PDF.</p> <ul style="list-style-type: none"> <li>Click <u>Submit</u> button and choose <u>Confirm</u> in the confirmation pop up window to submit your response to Court or return the petition to petitioner.</li> </ul>	

**Note:** You do not need to upload a PDF version of Response Letter since it will be system generated automatically upon your response submission.

Case List > Response

**Response** ⓘ

Do you have an objection to the expungement?  
 Yes  No

Do you want to return to the petitioner for any reason?  
 Yes  No

Response narrative \*  
Invalid charges.

**Add documents**  
[+ Add documents](#)

**Confirmation** ✕

You are about to return the following petition back to the petitioner for correction:

Defendant	SBI No.	Expungement case no.
JONAH D BRUCE	810033C	XP-ATL-22-000547

Case List > Response

**Response** ⓘ

Do you have an objection to the expungement?  
 Yes  No

Do you want to return to the petitioner for any reason?  
 Yes  No

Response narrative \*  
Invalid charges.

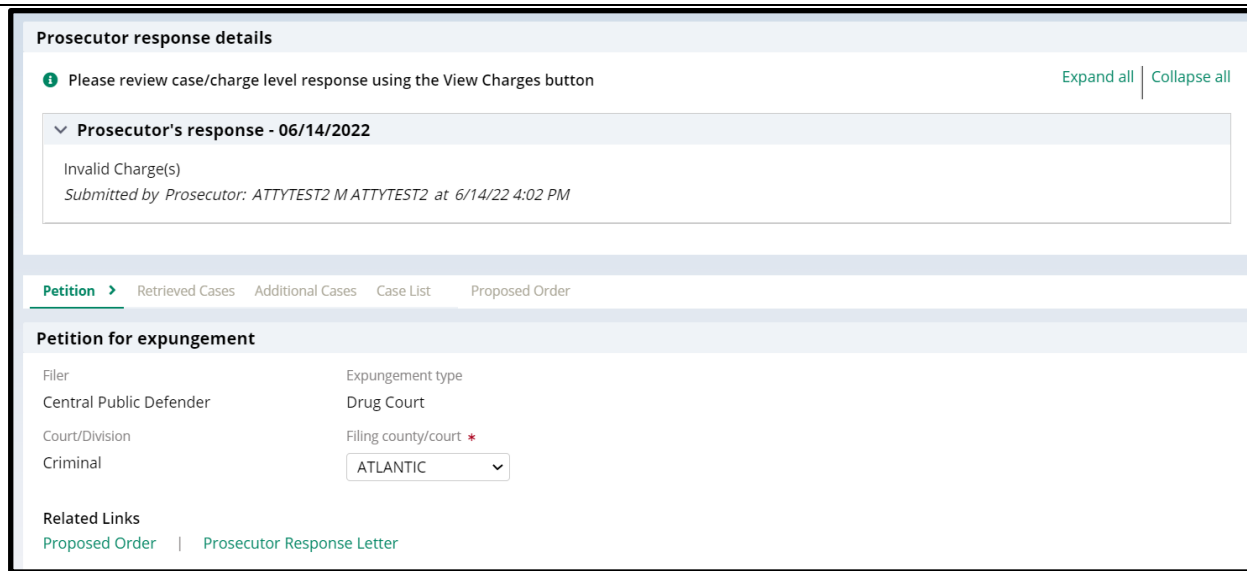
**Add documents**  
[+ Add documents](#)

**Confirmation** ✕

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

Defendant	SBI No.	Expungement case no.
JONAH BRUCE	810033C	XP-CPM-21-001321

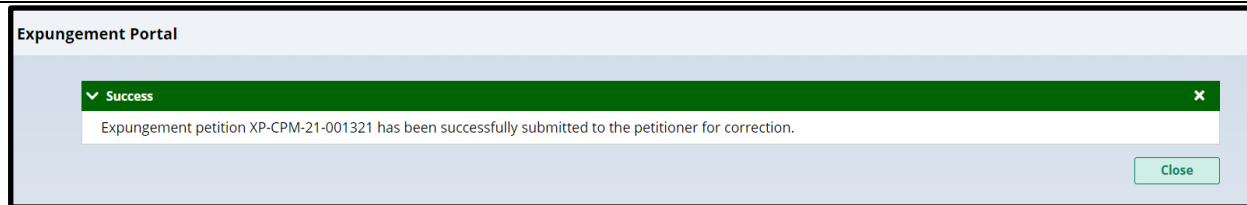
17. The Response narrative entered by County Prosecutor appears in Prosecutor response details section chronologically visible to both Petitioner and Court staff.



The screenshot shows the 'Prosecutor response details' section of a legal system interface. At the top, there is a header 'Prosecutor response details' with 'Expand all' and 'Collapse all' links. Below the header is an information icon and a message: 'Please review case/charge level response using the View Charges button'. A dropdown menu is open, showing 'Prosecutor's response - 06/14/2022'. Under this dropdown, it says 'Invalid Charge(s)' and 'Submitted by Prosecutor: ATTYTEST2.M.ATTYTEST2 at 6/14/22 4:02 PM'. Below this is a navigation bar with 'Petition' selected, and other options: 'Retrieved Cases', 'Additional Cases', 'Case List', and 'Proposed Order'. The main content area is titled 'Petition for expungement' and contains a form with the following fields: 'Filer' (Central Public Defender), 'Expungement type' (Drug Court), 'Court/Division' (Criminal), and 'Filing county/court' (ATLANTIC). At the bottom, there is a 'Related Links' section with 'Proposed Order' and 'Prosecutor Response Letter'.

18. When the petition is returned to petitioner, a success message is displayed, the status of the case is updated to Pending Petitioner Response and case jacket entries are added.

The petitioner (attorney or self-represented litigant filer) receives an e-mail notification that you have submitted your response.



The screenshot shows the 'Expungement Portal' interface. A green success message banner is displayed at the top, with a dropdown arrow on the left and a close 'X' icon on the right. The message text reads: 'Expungement petition XP-CPM-21-001321 has been successfully submitted to the petitioner for correction.' At the bottom right of the banner is a 'Close' button.



Click the Close button to return to the In Progress Workbasket.

Additionally, notifications are sent to existing notified agencies and new additional agencies on petition resubmission by the petitioner. Notification task status is updated to 'Revised Petition' (for regular/clean slate expungements) for existing parties and additional parties on resubmission.

The screenshot displays a web application interface for a legal case. At the top, there are browser tabs for 'Home', 'In Progress E...', 'Jonah D Bruce', and 'XP-ATL-22-000547'. Below the tabs is a 'Defendant information' section with the following details:

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	---	

Below the defendant information, there are two tabs: 'Petition for Expungement' and 'Documents'. The 'Documents' tab is active, showing a table of filings:

Filed Date	Defendant Name	Filings	Docket Text	Transaction ID	Entry Date	Entered by
06/14/2022	JONAH D BRUCE		PARTY COURT HISTORY REPORT generated	XPN20224582	06/14/2022	System
06/14/2022	JONAH D BRUCE		PROPOSED ORDER prepared by TEST9 M ATTYTEST9 ATTY of CENTRAL OFFICE OF THE PUBLIC DEFENDER	XPN20224583	06/14/2022	900082020
06/15/2022	JONAH D BRUCE		PROPOSED ORDER submitted by ATTYTEST1 M ATTYTEST1 of ATLANTIC COUNTY OFFICE OF THE PUBLIC DEFENDER	XPN20224598	06/15/2022	900002020
06/15/2022	JONAH D BRUCE		PROSECUTOR RESPONSE - OBJECTION by ATTYTEST2 M ATTYTEST2 of ATLANTIC COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XPN20224598]	XPN20224612	06/15/2022	900012020
06/15/2022	JONAH D BRUCE		PROSECUTOR RESPONSE LETTER submitted by ATTYTEST2 M ATTYTEST2 of ATLANTIC COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XPN20224598]	XPN20224613	06/15/2022	900012020
06/15/2022	JONAH D BRUCE		PROPOSED ORDER returned by ATTYTEST2 M ATTYTEST2 of ATLANTIC COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XPN20224598]	XPN20224614	06/15/2022	900012020

19. When the response is submitted to Court, a success message is displayed, the status of the case is updated to Awaiting Judicial Decision, and case jacket entries are added. Click the Close button to return to the In Progress Workbasket.

The screenshot shows a 'Success' message box in the 'Expungement Portal'. The message text reads: 'Prosecutor response has been successfully submitted for Expungement petition XP-ATL-21-001773 for JONAH D BRUCE.' There is a 'Close' button in the bottom right corner of the message box.

The petitioner receives an e-mail notification that you have submitted your response.

Filed Date	Defendant Name	Filings	Docket Text	Transaction ID	Entry Date	Entered by
09/28/2021	JONAH D BRUCE		PARTY COURT HISTORY REPORT generated	XP20219101	09/28/2021	System
09/28/2021	JONAH D BRUCE		PETITION FOR EXPUNGEMENT submitted by JOHN SAMUEL MYERS of PACIFICO & LAWRENCE	XP20219102	09/28/2021	900052020
09/28/2021	JONAH D BRUCE		PROPOSED ORDER submitted by JOHN SAMUEL MYERS of PACIFICO & LAWRENCE	XP20219103	09/28/2021	900052020
06/14/2022	JONAH D BRUCE		PROSECUTOR RESPONSE - OBJECTION by ATTYTEST2 M ATTYTEST2 of ATLANTIC COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XPN20219103]	XP20224574	06/14/2022	900012020
06/14/2022	JONAH D BRUCE		PROSECUTOR RESPONSE LETTER submitted by ATTYTEST2 M ATTYTEST2 of ATLANTIC COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XPN20219103]	XP20224575	06/14/2022	900012020

20. On the In Progress Workbasket, the status of the expungement case will update to “Pending Petitioner Response” or “Awaiting Judicial Decision” based on what the prosecutor entered as their response. If there was an objection, it will be indicated in the Attention column.

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Decision date	Attention
> XP-ATL-21-000005	JONAH D BRUCE	810033C	01/05/2021	Regular	Awaiting Judicial Decision		Objection Open
> XP-ATL-21-000018	JONAH D BRUCE	810033C	01/11/2021	Regular	Order Granted	01/15/2021	Open
> XP-ATL-21-000045	JONAH D BRUCE	810033C	02/16/2021	Drug Court	Order Granted	07/28/2021	Open
> XP-CPM-21-001312	JONAH BRUCE	810033C	09/27/2021	Regular	Withdrawn		Open
> XP-CPM-21-001308	JONAH BRUCE	810033C	09/24/2021	Regular	Pending Prosecutor Review		Open
> XP-CPM-21-001314	JONAH BRUCE	810033C	09/27/2021	Clean Slate	Pending Prosecutor Review		Open
> XP-ATL-21-001773	JONAH D BRUCE	810033C	09/28/2021	Regular	Awaiting Judicial Decision		Objection Open
> XP-CPM-21-001320	JONAH BRUCE	810033C	10/04/2021	Clean Slate	Pending Prosecutor Review		Open
> XP-CPM-21-001321	JONAH BRUCE	810033C	10/25/2021	Drug Court	Pending Petitioner Response		Open
> XP-CPM-21-001342	JONAH BRUCE	810033C	12/15/2021	Regular	Pending Prosecutor Review		Open

21. 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](#)

500 records

Group Fields Show More/Less Refresh Mo's View

Expungement number	Defendant	Filing date	Expungement type	Status	Hearing date	Filer	Status Change Date	Attention
XP-ATL-20-000064	NELSON TEST	04/14/2020	Drug Court	Awaiting Judicial Decision	07/10/2024	County Public Defender	11/03/2023	Open
XP-ATL-20-000065	TWORRUNH V OMSPTTEST	04/14/2020	Drug Court	Pending Prosecutor Review	09/15/2022	Central Public Defender	05/31/2023	Open
XP-ATL-20-000067	PAT TEST A CAMPBELL	04/28/2020	Drug Court	Pending Petitioner Response	07/29/2022	County Public Defender	09/13/2023	Open
XP-ATL-20-000074	NELSON TEST	05/07/2020	Drug Court	Pending Petitioner Response	07/26/2022	County Public Defender	06/29/2023	Open
XP-ATL-20-000078	TEST TEST	05/11/2020	Drug Court	Pending Prosecutor Review	09/26/2022	County Public Defender	10/03/2023	Open
XP-ATL-20-000092	PAT TEST	05/28/2020	Drug Court	Pending	09/26/2022	Central Public	09/13/2023	Open

22. In the Search parameters pop up:

- Click +Add search criteria link to choose additional criteria:

Defendant name, Filing Date, Decision Date, SBI number, Status (of the case).

- Click the Reset button to clear the search parameters entered previously.

Search parameters

Court/Division: ALL Clear Expungement Type: ALL Clear

Filing county/court: ALL Clear

Search criteria \* From date \* To date

Filing date 1/5/2021

+Add search criteria

Close Reset Search

- Click the Close button to close the Search parameter popup window and return to the workbasket.
- Click the Search button when done entering the search criteria and return to the workbasket with results matching your criteria.

23. You can also use other features in the In Progress workbasket.

- Click the Refresh icon to update the petition status, display any new petition that was submitted, and remove any petition that was withdrawn.
- Click the Export All button next to Close to download an Excel file with the Workbasket information.

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

500 records

Group Fields Show More/Less

[Refresh](#) [Mo's View >](#)

Expungement number	Defendant	Filing date	Expungement type	Status	Hearing date	Filer	Status Change Date	Attention
XP-ATL-20-000064	NELSON TEST	04/14/2020	Drug Court	Awaiting Judicial Decision	07/10/2024	County Public Defender	11/03/2023	<a href="#">Open</a>
XP-ATL-20-000065	TWORRUNH V OMSPTTEST	04/14/2020	Drug Court	Pending Prosecutor Review	09/15/2022	Central Public Defender	05/31/2023	<a href="#">Open</a>
XP-ATL-20-000067	PAT TEST A CAMPBELL	04/28/2020	Drug Court	Pending Petitioner Response	07/29/2022	County Public Defender	09/13/2023	<a href="#">Open</a>
XP-ATL-20-000074	NELSON TEST	05/07/2020	Drug Court	Pending Petitioner Response	07/26/2022	County Public Defender	06/29/2023	<a href="#">Open</a>
XP-ATL-20-000078	TEST TEST	05/11/2020	Drug Court	Pending Prosecutor Review	09/26/2022	County Public Defender	10/03/2023	<a href="#">Open</a>
XP-ATL-20-000092	PAT TEST	05/28/2020	Drug Court	Pending	09/26/2022	Central Public	09/13/2023	<a href="#">Open</a>

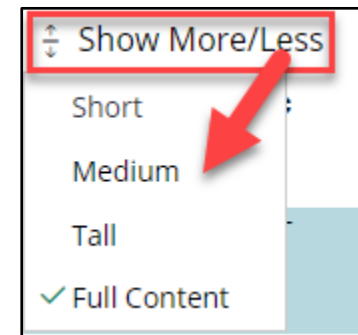
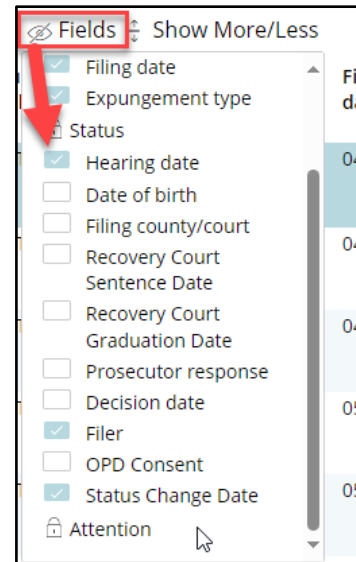
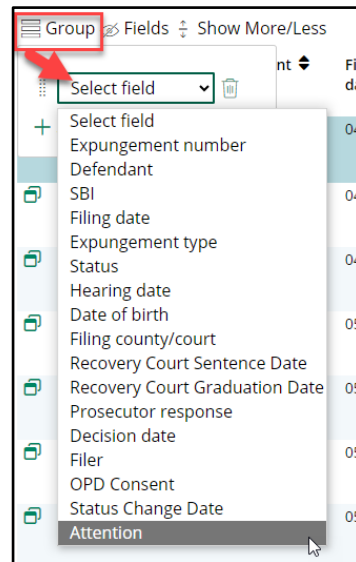
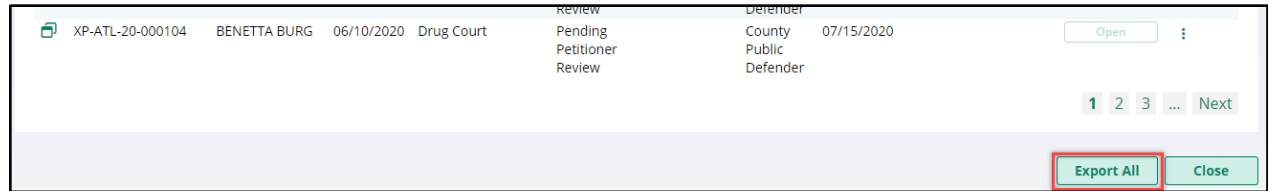
- Click the sort arrow on the header to sort the workbook information in ascending or descending order by that header.

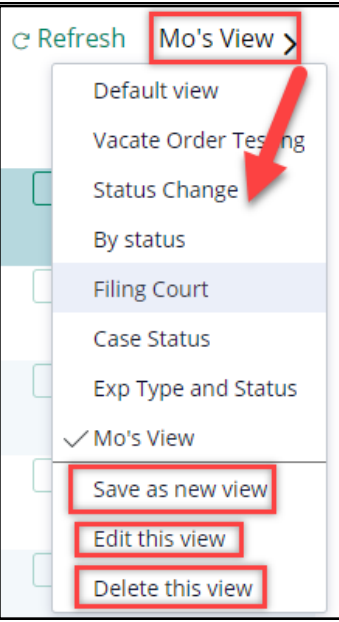
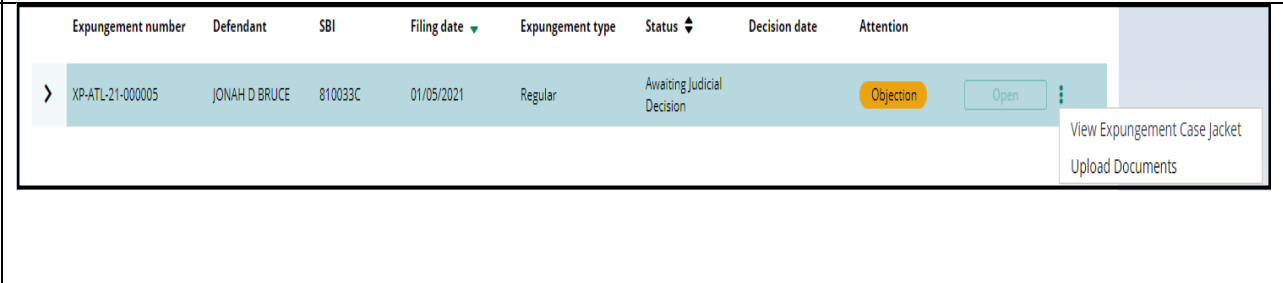
- The Workbasket allows you to customize your views. Click Group to select fields to 'Group By'.

- The 'Fields' button allows you to click on fields to add or remove from your workbook view. Some standard fields cannot be removed.

- 'Show More/Less' allows users to select the size of the fields displayed on the Workbasket.

- Clicking the 'View' button next to refresh allows you to save your current view, modify your current view, select a different view, or delete the view you are currently on.



																	
<p>24. Click the icon with three dots to the right of the Open button to take additional actions:</p> <ul style="list-style-type: none"> <li>• View Expungement Case Jacket</li> <li>• Upload Documents</li> </ul>	 <table border="1"> <thead> <tr> <th>Expungement number</th> <th>Defendant</th> <th>SBI</th> <th>Filing date</th> <th>Expungement type</th> <th>Status</th> <th>Decision date</th> <th>Attention</th> </tr> </thead> <tbody> <tr> <td>XP-ATL-21-000005</td> <td>JONAH D BRUCE</td> <td>810033C</td> <td>01/05/2021</td> <td>Regular</td> <td>Awaiting Judicial Decision</td> <td></td> <td>Objection Open</td> </tr> </tbody> </table>	Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Decision date	Attention	XP-ATL-21-000005	JONAH D BRUCE	810033C	01/05/2021	Regular	Awaiting Judicial Decision		Objection Open
Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Decision date	Attention										
XP-ATL-21-000005	JONAH D BRUCE	810033C	01/05/2021	Regular	Awaiting Judicial Decision		Objection Open										

25. Choose the action “Upload Document” to open the popup window. You can only upload PDF documents and they will be saved to the case jacket.

- Click “Select file(s)” to browse the file explorer and find the file or drag and drop the desired file into the middle section with the paper clip.
- Enter the Filed Date and document Type from the available list of options then click the Save button.
- When document type of “Other” is selected, the document description is required.

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

The dropdown menu for 'Document type' is open, showing the following options: Select.., Brief, Complaint, Judgment of Conviction, Judgment of Dismissal, Order, Petitioner Response Letter, Pre Sentencing Investigation, Prosecutor Response Letter, Revised Proposed Order, and Other.

26. Choose the action “View Expungement Case Jacket.” The “Petition for Expungement” tab is opened by default and this tab displays a summary of the expungement case.

**Defendant information**

Defendant name JONAH D BRUCE	Date of birth 08/02/1985	SBI 810033C	Alias JONAH BRUCE
Address 123 Chambers St. Trenton, NJ 08625	Contact number 848-448-1530	E-Mail Katherine.Olsen@njjudlab.njcourts.gov	

Petition for Expungement Documents

Expungement type Regular	Division Criminal	Filing county/court Atlantic	Filing date 01/05/2021
Filer Pro se	Prosecutor Response Objection	Hearing occurred —	Hearing date —
Decision —	Decision date —		

27. Click on the “Documents” tab.

The Filings column displays a paper clip of the PDF document attached to the entry and an envelope icon if there is an electronic copy of an email notification.

Home In Progress E... x Jonah D Bruce x XP-ATL-22-000547 x

**Defendant information**

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

Petition for Expungement Documents

Filed Date	Defendant Name	Filings	Docket Text	Transaction ID	Entry Date	Entered by
06/14/2022	JONAH D BRUCE		PARTY COURT HISTORY REPORT generated	XP202224582	06/14/2022	System
06/14/2022	JONAH D BRUCE		PROPOSED ORDER prepared by TEST9 M ATTYTEST9 ATTY OF CENTRAL OFFICE OF THE PUBLIC DEFENDER	XP202224583	06/14/2022	900082020
06/15/2022	JONAH D BRUCE		PROPOSED ORDER submitted by ATTYTEST1 M ATTYTEST1 of ATLANTIC COUNTY OFFICE OF THE PUBLIC DEFENDER	XP202224598	06/15/2022	900002020
06/15/2022	JONAH D BRUCE		PROSECUTOR RESPONSE - OBJECTION by ATTYTEST2 M ATTYTEST2 of ATLANTIC COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XP202224598]	XP202224612	06/15/2022	900012020
06/15/2022	JONAH D BRUCE		PROSECUTOR RESPONSE LETTER submitted by ATTYTEST2 M ATTYTEST2 of ATLANTIC COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XP202224598]	XP202224613	06/15/2022	900012020
06/15/2022	JONAH D BRUCE		PROPOSED ORDER returned by ATTYTEST2 M ATTYTEST2 of ATLANTIC COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XP202224598]	XP202224614	06/15/2022	900012020