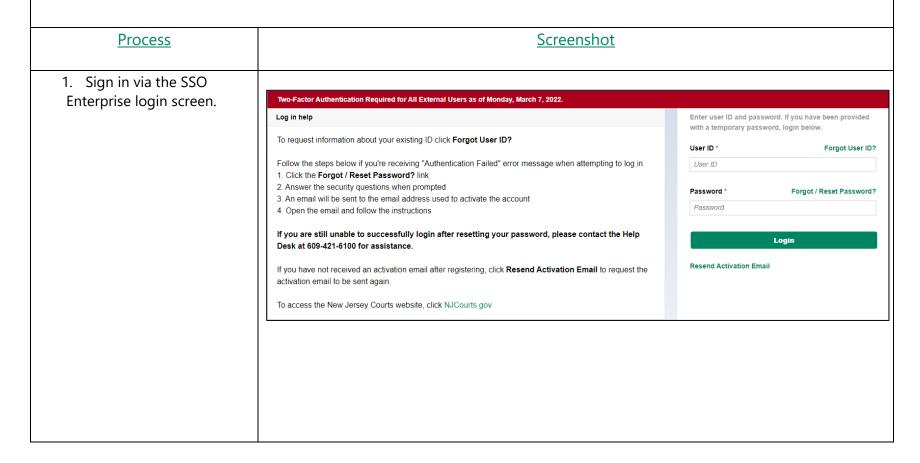
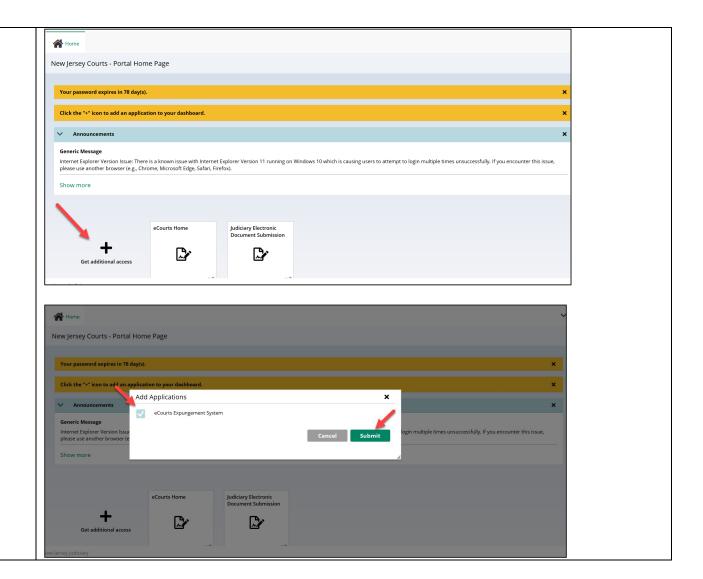


eCourts Expungement System Self-Represented Litigant User Guide

A self-represented litigant utilizes the eCourts Expungement System to submit a petition and proposed order for a regular, marijuana, marijuana decriminalization, recovery court or clean slate expungement electronically to the Court.



2. To add the eCourts Expungement System access, click the "+ Get additional access."



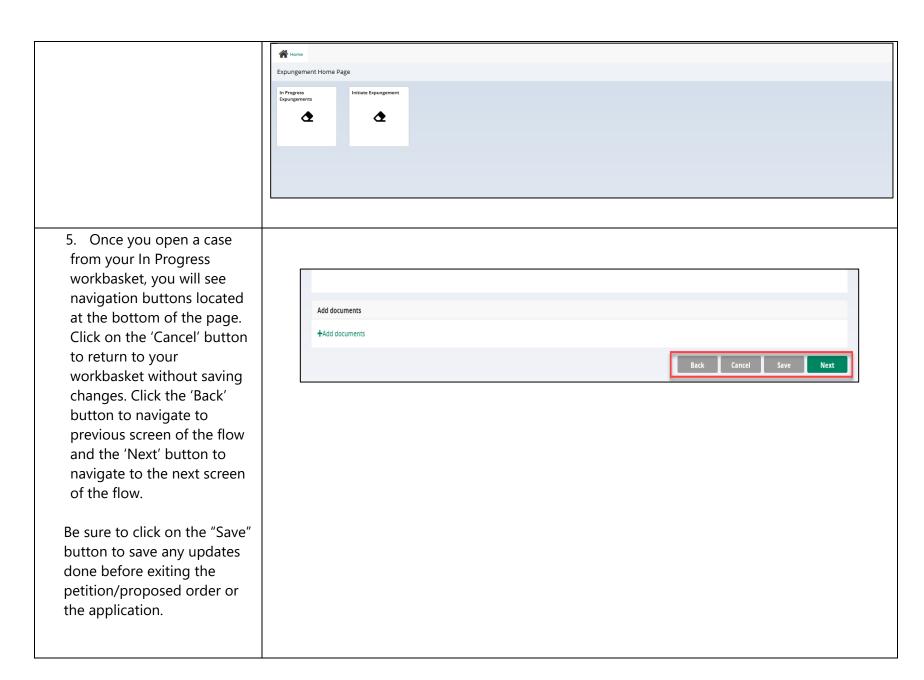
3. After you have added access for the eCourts Expungement System, you'll have to log out and then log back in to enter the system.

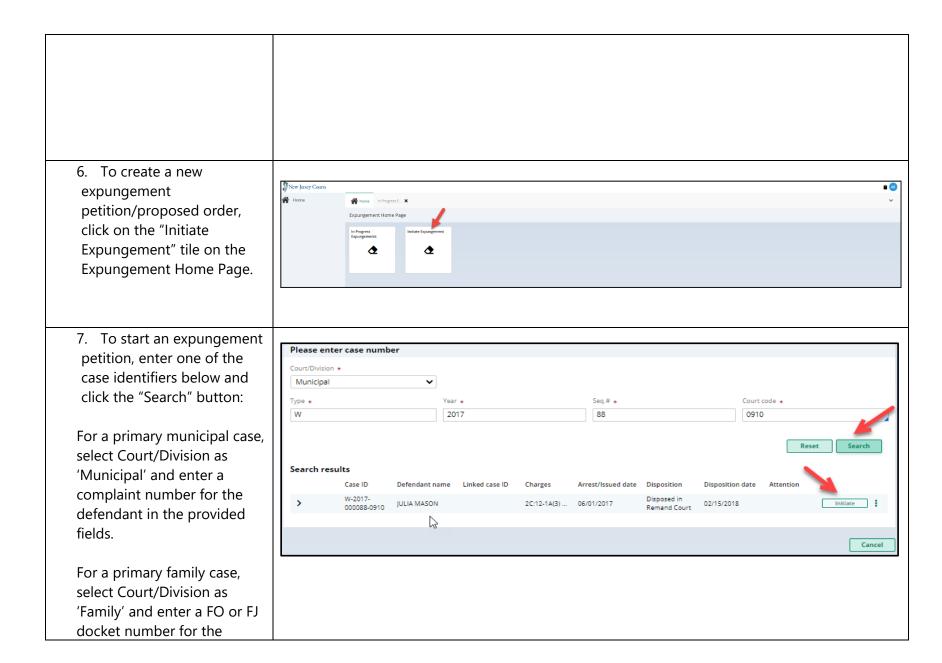


4. After logging into the Portal Home Page, click the tile labeled "eCourts Expungement System" to open the Expungement application home page.

On the home page, you have access to two tiles: In Progress Expungements and Initiate Expungement. Click on "In Progress Expungements" to access existing cases from a workbasket and click on Initiate Expungement to create a new case.







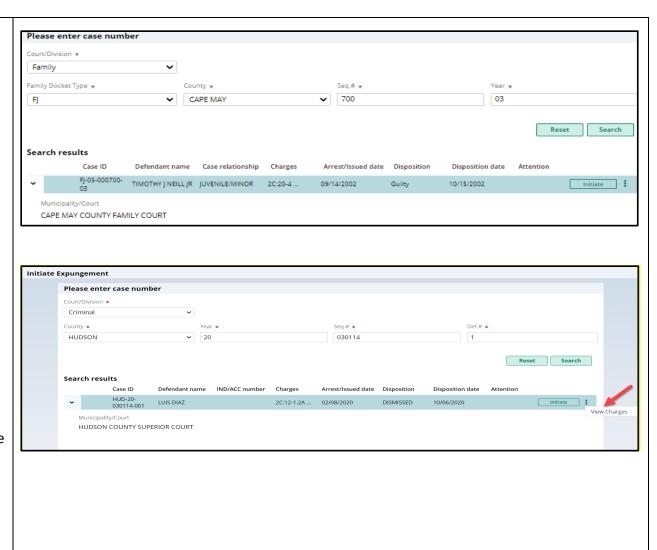
defendant in the provided fields.

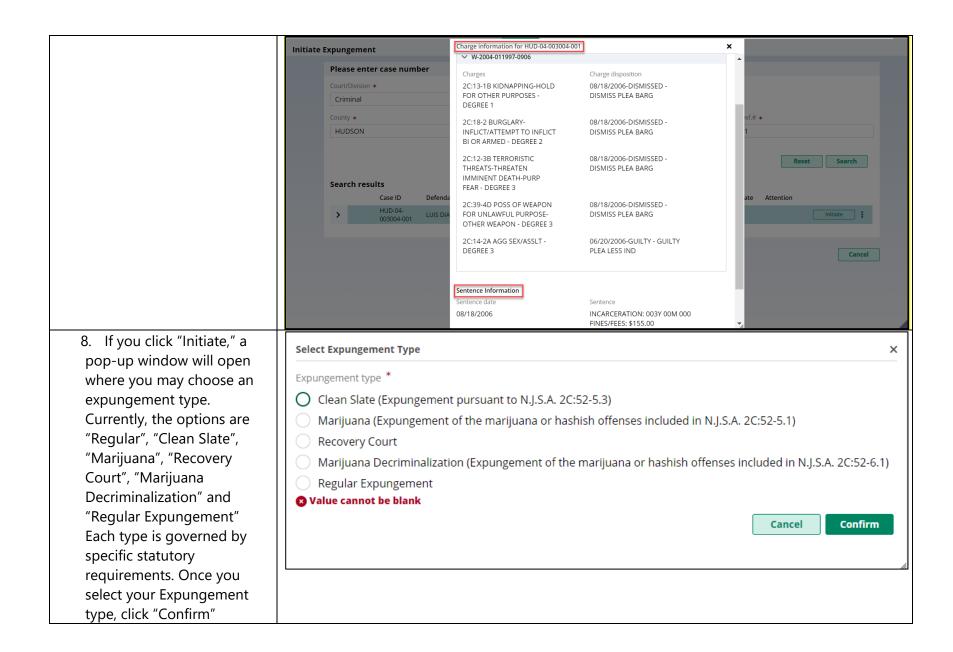
For a primary criminal case, select Court/Division as 'Criminal' and enter a PROMIS/Gavel (P/G) case number for the defendant in the provided fields.

To remove your result and start over, click the "Reset" button.

To proceed, click the "Initiate" button on the desired case/defendant in the Search results section.

When you click the "View Charges" action menu option on this screen, Charge information pop-up window on this screen displays charges, sentence information and disposition information for the case in search result.

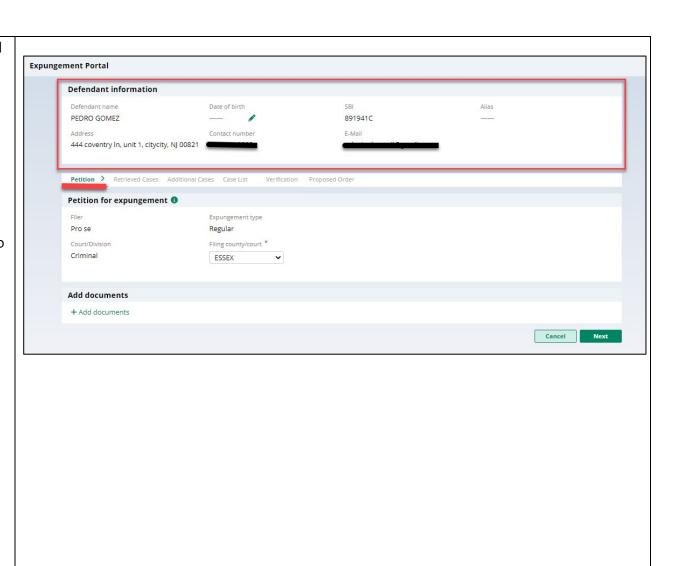




9. The "Petition" screen will open showing basic details about the petition/proposed order. Defendant information displays at the top of every screen in the petition/proposed order creation process.

The Filer type defaults to Pro se. Expungement Type and Court/Division are pre-filled with information from the previous selections and the Filing County/court is pre-filled based on the case you initiated with, but you have the option to change the county, if needed.

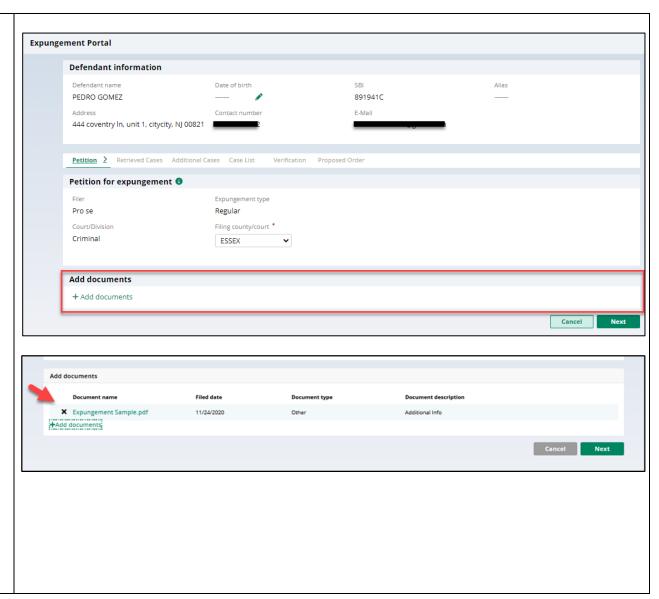
Date of birth can be edited/entered by clicking on pencil icon beside the respective labels.



10. At the bottom of the page is the Add documents link. This section will also display on every screen and allows you to upload PDF documents to your petition/proposed order by clicking on "+Add documents."

Any added documents can also be removed before submission by clicking the "x."

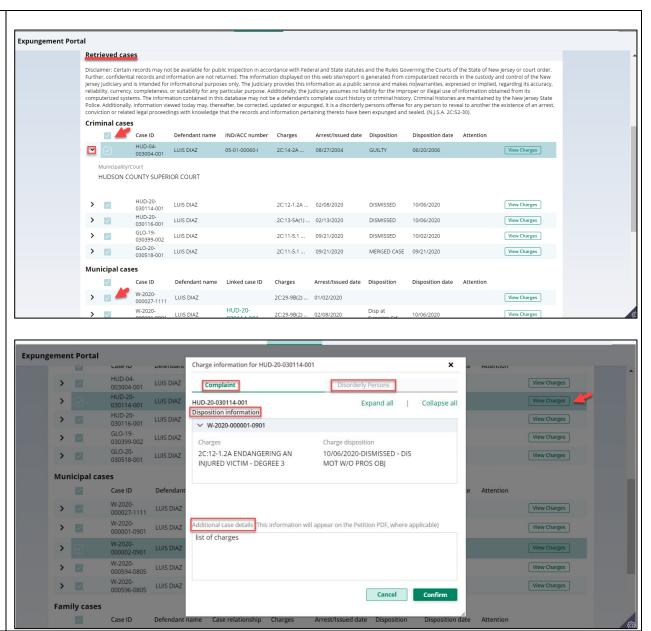
Click "Next" to proceed to the "Retrieved Cases" screen.



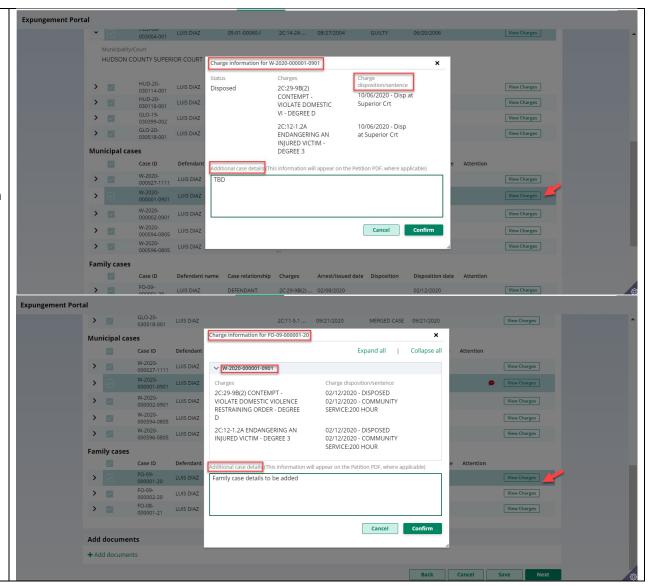
11. Criminal, Municipal and/or Family cases are retrieved from relevant source systems and displayed on the "Retrieved Cases" screen. Click on the check box next to the case or a case section to select/deselect the case(s). A reason to deselect a case would be, for example, if it was not a case associated with you and was retrieved by the system incorrectly due to a data entry error related problem.

Click on the twisty "v" to expand/collapse the retrieved case information and review.

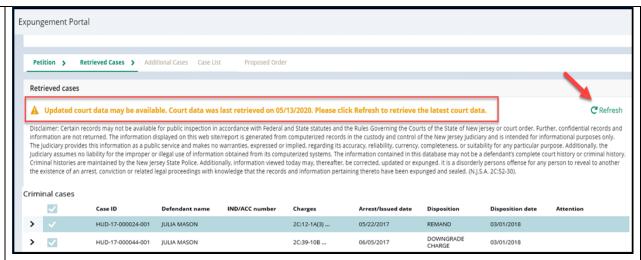
Please review the "Disclaimer" section at the top of the Retrieved Cases screen indicating that the system may not include a petitioner's full criminal history and that a petitioner may still need to acquire this information separately.

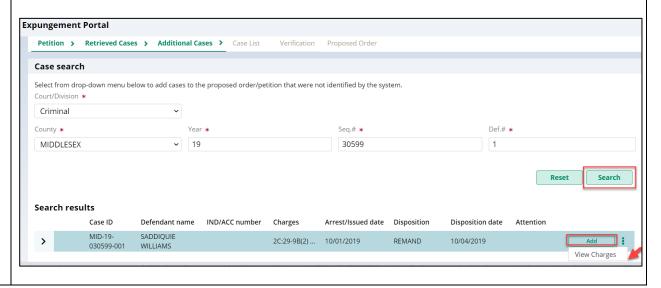


When you Click the "View Charges" button on any case, Charge information pop-up window on this screen display charges, sentence information and disposition information. On the **Charge Information** window, an "Additional case details" section is available for Petitioners. The field can be used to enter information about the case and charges. The text entered will appear on the Petition PDF.



- 12. 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.
- 13. Then, click "Next" to proceed to the "Additional Cases" screen.
- 14. On the "Additional Cases" screen, you may add cases that were not systematically retrieved by searching Criminal, Municipal and/or Family. Select the appropriate value from the "Court/Division" field dropdown, enter the case information, and click the "Search" button. Click "Add" to add the case.



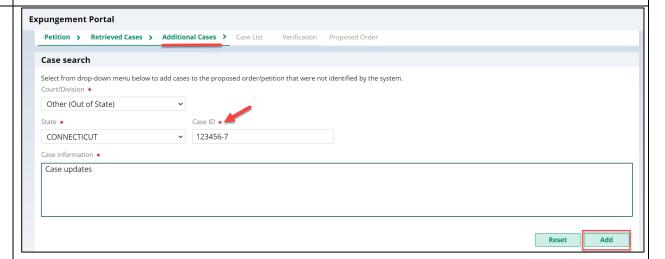


The "View Charges" function is also available on the Additional Cases screen when you click the vertical three dots to the right to access the action menu option.

On the **Charge Information** window, an "**Additional case details**" section is available for Petitioners. The field can be used to enter information about the case and charges. The text entered will appear on the Petition PDF.

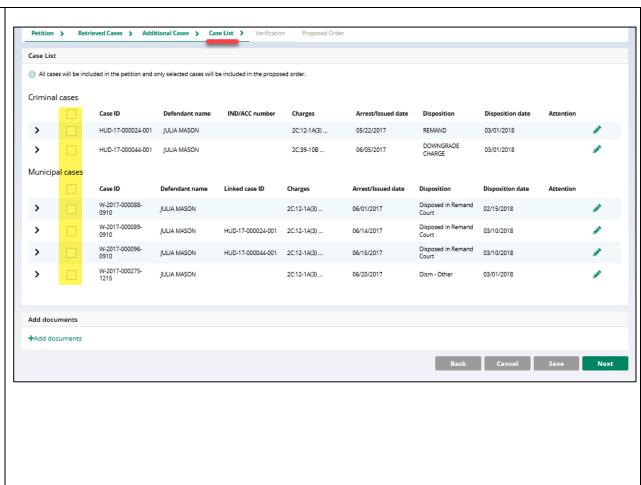
15. Other cases (including out-of-state) may be manually entered on this screen by selecting the dropdown option "Other (Arrest records only/Older cases)" or "Other (Out of State)," completing the resulting fields, and selecting "Add." Remove added cases by clicking "Remove." Click "Next" to proceed to the "Case List" screen.





16. On the "Case List" screen, select the cases that you wish to be included in your proposed order for expungement. All cases displayed here will be listed on your **petition**, but only cases with check box selections will be included in the **proposed order**.

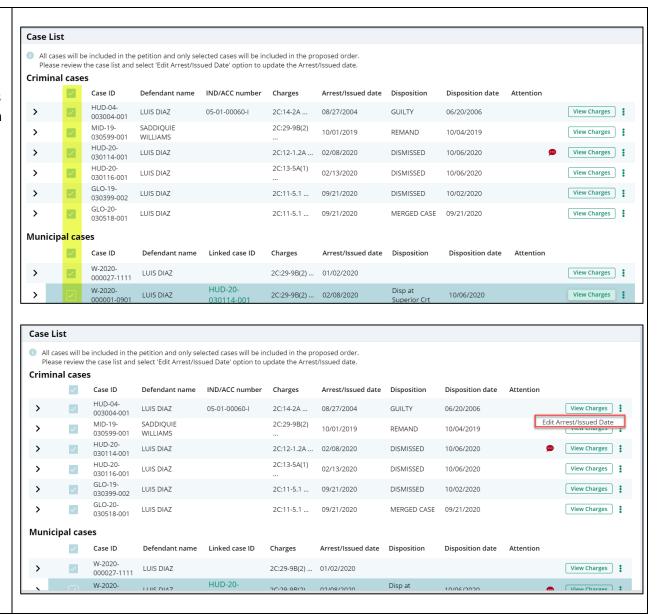
For Regular expungement types, all the cases listed will be deselected by default. You will need to manually select the cases you want included in the proposed order.



17. For Clean Slate expungement types, all the cases listed will be selected by default. You will need to manually deselect any cases you do not want included in the proposed order.

Review the Arrest/Issued date column to verify each case has an arrest date. If any cases have a blank arrest date, you can enter the arrest date when you click click the vertical three dots to the right to access the action menu option "Edit Arrest Date." You cannot advance to the next screen without an arrest date value for each listed case.

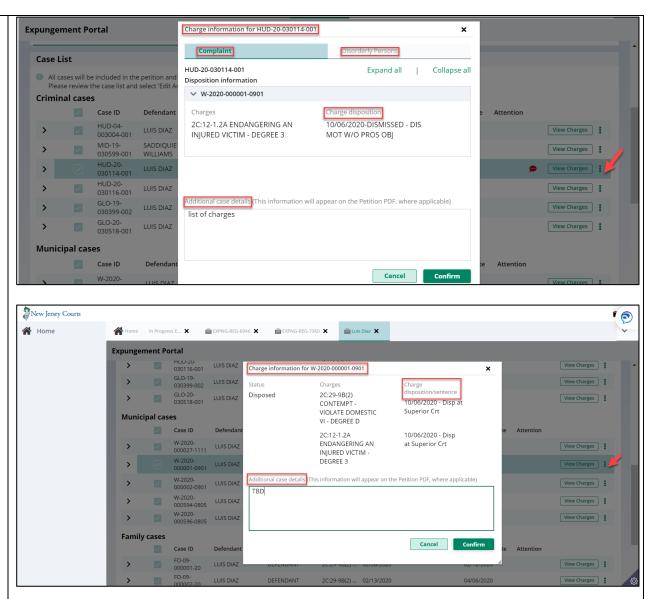
When you Click the "View Charges" button on any case, Charge information pop-up window on this screen display charges,

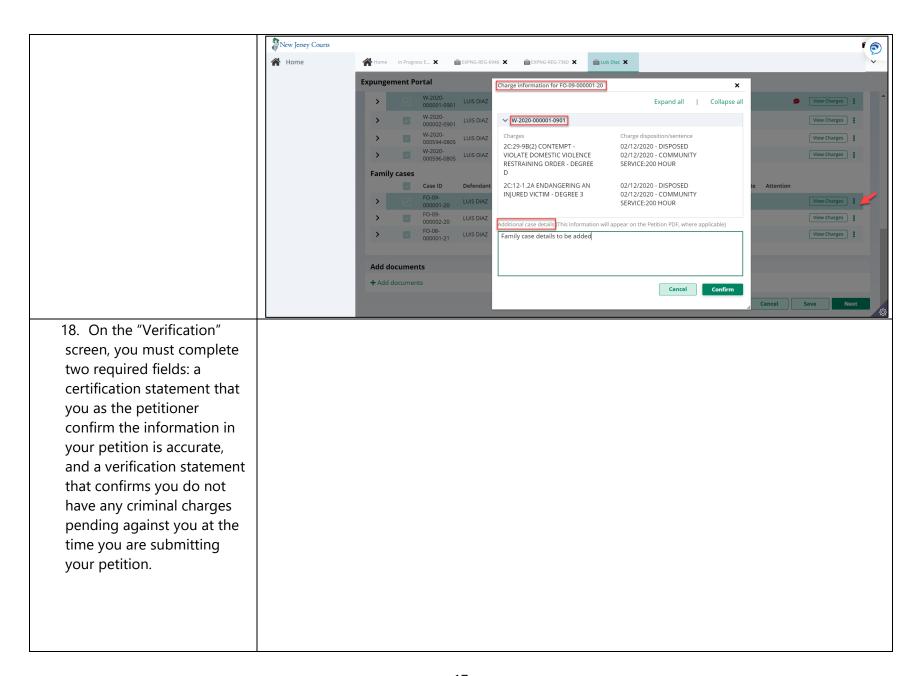


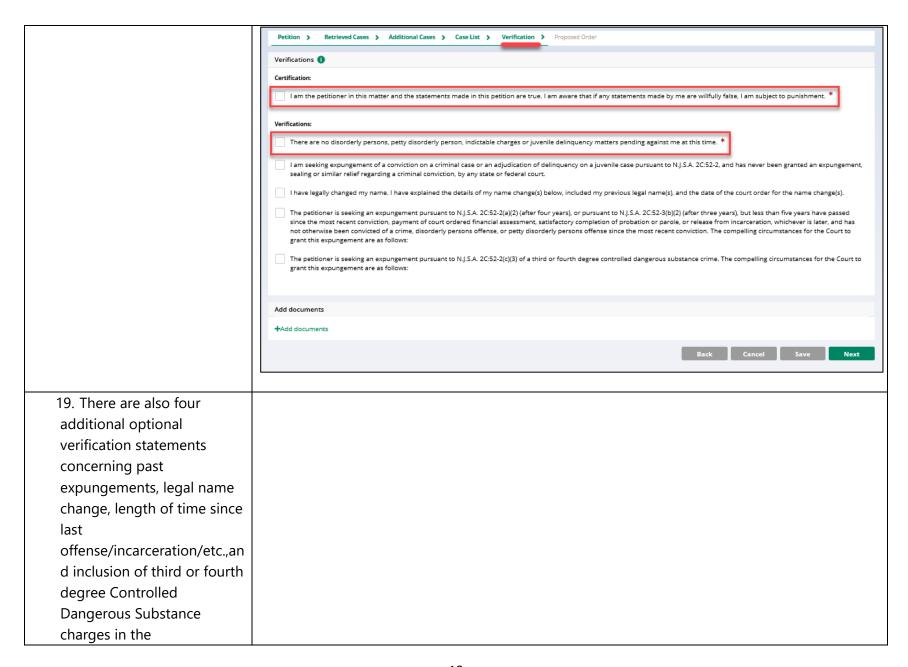
sentence information and disposition information.

On the **Charge Information** window, an "**Additional case details**" section is available for Petitioners. The field can be used to enter information about the case and charges. The text entered will appear on the Petition PDF.

Click "Next" to proceed to the "Verification" screen.







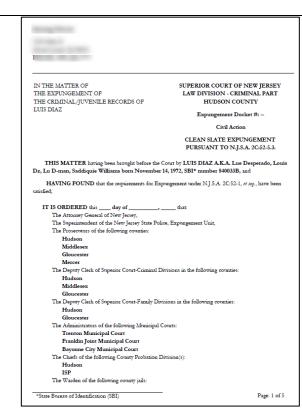
expungement. These statements all require additional details to be entered in a text box if selected.

Click "Next" to proceed to the "Proposed Order" screen.

20. The "Proposed Order" screen is the final screen in the petition/proposed order. Here, review and verify the listed Notified Parties. These are entities that are required to be notified that your petition has been submitted and/or that a Granted final order has been issued by a judge. Select and add additional Notified Parties if needed

using the "Other applicable Retrieved Cases > Additional Cases > Case List > Verification > Proposed Order > party(ies)" dropdown. Enter Proposed Order **Financial** Filing date 11/25/2020 obligations/Restitution Notified parties 0 Details if this information is The Attorney General of New Jersey applicable and known at the The Superintendent of the New Jersey State Police, Expungement Unit Deputy Clerk of the Superior Court of NJ - Criminal Division The Prosecutor of county(ies) Deputy Clerk of the Superior Court of NJ - Family The Administrator(s) of Municipal Court(s) time the petition/proposed Middlesex, Hudson North Brunswick Court, Union City Municipal Hudson Court order is submitted. The county(ies) of Probation Division(s) Chief(s) of the police department(s) County Identification Bureau(s) (Sheriff's Department) The Warden of the jail/prison North Brunswick Police Dept, Union City Police Select +Add party List of cases and amount to be entered into "Treasurer, State of New Jersey" Add documents +Add documents Cancel Save Preview Proposed Order Preview Petition 21. Click on the "Preview Proposed Order" button to view the Proposed Order draft as a PDF document. Ensure that all the relevant information from within the application is displaying properly on the Proposed Order.

The Proposed Order displays a case list with cases displayed by case type/division – Promis/Gavel cases, ACS Cases and FACTS cases. The case list will also display the linked complaint, FACTS docket number, indictment/accusation number to the primary case. For Criminal cases (Promis/Gavel), charges will be displayed in the order of highest to lowest charging document -Indictment/Accusation. Complaint, and Disorderly Person.



ORDER - DEGREE D ACS case details W-2020-000001-0901 Bayonne City N.J.S.A. 2C:29-9B(2) CONTEMPT - VIOLATE DOMESTIC VI - DEGREE D N.J.S.A. 2C:12-1:2A ENDANGERING AN INJURED VICTIM - DEGREE 3 FACTS case details FO-09-000001-20 Hudson County W-2020-000001-0901 N.J.S.A. 2C:29-9B(2) CONTEMPT - VIOLATE DOMESTIC VIOLENCE RESTRAINING ORDER - DEGREE D N.I.S.A. 2C:12-1.2A ENDANGERING AN INJURED VICTIM - DEGREE 3 (4) Petitioner was arrested/taken into custody on 02/13/2020 for: Promis/Gavel case details HUD-20-030116-001 W-2020-000002-0901 N.J.S.A. 2C:13-5A(1) CRIMINAL COERCION-THREAT INFLCT BI BY 4TH DEG OR LESS -W-2020-000002-0901 N.J.S.A. 2C:29-9B(2) CONTEMPT - VIOLATE DOMESTIC VIOLENCE RESTRAINING ORDER - DEGREE D ACS case details W-2020-000002-0901 Bayonne City N.J.S.A. 2C:29-9B(2) CONTEMPT - VIOLATE DOMESTIC VI - DEGREE D N.J.S.A. 2C:13-5A(1) CRIMINAL COERCION-THREAT INFLC - DEGREE 4 FACTS case details FO-09-000002-20 Hudson County W-2020-000002-0901 N.J.S.A. 2C:29-9B(2) CONTEMPT - VIOLATE DOMESTIC VIOLENCE RESTRAINING ORDER - DEGREE D N.J.S.A. 2C:13-5A(1) CRIMINAL COERCION-THREAT INFLCT BI BY 4TH DEG OR LESS -(5) Petitioner was arrested/taken into custody on 09/21/2020 for: Promis/Gavel case details GLO-19-030399-002 Gloucester County W-2020-000594-0805

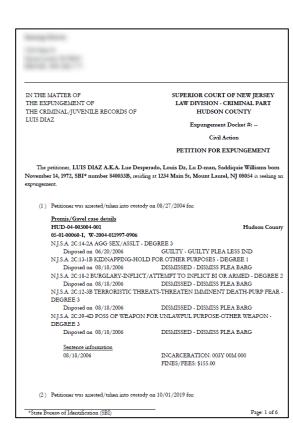
N.I.S.A. 2C:11-5.1 KNOWING LEAVING SCENE OF MV ACCIDENT RESULTING IN

Page: 3 of 5

DEATH - DEGREE 2

22. Click on the "Preview Petition" button to view the Petition draft as a PDF document. Ensure that all the relevant information from within the application is displaying properly on the Petition.

The Petition includes charge disposition and sentence information for each case on the petition. This document displays a case list with cases displayed by case type/division - Promis/Gavel cases, ACS Cases and FACTS cases. The case list will also display the linked complaint, FACTS docket number, indictment/accusation number to the primary case. For Criminal cases (Promis/Gavel), charges will be displayed in the order of



Promis/Gavel case details MID-19-030599-001 W-2019-000049-1202 N.J.S.A. 2C:29-9B(2) CONTEMPT - VIOLATE DOMESTIC VIOLENCE RESTRAINING ORDER - DEGREE D Disposed on 10/04/2019 DOWNGRADE CHARGE - TRANSF FAM COURT W-2019-000050-1202 N.I.S.A. 2C:29-1A OBSTRUCT ADMIN OF LAW-OBSTRUCT GOVT FUNCTION - DEGREE Disposed on 10/04/2019 REMAND - MUNIC REMAND/DOWNGR Petitioner was arrested/taken into custody on 02/08/2020 for HUD-20-030114-001 W-2020-000001-0901 N.I.S.A. 2C:12-1.2A ENDANGERING AN INJURED VICTIM - DEGREE 3 Disposed on 10/06/2020 DISMISSED - DIS MOT W/O PROS OBJ W-2020-000001-0901 N I S A 2C-29-9B(2) CONTEMPT - VIOLATE DOMESTIC VIOLENCE RESTRAINING ORDER - DEGREE D DISMISSED - DIS MOT W/O PROS OBI Disposed on 10/06/2020 Additional case details list of charges ACS case details N.J.S.A. 2C:29-9B(2) CONTEMPT - VIOLATE DOMESTIC VI - DEGREE D Disposed on 10/06/2020 Disp at Superior Crt N.J.S.A. 2C:12-1.2A ENDANGERING AN INJURED VICTIM - DEGREE 3 Disposed on 10/06/2020 Disp at Superior Crt Additional case details FACTS case details FO-09-000001-20 Hudson County W-2020-000001-0901 N.J.S.A. 2C:29-9B(2) CONTEMPT - VIOLATE DOMESTIC VIOLENCE RESTRAINING ORDER - DEGREE D Disposed on 2/12/20 DISPOSED

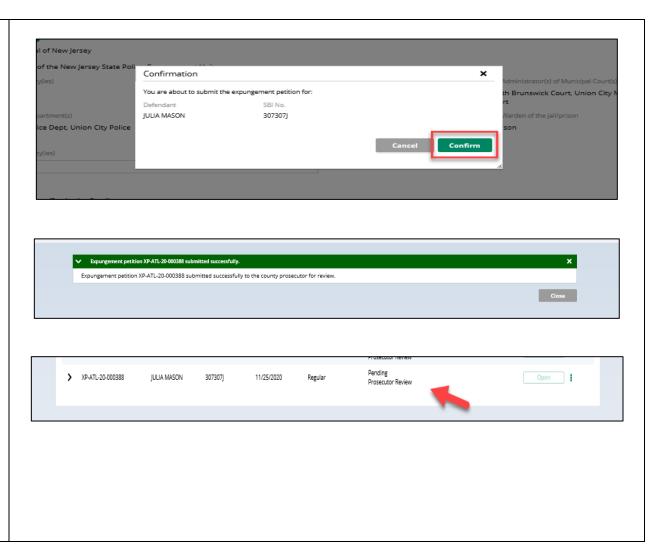
Page: 2 of 6

highest to lowest charging	
document –	
Indictment/Accusation,	
Complaint, and Disorderly	
Person.	
Additional case details	
entered on the Charge	
information pop-up window	
will also display on the PDF.	
viii dise display en die 151.	

23. Click on the "Submit" button on the "Proposed Order" screen and select "Confirm" to submit the Proposed Order to the prosecutor for review.

After submission, a success message is displayed that confirms your submission was processed. The case status will update to "Pending Prosecutor Review" in your Worklist and you will no longer be able to select the "Open" button to view the case.

An expungement case number beginning with "XP" will be auto- generated.

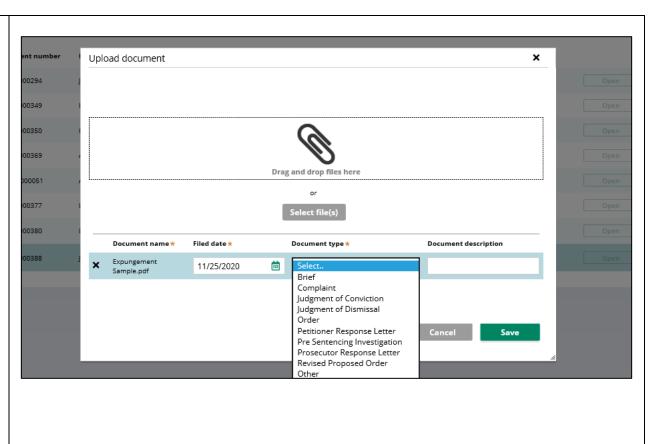


24. Upon submission, an entry is added to the Expungement Case Jacket. > XP-ATL-20-000388 JULIA MASON 11/25/2020 View Expungement Case Jacket Upload Documents Withdraw Petition View the Expungement Case Jacket from Workbasket via Action options (click the three dots to the right of the JULIA MASON 04/15/1990 "Open" button). 9 🖂 PROPOSED ORDER submitted by Kate Olsen

25. Use the Action menu to upload necessary documents to the expungement case. Click on the three dots to the right of the "Open" button and select "Upload Documents." Choose a document type, then select a file to upload.

If the document type selected is "Other," a document description is required.

Once documents are uploaded, click "Save."



26. You will receive an e-mail notification regarding your petition submission. You will continue to receive e-mail notifications for major events in the life cycle of your case, including the prosecutor's response to your petition/proposed order and the judge's final order granting or denying your expungement.

You may also log in to the application at any time to verify the current status of your case in the Worklist or access the Case Jacket to review actions taken on your case.

