

eCourts Expungement System – Release Notes Internal 03/21/2022

eCourts Expungement System Enhancements

Enhanced

Attorneys can now authorize a non-attorney user as a designee. The designee will have the same access as the attorney in the Expungement System. For more information click [here](#).

Attorneys Can Now Authorize a Non-Attorney User As a Designee

Attorneys (Private Attorney, Public Defender, Prosecutor, Attorney General) have an option to authorize a non-attorney as a designee within Attorney Registration and Payment application. Once added, the designee will have the same access as that of the attorney for the Expungement System.

Note: For information on how to authorize another user as a designee refer to this link - [How to Authorize a Designee \(njcourts.gov\)](https://njcourts.gov)

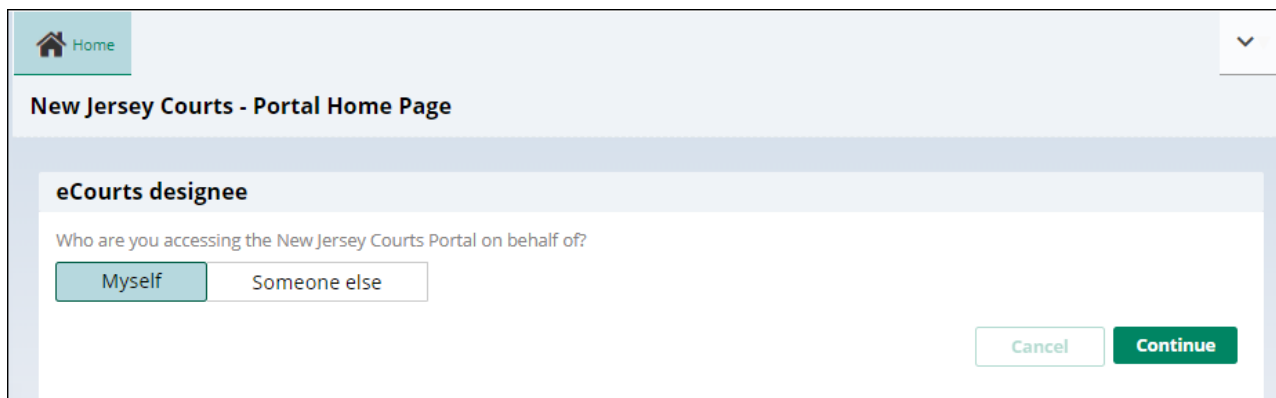
When a designee logs in, they are given the option to login as themselves or as a designee for an attorney.

By clicking **“Myself,”** a user can login as themselves. Selecting this option will allow a user to file documents to the court on their own behalf.

By clicking **“Someone else,”** a user is given the option to login as an attorney.

Note: A user can be authorized as a designee for more than one attorney.

Figure 1 – A user Clicks “Myself” to log in as themselves



The screenshot displays the 'New Jersey Courts - Portal Home Page'. At the top left, there is a 'Home' button with a house icon. Below the page title, the section is titled 'eCourts designee'. The prompt asks, 'Who are you accessing the New Jersey Courts Portal on behalf of?'. There are two buttons: 'Myself' (highlighted in light blue) and 'Someone else'. At the bottom right, there are 'Cancel' and 'Continue' buttons.

Figure 2 – A user Clicks “Someone else” to log in as a designee

Home

New Jersey Courts - Portal Home Page

eCourts designee

Who are you accessing the New Jersey Courts Portal on behalf of?

John Smith

Sara A. Johnson

Select the appropriate firm name and address.

Johnson Attorneys at Law
123 Main Street
Somerville NJ, 12332-1234
sjohnson@JALAW.net

I certify that all information is true and accurate.

Verify the disclaimer has been acknowledged by clicking **Continue**

Figure 3 – eCourts designee disclaimer

Home

New Jersey Courts - Portal Home Page

eCourts designee disclaimer

You are accessing the New Jersey Courts Portal on behalf of:

Attytest2 Attytest2
Atlantic County Prosecutors
Qa Cams 4997 Unami Blvd
Po Box 2002
Mayslanding, NJ
eric.dawson@njjudlab.njcourts.gov
eric.dawson@lab.judiciary.state.nj.us

If you have accessed this system in error, or if you are not authorized to access the New Jersey Courts Portal on behalf of the attorney listed above, please click Cancel and do not proceed. Your credentials may be permanently revoked should you proceed where you are not authorized to do so.

By clicking the Continue button, you certify and represent that you have the authority to access the New Jersey Courts Portal and electronically file on behalf of Attytest2 Attytest2. Your name will be displayed in the filing records, along with the attorney bar id of the attorney for whom you are filing.

By clicking Continue, you also accept the terms of the eCourts User Participation Agreement and agree to comply with the terms of the agreement when accessing the New Jersey Courts Portal. You also acknowledge that you are required to follow the court rules, directives, policies and procedures related to electronic filing, including immediately notifying the Superior Courts Clerk's Office of any actual or perceived security breach at (609) 421-6000.

By clicking Continue, you understand that if any of the foregoing statements are false, you may be subject to punishment.

The Portal Home Page will display the application tiles the attorney has access to. The attorney's name and firm are displayed on the top right of the screen.

The designee can now perform all the same functions and activities as the attorney.

Figure 4 – Portal Home page as designee

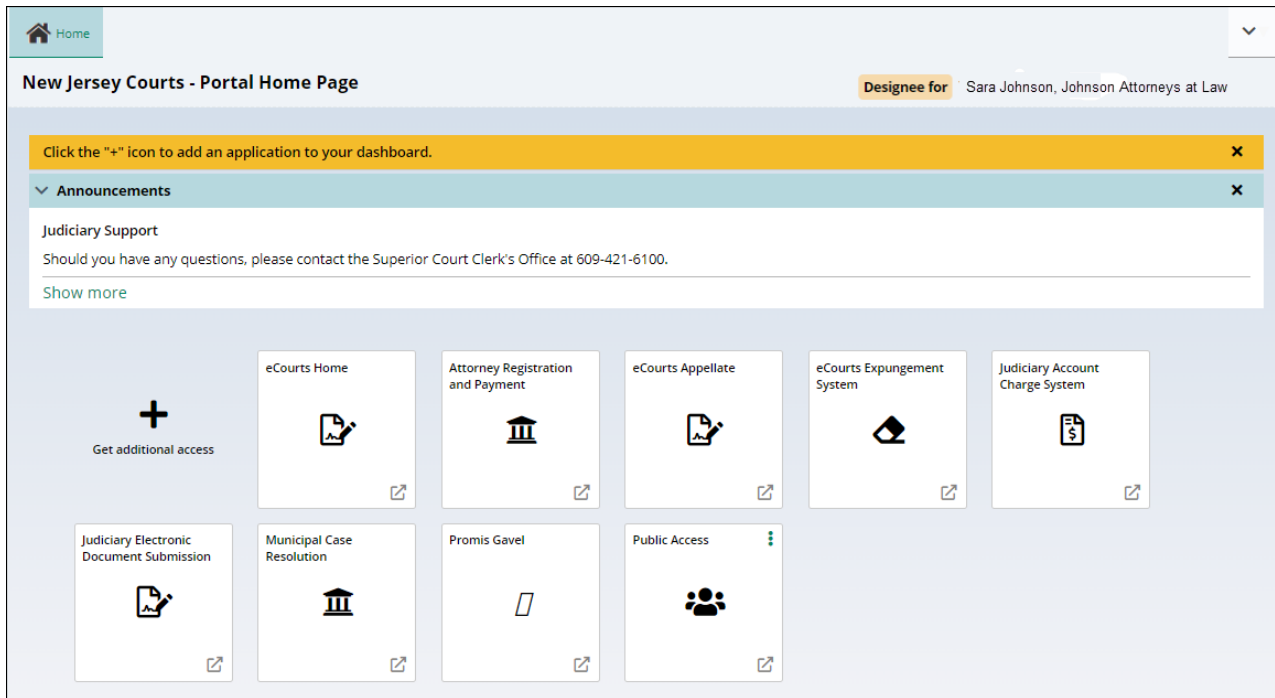
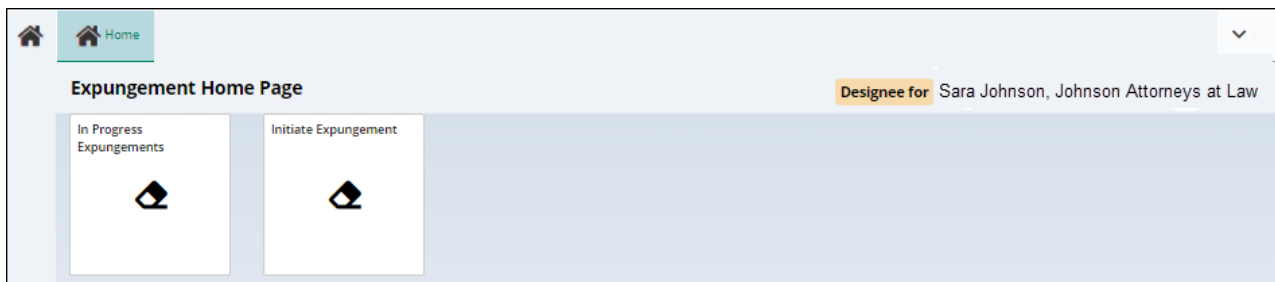


Figure 5 – Expungement Home Page as designee



All Petitions and Orders will display the attorney's name and address for which the designee signed in on behalf.

Entries added to the expungement case jacket, the '**Entered by**' column will display the designee's user ID.

Figure 6 – Case Jacket 'Entered by' contains designee user ID

The screenshot shows a web interface for a legal case jacket. At the top, there are navigation tabs: 'Home', 'In Progress E...', and 'XP-ATL-21-001764'. Below this is a section for 'Defendant information' with fields for name, date of birth, SBI, alias, address, contact number, and E-Mail. Below the defendant information are two tabs: 'Petition for Expungement' and 'Documents'. The main content is a table with the following columns: 'Filed Date', 'Defendant Name', 'Filings', 'Docket Text', 'Transaction ID', 'Entry Date', and 'Entered by'. The table contains four rows of data. The last row has the 'Entered by' value '283411119' highlighted with a red box.

Filed Date	Defendant Name	Filings	Docket Text	Transaction ID	Entry Date	Entered by
09/24/2021	DAVID F POLEY		PARTY COURT HISTORY REPORT generated	XPN20218966	09/24/2021	System
09/24/2021	DAVID F POLEY		PETITION FOR EXPUNGEMENT submitted by JOHN SAMUEL MYERS of PACIFICO & LAWRENCE	XPN20218967	09/24/2021	900052020
09/24/2021	DAVID F POLEY		PROPOSED ORDER submitted by JOHN SAMUEL MYERS of PACIFICO & LAWRENCE	XPN20218968	09/24/2021	900052020
09/24/2021	DAVID F POLEY		OTHER - TEST submitted by JOHN SAMUEL MYERS of PACIFICO & LAWRENCE	XPN20218969	09/24/2021	283411119

[\(Back\)](#)