

**ADMINISTRATIVE OFFICE OF THE COURTS
STATE OF NEW JERSEY**

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ACTING ADMINISTRATIVE
DIRECTOR OF THE COURTS



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[Questions or comments may
directed to 609-292-0012.]

TO: Assignment Judges

FROM: Glenn A. Grant

**SUBJ: Expungements – Deleting Records in the
Criminal Case Management Database**

DATE: NOVEMBER 17, 2008

DIRECTIVE # 16-08

Chapter 52 of the New Jersey Criminal Code outlines the procedures for the expungement of records. N.J.S.A. 2C:52-1 specifically addresses the removal and isolation of all records on file within any court, detention or correctional facility, law enforcement or criminal justice agency concerning a person's detection, apprehension, arrest, detention, trial or disposition of an offense within the criminal justice system.

Indigency investigations, presentence investigation reports, and Pretrial Intervention Program reports produced by vicinage Criminal Division staff are stored on the Criminal Case Management database, commonly known as the CCM database. This is a centralized statewide database that can be viewed by approved users, the majority of which are probation officers and team leaders in the Criminal Division.

When the court grants a defendant's petition for expungement, the case file and all copies of case-related documents are secured and can no longer be accessed by the public or by court staff unless specifically authorized by a judge. The Criminal Division similarly needs to ensure that all information contained on the statewide CCM database related to the case covered by the expungement order is deleted.

Accordingly, attached is a protocol to ensure that information pertaining to expunged cases is deleted from the Criminal Case Management Database in accordance with court-ordered expungements. This protocol is being promulgated on the recommendation of the Conferences of Criminal Presiding Judges and Criminal Division Managers.

attachment

cc: Chief Justice Stuart Rabner
Criminal Presiding Judges
AOC Directors and Assistant Directors
Trial Court Administrators
Criminal Division Managers

Mary Ann Byrne, ATCSU
John J. Wieck, Criminal Practice
Susan Tse, ATCSU
Steven D. Bonville, Special Assistant
Francis W. Hoeber, Special Assistant

PROTOCOL

EXPUNGEMENTS – DELETING RECORDS IN THE CRIMINAL CASE MANAGEMENT DATABASE

- A.** The staff person designated to process expungements within the Criminal Division shall provide a copy of every signed expungement order to the Office of the Criminal Division Manager for purposes of this protocol.
- B.** Each Criminal Division Manager shall designate a staff person to search the Criminal Case Management Database (CCM) for any case records that correspond to cases covered by such expungement orders. The Criminal Division Manager should also designate a backup staff person for this function.
- C.** The designated person shall make one hard copy of all documents corresponding to the expunged case found in the CCM database.
- D.** The designated person shall place those hard copies of the documents in the case file, which shall be secured in accordance with the expungement order.
- E.** The designated person shall then delete the electronic versions of these documents from the CCM database.
- F.** The designated person shall complete and include in the case file the attached form memorializing having taken the above steps.

[Protocol Promulgated by Directive # 16-08 (November 17, 2008).]

**DELETION OF RECORDS IN CRIMINAL
CASE MANAGEMENT DATABASE**

In accordance with the attached expungement order regarding _____
_____ and dated _____, I have searched the Criminal Case
Management database for any corresponding documents covered by this
expungement order.

- ☐ **No documents were found**
- ☐ **The following documents were found and deleted**
- ☐ Indigency Application and/or Bail Report
 - ☐ Pretrial Intervention Program Report
 - ☐ Presentence Investigation Report

Prior to deleting the document(s) I made one hard copy of each such document
and placed it in the case file secured in accordance with the terms of the order.

PRINT NAME

_____/_____/_____
DATE