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Acting Administrative Director of the Courts

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**TO: Assignment Judges
Trial Court Administrators**

DIRECTIVE #08-21
[Supersedes Directive # 04-12 and
Supplement (re JOC); Modifies Directive
03-13 and Supplements (re PSI)

FROM: Glenn A. Grant, J.A.D.



**SUBJ: Criminal/Family/Municipal - Sealing of Certain Marijuana or
Hashish Records Pursuant to N.J.S.A. 2C:52-5.2**

DATE: April 7, 2021

This Directive promulgates the process for sealing records from public access on order of the court at the time of sentencing for a criminal conviction or juvenile adjudication of certain marijuana or hashish offenses in accordance with the statutory amendments to N.J.S.A. 2C:52-5.2, and the marijuana decriminalization laws enacted by L. 2021, c. 19. Additionally, Attorney General Law Enforcement Directive #2021-1, “Directive Governing Dismissals of Certain Pending Marijuana Charges” (issued February 22, 2021), instructs prosecutors to seek dismissal of certain pending marijuana-related charges against either a juvenile or an adult where the conduct occurred on or before February 22, 2021.

The court at the time of sentencing shall order the records of the courts, probation services, and law enforcement agencies to be sealed from the public for a criminal conviction or juvenile adjudication that *solely includes* the following offense(s):

- N.J.S.A. 2C:35-5(b)(12)(b)¹ – distribution of marijuana in a quantity of one ounce or less or hashish in a quantity of five grams or less; or

¹ The marijuana decriminalization law, L. 2021, c. 19, reconfigured N.J.S.A. 2C:35-5(b)(12) and N.J.S.A. 2C:35-10(a)(3) by adding subsection (b) to both statutes, effective February 22, 2021. Pursuant to Attorney General Directive #2021-1, referenced above, prosecutors will be dismissing the pending charges for N.J.S.A. 2C:35-5(b)(12) and N.J.S.A. 2C:35-10(a)(3) that occurred on or before February 22, 2021.

- N.J.S.A. 2C:35-5(b)(12)(b) and a violation of N.J.S.A. 2C:35-7 on or within 1000 feet of school property and/or a violation of N.J.S.A. 2C:35-7.1 on or within 500 feet of a public housing facility, public park, or public building; or
- N.J.S.A. 2C:35-10(a)(3)(b) – possession of marijuana in a quantity of more than six ounces or hashish in a quantity of more than 17 grams.

This Directive also promulgates three revised forms and two new forms for use effective immediately, as follows: (1) a revised Judgment of Conviction form for use in the Criminal Division (CN 10070); (2) a revised Presentence Investigation Report (CN 10693); (3) a revised Juvenile Disposition Order form (CN 10812); (4) a new sealing court order form (CN 12763) for use in Municipal Court; and (5) a new Order for Judgment form (CN 12757) for entry of a civil judgment for any outstanding court-ordered financial assessments. See Attachments 1-5 for the above referenced forms.

Additionally, the Supreme Court has amended Rule 1:38-3 (“Court Records Excluded from Public Access”) and Rule 1:38-11 (“Sealing of Court Records”) by order dated February 5, 2021 to conform to the statutory requirements to seal these records from public access upon criminal conviction or juvenile adjudication.

System enhancements have been made in the Judiciary’s computerized systems to indicate the cases that have been ordered sealed from public access pursuant to N.J.S.A. 2C:52-5.2. Information concerning these modifications has been previously sent to Judiciary staff under separate cover. Modifications have also been made to remove information concerning sealed cases in the Public Safety Assessment (PSA) risk factors in accordance with N.J.S.A. 2C:52-5.2(d), which provides that these records shall not be considered whenever the Pretrial Services Program conducts a risk assessment on an eligible defendant for the purpose of making recommendations to the court concerning an appropriate pretrial release decision under N.J.S.A. 2A:162-15 et seq. Additionally, cases that have been ordered sealed pursuant to this statute will not be listed in the “Court History” section of the Presentence Investigation Report in accordance with N.J.S.A. 2C:52-5.2(d), which prohibits use of this information for sentencing purposes in any other case.

If the conviction or adjudication includes a court-ordered financial assessment subject to collection under the comprehensive enforcement program (CEP), the court

at the time of sentencing will also enter a civil judgment for the outstanding amount in the name of the Treasurer, State of New Jersey and transfer collections and disbursement responsibility to the State Treasurer pursuant to N.J.S.A. 2C:52-5.2(a)(2). Accordingly, in those matters the appended Order for Judgment form (Attachment 5) should be completed by court staff, signed by the judge, and electronically forwarded to the Superior Court Clerk's Office to record the civil judgment, where applicable.

Operationally, the municipal courts have not been part of the comprehensive enforcement program (CEP). Currently, there is no provision in the system to move cases through the CEP and civil judgment process for municipal court matters. Therefore, the municipal courts will continue their current collection process for cases that are ordered sealed.

Process for Sealing these Records in Criminal, Family, and Municipal Courts

For criminal convictions, the attached Judgment of Conviction (JOC) form (CN 10070) has been updated to add checkboxes to indicate that the sentencing court has ordered: (1) the case to be sealed (page 1) and entry of a civil judgment for the outstanding court-ordered financial assessment (page 2). See Attachment 1. The appended revised JOC form supersedes the JOC form promulgated by the Supplement to Directive # 04-12 (issued July 22, 2016). Court staff will also prepare the Order of Judgment form (CN 12757) for any outstanding financial assessments as noted above and send the signed Order electronically to the Superior Court Clerk's Office. Additionally, the Presentence Investigation (PSI) Report (CN 10693) has been updated on the first page to display a notation that this case may be eligible for sealing pursuant to N.J.S.A. 2C:52-5.2 if the charge(s) is one of the enumerated offenses. Thus, this Directive modifies and supplements the first page of the PSI form promulgated by the Supplement to Directive #03-13 (issued September 14, 2017). See Attachment 2.

For juvenile adjudications, the attached Juvenile Disposition Order (CN 10812) has been revised to include checkboxes and text for the sealing and outstanding court-ordered financial assessment provision. See Attachment 3.

For convictions in Municipal Courts, upon the judge ordering a case sealed, the court administrator will complete the attached Municipal Court sealing order (CN 12763) and distribute notification to the parties indicated on the sealing order in accordance with those identified in the following paragraph. See Attachment 4.

The court administrator will enter a sealing code in the automated complaint system to mark the case sealed which will suppress the record from public access. Information concerning the system code has been sent to the courts under separate cover.

The statute also requires notice that the matter has been sealed to be sent to: (1) the Attorney General, county prosecutor, or municipal prosecutor handling the case; and (2) the State Police and any local law enforcement agency having custody of the files and records. For criminal convictions and juvenile adjudications, to satisfy this requirement, the prosecuting attorney will have access to the Judgment of Conviction and Juvenile Disposition Order in the eCourts case jacket. Until such time as similar functionality is available in municipal eCourts, Municipal Court staff will provide the court order to the Municipal Court prosecutor. Court staff will forward this information electronically to the State Police and will also provide it to the law enforcement agencies that were involved with the case.

Questions regarding this Directive, or the appended forms should be directed to the Criminal Practice Division at 609-815-2900 ext. 55300, Family Practice Division at 609-815-2900 ext. 55350 or Municipal Court Services Division at 609-815-2900 ext. 54850.

- Attachments (1) Judgment of Conviction (CN 10070)
(2) Presentence Investigation Report (CN 10693) – first page only
(3) Juvenile Disposition Order (CN 10812)
(4) Municipal Court Sealing Order (CN 12763)
(5) Order for Judgment (CN 12757)

cc:	Chief Justice Stuart Rabner	Special Assistants to the Administrative Director
	Criminal Presiding Judges	Michelle M. Smith, Clerk, Superior Court
	Family Presiding Judges	AOC Criminal, Family, Municipal Chiefs
	Municipal Court Presiding Judges	Criminal Division Managers and Assistants
	Steven D. Bonville, Chief of Staff	Family Division Managers and Assistants
	AOC Directors and Assistant Directors	Municipal Division Managers and Assistants

Attachment 1
Judgment of Conviction
(CN 10070)



Superior Court of New Jersey,

State of New Jersey

v.

Last Name

First Name

Middle Name

Also Known As

Date of Birth

SBI Number

Date(s) of Offense

Date of Arrest

PROMIS Number

Date Ind / Acc / Complt Filed

Original Plea

Not Guilty

Guilty

Date of Original Plea

Adjudication By

Guilty Plea

Jury Trial Verdict

Non-Jury Trial Verdict

Dismissed / Acquitted

Date:

Sealed (N.J.S.A. 2C:52-5.2)

Original Charges

Ind / Acc / Complt	Count	Description	Statute	Degree

Final Charges

Ind / Acc / Complt	Count	Description	Statute	Degree

Sentencing Statement

It is, therefore, on _____ **ORDERED** and **ADJUDGED** that the defendant is sentenced as follows:

It is further **ORDERED** that the sheriff deliver the defendant to the appropriate correctional authority.

Total Custodial Term

Institution Name

Total Probation Term

DEDR (N.J.S.A. 2C:35-15 and 2C:35-5.11)		Additional Conditions																			
A mandatory Drug Enforcement and Demand Reduction (DEDR) penalty is imposed for each count. (Write in number of counts for each degree.) <input type="checkbox"/> DEDR penalty reduction granted (N.J.S.A. 2C:35-15a(2))		<input type="checkbox"/> The defendant is hereby ordered to provide a DNA sample and ordered to pay the costs for testing of the sample provided (N.J.S.A. 53:1-20.20 and N.J.S.A. 53:1-20.29). <input type="checkbox"/> The defendant is hereby sentenced to community supervision for life (CSL) if offense occurred before 1/14/04 (N.J.S.A. 2C:43-6.4). <input type="checkbox"/> The defendant is hereby sentenced to parole supervision for life (PSL) if offense occurred on or after 1/14/04 (N.J.S.A. 2C:43-6.4). <input type="checkbox"/> The defendant is hereby ordered to serve a _____ year term of parole supervision, pursuant to the No Early Release Act (NERA), which term shall begin as soon as the defendant completes the sentence of incarceration (N.J.S.A. 2C:43-7.2). <input type="checkbox"/> The court imposes a Drug Offender Restraining Order (DORO) (N.J.S.A. 2C:35-5.7h). DORO expires _____ <input type="checkbox"/> The court continues/imposes a Sex Offender Restraining Order (SORO) if the offense occurred on or after 8/7/07 (Nicole's Law N.J.S.A. 2C:14-12 or N.J.S.A. 2C:44-8). <input type="checkbox"/> The court imposes a Stalking Restraining Order (N.J.S.A. 2C:12-10.1). <input type="checkbox"/> The defendant is prohibited from purchasing, owning, possessing, or controlling a firearm and from receiving or retaining a firearms purchaser identification card or permit to purchase a handgun (N.J.S.A. 2C:25-27c(1)).																			
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;">Standard</td> <td style="width:50%; text-align: center;">Doubled</td> </tr> <tr> <td>1st Degree _____ @ \$ _____</td> <td>_____ @ \$ _____</td> </tr> <tr> <td>2nd Degree _____ @ \$ _____</td> <td>_____ @ \$ _____</td> </tr> <tr> <td>3rd Degree _____ @ \$ _____</td> <td>_____ @ \$ _____</td> </tr> <tr> <td>4th Degree _____ @ \$ _____</td> <td>_____ @ \$ _____</td> </tr> <tr> <td>DP or _____ @ \$ _____</td> <td>_____ @ \$ _____</td> </tr> <tr> <td>Petty DP _____ @ \$ _____</td> <td>_____ @ \$ _____</td> </tr> </table> <p style="text-align: center;">Total DEDR Penalty \$ _____</p> <input type="checkbox"/> The court further ORDERS that collection of the DEDR penalty be suspended upon defendant's entry into a residential drug program for the term of the program. (N.J.S.A. 2C:35-15e)		Standard	Doubled	1st Degree _____ @ \$ _____	_____ @ \$ _____	2nd Degree _____ @ \$ _____	_____ @ \$ _____	3rd Degree _____ @ \$ _____	_____ @ \$ _____	4th Degree _____ @ \$ _____	_____ @ \$ _____	DP or _____ @ \$ _____	_____ @ \$ _____	Petty DP _____ @ \$ _____	_____ @ \$ _____	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Forensic Laboratory Fee (N.J.S.A. 2C:35-20)</td> <td style="width:50%;">Total Lab Fee</td> </tr> <tr> <td>_____ Offenses @ \$ _____</td> <td>\$ _____</td> </tr> </table>		Forensic Laboratory Fee (N.J.S.A. 2C:35-20)	Total Lab Fee	_____ Offenses @ \$ _____	\$ _____
Standard	Doubled																				
1st Degree _____ @ \$ _____	_____ @ \$ _____																				
2nd Degree _____ @ \$ _____	_____ @ \$ _____																				
3rd Degree _____ @ \$ _____	_____ @ \$ _____																				
4th Degree _____ @ \$ _____	_____ @ \$ _____																				
DP or _____ @ \$ _____	_____ @ \$ _____																				
Petty DP _____ @ \$ _____	_____ @ \$ _____																				
Forensic Laboratory Fee (N.J.S.A. 2C:35-20)	Total Lab Fee																				
_____ Offenses @ \$ _____	\$ _____																				
VCCO Assessment (N.J.S.A. 2C:43-3.1)																					
Counts	Number	Amount																			
_____	@	\$ _____																			
_____	@	\$ _____																			
_____	@	\$ _____																			
_____	@	\$ _____																			
Total VCCO Assessment \$ _____																					
Vehicle Theft / Unlawful Taking Penalty (N.J.S.A. 2C:20-2.1)																					
Offense		Mandatory Penalty																			
_____		\$ _____																			
Offense Based Penalties																					
Penalty		Amount																			
_____		\$ _____																			
Other Fees and Penalties																					
Law Enforcement Officers Training and Equipment Fund Penalty (N.J.S.A. 2C:43-3.3) <input type="checkbox"/> \$ _____		Safe Neighborhoods Services Fund Assessment (N.J.S.A. 2C:43-3.2) <input type="checkbox"/> _____ Offenses @ \$ _____ Total: \$ _____																			
Probation Supervision Fee (N.J.S.A. 2C:45-1d) <input type="checkbox"/> \$ _____		Statewide Sexual Assault Nurse Examiner Program Penalty (N.J.S.A. 2C:43-3.6) <input type="checkbox"/> _____ Offenses @ \$ _____ Total \$ _____																			
Transaction Fee (N.J.S.A. 2C:46-1.1) <input type="checkbox"/>		Certain Sexual Offenders Surcharge (N.J.S.A. 2C:43-3.7) <input type="checkbox"/> \$ _____																			
Domestic Violence Offender Surcharge (N.J.S.A. 2C:25-29.4) <input type="checkbox"/> \$ _____		Sex Crime Victim Treatment Fund Penalty (N.J.S.A. 2C:14-10) <input type="checkbox"/> \$ _____																			
Fine \$ _____		Total Financial Obligation \$ _____																			
Restitution Joint & Several \$ _____ <input type="checkbox"/>		Entry of Civil Judgment for court-ordered financial assessment (N.J.S.A. 2C:52-5.2) <input type="checkbox"/>																			
Details																					
Number of Months _____		<input type="checkbox"/> Non-resident driving privileges revoked																			
Start Date _____		End Date _____																			
Details																					
Driver's License Number _____		Jurisdiction _____																			
If the court is unable to collect the license, complete the following: Defendant's Address _____																					
City _____		State _____	Zip _____																		
Date of Birth _____		Sex <input type="checkbox"/> M <input type="checkbox"/> F	Eye Color _____																		

Attachment 2
Presentence Investigation Report
(CN 10693)
(first page only)



Adult Presentence Report

Superior Court of New Jersey, _____ County

This report shall remain confidential and copies thereof shall not be made nor the disclosure of the contents of such report be made to third persons except as may be necessary in subsequent court proceedings involving the sentence imposed or disposition made.

Last Name		First Name		Middle Name	
Also Known As		Sex <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth	Age	Place of Birth
Race	Social Security Number	Driver's License Number			Eye Color
Address				State	Zip Code
Residence Phone					
Indictment / Accusation / Complaint Number		PROMIS Number	SPN	SBI Number	FBI Number
Original Charges			Final Charges		
			Marijuana Sealing:		
Plea Agreement / Special Factors <input type="checkbox"/> Trial <input type="checkbox"/> Plea			Mandatory Minimum Sentence Pursuant to N.J.S.A. 2C: <input type="checkbox"/> 11-3 <input type="checkbox"/> 11-5 <input type="checkbox"/> 12-2 <input type="checkbox"/> 13-1 <input type="checkbox"/> 14-6 <input type="checkbox"/> 15-2 <input type="checkbox"/> 17-1 <input type="checkbox"/> 20-11 <input type="checkbox"/> 29-6 <input type="checkbox"/> 35-3 <input type="checkbox"/> 35-4 <input type="checkbox"/> 35-5 <input type="checkbox"/> 35-6 <input type="checkbox"/> 35-7 <input type="checkbox"/> 35-8 <input type="checkbox"/> 39-10 <input type="checkbox"/> 43-6 <input type="checkbox"/> 43-7 <input type="checkbox"/> 43-7.1 <input type="checkbox"/> 43-7.2		
Offense Date	Arrest Date	Plea / Conviction Date	Sentence Date	<input type="checkbox"/> Pending Charges <input type="checkbox"/> Detainers	
Custodial Status <input type="checkbox"/> ROR <input type="checkbox"/> Bail <input type="checkbox"/> Jail		Bail Amount	Date Bail Posted	Interpreter Needed <input type="checkbox"/> Yes <input type="checkbox"/> No	Language
Jail Time Credit			Gap Time Credit		
From (Date)	To (Date)	Total Jail Time Credit Days	From (Date)	To (Date)	Total Gap Time Credit Days
			<input type="checkbox"/> Public Defender <input type="checkbox"/> Private <input type="checkbox"/> Assigned		
Sentencing Judge			Defense Attorney		Phone Number
Assistant Prosecutor			Address		
Comments					
Probation Officer		Date Prepared	Team Leader / Supervisor		Date Approved

Attachment 3
Juvenile Disposition Order
(CN 10812)

Civil Action Order - Juvenile <input type="checkbox"/> Interim <input type="checkbox"/> Final Disposition <input type="checkbox"/> Amended <input type="checkbox"/> Commitment _____ County	
State in the Interest of: Juvenile:	<input type="checkbox"/> CourtSmart Tape # _____ Counter # _____ to _____
Parent:	Juv: Contact Information
Defense Attorney:	<input type="checkbox"/> Change of Address/Phone Number
Prosecutor:	Juv: Birth Date Gender FACTS ID Number SBI Number
Other Appearances:	Interpreter for: (include language needed) <input type="checkbox"/> Parent _____ <input type="checkbox"/> Juvenile _____
Probation Officer:	An accommodation for a disability: <input type="checkbox"/> Parent _____ <input type="checkbox"/> Juvenile _____
Type of Hearing	
Counsel	
Whereby, the following is ORDERED on: _____	
ASFA Finding (42 USC 671(a)(15))	
<input type="checkbox"/> It is contrary to the welfare of the child to remain in the home because:	Detention / Shelter
<input type="checkbox"/> Reasonable Efforts Findings were made on _____ (date)	<input type="checkbox"/> Juvenile _____ the Youth Detention Center
Warrant	<input type="checkbox"/> _____ on house arrest except for _____
Representation	<input type="checkbox"/> _____ on electronic monitoring except for _____
Probable Cause	<input type="checkbox"/> Juvenile in violation of _____
Drug Offender Restraining Order/Act	<input type="checkbox"/> _____ temporarily in _____
	<input type="checkbox"/> Juvenile released from _____
	<input type="checkbox"/> Conditions of release _____
	<input type="checkbox"/> Detention transfer to _____ county
	<input type="checkbox"/> Other _____
Referrals / Evaluations	
<input type="checkbox"/> DCF 14 day plan	<input type="checkbox"/> Psychosexual evaluation _____
<input type="checkbox"/> DCF, <input type="checkbox"/> CMO worker to appear at next court event	<input type="checkbox"/> Sex offender evaluation _____
<input type="checkbox"/> Medication assessment _____	<input type="checkbox"/> Drug and alcohol evaluation _____
<input type="checkbox"/> DCP&P, <input type="checkbox"/> DCF, <input type="checkbox"/> CMO to _____ efforts for _____	<input type="checkbox"/> Fire setter evaluation _____
<input type="checkbox"/> Child study team evaluation to be completed	<input type="checkbox"/> JISP referral and evaluation
<input type="checkbox"/> Retention evaluation	<input type="checkbox"/> JJC referral for residential community home consideration / interviews
<input type="checkbox"/> Child study team evaluation to be provided to court	<input type="checkbox"/> Referral for DCF out of home placement
<input type="checkbox"/> Refer to _____	<input type="checkbox"/> Referral for residential drug and alcohol placement
<input type="checkbox"/> Refer to electronic monitoring program _____	<input type="checkbox"/> Predisposition Report: _____
<input type="checkbox"/> Psychological evaluation _____	<input type="checkbox"/> Substance abuse screening
<input type="checkbox"/> Psychosocial evaluation _____	<input type="checkbox"/> Report from _____ regarding _____
<input type="checkbox"/> Biopsychosocial evaluation _____	<input type="checkbox"/> Other _____
<input type="checkbox"/> Psychiatric evaluation _____	
Sealing:	
<input type="checkbox"/> This matter is sealed (N.J.S.A. 2C:52-5.2) – Notice of this sealing order shall be provided to: (1) the Attorney General, county prosecutor, or municipal prosecutor handling the case; and (2) the State Police and any local law enforcement agency having custody of the files and records.	
<input type="checkbox"/> The court-ordered financial assessment of \$ _____ will be entered as a civil judgment.	

Juvenile Order of Disposition

Juvenile's Name: _____ Date of Order: _____

DISPOSITION: Commitment

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Juvenile committed to the JJC for a term of _____ <input type="checkbox"/> Juvenile committed to approved Juvenile Detention Center for _____ <input type="checkbox"/> Stayed for _____ until _____ <input type="checkbox"/> Extended term <input type="checkbox"/> Mandatory _____ days <input type="checkbox"/> Suspended sentence <input type="checkbox"/> All but _____ days suspended <input type="checkbox"/> Sentenced to time served in custody awaiting disposition <input type="checkbox"/> Credit for time served in custody awaiting disposition _____ days <input type="checkbox"/> Consider for residential community home <input type="checkbox"/> Consider for early recall <input type="checkbox"/> Restitution: Order of Restitution to be submitted | <ul style="list-style-type: none"> <input type="checkbox"/> _____ commanded to deliver Juvenile to the appropriate Reception Center to which the Juvenile is hereby committed for the indeterminate period not to exceed the maximum, pursuant to the provisions of <i>N.J.S.A. 2A:4A-44</i> and that this order shall be sufficient warrant for such commitment. <input type="checkbox"/> DNA sample ordered pursuant to <i>N.J.S.A. 53:1-20.20</i> <input type="checkbox"/> Violation of Deferred Disposition of _____ <input type="checkbox"/> If VOP underlying charge: _____ <input type="checkbox"/> Sentence recalled <input type="checkbox"/> Sentence vacated <input type="checkbox"/> This Disposition includes a term of post-incarceration supervision: _____ <input type="checkbox"/> Other _____ |
|---|--|

DISPOSITION: Deferred Disposition / Probation / JISP

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Deferred disposition for a period of _____ months. Compliance with the conditions of the order will result in matter being dismissed on _____ assuming conditions are met. <input type="checkbox"/> Juvenile _____ on probation for _____ and Juvenile must comply with all standard conditions of probation. <input type="checkbox"/> Probation terminated <input type="checkbox"/> Juvenile placed on JISP for _____ <input type="checkbox"/> JISP terminated <input type="checkbox"/> Collection ONLY. No supervision required. <input type="checkbox"/> Supervision transferred to _____ <p>The Court hereby retains jurisdiction over said juvenile pursuant to <i>N.J.S.A. 2A:4A-45</i>.</p> | <h2>DISPOSITION: Conditions of Probation / JISP</h2> <ul style="list-style-type: none"> <input type="checkbox"/> Juvenile to attend and complete _____ and aftercare <input type="checkbox"/> Juvenile to follow all recommendations of court ordered evaluation(s) <input type="checkbox"/> Attend school with no unexcused absences or tardiness or suspension <input type="checkbox"/> Complete community service of _____ <input type="checkbox"/> Restitution \$ _____ <input type="checkbox"/> DNA sample and payment required <input type="checkbox"/> Finger printing required <input type="checkbox"/> Obtain GED/high school diploma <input type="checkbox"/> Find/maintain employment <input type="checkbox"/> Cooperate with: <input type="checkbox"/> DCP&P, <input type="checkbox"/> DCF, <input type="checkbox"/> CMO <input type="checkbox"/> Attend NA/AA or other approved substance abuse support meetings / provide proof <input type="checkbox"/> Continue disposition order of _____ <input type="checkbox"/> Submit to random substance abuse testing <input type="checkbox"/> Sample required for HIV / AIDS testing <input type="checkbox"/> Letter of apology to _____ <input type="checkbox"/> Other _____ |
|---|---|

DISPOSITION: Waivers

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Waiver Motion granted _____ consent <input type="checkbox"/> Waiver Motion _____ <input type="checkbox"/> Juvenile waived to _____ court <input type="checkbox"/> Other _____ | |
|---|--|

DISPOSITION: Restrictions

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> No contact with victim(s) _____ <input type="checkbox"/> Curfew of _____ weekdays _____ weekends. <input type="checkbox"/> Restricted travel _____ <input type="checkbox"/> Driving privileges suspended / revoked for _____ <input type="checkbox"/> Megan's Law notification required <input type="checkbox"/> Megan's Law notification NOT required <input type="checkbox"/> Restrained from _____ <input type="checkbox"/> Obey household rules <input type="checkbox"/> Other restriction(s) _____ | <h2>DISPOSITION: Miscellaneous</h2> <ul style="list-style-type: none"> <input type="checkbox"/> Refer to Juvenile referee <input type="checkbox"/> Venue transferred to _____ county <input type="checkbox"/> Divert to _____ <input type="checkbox"/> An Appeal Rights Form has been executed. <input type="checkbox"/> The court has reviewed the Juvenile's history to determine whether the Juvenile also has involvement with the Division of Child Protection and Permanency. The court has considered same in conjunction with this Juvenile delinquency matter. <input type="checkbox"/> Other _____ |
|---|--|

Juvenile Order of Disposition

Juvenile's Name: _____ Date of Order: _____

Summons and Notification / Next Event:

Counsel _____ Next Event: _____

You are commanded to appear before the Superior Court, Chancery Division, Family Part, located at _____

on _____ at _____ before _____

Failure to appear will result in a bench warrant being issued for your arrest.

Bring this Order / Notice with you to your next court date.

Notice Given in Court to: Juvenile Parent / Guardian Prosecutor Defense Attorney
 Other _____

State Plea / Disposition Recommendations

Charges and Related Information: Put lead disposition first

Ct #	Initial Charge	Final Charge	Plea/Find	Final Statute	Deg.	Lab	LEO	Fines	Term/Disposition	CC/CS
Docket #:										
TOTALS (Probation, Incarceration, Fees, Penalties, etc.)						\$0	\$0	\$0		

Whereby the following is further ordered that:

Clerk's Initials _____ Referee _____ Judge _____

Attachment 4
Municipal Court Sealing Order
(CN 12763)

Municipal Court: _____

Complaint
Number(s): _____

In the Matter of the sealing of the Municipal
Court Records of

(defendant name)

Municipal Court
Sealing Order

Pursuant to N.J.S.A. 2C:52-5.2

This matter having resulted in conviction or shall be sealed from the public upon order of the court for
(defendant name) _____

whose date of birth is (date) _____, and State Bureau of Identification (SBI) number, if
available, is (SBI number, if available) _____, and appears that the requirements for
Sealing under N.J.S.A. 2C:52-5.2 have been satisfied;

IT IS ORDERED this _____ day of _____, 20____, that
The Prosecuting Attorney handling the case, (name) _____
The Superintendent of the New Jersey State Police,
Chief(s) of the _____ Police Department(s),
The _____ County Probation Department (if applicable),
The Administrator(s) of _____ Municipal Court, _____ County,
must seal, from the public, all their records and information relating to

(defendant name) _____

- (1) (date) _____ arrest/custody on the charge of violating N.J.S.A. (statute) _____
under (complaint number) _____;
- (2) (date) _____ arrest/custody on the charge of violating N.J.S.A. (statute) _____
under (complaint number) _____;
- (3) (date) _____ arrest/custody on the charge of violating N.J.S.A. (statute) _____
under (complaint number) _____;
- (4) (date) _____ arrest/custody on the charge of violating N.J.S.A. (statute) _____
under (complaint number) _____;
- (5) (date) _____ arrest/custody on the charge of violating N.J.S.A. (statute) _____
under (complaint number) _____;

If more than five rows are required, please check the box and attach a separate sheet of
paper with the additional information.

and the sealing of all records concerning the subsequent criminal proceedings regarding such
charge(s), or disposition(s), if applicable, and place such information in the control of a
person within the office designated to retain control over sealed records.

IT IS FURTHER ORDERED that any of the above officers or agencies which sent fingerprints and/or any records of the above arrest/conviction/adjudication/disposition 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 insure that such records and information are not released to the public.

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

Municipal Court Judge

Attachment 5
Order for Judgment
(CN 12757)

Prepared by Court _____

Superior Court of New Jersey

Law Division

County - Select County - _____

_____ Division

Case Number: _____

State of New Jersey v.

(defendant/juvenile name)

Civil Action

Order for Judgment

Ordered that on this _____ day of _____, 20 __, pursuant to N.J.S.A. 2C:52-5.2 the Clerk of the Superior Court shall record a money judgment in the amount of \$ _____ in favor of the creditor against the debtor (listed below) in the Civil Judgment and Order Docket.

Creditor: Treasurer, State of New Jersey

Debtor:

\$	VCCO Assessment (N.J.S.A. 2C:43-3.1)
\$	Safe Neighborhood Services Fund (N.J.S.A. 2C:43-3.2)
\$	Law Enforcement Officers Training and Equipment Fund (N.J.S.A. 2C:43-3.3)
\$	Forensic Laboratory Fee (N.J.S.A. 2C:35-20)
\$	Drug Enforcement Demand Reduction Penalty (N.J.S.A. 2C:35-15)
\$	Fine:
\$	Other:
\$	Total Debt Amount

Date

Judge