

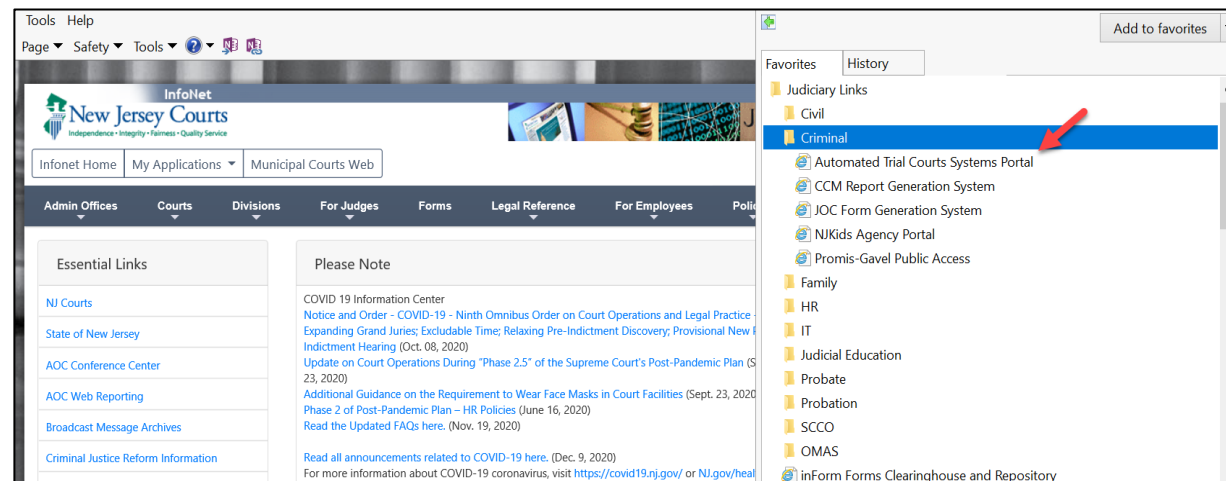
The eCourts Expungement System will send a notification to a workbasket for every agency/notified party listed on an expungement petition/proposed order and final order. The electronic notification will replace the paper notifications/mail. Every agency will have a dedicated workbasket within the system with information regarding expungement petitions and granted expungement orders. System users may periodically login to the eCourts Expungement System to review these petitions and orders.

Process

Screenshot

1. Internal users will access the system by clicking on Favorites in Internet Explorer browser and selecting Judiciary Links → Criminal → Automated Trial Courts Systems Portal.

- Superior Court of NJ - Criminal and Family Divisions
- County Probation Division staff
- The Administrators of Municipal Courts



2. External users sign in by entering valid user credentials on Enterprise SSO login screen.

They include:

- Attorney General's Office - Division of Criminal Justice, Records and Identifications Unit
- New Jersey State Police - Expungement Unit
- Juvenile Justice Commission
- New Jersey State Parole Board
- New Jersey State Department of Corrections
- The County Prosecutor's office
- Sheriff's Department - County Identification Bureaus
- NJ County Jails
- NJ Police departments

Use the below URL to Login.

<https://portal-cloud.njcourts.gov/prweb/PRAuth/CloudSAMLAuth?AppName=ESSO>

New Jersey Courts

Log in help

To request information about your existing ID click [Forgot User ID?](#)

Follow the steps below if you're receiving Authentication Failed error message after logging in.

1. Click the **Forgot Password?** link
2. Answer the security questions when prompted
3. An email will be sent to the email address used to activate the account
4. Open the email and follow the instructions

If you are still not able to successfully login after resetting your password, please contact the Help Desk at 609-421-6100 and someone will assist you.

To access the New Jersey Courts website click NJCourts.gov

Browser compatibility

There is a known issue with Internet Explorer Version 11 running on Windows 10 which is causing users to attempt to login multiple times unsuccessfully. If you encounter this issue, please use another browser (e.g., Chrome, Microsoft Edge, Safari, Firefox).

Enter user ID and password. If you have been provided with a temporary password, login below.

User ID * [Forgot User ID?](#)

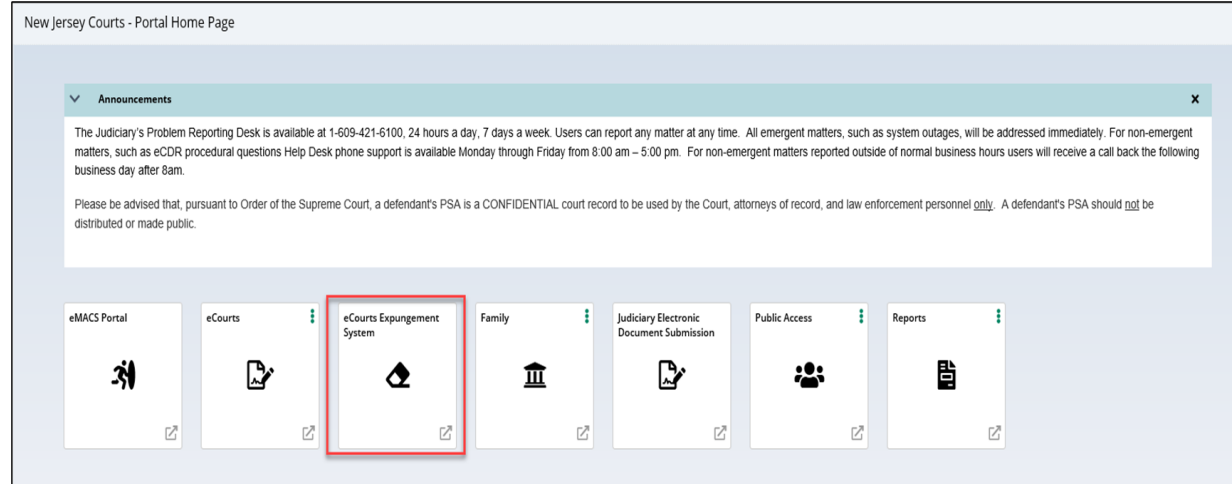
Password * [Forgot Password?](#)

Login

[Resend Activation Email](#)

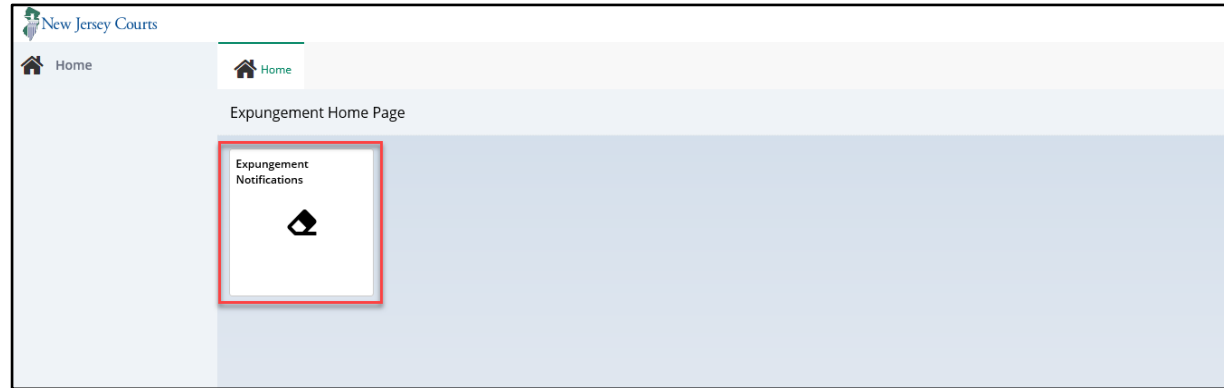
3. The Portal home page provides access to various systems (displayed by “tiles.”)

Click the tile labeled “eCourts Expungement System” to navigate to the application.



4. On the home page of the eCourts Expungement System, click on “Expungement Notifications” to access your workbasket.

You may see “In Progress Expungements” and/or “Initiate Expungement” tile(s) if you also have that access.



5. The Expungement Notifications workbasket will display expungement cases in the county/municipality/venue for which the expungement was granted, or, for some users, where a Regular or Clean Slate petition was submitted.

Click on the twisty (“v” symbol) to expand/collapse to view more case information.

Click “Open” to review the expungement order details.


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

[Refresh](#) ⌵ << < Page 1 of 4 > >>

35 records




Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Notification venue	
> XP-CPM-20-000076	JONAH BRUCE	810033C	12/09/2020	Regular	New Petition	Cape May	Open ⌵
> XP-CPM-20-000077	WAYMON HAWKINS	841759C	12/09/2020	Clean Slate	New Petition	Cape May	Open ⌵
> XP-ATL-20-000405	JONAH D BRUCE	810033C	12/04/2020	Regular	New Petition	Cape May	Open ⌵
> XP-CPM-20-000073	AYMERIC LAPORTE		12/02/2020	Clean Slate	Order Granted	Cape May	Open ⌵
▼ XP-CPM-20-000070	CLAUDIO BRAVO	222288V	12/01/2020	Clean Slate	New Petition	Cape May	Open ⌵

Date of birth: 11/02/1980
Filing county/court: Cape May
State police opinion: —
Hearing date: —
Decision date: —











6. Click the Export icon next to Refresh icon to download an Excel file with the workbasket details.

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

 Refresh  

35 records << Page 1 of 4 >>

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Notification venue	
> XP-CPM-20-000076	JONAH BRUCE	810033C	12/09/2020	Regular	New Petition	Cape May	Open 
> XP-CPM-20-000077	WAYMON HAWKINS	841759C	12/09/2020	Clean Slate	New Petition	Cape May	Open 
> XP-ATL-20-000405	JONAH D BRUCE	810033C	12/04/2020	Regular	New Petition	Cape May	Open 
> XP-CPM-20-000073	AYMERIC LAPORTE		12/02/2020	Clean Slate	Order Granted	Cape May	Open 
> XP-CPM-20-000070	CLAUDIO BRAVO	222288V	12/01/2020	Clean Slate	New Petition	Cape May	Open 
> XP-CPM-20-000071	JOHN A DOE	599658C	12/01/2020	Clean Slate	Order Granted	Cape May	Open 
> XP-CPM-20-000072	TROY DEENEY	222288C	12/01/2020	Clean Slate	Order Granted	Cape May	Open 
> XP-CPM-20-000064	OLEKSANDR ZINCHENKO	228888K	11/25/2020	Clean Slate	Order Granted	Cape May	Open 

7. "Order Granted" status:

Upon clicking "Open," defendant and the expungement case information will be displayed.

A PDF version of the final order is also available for review under the "Related Links" section. Click on hyperlink to view the final order.

Save or Cancel to close this expungement case.

Defendant information			
Defendant name	Date of birth	SBI	Alias
SAMMY DOUGGAR	05/05/1990	770101L	---
Address	Contact number	E-Mail	
250 MAIN STREET, TRENTON, NJ 08540	---	---	

Petition for expungement			
Expungement type	Filing county/court	Filing date	Filer
Regular	ATLANTIC	10/22/2020	Private Attorney

Related Links

[Final Order](#)

Response ?
Notification venue
Atlantic
<input checked="" type="checkbox"/> Please confirm that you have reviewed the expungement order. Check the box to confirm that the defendant/case details have been removed from your source system or if there are no records to be removed from your system.

8. After removing the defendant/case information from your source system, open the expungement task for the corresponding defendant/case and click the checkbox to confirm that you have reviewed the expungement order and that the defendant/case details have been removed from your source system.

Click Submit to complete your task.

The screenshot shows a web form for an expungement task. It is divided into several sections:

- Defendant information:** A table with columns for Defendant name, Date of birth, SBI, and Alias. The defendant name is SAMMY DOUGGAR, born 05/05/1990, with SBI 770101L. Below this, the address is listed as 250 MAIN STREET, TRENTON, NJ 08540.
- Petition for expungement:** A table with columns for Expungement type, Filing county/court, Filing date, and Filer. The type is Regular, filed in ATLANTIC on 10/22/2020, by a Private Attorney.
- Related Links:** A link labeled "Final Order".
- Response:** A section with a notification venue of "Atlantic" and a checkbox that is checked. The text next to the checkbox reads: "Please confirm that you have reviewed the expungement order. Check the box to confirm that the defendant/case details have been removed from your source system or if there are no records to be removed from your system." This checkbox area is highlighted with a red border.
- Buttons:** "Cancel", "Save", and "Submit" buttons are located at the bottom right.

9. Upon submission, a message is displayed that confirms the expungement was completed.


The screenshot shows the "Expungement Portal" interface. At the top, there are navigation tabs for "Home", "Expungement N...", and "XP-ATL-20-000188". Below the tabs, a green notification banner displays the message: "Expungement task has been successfully completed." Below this banner, a white box contains the text: "Expungement task XP-ATL-20-000188 for RHONDA BURG will remain on your workbasket for 30 days." A "Close" button is located at the bottom right of the notification area.

10. Once the review of the expungement case has been submitted, the status will change to "Expunged." Expunged cases will remain on your workbasket for 30 days.








Click Refresh to refresh your workbasket.


The final order can be viewed via the View Attachments menu from the workbasket.

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

[Refresh](#) 

35 records Page 1 of 4

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Notification venue	
> XP-CPM-20-000076	JONAH BRUCE	810033C	12/09/2020	Regular	New Petition	Cape May	Open 
> XP-CPM-20-000077	WAYMON HAWKINS	841759C	12/09/2020	Clean Slate	New Petition	Cape May	Open 
> XP-ATL-20-000405	JONAH D BRUCE	810033C	12/04/2020	Regular	New Petition	Cape May	Open 
> XP-CPM-20-000073	AYMERIC LAPORTE		12/02/2020	Clean Slate	Order Granted	Cape May	Open 
> XP-CPM-20-000070	CLAUDIO BRAVO	222288V	12/01/2020	Clean Slate	New Petition	Cape May	Open 
> XP-CPM-20-000071	JOHN A DOE	599658C	12/01/2020	Clean Slate	Expunged	Cape May	Open 
> XP-CPM-20-000072	TROY DEENEY	222288C	12/01/2020	Clean Slate	Order Granted	Cape May	Open 

[View Attachments](#) 

11. "New Petition" status:

Defendant and petition information will be displayed. A PDF version of the petition and proposed order are available for review under the "Related Links" section.

Click on the links to review the petition and proposed order.

Defendant information			
Defendant name	Date of birth	SBI	Alias
SAMMY DOUGGAR	05/05/1990	770101L	---
Address	Contact number	E-Mail	
My Address 1, My Address 2, Trenton, NJ 08800	609-815-2900	ERICA.MATHUR@NJUDLAB.NJCOURTS.GOV	

Petition for expungement			
Expungement type	Filing county/court	Filing date	Filer
Regular	ATLANTIC	12/04/2020	Pro se

Related Links

[Petition](#) | [Proposed Order](#)

Response ⓘ

Notification venue
Atlantic

Please confirm that you have reviewed the expungement petition/proposed order.

Cancel Save Submit

12. Click the checkbox to confirm that you have reviewed the expungement petition and proposed order. Then click the Submit button.

Defendant information			
Defendant name	Date of birth	SBI	Alias
SAMMY DOUGGAR	05/05/1990	770101L	---
Address	Contact number	E-Mail	
My Address 1, My Address 2, Trenton, NJ 08800	609-815-2900	ERICA.MATHUR@NJUDLAB.NJCOURTS.GOV	

Petition for expungement			
Expungement type	Filing county/court	Filing date	Filer
Regular	ATLANTIC	12/04/2020	Pro se

Related Links

[Petition](#) | [Proposed Order](#)

Response ⓘ

Notification venue
Atlantic

Please confirm that you have reviewed the expungement petition/proposed order.

Cancel Save Submit

13. Once the review of the expungement case has been submitted, the status will change to "Reviewed."

Reviewed cases will remain on the workbasket with a "Reviewed" status for 30 days. The case will be searchable within only the 30-day timeframe.

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

[Refresh](#) ⌵

<< < Page 1 of 4 > >>

35 records

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Notification venue	
> XP-CPM-20-000076	JONAH BRUCE	810033C	12/09/2020	Regular	Reviewed	Cape May	Open ⌵
> XP-CPM-20-000077	WAYMON HAWKINS	841759C	12/09/2020	Clean Slate	New Petition	Cape May	Open ⌵
> XP-ATL-20-000405	JONAH D BRUCE	810033C	12/04/2020	Regular	New Petition	Cape May	Open ⌵

14. To search for cases, click the “+Add/Change” link to open up a Search parameters popup window.

- The “Expungement Type”, is pre-filled by default, but it can be changed.

- Click “+Add search criteria” link to select a value from the Search criteria drop down list and enter the required information for the search criteria:

- Defendant name
- Filing date
- Decision date
- SBI number
- Status

- Click the Search button after you’ve entered entering the search criteria and return to the workbasket with results matching your criteria.

- You may clear your search results and return to your

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

Refresh

189 records

Page 2 of 19

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Decision date	Attention
> XP-ATL-21-000052	LINDA HAROLD	760010M	02/18/2021	Clean Slate	Awaiting Judicial Decision		Objection Open
> XP-ATL-21-000045	JONAH D BRUCE	810033C	02/16/2021	Drug Court	Awaiting Judicial Decision		Objection Open

Search parameters

Expungement Type: All
County: All

Search criteria *

Select

Select

Defendant name

Filing date

Decision date

SBI number

Status

+Add search criteria

Search

workbasket by clicking the “x” in the search pills or selecting “+Add/Change” again, then clicking “Reset” and “Close.”

Search by: Expungement Type: All ✕ Court/Division: Criminal ✕ Filing county/court: ATLANTIC ✕ Filing date: 02/24/2021 To 02/24/2021 ✕ +Add/Change

Refresh ⓘ

2 results found

Expungement number	Defendant	SBI	Filing date ↕	Expungement type	Status ↕	Decision date	Attention
> XP-ATL-20-000091	PAT TEST A CAMPBELL	196095B	02/24/2021	Drug Court	Awaiting Judicial Decision		Objection Open ⓘ
> XP-ATL-21-000066	HENRY M LAST	109109Z	02/24/2021	Drug Court	Pending Prosecutor Review		Open ⓘ