

Electronic Filing for Expungement *Pro Se*

Guide to Help You Use
New Jersey
eCourts Expungement System



Am I Eligible?

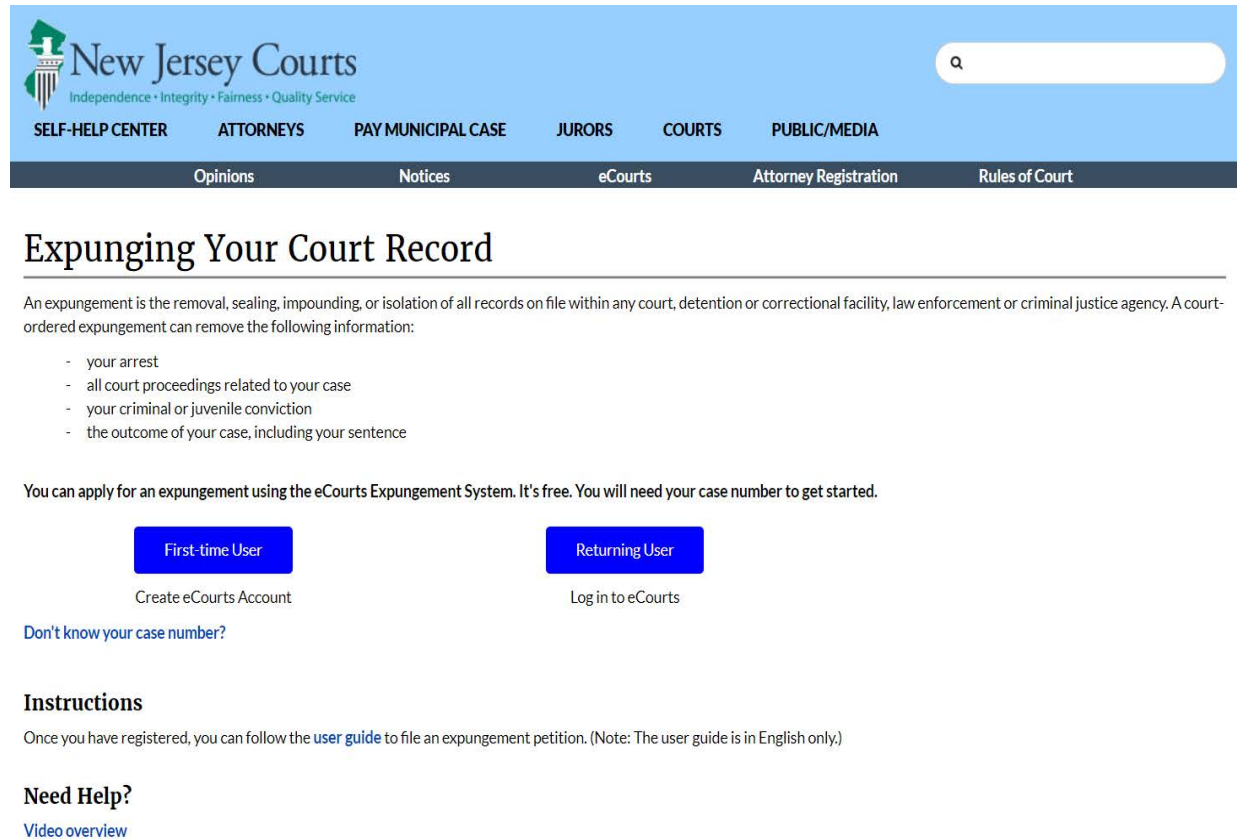
- There are various types of expungement. Figuring out whether you are eligible can be complicated.
- Please visit *Clearing Your Record Online* or apply for assistance from our statewide hotline by completing the online intake at www.lsnjlawhotline.org or by calling 1-888-LSNJ-LAW.



LSNJLAWSM
Find NJ Legal Information

Access eCourts Expungement System

- <https://www.njcourts.gov/selfhelp/expungement.html>
- REVIEW: Instructions
- REGISTER: Create an account (User ID and Password)
- ACTIVATE: You will need a valid email address to activate registration



The screenshot displays the New Jersey Courts website. The header features the New Jersey Courts logo with the tagline "Independence • Integrity • Fairness • Quality Service". Navigation links include SELF-HELP CENTER, ATTORNEYS, PAY MUNICIPAL CASE, JURORS, COURTS, and PUBLIC/MEDIA. A secondary navigation bar lists Opinions, Notices, eCourts, Attorney Registration, and Rules of Court. A search bar is located in the top right corner.

Expunging Your Court Record

An expungement is the removal, sealing, impounding, or isolation of all records on file within any court, detention or correctional facility, law enforcement or criminal justice agency. A court-ordered expungement can remove the following information:

- your arrest
- all court proceedings related to your case
- your criminal or juvenile conviction
- the outcome of your case, including your sentence

You can apply for an expungement using the eCourts Expungement System. It's free. You will need your case number to get started.

[First-time User](#)
Create eCourts Account

[Returning User](#)
Log in to eCourts

[Don't know your case number?](#)

Instructions

Once you have registered, you can follow the [user guide](#) to file an expungement petition. (Note: The user guide is in English only.)

Need Help?

[Video overview](#)

Identify the Type of Expungement You are Filing

- **Regular** – to clear a record of eligible indictable, disorderly and petty disorderly persons, municipal ordinance violations, and dismissed cases after five years
- **Clean Slate** – to clear an entire record of offenses after ten years
- **Marijuana** – for marijuana and hashish related offenses

What County am I Filing in?

The Expungement System will automatically select the appropriate county for filing. Your expungement will be filed in the county of your most recent indictable conviction or if you do not have any indictable convictions, in the county of your most recent disorderly persons conviction.

You will need a case number to retrieve your record information from the Expungement System and start your petition.

Where Can I Find my Case Numbers?

- **Your Court Documents:** Judgment of conviction, dispositions, and other records
- **Contact the Court:** Call, visit, or complete a Records Request Form
- **Public Internet Databases:** Promis/Gavel (Indictable/Superior Court Convictions); or MCCS (Municipal Court Complaints)

NOTE: If you have a juvenile record, you will need to contact the family court for your records. The expungement system will not find your cases unless you enter the case number for a specific juvenile case.

Entering Case Numbers in eCourts Expungement System—You will need to enter the following:

For “Criminal” court / division cases :	For “Family” court / division cases:	For “Municipal” court / division cases:
1. The county where the case was heard	1. The docket type (“FJ” for juvenile delinquency matters; “FO” for domestic violence matters)	1. The case type (“S” for summons, “W” for warrant)
2. The two-digit year when the case was started	2. The county where the case was heard	2. The four-digit year when the case was started
3. The “Seq.” number, which is the “case number” from the Promis/Gavel system	3. The “Seq.” number, which is the docket number	3. The “Seq.” number which is the complaint number
4. The defendant number. If you were the only defendant in the case the number is 001.	4. The two-digit year when the case was started	4. The four-digit “Court Code”

Promis/Gavel Public Access

Please type the characters you see in the picture

Disclaimer

Certain records are not available for public inspection in accordance with statutes and the Rules of Court Governing the State of New Jersey Judiciary. Only defendants with a case(s) on which he or she was convicted and sentenced in Superior Court, will display in your search results. No other defendants will display. Confidential records and information will not be returned in your search results. Common examples of criminal confidential records include, but are not limited to those in juvenile cases, expunged cases, probation records and records in any cases ordered impounded by the Judge.

The information displayed on this Web Site is generated from computerized records in the custody and control of the New Jersey Judiciary and is intended for informational purposes only. The Judiciary provides this information as a public service and makes no warranties, either expressed or implied, regarding its accuracy, reliability, currency, completeness, or suitability for any particular purpose. Additionally, the Judiciary assumes no liability for the improper or illegal use of information obtained from its computerized systems. The age of cases contained in the database varies by county depending on when that county began entering information into PROMIS/Gavel Case Management System. (See Implementation and Conversion section in the Help System). The information contained in this database should not be considered a defendant's complete court history, nor is it a defendant's criminal history. Criminal histories are maintained by the New Jersey State Police. Additionally, information in this database is current as of today and information viewed today may, thereafter, be corrected, updated or expunged. As provided by N.J.S.A. 2C:52-30, it is a disorderly persons offense for any person to reveal to another the existence of an arrest, conviction or related legal proceedings with knowledge that the records and information pertaining thereto have been expunged and sealed.

Attempts to interfere with the operation of the Judiciary's computerized systems or to alter records in the Judiciary's computerized systems are strictly prohibited and may result in criminal prosecution, civil penalties, and/or disciplinary action where appropriate. In addition, the Judiciary will seek indemnification, including costs and attorneys fees, for any claims brought in connection with the improper or illegal use of information obtained from its computerized systems.

If you have technical issues or questions on accessing the application, or the data within the application, please use the following 'Contact Us' icon. 

NOTE: You must disable your pop-up blocker to access the Promis/Gavel Public Access site otherwise you will be denied access.



Type the characters you see in the picture above and click I Accept.

After 8 searches you will be returned to this screen to enter a new set of characters to continue searching. You will also be returned to this screen if you remain idle on the same screen of the application for more than 7 minutes.

- Visit
<https://portal.njcourts.gov/web/4/ExternalPGPA/CaptchaServlet>
- Read disclaimer
- Enter the characters you see in the dark box (you may need to disable your pop-up blocker)
- Click “I Accept”

Promis/Gavel Public Access

The screenshot shows a web browser window titled "Criminal Cases: PROMIS/Gavel Public Access - Google Chrome". The address bar displays the URL: <https://njcourts.judiciary.state.nj.us/web15z/ExternalPGPA/index.jsp>. The page header features the "nj" logo and the text "COURTS PUBLIC ACCESS". Below this is a sub-header: "Criminal Cases: PROMIS/Gavel Public Access: Search Menu".

The main search area contains the instruction: "COMPLETE FIELDS FOR ONE SEARCH TYPE, THEN SELECT SEARCH". There are three search options, each separated by an "OR":

- Name Search:** A form with three input fields labeled "Last Name", "First Name", and "M".
- Indictment/Accusations Search:** A form with a dropdown menu for "INDICTMENT/ACCUSATIONS #", a text input field for "0401001231", and a dropdown for "County".
- CDR# Search:** A form with a dropdown for "CDR #", and three text input fields containing "0000", "000000", and "0000". Below these are smaller fields for "W", "2004", "000123", and "0101".

A "Search" button is located to the right of the third search option. At the bottom of the page, there is a copyright notice: "Copyrighted © 2007 - New Jersey Judiciary".

Below the browser window, a "NOTE" states: "You must disable your pop-up blocker to access Promis/Gavel-PA otherwise you will be denied access." Below the note is a "Reload" button. At the very bottom, a small text line reads: "Internet Explorer version 6.0 or higher required - Pop-up blocker must be disabled".

Enter your first and last name and a middle initial (if any)

You may also enter an Indictment or Accusation number or CDR# (complaint number) in the format shown

Navigating Promis/Gavel

portal.njcourts.gov/webe4/ExternalPGPA/entry

nj COURTS PUBLIC ACCESS

Criminal Cases: PROMIS/Gavel Public Access: Defendant Name List

Page: 1

SEARCH NAME	DOE	JOHN			
SEL	COUNTY	SBI NO	DEFENDANT NAME	BIRTH YEAR	SEX
☐	CAM	682489A	DOE	JOHN	M
☐	ESX	300180B	DOE	JOHN	M
☐	CAM	674189A	DOE	JOHN	M
☐	CAM	700261A	DOE	JOHN	M
☐	CAM	988195A	DOE	JOHN	M
☐	HUD	823299	DOE	JOHN	M
☐	CAM		DOE	JOHN	
☐	BUR		DOE	JOHN	M
☐	HUD		DOE	JOHN	M
☐	MON	690719A	DOE	JOHN	M
☐	MON	73869B	DOE	JOHN	M
☐	MON	684928B	DOE	JOHN	M

NOTE: You must disable your pop-up blocker to access the Promis/Gavel Public Access site otherwise you will be denied access.

[Reload](#)

Internet Explorer version 6.0 or higher required - Pop-up blocker must be disabled
Your IP Address logged for security reasons

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Click the button next to your name. (If there are multiple names, you may need to confirm by looking at the birth year or sex.)

In the next screen, select “Case List” (the blue box on the left near the top of the screen) to see your cases in the database

Find Superior Court Case Number

BIRTH NAME :		
SBI NO : 990120A	BIRTH YEAR : 1962	SEX: M
COUNTY CASE NO :	96010680	
ESX	CASE INIT DATE :	11 21 1996
☐	DEFN NO :	002
DEFN'S CASE NAME :		
CHARG DOC : IN		
INDIC/ACC NO: 97-03-01058-I DISP DATE : 06 26 1997 ACTION : GT		
REASON : GUILTY PLEA AS CHARG SENTENCE DATE: 07 25 1997		

Scheduled Event	Event Detail	Charges
Motions	Bail	Arrest
Appeal	Sentence	PTI

You can find your **County** and **Case** number on this screen as well as the **Date**, your **Defendant** number and **Indictment / Accusation** number.

You can select from the bubbles at the left of the screen for more information on that case.

For additional information, such as charges and sentence click on the blue boxes near the top of the screen.

Municipal Court Case Search

- Visit
<https://portal.njcourts.gov/webe5/MPAWeb/index.jsp>
- Read the disclaimer
- Click “I Accept”
- Select search options (ticket number, complaint number, license number or name)
- If you are searching by name, enter first, last and middle initial (if any)
- Enter the characters you see in the dark box (you may need to disable your pop-up blocker)

The screenshot shows the 'Municipal Court Case Search (MCCS)' page from the New Jersey Courts website. The header includes the 'New Jersey Courts' logo and a navigation bar with 'Welcome' and 'Search' buttons. Below the header, the 'Case Search' section contains a red error message: 'Please enter first and last name for Defendant Name search.' and a prompt to 'Please select your search criteria'. The search criteria section has a dropdown menu set to 'Complaint Number' and input fields for 'Court', 'Prefix', 'Year', and 'Number'. Below this, a sample case entry is displayed with a table structure. The table has columns for 'COURT CODE', 'COMPLAINT NUMBER', and 'SUMMONS'. The first row contains the values '0313', 'S', '2005', and '097862'. To the right of the table, the text 'THE STATE OF NEW JERSEY' is visible, followed by 'VS.' and the names 'ROBERT' and 'W. JENKINS'. Below the sample case, there is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a 'Search' button. The footer of the page states 'Copyright © 2012 New Jersey Judiciary'.

COURT CODE	COMPLAINT NUMBER	SUMMONS
0313	S	2005 097862

THE STATE OF NEW JERSEY
VS.
ROBERT W. JENKINS

Navigating NJ Municipal Case Database

- Select a case from the bubbles on the left (NOTE: Offenses which start with “39” are traffic; “2C” are DP or Indictable)
- Click View Summary

Municipal Court Case Search (MCCS) NJ Courts | Pay Ticket | MCCS | Help | Logout

 **New Jersey Courts**
Independence • Integrity • Fairness • Quality Service

Welcome [Search](#)

Case List

Select a Case then press the View Summary button to see the Case Details.

Search result for: Defendant Name - [REDACTED] Page 1 of 4

Sel	Court Name	Case Number	Offense	Offense Description	Offense Date	Court Date/ Pay by Date	Case Status	Warrant Status
☐	ATLANTIC CITY MUNICIPAL COURT	S 2012 1664	2C:29-2A(1)	RESIST ARR/ELUD-PREVENTS OFFICER FROM EFFECTING ARREST	03/20/2012	03/27/2012	Disposed	
☐	ATLANTIC CITY MUNICIPAL COURT	W 2012 1665	2C:35-10A	POSSESSION OF CDS	03/20/2012	03/20/2012	Disposed	Recalled
☐	WILLINGBORO TWP COURT	S 2006 331	2C:35-10A(4)	POSS CDS - < 50G MARIJUANA, 5G HASHISH	08/10/2006	01/20/2011	Disposed	Recalled
☐	WESTAMPTON TWP MUNICIPAL COURT	SP3 863562	19:9-1.2 .29	RDWY-SPEEDING (.29 INDICATES EXCEEDING BY 25-29 MPH)	08/06/2007	09/07/2007	Disposed	
☐	BRIDGETON JOINT MUNICIPAL CT	H 33082	39:3-66	MAINTENANCE OF LAMPS	12/14/2002	03/30/2006	Disposed	Recalled
☐	BRIDGETON JOINT MUNICIPAL CT	H 33083	39:3-40	DRIVING AFTER DL/REGISTRATION SUSPENDED/REVOKED	12/14/2002	03/30/2006	Disposed	Recalled
☐	MILLVILLE MUNICIPAL COURT	S 2009 741	2C:29-3B(4)	HINDERING-ONESELF-GIVE FALSE INFORMATION	05/03/2009	10/19/2009	Disposed	
☐	MILLVILLE MUNICIPAL COURT	S 2009 1323	2C:29-1A	OBSTRUCTING THE ADMINISTRATION OF LAW OR GOV FUNCTION	07/17/2009	04/14/2010	Time Payment	Recalled
☐	MILLVILLE MUNICIPAL COURT	S 2011 706	2C:18-3B(1)	CRIMINAL TRESPASS-DEFIANT TRESPASS-ACTUAL COMMUNICATION	05/04/2011	02/06/2012	Time Payment	Recalled
☐	MILLVILLE MUNICIPAL COURT	S 2011 706	2C:18-3B(1)	CRIMINAL TRESPASS-DEFIANT TRESPASS-ACTUAL COMMUNICATION	05/04/2011	02/06/2012	Time Payment	Recalled

[New Search](#) [View Summary](#)

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Find Municipal Case Number

- Find type, year, case number and court code in the blue box
- This is your **Complaint Number**
- Click “View Additional Details” if you would like more information on this case, including disposition and fines.
- Note: If there is no “arrest date” this is the date the complaint was issued.

The screenshot shows the 'Municipal Court Case Search (MCCS)' website. The header includes the 'New Jersey Courts' logo and navigation links for 'NJ Courts', 'Pay Ticket', 'MCCS', 'Help', and 'Logout'. Below the header is a 'Welcome' message and a 'Search' button. The main section is titled 'Case Summary' and contains the instruction: 'Press "View Additional Details" to see additional Case Information or press "New Search" to start a new Search.' A table displays the case details:

Prefix/Year/Number: S 2006 331	Court: 0317	Defendant: [REDACTED]	Status: Disposed
Court: 0317 - WILLINGBORO TWP COURT	Address: 1 REV.DR.M.L.KING JR. DR, WILLINGBORO, NJ 08046		Court Phone: (609) 877-2200
Offense: 2C:35-10A(4)	Offense Description: POSS CDS - < 50G MARIJUANA, 5G HASHISH		
Court Date/Time: 01/20/2011 09:00 AM	Court Room: 0207		

At the bottom right of the case summary, there are three buttons: 'Back', 'New Search', and 'View Additional Details'. The footer of the page reads 'Copyright © 2012 New Jersey Judiciary'.

Before You File Your Petition

- You should use the Promis Gavel and MCCS database to search for any additional arrests for convictions which were not found by the Expungement System. You will need to add this information to your petition. Do not include traffic-related offenses (i.e., the cases that start with the number “39”) on your expungement petition.
- If you used a different name when the complaint was issued or your case was heard, this may impact your search of the MCCS system. Try searching under different name, aliases and with or without a middle initial. If you have a common name, you can add your birth date in the search function for the MCCS system, to narrow your search and results.

Completing Your Petition

- You can manually enter information that does not automatically populate in the Expungement System (e.g., the county of the incident, date of arrest, docket/indictment number). You may have to manually enter case information for older cases, or out-of-state matters.
- Remember, the system will not provide family case information unless you enter the specific family case number. Therefore, you may need to manually enter family case information, particularly if you have more than one juvenile case.
- If you have convictions that are not eligible for expungement, you can omit them from the expungement order.
- Ensure that all parties who were involved in your arrest and/or conviction are served. There is an option to add different parties like the jail or prison warden of the county or the county probation or parole department.
- You will be asked to verify information, including whether you have filed an expungement before, and whether you have any pending criminal charges against you.
- You will have an opportunity to submit information regarding any “compelling circumstances,” if it is required for your expungement.
- You can add up to three separate supporting documents, which may include your criminal history record, final dispositions from the court, or certificates of completion.
- Be sure to review the preview of the expungement documents for accuracy, and print or save once satisfied with the submission.

After You Submit Your Petition

- Once you click the submit button, after a few minutes, you should receive a confirmation email.
- You are able to access your petition and any other documents filed with your petition through the Expungement System at any time. You will also have the option of withdrawing your application.
- Notifications, like an objection from the county prosecutor, hearing date, or final order from the judge, will be emailed directly to you.

If you still have questions after reading this guide and the instructions on the expungement system website, contact us:

Our toll-free legal hotline 1-888-LSNJ-LAW or visit *www.lsnjlawhotline.org* for an online intake.



LSNJLAWSM
Find NJ Legal Information