

Superior Court of New Jersey Atlantic & Cape May Counties

GUIDE TO ONLINE EXPUNGEMENT APPLICATION SYSTEM



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OVERVIEW

- The eCourts Expungement System provides an automated mechanism for a Regular, Clean Slate or Marijuana expungement petition/proposed order to be filed, reviewed, and processed by various users.
- The expungement applicant initiates and submits a petition/proposed order for a Regular, Clean Slate, or Marijuana expungement using a criminal, municipal, or family (FO or FJ docket) case.
- The petition/proposed order is reviewed by the Prosecutor.
- The County Prosecutor uploads their response to the petition/proposed order. If an objection is filed, the expungement applicant can upload the “Petitioner Response Letter” in response.
- Court staff reviews the petition and provides the final order for the judge to review and grant/deny. Court staff can also schedule an expungement hearing, if necessary.
- Judges review the petition/proposed order or submit an expungement decision to deny or grant the final order for expungement.

TYPES OF EXPUNGEMENTS

CRITERIA TO FILE A “REGULAR” EXPUNGEMENT

INDICTABLE AND DP CONVICTIONS

- 1 indictable conviction and no more than 3 Disorderly Persons (DP) or Petty Disorderly Persons (PDP) convictions (more than 1 indictable conviction can be expunged if standard met**)
- 5 year waiting period from completion of sentence (fines can be outstanding***)
- 4 year waiting period if filing under “Compelling Circumstances” (fines must be paid in full)

NO INDICTABLE CONVICTIONS

- If no indictable convictions, 5 DP/PDP convictions (more than 5 DP/PDP convictions can be expunged if standard met**)
- 5 year waiting period from completion of sentence (fines can be outstanding***)
- 3 year waiting period if filing under “Compelling Circumstances” (fines must be paid in full)

MULTIPLE, RELATED CONVICTIONS

**Multiple offenses listed on a single Judgement of Conviction and no subsequent convictions (or resolved on the same day if DPs) OR offenses interdependent of one another or closely related in circumstances and committed as part of a sequence of events that took place within a reasonably short period of time and no subsequent convictions

***Fines can only be outstanding due to reasons other than willful noncompliance

OTHER:

- Diversionary opportunities (PTI, conditional discharge, conditional dismissal program, ISC, JCC) – 6 month waiting period after successful diversion
- Juvenile adjudications – 3 year waiting period

CRITERIA TO FILE A “MARIJUANA” EXPUNGEMENT

-Distribution/PWID marijuana or hashish, 3rd or 4th degree (2C:35-5b 11 or 12); distribution/PWID marijuana or hashish in a school zone, 3rd degree or public zone, 3rd degree (2C:35-7a or 2C:35-7.1a); possession of marijuana or hashish, 4th degree (2C:35-10a3) – Considered the equivalent of a DP conviction, not an indictable conviction (3rd degree distribution/PWID, 2C:35-5b11, counts towards the magic number 4 or 5 as a DP)

-DP marijuana/hashish convictions (including obtaining/possessing/using/being under the influence of; failure to make lawful disposition of; use/possess drug paraphernalia) – Not considered a conviction on any level and does not count towards the magic number 4 or 5

-Distribution/PWID marijuana or hashish, 4th degree (2C:35-5b12); distribution/PWID marijuana or hashish in a school zone, 3rd degree or public zone, 3rd degree (2C:35-7a or 2C:35-7.1a); possession of marijuana or hashish, 4th degree (2C:35-10a3); DP marijuana/hashish convictions – NO waiting period, but sentence must be satisfied (i.e. discharged from probation, release from incarceration) and any number of convictions can be expunged

-Conviction for distribution/PWID marijuana or hashish, 3rd degree (2C:35-5b11) – 3 year waiting period and counts towards the magic number 4 or 5 as a DP

CRITERIA TO FILE A “CLEAN SLATE” EXPUNGEMENT

-If not eligible for “regular” expungement, entire record can be expunged (i.e. NO magic number 4 or 5), unless person has a conviction for a serious/violent crime not eligible for expungement per 2C:52-2b or c (i.e. Murder, Sexual Assault, Robbery, Arson, 1st/2nd degree Drug Distribution, etc.) after 10 years from completion of most recent sentence (fines can be outstanding***).

-Prior expungement of convictions does not preclude eligibility for another expungement under Clean Slate.

***Fines can only be outstanding due to reasons other than willful noncompliance

CREATE A USER ID AND LOG INTO SYSTEM

- Go to <https://njcourts.gov/selfhelp/jeds.html>
- Click “First time User”
- Complete the registration details
- Accept the privacy statement and click “Complete Registration” to receive activation email
- Click “Activation Link” in the email to activate your registration



Judiciary Electronic Document Submission (JEDS)

For self-represented litigants and attorneys submitting documents in cases not managed through eCourts.

First-time User

[See Instructions](#)

Returning User

Attorneys with eCourts access should use existing login credentials

- Enter your login credentials and click the “Login” button.

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](#)

SUBMIT EXPUNGEMENT PETITION ONLINE

- Click on “Submit Expungement Petition Online”

New Jersey Courts
Independence • Integrity • Fairness • Quality Service

SELF-HELP CENTER ATTORNEYS PAY MUNICIPAL CASE JURORS COURTS PUBLIC/MI

COVID-19 Self-Help Resources

- Filing Instructions Video
- Submit Court Documents Online (IEDS)
- Submit Expungement Petition Online**
- Appellate Cases During COVID-19
- Instructions for Participants in Remote Court Events
- Find Local Ombudsman/Community Liaison
- Filing Fees
- Fee Waivers
- NJ Courts - Events Guidance

Court Services

- Forms Catalog
- Forms Troubleshooting
- ADA Accommodations
- Interpreting Services

SELECT THE “ECOURTS EXPUNGEMENT SYSTEM” TILE IN THE PORTAL HOME PAGE.

New Jersey Courts - Portal Home Page

Announcements

Password Policy

The Judiciary is incrementally implementing this policy by expiring groups of users' passwords, starting on September 10th. Any user whose pa they can access the Judiciary's applications.

If you would like to reset your password now to avoid problems with accessing our systems, [Click here](#).

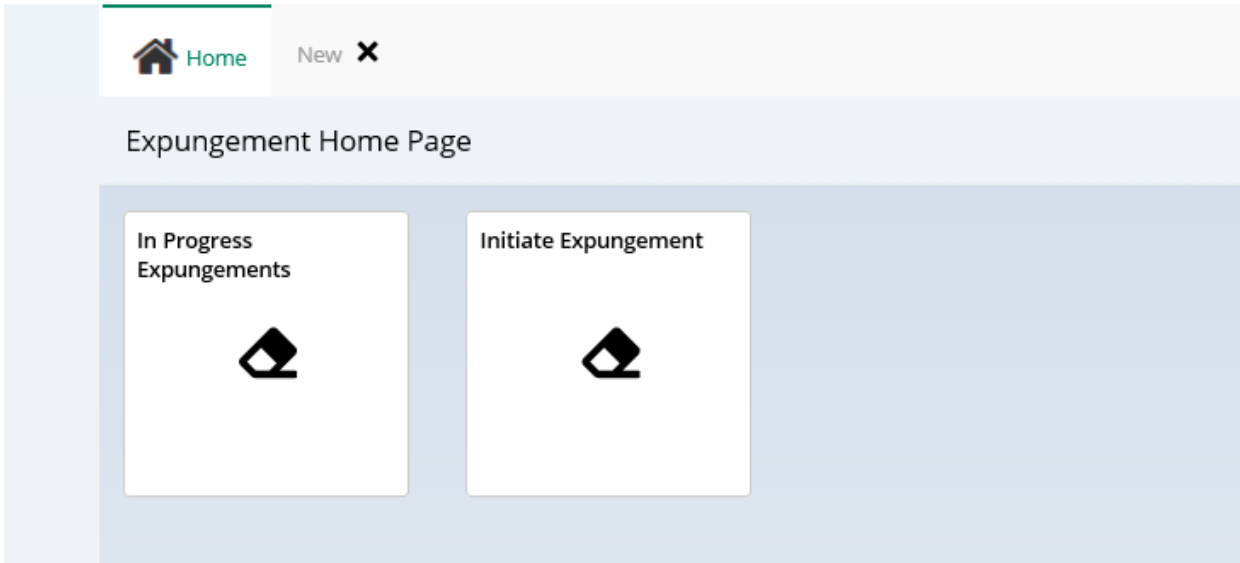
Should you have any questions, please contact the Superior Court Clerk's Office at 609-421-6100.

[Show more](#)

eCourts eCourts Expungement System Judiciary Electronic Document Submission

SELECT THE APPROPRIATE TILE IN THE EXPUNGEMENT HOME PAGE:

- Initiate Expungement - create a new petition for expungement.
- In Progress Expungements - access expungement cases that are still being processed.



INITIATE EXPUNGEMENT APPLICATION

- To create a new petition/proposed order, click the Initiate Petition tile.
- Select the Court/Division (Criminal, Municipal, or Family) of the case through which you are initiating an expungement petition. You can initiate the petition on any case for which you have a case number.
- **Use the case number from your most recent conviction.** This will ensure that it is processed by the appropriate county.
- To return to the Expungement application Home Page, click the Cancel button.

Please enter case number

Court/Division *

Criminal

County *

Year *

Seq.# *

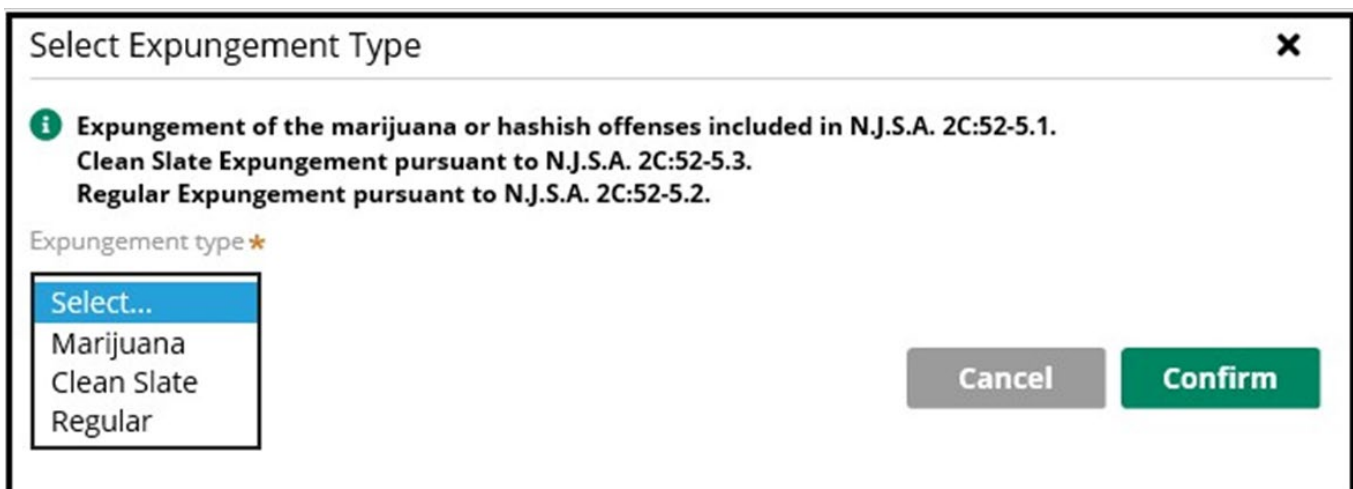
Def.# *

Reset Search

- Enter one of the below case identifiers and then click the Search button:
 - **Municipal case** (DP/PDP conviction) – select Court/Division as ‘Municipal’ and enter a complaint number in the provided fields, click the Search button (municipal case numbers look like this – e.g. S-2010-000123-0102).
 - **Family case** (conviction for Violating a Domestic Violence Restraining Order or juvenile adjudication) – select Court/Division as ‘Family’ and enter a FO or FJ docket number in the provided fields, click the Search button (family case numbers look like this – e.g. FO-01-000123-20).
 - **Criminal case** (indictable conviction) – select Court/Division as ‘Criminal’ and enter a PROMIS/Gavel (P/G) case number in the provided fields, click the Search button (criminal case numbers look like this – e.g. ATL 09 000123-001).
- Click the **Initiate** button

SELECT EXPUNGEMENT TYPE

- Upon clicking the Initiate button, a pop-up window is displayed. Select the Expungement Type – Marijuana, Clean Slate, or Regular
- Click the **Confirm** button



Select Expungement Type ✕

i Expungement of the marijuana or hashish offenses included in N.J.S.A. 2C:52-5.1.
Clean Slate Expungement pursuant to N.J.S.A. 2C:52-5.3.
Regular Expungement pursuant to N.J.S.A. 2C:52-5.2.

Expungement type *

Select..
Marijuana
Clean Slate
Regular

Cancel Confirm

PETITION

- The Defendant information section displays at the top of every screen – Name, SBI number, Date of Birth, Alias and other contact information.
- This section displays the same information entered on the self-registration portal.

The screenshot shows a web application interface for filing a petition. At the top, there is a section titled "Defendant information" with a light blue background. It contains a table with the following data:

Defendant name	Date of birth	SBI	Alias
AUBREY MIDDLEBROKS	06/07/1968	240481D	AUBS MIDS
Address	Contact number	E-Mail	
871 MAIN STREET, HOBOKEN, NJ 07030	908-337-5536	Toral.DhruLAB@njjudlab.njcourts.gov	

Below this table is a navigation bar with tabs: "Petition" (selected), "Retrieved Cases", "Additional Cases", "Case List", "Verification", and "Proposed Order".

The main content area is titled "Petition for expungement" with a plus icon. It contains a form with the following fields:

- Filer: ProSe
- Expungement type: Clean Slate
- Court/Division: Criminal
- Filing county/court: MIDDLESEX (dropdown menu)

At the bottom of the form, there is a section titled "Add documents" with a green "+Add documents" link. In the bottom right corner, there are two buttons: "Cancel" (grey) and "Next" (green).

- The “Add documents” link is displayed at the bottom of every screen. It allows you to add pertinent documents of PDF type to the expungement petition/case.
- Click on the “+ Add documents” hyperlink to open the Upload Documents pop-up window.
- You may also upload documents using the Action menu option in the “In Progress” Workbasket.

The screenshot shows a close-up of the "Add documents" section. It features a light blue header with the text "Add documents". Below the header is a white box containing a green "+Add documents" link. In the bottom right corner, there are two buttons: "Cancel" (grey) and "Next" (green).

IMPORTANT TO NOTE:

-If filing under “Compelling Circumstances” (filing early, owe money, or have a conviction for Drug Distribution/PWID, 3rd or 4th degree), must attach PDFs explaining the compelling circumstances for which the court should grant the expungement (i.e. \$ affidavit, character letters, etc.). For Drug Distribution/PWID, 3rd or 4th degree, JOC, PSI and transcripts not mandatory but may be requested by the court or prosecutor.

- The Petition for expungement section displays details about the petition in the following fields (read-only): Filer, Expungement type, and Court/Division.
- The Filing county/court field is defaulted based on the county of the initiating case.
- Click **Next** button.

Petition > Retrieved Cases Additional Cases Case List Verification Proposed Order

Petition for expungement ⓘ

Filer	Expungement type
ProSe	Clean Slate
Court/Division	Filing county/court *
Criminal	MIDDLESEX ▼

Add documents

+Add documents

Cancel Next

RETRIEVED CASES

Please review the “Disclaimer” section indicating that the system may not include your full criminal history and you may need to acquire this information separately.

Petition > Retrieved Cases > Additional Cases Case List Verification Proposed Order

Retrieved cases

Disclaimer: Certain records may not be available for public inspection in accordance with Federal and State statutes and the Rules Governing the Courts of the State of New Jersey or court order. Further, confidential records and information are not returned. The information displayed on this web site/report 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, 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 information contained in this database may not be a defendant's complete court history or criminal history. Criminal histories are maintained by the New Jersey State Police. Additionally, information viewed today may, thereafter, be corrected, updated or expunged. 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. (N.J.S.A. 2C:52-30).

- The Retrieved Cases screen lists all cases the system has retrieved from various source systems. They are listed in sections according to type: Criminal, Municipal, and Family.
- You may expand the case using the twisty > to see more information about each case.

Petition > Retrieved Cases > Additional Cases Case List Verification Proposed Order

Retrieved cases

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Criminal cases

<input checked="" type="checkbox"/>	Case ID	Defendant name	IND/ACC number	Charges	Arrest/Issued date	Disposition	Disposition date	Attention
>	<input checked="" type="checkbox"/> MID-20-031265-001	AUBREY MIDDLEBROKS		2C:30-3A ...	09/01/2020	DISMISSED	10/01/2020	
>	<input checked="" type="checkbox"/> MID-20-031266-001	AUBREY MIDDLEBROKS		2C:30-3A ...	10/13/2020	DISMISSED	10/14/2020	

Municipal cases

<input checked="" type="checkbox"/>	Case ID	Defendant name	Linked case ID	Charges	Arrest/Issued date	Disposition	Disposition date	Attention
>	<input checked="" type="checkbox"/> W-2019-000005-0702	AUBREY MIDDLEBROKS		2C:29-9B(2) ...	10/01/2019	Dism - Other	10/01/2020	
>	<input checked="" type="checkbox"/> W-2020-000084-1215	AUBREY MIDDLEBROKS	MID-20-031265-001	2C:20-11B(2) ...	09/01/2020	Dism - Other	10/01/2020	
>	<input checked="" type="checkbox"/> W-2020-000085-1215	AUBREY MIDDLEBROKS	MID-20-031266-001	2C:30-3A ...	10/13/2020	Dism - Other	10/01/2020	

Family cases

<input checked="" type="checkbox"/>	Case ID	Defendant name	Case relationship	Charges	Arrest/Issued date	Disposition	Disposition date	Attention
<i>No data available</i>								

Add documents

+Add documents

Back Cancel Save Next

Retrieved Cases-Criminal

- Criminal court cases display the Indictment/Accusation number (if available), charges, arrest or complaint issued date, disposition and disposition date on the case line entry.
- Expanding the case shows the associated complaint(s), full charge information and assigned court.

Criminal cases								
<input checked="" type="checkbox"/>	Case ID	Defendant name	IND/ACC number	Charges	Arrest/Issued date	Disposition	Disposition date	Attention
▼	<input checked="" type="checkbox"/>	MID-20-031265-001	AUBREY MIDDLEBROKS	2C:30-3A ...	09/01/2020	DISMISSED	10/01/2020	
Complaint number			Charges		Municipality/Court			
W-2020-000084-1215			2C:30-3A SPECULATE/WAGER OFFICIAL ACTION-PROP INTEREST =< \$200 - DEGREE 3		MIDDLESEX COUNTY SUPERIOR COURT			
			2C:20-11B(2) SHOPLIFTING-CONCEAL MERCHANDISE-VALUE < \$200 - DEGREE D					

Retrieved Cases-Municipal

- Municipal court cases display the linked Criminal case if applicable, charges, arrest or complaint issued date, disposition and disposition date on the case line entry.
- Expanding the case shows the complaint status, full charge information and assigned court.
- To see any additional cases associated with the Municipal case (e.g. Family FO/FJ docket), hover over the “Linked case ID” field

Municipal cases								
<input checked="" type="checkbox"/>	Case ID	Defendant name	Linked case ID	Charges	Arrest/Issued date	Disposition	Disposition date	Attention
>	<input checked="" type="checkbox"/>	W-2019-000005-0702		2C:29-9B(2) ...	10/01/2019	Dism - Other	10/01/2020	
▼	<input checked="" type="checkbox"/>	W-2020-000084-1215	MID-20-031265-001	2C:20-11B(2) ...	09/01/2020	Dism - Other	10/01/2020	
Status			Charges		Municipality/Court			
Disposed			2C:20-11B(2) SHOPLIFTING-CONCEAL MERCHANDIS - DEGREE D		NORTH BRUNSWICK COURT			
			2C:30-3A SPECULATE/WAGER OFFICIAL ACTIO - DEGREE 3					

Retrieved Cases-Family

- Family court cases display the defendant's case relationship (co-defendant, co-delinquent, defendant, or juvenile), charges, arrest or complaint issued date, disposition and disposition date on the case line entry
- Expanding the case shows the associated complaint(s), full charge information, and assigned court.

Note: FJ docket types (juvenile cases in Family division) are excluded; an FJ case will be listed on this screen only if the petitioner initiated the expungement with it. You must hand enter any additional FJ cases.

Family cases								
<input checked="" type="checkbox"/>	Case ID	Defendant name	Case relationship	Charges	Arrest/Issued date	Disposition	Disposition date	Attention
>	<input checked="" type="checkbox"/>	FO-09-000001-20	AUBREY MIDDLEBROKS	DEFENDANT	2C:29-9B(2) ...	02/08/2020	Dismissed	02/12/2020
>	<input checked="" type="checkbox"/>	FO-09-000002-20	AUBREY MIDDLEBROKS	DEFENDANT	2C:29-9B(2) ...	02/13/2020	Dismissed	04/06/2020
▼	<input checked="" type="checkbox"/>	FO-08-000001-21	AUBREY MIDDLEBROKS	DEFENDANT	2C:11-5.1 ...	09/21/2020	Transferred	10/05/2020
Complaint number			Charges		Municipality/Court			
W-2020-000594-0805			2C:11-5.1 KNOWING LEAVING SCENE OF MV ACCIDENT RESULTING IN DEATH - DEGREE 2		GLOUCESTER COUNTY FAMILY COURT			

DESELECTING CASES

- Use the check boxes on the left side to deselect a specific case or an entire section of cases and exclude them from the petition/proposed order. Then click **“Next.”**

Note: This feature is used when erroneous cases have been retrieved, usually due to a data entry error. Always verify each case's SBI number and that it belongs to you.

Petition > Retrieved Cases > Additional Cases Case List Verification Proposed Order									
Retrieved cases									
<small>Disclaimer: Certain records may not be available for public inspection in accordance with Federal and State statutes and the Rules Governing the Courts of the State of New Jersey or court order. Further, confidential records and information are not returned. The information displayed on this web site/report 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, 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 information contained in this database may not be a defendant's complete court history or criminal history. Criminal histories are maintained by the New Jersey State Police. Additionally, information viewed today may, thereafter, be corrected, updated or expunged. 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. (N.J.S.A. 2C:52-30).</small>									
Criminal cases									
>	<input checked="" type="checkbox"/>	MID-20-031265-001	AUBREY MIDDLEBROKS	IND/ACC number	Charges	Arrest/Issued date	Disposition	Disposition date	Attention
>	<input checked="" type="checkbox"/>	MID-20-031266-001	AUBREY MIDDLEBROKS		2C:30-3A ...	10/13/2020	DISMISSED	10/14/2020	
Municipal cases									
>	<input checked="" type="checkbox"/>	W-2019-000005-0702	AUBREY MIDDLEBROKS	Linked case ID	Charges	Arrest/Issued date	Disposition	Disposition date	Attention
>	<input checked="" type="checkbox"/>	W-2020-000084-1215	AUBREY MIDDLEBROKS	MID-20-031265-001	2C:20-11B(2) ...	09/01/2020	Dism - Other	10/01/2020	
>	<input checked="" type="checkbox"/>	W-2020-000085-1215	AUBREY MIDDLEBROKS	MID-20-031266-001	2C:30-3A ...	10/13/2020	Dism - Other	10/01/2020	
Family cases									
<i>No data available</i>									
Add documents									
+Add documents									
						Back	Cancel	Save	Next

SAVE/CANCEL PETITION/PROPOSED ORDER

- As you move through the petition/proposed order screens, you will have the option to save or cancel at any time using the buttons on the bottom right. Remember to click **“Save”** before closing the petition/proposed order if you are unable to complete it in one session. The saved petition will display in your **“In Progress Workbasket”** with a status of **“New.”**

Family cases								
<input checked="" type="checkbox"/>	Case ID	Defendant name	Case relationship	Charges	Arrest/Issued date	Disposition	Disposition date	
No Data Available								
					Back	Cancel	Save	Next

- If you save the petition/proposed order and return to it after 24 hours, an informational message will display that advises additional cases may have been added to the source systems since the petition/proposed order was created. Click on the **“Refresh”** icon to refresh the data from the source systems.

Petition	Retrieved Cases	Additional Cases	Case List	Verification	Judicial Decision			
Retrieved cases								
<p>⚠ Updated court data may be available. Court data was last retrieved on 11/18/2020. Please click Refresh to retrieve the latest court data.</p>					Refresh			
<p>Disclaimer: Certain records may not be available for public inspection in accordance with Federal and State statutes and the Rules Governing the Courts of the State of New Jersey or court order. Further, confidential records and information are not returned. The information displayed on this web site/report 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, 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 information contained in this database may not be a defendant's complete court history or criminal history. Criminal histories are maintained by the New Jersey State Police. Additionally, information viewed today may, thereafter, be corrected, updated or expunged. 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. (N.J.S.A. 2C:52-30).</p>								
Criminal cases								
<input checked="" type="checkbox"/>	Case ID	Defendant name	IND/ACC number	Charges	Arrest/Issued date	Disposition	Disposition date	Attention
>	<input checked="" type="checkbox"/>	MID-20-031265-001	AUBREY MIDDLEBROKS	2C:30-3A ...	09/01/2020	DISMISSED	10/01/2020	
>	<input checked="" type="checkbox"/>	MID-20-031266-001	AUBREY MIDDLEBROKS	2C:30-3A ...	10/13/2020	DISMISSED	10/14/2020	
Municipal cases								
<input checked="" type="checkbox"/>	Case ID	Defendant name	Linked case ID	Charges	Arrest/Issued date	Disposition	Disposition date	Attention
>	<input checked="" type="checkbox"/>	W-2019-000005-0702	AUBREY MIDDLEBROKS	2C:29-9B(2) ...	10/01/2019	Dism - Other	10/01/2020	
>	<input checked="" type="checkbox"/>	W-2020-000084-1215	AUBREY MIDDLEBROKS	MID-20-031265-001	2C:20-11B(2) ...	09/01/2020	Dism - Other	10/01/2020
>	<input checked="" type="checkbox"/>	W-2020-000085-1215	AUBREY MIDDLEBROKS	MID-20-031266-001	2C:30-3A ...	10/13/2020	Dism - Other	10/01/2020

ADDITIONAL CASES SCREEN

- The next screen provides options to add additional cases that were not retrieved automatically, such as juvenile adjudications (FJ cases), older arrests (usually pre-1995) and out of state arrests.

Petition > Retrieved Cases > **Additional Cases** > Case List Verification Proposed Order

Case search

Select from drop-down menu below to add cases to the proposed order/petition that were not identified by the system.

Court/Division *

- Select
- Criminal
- Municipal
- Family
- Arrest only records/Older cases
- Other (Out of State)

+Add documents

Back Cancel Save Next

- To conduct a system search for a specific case, select “Criminal,” “Municipal,” or “Family” from the “Court/Division” drop-down menu, enter the required data in the fields that display, and click “**Search.**” To add the case to the petition/proposed order, click “**Add.**”

Petition > Retrieved Cases > **Additional Cases** > Case List Verification Proposed Order

Case search

Select from drop-down menu below to add cases to the proposed order/petition that were not identified by the system.

Court/Division *

Municipal

Type * Year * Seq.# * Court code *

W 2020 84 1215

Reset Search

Search results

	Case ID	Defendant name	Linked case ID	Charges	Arrest/Issued date	Disposition	Disposition date	Attention
>	W-2020-000084-1215	AUBREY MIDDLEBROKS	MID-20-031265-001	2C:20-11B(2) ...	09/01/2020	Dism - Other	10/01/2020	Add

- To remove an added case, click “Remove.”

Petition > Retrieved Cases > Additional Cases > Case List Verification Proposed Order

Case search

Select from drop-down menu below to add cases to the proposed order/petition that were not identified by the system.

Court/Division *

Select

Added cases

Municipal cases

	Case ID	Defendant name	Linked case ID	Charges	Arrest/Issued date	Disposition	Disposition date	Attention
>	W-2020-000084-1215	AUBREY MIDDLEBROKS	MID-20-031265-001	2C:20-11B(2) ...	09/01/2020	Dism - Other	10/01/2020	Remove

Add documents

+Add documents

- To manually add an out-of-state case or an in-state record that has not been successfully retrieved, select “Other (Out-Of-State)” or “Arrest only records/Older cases” from the drop-down menu as applicable.
- Enter the required data in the fields that display. To add the result to the petition/proposed order, click “Add.” To remove it, click “Remove.” Click “Next” to move on to the following screen.

Petition > Retrieved Cases > Additional Cases > Case List Proposed Order

Case search

Court/Division *

Other (Out of State)

State *

CONNECTICUT

Case ID *

12345

Additional information *

Defendant plead guilty to a charge of theft by deception in May 1999.

Reset Add

CASE LIST SCREEN

- This screen displays the cases selected on the Retrieved Cases screen as well as any cases added on the Additional Cases screen.
- All cases listed are included in the Petition (PDF document).
- **Only the cases selected via the check box are included in the Proposed Order.**

Petition > Retrieved Cases > Additional Cases > Case List > Verification Proposed Order

Case List

All cases will be included in the petition and only selected cases will be included in the proposed order.

Criminal cases

<input checked="" type="checkbox"/>	Case ID	Defendant name	IND/ACC number	Charges	Arrest/Issued date	Disposition	Disposition date	Attention
>	<input checked="" type="checkbox"/>	MID-20-031265-001	AUBREY MIDDLEBROKS	2C:30-3A ...	09/01/2020	DISMISSED	10/01/2020	
>	<input checked="" type="checkbox"/>	MID-20-031266-001	AUBREY MIDDLEBROKS	2C:30-3A ...	10/13/2020	DISMISSED	10/14/2020	

Municipal cases

<input checked="" type="checkbox"/>	Case ID	Defendant name	Linked case ID	Charges	Arrest/Issued date	Disposition	Disposition date	Attention	
>	<input checked="" type="checkbox"/>	W-2019-000005-0702	AUBREY MIDDLEBROKS	2C:29-9B(2) ...	10/01/2019	Dism - Other	10/01/2020		
>	<input checked="" type="checkbox"/>	W-2020-000084-1215	AUBREY MIDDLEBROKS	MID-20-031265-001	2C:20-11B(2) ...	09/01/2020	Dism - Other	10/01/2020	
>	<input checked="" type="checkbox"/>	W-2020-000085-1215	AUBREY MIDDLEBROKS	MID-20-031266-001	2C:30-3A ...	10/13/2020	Dism - Other	10/01/2020	

Add documents

[+Add documents](#)

Back Cancel Save **Next**

- The petition PDF will display all cases that were identified and added.
- For clean slate expungements, the case list screen will pre-select all cases.
- For regular expungements, cases will not be selected on the case list screen and you will have to select the cases that you wish to include on the proposed order.
- Review this screen carefully to be sure the case list is complete and accurate. Only selected cases will display on the Proposed Order.
- If any cases are missing an arrest date, you must click the pencil icon to add it. If an arrest date is not available, use the complaint issue date. Then, click “**Next.**”

Petition > Retrieved Cases > Additional Cases > Case List > Verification Proposed Order

Case List

All cases will be included in the petition and only selected cases will be included in the proposed order.

Criminal cases

<input checked="" type="checkbox"/>	Case ID	Defendant name	IND/ACC number	Charges	Arrest/Issued date	Disposition	Disposition date	Attention
> <input checked="" type="checkbox"/>	MID-20-031265-001	AUBREY MIDDLEBROKS		2C:30-3A ...	09/01/2020	DISMISSED	10/01/2020	
> <input checked="" type="checkbox"/>	MID-20-031266-001	AUBREY MIDDLEBROKS		2C:30-3A ...	10/13/2020	DISMISSED	10/14/2020	

Municipal cases

<input checked="" type="checkbox"/>	Case ID	Defendant name	Linked case ID	Charges	Arrest/Issued date	Disposition	Disposition date	Attention
> <input checked="" type="checkbox"/>	W-2019-000005-0702	AUBREY MIDDLEBROKS		2C:29-9B(2) ...	10/01/2019	Dism - Other	10/01/2020	
> <input checked="" type="checkbox"/>	W-2020-000084-1215	AUBREY MIDDLEBROKS	MID-20-031265-001	2C:20-11B(2) ...	09/01/2020	Dism - Other	10/01/2020	
> <input checked="" type="checkbox"/>	W-2020-000085-1215	AUBREY MIDDLEBROKS	MID-20-031266-001	2C:30-3A ...	10/13/2020	Dism - Other	10/01/2020	

Add documents

[+Add documents](#)

Back Cancel Save **Next**

VERIFICATION SCREEN

- This screen enables the user to certify and verify statements and provide supplemental information for some of the selected statements. **The first statements in the Certification and Verification sections are mandatory.**
- The language on the screen will be different based on the filer.
- Certification that you have provided truthful information.
- Verification that there are no disorderly persons, petty disorderly person, indictable charges or juvenile delinquency matters currently pending against you.
- You may check off additional optional statements regarding:
 - Previously granted sealing/expungement/relief in any state or federal court.
 - Legal name change.
 - More than three years but less than five years having elapsed since last conviction/incarceration/etc.
 - Inclusion of a third or fourth degree controlled dangerous substance crime in the expungement.

Petition > Retrieved Cases > Additional Cases > Case List > Verification > Proposed Order

Verifications **1**

Certification:

I am the petitioner in this matter and the statements made in this petition are true. I am aware that if any statements made by me are willfully false, I am subject to punishment. *

Verifications:

There are no disorderly persons, petty disorderly person, indictable charges or juvenile delinquency matters pending against me at this time. *

I am seeking expungement of a conviction on a criminal case or an adjudication of delinquency on a juvenile case pursuant to N.J.S.A. 2C:52-2, and has never been granted an expungement, sealing or similar relief regarding a criminal conviction, by any state or federal court.

I have legally changed my name. I have explained the details of my name change(s) below, included my previous legal name(s), and the date of the court order for the name change(s).

The petitioner is seeking an expungement pursuant to N.J.S.A. 2C:52-2(a)(2) (after four years), or pursuant to N.J.S.A. 2C:52-3(b)(2) (after three years), but less than five years have passed since the most recent conviction, payment of court ordered financial assessment, satisfactory completion of probation or parole, or release from incarceration, whichever is later, and has not otherwise been convicted of a crime, disorderly persons offense, or petty disorderly persons offense since the most recent conviction. The compelling circumstances for the Court to grant this expungement are as follows:

The petitioner is seeking an expungement pursuant to N.J.S.A. 2C:52-2(c)(3) of a third or fourth degree controlled dangerous substance crime. The compelling circumstances for the Court to grant this expungement are as follows:

Click **Next** to move on to the “Proposed Order” screen which facilitates the following:

PROPOSED ORDER SCREEN

- Identifies parties who must be notified that the petition/proposed order has been filed. To add additional parties, click Other applicable party(ies) drop down or click +Add party.
- If a neighboring police department assisted in your arrest, you must select them to be served with the petition.
- If you were sentenced to state prison, you must select the DOC to be served with the petition
- If you are filing on a Family Division case (FJ – adjudication of juvenile delinquency or FO – violation of a restraining order), you must select the appropriate police department and municipal court where the arrest occurred. The system may not do it automatically.
- Allows you to enter details regarding outstanding financial obligations to the court at the time of filing.

Petition > Retrieved Cases > Additional Cases > Case List > Verification > Proposed Order >

Proposed Order

Filing date
11/13/2020

Notified parties **1**

The Attorney General of New Jersey

The Superintendent of the New Jersey State Police, Expungement Unit

The Prosecutor of county(ies) Essex, Middlesex	Deputy Clerk of the Superior Court of NJ - Criminal Division Middlesex	Deputy Clerk of the Superior Court of NJ - Family Division ---	The Administrator(s) of Municipal Court(s) North Brunswick Court, Bloomfield Twp Municipal Court
Chief(s) of the police department(s) North Brunswick Police Dept. Bloomfield Police Dept	The county(ies) of Probation Division(s) ---	County Identification Bureau(s) (Sheriff's Department) Essex, Middlesex	The Warden of the jail/prison ---

Other applicable party(ies)
Select

+Add party

Financial obligations/Restitution Details

List of cases and amount to be entered into "Treasurer, State of New Jersey"

Case ID *	Amount *
W-2014-000002-0910	\$2,000.00

+Add case

- Click **Preview Proposed Order** button to open a draft version of the proposed order. The selected cases from the Case List screen will be displayed on the PDF.
- Click the **Preview Petition** button to open a draft version of the petition PDF.
- Click the **Submit** button to submit the petition/proposed order for Prosecutor Review.

Proposed Order Screen.

Proposed Order

Filing date
11/13/2020

Notified parties 1

The Attorney General of New Jersey

The Superintendent of the New Jersey State Police, Expungement Unit

The Prosecutor of county(ies) Essex, Middlesex	Deputy Clerk of the Superior Court of NJ - Criminal Division Middlesex	Deputy Clerk of the Superior Court of NJ - Family Division —	The Administrator(s) of Municipal Court(s) North Brunswick Court, Bloomfield Twp Municipal Court
Chief(s) of the police department(s) North Brunswick Police Dept. Bloomfield Police Dept	The county(ies) of Probation Division(s) —	County Identification Bureau(s) (Sheriff's Department) Essex, Middlesex	The Warden of the jail/prison —

Other applicable party(ies)

[+Add party](#)

Financial obligations/Restitution Details

List of cases and amount to be entered into "Treasurer, State of New Jersey"

Case ID *	Amount *
<input type="text" value="W-2014-000002-0910"/>	<input type="text" value="\$2,000.00"/>

[+Add case](#)

Add documents

Document name *	Filed date *	Document type *	Document description
<input checked="" type="checkbox"/> Expungement Upload 1.pdf	11/12/2020	Other	Doc 1
<input checked="" type="checkbox"/> Expungement Upload 2.pdf	11/12/2020	Other	Doc 2
<input checked="" type="checkbox"/> Expungement Upload 3.pdf	11/12/2020	Other	Doc 3
<input checked="" type="checkbox"/> Expungement Upload 4.pdf	11/12/2020	Other	Doc 4
<input checked="" type="checkbox"/> Expungement Upload 5.pdf	11/12/2020	Other	Doc 5

[+Add documents](#)

Back
Cancel
Save
Preview Proposed Order
Preview Petition
Submit

- A draft of the Proposed Order PDF that will be generated when you submit the petition/proposed order will open when the Preview Proposed Order button is clicked.
- **Review the PDF to be certain all necessary information is included.**

AUBREY MIDDLEBROKS
871 MAIN STREET
HOBOKEN NJ 07030
PHONE: (908) 337-5536

IN THE MATTER OF
THE EXPUNGEMENT OF
THE CRIMINAL JUVENILE RECORDS OF
AUBREY MIDDLEBROKS

SUPERIOR COURT OF NEW JERSEY
LAW DIVISION - CRIMINAL PART
MIDDLESEX COUNTY

Expungement Docket #: --
Civil Action

CLEAN SLATE EXPUNGEMENT
PURSUANT TO N.J.S.A. 2C:52-5.3.

THIS MATTER having been brought before the Court on behalf of **AUBREY MIDDLEBROKS A.K.A. Aubs Mids, Abby M-brocks born June 07, 1968, SBI* number 240481D**, and

HAVING FOUND that the requirements for Expungement under N.J.S.A. 2C:52-1, et seq., have been satisfied;

IT IS ORDERED this ____ day of _____, ____ that:

The Attorney General of New Jersey,
The Superintendent of the New Jersey State Police, Expungement Unit,
The Prosecutors of the following counties:
Middlesex
Essex
The Deputy Clerk of Superior Court-Criminal Divisions in the following counties:
Middlesex
The Administrators of the following Municipal Courts:
Bloomfield Twp Municipal Court
North Brunswick Court
The County Identification Bureau (Sheriff's Department):
Middlesex
Essex
The Chiefs of the following Police Departments:
Bloomfield Police Dept
North Brunswick Police Dept

remove from their records all information relating to petitioner, for the following:

(1) 10/01/2019 arrest/custody on the charge of violating N.J.S.A. 2C:29-9B(2) CONTEMPT - VIOLATE DOMESTIC VI - DEGREE D (W-2019-000005-0702) Bloomfield Twp/Essex County;

(2) 09/01/2020 arrest/custody on the charge of violating N.J.S.A. 2C:20-11B(2) SHOPLIFTING-CONCEAL MERCHANDIS - DEGREE D, 2C:30-3A SPECULATE/WAGER OFFICIAL ACTIO - DEGREE 3

*State Bureau of Identification (SBI) Page: 1 of 2

(W-2020-000084-1215, MID-20-031265-001) North Brunswick Twp/Middlesex County;

(3) 10/13/2020 arrest/custody on the charge of violating N.J.S.A. 2C:30-3A SPECULATE/WAGER OFFICIAL ACTIO - DEGREE 3, 2C:20-11B(2) SHOPLIFTING-CONCEAL MERCHANDIS - DEGREE D (W-2020-000085-1215, MID-20-031266-001) North Brunswick Twp/Middlesex County.

and remove all records concerning the subsequent criminal and/or juvenile proceedings regarding such charge(s), including any conviction(s), adjudication(s) of delinquency or disposition(s), if applicable, and place such information in the control of a person within the office designated to retain control over expunged records.

IT IS FURTHER ORDERED THAT IF MONIES ARE STILL OWED AT THE TIME THIS EXPUNGEMENT IS ORDERED

A civil judgment is to be entered in the Judiciary's automated system in the name of "Treasurer, State of New Jersey" in the following:
Indictment/accusation/summons/warrant/complaint/FJ or FO docket number
W-2014-000002-0910 in the amount of \$2,000.00

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.

IT IS FURTHER ORDERED that any records, or the information therein, shall not be released except as provided under the provision of N.J.S.A. 2C:52-1, et seq. and that the persons designated to retain control over expunged records take sufficient precautions to insure that such records and information are not released.

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

IT IS FURTHER ORDERED that the arrest/conviction/adjudication/disposition, which is the subject of this Order, shall be deemed not to have occurred, and the Petitioner may answer accordingly any questions relating to this occurrence pursuant to N.J.S.A. 2C:52-27.

IT IS FURTHER ORDERED that this Order does not expunge the records contained in the Controlled Dangerous Substances Registry (C.26:2G-17 et seq.) or the registry created by the Administrative Office of the Courts pursuant to N.J.S.A. 2C:43-21.

Page: 2 of 2

PETITION PDF

- A draft of the Petition PDF that will be generated when you submit the petition/proposed order will open when you click on the Preview Petition button.
- Review the PDF to be certain all necessary information is included.

AUBREY MIDDLEBROKS
871 MAIN STREET
HOBOKEN, NJ 07030
PHONE: (908) 337-5536

IN THE MATTER OF
THE EXPUNGEMENT OF
THE CRIMINAL/JUVENILE RECORDS OF
AUBREY MIDDLEBROKS

SUPERIOR COURT OF NEW JERSEY
LAW DIVISION - CRIMINAL PART
MIDDLESEX COUNTY

Expungement Docket #: --
Civil Action
PETITION FOR EXPUNGEMENT

The petitioner, AUBREY MIDDLEBROKS A.K.A. Aubs Mids, Abby M-brocks born June 07, 1968, SBI* number 240481D, residing at 871 Main Street, Hoboken, NJ 07030 is seeking an expungement.

- (1) Petitioner was arrested/taken into custody on 10/01/2019 in violation of N.J.S.A. 2C:29-9B(2) CONTEMPT - VIOLATE DOMESTIC VI - DEGREE D (W-2019-000005-0702) Bloomfield Twp/Essex County;
- (2) Petitioner was arrested/taken into custody on 09/01/2020 in violation of N.J.S.A. 2C:20-11B(2) SHOPLIFTING-CONCEAL MERCHANDIS - DEGREE D, 2C:30-3A SPECULATE/WAGER OFFICIAL ACTIO - DEGREE 3 (W-2020-000084-1215, MID-20-031265-001) North Brunswick Twp/Middlesex County which was Dism - Other on 10/01/2020;
- (3) Petitioner was arrested/taken into custody on 10/13/2020 in violation of N.J.S.A. 2C:30-3A SPECULATE/WAGER OFFICIAL ACTIO - DEGREE 3, 2C:20-11B(2) SHOPLIFTING-CONCEAL MERCHANDIS - DEGREE D (W-2020-000085-1215, MID-20-031266-001) North Brunswick Twp/Middlesex County.

Petitioner requests that this Court grant an Expungement Order as authorized by N.J.S.A. 2C:52-1, et seq., directing the Clerk of the Court and all relevant criminal/juvenile justice and law enforcement services of the State of New Jersey to expunge from their records all evidence of the arrest/conviction/disposition (police record of being taken into custody as a juvenile/adjudication of delinquency/disposition) and all proceedings in this matter, and further directing any New Jersey law enforcement agency which sent records of the adult arrest/juvenile custody and proceedings to the Federal Bureau of Investigation or any other law enforcement agency outside of New Jersey to inform the recipient and the agencies designated to retain control of expunged records to take sufficient precautions to ensure that such records and information are not released.

Date: 11/13/2020

Respectfully submitted,
/s/AUBREY MIDDLEBROKS

*State Bureau of Identification (SBI)

Page: 1 of 2

PETITION FOR EXPUNGEMENT VERIFICATION

AUBREY MIDDLEBROKS, certifies:

- (1) I am the petitioner in this matter and the statements made in this petition are true. I am aware that if any statements made by me are willfully false, I am subject to punishment.
- (2) There are no disorderly persons, petty disorderly person, indictable charges or juvenile delinquency matters pending against me at this time.

Date: 11/13/2020

Respectfully submitted,
/s/AUBREY MIDDLEBROKS

Page: 2 of 2

SUBMIT PETITION/PROPOSED ORDER

- Once you have reviewed the drafts of the Proposed Order and Petition, click “**Submit.**”
- This will open a pop-up window to confirm or cancel your submission. If you choose to cancel, you will return to the petition/proposed order and may make any necessary changes.



A confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The text inside reads: "You are about to submit the expungement petition for:". Below this, there are two columns of information: "Defendant" and "SBI No.". The defendant's name is "AUBREY MIDDLEBROKS" and the SBI number is "240481D". At the bottom right of the dialog, there are two buttons: a grey "Cancel" button and a green "Confirm" button.

Defendant	SBI No.
AUBREY MIDDLEBROKS	240481D

- Upon confirmation and submission, the system will display a success message at the top of the screen indicating the petition/proposed order was successfully submitted.
- The system will also generate a unique expungement case number.
- You will receive an email notification after the petition is submitted, when the prosecutor submits response, when the order is finalized, or when the expungement case is withdrawn. An electronic copy of each notification is saved to the expungement case jacket.



A screenshot of the "Expungement Portal" interface. At the top left, it says "Expungement Portal". A green notification banner is displayed at the top, containing a dropdown arrow, the text "Expungement petition XP-MID-20-000045 submitted successfully.", and a close button (X). Below the banner, the text "Expungement petition XP-MID-20-000045 submitted successfully to the county prosecutor for review." is visible. At the bottom right of the notification area, there is a grey "Close" button.

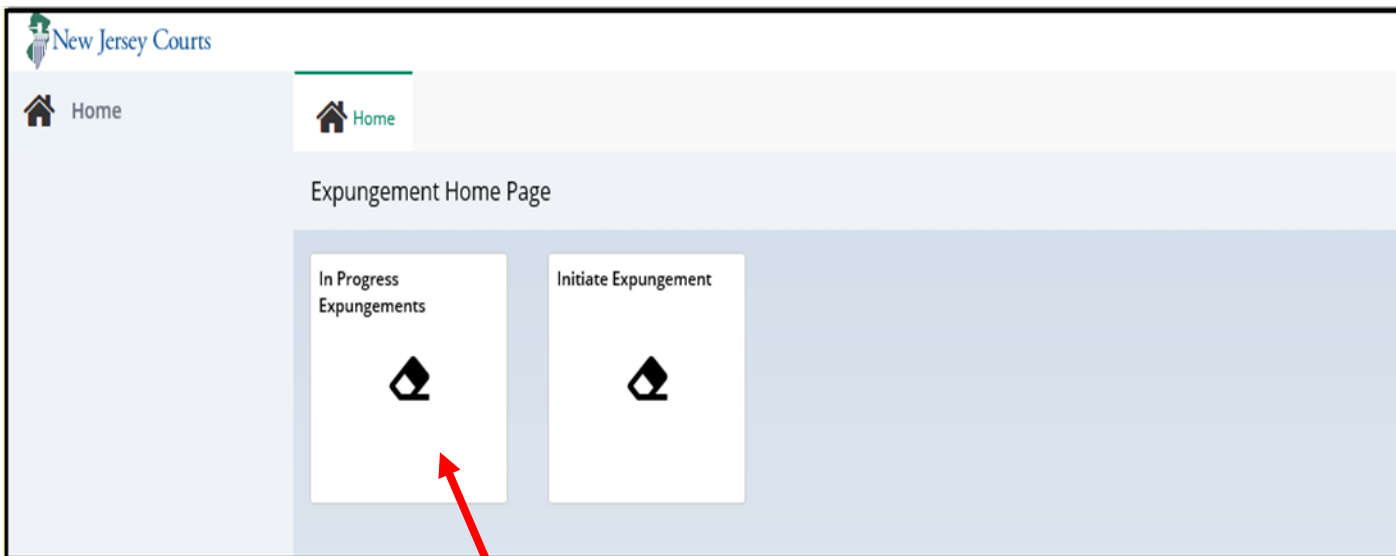
EXPUNGEMENT NOTIFICATIONS

When the petition/proposed order is submitted, notified parties will open and review the petition. These parties (listed below) and other agencies will also be notified when the final order is granted.

- Attorney General
- Superintendent of State Police, Expungement Unit
- County Prosecutor
- Administrator of the municipal court
- Chief of Police or other head of the police department
- Warden or Superintendent of County Jail
- County Probation Division
- Division of Criminal Justice, Records Identification Unit

IN PROGRESS WORKBASKET

- After the petition/proposed order is submitted, return to the Expungement Home Page and select 'In Progress Expungements' tile.



- The following columns are displayed:
 - Expungement number: the system-generated case number when you submitted the petition/proposed order.
 - Defendant: name in the format of First name, Middle initial, Last name.
 - SBI: Unique identifier assigned by the State Police.
 - Filing date: Date when the petition/proposed order was filed and submitted.
 - Expungement Type: Marijuana, Regular, or Clean Slate
 - Status: indicates the status as it moves through the stages of the process –
 - New, Pending Prosecutor Review, Awaiting Judicial Decision, Order Denied, Order Granted, Expunged.
 - Decision Date: identifies the date the final order is granted or denied.
 - Attention: identifies if the Prosecutor has submitted an objection response.

WORKBASKET ACTION MENU

- The submitted petition/proposed order will be in “Pending Prosecutor Review.” The “Open” button will no longer be accessible, but you may still use the Action menu to:
 - upload relevant documents
 - view the case jacket
 - withdraw the petition/proposed order if necessary

In Progress Expungements

Refresh

3 records

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Decision date	Attention
XP-MID-20-000045	AUBREY MIDDLEBROKS	240481D	11/13/2020	Clean Slate	Pending Prosecutor Review		Open View Expungement Case Jacket Upload Documents Withdraw Petition

ADD/UPLOAD DOCUMENT

- To add or upload a document while an expungement is “In Progress”, select upload document and a window will pop up
- Only documents in a PDF format can be uploaded
- Click “Select file(s)” to browse and find the file or drag and drop the file into the middle section with the paper clip
- This function can be used to upload a Petitioner Response Letter in response to a Prosecutor Objection
- Enter the filed date and document type from the available list of options and click the save button
- When document type “other” is selected, a description of the document is required

Document name *	Filed date *	Document type *	Document description
Expungement Sample.pdf	11/16/2020	Select.. Brief Complaint Judgment of Conviction Judgment of Dismissal Order Petitioner Response Letter Pre Sentencing Investigation Prosecutor Response Letter Revised Proposed Order Other	

TECHNICAL ASSISTANCE

If you require technical assistance with the Expungement Portal, please contact the Help Desk:

Judiciary Help Desk: 609-421-6100

After Hours: 1-800-343-7002