


GLENN A. GRANT, J.A.D.
Acting Administrative Director of the Courts

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TO: Assignment Judges
Criminal Presiding Judges
Trial Court Administrators
Criminal Division Managers

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

SUBJ: Expungements – Rule Relaxation – Attorney Appearances,
Substitutions, and Withdrawals Without Leave of Court and
Without Fee

DATE: April 25, 2024

In expungement matters, pursuant to the Supreme Court’s April 2, 2024 rule relaxation order ([order and accompanying notice](#) attached), attorneys effective May 1, 2024 may appear, substitute or withdraw from representation without leave of court and without the payment of any fee. An attorney who is substituting into or withdrawing from an expungement matter must have the consent of the parties and must use the electronic Expungement Portal to complete the appearance, substitution, or withdrawal. The necessary updates to the portal have been made consistent with the effective date.

The Court specifically relaxed Rules 1:11-2, 3:30-1, and 3:30-2. The Court’s action significantly alters the process for entering an appearance, substitution, or withdrawal in an expungement. As such, please ensure that everyone who handles expungements regularly is aware of this Notice and Order and the corresponding system enhancements. This would include Criminal court staff, your ombudsman, your county bar association, and other stakeholders. You should share with them the notice and order as well as the attached electronic Expungement Portal Release Notes. Please note that both the external and internal versions of the Release Notes are attached, with directions as to which groups should receive which version.

Questions regarding this memorandum may be directed to the Criminal Practice Division by phone at 609-815-2900, ext. 55300, or by email at AOC-CrimPrac.mbx@njcourts.gov.

Attachments:

1. Notice and Order – Relaxation of Court Rules to Facilitate Attorney Appearances, Substitutions, and Withdrawals
2. External Release Notes – Electronic Expungement Portal – Entering Appearance, Substitution, Withdrawal (for sharing with county stakeholders handling expungement matters and with the county bar association)
3. Internal Release Notes – Electronic Expungement Portal – Entering Appearance, Substitution, Withdrawal (for sharing with the Ombudsman and with court staff who handle expungement matters)

cc: Chief Justice Stuart Rabner
Criminal Division Judges
Steven D. Bonville, Chief of Staff
AOC Directors and Assistant Directors
Clerks of Court
Special Assistants to the Administrative Director
Assistant Criminal Division Managers
Justin M. Patterson Moles, Chief, Criminal Court Services
Virginia Spitale, Assistant Chief, Criminal Court Services

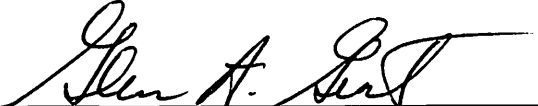
NOTICE TO THE BAR

EXPUNGEMENTS -- RELAXATION OF COURT RULES TO FACILITATE ATTORNEY APPEARANCES, SUBSTITUTIONS, AND WITHDRAWALS

Attorneys, including many who volunteer their services, provide invaluable assistance to people seeking expungements. To support those attorneys and their clients, the Supreme Court has formalized certain expungement procedures so as to permit attorneys to appear, substitute, or withdraw as counsel in expungement matters with the consent of the parties (1) without leave of court and (2) without the payment of fees.

The Court's Order relaxing Rules 1:11-2 ("Withdrawal or Substitution") 3:30-1 ("Expungement of Records") and 3:30-2 ("Expungements for Marijuana / Hashish Offenses, Recovery Court, Dismissals / Acquittals, and Clean Slate") is attached. The relaxation of the Court Rules is effective May 1, 2024.

Questions regarding the Court's April 2, 2024 Order should be directed to the AOC Criminal Practice Division at (609) 815-2900 x55300.



Glenn A. Grant, J.A.D.
Acting Administrative Director of the Courts

Dated: April 2, 2024

SUPREME COURT OF NEW JERSEY

Pursuant to N.J. Const. art. VI, sec. 2, para. 3, IT IS ORDERED that effective May 1, 2024, the provisions of Rules 1:11-2 (“Withdrawal or Substitution”), 3:30-1 (“Expungement of Records”), and 3:30-2 (“Expungements for Marijuana/Hashish Offenses, Recovery Court, Dismissals/Acquittals, and Clean Slate”) of the Rules Governing the Courts of the State of New Jersey are relaxed and supplemented as follows:

1. Rule 1:11-2(a) shall not apply to the entry, withdrawal, or substitution of counsel in petitions for expungement consistent with Rule 3:30-1 and Rule 3:30-2. All entries, withdrawals, and substitutions of appearance of counsel in expungement petitions may be filed at any time, without leave of court and with the consent of all parties, using the appropriate judiciary electronic court system and without payment of a fee.
2. Rule 3:30-1 and Rule 3:30-2 are supplemented to include that all entries, withdrawals, and substitutions of appearance of counsel in expungement petitions may be filed at any time, without leave of court and with the consent of all parties, using the appropriate judiciary electronic court system and without payment of a fee.

The provisions of this Order shall remain in effect pending development and adoption of conforming rule amendment or until further Order.

For the Court,









Chief Justice

Dated: April 2, 2024

eCourts Expungement System – Release Notes External

05/01/2024

eCourts Expungement System Enhancements

	<p>The Case Representation tile has been added to the Expungement home page. County and Central Public Defenders, and Private Attorneys can associate and substitute themselves to expungement cases. For more information, click here.</p>
	<p>If a case already has an attorney of record and the case is not associated to the logged in attorney's firm, a new attorney can file a Substitution of attorney. For more information, click here.</p>
	<p>Attorney of Record is now being set when a petition is initiated and submitted by Private Attorney, County and Central Public Defender. For more information, click here.</p>
	<p>County and Central Public Defender's will receive an email notification when they file an expungement, when a petition is returned, and other various events about the case. For more information, click here.</p>
	<p>Self-represented litigants will now retain their submitted expungement petitions once returned by the Prosecutor, unless they consent to allow the County Public Defender to represent them on the expungement case. For more information, click here.</p>
	<p>There are two new optional fields for the In Progress workbasket column display. Users will now be able to view the "Filer" and "OPD Consent" as columns on the workbasket. Also, you can now view Attorney of Record information on the Additional Details modal. For more information, click here.</p>

Enhanced

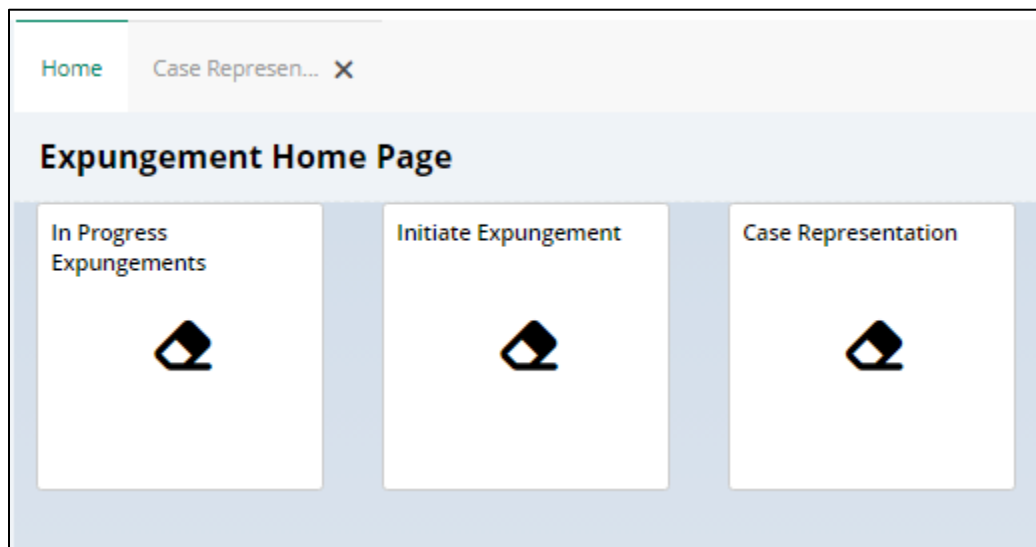
If a proposed amended order is initiated on a granted Clean Slate or Regular Expungement petition, you can now change the Expungement Type from Clean Slate to Regular and vice-versa. For more information, click [here](#).

Attorneys Can Now Associate Themselves to an Expungement Case

The Case Representation tile has been added to the Expungement home page. Here, County and Central Public Defenders and private attorneys can associate themselves or members of their firm/office to an expungement case. You can add/update the attorney of record for cases in the following statuses:

- Pending Prosecutor Review
- Pending Petitioner Response
- Revised Petition Prosecutor Review
- Awaiting Judicial Decision
- Order Granted
- Amended Order Prosecutor Review
- Amended Order Petition Response
- Amended Order Judicial Decision
- Amended Order Granted

Figure 1. New Case Representation Tile



Once the Attorney clicks on Case Representation and searches a case, if that case does not have an attorney associated, they will see two options:

- **Associate myself to case**
- **Assign another attorney from my office to case.**

Figure 2. Associate or Substitute Attorney Options

The screenshot shows a search interface for expungement numbers. At the top, there are search filters: 'Prefix' (XP-), 'County' (ATLANTIC), 'Year' (23), and 'Seq.#' (000100). There are 'Reset' and 'Search' buttons. Below the filters, there are options for 'Group', 'Fields', and 'Show More/Less', along with 'Refresh' and 'Default view' buttons. A table displays the search results with columns: Expungement number, Defendant, SBI, Filing date, Expungement type, Status, Attorney name, and Attention. The first row shows: XP-ATL-23-000100, JOHN CANDY, 522931B, 02/01/2..., Clean Slate, Pending Petitione...

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Attorney name	Attention
XP-ATL-23-000100	JOHN CANDY	522931B	02/01/2...	Clean Slate	Pending Petitione...		

When selecting “Associate myself to case,” verification text displays.

Figure 3. Associate Self Options

The screenshot shows a dialog box titled 'Associate or Substitute Attorney options'. It has two radio button options: 'Associate myself to case' (which is selected) and 'Assign another attorney from my office to case'. Below the options is a 'Verification' section with a checked checkbox and the text: 'I hereby enter my appearance as the attorney of record for the above petitioner's expungement case pursuant to rules N.J.S.A. 1:11-2.'. At the bottom right, there are 'Cancel' and 'Confirm' buttons.

When selecting “Assign another attorney from my office to case,” a list of attorneys that match the Attorney’s office ID displays. Once an attorney is selected, the verification text appears, and the user will be able to confirm selection.

Figure 4. Associate Another Attorney from my office to case

Associate or Substitute Attorney options

Select action

Associate myself to case

Assign another attorney from my office to case

Member of firm selection

7 row(s)

	Attorney name	Attorney ID	Branch ID	City
<input type="radio"/>	RICARDO CAAMANO	044941997	0001	NEWARK
<input checked="" type="radio"/>	FERNANDO E LINHARES	021281993	0001	NEWARK
<input type="radio"/>	JOHN SAMUEL MYERS	900052020	0001	NEWARK
<input type="radio"/>	ALANA ROBERTS	900022020	0001	NEWARK
<input type="radio"/>	ELISA VARGAS	029911996	0001	NEWARK
<input type="radio"/>	BRIAN WILLIAMS	900042020	0001	NEWARK
<input type="radio"/>	JOHN SAMUEL MYERS	900052020	0002	5 PLAINFIELD

Verification

I hereby enter the appearance of a member of my firm as the attorney of record for the above petitioner's expungement case pursuant to rules N.J.S.A. 1:11-2.

If another attorney from your firm is already assigned to a petition, another attorney from your firm can be assigned to that petition. In this case, the only option that will appear is the Assign another attorney from my office to case. The selection options appear as well as the verification and confirm button.

Figure 5. Attorney Association Options when Attorney already Assigned

Expungement number search

Prefix County Year * Seq.# *

XP- GLOUCESTER 24 000005

Group Fields Show More/Less Refresh Default view >

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Attorney name	Attention
XP-GLO-24-000005	CHANEL R LAWSON	524186D	01/03/2...	Regular	Awaiting Judicial ...	ELISA VARGAS	

Associate or Substitute Attorney options

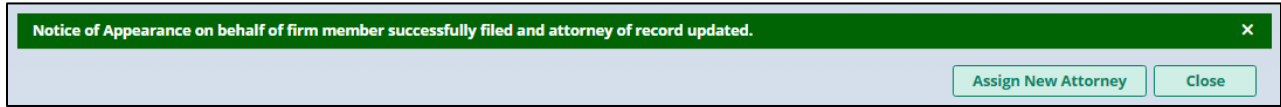
Select action

Assign another attorney from my office to case

When a selection is made and you click "Confirm," you'll navigate back to the Confirmation screen and will have the option to add another attorney or close the tile. A case jacket entry

is added to the case jacket and an email notification is sent as well. For amending orders, on the Attorney of Record, or anyone from their firm, will be able to amend that order.

Figure 6. Attorney Association Completion notice



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Substitution of Attorney Process Using the Case Representation Tile

If a case already has an attorney of record and the case is not associated to the logged in attorney's firm, a new attorney can be added to the case by clicking on **Substitute myself as attorney**. A substitute of attorney letter is required to be uploaded.

Figure 7. Substitute of Attorney Options

Expungement number search

Prefix County Year * Seq.# *

XP- ATLANTIC 24 000005

Reset Search

Group Fields Show More/Less Refresh Default view >

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Attorney name	Attention
XP-ATL-24-000005	DAVID F POLEY	264095B	01/02/2...	Clean Slate	Pending Petitione...	TEST9 M ATTYTEST9 ...	

Associate or Substitute Attorney options

Select action

Substitute myself as attorney (Substitute of Attorney letter required)

Documents

Upload document

+ Add Document

Once the document is uploaded, click "Confirm" and you'll navigate back to the Confirmation screen and will have the option to add another attorney or close the tile. A case jacket entry is added to the case jacket. An email notification is sent as well.

Figure 8. Docket Text Entry

Filed Date	Defendant Name	Filings	Docket Text	Transaction ID	Entry Date	Entered by
01/03/2024	CHANEL R LAWSON	0	PARTY COURT HISTORY REPORT generated	XP2024365	01/03/2024	System
01/03/2024	CHANEL R LAWSON	0	PETITION FOR EXPUNGEMENT submitted by JOHN SAMUEL MYERS of RICARDO CAAMANO & ASSOCIATES PC	XP2024366	01/03/2024	900052020
01/03/2024	CHANEL R LAWSON	0	PROPOSED ORDER submitted by JOHN SAMUEL MYERS of RICARDO CAAMANO & ASSOCIATES PC	XP2024367	01/03/2024	900052020
01/03/2024	CHANEL R LAWSON	0	Hearing is scheduled on 3/14/2024 re: PROPOSED ORDER [XP2024367]	XP2024368	01/03/2024	900052020
01/03/2024	CHANEL R LAWSON	0	PROSECUTOR RESPONSE - NO OBJECTION by JOHN SAMUEL MYERS of GLOUCESTER COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XP2024367]	XP2024369	01/03/2024	900052020
01/03/2024	CHANEL R LAWSON	0	PROSECUTOR RESPONSE LETTER submitted by JOHN SAMUEL MYERS of GLOUCESTER COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XP2024367]	XP2024370	01/03/2024	900052020
01/31/2024	CHANEL R LAWSON	0	Notice of Appearance on behalf of firm member successfully filed and attorney of record updated to JOHN SAMUEL MYERS of RICARDO CAAMANO & ASSOCIATES PC	XP20241562	01/31/2024	900052020
02/09/2024	CHANEL R LAWSON	0	Notice of Appearance successfully filed and attorney of record updated to JOHN SAMUEL MYERS of RICARDO CAAMANO & ASSOCIATES PC	XP20242003	02/09/2024	900052020
02/12/2024	CHANEL R LAWSON	0	Substitution of attorney successfully filed and attorney of record updated to ADAM L MILLER of Gloucester COUNTY OFFICE OF THE PUBLIC DEFENDER	XP20242122	02/12/2024	900072020
02/12/2024	CHANEL R LAWSON	0	Substitute of attorney letter - test submitted by ADAM L MILLER of Gloucester COUNTY OFFICE OF THE PUBLIC DEFENDER	XP20242123	02/12/2024	900072020

Figure 9. Notification Email

Superior Court of New Jersey - Gloucester County

The following notice is being sent from eCourts as a result of Substitution of attorney filed on 02/12/2024 at 11:32 AM:

Defendant Name: Chanel R Lawson
Case Caption: I/M/O Chanel R Lawson
Case Number: XP-GLO-24-000005
Docket Text: Substitution of attorney successfully filed and attorney of record updated to ADAM L MILLER of Gloucester COUNTY OFFICE OF THE PUBLIC DEFENDER
Transaction ID: XP20242122

Notice has been electronically sent to:

Withdrawing Attorney for Petitioner JOHN SAMUEL MYERS [REDACTED]@NJUDLAB.NJCOURTS.GOV

Substituting Office of Gloucester County Public Defender ADAM L MILLER

Attorney for Petitioner JOHN SAMUEL MYERS [REDACTED]@NJUDLAB.NJCOURTS.GOV

[Login](#) to Expungement Portal to view the expungement case jacket. You will need a valid user ID to view the submitted documents.

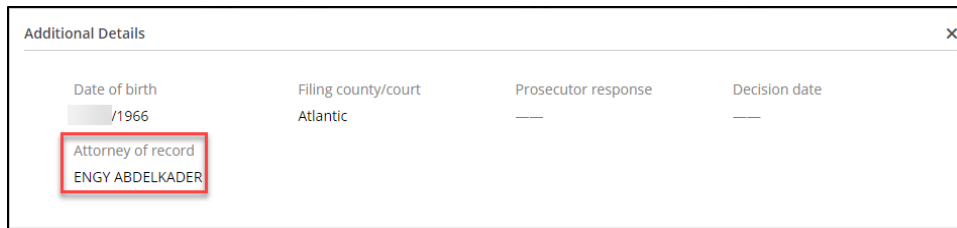
For questions, please contact the Criminal Division in Gloucester County. This email is for notification purposes only and was sent from a notification-only address that cannot accept incoming email. **Please do not reply to this message.**

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Attorney of Record Is Set When an Expungement Case is Submitted

The Attorney of Record will be set once a new petition is submitted except for Self-Represented Litigant's (Pro Se) submitted petitions. You can view the Attorney of Record on the Additional Details Modal.

Figure 10. Additional Details Modal



Date of birth	Filing county/court	Prosecutor response	Decision date
/1966	Atlantic	---	---
Attorney of record ENGY ABDELKADER			

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County and Central Public Defender Notification Emails

County and Central Public Defenders will receive an email when they file an expungement, when a petition is returned, and various events about the case. Notification emails will be stored in the Case Jacket to review. The following are the events that trigger an email notification:

- Expungement Petition Filed or Revised
- Amended Expungement Petition is Filed or Revised
- Prosecutor submits a response to the Petition or an Amended Proposed Order
- Prosecutor returns the Petition to the Petitioner or an Amended Proposed Order
- Court Staff/Judge provides a Judicial Decision
- Court Staff/Judge provides a Granted Judicial Decision for Amended Order
- A Petition is Withdrawn
- Court Staff modifies the case status from "Pending Prosecutor review" to "Pending Petitioner Response"
- Court Staff modifies the case status from "Revised Petition Prosecutor Review" to "Pending Petitioner Response"
- Hearing Date Scheduled

Figure 11. Notification Text Entry on Case Jacket

Defendant information						
Defendant name	K BAGGETT	Date of birth	05/18/1984	SBI	303161D	Alias
Address	*, VILLAS, NJ 08251	Contact number	609-*	E-Mail	—	BAGGETT
Position for Expungement		Documents				
Filed Date	Defendant Name	Filings	Docket Text	Transaction ID	Entry Date	Entered by
02/20/2024	K BAGGETT		PARTY COURT HISTORY REPORT generated	XPN20242577	02/20/2024	System
02/20/2024	K BAGGETT		PETITION FOR EXPUNGEMENT submitted by ALANA ROBERTS of CAPE MAY COUNTY OFFICE OF THE PUBLIC DEFENDER	XPN20242578	02/20/2024	900022020
02/20/2024	K BAGGETT		PROPOSED ORDER submitted by ALANA ROBERTS of CAPE MAY COUNTY OFFICE OF THE PUBLIC DEFENDER	XPN20242579	02/20/2024	900022020
02/20/2024	K BAGGETT		Hearing is scheduled on 4/22/2024 re: PROPOSED ORDER [XPN20242579]	XPN20242580	02/20/2024	900022020
02/21/2024	K BAGGETT		PROSECUTOR RESPONSE - OBJECTION by STACY PANCHEO of CAPE MAY COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XPN20242578]	XPN20242701	02/21/2024	900032020
02/21/2024	K BAGGETT		PROSECUTOR RESPONSE LETTER submitted by STACY PANCHEO of CAPE MAY COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XPN20242577]	XPN20242702	02/21/2024	900032020
02/22/2024	K BAGGETT		ORDER GRANTED by JUDGE CAROL E HIGBEE of CAPE MAY COUNTY CRIMINAL COURT re: PROPOSED ORDER [XPN20242579]	XPN20242770	02/22/2024	

An email is sent to you as well.

Figure 12. Sample Notification Email Order Granted Email

NJ eCourts Expungement Order Signing Notification – Expungement Case XP-CPM-24-000024

Action Items

Superior Court of New Jersey - Cape May County

The following notice is being sent from eCourts as a result of a Judge signing an order on 02/22/2024 at 09:16 AM:

Defendant Name: K Baggett
 Case Caption: I/M/C K Baggett
 Case Number: XP-CPM-24-000024
 Docket Text: Order Granted by Judge Carol E Higbee of Cape May County Criminal Court re: Proposed Order [XPN20242579]
 Transaction ID: XPN20242770

Notice has been electronically sent to:
 Office of Cape May County Public Defender ROBERTS ecourts.criminal@njjudlab.njcourts.gov
 @njjudlab.njcourts.gov

[Login](#) to Expungement Portal to view the expungement case jacket. You will need a valid user ID to view the submitted documents.

For questions, please [contact](#) the Criminal Division in Cape May County.

This email is for notification purposes only and was sent from a notification-only address that cannot accept incoming email. **Please do not reply to this message.**

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Self-Represented Litigant's (Pro Se) Process Flow Updates

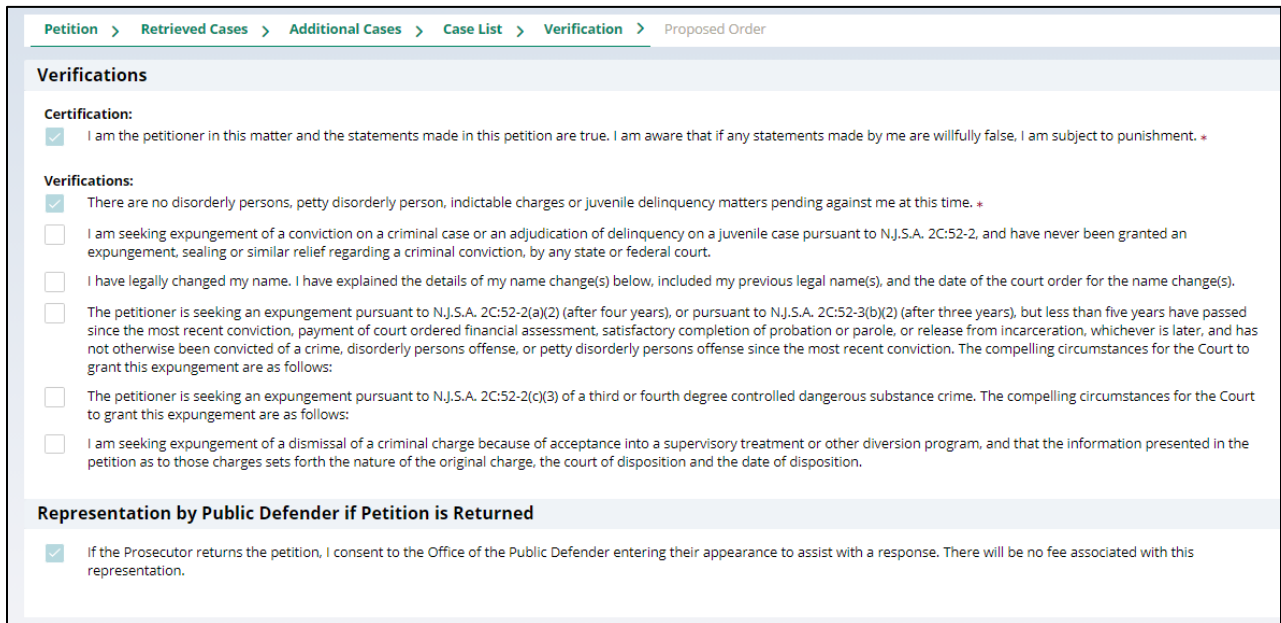
Self-represented litigants will now retain their submitted expungement petitions once returned by the Prosecutor, unless they consent to allow the County Public Defender to represent them on the expungement case. If a prosecutor returns the petition, the self-represented litigant will see the 'Open' button enabled and be able to work on the petition.

Figure 11. Pro Se will now see Open button in green.



On the Verification screen, a self-represented litigant will be able to select an option consenting to allow County Public Defender to handle the expungement petition if the petition is returned by the Prosecutor. By selecting the checkbox, the County Public Defender can assign themselves to the case if the petition is returned.

Figure 12. Updated Verification Screen

A screenshot of the 'Verification' screen in a legal system. The breadcrumb trail is: Petition > Retrieved Cases > Additional Cases > Case List > Verification > Proposed Order. The screen is titled 'Verifications' and contains several sections with checkboxes:

- 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 have 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:
 - I am seeking expungement of a dismissal of a criminal charge because of acceptance into a supervisory treatment or other diversion program, and that the information presented in the petition as to those charges sets forth the nature of the original charge, the court of disposition and the date of disposition.
- Representation by Public Defender if Petition is Returned**
 - If the Prosecutor returns the petition, I consent to the Office of the Public Defender entering their appearance to assist with a response. There will be no fee associated with this representation.

If the petition is returned, email notifications are sent to the corresponding County Public Defender's generic email as well as the self-represented litigant with the consent, either yes or no, and contact information so the County Public Defender can contact the user regarding their expungement petition.

Figure 13. Email notification received for returned Pro Se initiated petition

Superior Court of New Jersey - Gloucester County

The following notice is being sent from eCourts as a result of Prosecutor Response on 02/12/2024 at 11:12 AM:

Defendant Name: Edward M Morrison
Case Caption: I/M/O Edward M Morrison
Case Number: XP-GLO-24-000017
Docket Text: Petition for Expungement returned by John Samuel Myers of Gloucester County Prosecutor's Office re: Petition for Expungement [XPN20242108]
Transaction ID: XPN20242112

Notice has been electronically sent to:

Office of Gloucester County Public Defender ADAM L MILLER

Petitioner [REDACTED] Prose [REDACTED]@gmail.com

The following is OPD consent and Pro Se contact information:

OPD Consent: Yes
Name: EDWARD M MORRISON
Phone Number: [REDACTED]
Email: [REDACTED]@gmail.com
Address: 123 Prose Lane,
Testing, NJ, 123451234
United States

[Login](#) to Expungement Portal to view the expungement case jacket. You will need a valid user ID to view the submitted documents.

For questions, please contact the Criminal Division in Gloucester County.
This email is for notification purposes only and was sent from a notification-only address that cannot accept incoming email. **Please do not reply to this message.**

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In Progress Workbasket Updates

There are two new optional fields for the In Progress workbasket column display. Users will now be able to view the "Filer" and "OPD Consent" as columns on the workbasket.

Figure 14. New Workbasket Fields

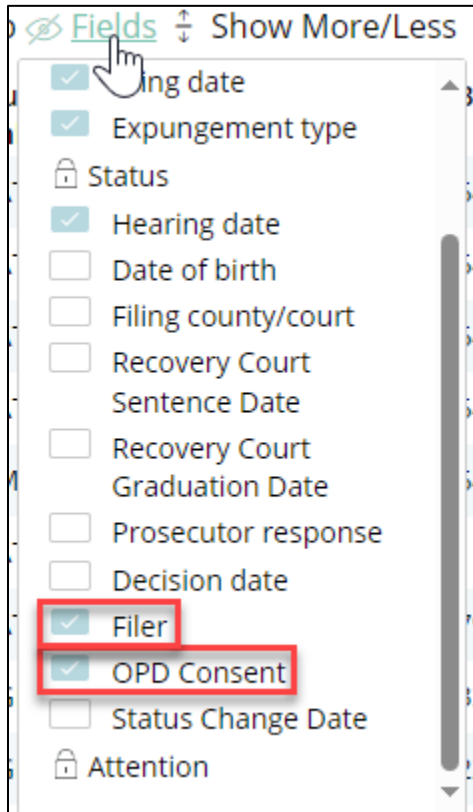
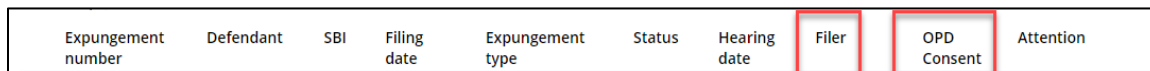
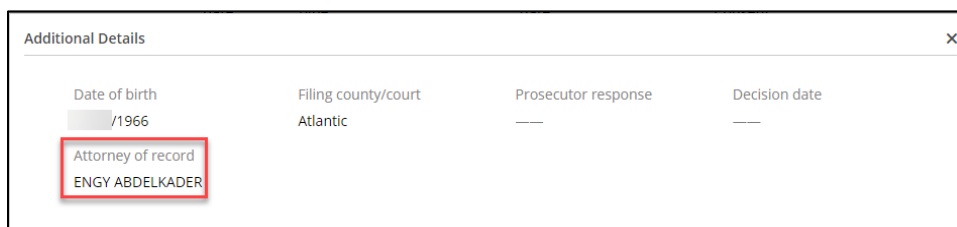


Figure 15. Fields added to the Columns of the Workbasket



Users will also be able to view the Attorney of Record by clicking on the Additional Details modal. The Attorney of record will be blank (if Pro Se Initiated and retained by Pro Se).

Figure 16. New Attorney of Record details on Additional Details Modal



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Amended Order Clean Slate and Regular Expungements

If a proposed amended order is initiated on a granted Clean Slate or Regular Expungement petition, you can now change the Expungement Type from Clean Slate to Regular and vice-versa.

Figure 18. Amended Order showing Expungement Type Dropdown.

The screenshot displays a web form for a 'Petition for expungement'. The 'Defendant information' section includes fields for Defendant name (LONNIE), Date of birth (1), SBI, Alias (LONNY), Address, Contact number, and E-Mail. Below this is a 'Quick Links' section with a link for 'View Expungement Case Jacket'. The main section is titled 'Petition for expungement' and includes a breadcrumb trail: 'Petition > Additional Cases > Case List > Proposed Order'. The 'Expungement type' dropdown menu is open, showing options for 'Clean Slate' (selected), 'Regular', and 'Clean Slate'. A red arrow points to the dropdown menu. At the bottom right, there are 'Cancel' and 'Next' buttons.

When the proposed amended order is submitted with updated Expungement Type, a case jacket entry is added indicating the change.

Figure 19. Docket Text entry showing Expungement Type change.







02/06/2024	LONNIE		Expungement Type has been updated from Clean Slate to Regular	XPN20241855	02/06/2024	900042020
02/06/2024	LONNIE		PROPOSED AMENDED ORDER submitted by BRIAN WILLIAMS of MIDDLESEX COUNTY OFFICE OF THE PUBLIC DEFENDER	XPN20241856	02/06/2024	900042020

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eCourts Expungement System – Release Notes Internal

05/01/2024

eCourts Expungement System Enhancements

	<p>The Case Representation tile has been added to the Expungement home page. County and Central Public Defenders, and Private Attorneys can associate and substitute themselves to expungement cases. For more information, click here.</p>
	<p>If a case already has an attorney of record and the case is not associated to the logged in attorney's firm, a new attorney can file a Substitution of attorney. For more information, click here.</p>
	<p>Attorney of Record is now being set when a petition is initiated and submitted by Private Attorney, County and Central Public Defender. For more information, click here.</p>
	<p>County and Central Public Defender's will receive an email notification when they file an expungement, when a petition is returned, and other various events about the case. For more information, click here.</p>
	<p>Self-represented litigants will now retain their submitted expungement petitions once returned by the Prosecutor, unless they consent to allow the County Public Defender to represent them on the expungement case. For more information, click here.</p>
	<p>There are two new optional fields for the In Progress workbasket column display. Users will now be able to view the "Filer" and "OPD Consent" as columns on the workbasket. Also, you can now view Attorney of Record information on the Additional Details modal. For more information, click here.</p>

Enhanced

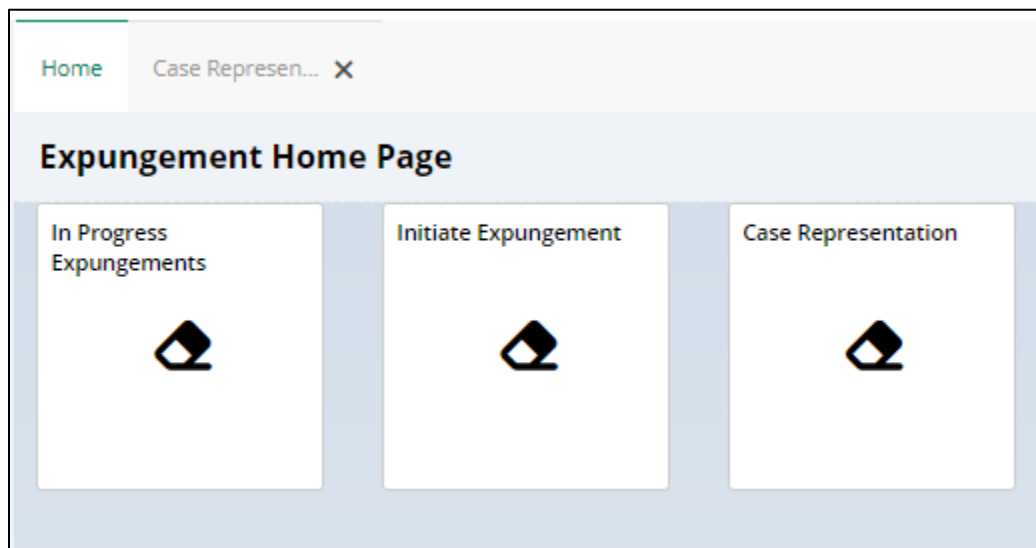
If a proposed amended order is initiated on a granted Clean Slate or Regular Expungement petition, you can now change the Expungement Type from Clean Slate to Regular and vice-versa. For more information, click [here](#).

Attorneys Can Now Associate Themselves to an Expungement Case

The Case Representation tile has been added to the Expungement home page. This tile is only available for attorneys. Here, County and Central Public Defenders and private attorneys can associate themselves or members of their firm/office to an expungement case. You can add/update the attorney of record for cases in the following statuses:

- Pending Prosecutor Review
- Pending Petitioner Response
- Revised Petition Prosecutor Review
- Awaiting Judicial Decision
- Order Granted
- Amended Order Prosecutor Review
- Amended Order Petition Response
- Amended Order Judicial Decision
- Amended Order Granted

Figure 1. New Case Representation Tile



Once the Attorney clicks on Case Representation and searches a case, if that case does not have an attorney associated, they will see two options:

- **Associate myself to case**
- **Assign another attorney from my office to case**

Figure 2. Associate or Substitute Attorney Options

The screenshot shows a search interface for expungement numbers. At the top, there are search filters: 'Prefix' (XP-), 'County' (ATLANTIC), 'Year' (23), and 'Seq.#' (000100). Below the filters are 'Reset' and 'Search' buttons. A table below shows search results with columns: Expungement number, Defendant, SBI, Filing date, Expungement type, Status, Attorney name, and Attention. One result is shown: XP-ATL-23-000100, JOHN CANDY, 522931B, 02/01/2..., Clean Slate, Pending Petitione... Below the table is a section titled 'Associate or Substitute Attorney options' with two radio buttons: 'Associate myself to case' and 'Assign another attorney from my office to case'.

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Attorney name	Attention
XP-ATL-23-000100	JOHN CANDY	522931B	02/01/2...	Clean Slate	Pending Petitione...		

When selecting “Associate myself to case,” verification text displays.

Figure 3. Associate Self Options

The screenshot shows the 'Associate or Substitute Attorney options' section. The 'Associate myself to case' radio button is selected. Below this is a 'Verification' section with a checked checkbox and the text: 'I hereby enter my appearance as the attorney of record for the above petitioner's expungement case pursuant to rules NJ.S.A. 1:11-2.' At the bottom right are 'Cancel' and 'Confirm' buttons.

When selecting “Assign another attorney from my office to case,” a list of attorneys that match the Attorney’s office ID displays. Once an attorney is selected, the verification text appears, and the user will be able to confirm selection.

Figure 4. Associate Another Attorney from my office to case

Associate or Substitute Attorney options

Select action

Associate myself to case

Assign another attorney from my office to case

Member of firm selection

7 row(s)

	Attorney name	Attorney ID	Branch ID	City
<input type="radio"/>	RICARDO CAAMANO	044941997	0001	NEWARK
<input checked="" type="radio"/>	FERNANDO E LINHARES	021281993	0001	NEWARK
<input type="radio"/>	JOHN SAMUEL MYERS	900052020	0001	NEWARK
<input type="radio"/>	ALANA ROBERTS	900022020	0001	NEWARK
<input type="radio"/>	ELISA VARGAS	029911996	0001	NEWARK
<input type="radio"/>	BRIAN WILLIAMS	900042020	0001	NEWARK
<input type="radio"/>	JOHN SAMUEL MYERS	900052020	0002	S PLAINFIELD

Verification

I hereby enter the appearance of a member of my firm as the attorney of record for the above petitioner's expungement case pursuant to rules N.J.S.A. 1:11-2.

If another attorney from your firm is already assigned to a petition, another attorney from your firm can be assigned to that petition. In this case, the only option that will appear is the Assign another attorney from my office to case. The selection options appear as well as the verification and confirm button.

Figure 5. Attorney Association Options when Attorney already Assigned

Expungement number search

Prefix County Year * Seq.# *

XP- GLOUCESTER 24 000005

Group Fields Show More/Less Refresh Default view >

Expungement number	Defendant	SBI	Filing date	Expungement type	Status	Attorney name	Attention
XP-GLO-24-000005	CHANEL R LAWSON	524186D	01/03/2...	Regular	Awaiting Judicial ...	ELISA VARGAS	

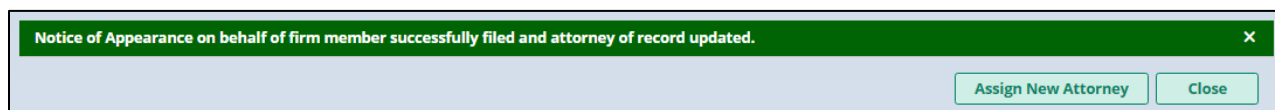
Associate or Substitute Attorney options

Select action

Assign another attorney from my office to case

When a selection is made and you click "Confirm," you'll navigate back to the Confirmation screen and will have the option to add another attorney or close the tile. A case jacket entry is added to the case jacket and an email notification is sent as well. For amending orders, on the Attorney of Record, or anyone from their firm, will be able to amend that order.

Figure 6. Attorney Association Completion notice

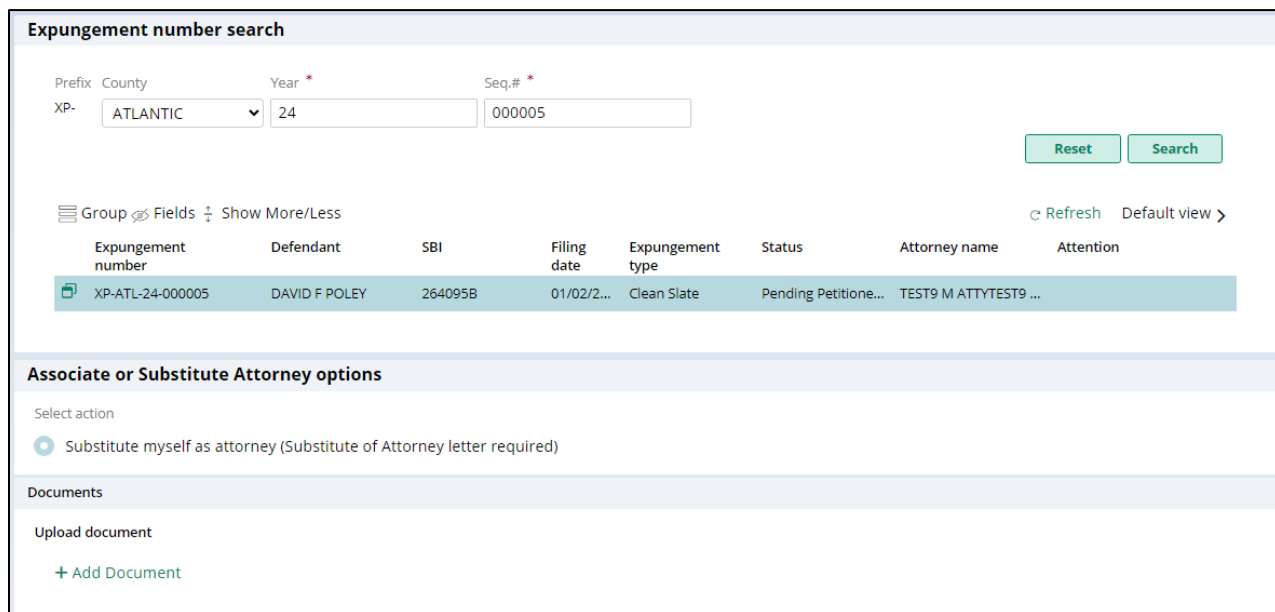


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Substitution of Attorney Process Using the Case Representation Tile

If a case already has an attorney of record and the case is not associated to the attorney's firm, a new attorney can be added to the case by clicking on **Substitute myself as attorney**. A substitute of attorney letter is required to be uploaded.

Figure 7. Substitute of Attorney Options



Once the document is uploaded, click "Confirm" and you'll navigate back to the Confirmation screen and will have the option to add another attorney or close the tile. A case jacket entry is added to the case jacket. An email notification is sent as well.

Figure 8. Docket Text Entry

Filed Date	Defendant Name	Filings	Docket Text	Transaction ID	Entry Date	Entered by
01/03/2024	CHANEL R LAWSON	0	PARTY COURT HISTORY REPORT generated	XP2024365	01/03/2024	System
01/03/2024	CHANEL R LAWSON	0	PETITION FOR EXPUNGEMENT submitted by JOHN SAMUEL MYERS of RICARDO CAAMANO & ASSOCIATES PC	XP2024366	01/03/2024	900052020
01/03/2024	CHANEL R LAWSON	0	PROPOSED ORDER submitted by JOHN SAMUEL MYERS of RICARDO CAAMANO & ASSOCIATES PC	XP2024367	01/03/2024	900052020
01/03/2024	CHANEL R LAWSON	0	Hearing is scheduled on 3/14/2024 re: PROPOSED ORDER [XP2024367]	XP2024368	01/03/2024	900052020
01/03/2024	CHANEL R LAWSON	0	PROSECUTOR RESPONSE - NO OBJECTION by JOHN SAMUEL MYERS of GLOUCESTER COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XP2024367]	XP2024369	01/03/2024	900052020
01/03/2024	CHANEL R LAWSON	0	PROSECUTOR RESPONSE LETTER submitted by JOHN SAMUEL MYERS of GLOUCESTER COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XP2024367]	XP2024370	01/03/2024	900052020
01/31/2024	CHANEL R LAWSON	0	Notice of Appearance on behalf of firm member successfully filed and attorney of record updated to JOHN SAMUEL MYERS of RICARDO CAAMANO & ASSOCIATES PC	XP20241562	01/31/2024	900052020
02/09/2024	CHANEL R LAWSON	0	Notice of Appearance successfully filed and attorney of record updated to JOHN SAMUEL MYERS of RICARDO CAAMANO & ASSOCIATES PC	XP20242003	02/09/2024	900052020
02/12/2024	CHANEL R LAWSON	0	Substitution of attorney successfully filed and attorney of record updated to ADAM L MILLER of Gloucester COUNTY OFFICE OF THE PUBLIC DEFENDER	XP20242122	02/12/2024	900072020
02/12/2024	CHANEL R LAWSON	0	Substitute of attorney letter - test submitted by ADAM L MILLER of Gloucester COUNTY OFFICE OF THE PUBLIC DEFENDER	XP20242123	02/12/2024	900072020

Figure 9. Notification Email

Superior Court of New Jersey - Gloucester County

The following notice is being sent from eCourts as a result of Substitution of attorney filed on 02/12/2024 at 11:32 AM:

Defendant Name: Chanel R Lawson
 Case Caption: I/M/O Chanel R Lawson
 Case Number: XP-GLO-24-000005
 Docket Text: Substitution of attorney successfully filed and attorney of record updated to ADAM L MILLER of Gloucester COUNTY OFFICE OF THE PUBLIC DEFENDER
 Transaction ID: XP20242122

Notice has been electronically sent to:

Withdrawing Attorney for Petitioner JOHN SAMUEL MYERS [REDACTED]@NJUDLAB.NJCOURTS.GOV

Substituting Office of Gloucester County Public Defender ADAM L MILLER

Attorney for Petitioner JOHN SAMUEL MYERS [REDACTED]@NJUDLAB.NJCOURTS.GOV

[Login](#) to Expungement Portal to view the expungement case jacket. You will need a valid user ID to view the submitted documents.

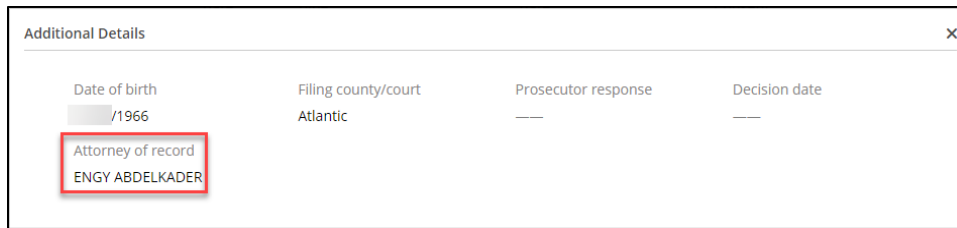
For questions, please contact the Criminal Division in Gloucester County. This email is for notification purposes only and was sent from a notification-only address that cannot accept incoming email. **Please do not reply to this message.**

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Attorney of Record Is Set When an Expungement Case is Submitted

The Attorney of Record will be set once a new petition is submitted except for Self-Represented Litigant's (Pro Se) submitted petitions. You can view the Attorney of Record on the Additional Details Modal.

Figure 10. Additional Details Modal



Date of birth	Filing county/court	Prosecutor response	Decision date
█/1966	Atlantic	---	---
Attorney of record ENGY ABDELKADER			

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County and Central Public Defender Notification Emails

County and Central Public Defenders will receive an email when they file an expungement, when a petition is returned, and various events about the case. Notification emails will be stored in the Case Jacket to review. The following are the events that trigger an email notification:

- Expungement Petition Filed or Revised
- Amended Expungement Petition is Filed or Revised
- Prosecutor submits a response to the Petition or an Amended Proposed Order
- Prosecutor returns the Petition to the Petitioner or an Amended Proposed Order
- Court Staff/Judge provides a Judicial Decision
- Court Staff/Judge provides a Granted Judicial Decision for Amended Order
- A Petition is Withdrawn
- Court Staff modifies the case status from "Pending Prosecutor review" to "Pending Petitioner Response"
- Court Staff modifies the case status from "Revised Petition Prosecutor Review" to "Pending Petitioner Response"
- Hearing Date Scheduled

Figure 11. Notification Text Entry on Case Jacket

Defendant information							
Defendant name	K BAGGETT	Date of birth	05/18/1984	SBI	303161D	Alias	BAGGETT
Address	* VILLAS, NJ 08251		Contact number	609- <input type="text"/>	E-Mail	—	
Petition for Expungement	Documents						

Filed Date	Defendant Name	Filings	Docket Text	Transaction ID	Entry Date	Entered by
02/20/2024	K BAGGETT		PARTY COURT HISTORY REPORT generated	XPn20242577	02/20/2024	System
02/20/2024	K BAGGETT		PETITION FOR EXPUNGEMENT submitted by ALANA ROBERTS of CAPE MAY COUNTY OFFICE OF THE PUBLIC DEFENDER	XPn20242578	02/20/2024	900022020
02/20/2024	K BAGGETT		PROPOSED ORDER submitted by ALANA ROBERTS of CAPE MAY COUNTY OFFICE OF THE PUBLIC DEFENDER	XPn20242579	02/20/2024	900032020
02/20/2024	K BAGGETT		Hearing is scheduled on 4/22/2024 re: PROPOSED ORDER [XPn20242579]	XPn20242580	02/20/2024	900022020
02/21/2024	K BAGGETT		PROSECUTOR RESPONSE - OBJECTION by STACY PANCHEO of CAPE MAY COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XPn20242579]	XPn20242701	02/21/2024	900032020
02/21/2024	K BAGGETT		PROSECUTOR RESPONSE LETTER submitted by STACY PANCHEO of CAPE MAY COUNTY PROSECUTOR'S OFFICE re: PROPOSED ORDER [XPn20242579]	XPn20242702	02/21/2024	900032020
02/22/2024	K BAGGETT		ORDER GRANTED by JUDGE CAROL E HIGBEE of CAPE MAY COUNTY CRIMINAL COURT re: PROPOSED ORDER [XPn20242579]	XPn20242770	02/22/2024	

An email is sent to you as well.

Figure 12. Sample Notification Email Order Granted Email

NJ eCourts Expungement Order Signing Notification – Expungement Case XP-CPM-24-000024

Action Items

Superior Court of New Jersey - Cape May County

The following notice is being sent from eCourts as a result of a Judge signing an order on 02/22/2024 at 09:16 AM:

Defendant Name: K Baggett
 Case Caption: I/M/C K Baggett
 Case Number: XP-CPM-24-000024
 Docket Text: Order Granted by Judge Carol E Higbee of Cape May County Criminal Court re: Proposed Order [XPn20242579]
 Transaction ID: XPN20242770

Notice has been electronically sent to:
 Office of Cape May County Public Defender ROBERTS ecourts.criminal@njjudlab.njcourts.gov
@njjudlab.njcourts.gov

[Login](#) to Expungement Portal to view the expungement case jacket. You will need a valid user ID to view the submitted documents.

For questions, please [contact](#) the Criminal Division in Cape May County.

This email is for notification purposes only and was sent from a notification-only address that cannot accept incoming email. **Please do not reply to this message.**

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Self-Represented Litigant's (Pro Se) Process Flow Updates

Self-represented litigants will now retain their submitted expungement petitions once returned by the Prosecutor, unless they consent to allow the County Public Defender to represent them on the expungement case. If a prosecutor returns the petition, the self-represented litigant will see the 'Open' button enabled and be able to work on the petition.

Figure 11. Pro Se will now see Open button in green.



On the Verification screen, a self-represented litigant will be able to select an option consenting to allow County Public Defender to handle the expungement petition if the petition is returned by the Prosecutor. By selecting the checkbox, the County Public Defender can assign themselves to the case if the petition is returned.

Figure 12. Updated Verification Screen

A screenshot of the 'Verification' screen in a case management system. The breadcrumb trail at the top reads: 'Petition > Retrieved Cases > Additional Cases > Case List > Verification > Proposed Order'. The main content area is titled 'Verifications' and contains several sections with checkboxes:

- Certification:** A checked checkbox with the text: '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:** A checked checkbox with the text: 'There are no disorderly persons, petty disorderly person, indictable charges or juvenile delinquency matters pending against me at this time.'
- Three unchecked checkboxes with detailed text regarding expungement eligibility, name changes, and substance crimes.
- Representation by Public Defender if Petition is Returned:** A checked checkbox with the text: 'If the Prosecutor returns the petition, I consent to the Office of the Public Defender entering their appearance to assist with a response. There will be no fee associated with this representation.'

If the petition is returned, email notifications are sent to the corresponding County Public Defender's generic email as well as the self-represented litigant with the consent, either yes or no, and contact information so the County Public Defender can contact the user regarding their expungement petition.

Figure 13. Email notification received for returned Pro Se initiated petition

Superior Court of New Jersey - Gloucester County

The following notice is being sent from eCourts as a result of Prosecutor Response on 02/12/2024 at 11:12 AM:

Defendant Name: Edward M Morrison
Case Caption: I/M/O Edward M Morrison
Case Number: XP-GLO-24-000017
Docket Text: Petition for Expungement returned by John Samuel Myers of Gloucester County Prosecutor's Office re: Petition for Expungement [XPN20242108]
Transaction ID: XPN20242112

Notice has been electronically sent to:

Office of Gloucester County Public Defender ADAM L MILLER

Petitioner [REDACTED] Prose [REDACTED]@gmail.com

The following is OPD consent and Pro Se contact information:

OPD Consent: Yes
Name: EDWARD M MORRISON
Phone Number: [REDACTED]
Email: [REDACTED]@gmail.com
Address: 123 Prose Lane,
 Testing, NJ, 123451234
 United States

[Login](#) to Expungement Portal to view the expungement case jacket. You will need a valid user ID to view the submitted documents.

For questions, please contact the Criminal Division in Gloucester County.
This email is for notification purposes only and was sent from a notification-only address that cannot accept incoming email. **Please do not reply to this message.**

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In Progress Workbasket Updates

There are two new optional fields for the In Progress workbasket column display. Users will now be able to view the “Filer” and “OPD Consent” as columns on the workbasket.

Figure 14. New Workbasket Fields

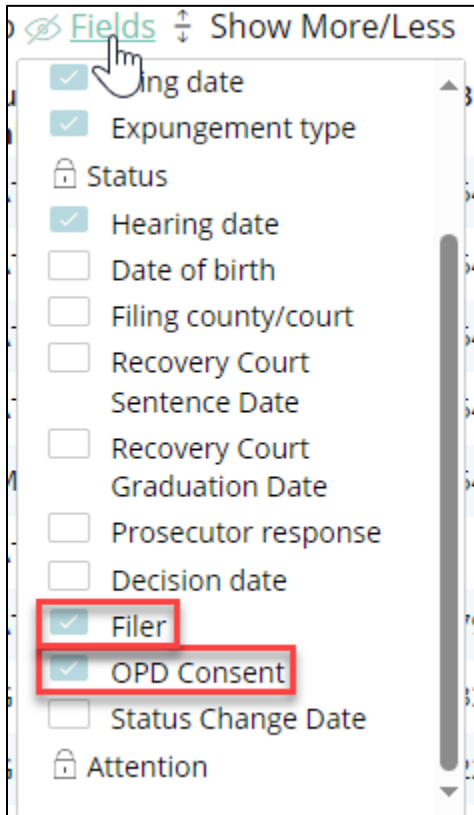
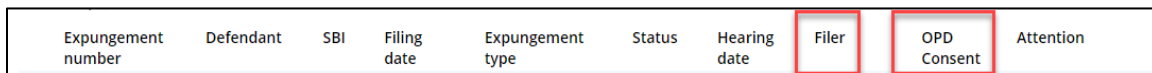
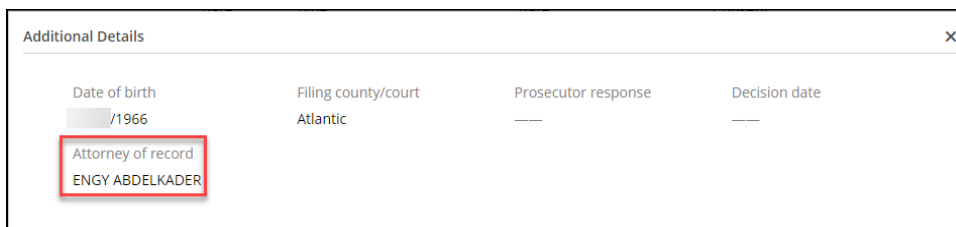


Figure 15. Fields added to the Columns of the Workbasket



Users will also be able to view the Attorney of Record by clicking on the Additional Details modal. The Attorney of record will be blank (if Pro Se Initiated and retained by Pro Se).

Figure 16. New Attorney of Record details on Additional Details Modal



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Amended Order Clean Slate and Regular Expungements

If a proposed amended order is initiated on a granted Clean Slate or Regular Expungement petition, you can now change the Expungement Type from Clean Slate to Regular and vice-versa.

Figure 18. Amended Order showing Expungement Type Dropdown.

The screenshot displays a web form for an amended order. At the top, there is a 'Defendant information' section with fields for Defendant name (LONNIE), Date of birth (1), SBI, Alias (LONNY), Address, Contact number, and E-Mail. Below this is a 'Quick Links' section with a link for 'View Expungement Case Jacket'. A navigation bar shows 'Petition' as the active tab, with other options like 'Additional Cases', 'Case List', and 'Proposed Order'. The main section is titled 'Petition for expungement' and includes a dropdown menu for 'Expungement type' with options 'Clean Slate', 'Regular', and 'Clean Slate'. A red arrow points to this dropdown menu. Below the dropdown are 'Related Links' for 'PCH Report', 'Petition', 'Proposed Order', 'Prosecutor Response Letter', and 'Final Order'. At the bottom right, there are 'Cancel' and 'Next' buttons.

When the proposed amended order is submitted with updated Expungement Type, a case jacket entry is added indicating the change.

Figure 19. Docket Text entry showing Expungement Type change.

02/06/2024	LONNIE		Expungement Type has been updated from Clean Slate to Regular	XPN20241855	02/06/2024	900042020
02/06/2024	LONNIE		PROPOSED AMENDED ORDER submitted by BRIAN WILLIAMS of MIDDLESEX COUNTY OFFICE OF THE PUBLIC DEFENDER	XPN20241856	02/06/2024	900042020

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