

# Electronic Filing for Expungement *Pro Se*

Guide to Help You Use  
New Jersey  
eCourts Expungement System



## Am I Eligible?

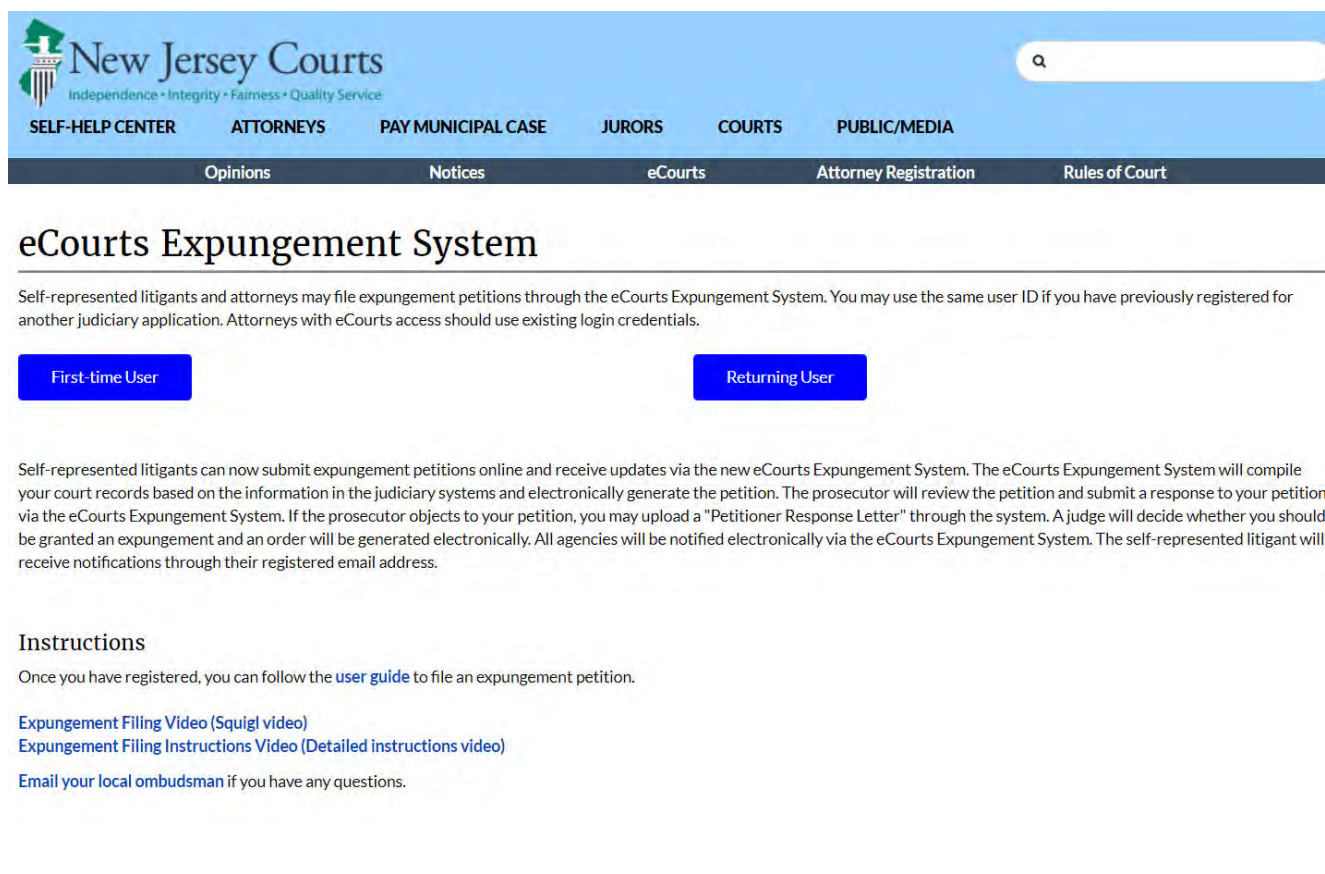
- There are various types of expungement. Figuring out whether you are eligible can be complicated.
- Please visit *Clearing Your Record Online* or apply for assistance from our statewide hotline by completing the online intake at [www.lsnjlawhotline.org](http://www.lsnjlawhotline.org) or by calling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



**LSNJLAW<sup>SM</sup>**  
Find NJ Legal Information

# Access eCourts Expungement System

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



The screenshot shows the New Jersey Courts website header with the logo and tagline "Independence • Integrity • Fairness • Quality Service". The navigation menu includes "SELF-HELP CENTER", "ATTORNEYS", "PAY MUNICIPAL CASE", "JURORS", "COURTS", and "PUBLIC/MEDIA". A search bar is located in the top right corner. Below the navigation menu, there are links for "Opinions", "Notices", "eCourts", "Attorney Registration", and "Rules of Court". The main heading is "eCourts Expungement System". Below this heading, there is a paragraph of text: "Self-represented litigants and attorneys may file expungement petitions through the eCourts Expungement System. You may use the same user ID if you have previously registered for another judiciary application. Attorneys with eCourts access should use existing login credentials." Below this text are two blue buttons: "First-time User" and "Returning User". Below the buttons, there is another paragraph of text: "Self-represented litigants can now submit expungement petitions online and receive updates via the new eCourts Expungement System. The eCourts Expungement System will compile your court records based on the information in the judiciary systems and electronically generate the petition. The prosecutor will review the petition and submit a response to your petition via the eCourts Expungement System. If the prosecutor objects to your petition, you may upload a "Petitioner Response Letter" through the system. A judge will decide whether you should be granted an expungement and an order will be generated electronically. All agencies will be notified electronically via the eCourts Expungement System. The self-represented litigant will receive notifications through their registered email address." Below this text is the "Instructions" section, which includes a paragraph: "Once you have registered, you can follow the [user guide](#) to file an expungement petition." Below this paragraph are two links: "Expungement Filing Video (SquigI video)" and "Expungement Filing Instructions Video (Detailed instructions video)". Below these links is a paragraph: "Email your local ombudsman if you have any questions."

## Identify the Type of Expungement You are Filing

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

### What County am I Filing in?

File in the county where you have an indictable (superior court) conviction. If you have more than one file in the county of the most recent indictable conviction.

If you only have disorderly persons convictions, file in the county of your most recent disorderly persons conviction.

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

### ***Where Can I Find my Case Numbers?***

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

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

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

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

# Promis/Gavel Public Access


Please type the characters you see in the picture

**Disclaimer**


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

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

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

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

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



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

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

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

# Promis/Gavel Public Access

The screenshot shows a web browser window titled "Criminal Cases: PROMIS/Gavel Public Access - Google Chrome". The address bar displays the URL: <https://njcourts.judiciary.state.nj.us/web15z/ExternalPGPA/index.jsp>. The page header features the "nj COURTS PUBLIC ACCESS" logo and the text "Criminal Cases: PROMIS/Gavel Public Access: Search Menu". Below the header, there are navigation icons and a red instruction: "COMPLETE FIELDS FOR ONE SEARCH TYPE, THEN SELECT SEARCH".

The search interface consists of three main sections:

- Name Search:** A form with two input fields labeled "Last Name" and "First Name M".
- OR**
- INDICTMENT/ACCUSATIONS # Search:** A form with a dropdown menu for "INDICTMENT/ACCUSATIONS #" (showing "000000001") and a "County" dropdown menu (showing "040100123I").
- OR**
- CDR # Search:** A form with a dropdown menu for "CDR #" (showing "W") and three input fields for "2004", "000123", and "0101".

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

**NOTE:** You must disable your pop-up blocker to access Promis/Gavel-PA otherwise you will be denied access.

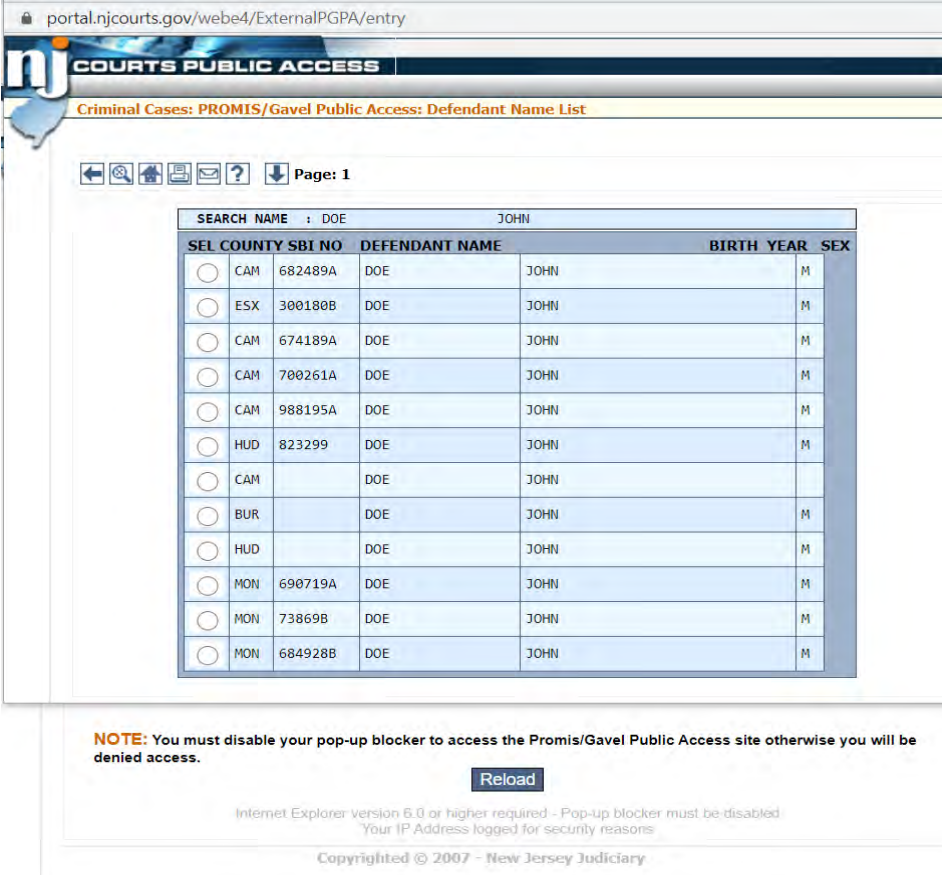
Below the note is a "Reload" button and a small text link: "Internet Explorer, version 6.0 or higher required - Pop-up blocker must be disabled."

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

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



# Navigating Promis/Gavel



portal.njcourts.gov/webe4/ExternalPGPA/entry

**nj** COURTS PUBLIC ACCESS

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

Page: 1

SEARCH NAME	DOE	JOHN			
SEL COUNTY	SBI NO	DEFENDANT NAME	BIRTH YEAR	SEX	
<input type="radio"/>	CAM	682489A	DOE	JOHN	M
<input type="radio"/>	ESX	300180B	DOE	JOHN	M
<input type="radio"/>	CAM	674189A	DOE	JOHN	M
<input type="radio"/>	CAM	700261A	DOE	JOHN	M
<input type="radio"/>	CAM	988195A	DOE	JOHN	M
<input type="radio"/>	HUD	823299	DOE	JOHN	M
<input type="radio"/>	CAM		DOE	JOHN	
<input type="radio"/>	BUR		DOE	JOHN	M
<input type="radio"/>	HUD		DOE	JOHN	M
<input type="radio"/>	MON	690719A	DOE	JOHN	M
<input type="radio"/>	MON	73869B	DOE	JOHN	M
<input type="radio"/>	MON	684928B	DOE	JOHN	M

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

[Reload](#)

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

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

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

# Find Superior Court Case Number

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

Scheduled Event	Event Detail	Charges
Motions	Bail	Arrest
Appeal	Sentence	PTI

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

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

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

# Municipal Court Case Search

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

Municipal Court Case Search (MCCS) NJCourts Pay

New Jersey Courts  
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Welcome Search

### Case Search


Please enter first and last name for Defendant Name search.

Please select your search criteria

Search By:  Court  Prefix  Year  Number

Court	Prefix	Year	Complaint Number	
0313	S	2005	097862	COMPLAINT - SUMMONS
				THE STATE OF NEW JERSEY VS. ROBERT W. JENKINS

Please click "I'm not a Robot" and follow the instructions provided. Once you have finished successfully, you will see a green checkmark. Click Search to continue and view case information.

I'm not a robot   
reCAPTCHA  
Privacy - Terms

Search

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# Navigating NJ Municipal Case Database

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

Municipal Court Case Search (MCCS)

New Jersey Courts  
Independence • Integrity • Fairness • Quality Service

Welcome Search

Case List

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

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

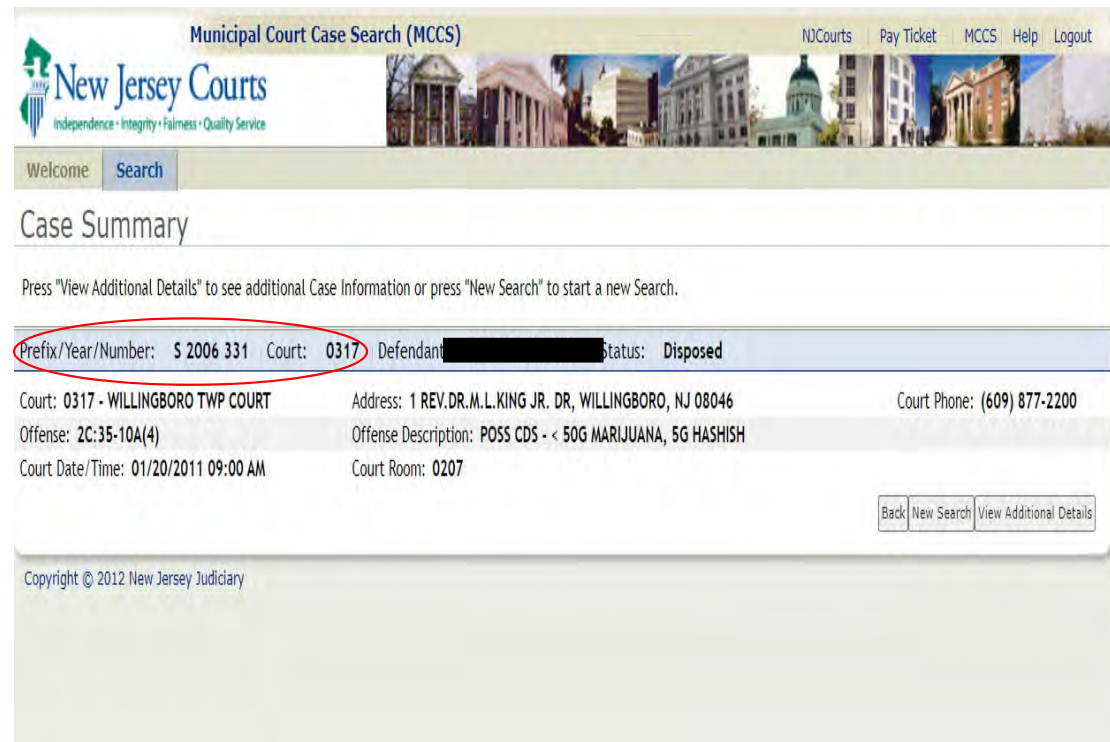
Sel	Court Name	Case Number	Offense	Offense Description	Offense Date	Court Date/ Pay by Date	Case Status	Warrant Status
<input type="radio"/>	ATLANTIC CITY MUNICIPAL COURT	S 2012 1664	2C:29-2A(1)	RESIST ARR/ELUD-PREVENTS OFFICER FROM EFFECTING ARREST	03/20/2012	03/27/2012	Disposed	
<input type="radio"/>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

New Search View Summary

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# Find Municipal Case Number

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



The screenshot displays the Municipal Court Case Search (MCCS) interface. At the top, there is a navigation bar with the New Jersey Courts logo and the tagline "Independence • Integrity • Fairness • Quality Service". The page title is "Municipal Court Case Search (MCCS)". Below the navigation bar, there is a "Case Summary" section. A red circle highlights the "Prefix/Year/Number: S 2006 331" field. Other case details include "Court: 0317", "Defendant: [REDACTED]", and "Status: Disposed". The court information is "0317 - WILLINGBORO TWP COURT" with the address "1 REV. DR. M.L. KING JR. DR, WILLINGBORO, NJ 08046" and phone number "(609) 877-2200". The offense is "2C:35-10A(4)" with the description "POSS CDS - < 50G MARIJUANA, 5G HASHISH". The court date/time is "01/20/2011 09:00 AM" and the court room is "0207". At the bottom right, there are buttons for "Back", "New Search", and "View Additional Details". The footer contains the copyright notice "Copyright © 2012 New Jersey Judiciary".

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

## Before You File Your Petition

- Double check to make sure the cases found by the expungement system are yours. If not, do not include them on the order. For regular expungements, you will need to include on the order all the cases you want expunged.
- If an arrest date is missing from the petition, you will need to add it, or the date the complaint was issued.
- You should use the Promis/Gavel and MCCS database to search for any additional arrests of convictions which were not found by the expungement system.
- If you used a different name when the complaint was issued or your case was heard, this may impact your search of the MCCS system. Try searching under different names, aliases and with or without a middle initial.
- You will need to add this information to your petition. Remember, you do not need to include traffic-related offenses (i.e., the cases that start with “39”).
- You can add dispositions to your petition if the system was unable to find those records.

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

Our toll-free legal hotline 1-888-LSNJ-LAW or visit [www.lsnjlawhotline.org](http://www.lsnjlawhotline.org) for an online intake.

