



How to Expunge Your Criminal and/or Juvenile Record

What is an Expungement?

An expungement is the removal and isolation of all records on file within any court, detention or correctional facility, law enforcement, criminal justice agency or juvenile justice agency concerning a person's apprehension, arrest, detention, trial or disposition of an offense within the criminal or juvenile justice system. Unless otherwise provided by law, if an order for expungement is granted, the adult arrest, the record of law enforcement taking you into custody as a juvenile, conviction, adjudication of delinquency, disposition and any related proceedings are considered not to have occurred. See the section on Comparison of Adult and Juvenile Terms for a glossary of terms that are specific to juvenile court.

The New Jersey expungement law states in detail who is eligible for an expungement. You should review the current applicable provisions of N.J.S.A. 2C:52-1 through N.J.S.A. 2C:52-32 to determine if you are eligible. If eligible you must prepare and file a *Petition for Expungement*. The *Petition for Expungement* must be filed in the Superior Court in the county where you were arrested or prosecuted as an adult or taken into custody or adjudicated as a juvenile. A judge then decides whether you should be granted an *Expungement Order*.

In general, these materials provide basic information about how to file a *Petition for Expungement*. These materials do not provide specific advice about a particular legal problem that you may have, and they are not a substitute for seeing a lawyer. If you encounter a problem, or are in doubt as to whether you need a lawyer, talk to one.

NOTE: These materials have been prepared by the New Jersey Administrative Office of the Courts for use by self-represented litigants. The guide, instructions, and forms will be periodically updated as necessary to reflect current New Jersey statutes and court rules. The most recent version of the forms will be available at the county courthouse or on the Judiciary's Internet site (njcourts.gov). However, you are ultimately responsible for the content of your court papers.

Acknowledgment: The New Jersey Judiciary would like to acknowledge Legal Services of New Jersey for allowing us to modify their expungement guide. The work that you see in this Pro Se Expungement Packet is a product of our collaborative efforts.

Things to Think About Before You Represent Yourself in Court

Try to Get a Lawyer

The court system can be confusing, and it is a good idea to get a lawyer if you can. If you cannot afford a lawyer, you may wish to contact the legal services program in your county to see if you qualify for free legal services. Their telephone number can be found online under Legal Aid or Legal Services.

If you do not qualify for free legal services and need help in locating an attorney, you can contact the bar association in your county. Most county bar associations have a lawyer referral service. The county bar lawyer referral service can supply you with the names of attorneys in your area who usually are willing to handle your particular type of case. Such attorneys are sometimes willing to consult with people in your situation at a reduced fee.

There are also a variety of organizations of minority lawyers throughout New Jersey, as well as organizations of lawyers who handle specialized types of cases. Ask your county court staff for a list of lawyer referral services that include these organizations.

Keep Copies of All Papers

Make and keep for yourself copies of all completed forms and any canceled checks, money orders, sales receipts, bills, contract estimates, letters, leases, photographs and other important documents that relate to your case.

NOTE: Remember to also keep a copy of your final expungement order should your petition be granted. Once granted, obtaining a copy will require a judge's order.

What You Should Expect If You Represent Yourself

While you have the right to represent yourself in court, you should not expect any special treatment, help, or attention from the court. You must still comply with the rules of the court, even if you are not familiar with them. The following is a list of some things the court staff can and cannot do for you. Please read it carefully before asking the court staff for help.

- We *can* explain and answer questions about how the court works.
- We *can* tell you what the requirements are to have your case considered by the court.
- We *can* give you some information from your case file.
- We *can* provide you with samples of court forms that are available.
- We *can* provide you with guidance on how to fill out forms.
- We *can* usually answer questions about court deadlines.
- We *cannot* give you legal advice. Only your lawyer can give you legal advice.
- We *cannot* tell you whether or not you should bring your case to court.
- We *cannot* give you an opinion about what will happen if you bring your case to court.
- We *cannot* recommend a lawyer, but we can provide you with the telephone number of a local lawyer referral service.
- We *cannot* talk to the judge for you about what will happen in your case.
- We *cannot* let you talk to the judge outside of court.
- We *cannot* change an order issued by a judge.

Comparison of Adult and Juvenile Terms

The table below compares commonly understood criminal terms to terms specific to juvenile delinquency matters. Juvenile delinquency matters should not be considered the same as adult criminal actions. The process for expunging juvenile records, however, is the same as that for expunging adult criminal matters. In fact, if you have both adult and juvenile records that you wish to expunge, you should include all matters in your expungement petition.

Criminal Term	Juvenile Term
Arrest	Taking juvenile into custody
Conviction	Adjudication of delinquency
Sentence	Disposition
Indictment	No equivalent - A juvenile is charged with an offense without an indictment process
Jail, prison or incarceration	Secure facility, youth house or detention center or juvenile justice institution (specific names may vary)
Pretrial Intervention Program (PTI)	Diversion - Juvenile Conference Committee or an Intake Services Conference

Glossary of Terms

Deferred Disposition:	In a deferred disposition, the court adjudicates the juvenile delinquent and sets forth conditions for the juvenile to meet. If the juvenile meets the terms of those conditions, then the disposition will be dismissed pursuant to the court's order.
Diversion:	A diversion is the process of removing minor juvenile cases from the full judicial process on the condition that the accused participates successfully in a rehabilitative process, such as a Juvenile Conference Committee or an Intake Services Conference. If conditions entered into by these diversions are met, then it results in a dismissal of the case, and no appearance before a judge is required.
Indictable Offense:	A criminal offense that includes first, second, third and fourth degree crimes. An indictable offense does not include disorderly persons, petty disorderly persons or municipal ordinance violations.

How to File for an Order to Expunge Your Criminal and/or Juvenile Record

Records You Will Need

In order to prepare your expungement petition and prove your eligibility, you will need to get the following information:

- The date of your arrest as an adult or when you were taken into custody as a juvenile.
- The statute(s) and the offense(s) for which you were arrested, taken into custody as a juvenile, convicted or adjudicated delinquent.
- The original indictment, accusation, summons, docket number, warrant number or complaint number. Include all, if more than one.
- The date of the disposition, which could be the date of the conviction or adjudication of delinquency, date of not guilty verdict or date of dismissal.
- The specific punishment or other disposition.
- If you are seeking an expungement under N.J.S.A. 2C:52-2(a)(2) for a conviction where at least 5 years has expired or for a conviction of a 3rd or 4th degree controlled dangerous substance offense under N.J.S.A. 2C:52-2(c)(3), you must provide (1) evidence of character and conduct since conviction, and (2) all transcripts of the plea and sentencing hearings, as well as a copy of your presentence investigation (PSI) report. This does not apply to a drug court expungement under N.J.S.A. 2C:35-14(m).

Note: All of your arrests, charges, or prosecutions, even those for which you are not seeking an expungement, must be listed in your petition.

Where to Locate Records

If you had an attorney when you were arrested as an adult and/or taken into

custody as a juvenile and charged, check first to see if he or she has this information in your case file; if so, this can save you quite a bit of time.

If you must locate your records on your own for an indictable/criminal conviction or arrest, including your PSI, contact the Superior Court Criminal Case Management Office in the county where the arrest or conviction occurred and they will advise you how copies of those records can be obtained. A list of county Criminal Case Management Offices appears at the end of this guide.

To order transcripts from a Superior Court proceeding, contact the transcript office in the county where the original matter was heard. A list of the transcript offices in each Superior Court appears at the end of this guide. The court transcript request form can be found at njcourts.gov/forms.htm#misc.

If you must locate your records on your own for a juvenile delinquency matter, contact the Superior Court Family Division Office in the county where you were taken into custody as a juvenile, where charges were filed, or where the adjudication occurred, and they will advise you how copies of those records can be obtained. A list of county Family Division Offices appears at the end of this guide.

If you were taken into custody as a juvenile and no charges were filed against you, you must contact the appropriate law enforcement agency for information related to that incident.

You might also contact the county prosecutor. A list of county prosecutors' offices with addresses and telephone numbers appears at the end of this guide. Explain that you are interested in expunging your records and ask for the information listed above, or ask to look at your file if this is permitted.

You may also be able to find information you need on disorderly persons offenses by contacting the administrator of the municipal court(s) in which you were prosecuted, or the police department involved in your arrest(s) as an adult or that took you into custody as a juvenile. If you cannot get all of the information, you need to follow Step 1 on the next page.

You may be eligible for an expungement if you still owe money for restitution, fine(s), or other court-ordered financial assessment(s). If, at the time you are filing this petition, you owe money for restitution, fine(s), or other court ordered financial assessment(s), you should contact the appropriate Probation Division Office(s) for the total amount still owed. Please see the list of Probation Division Offices at the end of this packet.

The numbered steps that follow explain what forms you will need to fill out and what to do with them. Specific directions on filling out each form appear before each of the attached forms. Follow these directions carefully. Each form should be typed or clearly printed on 8 ½ " x 11" white paper only. Forms may not be filed on a different size or color paper.

Special Expungements - Use Form C Only

If you are filing for an expungement as a result of successful graduation from drug court that occurred on or after 4/18/2016, you should contact the Public Defender's Office from your drug court.

If you are filing for an expungement as a result of successful graduation from drug court on or after 4/18/2016, prepare and submit only Form C, which should be filed in the county where you graduated.

If you are filing for an expungement solely on an arrest/charge not resulting in a conviction or adjudication of delinquency (dismissal, acquittal, discharge without a conviction or finding of guilt that occurred on or after 4/18/2016), prepare and submit only Form C to the court entering your dismissal at the time the dismissal is entered.

For expungement of dismissed juvenile matters following successful diversions to a Juvenile Conference Committee or Intake Service Conference: Statewide procedures for expungement applications following successful diversions are pending. In the meantime, contact the Family Division Manager in the county where your case was heard for guidance in these situations.

All other expungements use the following instructions, starting at Step 1.

All Other Expungements

Step 1: Request State Police Criminal History Record – Fingerprint Check

This step is only necessary if you do not already have your criminal/juvenile history information about your arrests, charges and dispositions.

In order to obtain your criminal/juvenile history record (also known as a rap sheet) from the New Jersey State Police you will need to be fingerprinted. The State Police use the electronic fingerprint scanning services of a private company, IDEMIA USA. You will need to contact IDEMIA USA to schedule an appointment for fingerprinting. You can obtain additional information and schedule an appointment via the internet at www.bioapplicant.com/nj, or by calling their toll free telephone: 1-877-503-5981.

Additional information about obtaining criminal/juvenile history record checks can also be obtained from the New Jersey State Police website <http://www.njsp.org/criminal-history-records/index.shtml>, or by calling their Criminal Information Unit at 609-882-2000 ext. 2918.

Note: The State Police will have a criminal/juvenile history only if you were fingerprinted when you were arrested. If you were not fingerprinted, and only a complaint was signed against you when you were arrested, you will still have a record with the police department and the court, but you will not have a record sheet within the Division of State Police, State Bureau of Investigation.

Step 2: Complete These Forms

Form A - Petition For Expungement

The *Petition for Expungement* states that you are requesting an *Expungement Order* and states why you qualify. Complete the *Petition for Expungement Order* by following the instructions for Form A.

You must then file the petition in the county where you were arrested or prosecuted as an adult or taken into custody or adjudicated as a juvenile. If you were involved in multiple cases in more than one county, contact the Criminal Case Management Office in either county and ask whether they will allow you to file for expungement of your entire record in that county.

However, if you are filing a petition for expungement **solely** on a conviction for a disorderly persons or a petty disorderly persons offense, you must file the petition in the county where the most recent disorderly persons or petty disorderly persons offense was adjudged.

If you are filing a petition for expungement as a result of successful graduation from drug court that occurred prior to April 18, 2016 you must file in the county where you graduated.

Next, you must complete the *Verification* page and sign it in the presence of a Notary Public because this page must bear a notary seal.

Form B - Order For Hearing

The *Order for Hearing* is used by the judge to schedule a hearing. The Superior Court judge assigned to your case will usually schedule a hearing between 35 and 60 days after he or she gets your petition. Fill out the *Order for Hearing* by following the instructions for Form B.

Form C - Expungement Order

The *Expungement Order* is the official document that will be signed by the judge if your *Petition for Expungement* is granted. Complete the *Expungement Order* by following the instructions for Form C.

Step 3: File and Serve the Forms

Make three (3) copies of your notarized *Petition for Expungement* (Form A), *Order for Hearing* (Form B), and proposed *Expungement Order* (Form C). The original and two (2) copies should be filed with the court. Keep one copy of each for your records.

Form D - Cover Letter - For Filing

The *Cover Letter - For Filing* is a form letter that describes to the Superior Court Criminal Case Management Office the contents of your package and the purpose of the enclosed forms. Fill in the blanks on the *Cover Letter* (Form D) and attach the *Cover Letter* to the originals and the two photocopies that you are filing (keep one copy of each for your records). Include two large self-addressed envelopes with the appropriate postage stamped on each envelope. These envelopes will be used to send filed copies of your package back to you. Mail this package to the Criminal Case Management Office in the county where you were arrested/taken into custody and/or where the prosecution/adjudication occurred.

If you were involved in multiple cases in more than one county, mail this package to the Criminal Case Management Office in the county which has allowed you to file for expungement of your entire record. If you prefer, you may file this package in person. A list of the Criminal Case Management Offices where these forms should be mailed, along with telephone numbers, appears at the end of this guide.

There is a filing fee of \$75 payable by check or money order to the *Treasurer, State of N.J.* Only checks with preprinted names

will be accepted. Starter checks will not be accepted. The filing fee may be waived upon application to the Court after financial disclosure of income and assets and a court determination of indigency. If you wish to apply for a waiver, please contact the Criminal Case Management Office where you are filing your petition.

- No fee is required if you are filing for an expungement as a result of successful graduation from drug court pursuant to N.J.S.A. 2C:35-14(m).
- No fee is required if you are filing for an expungement solely on an arrest/charge not resulting in a conviction or adjudication of delinquency (dismissal, acquittal, discharge without a conviction or finding of guilt), pursuant to N.J.S.A. 2C:52-6.
- No fee is required if you are filing for expungement where charges were dismissed after Pretrial Intervention (PTI) program, conditional discharge, conditional dismissal, or Veterans Diversion Program. N.J.S.A. 2C:43-12, N.J.S.A. 2C:36A-1, N.J.S.A. 2C:43-13.1, and N.J.S.A. 2C:43-26.

Step 4: Distributing the Filed Copies

One copy of the *Petition for Expungement*, *Order for Hearing*, and the proposed *Expungement Order* will be mailed back to you marked “**Filed**” and assigned an “**Expungement Reference Number.**” The *Order for Hearing* will also state the time and the date for your hearing.

Immediately after receiving the filed copies from the court, **make at least seven (7) copies** of the *Petition for Expungement*, *Order for Hearing*, and the proposed *Expungement Order*.

Step 4: Continued

Mail one copy of each, immediately, by certified mail, return receipt requested, to each of the following government agencies that were involved with your case(s):

- The Attorney General of New Jersey.
- The Superintendent of State Police, Expungement Unit.
- The County Prosecutor.
- The administrator of the municipal court if a municipal court heard the matter.
- The Chief of Police or other head of the police department where the offense was committed or the arrest was made.
- The chief law enforcement officer of any other law enforcement agency of the State that participated in the arrest.
- The Warden or superintendent of any institution in which you were incarcerated.
- The County Probation Division should be provided a copy if you were granted a conditional discharge, conditional dismissal, enrolled into the Pretrial Intervention Program (PTI), enrolled in a juvenile diversion program (Juvenile Conference Committee or Intake Service Conference), granted a deferred disposition, performed community service, owed fines or restitution or you served a term of probation. If your case was transferred to another county for supervision, you should send the information to the original county probation office and the county probation office where your supervision was transferred.
- The Division of Criminal Justice, Records and Identification Unit should be provided a copy if your case was processed through the State Grand Jury.

Form E - Cover Letter - Notice of Hearing

You may use the *Cover Letter - Notice of Hearing* (Form E) when mailing the copies to these agencies. Fill in the blanks on the *Cover Letter* (Form E) and attach the *Cover Letter* to each set of copies.

You should mail the copies of these forms right away, because the law requires service or mailing within five (5) days from the date that the *Order for Hearing* was signed. Mail them at the post office, by certified mail, return receipt requested which can be done by electronic means (see Note in box below).

Form F - Proof of Notice

After you have received the certified mail return receipt cards back from the post office, contact the Criminal Case Management Office, and ask the clerk whether the court requires that the proof of mailing be submitted at or prior to the hearing. If proof is required to be produced at the hearing, make sure that you bring the green certified mail return receipt cards and the *Proof of Notice* (Form F) to court with you on the day of the hearing. Complete the *Proof of Notice* form by following the instructions for Form F. If proof is required to be submitted prior to the hearing make sure that you bring or mail the green certified mail return receipt cards and the *Proof of Notice* (Form F) to the Criminal Case Management Office immediately. If you choose to mail this information to the court, you should send it by certified mail, return receipt requested.

NOTE: Under N.J.S.A. 1:1-2, "Certified Mail" is defined as including "private express carrier service, provided that the private express carrier service provided confirmation of mailing. Confirmation of mailing may be made by electronic means, and shall include, at a minimum, confirmation of fact of mail, time of mailing, date and time of delivery, attempted delivery, signature, or other similar information for confirmation or proof associated with the delivery service."

Step 5: Go to the Hearing

Arrive at the court on your assigned hearing date about 15 minutes early. (Not all counties require you to appear for the hearing. If your appearance is not required, you must mail the *Proof of Notice* and the green return receipt cards to the Criminal Case Management office where you filed your petition, at least one week before the scheduled hearing.)

If you are required to appear, take your copies of the filed *Petition for Expungement*, the *Expungement Order*, and the green return receipt cards to the hearing (unless you previously filed them with the court). When you arrive at the court, tell the court clerk that you are there.

If any law enforcement officers object to the expungement, they will tell the judge the reason. The judge may ask you some questions and will decide whether to grant or deny you an expungement. If there is no opposition, the judge will, in most cases, grant your expungement.

If no law enforcement officers object to the expungement, the court may order the expungement of your records without a hearing. If this happens, you will receive a signed and filed *Expungement Order* in the mail.

It is a good practice to call the court the day before the hearing to confirm that it is still on the court's calendar.

Step 6: Distribute Your Finalized Expungement Order

Immediately after you receive a copy of the *Expungement Order* signed by the judge and stamped “**Filed**” by the court, mail a copy of the *Expungement Order*, by certified mail, return receipt requested, to each of the following:

- The Attorney General of New Jersey.
- The Superintendent of State Police, Expungement Unit.
- The County Prosecutor.
- The administrator of the municipal court if a municipal court heard the matter.
- The Chief of Police or other head of the police department where the offense was committed or the arrest was made.
- The chief law enforcement officer of any other law enforcement agency of the State that participated in the arrest.
- The Warden or superintendent of any institution in which you were incarcerated.
- The Records Division of any institution in which you were incarcerated.
- The Identification Bureau in the county where the arrest was made or where you were incarcerated (a list of County Identification Bureaus appears at the end of this guide).
- The County Probation Division should be provided a copy if you were granted a conditional discharge, conditional dismissal, enrolled into the Pretrial Intervention Program (PTI), enrolled in a juvenile diversion program (Juvenile Conference Committee or Intake Service Conference), granted a deferred disposition, performed community service, owed fines or restitution or you served a term of probation.
- The Division of Criminal Justice, Records and Identification Unit should be provided a copy if your case was processed through the State Grand Jury.
- The County Family Division should be provided a copy if you are requesting the expungement of any juvenile delinquency matters.

Form G - Cover Letter - Notice Expungement Granted

You may use this *Cover Letter - Notice Expungement Granted* (Form G) when mailing the *Expungement Order* to these agencies. Fill in the blanks on the *Cover Letter* (Form G) and attach the *Cover Letter* to each set of copies.

Keep the mailing receipts and the green cards that are returned to you as proof that the documents were received.

In Conclusion

As a final reminder, make sure that you have completely followed all of the steps required in this guide. This is very important because even though your records may be eligible for expungement, if you miss any of the required steps, your *Petition for Expungement* may be denied. In that case, you will have to start over.

We have tried to explain as simply as possible the steps to get your records expunged. The forms that you can use are in the following section. If you have questions, contact the Criminal Division in the county where you are filing for the expungement, or the local Judiciary Ombudsman Office.

Expungement Forms

This section contains blank expungement forms and instructions. Follow the instructions in this guide and complete these forms with information about your case(s).

The following forms and instructions are included in this guide:

Form A - Petition for Expungement

The application to the court requesting that the court expunge your record.

Form B - Order for Hearing

The document on which the court will schedule a hearing of your case.

Form C - Expungement Order

The document to be signed by the judge if your Petition for Expungement is granted.

Form D - Cover Letter - For Filing

The form letter to be sent to the court when filing your Petition for Expungement, Order for Hearing and proposed Expungement Order.

Form E - Cover Letter - Notice of Hearing

The form letter to be sent when giving notice of the hearing.

Form F - Proof of Notice

The document to be filed with the court after notice is given.

Form G - Cover Letter - Notice Expungement Granted

The form letter to be sent when giving notice that the expungement was granted.

Instructions for Petition for Expungement (Form A)

1. Fill in your name, address, telephone number, your State Bureau of Identification (SBI) number, if available, and date of birth, at the top left-hand corner of the form. Your SBI number, if you have one, may be found in a number of places including on your judgment of conviction, your criminal/juvenile history record (“rap sheet”), or your summons/warrant complaint.
2. At the top right-hand corner, fill in the name of the county in which you will be filing the *Petition for Expungement*.
3. **Do not** fill in “Expungement Reference Number.” Leave this space blank. The court clerk will give you an expungement reference number and will fill in the blank.
4. In the box where it states “In the Matter of the Expungement of the Criminal/Juvenile Records of _____,” print your full name.
5. Under “Petition for Expungement” are two “Check only if applies” checkboxes for expungements that do not require a fee.
 - Check the first box **only if** your Petition is filed pursuant to N.J.S.A. 2C:35-14(m), successful graduation from drug court. Enter the date of your successful graduation from drug court in the “(date)_____” field.
 - Check the second box **only if** your Petition is filed pursuant to N.J.S.A. 2C:52-6, arrest/charge not resulting in a conviction or adjudication of delinquency (dismissal, acquittal, discharge without a conviction or finding of guilt).
 - Check the third box **only if** your Petition is filed pursuant to N.J.S.A. 2C:43-12, N.J.S.A. 2C:36A-1, N.J.S.A. 2C:43-13.1, and/or N.J.S.A. 2C:43-26, charges dismissed after PTI program, conditional discharge, conditional dismissal, or Veterans Diversion Program.
6. Where it states, “I, _____,” fill in your full name.
7. Where it states “residing at,” fill in your current address.
8. In paragraph 1, fill in the date you were arrested/taken into custody. **Include any arrests that may have occurred when you were a juvenile, whether they were sealed or unsealed.**
Fill in the name of the offense you were charged with, the New Jersey statute under which you were arrested, the town (municipality) where you were arrested, and the original indictment, accusation, summons, warrant, complaint, or docket number(s). Include FJ and FO docket number(s) in Family Part matters.

You will need to do this for **every** offense. You must list **all** offenses. You should use the addendum page to list other offenses.
9. Choose all that apply to complete the arrest information in paragraph 1.
 - a. Fill in the date on which the charge was dismissed, the name of the charge that was dismissed, and the name of the court that dismissed the charge. Check “Yes” or “No” to whether the dismissal was a result of a plea bargain.

Instructions for Petition for Expungement (Form A) - Continued

- b. Fill in the date on which the charge was acquitted, the name of the charge that was acquitted, and the name of the court that acquitted the charge.
- c. Fill in the date on which the charge was dismissed, the name of the charge that was dismissed, and the name of the court that dismissed the charge after conditional discharge, conditional dismissal, Pretrial Intervention Program (PTI), Veterans Diversion Program, Juvenile Conference Committee, Intake Service Conference, deferred disposition, or was successfully completed.
- d. Fill in the date you pled guilty or were found guilty, or were adjudicated delinquent, the name of the offense to which you pled guilty or were found guilty, or were adjudicated delinquent, and the law under which you pled guilty or were found guilty, or were adjudicated delinquent (example, *N.J.S.A. 2C:33-4* (harassment)). **Remember**, this is the law under which you pled or were found guilty, or adjudicated delinquent, not the law under which you were arrested or taken into custody.

Fill in the final sentence or disposition. For example, the sentence/disposition could have been jail/prison/incarceration time, a fine or probation, or a combination of these. Also fill in the Court name where you were sentenced, the date that you were released from jail/prison/incarceration, the date that probation or parole was completed, and the date the fine(s) was paid.

- e. If you owe money for restitution, fine(s), or other court-ordered financial assessment(s), fill in the total amount still owed. You should contact the appropriate Probation Division Office(s) for the total still owed. Please see the list of Probation Division Offices at the end of this packet. If you do not owe any money, leave this blank.

Note: All of your arrests, charges, or prosecutions, even those for which you are not seeking an expungement, must be listed in your petition.

10. Use **Form A – Addendum Page** to list any additional arrests, charges, or prosecutions. Make photocopies or print extra copies of this page as needed. Use one addendum page for each arrest. Number each paragraph in the space provided, starting with “2”.
11. On **Form A – Continued** sign and print your name following the paragraph, on the lines that state “your signature” and “your name printed.”
12. You must sign the **Verification** page in the presence of a Notary Public because this page must have a notary seal.
13. On the first line of the **Verification** page, fill in your full name.
14. In paragraph 3 of the **Verification** page, select the checkbox if you are seeking expungement of a conviction/adjudication of an indictable offense (1st through 4th degree). This statement tells the court that you have never been granted expungement, sealing, or other relief regarding a criminal conviction or adjudication of delinquency.

Instructions for Petition for Expungement (Form A) - Continued

15. In the presence of a Notary sign and print your name on the lines that indicate “your signature before a Notary” and “your name printed.”

You must sign this *Verification* page in the presence of a Notary who will then affix their seal to this page.

The *Petition* must be signed at the end of *Form A – Continued* and at the bottom of the *Verification* page.

Petition for Expungement (Form A)

(your name) _____
(your address) _____
(city, state, zip code) _____
(your telephone number) _____
(State Bureau of Identification (SBI) number, if available) _____
(Date of Birth) _____

Appearing Pro Se

In the Matter of the Expungement of the
Criminal/Juvenile Records of

(your name)

Superior Court of New Jersey
Law Division
County _____
(where you are filing)

Expungement
Reference Number: _____
(leave blank - clerk
will fill in)

Civil Action Petition for Expungement

Check only if applies.

- No Fee Required. Petition filed pursuant to N.J.S.A. 2C:35-14(m), successful graduation from drug court on (date) _____.
- No Fee Required. Petition filed pursuant to N.J.S.A. 2C:52-6, arrest/charge not resulting in a conviction or adjudication of delinquency (dismissal, acquittal, discharge without a conviction or finding of guilt).
- No Fee Required. Petition filed pursuant to N.J.S.A. 2C:43-12, N.J.S.A. 2C:36A-1, N.J.S.A. 2C:43-13.1, N.J.S.A. 2C:43-26 charges dismissed after PTI program, conditional discharge, conditional dismissal, or Veterans Diversion Program.

I, (your name) _____, residing at
(Street Address) _____
(City) _____ (State) _____ (Zip Code) _____ SAY.

1. I was arrested/taken into custody on (date) _____ and was charged with
(name of offense(s)) _____

in violation of N.J.S.A. (statute(s)) _____ arising out of
(municipalities) _____ as set forth in the
(original indictment/accusation/summons/warrant/complaint/docket number (include FJ and FO docket number(s) in
Family Part matters)) _____.

Choose all that apply:

- a. On (date) _____ the charge(s) of (name of offense(s)) _____
_____ was/were dismissed by the (name of Court) _____.
Was the dismissal a result of a plea bargain? Yes No
- b. On (date) _____, I was acquitted of (name of offense(s)) _____
_____ in the (name of Court) _____ Court.

**Petition for Expungement
Form A – Continued**

- c. On (date) _____ the charge(s) of (name of offense(s)) _____
_____ was/were dismissed by the (name of Court) _____ Court after conditional discharge, conditional dismissal, Pretrial Intervention Program (PTI), Veterans Diversion Program, Juvenile Conference Committee, Intake Service Conference, or deferred disposition was successfully completed.
- d. On (date) _____ I pled/was found guilty/adjudicated delinquent of the charge(s) of (name of offense(s)) _____
_____,
in violation of N.J.S.A. (statute(s)) _____ and sentenced to (final sentence) _____
_____ by the (name of Court) _____ Court.
I completed (jail/prison/incarceration time) _____ on (date) _____;
probation on (date) _____ and I paid the fine(s) on (date) _____.
- e. I currently owe restitution, a fine(s) or other court-ordered financial assessment(s) on the following:
Original indictment/accusation/summons/warrant/complaint/FO or FJ docket number _____
_____ in the amount of \$ _____.

Petition for Expungement (Form A - Continued)

NOTE: If you have additional arrests as an adult or were taken into custody as a juvenile by the police, use the Form A - Addendum Page and include those page(s) in this petition.

I request that this Court grant me 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 when you were 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.

Respectfully submitted,

Signed: _____
(your signature)

(your name printed)

**Petition for Expungement
Verification (Form A - Continued)**

(Your Name) _____, of full age, being duly sworn

according to law, upon his oath deposes and says:

1. I am the Petitioner in this matter and statements made in this Petition are true to the best of my knowledge.
2. There are no disorderly persons, petty disorderly persons, indictable-charges or juvenile delinquency matters pending against me at this time.
3. Check if this applies:
 I am seeking expungement of a conviction on a criminal case or an adjudication of delinquency on a juvenile case, or the expungement of convictions pursuant to N.J.S.A. 2C:52-3 for multiple disorderly persons or petty disorderly persons offenses entered the same day, or which were interdependent or closely related in circumstances and were committed as part of a sequence of events that took place within a comparatively short period of time, and I have never been granted an expungement, sealing or similar relief regarding a criminal conviction or convictions for multiple disorderly persons or petty disorderly persons offenses entered the same day, or which were interdependent or closely related in circumstances and were committed as part of a sequence of events that took place within a comparatively short period of time, by any state or federal court.

Signed: _____
(your signature before a Notary)

(your name printed)

Sworn to and subscribed before me this
_____ day of _____, _____

(Notary's signature)

Instructions for Order for Hearing (Form B)

1. At the top left-hand corner, fill in your name and address.
2. At the top right-hand corner, fill in the county in which you will be filing your petition.
3. Do not fill in “Expungement Reference Number.” Leave this space blank. The court clerk will give you an expungement reference number and will fill in the blank.
4. In the box where it states “In the Matter of the Expungement of the Criminal/Juvenile Records of _____,” print your full name.
5. Where it states, “This matter having been opened to the Court upon the annexed Petition of _____,” fill in your name.
6. Leave the lines blank in the paragraph that begins “IT IS ORDERED this....” The court clerk will fill in the date and time of the hearing.
7. On the line “The Prosecutor of _____ County,” fill in the county name where you were arrested as an adult or taken into custody as a juvenile. If you were arrested or taken into custody in more than one county, enter the names of each county.
8. On the lines “The administrator(s) of the _____ Municipal Court(s)” and “Chief(s) of the _____ Police Department(s),” fill in the town where you were arrested as an adult or taken into custody as a juvenile. If you were arrested or taken into custody in more than one town, enter the names of each town.
9. On the line “The _____ County(ies) Probation Division”, fill in the county name for the probation division, if you were granted a conditional discharge, were granted a conditional dismissal, enrolled into the Pretrial Intervention Program (PTI), participated in a Juvenile Conference Committee, participated in Intake Service Conference, received a deferred disposition, performed community service, owed restitution or fines or you served a term of probation. If your case was transferred to another county for supervision, you should send the information to the original county probation office **and** the county probation office where your supervision was transferred. If the probation division was not involved in your case, you may cross this off.
10. On the line “The Warden(s) of the _____ Jail(s) / Prison(s)” and “The Superintendent(s) of _____ (name of institution for juveniles only),” fill in the name(s) of the jail(s), place(s) of incarceration or prison(s) if you were incarcerated. If you were not incarcerated, you may cross this off.
11. Leave the space blank that states “Judge, Superior Court of New Jersey.” This is where the judge will sign the order.

Order for Hearing (Form B)

(your name) _____
(your address) _____
(city, state, zip code) _____

Appearing Pro Se

In the Matter of the Expungement of the
Criminal/Juvenile Records of

(your name)

Superior Court of New Jersey
Law Division
County _____
(where you are filing)

Expungement
Reference Number _____
(leave blank - clerk
will fill in)

Civil Action

Order for Hearing

This matter having been opened to the Court upon the annexed Petition of
(your name) _____, and for good cause appearing;

IT IS ORDERED this _____ day of _____, _____, that a
Hearing before this Court is set for the _____ day of _____,
at _____ o'clock _____m. to determine whether an Order of Expungement shall be granted;

IT IS FURTHER ORDERED that Petitioner shall send by certified mail, copies of this Order
and Petition to the following officials within five (5) days of this Order:

- The Attorney General of New Jersey
- The Superintendent of the New Jersey State Police, Expungement Unit,
- The Prosecutor of _____ County(ies),
- The administrator(s) of the _____ Municipal Court(s),
- Chief(s) of the _____ Police Department(s),
- The _____ County(ies) Probation Division,
- The Warden of the _____ Jail/Prison,
- The Superintendent of _____ (name of institution for juveniles
only),
- The Division of Criminal Justice, Records and Identification Unit.

Judge, Superior Court of New Jersey

Instructions for Expungement Order (Form C)

1. At the top left-hand corner, fill in your full name and address.
2. At the top right-hand corner, indicate the county in which you will be filing your petition.
3. Do not fill in “Expungement Reference Number” leave this space blank. For cases filed in the Criminal Division, the court clerk will give you an expungement reference number and will fill in the blank. For cases filed in the Family Division, i.e., expungement was for arrest/charge not resulting in adjudication of delinquency (dismissal, acquittal, discharge without a conviction or finding of guilt) on or after 04/18/2016 pursuant to N.J.S.A. 2C:52-6(a), the Expungement Reference Number is not entered.
4. In the box where it states, “In the Matter of the Expungement of the Criminal/Juvenile Records of _____,” print your full name.
5. Under “Expungement Order” is a “Check only if applies” section:
 - Check the first checkbox **only** for expungements that involve a successful graduation from drug court.
 - Check the second checkbox **only** for expungements that involve arrest/charge not resulting in a conviction or adjudication of delinquency (dismissal, acquittal, discharge without a conviction or finding of guilt) pursuant to N.J.S.A. 2C:52-6,
6. In the first paragraph of the *Expungement Order*,
 - Check the first checkbox if you successfully graduated drug court on or after 4/18/2016.
 - Check the second checkbox if your dismissal, acquittal, discharge without a conviction, adjudication of delinquency or finding of guilt on or after 4/18/2016,
 - Check the third checkbox for all other expungements.
7. In the first paragraph of the *Expungement Order*, after “...Verified Petition of,” print your full name, date of birth, and your State Bureau of Identification (SBI) number, if available, where it is indicated.
8. Leave the next three spaces blank where it states “IT IS ORDERED this ___ day of _____, _____.” They will be filled in by the court.
9. On the line “The Prosecutor of _____ County,” fill in the county name where you were arrested as an adult or taken into custody as a juvenile. If you were arrested or taken into custody in more than one county, enter the names of each county.
10. On the lines “The administrator(s) of the _____ Municipal Court(s)” and “Chief(s) of the _____ Police Department(s),” fill in the town where you were arrested as an adult or taken into custody as a juvenile. If you were arrested or taken into custody in more than one town, enter the names of each town.
11. On the lines “The Warden(s) of the _____ Jail(s) / Prison(s)” and “The Superintendent(s) of _____ (name of institution for juveniles only),” fill in the name(s) of the jail(s), place(s) of incarceration or prison(s) if you were incarcerated. If you were not incarcerated, you may cross this off.
12. On the line “The _____ County Probation Division”, fill in the county name for the probation division, if you were granted a conditional discharge, were granted a conditional dismissal, enrolled into the Pretrial Intervention Program (PTI), participated in a

Instructions for Expungement Order (Form C)

Juvenile Conference Committee, participated in Intake Service Conference, received a deferred disposition, performed community service, owed restitution or fines or you served a term of probation. If your case was transferred to another county for supervision, you should send the information to the original county probation office **and** the county probation office where your supervision was transferred. If the probation division was not involved in your case, you may cross this off.

13. On the lines "Deputy Clerk of the Superior Court of New Jersey, _____ County" fill in the county or counties where your records will be expunged (this includes the Criminal and/or Family Divisions, if applicable).
14. After "all information relating to," fill in your full name.
15. On lines 1-5, fill in the dates, the law(s) under which you were arrested or taken into custody, and the original indictment, accusation, summons, warrant, complaint, or FJ and FO docket number(s) in Family Part matters. If you need more than five rows, attach a separate sheet of paper with the additional information.
16. On line 6, if you were a co-delinquent in any juvenile delinquency matters, list those FJ docket numbers separately after "in which I am a co-delinquent _____."
17. Leave the section on monies that are still owed blank. The court will complete this section, if appropriate.
18. Leave the signature line on the next page blank. This is where the judge will sign the order.
19. Under the signature line are two checkboxes about who should distribute the Order.

Check the Public Defender box **only if** you had a successful graduation from drug court on or after 04/18/2016. Pursuant to N.J.S.A. 2C:35-14(m)(3), if represented by the Public Defender, the Public Defender shall promptly distribute copies of the expungement order to appropriate agencies who have custody and control of the records specified within the expungement order.

Check the Prosecutor box **only if** your expungement was for arrest/charge not resulting in a conviction or adjudication of delinquency (dismissal, acquittal, discharge without a conviction or finding of guilt) on or after 04/18/2016. Pursuant to N.J.S.A. 2C:52-6(a)(4), the Prosecutor shall promptly distribute copies of the expungement order to appropriate law enforcement agencies and correctional institutions who have custody and control of the records specified within the expungement order.

Expungement Order (Form C)

(your name) _____
(your address) _____
(city, state, zip code) _____

Appearing Pro Se

In the Matter of the Expungement of the
Criminal/Juvenile Records of

(your name)

Superior Court of New Jersey
Law Division
County _____
(where you are filing)

Expungement
Reference Number: _____
(leave blank - clerk will fill in)

Civil Action

Expungement Order

Check only if applicable:

- Successful graduation from drug court pursuant to N.J.S.A. 2C:35-14(m),
- Arrest/charge not resulting in a conviction or adjudication of delinquency (dismissal, acquittal, discharge without a conviction or finding of guilt).

This matter having been opened to the Court upon _____ (check one) successful graduation from drug court on or after 4/18/2016 of _____
 dismissal/acquittal/discharge without conviction, adjudication of delinquency, or finding of guilt on or after 4/18/2016 of _____
 the Verified Petition of _____

(your name) _____ whose date of birth is (date) _____, and State Bureau of Identification (SBI) number, if available, is (SBI number, if available) _____, and it appearing 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

- The Attorney General of New Jersey,
- The Superintendent of the New Jersey State Police, Expungement Unit,
- The Prosecutor of _____ County(ies),
- The administrator(s) of the _____ Municipal Court(s),
- Chief(s) of the _____ Police Department(s),
- The _____ County(ies) Probation Department
- The Warden of the _____ Jail/Prison,
- The Superintendent of _____ (name of institution for juveniles only),
- Deputy Clerk of the Superior Court of New Jersey, Criminal and/or Family Divisions,
_____ County, remove from their records all information relating to

(your name) _____'s

(1) (date) _____ arrest/custody on the charge of violating N.J.S.A. (statute) _____
under (original indictment/accusation/summons/warrant/complaint/FJ or FO docket number) _____;

Expungement Order (Form C - Continued)

- (2) (date) _____ arrest/custody on the charge of violating N.J.S.A. (statute) _____ ;
under (original indictment/accusation/summons/warrant/complaint/FJ or FO docket number) _____ ;
- (3) (date) _____ arrest/custody on the charge of violating N.J.S.A. (statute) _____ ;
under (original indictment/accusation/summons/warrant/complaint/FJ or FO docket number) _____ ;
- (4) (date) _____ arrest/custody on the charge of violating N.J.S.A. (statute) _____ ;
under (original indictment/accusation/summons/warrant/complaint/FJ or FO docket number) _____ ;
- (5) (date) _____ arrest/custody on the charge of violating N.J.S.A. (statute) _____ ;
under (original indictment/accusation/summons/warrant/complaint/FJ or FO docket number) _____ ;
- (6) If applicable, including the following Family Part docket numbers in which I am a co-delinquent
(FJ docket numbers) _____ .

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, PURSUANT TO N.J.S.A. 2C:52-15(b), the records of the Probation Division of the Superior Court related to restitution, a fine(s), or other court-ordered financial assessment(s) that remain due may be retained as confidential, restricted-access records in the Judiciary's automated system to facilitate the collection, enforcement, and distribution of any outstanding assessments by the comprehensive enforcement program established pursuant to P.L.1995, c.9 (C.2B:19-1 et al.).

- In the above listed matters the following restitution, fine(s), or other court-ordered financial assessment(s) totaling \$ _____ shall continue to be subject to collections, payable at \$ _____ per _____ effective _____ until paid in full.
- 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
_____ in the amount of \$ _____
- Indictment/accusation/summons/warrant/complaint/ FJ or FO docket number
_____ in the amount of \$ _____
- Indictment/accusation/summons/warrant/complaint/ FJ or FO docket number
_____ in the amount of \$ _____
- Indictment/accusation/summons/warrant/complaint/ FJ or FO docket number
_____ in the amount of \$ _____

For a willful failure to comply with the above established payment plan or a failure to cooperate with the comprehensive enforcement program to collect outstanding restitution, fine(s), and other court-ordered assessment(s), the expungement granted herein may be nullified by the court, and the records and information related to the above matters will be restored to public access by the courts and agencies who were ordered herein to remove them.

Expungement Order (Form C - Continued)

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 question 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 created pursuant to *P.L. 1970, c. 227 (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.

Judge, Superior Court of New Jersey

Provide Copy of Order: Check only if applicable to the following for distribution:

- Public Defender if: successful graduation from term of drug court on or after 4/18/2016 (Required if represented person, N.J.S.A. 2C:35-14(m)(3)). The Public Defender shall promptly distribute copies of the expungement order to appropriate agencies who have custody and control of the records specified within this expungement order.
- Prosecutor if: arrests NOT resulting in conviction on or after 4/18/2016 (dismissal, acquittal, discharge without a conviction, adjudication of delinquency, or finding of guilt) (Required by N.J.S.A. 2C:52-6(a)(4)). The Prosecutor shall promptly distribute copies of the expungement order to appropriate law enforcement agencies and correctional institutions who have custody and control of the records specified within this expungement order.

Instructions for Cover Letter - For Filing (Form D)

1. At the top right-hand corner of the page, fill in the date.
2. At the top-left-hand corner, print the county and the mailing address of the Criminal Case Management Office where you are filing your petition papers. (A list of County Criminal Case Management Offices appears at the end of this guide).
3. On the line that states “your name,” print your full name.
4. In the bottom right-hand corner, sign your name on the line that states “Your signature” and then print your name and mailing address where indicated.

Cover Letter to Court – For Filing (Form D)

(date)

Clerk, Superior Court of New Jersey

(county)

(address)

(city, state, zip code)

Re: In the Matter of the Expungement of the Criminal/Juvenile Records of:
(your name)

Dear Sir or Madam:

Enclosed are an original and two copies of a *Petition, Order for Hearing* and *Proposed Final Order* in this matter. Kindly submit them to the appropriate Judge and return copies marked "Filed."

Thank you.

Sincerely,

(your signature)

(your name)

(address)

(city, state, zip code)

Enc:

Instructions for Cover Letter – Notice of Hearing (Form E)

1. At the top right-hand corner of the page, fill in the date.
2. Fill in the addresses you have located for each applicable agency that was involved with your case(s). Some of the addresses have been provided for you. If there are multiple agencies in each category listed in the address section, you should make a copy or copies of the cover letter.
3. On the line “County Probation _____”, if your case was transferred to another county for supervision, you should send the information to the original county probation office **and** the county probation office where your supervision was transferred.
4. On the line that states "Expungement Hearing: (date), (time)," fill in the date and time that appear on your copy of the *Order for Hearing*.
5. On the line that states "Expungement Reference Number," fill in the docket number that appears in the upper right-hand corner of your filed copies of the *Petition for Expungement*, the *Order for Hearing*, and the proposed final order (*Expungement Order*).
6. In the bottom right-hand corner, sign your name on the line that states "your signature" and then print your name and mailing address where indicated.
7. Each Form E must be mailed via certified mail. Therefore, you must purchase/secure more than one certified mail card/receipt from the post office if you are mailing Form E to multiple agencies and/or locations.
8. Attach a copy of this *Cover Letter* (Form E) to each copy of the filed expungement package and mail a package via certified mail return receipt requested, to each agency. Keep a copy of Form E and your certified mail receipts for your records.

Instructions for Proof of Notice (Form F)

This form is to be used only if the proof of mailing of the filed expungement package to each agency is required to be submitted to the court prior to the court hearing. Submit this form pursuant to the clerk's instructions.

1. In the upper left-hand corner, print your full name and address.
2. In the upper right-hand corner, fill in the county in which you filed the petition.
3. Fill in the Expungement Reference Number.
4. In the box where it states "In the Matter of the Expungement of the Criminal/Juvenile Records of _____," print your full name.
5. Fill in the date that you mailed copies of the filed *Petition for Expungement*, the *Order for Hearing*, and the proposed *Expungement Order* to each agency. The date will be found on your certified mail receipts.
6. Fill in the location (town or county) for each agency to which you sent your expungement package.
7. On the line "The _____ County(ies) Probation Division", if your case was transferred to another county for supervision, you should send the information to the original county probation office **and** the county probation office where your supervision was transferred.
8. Sign and date this form at the bottom.
9. Mail Form F, along with the certified mail receipts, to the Court where your hearing is scheduled. Keep a copy of Form F and your certified mail receipts for your records.

Proof of Notice (Form F)

(your name) _____

(your address) _____

(city, state, zip code) _____

Appearing Pro Se

In the Matter of the Expungement of the
Criminal/Juvenile Records of

_____ (your name)

Superior Court of New Jersey
Law Division

County _____
(where you are filing)

Expungement _____
Reference Number: (leave blank - clerk
will fill in)

Civil Action

Proof of Notice

On (date) _____, I mailed a copy of the Petition for Expungement, Order for Hearing and Proposed Final Order by way of certified mail, return receipt requested to the following:

The Attorney General of New Jersey,

The Superintendent of the New Jersey State Police, Expungement Unit,

The Prosecutor of _____ County(ies),

The administrator(s) of the _____ Municipal Court(s),

Chief(s) of the _____ Police Department(s),

The Warden of the _____ Jail/Prison,

The Superintendent of _____ (name of institution for juveniles only),

The _____ County(ies) Probation Division,

The Division of Criminal Justice, Records and Identification Unit.

Enclosed are the certified mail receipts that were returned to me.

(your signature)

(date)

Instructions for Cover Letter – Notice Expungement Granted (Form G)

1. At the top right-hand corner of the page, fill in the date.
2. Next, fill in the addresses for each applicable agency that you want to notify that your record has been expunged. If there are multiple agencies in each category listed in the address section, you should make a copy or copies of the cover letter.
3. On the line “County Probation _____”, if your case was transferred to another county for supervision, you should send the information to the original county probation office **and** the county probation office where your supervision was transferred.
4. On the line that states “your name,” print your full name as it appears on your *Expungement Order*.
5. On the line that states “Expungement Reference Number,” fill in the expungement reference number that appears on your *Expungement Order*.
6. In the bottom right-hand corner, sign your name on the line that states “your signature” and then print your name and mailing address where indicated.
6. Each Form G must be mailed via certified mail. Therefore, you must purchase/secure more than one certified mail card/receipt from the post office if you are mailing Form G to multiple agencies and/or locations.
7. Attach a copy of this *Cover Letter* (Form G) to each copy of the **signed** and **filed** *Expungement Order* and mail it via certified mail, return receipt requested, to each agency. Keep a copy of Form G and your certified mail receipts for your records.

Cover Letter – Notice Expungement Granted (Form G)

(date)

Attorney General, State of New Jersey Hughes Justice Complex Post Office Box 080 Trenton, NJ 08625-0080	Superintendent, State Police Expungement Unit Post Office Box 7068 West Trenton, NJ 08628
Prosecutor, _____ _____ (address) _____ (city, state, zip code)	Municipal Court Administrator _____ _____ (address) _____ (city, state, zip code)
Chief of Police, _____ _____ (address) _____ (city, state, zip code)	Warden/Jail _____ (name of jail/prison) _____ (address) _____ (city, state, zip code)
County Probation _____ Original County _____ (address) _____ (city, state, zip code)	County Probation _____ Transfer County (use for transfers only) _____ (address) _____ (city, state, zip code)
Superintendent _____ (name of institution for juvenile only) _____ (address) _____ (city, state, zip code)	County Identification Bureau, _____ (address) _____ (city, state, zip code)
Division of Criminal Justice Records and Identification Unit 25 Market Street Post Office Box 085 Trenton, New Jersey 08625	County Family Division _____ _____ (address) _____ (city, state, zip code)

Re: In the Matter of the Expungement of the Criminal/Juvenile Records of

(your name)

(expungement reference number)

Dear Sir or Madam:

Enclosed is a copy of an *Expungement Order*. Please take the appropriate action to see that these records are expunged.

Sincerely,

(your signature)

(your name)

(address)

(city, state, zip code)

Criminal Case Management Offices

All Counties: Filing fee: \$75, Payee: State of N.J. Treasurer

Atlantic County

Superior Court of Atlantic County
Expungement Clerk
4997 Unami Blvd
Mays Landing, NJ 08330
(609) 401-0100, ext. 47310

Bergen County

Criminal Case Management Office
Bergen County Justice Center
Rm 124
10 Main St
Hackensack, NJ 07601
(201) 221-0700 ext. 25054/25055

Burlington County

Burlington County Courthouse
Processing Office
49 Rancocas Rd, 1st Fl
Mount Holly, NJ 08060
(609) 288-9500 ext. 38081

Camden County

Hall of Justice
Expungement Section
101 South 5th St
Camden, NJ 08103
(856) 379-2230

Cape May County

Criminal Case Management
9 North Main St
Cape May Court House NJ 08210
(609) 402-0100, ext. 47530

Cumberland County

Criminal Division – Expungement Unit
Cumberland County Courthouse
60 W Broad St
Bridgeton, NJ 08302
(856) 453-4300

Essex County

Veterans Courthouse
Criminal Records Office
50 West Market St
Rm 912
Newark, NJ 07102
973-776-9300 ext. 55965

Gloucester County

Criminal Division – Expungement Unit
Gloucester County Justice Complex
70 Hunter St
Woodbury, NJ 08096
(856) 686-7500

Hudson County

Criminal Records
Criminal Case Management
Administration Bldg.
595 Newark Ave, Rm 101
Jersey City 07306
(201) 748-4400, ext. 60170

Hunterdon County

Criminal Division
Hunterdon Justice Center
65 Park Ave
Flemington, NJ 08822
(908) 824-9750, ext. 13110

Mercer County

Mercer County Criminal Courthouse
Criminal Records, Expungement Unit
400 South Warren St, Rm 109
Trenton, NJ 08650
(609) 571-4200, ext. 74048

Middlesex County

Middlesex County Court House
Criminal Records
56 Paterson St
PO Box 964
New Brunswick, NJ 08903-0964
(732) 645-4300 ext. 88155

Monmouth County

Monmouth County Superior Court
Criminal Division
71 Monument Park
PO Box 1271
Freehold, NJ 07728
(732) 677-4500

Morris County

Superior Court of New Jersey
Criminal Records Department
PO Box 910
Morristown, NJ 07963
(973) 326-6950

Ocean County

Ocean County Superior Court
Criminal Case Processing
120 Hooper Ave
Toms River, NJ 08753
(732) 929-4780

Passaic County

Superior Court
Criminal Division
77 Hamilton St, 2nd Fl.
Paterson, NJ 07505
(973) 247-8344

Salem County

Criminal Division – Expungement Unit
Salem County Courthouse
92 Market St
Salem, NJ 08079
(856) 878-5050, Ext. 15780

Somerset County

Criminal Case Management
20 North Bridge St
PO Box 3000
Somerville, NJ 08876
(908) 332-7700, ext. 13720

Sussex County

Sussex County Judicial Center
Criminal Division
43-47 High St
Newton, NJ 07860
(973) 579-0933

Union County

Criminal Division
2 Broad St
Elizabeth, NJ 07207
(908) 787-1650 ext. 21250

Warren County

Criminal Case Management
PO Box 900
Belvidere, NJ 07823
(908) 750-8100, ext. 13130

County Prosecutor Offices

Atlantic County

4997 Unami Blvd
PO Box 2002
Mays Landing, NJ 08330
Phone: (609) 909-7800
Fax: (609) 909-7802

Gloucester County

70 Hunter Street
PO Box 623
Woodbury, NJ 08096
Phone: (856) 384-5500
Fax: (856) 384-8624

Ocean County

119 Hooper Ave
PO Box 2191
Toms River, NJ 08754
Phone: (732) 929-2027
Fax: (732) 506-5088

Bergen County

Justice Center
2 Bergen County Plaza
Hackensack, NJ 07601
Phone: (201) 646-2300
Fax: (201) 646-3794

Hudson County

Administration Building
595 Newark Ave, 6th Fl
Jersey City, NJ 07306
Phone: (201) 795-6400
Fax: (201) 795-3365

Passaic County

Administration Building
401 Grand St
Paterson, NJ 07505
Phone: (973) 881-4800
Fax: (973) 225-0155

Burlington County

County Courts Facility
49 Rancocas Rd
PO Box 6000
Mount Holly, NJ 08060
Phone: (609) 265-5035
Fax: (609) 265-5007

Hunterdon County

Justice Center
65 Park Ave
PO Box 756
Flemington, NJ 08822-0756
Phone: (908) 788-1129
Fax: (908) 806-4618

Salem County

87 Market St
PO Box 462
Salem, NJ 08079
Phone: (856) 935-7510 Ext. 8333
Fax: (856) 935-8737

Camden County

200 Federal Street
Camden, NJ 08094
Phone: (856) 225-8400
Fax: (856) 963-0080

Mercer County

County Court House
209 South Broad St, 3rd Fl
PO Box 8068
Trenton, NJ 08650
Phone: (609) 989-6350
Fax: (609) 989-0161

Somerset County

40 North Bridge St
PO Box 3000
Somerville, NJ 08876
Phone: (908) 231-7100
Fax: (908) 704-0056

Cape May County

Crest Haven Complex
4 Moore Rd
110 Justice Way
Cape May Court House NJ 08210
Phone: (609) 465-1135
Fax: (609) 465-1347

Middlesex County

25 Kirkpatrick St, 3rd Fl
New Brunswick, NJ 08901
Phone: (732) 745-3300
Fax: (732) 745-2791

Sussex County

19-21 High St
Newton, NJ 07860
Phone: (973) 383-1570
Fax: (973) 383-4929

Cumberland County

115 Vine Street
Bridgeton, NJ 08302
Phone: (856) 453-0486
Fax: (856) 453-7707

Monmouth County

132 Jerseyville Ave
Freehold, NJ 07728
Phone: (732) 431-7160
Fax: (732) 409-3673

Union County

32 Rahway Ave
Elizabeth, NJ 07202-2115
Phone: (908) 527-4500
Fax: (908) 289-1267

Essex County

Veterans Courthouse
50 West Market St
Newark, NJ 07102
Phone: (973) 621-4700
Fax: (973) 621-4560

Morris County

Administration & Records Building
PO Box 900
Morristown, NJ 07963-0900
Phone: (973) 285-6200
Fax: (973) 285-6226

Warren County

Court House
413 Second St
Belvidere, NJ 07823
Phone: (908) 475-6275

County Identification Bureaus

Atlantic County

Atlantic County Sheriff
4997 Unami Boulevard
Mays Landing, NJ 08330
Attention: I.D. Bureau

Gloucester County

Gloucester County Sheriff
2 South Broad Street
PO Box 376
Woodbury, NJ 08096

Ocean County

Ocean County Sheriff
120 Hooper Avenue
Toms River, NJ 08753
Attention: I.D. Bureau

Bergen County

Bureau of Criminal Identification
Bergen County Sheriff
160 South River Street
Hackensack, NJ 07601

Hudson County

Hudson County Sheriff
Attention: BCI
Hudson County Plaza
257 Cornelison Avenue
Jersey City, NJ 07302

Passaic County

Passaic County Sheriff
Criminal Identification Bureau
11 Sheriff's Plaza
Paterson, NJ 07501

Burlington County

Burlington County Sheriff
49 Rancocas Rd
Mount Holly, NJ 08060
Attention: Expungement

Hunterdon County

Hunterdon County Sheriff
PO Box 2900
Flemington, NJ 08822
Attention: I.D. Bureau

Salem County

Salem County Sheriff
Identification Bureau
94 Market Street
Salem, NJ 08079

Camden County

Camden County Sheriff
PO Box 769
Camden, NJ 08101
Attention: I. D. Bureau

Mercer County

Mercer County Sheriff
PO Box 8068
Trenton, NJ 08650

Somerset County

Somerset County Sheriff
PO Box 3000
Somerville, NJ 08876
Attention: I.D. Bureau

Cape May County

Cape May County Sheriff
4 Moore Road
Cape May Court House, NJ 08210
Attention: I.D. Bureau

Middlesex County

Middlesex County Sheriff
701 Livingston Avenue
New Brunswick, NJ 08901
Attention: Records

Sussex County

Sussex County Sheriff
39 High Street
Newton, NJ 07860
Attention: Records

Cumberland County

Cumberland County Sheriff
220 North Laurel Street
Bridgeton, NJ 08302
Attention: I.D. Bureau

Monmouth County

Monmouth County
Criminal Identification Bureau
50 East Main Street
Freehold, NJ 07728

Union County

Union County Sheriff
10 Elizabethtown Plaza
Elizabeth, NJ 07207
Attention: I.D. Bureau

Essex County

Essex County Sheriff
Veterans Courthouse
50 West Market Street
Newark, NJ 07102

Morris County

Morris County Sheriff
PO Box 900
Morristown, NJ 07963-900
Attention: C.I.D.

Warren County

Warren County Sheriff
413 2nd Street
Courthouse
Belvidere, NJ 07823
Attention: Warrant Officer

Family Division Offices

Atlantic County

Family Division Manager
Atlantic County Civil Court Building
West Wing
1201 Bacharach Blvd. 2nd Floor
Atlantic City, NJ 08401
609-402-0100 ext. 47503

Bergen County

Family Division Manager
Bergen County Justice Center
10 Main St. Rm. 257
Hackensack, NJ 07601
201-221-0700 ext. 25103

Burlington County

Family Division Manager
Burlington County Court Facility
49 Rancocas Rd.
Mt. Holly, NJ 08060
609-288-9500 ext. 38830

Camden County

Family Division Manager
Camden County Hall of Justice
101 South 5th St. 2nd Floor
Camden, NJ 08103-4001
856-379-2200 ext. 3601 or 3602

Cape May County

Assistant Family Division Manager
Superior Court of NJ
Family Division
4 Moore Rd.
Cape May Court House, NJ 08210
609-402-0100 ext. 47571

Cumberland County

Family Division Manager
Cumberland County Courthouse
60 West Broad St.
Bridgeton, NJ 08302
856-453-4580

Essex County

Family Division Manager
Essex Family Court
Robert N. Wilentz Bldg.
212 Washington Street
10th Floor – Rm. 1053
Newark, NJ 07102
973-776-9300 ext. 57060

Gloucester County

Assistant Family Division Manager
Gloucester County Family Court
Facility, Justice Complex
70 Hunter St.
Woodbury, NJ 08096
856-686-7400

Hudson County

Family Division Manager
Hudson County Administration Bldg.
595 Newark Ave. Rm. 208
Jersey City, NJ 07306
201-748-4400 ext. 60860

Hunterdon County

Assistant Family Division Manager
Hunterdon County Justice Center
65 Park Ave.
Flemington, NJ 08822
908-824-9750 ext. 13330

Mercer County

Family Division Manager
Mercer County Civil Courts Bldg.
175 South Broad St.
P.O. Box 8068
Trenton, NJ 08650-0068
609-571-4200 ext. 74390

Middlesex County

Family Division Manager
Middlesex County Family Courthouse
120 New St. 1st Floor
P.O. Box 2691
New Brunswick, NJ 08903
732-645-4300 ext. 88664

Monmouth County

Family Division Manager
Monmouth County Courthouse
71 Monument Park
P.O. Box 1252
Freehold, NJ 07728-1252
732-677-4050

Morris County

Family Division Manager
Morris County Courthouse
P.O. Box 910
56 Washington St.
Morristown, NJ 07963-0910
973-656-4362 or 4313

Ocean County

Family Division Manger
Ocean County Justice Complex
P.O. Box 2191
120 Hooper Ave. Rm. 240
Toms River, NJ 08754
732-929-2037

Passaic County

Family Division Manager
Passaic County Administration Bldg.
401 Grand St. 8th Floor, Suite 819
Paterson, NJ 07505
973-247-8600

Salem County

Assistant Family Division Manager
Salem County Family Court
92 Market St.
Salem, NJ 08079
856-878-5050 ext. 15871

Somerset County

Family Division Manager
Family Case Mgmt. Office
Courthouse - 2nd Floor
P.O. Box 3000
20 North Bridge
Somerville, NJ 08876
908-332-7700 ext. 13730

Sussex County

Assistant Family Division Manager
Sussex County Judicial Center
43-47 High St.
Newton, NJ 07860
973-579-0610

Union County

Family Division Manager
Union Co. Courthouse, Cherry St. Annex
2 Cherry St.
Elizabeth, NJ 07207
908-787-1650

Warren County

Assistant Family Division Manager
Family Case Management
Warren County Courthouse
PO Box 900
Belvidere, NJ 07823
908-750-8100 ext. 13015

Probation Division Offices

Atlantic County

Vicinage Chief Probation Officer
Atlantic County Probation Division
1201 Bacharach Blvd
PO Box 5129
Atlantic City, NJ 08404
(609)402-0100

Bergen County

Vicinage Chief Probation Officer
Bergen County Probation Division
39 Hudson St
Hackensack, NJ 07601
(201)221-0700

Burlington County

Vicinage Chief Probation Officer
Burlington County Probation Division
49 Rancocas Rd
PO Box 6555
Mt. Holly, NJ 08060
(609)288-9500

Camden County

Vicinage Chief Probation Officer
Camden County Probation Division
6 Executive Campus,
Ste 300, Rte 70
PO Box 8107
Cherry Hill, NJ 08002
(856)661-2500

Cape May County

Vicinage Chief Probation Officer
Cape May County Probation Division
Courthouse
9 North Main St
Cape May Courthouse, NJ 08210-1601
(609)402-0100

Cumberland County

Vicinage Chief Probation Officer
Cumberland County Probation Division
Courthouse
60 West Broad Street
Bridgeton, NJ 08302
(856)451-8000

Essex County

Vicinage Chief Probation Officer
Essex County Probation Division
60 Evergreen Pl, 8th Fl
East Orange, NJ 07018
(973)776-9300

Gloucester County

Vicinage Chief Probation Officer
Gloucester County Probation Division
5 Points Plaza
1893 Hurffville Rd
Sewell, NJ 08080
(856)853-3600

Hudson County

Vicinage Chief Probation Officer
Hudson County Probation Division
595 Newark Ave, Rm 106
Jersey City, NJ 07306
(201)748-4400, ext. 60190

Hunterdon County

Vicinage Chief Probation Officer
Hunterdon County Probation Division
65 Park Ave
Flemington, NJ 08822
(908)824-9750

Mercer County

Vicinage Chief Probation Officer
Mercer County Probation Division
175 South Broad St
PO Box 8068
Trenton, NJ 08650-0068
(609)571-4200

Middlesex County

Vicinage Chief Probation Officer
Middlesex County Probation Division
189 New Street
P.O. Box 789
New Brunswick, NJ 08903
(732)645-4300

Monmouth County

Vicinage Chief Probation Officer
Monmouth County Probation Division
2407 Rte 66
Ocean, NJ 07712
(732)869-5600

Morris County

Vicinage Chief Probation Officer
Morris County Probation Division
Courthouse
PO Box 910
Morristown, NJ 07963-0910
(973)656-3500

Ocean County

Vicinage Chief Probation Officer
Ocean County Probation Division
120 Hooper Ave
Toms River, NJ 08754
(732)929-2067

Passaic County

Vicinage Chief Probation Officer
Passaic County Probation Division
55 Dale Avenue
Paterson, NJ 07505
(973)247-8729

Salem County

Vicinage Chief Probation Officer
Salem County Probation Division
85 Market St
Salem, NJ 08079
(856)878-5050

Somerset County

Vicinage Chief Probation Officer
Somerset County Probation Division
North Bridge & Main St
PO Box 3000
Somerville, NJ 08876-1262
(908)332-7700

Sussex County

Vicinage Chief Probation Officer
Sussex County Probation Division
43-47 High St
Newton, NJ 07860
(973)579-0600

Union County

Vicinage Chief Probation Officer
Union County Probation Division
1143-45 East Jersey St
Elizabeth, NJ 07207
(908)787-1650

Warren County

Vicinage Chief Probation Officer
Warren County Probation Division
413 2nd St
PO Box 900
Belvidere, NJ 07823-1500
(908)750-8100

New Jersey Judiciary
Transcript Processing Offices

<p>Appellate Division Clerk's Office Transcript Unit Hughes Justice Complex P.O. Box 968 Trenton, NJ 08625-0968 Appeal-Trans.mailbox@njcourts.gov Tel: 609-376-3040 Fax: 609-815-2949</p>	<p>Atlantic County - Criminal Transcript Unit Atlantic County Criminal Courts Complex 4997 Unami Blvd. Mays Landing, NJ 08330 Atl-Trans.mbx@njcourts.gov Tel: 609-402-0100 ext. 47762/47763 Fax: 609-909-8053</p>
<p>Atlantic County - Family/Civil Transcript Unit Atlantic County Courts Building 1201 Bacharach Blvd. Atlantic City, NJ 08401 Atl-Trans.mbx@njcourts.gov Tel: 609-402-0100 ext. 47033 Fax: 609-343-2232</p>	<p>Bergen County Transcript Unit Bergen County Justice Center 10 Main Street, Room 116 Hackensack, NJ 07601-7699 Ber-Trans.mbx@njcourts.gov Tel: 201-221-0700 ext. 25050 Fax: 201-221-0552</p>
<p>Burlington County Transcript Unit Burlington County Courts Facility, 5th Floor 49 Rancocas Road Mt. Holly, NJ 08060 BurTranscripts.mbx@njcourts.gov Tel: 609-288-9500 ext. 38023</p>	<p>Camden County Transcript Unit Camden County Hall of Justice 101 South 5th Street, Suite 510 F Camden, NJ 08103 CamTranscripts.mbx@njcourts.gov Tel: 856-379-2200 ext. 2272/4060</p>
<p>Cape May County Transcript Unit Cape May County Courthouse 9 N. Main Street Cape May Courthouse, NJ 08210 Cap-trans.mbx@njcourts.gov Tel: 609-402-0100 ext. 47950 Fax: 609-463-6365</p>	<p>Cumberland County Transcript Unit Cumberland County Courthouse 60 W. Broad Street Bridgeton, NJ 08302 Cum-trans.mbx@njcourts.gov Tel: 856-878-5050 ext. 15220</p>
<p>Essex County - Criminal & Civil Transcript Unit Veteran's Courthouse, Room 131 50 West Market Street Newark, NJ 07102 Esx-Trans.mbx@njcourts.gov Tel: 973-776-9300, ext. 56885</p>	<p>Essex County - Family & General Equity Transcript Unit Wilentz Justice Complex 212 Washington Street, Room 1053 Newark, NJ 07102 Esx-Fam-Trans.mbx@njcourts.gov Tel: 973-776-9300, ext. 56685</p>

New Jersey Judiciary
Transcript Processing Offices

<p>Gloucester County Transcript Unit Gloucester County Justice Complex 70 Hunter Street Woodbury, NJ 08096 Glo-Trans.mbx@njcourts.gov Tel: 856-878-5050 ext. 15190 Fax: 856-853-3516</p>	<p>Hudson County Transcript Unit Hudson County Admin Building 595 Newark Avenue, 5th Floor, Room 500 Jersey City, NJ 07306 hudtranscript.mbx@njcourts.gov Tel: 201-748-4400 ext. 66630</p>
<p>Hunterdon County Transcript Unit Hunterdon County Justice Center - Ops Division 65 Park Avenue Flemington, NJ 08822 V13HCtrans.mailbox@njcourts.gov Tel: 908-824-9750 ext. 13040</p>	<p>Mercer County Transcript Unit Mercer County Transcript Office 175 South Broad Street, 2nd Floor Trenton, NJ 08650 Mertranscript.mailbox@njcourts.gov Tel: 609-571-4200 ext. 74365</p>
<p>Middlesex County Transcript Unit Middlesex County Courthouse 56 Paterson Street, P.O. Box 964 New Brunswick, NJ 08903-0964 Mid-Trans.mbx@njcourts.gov Tel: 732-645-4300 ext. 88640 Fax: 732-645-4277</p>	<p>Monmouth County Transcript Unit Monmouth County Courthouse 71 Monument Park Freehold, NJ 07728 Mon-Trans.mbx@njcourts.gov Tel: 732-358-8700 x87090</p>
<p>Morris County Transcript Unit Morris County Transcript Office PO Box 910 Morristown, NJ 07963 Mrstranscripts.mailbox@njcourts.gov Tel: 862-397-5700 ext. 75050 Fax: 973-656-3982</p>	<p>Ocean County Transcript Unit Ocean County Superior Court 118 Washington Street, Room 103 Toms River, NJ 08754 Ocn-Trans.mbx@njcourts.gov Tel: 732-506-5026 ext. 1 Fax: 732-435-8402</p>
<p>Passaic County Transcript Unit Passaic County Superior Court 71 Hamilton Street, Room 146 Paterson, NJ 07505 Pas-Trans.mbx@njcourts.gov Tel: 973-247-8288 Fax: 973-247-8751</p>	<p>Salem County Transcript Unit Cumberland County Courthouse 60 West Broad Street Bridgeton, NJ 08302 Sal-Trans.mbx@njcourts.gov Tel: 856-878-5050 ext. 15220</p>

New Jersey Judiciary
Transcript Processing Offices

Somerset County

Transcript Unit
Somerset County Courthouse
20 North Bridge Street, 2nd Floor
Somerville, NJ 08876

Som-Trans.mbx@njcourts.gov

Tel: 908-332-7700 ext. 13035

Fax: 908-332-7681

Sussex County

Transcript Unit
Sussex County Judicial Center
43-47 High Street
Newton, NJ 07860

Ssx-Trans.mbx@njcourts.gov

Tel: 973-579-0702

Fax: 973-579-0679

Union County

Transcript Unit
Union County Courthouse
2 Broad Street, New Annex Basement, Room B6
Elizabeth, NJ 07207

Unn-Trans.mbx@njcourts.gov

Tel: 908-787-1650 ext. 22250

Fax: 908-659-3083

Warren County

Transcript Unit
Warren County Courthouse
P.O. Box 900
Belvidere, NJ 07823

V13WCtrans.mailbox@njcourts.gov

Tel: 908-750-8100 ext. 13050

Fax: 908-750-8129