



## How to Expunge Your Criminal Record

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### 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 or criminal justice agency concerning a person's apprehension, arrest, detention, trial or disposition of an offense within the criminal justice system. Unless otherwise provided by law, if an order for expungement is granted, the arrest, conviction and any proceedings are considered not to have occurred.

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 et seq.* to determine if you are eligible. An eligible person must prepare and file a *Petition for Expungement*. The *Petition for Expungement* must be filed in the Superior Court in the county where the arrest or prosecution took place. A judge then decides whether the person 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.

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**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.com](http://njcourts.com)). However, you are ultimately responsible for the content of your court papers.

**Acknowledgement:** 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 Package is largely a product of their 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 in your local yellow pages 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. Their telephone number can also be found in your local yellow pages. 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.

## 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.

# How to File for an Order to Expunge Your Criminal Record

## Locate Your Records

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

- The date of your arrest.
- The statute(s) and the offense(s) for which you were arrested or convicted.
- The original indictment, accusation, summons, warrant, or complaint number. Include all, if more than one.
- The date of the disposition, which could be the date of the conviction, date of not guilty verdict or date of dismissal.
- The specific punishment or other disposition.

If you had an attorney when you were arrested 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, 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.

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 offenses by contacting the clerk of the municipal court(s) in which you were prosecuted or the police department involved in your arrest(s). If you cannot get all of the information, you need to follow Step 1 on the next page.

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.

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

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

In order to obtain your criminal 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 – Sagem Morpho, Inc. You will need to contact Sagem Morpho, Inc. to schedule an appointment for fingerprinting. You can obtain additional information and schedule an appointment via the internet at [bioapplicant.com/nj](http://bioapplicant.com/nj) or by calling their toll free telephone 1-877-503-5981.

Additional information about obtaining criminal history record checks can also be obtained from the New Jersey State Police website [njsp.org/about/serv\\_chrc.html](http://njsp.org/about/serv_chrc.html) or by calling their Criminal Information Unit at 609-882-2000 ext. 2918.

**Note:** The State Police will have a criminal 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. Fill out 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. If you were arrested 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.

Next, you must complete the *Verification* page and sign it in the presence of a Notary 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. Fill out 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**

The *Cover Letter* 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 the arrest and/or prosecution occurred. 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 **\$52.50**. Most offices do not accept personal checks, so you should include a money order or certified check made out to the **State of N.J. Treasurer**.

### **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 a **“Docket 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*.

**Mail one copy of each, immediately, via 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 Clerk 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 of any institution in which you were incarcerated
- The County Probation Department should be provided a copy if you were granted a conditional discharge, enrolled into the Pretrial Intervention Program 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.

## Step 4: Continued

### **Form E - Cover Letter**

You may use the *Cover Letter* (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 statute mandates 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.**

### **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. Fill out 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.

## 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 grant the order without a hearing. If this happens, you will receive a signed and filed *Expungement Order* in the mail.

It's always 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
- The Superintendent of State Police, Expungement Unit
- The County Prosecutor
- The Clerk of the municipal court if the matter was heard by a municipal court
- 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 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 Department should be provided a copy if you were granted a conditional discharge, enrolled into the Pretrial Intervention Program 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.

## Step 6: Continued

### **Form G - Cover Letter**

You may use this *Cover Letter* (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 you may be eligible, 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.

## 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**

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**

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**

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, and Social Security number at the top left-hand corner of the form.
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 "Docket No." Leave this space blank. The court clerk will give you a docket number and will fill in the blank.
4. In the box where it states "In the Matter of the Expungement of the Criminal Records of \_\_\_\_\_," print your full name.
5. Where it states, "I, \_\_\_\_\_," fill in your full name.
6. Where it states "residing at," fill in your current address.
7. In paragraph 1, fill in your date of birth.
8. In paragraph 2, fill in the date you were arrested and the town where you were arrested. **Include any arrests that may have occurred when you were a juvenile, whether they were sealed or unsealed.** Then, fill in the name of the offense you were charged with and give the New Jersey statute under which you were arrested.
9. In paragraph 3, fill in the original indictment, accusation, summons, warrant, or complaint number(s).
10. In paragraph 4, **fill this in ONLY if the charge against you was dismissed.** If the charge was dismissed then 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. **Remember**, if the charge against you **was not dismissed**, cross out paragraph 4 and go to paragraph 5.
11. In paragraph 5, **fill this in ONLY if you were convicted or pled guilty to the charges.** Then, fill in the date on which you pled or were found guilty, the name of the offense you pled guilty to, and the statute under which you pled guilty. **Remember**, this is the statute under which you pled or were found guilty, not the statute under which you were arrested. You must also include the sentence. For example, the sentence could have been jail/prison time, a fine or probation, or a combination of these. You should indicate the date that you were released from prison, the date the fine was paid, and/or the date that probation or parole was completed in the spaces provided.

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

## Instructions for Petition for Expungement (Form A) - Continued

12. Fill in paragraphs 6-13 if you have any additional arrests, charges, or prosecutions. Otherwise, **cross out the paragraphs that you do not use.**
13. Sign and print your name following paragraph 14 on the lines that state “Your signature” and “Your name printed.”
14. Complete the *Verification* page of the petition. You must sign this page in the presence of a Notary, because this page must have a notary seal.
15. On the first line of the *Verification* page, fill in your complete name.
16. In paragraph 3 of the *Verification* page, if you are seeking expungement of a conviction of an indictable offense, this sentence tells the court that you have never been granted expungement, sealing (the prior name for expungement in New Jersey), or other relief regarding a criminal conviction. If you **ARE NOT** seeking expungement of an indictable offense, cross out paragraph 3.
17. 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.

**Note:** Make sure that you fill in or cross out all the blank paragraphs that do not apply to you on Form A. **The *Petition* must be signed at the end of paragraph 14 and at the bottom of the *Verification* page.**

**Petition for Expungement  
(Form A)**

\_\_\_\_\_  
(your name)  
\_\_\_\_\_  
(your address)  
\_\_\_\_\_  
(city, state, zip code)  
\_\_\_\_\_  
(your telephone number)  
\_\_\_\_\_  
(your social security number)

Superior Court of New Jersey  
Law Division  
County \_\_\_\_\_  
(where you are filing)  
Docket No. \_\_\_\_\_  
(clerk will fill in)

**Appearing Pro Se**

In the Matter of the Expungement of the  
Criminal Records of  
\_\_\_\_\_  
(your name)

**Civil Action  
Petition for Expungement**

I, \_\_\_\_\_, residing at \_\_\_\_\_  
(your name) (address)  
\_\_\_\_\_  
(address - continued) SAY.

1. My date of birth is \_\_\_\_\_.
2. I was arrested on \_\_\_\_\_, in \_\_\_\_\_ N.J.  
(municipality)  
and charged with \_\_\_\_\_, in  
(name of offense)  
violation of *N.J.S.A.* \_\_\_\_\_.  
(statute)
3. The original Indictment/Accusation/Summons/Warrant/Complaint number was  
\_\_\_\_\_.
- \*4. On \_\_\_\_\_, the charge of \_\_\_\_\_  
(name of offense)  
was dismissed by \_\_\_\_\_ after conditional discharge or pretrial  
(name of court)  
intervention program completed.

\* If you did not have a conditional discharge or pretrial intervention program, cross out "after conditional discharge or pretrial intervention program completed."  
**If you were convicted of the offense described above, cross out paragraph 4 completely.**

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

\*5. On \_\_\_\_\_, I was found guilty of the charge of \_\_\_\_\_,  
(name of offense)  
in violation of *N.J.S.A.* \_\_\_\_\_ and was sentenced to  
(statute)

\_\_\_\_\_.  
I completed jail/prison time on \_\_\_\_\_; probation on \_\_\_\_\_ and I paid the  
fine on \_\_\_\_\_.

\* If you were not found guilty, cross out paragraph 5 completely.  
If you were not sentenced to jail/prison time, probation, or a fine, write "n/a" (not applicable) in the  
appropriate spaces.

**If you have no other arrests, cross out numbers 6 through 13.**

6. I was arrested on \_\_\_\_\_, in \_\_\_\_\_ N.J.  
(municipality)  
and charged with \_\_\_\_\_, in  
(name of offense)  
violation of *N.J.S.A.* \_\_\_\_\_.  
(statute)

7. The original Indictment/Accusation/Summons/Warrant/Complaint number was  
\_\_\_\_\_.

\*8. On \_\_\_\_\_, the charge of \_\_\_\_\_  
(name of offense)  
was dismissed by \_\_\_\_\_ after conditional discharge or pretrial  
(name of court)  
intervention program completed.

\* If you did not have a conditional discharge or pretrial intervention program, cross out "after conditional  
discharge or pretrial intervention program completed."  
**If you were convicted of the offense described above, cross out paragraph 8 completely.**

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

\*9. On \_\_\_\_\_, I was found guilty of the charge of \_\_\_\_\_,  
(name of offense)  
in violation of *N.J.S.A.* \_\_\_\_\_ and was sentenced to  
(statute)

\_\_\_\_\_.

I completed jail/prison time on \_\_\_\_\_; probation on \_\_\_\_\_ and I paid the  
fine on \_\_\_\_\_.

\* If you were not found guilty, cross out paragraph 9 completely.  
If you were not sentenced to jail/prison time, probation, or a fine, write "n/a" (not applicable) in the  
appropriate spaces.

**If you have no other arrests, cross out numbers 10 through 13.**

10. I was arrested on \_\_\_\_\_, in \_\_\_\_\_ N.J.  
(municipality)  
and charged with \_\_\_\_\_, in  
(name of offense)  
violation of *N.J.S.A.* \_\_\_\_\_.  
(statute)

11. The original Indictment/Accusation/Summons/Warrant/Complaint number was  
\_\_\_\_\_.

\*12. On \_\_\_\_\_, the charge of \_\_\_\_\_  
(name of offense)  
was dismissed by \_\_\_\_\_ after conditional discharge or pretrial  
(name of court)  
intervention program completed.

\* If you did not have a conditional discharge or pretrial intervention program, cross out "after conditional  
discharge or pretrial intervention program completed."  
**If you were convicted of the offense described above, cross out paragraph 12 completely.**

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

\*13. On \_\_\_\_\_, I was found guilty of the charge of \_\_\_\_\_,  
(name of offense)

in violation of *N.J.S.A.* \_\_\_\_\_ and was sentenced to  
(statute)

\_\_\_\_\_.  
I completed jail/prison time on \_\_\_\_\_; probation on \_\_\_\_\_ and I paid the  
fine on \_\_\_\_\_.

\* If you were not found guilty, cross out paragraph 13 completely.  
If you were not sentenced to jail/prison time, probation, or a fine, write "n/a" (not applicable) in the  
appropriate spaces.

**NOTE:      If you have additional arrests, you must re-draft this entire petition and  
include those arrests in the same form as this petition.**

14.      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 justice and  
law enforcement services of the State of New Jersey to expunge from their records all  
evidence of the arrest/conviction and all proceedings in this matter, and further  
directing any New Jersey law enforcement agency which sent records of the arrest  
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)

**Verification  
(Form A - Continued)**

\_\_\_\_\_, of full age, being duly sworn  
(Your Name)  
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, or indictable charges pending against me at this time.
3. I am seeking expungement of a conviction on a criminal case and I have never been granted an expungement of an indictable conviction by any state or federal court.  
**(If you are not seeking expungement of an indictable offense, cross out #3.)**

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 “Docket No.” Leave this space blank. The court clerk will give you a docket number and will fill in the blank.
4. In the box where it states “In the Matter of the Expungement of the Criminal 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. Fill in the blanks in the next paragraph where it asks for the prosecutor of the county where you were arrested, the chief of the police department of the town where you were arrested, and the clerk of the municipal court in the town where you were arrested. If you were incarcerated, fill in the name of the jail or prison. If you were not incarcerated, you may cross this off. If you were granted a conditional discharge, enrolled into the Pretrial Intervention Program or you served a term of probation, fill in the name of the County Probation Department. If the probation department was not involved in your case, you may cross this off.
8. 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)

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

Docket No. \_\_\_\_\_  
(clerk will fill in)

**Appearing Pro Se**

In the Matter of the Expungement of the Criminal Records of  _____ (your name)
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**Civil Action  
Order for Hearing**

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

**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
- Clerk(s) of the \_\_\_\_\_ Municipal Court(s),
- Chief(s) of the \_\_\_\_\_ Police Department(s),
- The Warden of the \_\_\_\_\_ Jail/Prison
- Chief of the \_\_\_\_\_ County Probation Department
- 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 "Docket No." leave this space blank. The court clerk will give you a docket number and will fill in the blank.
4. In the box where it states, "In the Matter of the Expungement of the Criminal Records of \_\_\_\_\_", print your full name.
5. In the first paragraph of the *Expungement Order*, after "... Verified Petition of," print your full name, date of birth and social security number where it is indicated.
6. Leave the next three spaces blank where it states "IT IS ORDERED this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_." They will be filled in by the court.
7. On the lines "Deputy Clerk of the Superior Court of New Jersey, \_\_\_\_\_ County" fill in the county where your filing your petition. On the lines "the Clerk(s) of the \_\_\_\_\_ Municipal Court(s)," and "Chief(s) of the \_\_\_\_\_ Police Department(s)" fill in the town in which you were arrested. If you were arrested in more than one town, enter the names of all of the towns.
8. On the line "Prosecutor (s) of \_\_\_\_\_ County", fill in the county name for the prosecutor(s) of the county where you were arrested.
9. On the line "Chief of the \_\_\_\_\_ County Probation Department, fill in the county name for the probation department, if probation was involved in your case.
10. After "all information relating to" print where indicated, your complete name.
11. Fill in the dates you were arrested and the statute(s) under which you were arrested. If you have more than three arrests please attach a separate sheet of paper with the information about the additional arrests.
12. Leave the signature line on the next page blank. This is where the judge will sign the order.

**Expungement Order  
(Form C)**

\_\_\_\_\_  
(your name)  
\_\_\_\_\_  
(your address)  
\_\_\_\_\_  
(city, state, zip code)

Superior Court of New Jersey  
Law Division  
County \_\_\_\_\_  
(where you are filing)  
Docket No. \_\_\_\_\_  
(clerk will fill in)

**Appearing Pro Se**

In the Matter of the Expungement of the  
Criminal Records of  
\_\_\_\_\_  
(your name)

**Civil Action  
Expungement Order**

This matter having been opened to the Court upon the Verified Petition of  
\_\_\_\_\_  
(your name) whose date of birth is \_\_\_\_\_ and  
(birth date)  
social security number is \_\_\_\_\_, and it appearing that the requirements for  
(your social security number)  
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  
Clerk(s) of the \_\_\_\_\_ Municipal Court(s),  
Chief(s) of the \_\_\_\_\_ Police Department(s),  
Chief of the \_\_\_\_\_ County Probation Department  
Deputy Clerk of the Superior Court of New Jersey, \_\_\_\_\_ County

remove from their records all information relating to  
\_\_\_\_\_  
(your name) 's

- (1) \_\_\_\_\_ arrest on the charge of violating *N.J.S.A.* \_\_\_\_\_ ;  
(date of arrest) (statute)
- (2) \_\_\_\_\_ arrest on the charge of violating *N.J.S.A.* \_\_\_\_\_ ;  
(date of arrest) (statute)
- (3) \_\_\_\_\_ arrest on the charge of violating *N.J.S.A.* \_\_\_\_\_ ;  
(date of arrest) (statute)

**EXPUNGEMENT ORDER**  
**(Form C – Continued)**

and remove all records concerning the subsequent criminal proceedings regarding such charge(s), including any conviction(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 any of the above officers or agencies which sent fingerprints and/or any records of the above arrest/conviction 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, which is the subject of this Order, that there is no record.

**IT IS FURTHER ORDERED** that the arrest/conviction, which is the subject of this Order, shall be deemed, in contemplation of law, not to have occurred, and the Petitioner may answer accordingly any question relating to this occurrence except as provided in *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*.

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Judge, Superior Court of New Jersey

## Instructions for Cover Letter (Form D)

1. At the top of the page fill in the date and then in the 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).
2. On the line, which states “Your name,” print your full name.
3. 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 When Filing Papers  
(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 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 (Form E)

1. At the top 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.
3. On the line, which states “Expungement Hearing: (Date), (Time),” fill in the date and time that appear on your copy of the *Order for Hearing*.
4. On the line, which states “Docket No.,” 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*).
5. 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. To fill in the Certified Mail # on the last line of Form E, you must first prepare this package for mailing and purchase the certified mailing postage. Fill in the Certified Mail # from the certified mail receipt you received from the post office.

**Please note that a separate certified mail number must accompany each Form E that you 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.**

7. 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.

**Cover Letter  
(Form E)**

\_\_\_\_\_  
(Date)

Attorney General, State of New Jersey Hughes Justice Complex Post Office Box 080 Trenton, NJ 08625	Superintendent, State Police Expungement Unit Post Office Box 7068 West Trenton, NJ 08628
Prosecutor, _____  _____ (address)  _____ (city, state, zip code)	Municipal Court Clerk _____  _____ (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 Office _____  _____ (address)  _____ (city, state, zip code)	Division of Criminal Justice Records and Identification Unit 25 Market Street Post Office Box 085 Trenton, New Jersey 08625

Re: Expungement Hearing: \_\_\_\_\_ at \_\_\_\_\_ Docket No. \_\_\_\_\_  
(date) (time)

Dear Sir or Madam:

Enclosed are copies of the Petition for Expungement, Order for Hearing, and proposed Final Order in this matter.

Sincerely,

\_\_\_\_\_  
(your signature)

\_\_\_\_\_  
(your name)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(city, state, zip code)

Certified Mail No. \_\_\_\_\_



## 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 docket number.
4. In the box where it states "In the Matter of the Expungement of the Criminal 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. Sign and date this form at the bottom.
8. 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)

Superior Court of New Jersey  
Law Division  
County \_\_\_\_\_  
(where you are filing)  
Docket No. \_\_\_\_\_  
(fill in docket number)

**Appearing Pro Se**

In the Matter of the Expungement of the  
Criminal Records of  
\_\_\_\_\_  
(your name)

**Civil Action  
Proof of Notice**

On \_\_\_\_\_, I mailed a copy of the Petition for Expungement, Order for Hearing  
(date)  
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
- Chief(s) of the \_\_\_\_\_ Police Department(s)
- Clerk(s) of the \_\_\_\_\_ Municipal Court(s)
- The Warden of the \_\_\_\_\_ Jail/Prison
- The \_\_\_\_\_ County Probation Department
- 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 (Form G)

1. At the top 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.
3. On the line which states “Your name,” print your full name as it appears on your *Expungement Order*.
4. On the line which states “Docket No.,” fill in the docket number that appears on your *Expungement Order*.
5. Sign your name on the line that states “Your signature.”
6. To fill in the Certified Mail # on the last line of Form G, you must first prepare this document for mailing and purchase the certified mailing postage. Fill in the Certified Mail # from the certified mail receipt you received from the post office.

**Please note that a separate certified mail number must accompany each Form G that you 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.

**Cover Letter  
(Form G)**

\_\_\_\_\_  
(date)

Attorney General, State of New Jersey Hughes Justice Complex Post Office Box 080 Trenton, NJ 08625	Superintendent, State Police Expungement Unit Post Office Box 7068 West Trenton, NJ 08628
Prosecutor, _____ _____ (address) _____ (city, state, zip code)	Municipal Court Clerk _____ _____ (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 Office _____ _____ (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 Identification Bureau _____ _____ (address) _____ (city, state, zip code)	

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

\_\_\_\_\_  
(your name)

\_\_\_\_\_  
(docket no.)

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)

Certified Mail No. \_\_\_\_\_

## Criminal Case Management Offices

All Counties: Filing fee: \$52.50, Payee: State of N.J. Treasurer

### Atlantic County

Superior Court of Atlantic County  
Expungement Clerk  
4997 Unami Boulevard  
Mays Landing, NJ 08330  
(609) 625-7000

### Gloucester County

Criminal Case Manager  
Hunter and Euclid Streets  
Woodbury, NJ 08096  
(609) 453-4300

### Ocean County

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

### Bergen County

Criminal Case Management Office  
Bergen County Justice Center  
Room 119 10 Main Street  
Hackensack, NJ 0760  
(201) 527-2400

### Hudson County

Criminal Records  
Criminal Case Management  
Administration Bldg.  
595 Newark Ave., Rm 104  
Jersey City 07306  
(201) 217-5217

### Passaic County

Superior Court  
Criminal Division  
77 Hamilton Street, 2nd Floor  
Paterson, NJ 07505  
(973) 247-8402

### Burlington County

Burlington County Courthouse  
Processing Office  
Floor 49 Rancocas Road, 1st floor  
Mount Holly, NJ 08060  
(609) 518-2573

### Hunterdon County

Criminal Division  
Hunterdon Justice Center  
65 Park Avenue  
Flemington, NJ 08822  
(908) 237-5840

### Salem County

Criminal Case Management  
92 Market Street  
P.O. Box 78  
Salem, NJ 08079  
(609) 935-7510, Ext. 8279

### Camden County

Hall of Justice  
Expungement Section  
101 South Fifth Street  
Camden, NJ 08103  
(609) 225-8037

### Mercer County

Mercer County Superior Court  
Criminal Records Expungement Unit  
209 South Broad St., Room 200  
Trenton, NJ 08650  
(609) 989-6613

### Somerset County

20 North Bridge Street  
P.O. Box 3000  
Somerville, NJ 08876  
(908) 231-7600 Ext. 7628

### Cape May County

Criminal Case Management  
9 N. Main Street  
Cape May Court House NJ 08210  
(609) 463-6550

### Middlesex County

Middlesex County Court House  
Criminal Records  
56 Paterson Street,  
P.O. Box 964  
New Brunswick, NJ 08903-0964  
(732) 519-3859

### Sussex County

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

### Cumberland County

Criminal Case Manager  
P.O. Box 757  
Bridgeton, NJ 08302  
(609) 453-4300

### Monmouth County

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

### Union County

Criminal Division  
2 Broad Street  
Elizabeth, NJ 07207  
(908) 659-4660

### Essex County

Veterans Courthouse  
Criminal Records Office  
50 West Market Street  
Room 1012  
Newark, NJ 07102  
(973) 693-6863

### Morris County

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

### Warren County

Criminal Case Management  
P.O. Box 900  
Belvidere, NJ 07823  
(908) 475-6990

## County Prosecutor Offices

### Atlantic County

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

### Bergen County

Justice Center  
10 Main Street  
Hackensack, NJ 07601-7681  
Phone: (201) 646-2300  
Fax: (201) 646-3794

### Burlington County

County Courts Facility  
49 Rancocas Road  
P.O. Box 6000  
Mount Holly, NJ 08060  
Phone: (609) 265-5035  
Fax: (609) 265-5007

### Camden County

25 North Fifth Street  
Camden, NJ 08102-1231  
Phone: (856) 225-8400  
Fax: (856) 963-0080

### Cape May County

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

### Cumberland County

43 Fayette Street  
Bridgeton, NJ 08302  
Phone: (856) 453-0486  
Fax: (856) 451-1507

### Essex County

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

### Gloucester County

P.O. Box 623  
Woodbury, NJ 08096  
Phone: (856) 384-5500  
Fax: (856) 384-8624

### Hudson County

Admin. Building  
595 Newark Avenue, 6th Floor  
Jersey City, NJ 07306  
Phone: (201) 795-6400  
Fax: (201) 795-3365

### Hunterdon County

Justice Center  
65 Park Avenue  
P.O. Box 756  
Flemington, NJ 08822-0756  
Phone: (908) 788-1129  
Fax: (908) 806-4618

### Mercer County

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

### Middlesex County

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

### Monmouth County

Court House, East Wing  
71 Monument Park, 3rd Floor  
Freehold, NJ 07728-1261  
Phone: (732) 431-7160  
Fax: (732) 409-3673

### Morris County

Admin. & Records Building  
P.O. Box 900  
Morristown, NJ 07963-0900  
Phone: (973) 285-6200  
Fax: (973) 285-6226

### Ocean County

119 Hooper Avenue  
P.O. Box 2191  
Toms River, NJ 08754  
Phone: (732) 929-2027  
Fax: (732) 506-5088

### Passaic County

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

### Salem County

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

### Somerset County

40 North Bridge Street  
P.O. Box 3000  
Somerville, NJ 08876  
Phone: (908) 231-7100  
Fax: (908) 704-0056

### Sussex County

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

### Union County

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

### Warren County

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

## County Identification Bureaus

### **Atlantic County**

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

### **Gloucester County**

Gloucester County Sheriff  
Criminal Justice Complex  
P.O. 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  
Administrative Building  
595 Newark Avenue  
Jersey City, NJ 07306  
Attention: B.C.I.

### **Passaic County**

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

### **Burlington County**

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

### **Hunterdon County**

Hunterdon County Sheriff  
P.O. 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  
P.O. Box 769  
Camden, NJ 08101  
Attention: I. D. Bureau

### **Mercer County**

Mercer County Sheriff  
P.O. Box 8068  
Trenton, NJ 08650

### **Somerset County**

Somerset County Sheriff  
P.O. 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 N. Laurel Street  
Bridgeton, NJ 08302  
Attention: I.D. Bureau

### **Monmouth County**

Monmouth County  
Criminal Identification Bureau  
50 E. 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  
P.O. Box 900  
Morristown, NJ 07963-900  
Attention: C.I.D.

### **Warren County**

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