



## 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](http://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 <b>does not include</b> 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.

**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, 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.

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. If your case was a municipal court matter(s), you should contact the appropriate municipal court(s) for the total amount still owed. For a full listing of Municipal Courts please visit [njcourts.gov](http://njcourts.gov).

If you had a legal name change, you must attach a copy of your court order. To get a copy of your court order, you should contact the county courthouse in the county where the case was heard. However, if your name change was requested and granted as a part of your divorce, you do not need to attach the divorce order with your petition.

**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.**

## Steps for Filing

### Special Expungements

If you are seeking 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 before filing for an expungement.

If you are filing for an expungement of **only** the marijuana or hashish offenses included in N.J.S.A. 2C:52-5.1, you only need to complete the Petition (Form A) and the Expungement Order (Form C). If you use the Cover Letter to Court - For Filing (Form D), you should delete the reference to the Order for Hearing in the first sentence because you do not need to attach the Order for Hearing (Form B) with your petition. You do **not** need to complete the

- Verification (Form A – Continued) page,
- Order for Hearing (Form B),
- Cover Letter – Notice of Hearing (Form E), or the
- Proof of Notice (Form F).

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

### **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](http://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 <https://www.state.nj.us/lps/njsp/> 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 the following forms:**

#### ***Petition for Expungement (Form A)***

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.

#### ***Order for Hearing (Form B)***

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.

### **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.

#### **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 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, 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 or the electronic confirmation of mailing 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 or the electronic confirmation of mailing (see box below) 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 or the electronic confirmation of mailing 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 or the electronic confirmation of mailing 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 or the electronic confirmation of mailing 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.

### For Granted Expungements - 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 or the electronic confirmation of mailing 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 Docket Number.” Leave this space blank. This number is assigned by Criminal Division staff.
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, “I, \_\_\_\_\_,” fill in your full name.
6. Where it states “residing at,” fill in your current address.
7. 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.

8. 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.
  - 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. If your case was a municipal court matter, you should contact the appropriate municipal court(s) for the total amount still owed. For a full listing of Municipal Courts please visit [njcourts.gov](http://njcourts.gov).

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

9. 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”.
10. On **Form A - Continued** select the first checkbox **only** if you are seeking an expungement after four years pursuant to N.J.S.A. 2C:52-2(a)(2), or after three years pursuant to N.J.S.A. 2C:52-3(b)(2), but less than five years have passed since your most recent conviction, payment of court-ordered financial assessment, satisfactory completion of probation or parole, or release from incarceration, whichever is later, **and** you have not otherwise been convicted of a crime, disorderly persons offense, or petty disorderly persons offense since the most recent conviction. Explain the compelling circumstances for this request.

Select the second checkbox **only** if you are seeking an expungement pursuant to N.J.S.A. 2C:52-2(c)(3) of a third or fourth degree controlled dangerous substance crime. Explain the compelling circumstances for this request.

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.
15. In paragraph 3 of the **Verification** page, select the checkbox **only** if you had a legal name change. Explain your name change, including your prior legal name, and the date of the court order for the name change. You must also attach the court order for your name change. However, if your name change was requested and ordered at the time of your divorce, you do not need to attach the divorce order.
16. 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 <b>Verification</b> page in the presence of a Notary who will then affix their seal to this page.
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**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  
Docket Number: \_\_\_\_\_  
(leave blank – clerk  
will fill in)

**Civil Action  
Petition for Expungement**

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.
- 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.

## Petition for Expungement (Form A)

- 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 – Addendum Page**

**If you have no other arrests, do not include this page in your petition.  
If you do have additional arrests, use one addendum page for each arrest. Number each paragraph in the space provided, starting with “2”.**

\_\_\_\_. 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.

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  
(number) in the amount of \$ (amount).

**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.

**Check only if this applies and explain the compelling circumstances:**

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

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

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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 pursuant to N.J.S.A. 2C:52-2, and I have never been granted an expungement, sealing or similar relief regarding a criminal conviction, by any state or federal court.
  - I have legally changed my name. I have explained the details of my name change(s) below, included my previous legal name(s), and the date of the court order for the name change(s).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 Docket Number.” Leave this space blank. The court clerk will give you an expungement docket 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.

(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 \_\_\_\_\_  
Docket 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 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 Docket Number” leave this space blank. For cases filed in the Criminal Division, the court clerk will give you an expungement docket 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 “Expungement Order” is a “Check only if applies” section:
  - Check the first checkbox **only** for expungements that involve a successful graduation from drug court that occurred prior to April 18, 2016.
  - Check the second checkbox **only** for expungements of the marijuana or hashish offenses included in N.J.S.A. 2C:52-5.1.
  - Check the third box **only** for a Clean Slate Expungement pursuant to N.J.S.A. 2C:52-5.3 (Expungement of one or more crimes, disorderly persons or petty disorderly persons offenses, or a combination of one or more crimes and offenses filed ten years from the most recent conviction, payment of any court-ordered financial assessment, satisfactory completion of probation or parole, or release from incarceration, whichever is later).
6. 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.
7. Leave the next three spaces blank where it states “IT IS ORDERED this \_\_\_\_day of \_\_\_\_\_, \_\_\_\_\_.” They will be filled in by the court.
8. 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.
9. 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.
10. 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.
11. 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 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.

12. 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).
13. After “all information relating to,” fill in your full name.
14. 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.
15. 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 \_\_\_\_\_.”
16. Leave the section on monies that are still owed blank. The court will complete this section, if appropriate.
17. 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) \_\_\_\_\_

### 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  
Docket Number: \_\_\_\_\_  
(leave blank – clerk will  
fill in)

### Civil Action

### Expungement Order

#### Check only if applicable:

- Successful graduation from drug court prior to 4/18/2016 pursuant to N.J.S.A. 2C:35-14(m).
- Expungement of the marijuana or hashish offenses included in N.J.S.A. 2C:52-5.1.
- Clean Slate Expungement pursuant to N.J.S.A. 2C:52-5.3.

This matter having been brought to the Court by

(your name) \_\_\_\_\_ whose date of birth is (date) \_\_\_\_\_, and  
State Bureau of Identification (SBI) number, if available, is (SBI number, if available) \_\_\_\_\_, and

**HAVING FOUND** that the requirements for an 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 Division(s),

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

**Expungement Order (Form C - Continued)**

(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) \_\_\_\_\_;

(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**

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 \$ \_\_\_\_\_

**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.

### Expungement Order (Form C - Continued)

**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.

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Judge, Superior Court of New Jersey

## **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 Docket 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/electronic confirmation for your records.

## Cover Letter – Notice of Hearing (Form E)

\_\_\_\_\_ (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 in Transfer Cases only) _____ (address) _____ (city, state, zip code)
Superintendent _____ (name of institution for juveniles only) _____ (address) _____ (city, state, zip code)	County Sheriff, _____ _____ (address) _____ (city, state, zip code)
Division of Criminal Justice Records and Identification Unit 25 Market Street Post Office Box 085 Trenton, New Jersey 08625	

Expungement Docket Number \_\_\_\_\_

Re: Expungement Hearing: \_\_\_\_\_ at \_\_\_\_\_  
 (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)

## 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 Docket 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 or electronic confirmation.
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 or electronic confirmation, to the Court where your hearing is scheduled. Keep a copy of Form F and your certified mail receipts or electronic confirmation 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 \_\_\_\_\_  
Docket Number: \_\_\_\_\_

**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 or electronic confirmation 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 Docket Number,” fill in the expungement docket 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 or electronic confirmation 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 docket 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

<p><b>Atlantic County</b>                  Superior Court of Atlantic County                  Criminal Case Management                  Expungement Clerk                  4997 Unami Blvd                  Mays Landing, NJ 08330                  (609) 402-0100 x47293</p>	<p><b>Gloucester County</b>                  Criminal Division                  Expungement Clerk                  Gloucester County Justice Complex                  70 Hunter St                  Woodbury, NJ 08096                  (856) 878-5050 x15392</p>	<p><b>Ocean County</b>                  Ocean County Superior Court                  Expungement Clerk                  120 Hooper Ave                  Toms River, NJ 08753                  (732) 504-0700 x64281</p>
<p><b>Bergen County</b>                  Criminal Case Management                  Expungement Clerk                  Bergen County Justice Center                  10 Main St, Rm 124                  Hackensack, NJ 07601                  (201) 221-0700 x25054                  (201) 221-0700 x25055</p>	<p><b>Hudson County</b>                  Criminal Case Management                  Expungement Clerk                  Administration Bldg.                  595 Newark Ave, Rm 101                  Jersey City 07306                  (201) 748-4400 x60152</p>	<p><b>Passaic County</b>                  Superior Court                  Criminal Division                  Expungement Clerk                  77 Hamilton St, 2nd Fl                  Paterson, NJ 07505                  (973) 653-2910 x24398</p>
<p><b>Burlington County</b>                  Burlington County Courthouse                  Processing Office                  Expungement Clerk                  49 Rancocas Rd, 1st Fl                  Mount Holly, NJ 08060                  (609) 288-9500 x38239</p>	<p><b>Hunterdon County</b>                  Criminal Division                  Expungement Clerk                  Hunterdon Justice Center                  65 Park Ave                  Flemington, NJ 08822                  (908) 824-9750 x13077</p>	<p><b>Salem County</b>                  Criminal Division                  Expungement Clerk                  Salem County Courthouse                  92 Market St                  Salem, NJ 08079                  (856) 878-5050 x15855</p>
<p><b>Camden County</b>                  Hall of Justice                  Expungement Clerk                  101 South 5th St                  Camden, NJ 08103                  (856) 379-2200 x3339</p>	<p><b>Mercer County</b>                  Mercer County Criminal Courthouse                  Criminal Records                  Expungement Clerk                  400 South Warren St, Rm 109                  Trenton, NJ 08650                  (609) 571-4200 x74048</p>	<p><b>Somerset County</b>                  Criminal Case Management                  Expungement Clerk                  20 North Bridge St                  PO Box 3000                  Somerville, NJ 08876                  (908) 332-7700 x13233</p>
<p><b>Cape May County</b>                  Criminal Case Management                  Expungement Clerk                  9 North Main St                  Cape May Court House NJ 08210                  (609) 402-0100 x47426</p>	<p><b>Middlesex County</b>                  Middlesex County Court House                  Criminal Records                  Expungement Clerk                  56 Paterson St, PO Box 964                  New Brunswick, NJ 08903-0964                  (732) 645-4300 x88155</p>	<p><b>Sussex County</b>                  Sussex County Judicial Center                  Criminal Division                  Expungement Clerk                  43-47 High St                  Newton, NJ 07860                  (862) 397-5700 x75301</p>
<p><b>Cumberland County</b>                  Criminal Division                  Expungement Clerk                  60 W Broad Street                  Bridgeton, NJ 08302                  (856) 878-5050 x15492</p>	<p><b>Monmouth County</b>                  Criminal Division                  Expungement Clerk                  71 Monument Park, P.O. Box 1271                  Freehold, New Jersey 07728                  (732) 358-8700 x87350</p>	<p><b>Union County</b>                  Criminal Division                  Expungement Clerk                  2 Broad St                  Elizabeth, NJ 07207                  (908) 787-1650 x21079                  (908) 787-1650 x21079</p>
<p><b>Essex County</b>                  Veterans Courthouse                  Criminal Records Office                  Expungement Clerk                  50 West Market St, Rm 1012                  Newark, NJ 07102                  (973) 776-9300 x56587                  (973) 776-9300 x57328</p>	<p><b>Morris County</b>                  Superior Court of New Jersey                  Criminal Records Department                  Expungement Clerk                  PO Box 910                  Morristown, NJ 07963                  (862) 397-5700 x75238</p>	<p><b>Warren County</b>                  Criminal Case Management                  Expungement Clerk                  PO Box 900                  Belvidere, NJ 07823                  (908) 750-8100 x13379</p>



## 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, 4<sup>th</sup> Floor  
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 08103  
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, 3<sup>rd</sup> Floor  
P.O. Box 2191  
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  
520 Market St. 1st Floor  
Camden, NJ 08102  
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 Sheriff Office  
Criminal Identification Bureau  
2500 Kozloski Road  
Freehold, New Jersey 07728  
Attention: I.D. Bureau

### **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. 2<sup>nd</sup> 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  
856-650-9100 ext. 43490

### 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- 878-5050 ext. 15720

### Essex County

Family Division Manager  
Essex Family Court  
Robert N. Wilentz Bldg.  
212 Washington Street  
10<sup>th</sup> 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  
856-878-5050 ext. 15590

### 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  
732-358-8700 87260

### Morris County

Family Division Manager  
Morris County Courthouse  
P.O. Box 910  
56 Washington St.  
Morristown, NJ 07963-0910  
862-379-5700 ext. 75190

### Ocean County

Family Division Manger  
Ocean County Justice Complex  
P.O. Box 2191  
120 Hooper Ave. Rm. 240  
Toms River, NJ 08754  
732-504-0700 ext. 64470

### Passaic County

Family Division Manager  
Passaic County Administration Bldg.  
401 Grand St. 8<sup>th</sup> Floor, Suite 819  
Paterson, NJ 07505  
973-653-2910 ext. 24430

### 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  
862-379-5700 ext. 75310

### Union County

Family Division Manager  
Union Co. Courthouse, Cherry St. Annex  
2 Cherry St.  
Elizabeth, NJ 07207  
908-787-1650 ext. 22300

### 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 ext. 47160

### Bergen County

Vicinage Chief Probation Officer  
Bergen County Probation Division  
39 Hudson St  
Hackensack, NJ 07601  
(201) 221-0700 ext. 25454

### Burlington County

Vicinage Chief Probation Officer  
Burlington County Probation Division  
49 Rancocas Rd  
PO Box 6555  
Mt. Holly, NJ 08060  
(609) 288-9500 ext. 38011

### 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) 650-9100 ext. 43280

### 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 ext. 47190

### Cumberland County

Vicinage Chief Probation Officer  
Cumberland County Probation Division  
Courthouse  
60 West Broad Street  
Bridgeton, NJ 08302  
(856) 878-5050 ext. 15020

### Essex County

Vicinage Chief Probation Officer  
Essex County Probation Division  
60 Evergreen Pl, 8th Fl  
East Orange, NJ 07018  
(973) 776-9300 ext. 53201

### Gloucester County

Vicinage Chief Probation Officer  
Gloucester County Probation Division  
5 Points Plaza  
1893 Hurffville Rd  
Sewell, NJ 08080  
(856) 878-5050 ext. 15750

### Hudson County

Vicinage Chief Probation Officer  
Hudson County Probation Division  
595 Newark Ave, Rm 106  
Jersey City, NJ 07306  
(201) 748-4400 ext. 60399

### Hunterdon County

Vicinage Chief Probation Officer  
Hunterdon County Probation Division  
65 Park Ave  
Flemington, NJ 08822  
(908) 332-7700 ext. 13860

### Mercer County

Vicinage Chief Probation Officer  
Mercer County Probation Division  
175 South Broad St  
PO Box 8068  
Trenton, NJ 08650-0068  
(609) 571-4200 ext. 74210

### Middlesex County

Vicinage Chief Probation Officer  
Middlesex County Probation Division  
189 New Street  
P.O. Box 789  
New Brunswick, NJ 08903  
(732) 645-4300 ext. 88585

### Monmouth County

Vicinage Chief Probation Officer  
Monmouth County Probation Division  
2407 Rte 66  
Ocean, NJ 07712  
(732) 358-8700 ext. 87320

### Morris County

Vicinage Chief Probation Officer  
Morris County Probation Division  
Courthouse  
PO Box 910  
Morristown, NJ 07963-0910  
(862) 397-5700 ext. 75567

### Ocean County

Vicinage Chief Probation Officer  
Ocean County Probation Division  
120 Hooper Ave  
Toms River, NJ 08754  
(732) 504-0700 ext. 65410

### Passaic County

Vicinage Chief Probation Officer  
Passaic County Probation Division  
55 Dale Avenue  
Paterson, NJ 07505  
(973) 653-2910 ext. 24147

### Salem County

Vicinage Chief Probation Officer  
Salem County Probation Division  
85 Market St  
Salem, NJ 08079  
(856) 878-5050 ext. 15954

### Somerset County

Vicinage Chief Probation Officer  
Somerset County Probation Division  
North Bridge & Main St  
PO Box 3000  
Somerville, NJ 08876-1262  
(908) 332-7700 ext. 13760

### Sussex County

Vicinage Chief Probation Officer  
Sussex County Probation Division  
43-47 High St  
Newton, NJ 07860  
(862) 397-5700 ext. 75567

### Union County

Vicinage Chief Probation Officer  
Union County Probation Division  
1143-45 East Jersey St  
Elizabeth, NJ 07207  
(908) 787-1650 ext. 21617

### Warren County

Vicinage Chief Probation Officer  
Warren County Probation Division  
413 2nd St  
PO Box 900  
Belvidere, NJ 07823-1500  
(908) 332-7700 ext. 13960