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. 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.

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/prose/index.htm). 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 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.

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	Diversion - Juvenile Conference Committee or 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 a juvenile intake conference. If conditions entered into by these diversions are met, then it results in a dismissal of the case, and no appearance before a judge is required.
Indictable Offense:	A criminal offense that includes first, second, third and fourth degree crimes. An indictable offense does not include disorderly persons, petty disorderly persons or municipal ordinance violations.

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

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 as an adult or when you were taken into custody as a juvenile.
- The statute(s) and the offense(s) for which you were arrested, taken into custody as a juvenile, convicted or adjudicated delinquent.
- The original indictment, accusation, summons, docket number, warrant number or complaint number. Include all, if more than one.
- The date of the disposition, which could be the date of the conviction or adjudication of delinquency, date of not guilty verdict or date of dismissal.
- The specific punishment or other disposition.

If you 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 clerk 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.

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

Step 2: Complete These Forms

Form A - Petition For Expungement

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

You must then file the petition in the county where you were arrested as an adult or taken into custody as a juvenile. If you were arrested as an adult or taken into custody as a juvenile 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 Public because this page must bear a notary seal.

Form B - Order For Hearing

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

Form C - Expungement Order

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

Step 3: File and Serve the Forms

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

Form D - Cover Letter

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 **Treasurer, State of N.J.**

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, 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 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 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, enrolled into the Pretrial Intervention Program, 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.

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 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.

Form F - Proof of Notice

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

Step 5: Go to the Hearing

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

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

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

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

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

Step 6: Distribute Your Finalized Expungement Order

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

- The Attorney General of New Jersey.
- The Superintendent of State Police, Expungement Unit.
- The County Prosecutor.
- The 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 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, enrolled into the Pretrial Intervention Program, 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.

Step 6: Continued

- 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

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 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.

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/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 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, docket number, warrant number, or complaint number(s).

10. In paragraph 4, **fill this in <u>ONLY</u> 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 <u>ONLY</u> if you were convicted, adjudicated delinquent or pled guilty to the charges**. Then, fill in the date on which you pled or were found guilty or adjudicated delinquent, the name of the offense you pled guilty to, and the law under which you pled guilty (example, *N.J.S.A*. 2C:33-4 (harassment)). **Remember**, this is the law under which you pled or were found guilty, not the law under which you were arrested. You must also include the sentence or disposition. For example, the sentence/disposition could have been jail/prison/incarceration time, a fine or probation, or a combination of these. You should indicate the date that you were released from jail/prison/incarceration, 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 Public 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/adjudication 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 or adjudication of delinquency. 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.**

Print All Forms | Clear All Forms

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/Juvenile Records of

_____
(your name)

Civil Action

Petition for Expungement

I, _____, residing at _____
(your name) (address)

_____SAY.
(address - continued)

1. My date of birth is _____.

2. I was arrested/taken into custody 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/Docket number was _____.

*4. On _____, the charge of _____
(name of offense)
was dismissed by _____ after conditional discharge, pretrial
(name of court)
intervention program, juvenile conference committee, intake service conference or deferred disposition was successfully completed.

> * If you did not have a conditional discharge, pretrial intervention, juvenile conference committee, intake service conference or deferred disposition, cross out "after conditional discharge, pretrial intervention program, juvenile conference committee, intake service conference or deferred disposition was successfully completed." **If you were convicted or adjudicated delinquent of the offense described above, cross out paragraph 4 completely.**

Petition for Expungement
(Form A - Continued)

*5. On _____, I was found guilty / adjudicated delinquent of the charge of

_____, in violation of *N.J.S.A.* _____
(name of offense) (statute)

and was sentenced to _____.

I completed jail/prison/ incarceration time on _____; probation on _____
and I paid the fine on _____

> * If you were not found guilty or adjudicated delinquent, cross out paragraph 5 completely.
> If you were not sentenced to jail/prison time/incarceration, 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/ taken into custody 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/Docket number was

_____.

*8. On _____, the charge of _____
(name of offense)

was dismissed by _____ after conditional discharge, pretrial
(name of court)

intervention program, juvenile conference committee, intake service conference or deferred disposition was successfully completed.

> * If you did not have a conditional discharge, pretrial intervention program, juvenile conference committee, intake service conference or deferred disposition, cross out "after conditional discharge, pretrial intervention program, juvenile conference committee, intake service conference or deferred disposition was successfully completed."
> **If you were convicted or adjudicated delinquent of the offense described above, cross out paragraph 8 completely.**

Petition for Expungement
(Form A - Continued)

*9. On _____, I was found guilty / adjudicated delinquent of the charge of

_____, in violation of *N.J.S.A.* _____
(name of offense) (statute)

and was sentenced to _____.

I completed jail/prison/ incarceration time on _____; probation on _____
and I paid the fine on _____

> * If you were not found guilty or adjudicated delinquent, cross out paragraph 9 completely.
> If you were not sentenced to jail/prison/incarceration 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/ taken into custody 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/Docket number was

_____.

*12. On _____, the charge of _____
(name of offense)

was dismissed by _____ after conditional discharge, pretrial
(name of court)

intervention program, juvenile conference committee, intake service conference or deferred disposition was successfully completed.

> * If you did not have a conditional discharge, pretrial intervention program, juvenile conference committee, intake service conference or deferred disposition, cross out "after conditional discharge, pretrial intervention program, juvenile conference committee, intake service conference or deferred disposition was successfully completed."
> **If you were convicted or adjudicated delinquent of the offense described above, cross out paragraph 12 completely.**

Petition for Expungement
(Form A - Continued)

*13.On _____, I was found guilty / adjudicated delinquent of the charge of

_____, in violation of *N.J.S.A.* _____
(name of offense) (statute)

and was sentenced to _____.

I completed jail/prison/ incarceration time on _____; probation on _____
and I paid the fine on _____

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

NOTE: **If you have additional arrests as an adult or were taken into custody as a juvenile by the police, 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/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)

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/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 with 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 in more than one county, enter the names of each county.

8. On the lines "Clerk(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 in more than one town, enter the names of each town.

9. On the line "Chief of the _____ County Probation Division, fill in the county name for the probation division, if you were granted a conditional discharge, enrolled into the Pretrial Intervention Program, 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 the probation division was not involved in your case, you may cross this off.

10. On the lines "The Warden(s) of the _____ Jail(s) / Prison(s)" and "The Superintendent(s) of _____ (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 "_____ County Family Division," fill in the county name if you are requesting the expungement of a juvenile delinquency matter. Otherwise, you may cross this off.

12. 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/Juvenile Records of

_____
(your name)

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),

Chief of the _____ County Probation Department

The Warden of the _____ Jail/Prison

The Superintendent of _____ (for juveniles only)

_____ County Family Division

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/Juvenile 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 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 in more than one county, enter the names of each county.

8. On the lines "Clerk(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 in more than one town, enter the names of each town.

9. On the line "Chief of the _____ County Probation Division, fill in the county name for the probation division, if you were granted a conditional discharge, enrolled into the Pretrial Intervention Program, 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 the probation division was not involved in your case, you may cross this off.

10. On the lines "The Warden(s) of the _____ Jail(s) / Prison(s)" and "The Superintendent(s) of _____ (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 lines "Deputy Clerk of the Superior Court of New Jersey, _____ County" fill in the county or counties where your records will be expunged.

12. After "all information relating to," print where indicated your complete name.

13. Fill in the dates you were arrested and the law(s) under which you were arrested. If you have more than three arrests, attach a separate sheet of paper with the information about the additional arrests.

14. 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/Juvenile Records of

_____
(your name)

Civil Action

Expungement Order

This matter having been opened to the Court upon the Verified Petition of

_____ whose date of birth is _____ and
(your name) (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

The Warden of the _____ Jail/Prison

The Superintendent of _____ (for juveniles only)

Deputy Clerk of the Superior Court of New Jersey, _____ County, remove from their records all information relating to

_____'s
(your name)

(1) _____ arrest/custody on the charge of violating *N.J.S.A.* _____;
(date of arrest) (statute)

(2) _____ arrest/custody on the charge of violating *N.J.S.A.* _____;
(date of arrest) (statute)

(3) _____ arrest/custody on the charge of violating *N.J.S.A.* _____;
(date of arrest) (statute)

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 any of the above officers or agencies which sent fingerprints and/or any records of the above arrest/conviction/adjudication/disposition and proceedings to the Federal Bureau of Investigation or any other office or agency shall notify same of this Order and that the agencies designated to retain such records take sufficient precautions to insure that such records and information are not released.

IT IS FURTHER ORDERED that any records, or the information therein, shall not be released except as provided under the provision of *N.J.S.A.* 2C:52-1, *et seq.* and that the persons designated to retain control over expunged records take sufficient precautions to insure that such records and information are not released.

IT IS FURTHER ORDERED that in response to requests for information or records, the court office or law enforcement agency shall reply with respect to the arrest/conviction/adjudication/disposition, which is the subject of this Order, that there is no record.

IT IS FURTHER ORDERED that the arrest/conviction/adjudication/disposition, which is the subject of this Order, shall be deemed, 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.

_____
Judge, Superior Court of New Jersey

Instructions for Cover Letter (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 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/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 (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.

3. 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*.

4. On the line that 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 No." 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 No." 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)	Superintendent_____ (name of place of incarceration) _____ (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
County Family Division _____ _____ (address) _____ (city, state, zip code)	

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/Juvenile Records of _____," print your full name.

5. Fill in the date that you mailed copies of the filed *Petition for Expungement*, the *Order for Hearing*, and the proposed *Expungement Order* to each agency. The date will be found on your certified mail receipts.

6. Fill in the location (town or county) for each agency to which you sent your expungement package.

7. 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)

Appearing Pro Se

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

Docket No. _____
(fill in docket number)

In the Matter of the Expungement of the Criminal/Juvenile 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 Superintendent of _____ (for juveniles only)

The _____ County Probation Division

The Division of Criminal Justice, Records and Identification Unit

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

_____ _____
(your signature) (date)

Instructions for Cover Letter (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.

3. On the line that states "your name," print your full name as it appears on your *Expungement Order*.

4. On the line that states "docket no.," fill in the docket number that appears on your *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 No." on the last line of Form G, you must first prepare this package for mailing and purchase the certified mailing postage. Fill in the "Certified Mail No." from the certified mail receipt you received from the post office.

7. **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.**

8. 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)	Superintendent _____ (name of place of incarceration) _____ (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) (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)

_____
(your name)

_____
(address)

_____
(city, state, zip code)

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 Blvd
Mays Landing, NJ 08330
(609) 909-8147

Bergen County
Criminal Case Management Office
Bergen County Justice Center
Rm 119
10 Main St
Hackensack, NJ 0760
(201) 795-6701

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

Camden County
Hall of Justice
Expungement Section
101 South 5th St
Camden, NJ 08103
(856) 379-2200 ext. 3364

Cape May County
Criminal Case Management
9 North Main St
Cape May Court House NJ 08210
(609) 463-6550

Cumberland County
Criminal Case Manager
PO Box 757
Bridgeton, NJ 08302
(609) 453-4300

Essex County
Veterans Courthouse
Criminal Records Office
50 West Market St
Rm 1012
Newark, NJ 07102
(973) 693-6863

Gloucester County
Criminal Case Manager
Hunter and Euclid Sts
Woodbury, NJ 08096
(856) 853-3200

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

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

Mercer County
Mercer County Superior Court
Criminal Records Expungement Unit
209 South Broad St, Rm 200
Trenton, NJ 08650
(609) 571-4127

Middlesex County
Middlesex County Court House
Criminal Records
56 Paterson St
PO Box 964
New Brunswick, NJ 08903-0964
(732) 519-3859

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

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

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

Passaic County
Superior Court
Criminal Division
77 Hamilton St, 2nd Fl
Paterson, NJ 07505
(973) 247-8402

Salem County
Criminal Case Management
92 Market St
PO Box 78
Salem, NJ 08079
(609) 935-7510, Ext. 8279

Somerset County
Criminal Case Management
20 North Bridge St
PO Box 3000
Somerville, NJ 08876
(908) 231-7600 Ext. 7628

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

Union County
Criminal Division
2 Broad St
Elizabeth, NJ 07207
(908) 659-4660

Warren County
Criminal Case Management
PO Box 900
Belvidere, NJ 07823
(908) 475-6990

County Prosecutor Offices

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

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

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

Camden County
25 North 5th St
Camden, NJ 08102-1231
Phone: (856) 225-8400
Fax: (856) 963-0080

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

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

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

Gloucester County
PO Box 623
Woodbury, NJ 08096
Phone: (856) 384-5500
Fax: (856) 384-8624

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

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

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

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

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

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

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

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

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

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

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

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

Warren County
Court House
413 Second St
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

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

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

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

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

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

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

Gloucester County
Gloucester County Sheriff
Criminal Justice Complex
PO Box 376
Woodbury, NJ 08096

Hudson County
Hudson County Sheriff
Administration Building
595 Newark Ave
Jersey City, NJ 07306
Attention: B.C.I.

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

Mercer County
Mercer County Sheriff
PO Box 8068
Trenton, NJ 08650

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

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

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

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

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

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

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

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

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

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

DIRECTORY OF SUPERIOR COURT FAMILY DIVISION OFFICES

Below is a list of addresses and phone numbers for every Family Division in New Jersey. You must send your Motion to Increase or Decrease Child Support or Alimony Payments to the county where you are filing your case. Use this list of addresses to find the appropriate Superior Court to file your case.

Atlantic County
Atlantic County Civil Courthouse
Family Division, Direct Filing
1201 Bacharach Blvd., West Wing
Atlantic City, NJ 08401
(609)-345-6700

Bergen County
Justice Center, Room 119
10 Main Street
Hackensack, NJ 07601
(201)-527-2300

Burlington County
Burlington County Central Processing Office
Attention: Dissolution Intake
Courts Facility, 1st Floor
49 Rancocas Road
Mount Holly, NJ 08060
(609)-518-2621

Camden County
Camden County Family Division
Hall of Justice 2nd Floor
101 S. 5th Street
Camden, NJ 08103-4001
(856) 379-2204

Cape May County
Superior Court Chancery, Family Part
4 Moore Road
Cape May Courthouse, NJ 08210
(609)-463-6600

Cumberland County
Cumberland County Family Division
60 W. Broad St.
Bridgeton, NJ 08302
856-453-4564

Essex County
Family Division Dissolution Unit
Wilentz Justice Complex, Room 113
212 Washington Street
Newark, NJ 07102
(973)-693-6710

Family Division Non-Dissolution Unit
Wilentz Justice Complex, Room 1365
212 Washington Street
Newark, NJ 07012
(973)-693-5560 or (973)-693-5520

Gloucester County
Family Division
Gloucester County Justice Complex
70 Hunter Street
Woodbury, NJ 08096
(856)-686-7400

Hudson County
Family Intake Team
Administration Bldg., Room 203
595 Newark Avenue
Jersey City, NJ 07306
(201)-795-5668

Hunterdon County
Family Case Management Office
Hunterdon County Justice Center
65 Park Avenue
Flemington, NJ 08822

Mercer County
Family Case Management Office
175 S. Broad St., 2nd Floor
P.O. Box 8068
Trenton, NJ 08650-0068
(609) -571-4200

Middlesex County
Family Part Intake Reception Team
Family Courthouse
120 New St.
P.O. Box 2691
New Brunswick, NJ 08903-2691
(732)-981-3008

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

Morris County
Morris County Family Division
Morris County Courthouse Family Intake
Washington and Court Streets
P.O. Box 910
Morristown, NJ 07963
973-656-4346

Ocean County
Ocean County Dissolution Unit
214 Justice Complex
120 Hooper Avenue
Toms River, NJ 08754
(732)-929-2033

Passaic County
Passaic County Superior Court Family Part
County Administration Bldg. 8th Floor
401 Grand Street
Paterson, NJ 07505
(973)-247-8459

Salem County
Family Court Intake Courthouse
92 Market St.
P.O. Box 223
Salem NJ 08079
(856)-935-7510

Somerset County
Family Case Management Office
Courthouse, 2nd Floor
P.O. Box 3000
Somerville, NJ 08876-1262
(908)-231-7600

Sussex County
Sussex County Family Division
Sussex County Judicial Center
43-47 High Street
Newton, NJ 07860
(973)-579-0630

Union County
Dissolution Assignment Office
New Annex Bldg.; Courthouse
2 Broad Street
Elizabeth, NJ 07207
(908)-659-3314

Warren County
Family Division Dissolution Unit
Courthouse
413 Second St.;
P.O. Box 900
Belvidere, NJ 07823-1500
(908)-475-6150

Probation Division Offices

Atlantic County
Vicinage Chief Probation Officer
Atlantic County Probation Division
1201 Bacharach Blvd
PO Box 5129
Atlantic City, NJ 08404

Bergen County
Vicinage Chief Probation Officer
Bergen County Probation Division
133 River St
Hackensack, NJ 07601

Burlington County
Vicinage Chief Probation Officer
Burlington County Probation Division
50 Rancocas Rd
PO Box 6555
Mt. Holly, NJ 08060

Camden County
Vicinage Chief Probation Officer
Camden County Probation Division
6 Executive Campus, Ste 300, Rte 70
PO Box 8107
Cherry Hill, NJ 08002

Cape May County
Vicinage Chief Probation Officer
Cape May County Probation Division
Courthouse
9 Main St
Cape May Courthouse, NJ 08210-1601

Cumberland County
Vicinage Chief Probation Officer
Cumberland County Probation Division
Court House
PO Box 636
Bridgeton, NJ 08302

Essex County
Vicinage Chief Probation Officer
Essex County Probation Division
60 Evergreen Pl, 8th Fl
East Orange, NJ 07018

Gloucester County
Vicinage Chief Probation Officer
Gloucester County Probation Division
PO Box 638
Woodbury, NJ 08096

Hudson County
Vicinage Chief Probation Officer
Hudson County Probation Division
595 Newark Ave, Rm 406
Jersey City, NJ 07306

Hunterdon County
Vicinage Chief Probation Officer
Hunterdon County Probation Division
65 Park Ave
Flemington, NJ 08822

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

Middlesex County
Vicinage Chief Probation Officer
Middlesex County Probation Division
1 JFK Sq
Administration Bldg.
P.O. Box 789
New Brunswick, NJ 08903

Monmouth County
Vicinage Chief Probation Officer
Monmouth County Probation Division
2407 Rte 66
Ocean, NJ 07712

Morris County
Vicinage Chief Probation Officer
Morris County Probation Division
Courthouse
PO Box 910
Morristown, NJ 07963-0910

Ocean County
Vicinage Chief Probation Officer
Ocean County Probation Division
120 Hooper Ave
Toms River, NJ 08754

Passaic County
Vicinage Chief Probation Officer
Passaic County Probation Division
63-65 Hamilton St
Paterson, NJ 07505

Salem County
Vicinage Chief Probation Officer
Salem County Probation Division
85 Market St
Salem, NJ 08079

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

Sussex County
Vicinage Chief Probation Officer
Sussex County Probation Division
43-47 High St
Newton, NJ 07860

Union County
Vicinage Chief Probation Officer
Union County Probation Division
1143-45 East Jersey St
Elizabeth, NJ 07207

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