

## EXPUNGEMENT SEARCHES CHECK LIST

- Check MCCS for arrests that were addressed in municipal court – normally disorderly person’s offense
- Check Promis Gavel for arrests disposed of in Superior Court – normally Indictable offenses
- Capture/ screenshot any records found and forward to VLJ with Volunteer Report Form

## Quick Guide to running MCCS and Promis Gavel Searches

### Municipal Court Case Search (MCCS)

<https://portal.njcourts.gov/webe41/MPAWeb/>

*Title 2C: is the New Jersey code for criminal matters*

- Enter **name**, **date of birth** and/or **complaint number**, then enter the Captcha characters, and hit “submit.”
- **Case List** screen appears. Screenshot each page of the case list. (For an example, page 1 of the case list screen yielded a list of charges; screenshot the list of charges on page 1 and so on.
- Click the **clear bubble** on the left hand side and hit “**View Summary**”
- **Case Summary** screen appears and then hit “**View Additional Details**”
- Capture/ screenshot the “**Complaint Detail**” page
- Located at the bottom of the page where it states “**Charge Information**” – if multiple tabs then click on the additional tabs to view each tab and capture/screenshot that information.

### Promis Gavel

<https://portal.njcourts.gov/webe41/ExternalPGPA/CaptchaServlet>

- Enter the Captcha characters and hit “**I Accept**”  
(*Note, if you have a “pop-up blocker” on your computer, you will not be able to access the additional screen for Promis Gavel*)
- Enter the **name** or **complaint number** and hit “search”
- Review the “**Defendant Name List**”, search for the client’s birth year and click the clear bubble located on the left hand side.
- Hit “**Case List**” and screenshot the case list page then click on the clear bubble located on the left hand side.
- Capture the “**Defendant Detail**” page
- Go to “**Charges**” located at the right hand side
- Hit “**Accusation**”
- Capture “**Indictment/Accusation Detail**” page. Click the downward arrow next to “**Page: 1**” to ensure that you have captured all the pages.
- Once you have captured all of the charges under “**Indictment/Accusation Detail**” go back to the page of **Defendant detail** and hit the “**Sentence**” tab.
- Capture the “**Aggregate Sentence**” page. Click the downward arrow next to “**Page: 1**” to ensure that you have captured all the pages.