

Expungement Process

Administrative Office of the Courts

Court Services Division

Updated June 2022

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Expungement Authority

- Effective July 12, 2021, persons who are eligible for expungement may begin petitioning the courts for relief as provided by the Smart and Safe Arizona Act, Proposition 207. All trial courts shall accept petitions for expungement of records for the arrest, charge, adjudication, conviction, or sentence of any offense cited in A.R.S. § 36-2862.

Expungement Authority

- [Administrative Order 2021-82](#) establishes standardized procedures for justice of the peace, municipal, and superior courts to implement the expungement process.
- [Rule 36, Rules of Criminal Procedure](#), Expunging Marijuana Records and Restoring Civil Rights, governs petitions to expunge records, vacate convictions, and restore civil rights that are filed pursuant to A.R.S. § 36-2862.
- [Administrative Directive 2021-14](#), adopts standardized forms for use in expungement cases. Approved forms include Instructions for Seeking Expungement, Expungement Petition for Superior Court, and Expungement Petition for Municipal/Justice Court, and order forms for limited jurisdiction and superior courts.

Eligible Violations for Expungement

13-3405	Marijuana Violation
13-3405A	Marijuana Violation
13-3405A1	Marijuana-possess/use
13-3405A3	Marijuana-produce
13-3405A4	Marijuana-transport and/or sell
13-3408	Narcotic Drug Violation
13-3408A	Narcotic Drug Violation
13-3408A1	Narcotic Drug-possess/use
13-3408A4	Narcotic-Drug-Manufacture
13-3408A7	Narc Drug-Transp and/or sell
13-3415	Drug paraphernalia Violation
13-3415A	Drug paraphernalia-possess/use
13-3415B	Drug paraphernalia-deliver/mfg

Automation Updates

New
Disposition
Code

New Event
Codes

New Case
Type

New Case
Sub Type

New
Appearance
Reason

New Disposition Code

Disposition Code	Description	MVD Code	DPS Code
EX	EX-EXPUNGED	78	EX

*EX can only overlay dismissal and conviction codes (LJ Courts).

New Case Type & Sub Case Type

- The following Case Type and Sub Case Type were created to capture petitions for expungement when the court has no available criminal case.
 - **New Case Type: Expungement**
 - **New Case Sub Type: Marijuana**

New GJ Event Codes

Event Category	Description
PETITION	PETITION TO EXPUNGE RECORDS
RESPONSE	RESPONSE TO PETITION EXPUNGE RECORDS
REPLY	REPLY TO RESPONSE TO PETITION EXPUNGE RECORDS
MINUTE ENTRY	MINUTE ENTRY: EXPUNGEMENT HEARING
NOTICE	NOTICE EXPUNGE RECORDS - INSUFFICIENT INFO
NOTICE	NOTICE EXPUNGE RECORDS - SUFFICIENT INFO
PETITION	AMENDED PETITION TO EXPUNGE RECORDS
ORDER	ORDER EXPUNGE RECORDS - GRANTED
ORDER	ORDER EXPUNGE RECORDS - DENIED
ORDER	ORDER EXPUNGE RECORDS - DISMISSED

New LJ Event Codes

Event Category	Description
PETITION	PETITION TO EXPUNGE RECORDS
MOTION	RESPONSE TO PETITION EXPUNGE RECORDS
MOTION	REPLY TO RESPONSE TO PETITION EXPUNGE RECORDS
NOTICE	NOTICE EXPUNGE RECORDS - INSUFFICIENT INFO
NOTICE	NOTICE EXPUNGE RECORDS - SUFFICIENT INFO
PETITION	AMENDED PETITION TO EXPUNGE RECORDS
ORDER	ORDER EXPUNGE RECORDS - GRANTED
ORDER	ORDER EXPUNGE RECORDS - DENIED
ORDER	ORDER EXPUNGE RECORDS - DISMISSED

New GJ Appearance Reason

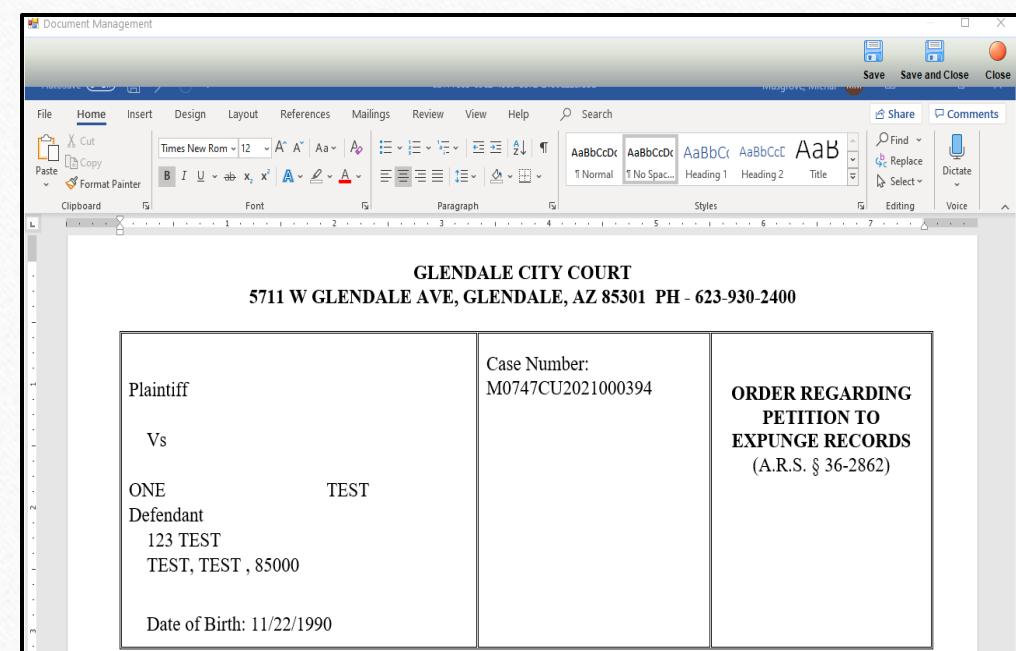
- A **New Appearance Reason of Expungement** was created when scheduling a hearing in the General Jurisdiction AJACS courts.

New Forms

- New Forms located
at: <https://azcourts.sharepoint.com/sites/CourtForms/SitePages/Marijuana-Expungement.aspx>
 - Instructions for Seeking Expungement
 - Petition to Expunge Records: Limited Jurisdiction Court
 - Limited Jurisdiction Court Order re: Expungement
 - Petition to Expunge Records: Superior Court
 - Superior Court Order Re: Expungement

New Forms in LJ AJACS

- LJ AJACS databases will auto-generate the **Limited Jurisdiction Court Order Expungement form** when any one of the expungement order event codes are added.
- The court should still review the form before printing and saving since additional information or check boxes may need to be entered.



New Forms in GJ AJACS

- GJ AJACS database will generate the order form via e-bench.
- If forms are not e-filed or transmitted via e-bench, courts should still attach the scan documents to the corresponding new event codes.

Expungements in AJACS

Criminal Expungement Overview

- **Petition to expunge records is filed.**
 - Date Stamp, docket and scan petition.
 - Send copy to prosecuting agency.
- **Set Hearing, as necessary.**
- **Expungement Order.**
 - If order is dismissed or denied: Docket and print order. Provide copies to all parties. Process is complete.
 - If order is granted: Docket and print order. Vacate all outstanding sentencing and financials related to the eligible charge(s) and quash any outstanding warrants. Seal charge(s), records and/or case as appropriate. Report to all applicable agencies.

Petition to Expunge Records Filed

- Petition must be filed in the court that resolved the case, rather than the court where the original complaint was filed.
- A prosecuting agency may file for expungement of a person's records, as permitted by ARS § 36-2862I.
- The court may not charge a fee for filing a petition.

Petition to Expunge Records Filed

- Date stamp and docket the petition.
- Add event code **Petition: Petition to Expunge Records**.
- Select the appropriate fields from the right-side tabs.

Case Number J1007CM202100068	Case Type OTHER MISDEMEANOR	STATE OF ARIZONA vs ONE TEST																								
Category Desc PETITION	Case Sub Type DRUG POSSESSION-PARAPHERNALIA																									
Group Desc	Case Filing Date 05/11/2021																									
Event Filing Date 05/12/2021 01:48 PM	Case Status PRE-ARRAIGNMENT																									
Data Entry Date 05/12/2021 01:48 PM	Judge																									
Event Requestor																										
<input type="checkbox"/> Print Lead Sheet <input type="checkbox"/> Print Barcode <input type="checkbox"/> Restricted <input type="checkbox"/> Sealed <input type="checkbox"/> ROA Hidden <input type="checkbox"/> Remove From Public Access																										
Event Types Related Events Forms / Ticklers Custom Tickler																										
<table border="1"><thead><tr><th>Event Entry Type</th><th>Parties</th><th>Count</th><th>Comment</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/> APPLICATION FOR DESTRUCTION OF RECORDS & ORDER</td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/> PETITION AMENDED</td><td></td><td></td><td></td></tr><tr><td><input checked="" type="checkbox"/> PETITION TO EXPUNGE RECORDS</td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/> PETITION TO REVOKE PROBATION FILED</td><td></td><td></td><td></td></tr></tbody></table>			Event Entry Type	Parties	Count	Comment	<input type="checkbox"/>				<input type="checkbox"/> APPLICATION FOR DESTRUCTION OF RECORDS & ORDER				<input type="checkbox"/> PETITION AMENDED				<input checked="" type="checkbox"/> PETITION TO EXPUNGE RECORDS				<input type="checkbox"/> PETITION TO REVOKE PROBATION FILED			
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	Charge Description	Charge Code	Charge Count	Charge Sequence																						
<input checked="" type="checkbox"/>	MARIJUANA VIOLA...	13-3405A (M1)	1	1																						

Petition to Expunge Records Filed

- Petition event code will display on ROA. Scan and attach petition to event.

Payment Contracts	Drag a column header here to group by that column.				
Personal Notes	Date Stamped	Party	A	Description	Comment
Probation	05/12/2021 01:48 PM	TEST, ONE		PETITION TO EXPUNGE RECORDS	
Register of Actions	05/12/2021 01:47 PM	TEST, ONE		FINGERPRINT ORDER COMPLIANT	
Related Cases	05/11/2021 01:47 PM	TEST, ONE		LONG FORM COMPLAINT FILED	
Restitution					

Petition to Expunge Records Filed

- The court should provide notification of the filing to the prosecuting agency as soon as possible.
 - Use the event code **Response to Petition Expunge Records** to docket the responses from the prosecuting Agency.
 - Use the event code **Reply to Response to Petition Expunge Records** to docket the reply from the defendant.

Petition to Expunge Records Filed

- If sufficient case information is not provided or provided after the initial expungement petition is filed, the court may use the following event codes:
 - Notice Expunge Records - Insufficient Info
 - Notice Expunge Records - Sufficient Info
 - Amended Petition to Expunge Records



Petition to Expunge Records Filed

- A 45-day tickler is auto-created with entry of the petition event. This provides the prosecutor with 30 days to respond and the defendant with 15 days to reply.
- The tickler is satisfied with any order to expunge. If tickler is not satisfied, the court can set-up the tickler to show in the Expired Ticklers Queue.
- If there is no response from the prosecutor or the prosecutor is the petitioner, then provide the petition and file to the judge for review.

Set Hearing as Necessary

- The court may set a hearing on the petition on either party's request or if the court concludes there are genuine issues of fact regarding whether the petition should be granted.
- The hearing must be held no later than 120 days after the petition is filed, unless the court finds good cause for an extension.

Types of Expungement Orders

Dismissed

The court may dismiss a petition that fails to provide sufficient information to identify the records to be expunged.

Denied

Prosecutor establishes by clear and convincing evidence that the subject of the petition is not eligible for expungement or if the court finds that the offense identified in the petition is not eligible for expungement.

Granted

If the petition is granted: the court must vacate the conviction and sentence, order that any record of the arrest, charge, conviction and sentence be expunged for any eligible count(s) and restore the civil rights of the subject of the petition, including the right to possess a firearm unless otherwise prohibited.

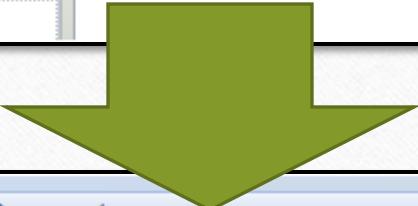
Expungement Order - Dismissed

- If order is dismissed, add event **Order: Order Expunge Records- Dismissed**.
 - Select the appropriate fields from the Parties, Count, and Judge tab. Only select the party and charge count according to the expungement petition filed.

Event Types	Related Events	Attached Documents	Forms / Ticklers		
Event Entry Type		Parties Count Judge Comment			
		Charge Description	Charge Code	Charge Count	Charge Sequence
<input type="checkbox"/>	ORDER EXPUNGE RECORDS - DISMISSED	<input type="checkbox"/> DRIVE WITH LICEN...	28-3473A (M1)	1	1
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> DRUG PARAPHERN...	13-3415A (M1)	2	1

Expungement Order - Dismissed

- NOTE: Text in Comment tab will display only on ROA event.



Event Entry Type		Parties	Count	Judge	Comment
<input type="checkbox"/>	ex				
<input checked="" type="radio"/>	ORDER EXPUNGE RECORDS - DENIED				
<input checked="" type="radio"/>	ORDER EXPUNGE RECORDS - DISMISSED				Petition dismissed, defendant failed to provide sufficient information to identify the records to be expunged.
<input type="radio"/>	ORDER EXPUNGE RECORDS - GRANTED				

Date Stamped	Party	Description	Comment	Satisfied	User ID	Charge(s)
05/24/2021 12:31	DELGADO EFREN MIGUEL	ORDER EXPUNGE RECORDS - DISMISSED	PETITION DISMISSED, DEFENDANT FAILED TO PROVIDE SUFFICIENT INFORMATION TO IDENTIFY THE RECORDS TO BE EXPUNGED.		MMUSGR OVE	13-3415A (M1) (2)

Expungement Order - Dismissed

- Expungement Order form will auto-generate.
- Verify that the correct fields are selected, print and save. Process is complete.

II. THEREFORE, IT IS ORDERED (*check one*):

- A. [X] DISMISSING the Petition for lack of sufficient information. Petitioner may file a new Petition with additional information.
- B. [] DENYING the Petition.

Expungement Order - Denied

- If order is denied, add event **Order: Order Expunge Records-Denied**.
- Select the appropriate fields from the Parties, Count, and Judge tab. Only select the party and charge count according to the expungement petition filed.

Event Types					Related Events					Forms / Ticklers					Custom Tickler														
Event Entry Type					Parties					Count					Judge					Comment									
<input type="checkbox"/> expunge																													
<input checked="" type="radio"/> ORDER EXPUNGE RECORDS - DENIED					<input checked="" type="checkbox"/>					Charge Description					Charge Code					Charge Count					Charge Sequence				
										MARIJUANA VIOLA...					13-3405A (M1)					1					1				
<input type="radio"/> ORDER EXPUNGE RECORDS - DISMISSED																													
<input type="radio"/> ORDER EXPUNGE RECORDS - GRANTED																													

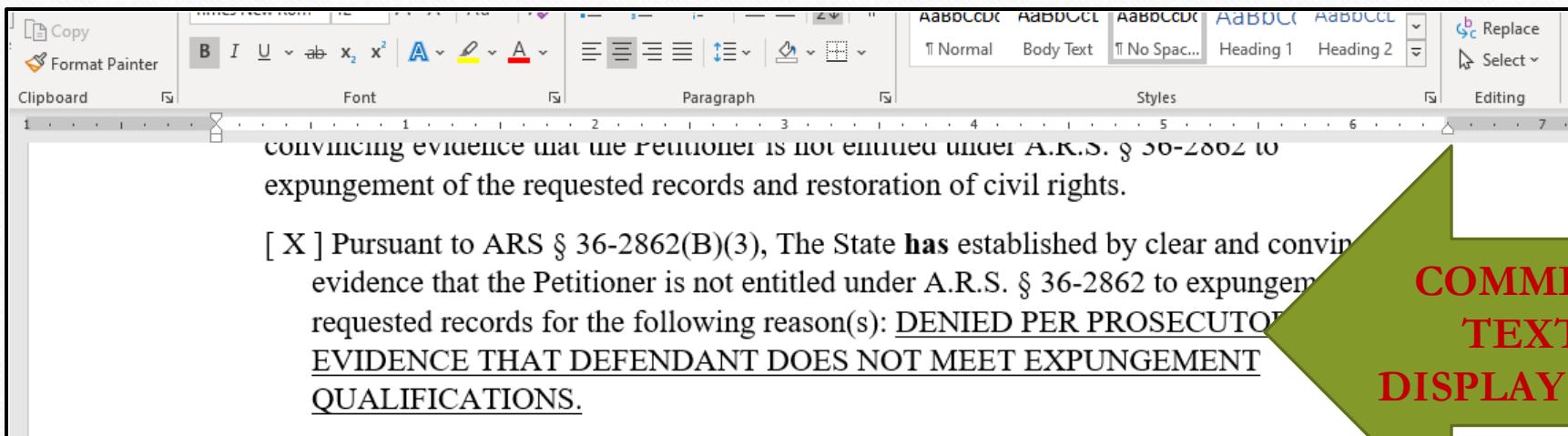
Expungement Order - Denied

- NOTE: Text in Comment tab will display on **ROA event and form**.

Event Types	Related Events	Forms / Ticklers	Custom Tickler	
Event Entry Type				Parties
				Count
				Judge
				Comment
<input type="checkbox"/> ex				
<input checked="" type="radio"/> ORDER EXPUNGE RECORDS - DENIED	DENIED PER PROSECUTOR'S EVIDENCE THAT DEFENDANT DOES NOT MEET EXPUNGEMENT QUALIFICATIONS.			
<input type="radio"/> ORDER EXPUNGE RECORDS - DISMISSED				
<input type="radio"/> ORDER EXPUNGE RECORDS - GRANTED				

Expungement Order - Denied

- Order Regarding Petition to Expunge Records form will auto-generate.
- Verify that the correct fields are selected, print and save. Process is complete.



**COMMENT TAB
TEXT WILL
DISPLAY ON FORM**

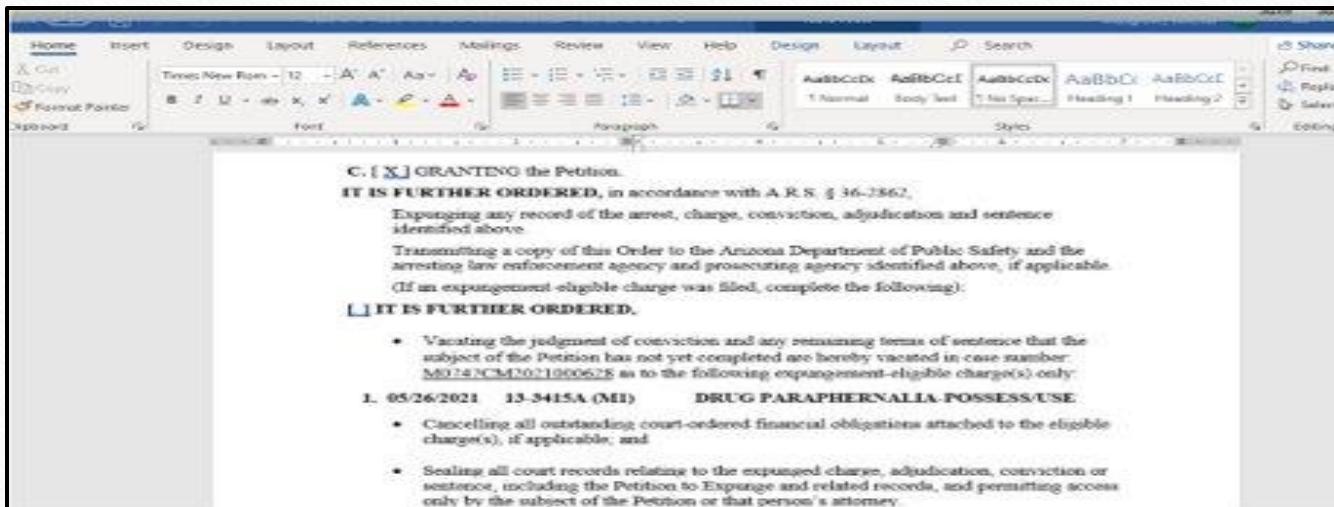
Expungement Order - Granted

- If order is granted, add event **Order: Order Expunge Records-Granted**.
- Select the appropriate fields from the Parties, Count, and Judge tab. Granted order will only allow eligible party and count for expungement to appear for selection.

Event Types	Related Events	Forms / Ticklers	Custom Tickler	Parties	Count	Judge	Comment	
Event Entry Type					Charge Description	Charge Code	Charge Count	Charge Sequence
<input type="checkbox"/> ex								
<input type="radio"/>	ORDER EXPUNGE RECORDS - DENIED							
<input type="radio"/>	ORDER EXPUNGE RECORDS - DISMISSED							
<input checked="" type="radio"/>	ORDER EXPUNGE RECORDS - GRANTED			<input checked="" type="checkbox"/>	DRUG PARAPHERN...	13-3415A (M1)	1	1

Expungement Order - Granted

- Order Regarding Petition to Expunge Records form will auto-generate.
- Verify that the correct fields are selected, print and save.



Expungement Order - Granted

- **If Granted, court must process according to the charge(s):**
 - If pre-adjudication
 - Motion to Dismiss must first be filed and ordered to be dismissed with prejudice
 - Expunge and Seal charge(s) and/or case
 - If post adjudication
 - Vacate all outstanding sentencing and financials related to the charge and quash any outstanding warrants
 - Expunge and Seal charge(s) and/or case

Expungement Order - Granted

- In the Charge/Sentencing Screen, select the Charge Change Type: Expunge/Seal. Check the Expunged Box and the Sealed box. The Remove from Public Access box will automatically be selected as a result. Click “Save and Close” icon.

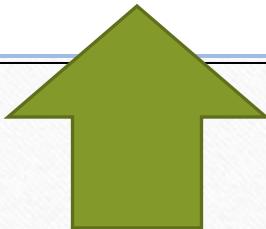
The screenshot shows a form for a Charge/Sentencing screen. Key fields include:

- Preparatory Offense: [dropdown]
- Off. Type: MISDEMEANOR [dropdown]
- Jurisdiction: [dropdown]
- Qualifier: [dropdown]
- ACN#: [text input]
- Location: [dropdown]
- Ch. DT.: 04/28/2021 [dropdown]
- CTN: NEW COUNT [text input]
- CATN: [dropdown]
- Charge Change Type: EXPUNGE/SEAL [dropdown] (circled)
- CH. ST.: POST-ADJUDICATION [dropdown]
- Judge: [dropdown]
- Tier: First Offense [dropdown]
- Manual Closure:
- Expunged: (circled)
- Sealed: (circled)
- Remove from Public Access: (circled)
- Charge Identifier: A [text input]
- Charge Severity: [dropdown]
- Citing Agency: GLENDALE PD [dropdown]

Expungement Order - Granted

- Charge will now display the EX-Expunged Disposition.

Charge Code	Charge Description	Charge Class	Charge Type	Disposition	Disposed Date
13-3415A (M1)	DRUG PARAPHERNALIA-POSSESS/USE	MISD. 1ST DEGREE	MISDEMEANOR	EX-EXPUNGED	05/20/2021



Expungement Order - Granted

- Charge Code and Charge Description will display as “Expunged and Sealed” if user does not have security rights set to view expunge/sealed charge(s) and/or cases.

Charge Code	Charge Description	Charge Class	Charge Type	Disposition	Disposed Date
Expunged and Sealed	Expunged and Sealed	MISD. 1ST DEGREE	MISDEMEANOR	EX-EXPUNGED	05/20/2021

Expungement Order - Granted

- Charge level warning will now also display on the GCI.

The screenshot shows the General Case Information (GCI) screen with the following details:

General Case Information				
Case Number: M0747CM2021000628	Filing Date: 05/26/2021 09:23 AM	Complaint Number: 980980000		
Court Type: CRIMINAL	Filing Type: NEW CASE FILING			
Case Category: MISDEMEANOR - NON-TRAFFI	Case Status: POST-ADJUDICATION			
Case Type: OTHER MISDEMEANOR	Case Status Date: 05/26/2021	WARNING: EXPUNGED CHARGE(S)!		
Case Sub Type: DRUG POSSESSION-PARAPL	Judge: DELGADO, HON MANUEL			
Assigned Courtroom:	Courtroom Asgmt Dt:			
Sealed Case <input type="checkbox"/>	Restricted Case <input type="checkbox"/>	Jury Trial Requested <input type="checkbox"/>	Complex <input type="checkbox"/>	Remove From Public Access <input type="checkbox"/>
Agency: GLENDALE PD	Officer 1:	Officer 2:		

Expungement Order - Granted

- When sealing an expunged charge, all documents and events that are attached to the charge will be sealed.
- **IMPORTANT:** GJ courts that do not link their events and documents to a specific charge(s) will need to manually seal each event and document if the entire case is not eligible to be sealed.
- In addition, courts that provide access to a computer and generic user login from their lobby should review login permissions to verify expunged and sealed case/charge information is not being displayed to the public.

Expungement Order - Granted

If all charges on the case are expunged, the court will need to seal the entire case.

- Select the Case Admin Icon
- Click on the Sealed Case box from the GCI
- Select Save Case. The Remove from Public Access check box will auto-select.

Case Number	M0747CM2021000628	Filing Date	05/26/2021 09:23 AM
Court Type	CRIMINAL	Filing Type	NEW CASE FILING
Case Category	MISDEMEANOR - NON-TRAFFI	Case Status	POST-ADJUDICATION
Case Type	OTHER MISDEMEANOR	Case Status Date	05/26/2021
Case Sub Type	DRUG POSSESSION-PARAPI	Judge	DELGADO, HON MANUEL
Assigned Courtroom		Courtroom Asgmt Dt	
<input checked="" type="checkbox"/> Sealed Case		<input type="checkbox"/> Restricted Case	<input type="checkbox"/> Jury Trial Requested
<input type="checkbox"/> Complex		<input type="checkbox"/> Remove From Public Access	<input checked="" type="checkbox"/>



Expungement Order - Granted

- Case level warning will also display on the GCI

Screenshot of the Case Summary - M0747CM2021000628 page showing General Case Information.

General Case Information	
Case Number	M0747CM2021000628
Court Type	CRIMINAL
Case Category	MISDEMEANOR - NON-TRAFFI
Case Type	OTHER MISDEMEANOR
Case Sub Type	DRUG POSSESSION-PARAPL
Assigned Courtroom	
Sealed Case	<input checked="" type="checkbox"/>
Restricted Case	<input type="checkbox"/>
Jury Trial Requested	<input type="checkbox"/>
Complex	<input type="checkbox"/>
Remove From Public Access	<input checked="" type="checkbox"/>
Agency	GLENDALE PD
Officer 1	
Officer 2	

Buttons at the top:

- Add
- Update
- Delete
- Frequent Events
- Assign/Reassign Case
- Add/Modify Custom Tickler
- Show All Events
- Appellate Report
- Charge/Sentencing

Case Summary - M0747CM2021000628

05/26/2021 09:23 AM

NEW CASE FILING

POST-ADJUDICATION

05/26/2021

DELGADO, HON MANUEL

980980000

WARNING: SEALED CASE!
WARNING: EXPUNGED CHARGE(S)!

Civil Expungement Overview

- If a criminal case does not exist in the case management system, create a civil case for the following situations:
 - Limited Jurisdiction Court - when the criminal case has already been purged and/or destroyed.
 - General Jurisdiction Court - when the petitioner is requesting that the arrest records be expunged, and a criminal case was never filed.

LJ AJACS- Creating a Civil Case

Court Type = CIVIL

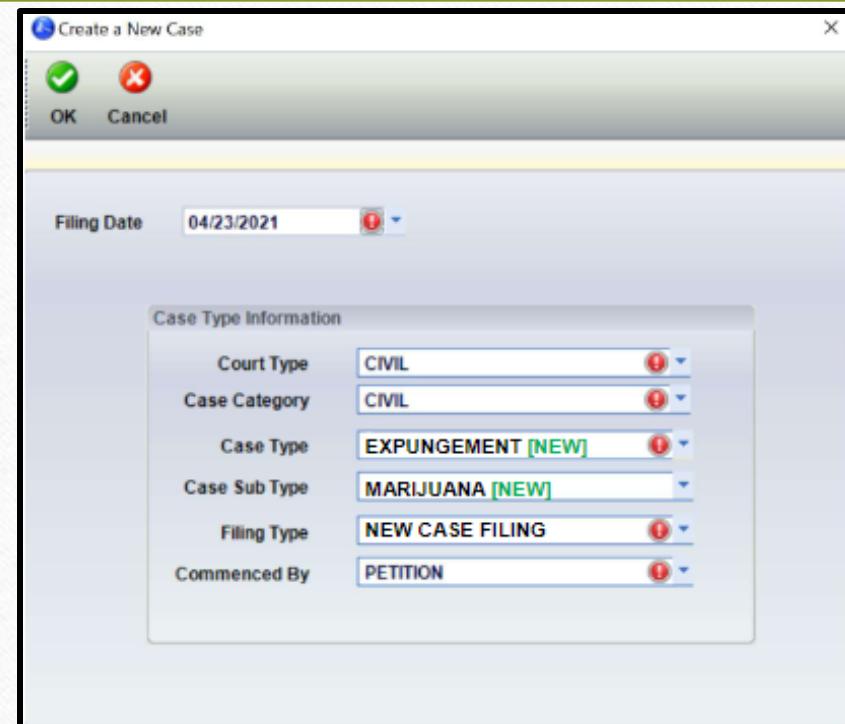
Case Category = CIVIL

Case Type = EXPUNGEMENT

Case Sub Type = MARIJUANA

Filing type = NEW CASE FILING

Commenced By = PETITION



GJ AJACS- Creating a Civil Case

Court Type = CIVIL

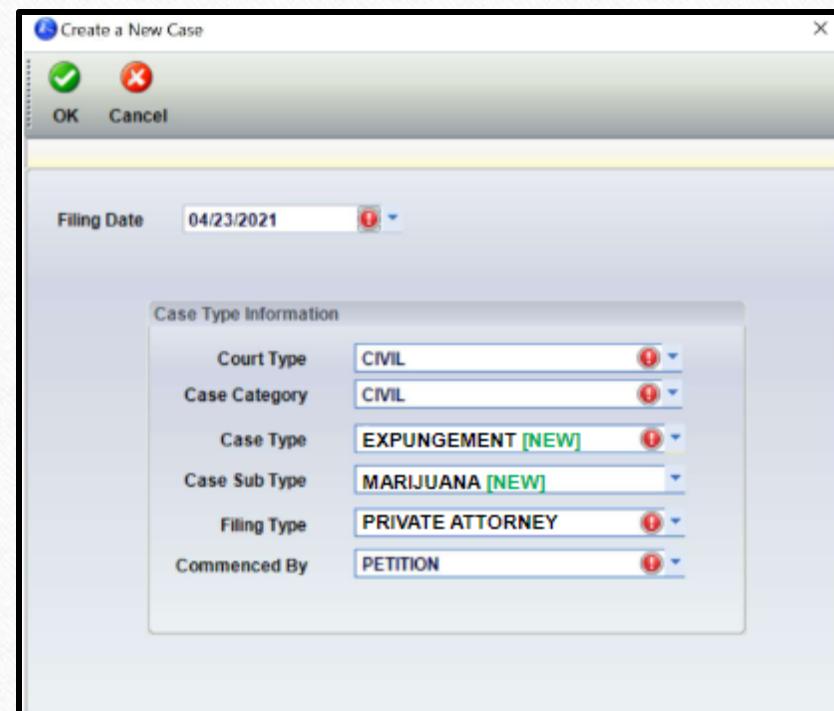
Case Category = CIVIL

Case Type = EXPUNGEMENT

Case Sub Type = MARIJUANA

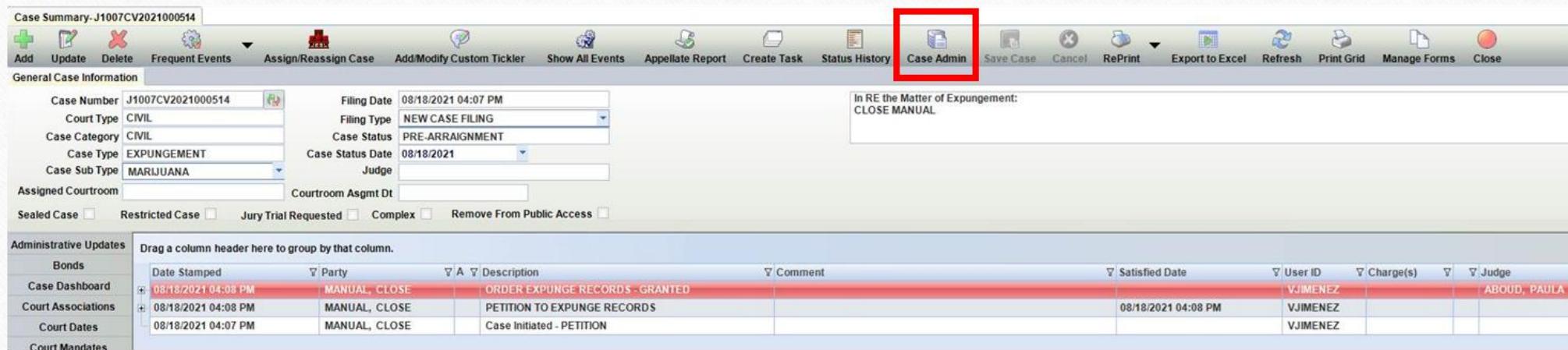
Filing type = *Varies by petitioner

Commenced By = PETITION



Closing Civil Expungement Cases

- After expungement order process is complete, the case status will need to be set to "Closed" since there are no charges on the case.
- From case level ribbon, select the Case Admin icon.



Closing Civil Expungement Cases

- Select Closed from the Case Status Menu. Update the Sealed/Remove from Public Access check boxes (for granted orders only). Select the Save Case icon.

Case Summary-J1007CV2021000514

The screenshot shows the 'Case Summary' interface for case number J1007CV2021000514. The top navigation bar includes options like Add, Update, Delete, Frequent Events, Assign/Reassign Case, and Save Case. The 'Case Status' dropdown is highlighted with a red box, showing 'CLOSED' selected. Below it, the 'Case Status Date' is set to 08/18/2021. The 'Sealed Case' checkbox is also highlighted with a red box. The 'Administrative Updates' section displays several entries, including 'ORDER EXPUNGE RECORDS - GRANTED' and 'PETITION TO EXPUNGE RECORDS'. The 'Save Case' button is visible at the bottom right of the main form area.

Completed Aztec Cases

- If a completed case record exists in Aztec, user will need to perform the following additional steps:
 - Access Arizona Completed Cases Report System (ACCRS)
 - Set the Expunged flag for the case

*Steps outlined in the following slides

ACCRS-LJ AJACS

- The Arizona Completed Cases Report System (ACCRS), is a web-based repository which maintains electronic case data of completed Aztec cases that are not yet eligible for Electronic Records Retention Destruction (ERRD).
- Case expunged flag will need to be updated if a case record exists in the repository when a civil expungement case has been granted.
 - The ability to view sealed/expunged cases is permissions based. Administrators should review permissions for staff accordingly.

ACCRS-Log In

- Access the web link-<http://intwebprod01/aztec2sql>

The screenshot shows the login interface for the Arizona Completed Cases Report System. At the top left is the seal of the Supreme Court of the State of Arizona. To its right, the text "ARIZONA COMPLETED CASES REPORT SYSTEM" is displayed in white. On the far right, the word "Login" is visible. The main area is titled "Login". It contains two input fields: "UserName" and "Password", each with a corresponding text input box. Below these fields is a blue link that reads "To reset your password Click Here". At the bottom of the form is a large blue "Sign in" button. A small note at the very bottom states, "If you have forgotten your password please contact the Help Desk on (602) 452-3900".

ACCRS-Log In

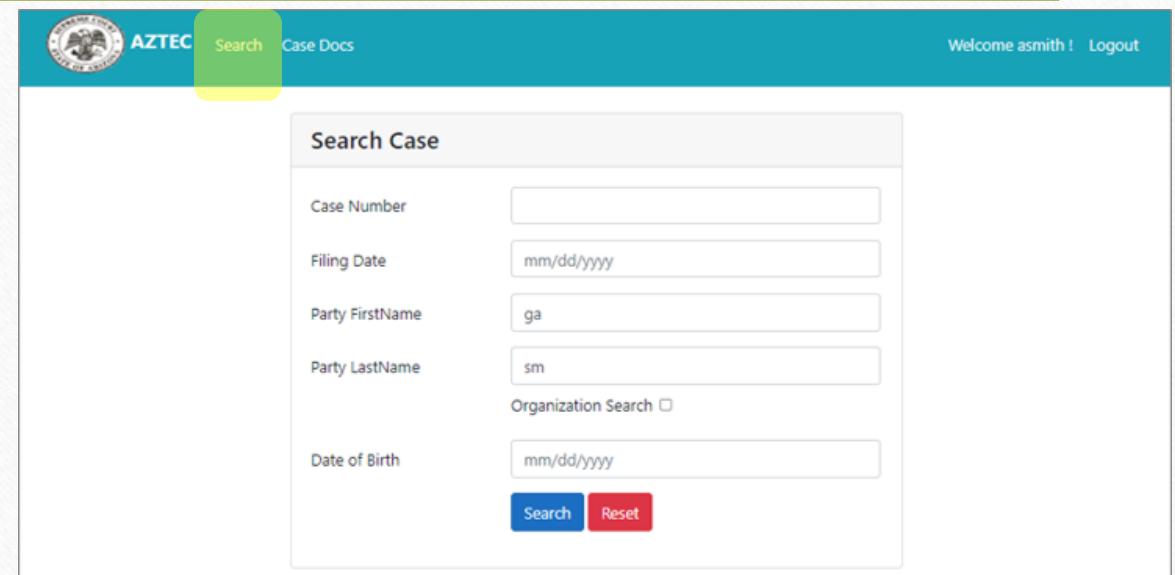
- Enter assigned Aztec username in the UserName field
 - If there is no Aztec username contact the AOC Support Center
- **For the first login**, use the temporary password welcome11
 - Follow system prompts to re-set password (user's choice)
 - Passwords expire/will need to be changed every 90 days

ACCRS-Search Options

Search by	Requirements
Name	Both Party FirstName and LastName fields are <u>required</u> . These fields are “contains” fields; the system will search and display results containing the characters entered in these fields
Case Number	Enter the court ID and case number without dashes, spaces (example: J1003CR200800010), or leading zeros . If a court ID or case number has a leading zero (0), it should be excluded when entering the case number (examples: <u>M0767TR20130034</u> <input type="checkbox"/> <u>M767TR20130034</u> ; <u>J1003TR0009802017</u> <input type="checkbox"/> <u>J1003TR9802017</u>)
Date of Birth	DOB cannot be searched independently; Party LastName must be included. Enter DOB in MM/DD/YYYY format including slashes (/)
Organization	Enter organization name in Party LastName field then check the box for Organization Search
Filing Date	Filing Date cannot be searched independently; Party LastName must be included. Enter the filing date in MM/DD/YYYY format including slashes (/)

ACCRS-Case Search

- Select the **Search** menu from main ribbon
- Enter search criteria as outlined in previous slide, click **Search**



The screenshot shows the 'Search Case' form on the ACCRS system. The top navigation bar includes the California State Seal, the word 'AZTEC', and three buttons: 'Search' (highlighted in green), 'Case Docs', and 'Logout'. On the right, it says 'Welcome asmith !'. The search form contains fields for 'Case Number' (empty), 'Filing Date' (empty), 'Party FirstName' (ga), 'Party LastName' (sm), 'Organization Search' (unchecked), and 'Date of Birth' (empty). At the bottom are 'Search' and 'Reset' buttons.

Search Case	
Case Number	<input type="text"/>
Filing Date	<input type="text"/> mm/dd/yyyy
Party FirstName	<input type="text"/> ga
Party LastName	<input type="text"/> sm
Organization Search	<input type="checkbox"/>
Date of Birth	<input type="text"/> mm/dd/yyyy
Search Reset	

ACCRS-Search Results

- *Result list based on Admin/Super user permissions
- Standard users will not be able to view sealed/expunged cases and cannot set sealed/expunged flags

The screenshot shows a web-based application for searching cases. At the top, there is a navigation bar with the AZTEC logo, a search link, and a case docs link. On the right side of the header, it says "Welcome smith" and has a "Logout" button. Below the header is a search form titled "Search Case". The search form includes fields for "Case Number", "Filing Date" (mm/dd/yyyy), "Party Firstname" (ga), "Party Lastname" (sm), "Organization Search" (checkbox), "Date of Birth" (mm/dd/yyyy), a "Search" button, and a "Reset" button. Below the search form is a table displaying search results. The table has columns: CaseNumber, Filing Date, FirstName, LastName, Date Of Birth, Sealed, and Expunged. There are 10 entries shown, each with a checkbox next to the "Sealed" column. At the bottom of the table, it says "Showing 1 to 10 of 453 entries" and has "Previous" and "Next" buttons.

CaseNumber	Filing Date	FirstName	LastName	Date Of Birth	Sealed	Expunged
J1001CR20060441	10-15-1990	EDGAR	SMITH	04-22-1945	<input checked="" type="checkbox"/>	<input type="checkbox"/>
J1001CR20060448	09-13-1990	MARGARET	SMITH	01-21-1927	<input type="checkbox"/>	<input type="checkbox"/>
J1001PR20130041	01-05-2015	GARY	SMITH	01-01-1903	<input type="checkbox"/>	<input type="checkbox"/>
J1001PR20130082	02-21-2013	MARGARET	SMITH	05-27-1961	<input type="checkbox"/>	<input type="checkbox"/>
J1001PR20130113	04-06-2013	GARY	SMITH	02-01-1947	<input type="checkbox"/>	<input type="checkbox"/>
J1001CR20060648	10-13-2009	GARRETT	SMILEY	02-26-1994	<input type="checkbox"/>	<input type="checkbox"/>
J1001CV20120089	10-25-2012	LOGAN	SMITH	08-07-2012	<input type="checkbox"/>	<input type="checkbox"/>
J1001A20110029	01-26-2011	REGGIE	SMITH	07-27-1991	<input type="checkbox"/>	<input type="checkbox"/>
J1001A20130031	10-30-2013	ESTEGAN	LODESSKA	08-05-1981	<input type="checkbox"/>	<input type="checkbox"/>
J1001TM20110334	04-16-2011	KELSON	SMITH	07-27-1991	<input type="checkbox"/>	<input type="checkbox"/>

ACCRS-Expunged Case

- Locate case number in result grid
- Select the **Expunged** checkbox
- Click Ok in Expunge window
- Sealed and Expunged boxes will be checked after save

The screenshot shows a software interface for managing cases. At the top, there's a header with the AZTEC logo, a search bar, and an admin menu. A modal dialog titled "Expunge" is open in the center. It asks, "Are you sure you want to update the Sealed and Expunged status for this case?". Below the question, there are fields for "Case Number" (with a dropdown arrow), "Filing Date" (mm/dd/yyyy), "Party FirstName" (ga), "Party LastName" (sm), "Organization Search" (checkbox), and "Date of Birth" (mm/dd/yyyy). There are "Search" and "Reset" buttons at the bottom of the modal. In the background, below the modal, is a table with 10 entries. The columns are: CaseNumber, Filing Date, FirstName, LastName, Date Of Birth, Sealed, and Expunged. The "Expunged" checkbox for the last row is highlighted with a yellow box. The table has a "Show 10 entries" dropdown and a "Search" input field at the bottom.

CaseNumber	Filing Date	FirstName	LastName	Date Of Birth	Sealed	Expunged
J1000TR9001041	10-15-1990	EDGAR	SMITH	04-22-1945	<input type="checkbox"/>	<input type="checkbox"/>
J10007CB900245	06-12-1990	MARGARET	SMITH	01-21-1927	<input type="checkbox"/>	<input type="checkbox"/>
J1007PR20130041	01-03-2013	GARY	SMITH	01-01-1900	<input type="checkbox"/>	<input type="checkbox"/>
J1007PR20130083	03-21-2013	MARGARET	SMITH	05-27-1901	<input type="checkbox"/>	<input type="checkbox"/>
J1007PR20131013	04-06-2013	GARY	SMITH	02-01-1947	<input type="checkbox"/>	<input checked="" type="checkbox"/>
J1101CR20090096	11-13-2009	GARRETT	SMILEY	02-26-1994	<input type="checkbox"/>	<input type="checkbox"/>
J1101RCV20120609	10-23-2012	LOGAN	SMITH	08-07-2012	<input type="checkbox"/>	<input type="checkbox"/>
J1101IA20110528	04-26-2011	KEEGAN	SMITH	07-27-1991	<input type="checkbox"/>	<input type="checkbox"/>
J1101IA20130331	12-10-2013	ESTEYAN	LEDESMA	09-25-1991	<input type="checkbox"/>	<input type="checkbox"/>
J1101TR20110324	04-18-2011	KEEGAN	SMITH	07-27-1991	<input type="checkbox"/>	<input type="checkbox"/>

ACCRS-Additional Resources

- [ACCRS-Production Link](#)
- [ACCRS-Training Document \(PDF\)](#)
- [ACCRS-Training Video](#)

Reporting Expungement for Criminal & Civil Cases

- If the court grants the petition, the court must transmit the order to the arresting law enforcement agency identified in the petition, and the Department of Public Safety.
- If the order is issued by a superior court, the court must also transmit the order to the justice court identified in the petition and to the probation department if a term of probation was imposed.

Updated Disposition Report

1 SID NUMBER AZ	ARIZONA DEPARTMENT OF PUBLIC SAFETY DISPOSITION REPORT												Mail to: Criminal History Records AZ Department of Public Safety P.O. Box 18450 Phoenix, AZ 85005-8450			
2 NAME (Last, First, Middle)												3 DATE OF BIRTH	4 DATE OF ARREST	5 PCN		
6 ARRESTING AGENCY ORI	7 ARRESTING AGENCY CASE NO.			8 BOOKING AGENCY ORI			9 BOOKING NUMBER									
10 CHARGES / AMENDED CHARGES <small>CHARGES: Please write legal. If more than three (3) charges list on second (2nd) form. LAW ENFORCEMENT AGENCY: Fill in original charge(s) on line(s) a. PROSECUTOR / COURT: Fill in amended charge(s) on line(s) b.</small>	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
	ARIZONA REVISED STATUTE OR ORDINANCE		DATE OF OFFENSE / VIOLATION	PENALTY CODE	DOMESTIC VIOLENCE INFO	DESIGNATED COURT NAME / IDENTIFIER	AMENDED TO (b)	DISPOSITION CODE	JAIL OR PRISON	LENGTH OF CONFINEMENT (a. mo. yr)	SENTENCE CODE	PROBATION LENGTH (a. mo. yr)	FINE YES OR NO	COURT CASE / COMPLAINT NUMBER	DISPOSITION DATE	AGENCY ORI MAKING DISPOSITION DECISION
1a																
1b																
2a																
2b																
3a																
3b																
27 FURTHER EXPLANATIONS OR MODIFICATIONS																

DISPOSITION REPORT

A Disposition Report is required from the disposition agency (arrest, prosecutor, or court) pursuant to the AZ Rules of Criminal Procedure (Rule 37) for each person fingerprinted for a reportable crime pursuant to ARS §41-1750.

Please call DPS Criminal History Records (602) 223-2222 for assistance with this form.
DPS 802-03757 Rev. 6-2021

PREPARATORY OFFENSE CODES

- A - Attempted
- C - Conspiracy to commit
- F - Facilitate
- S - Sollicit

DOMESTIC VIOLENCE OR VICTIM INFORMATION CODES

- D - Crime involves domestic violence
- M - Victim is a minor
- A - Victim is a vulnerable Adult
- L - Victim is a law enforcement officer
- C - Dangerous crimes against children

DISPOSITION CODES

- AC - Acquitted / Not Guilty
- CD - Court Dismissed
- DP - Deferred Prosecution
- DS - Deferred Sentencing
- EX - Expunge per ARS §36-2862
- GG - Guilty
- GI - Guilty but Insane
- NF - No complaint filed
- NP - Nolo Contendre plea
- NR - Not referred for prosecution
- PD - Pardoned
- PM - Pending due to mental incompetency
- PO - Plea to other charges
- RI - Not responsible by reason of insanity

APPEALS

- AF - Affirmed
- ED - Error detected
- RE - Reversed
- OV - Overruled
- SM - Sentence modified

18 DISPOSITION CODES

- AC - Acquitted / Not Guilty
- CD - Court Dismissed
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- DS - Deferred Sentencing
- EX - Expunge per ARS §36-2862
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- PD - Pardoned
- PM - Pending due to mental incompetency
- PO - Plea to other charges
- RI - Not responsible by reason of insanity

DPS Information

Mailing Address:

Criminal History Records Unit
PO Box 18450 Mail Drop 3110
Phoenix, AZ 85005

or

Scan order and FDR and email to:
mcscdispos@azdps.gov

*Court must include contact info with
the email submissions.

MVD Information

- Send order and manual abstract with a disposition code 78 to MVD to expunge the following reportable violations:
 - 13-3405A4 Marijuana-transport and/or sell
 - 13-3408A7 Narc Drug-Transp and/or sell
- Mailing Address:**

Mail Drop 537 M
Motor Vehicle Division
PO BOX 2100
Phoenix, AZ 85001-2100

Support Center Information

- **Web:** Submit a remedy requests <http://azcourts.onelogin.com>
- **Call:** (602) 452-3900 or (855) 229-3900
- **Email:** help@courts.az.gov

Additional Resources

- AOC Proposition 207 Webpage- FAQ (azcourts.gov)
- Administrative Directive 2021-14
- Supreme Court Administrative Order 2021-82
- Proposition 207 Informational/Sentencing Chart
- Marijuana Amounts: Legal/Illegal and Sentencing
- Criminal Rule 36
- Legislation - Ch.222, HB2171 - 55th Legislature, 1st Regular Session: Marijuana violations; court jurisdiction;procedures
- Arizona Court Rules