

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.

The screenshot shows a Microsoft Word document titled "Document Management" with a ribbon menu at the top. The document content is a court order form for Glendale City Court. The form includes the court's name and address, a table with plaintiff and defendant information, a case number, and the title of the order.

Document Management

File Home Insert Design Layout References Mailings Review View Help Search

Clipboard Font Paragraph Styles Editing Voice

GLENDALE CITY COURT
5711 W GLENDALE AVE, GLENDALE, AZ 85301 PH - 623-930-2400

Plaintiff	Case Number: M0747CU2021000394	ORDER REGARDING PETITION TO EXPUNGE RECORDS (A.R.S. § 36-2862)
Vs		
ONE Defendant 123 TEST TEST, TEST, 85000		
TEST		
Date of Birth: 11/22/1990		

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	J1007CM2021000068	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				


Print Lead Sheet ☐ Print Barcode ☐ Restricted ☐ Sealed ☐ ROA Hidden ☐ Remove From Public Access ☐

Event Types	Related Events	Forms / Ticklers	Custom Tickler
Event Entry Type			
<input type="checkbox"/>			
<input type="radio"/> APPLICATION FOR DESTRUCTION OF RECORDS & ORDER			
<input type="radio"/> PETITION AMENDED			
<input checked="" type="radio"/> PETITION TO EXPUNGE RECORDS			
<input type="radio"/> PETITION TO REVOKE PROBATION FILED			

Parties	Count	Comment
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			
<input type="checkbox"/>			
<input checked="" type="radio"/> ORDER EXPUNGE RECORDS - DISMISSED			

Parties	Count	Judge	Comment
Charge Description			
Charge Code			
Charge Count			
Charge Sequence			
<input type="checkbox"/>	DRIVE WITH LICEN...	28-3473A (M1)	1
<input checked="" type="checkbox"/>	DRUG PARAPHERN...	13-3415A (M1)	2

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 type="radio"/> ORDER EXPUNGE RECORDS - DENIED				
<input checked="" type="radio"/> ORDER EXPUNGE RECORDS - DISMISSED				
<input type="radio"/> ORDER EXPUNGE RECORDS - GRANTED				

Petition dismissed, defendant failed to provide sufficient information to identify the records to be expunged.



Date Stamped	Party	A	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.		MMU SGR 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			
<input type="checkbox"/> expunge			
<input checked="" type="radio"/> ORDER EXPUNGE RECORDS - DENIED			
<input type="radio"/> ORDER EXPUNGE RECORDS - DISMISSED			
<input type="radio"/> ORDER EXPUNGE RECORDS - GRANTED			

Parties	Count	Judge	Comment	
	Charge Description	Charge Code	Charge Count	Charge Sequence
<input checked="" type="checkbox"/>	MARIJUANA VIOLA...	13-3405A (M1)	1	1

Expungement Order - Denied

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

Event Types	Related Events	Forms / Ticklers	Custom Tickler
<div>Event Entry Type</div> <div><input type="checkbox"/> ex</div> <div><input checked="" type="radio"/> ORDER EXPUNGE RECORDS - DENIED</div> <div><input type="radio"/> ORDER EXPUNGE RECORDS - DISMISSED</div> <div><input type="radio"/> ORDER EXPUNGE RECORDS - GRANTED</div>			

Parties	Count	Judge	Comment
			DENIED PER PROSECUTOR'S EVIDENCE THAT DEFENDANT DOES NOT MEET EXPUNGEMENT QUALIFICATIONS.

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.

convincing evidence that the Petitioner is not entitled under A.R.S. § 36-2862 to expungement of the requested records and restoration of civil rights.

[X] Pursuant to ARS § 36-2862(B)(3), The State **has** established by clear and convincing evidence that the Petitioner is not entitled under A.R.S. § 36-2862 to expungement of the requested records for the following reason(s): DENIED PER PROSECUTOR'S EVIDENCE THAT DEFENDANT DOES NOT MEET EXPUNGEMENT QUALIFICATIONS.

**COMMENT TAB
TEXT WILL
DISPLAY ON FORM**

Expungement Order - Granted

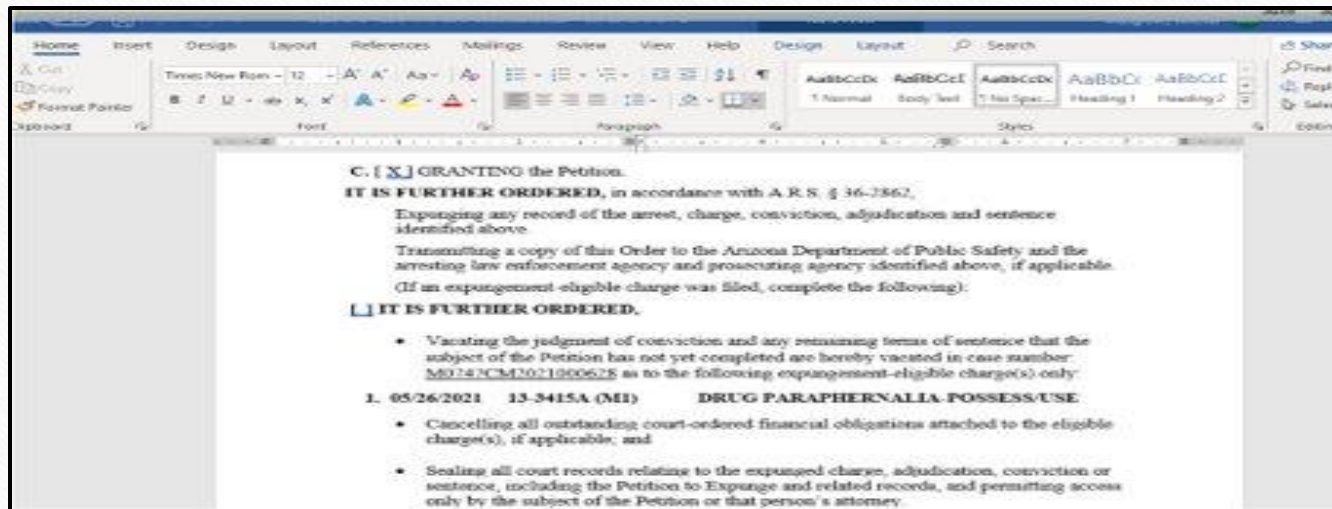
- If order is granted, add event **Order: Order Expunge Records-Granted**.
- Select the appropriate fields from the Parties, Count, and Judge tab. Granted order will only allow eligible party and count for expungement to appear for selection.

Event Types	Related Events	Forms / Ticklers	Custom Tickler
Event Entry Type			
<input checked="" 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			

Parties	Count	Judge	Comment	
	Charge Description	Charge Code	Charge Count	Charge Sequence
<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.



The screenshot shows a Microsoft Word document with the following content:

C. ☒ GRANTING the Petition.

IT IS FURTHER ORDERED, in accordance with A.R.S. § 36-2862,

Expunging any record of the arrest, charge, conviction, adjudication and sentence identified above.

Transmitting a copy of this Order to the Arizona Department of Public Safety and the arresting law enforcement agency and prosecuting agency identified above, if applicable.

(If an expungement-eligible charge was filed, complete the following):

☐ **IT IS FURTHER ORDERED**,

- Vacating the judgment of conviction and any remaining terms of sentence that the subject of the Petition has not yet completed are hereby vacated in case number: MD742CM2021000628 as to the following expungement-eligible charge(s) only:

1. 05/26/2021 13-3415A (MI) **DRUG PARAPHERNALIA POSSESS/USE**

- Cancelling all outstanding court-ordered financial obligations attached to the eligible charge(s), if applicable; and
- Sealing all court records relating to the expunged charge, adjudication, conviction or sentence, including the Petition to Expunge and related records, and permitting access only by the subject of the Petition or that person's attorney.

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

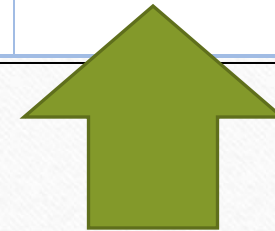
- In the Charge/Sentencing Screen, select the Charge Change Type: Expunge/Seal. Check the Expunged Box and the Sealed box. The Remove from Public Access box will automatically be selected as a result. Click “Save and Close” icon.

Preparatory Offense	<input type="text"/>	Off. Type	<input type="text" value="MISDEMEANOR"/>	Jurisdiction	<input type="text"/>
Qualifier	<input type="text"/>	ACN#	<input type="text"/>	Location	<input type="text"/>
Ch. DT.	<input type="text" value="04/28/2021"/>	CTN	<input type="text" value="NEW COUNT"/>	CATN	<input type="text"/>
Charge Change Type	<input type="text" value="EXPUNGE/SEAL"/>	CH. ST.	<input type="text" value="POST-ADJUDICATION"/>	Judge	<input type="text"/>
Tier	<input type="text" value="First Offense"/>	Manual Closure	<input type="checkbox"/>	Expunged	<input checked="" type="checkbox"/>
Charge Identifier	<input type="text" value="A"/>	Charge Severity	<input type="text"/>	Sealed	<input checked="" type="checkbox"/>
		Citing Agency	<input type="text" value="GLENDALE PD"/>	Remove from Public Access	<input checked="" type="checkbox"/>

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.

Add	Update	Delete	Frequent Events	Assign/Reassign Case	Add/Modify Custom Tickler	Show All Events	Appellate Report	Charge/Sentencing	
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-PARAPH			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-PARAPH	Judge	DELGADO, HON MANUEL
Assigned Courtroom		Courtroom Asgmt Dt	
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"/>		



Expungement Order - Granted

- Case level warning will also display on the GCI

Citation Entry		Case Summary - M0747CM2021000628		Manage Form		General Search		Case Summary - M0747CM2021000628	
Add Update Delete Frequent Events Assign/Reassign Case Add/Modify Custom Tickler Show All Events Appellate Report Charge/Sentencing									
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				
Case Sub Type	DRUG POSSESSION-PARAPH			Judge	DELGADO, HON MANUEL				
Assigned Courtroom				Courtroom Asgmt Dt					
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					

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

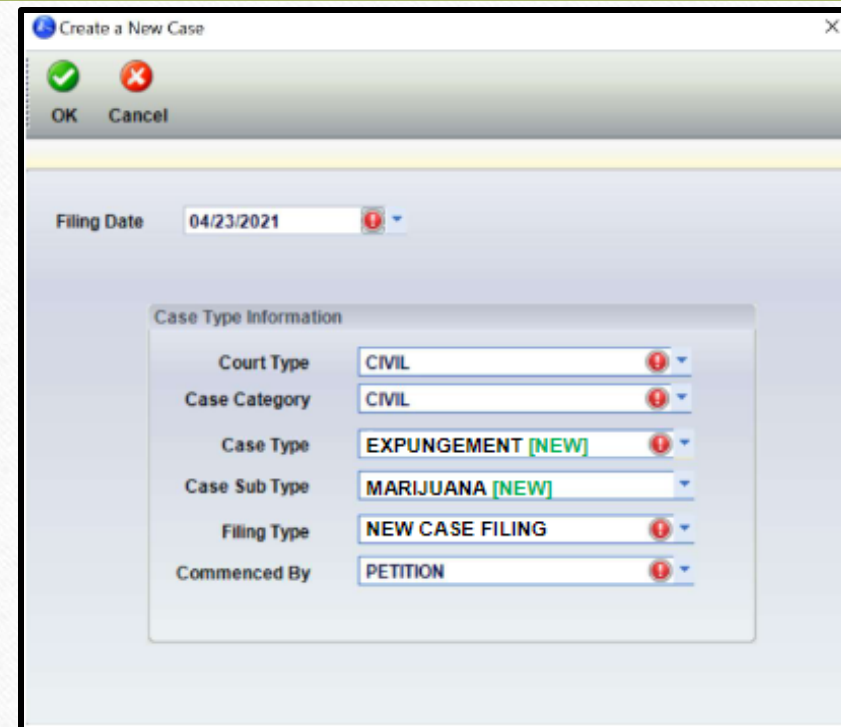
Case Category = CIVIL

Case Type = EXPUNGEMENT

Case Sub Type = MARIJUANA

Filing type = NEW CASE FILING

Commenced By = PETITION



The screenshot shows a 'Create a New Case' dialog box. At the top, there are 'OK' and 'Cancel' buttons. Below them is a 'Filing Date' field with the value '04/23/2021'. The main section is titled 'Case Type Information' and contains the following fields:

Field	Value
Court Type	CIVIL
Case Category	CIVIL
Case Type	EXPUNGEMENT [NEW]
Case Sub Type	MARIJUANA [NEW]
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



The screenshot shows a 'Create a New Case' dialog box with the following fields and values:

Field	Value
Filing Date	04/23/2021
Court Type	CIVIL
Case Category	CIVIL
Case Type	EXPUNGEMENT [NEW]
Case Sub Type	MARIJUANA [NEW]
Filing Type	PRIVATE ATTORNEY
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.

Case Summary-J1007CV2021000514

[Add](#)
[Update](#)
[Delete](#)
[Frequent Events](#)
[Assign/Reassign Case](#)
[Add/Modify Custom Tickler](#)
[Show All Events](#)
[Appellate Report](#)
[Create Task](#)
[Status History](#)
[**Case Admin**](#)
[Save Case](#)
[Cancel](#)
[RePrint](#)
[Export to Excel](#)
[Refresh](#)
[Print Grid](#)
[Manage Forms](#)
[Close](#)

General Case Information

Case Number	J1007CV2021000514	Filing Date	08/18/2021 04:07 PM
Court Type	CIVIL	Filing Type	NEW CASE FILING
Case Category	CIVIL	Case Status	PRE-ARRAIGNMENT
Case Type	EXPUNGEMENT	Case Status Date	08/18/2021
Case Sub Type	MARIJUANA	Judge	
Assigned Courtroom		Courtroom Asgmt Dt	

☐ Sealed Case
 ☐ Restricted Case
 ☐ Jury Trial Requested
 ☐ Complex
 ☐ Remove From Public Access

In RE the Matter of Expungement:
CLOSE MANUAL

Administrative Updates

Drag a column header here to group by that column.

Date Stamped	Party	Description	Comment	Satisfied Date	User ID	Charge(s)	Judge
08/18/2021 04:08 PM	MANUAL, CLOSE	ORDER EXPUNGE RECORDS - GRANTED			VJIMENEZ		ABOUD, PAULA
08/18/2021 04:08 PM	MANUAL, CLOSE	PETITION TO EXPUNGE RECORDS		08/18/2021 04:08 PM	VJIMENEZ		
08/18/2021 04:07 PM	MANUAL, CLOSE	Case Initiated - PETITION			VJIMENEZ		

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

Add Update Delete Frequent Events Assign/Reassign Case Add/Modify Custom Tickler Show All Events Appellate Report Create Task Status History Case Admin Save Case Cancel RePrint Export to Excel Refresh Print Grid Manage Forms Close

General Case Information

Case Number: J1007CV2021000514 Filing Date: 08/18/2021 04:07 PM
Court Type: CIVIL Filing Type: NEW CASE FILING
Case Category: CIVIL Case Status: CLOSED
Case Type: EXPUNGEMENT Case Status Date: 08/18/2021
Case Sub Type: MARIJUANA Judge:
Assigned Courtroom: Courtroom Asgmt Dt:
In RE the Matter of Expungement: CLOSE MANUAL

Sealed Case: ☒ Restricted Case: ☐ Jury Trial Requested: ☐ Complex: ☐ Remove From Public Access: ☒

Administrative Updates

Drag a column header here to group by that column.

	Date Stamped	Party	Description	Comment	Satisfied Date	User ID	Charge(s)	Judge
Bonds								
Case Dashboard	08/18/2021 04:08 PM	MANUAL, CLOSE	ORDER EXPUNGE RECORDS - GRANTED			VJIMENEZ		ABOUD, PA
Court Associations	08/18/2021 04:08 PM	MANUAL, CLOSE	PETITION TO EXPUNGE RECORDS		08/18/2021 04:08 PM	VJIMENEZ		
Court Dates	08/18/2021 04:07 PM	MANUAL, CLOSE	Case Initiated - PETITION			VJIMENEZ		

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

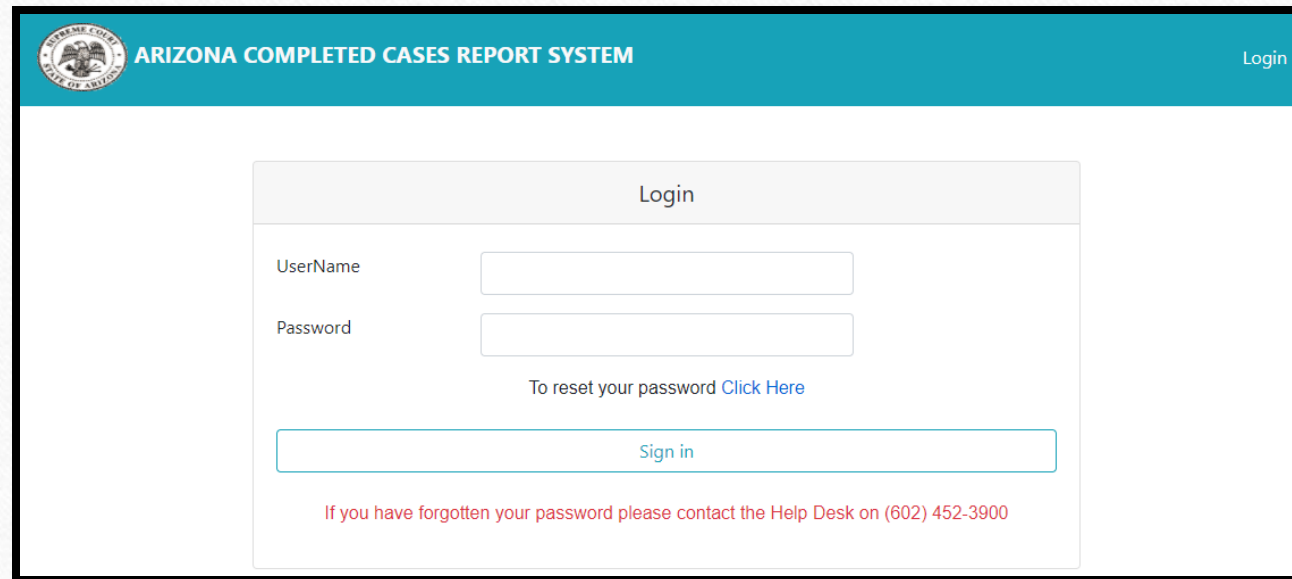
*Steps outlined in the following slides

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 (ACCRS). The page has a teal header with the Arizona State Seal on the left, the text "ARIZONA COMPLETED CASES REPORT SYSTEM" in the center, and a "Login" link on the right. Below the header is a white box with a grey "Login" title bar. Inside this box are two input fields: "UserName" and "Password". Below the password field is a link "Click Here" for password reset. At the bottom of the box is a "Sign in" button. A red text line at the very bottom of the box provides contact information for the Help Desk.

ARIZONA COMPLETED CASES REPORT SYSTEM Login

Login

UserName

Password

To reset your password [Click Here](#)

If you have forgotten your password please contact the Help Desk on (602) 452-3900

ACCRS-Log In

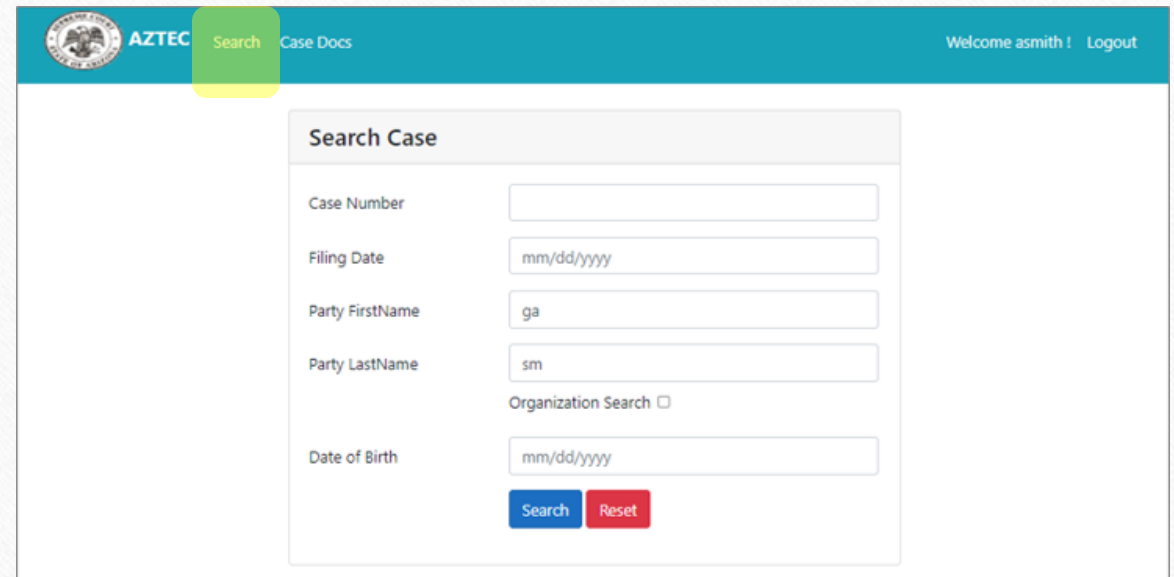
- Enter assigned Aztec username in the UserName field
 - If there is no Aztec username contact the AOC Support Center
- **For the first login**, use the temporary password welcome11
 - Follow system prompts to re-set password (user's choice)
 - Passwords expire/will need to be changed every 90 days

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	<p>Enter the court ID and case number without dashes, spaces (example: J1003CR200800010), or leading zeros .</p> <p>If a court ID or case number has a leading zero (0), it should be excluded when entering the case number (examples: <u>M0767</u>TR20130034 <input type="checkbox"/> <u>M767</u>TR20130034; <u>J1003</u><u>TR0009802017</u> <input type="checkbox"/> <u>J1003</u><u>TR9802017</u>)</p>
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 displays the ACCRS Case Search web application. The top navigation bar is teal and contains the AZTEC logo, a 'Search' button highlighted in green, and a 'Case Docs' link. On the right side of the bar, it says 'Welcome asmith !' and a 'Logout' link. Below the navigation bar, the main content area features a 'Search Case' form. This form includes input fields for 'Case Number', 'Filing Date' (with a 'mm/dd/yyyy' placeholder), 'Party FirstName' (containing 'ga'), 'Party LastName' (containing 'sm'), and 'Date of Birth' (with a 'mm/dd/yyyy' placeholder). There is also an 'Organization Search' checkbox. At the bottom of the form are two buttons: a blue 'Search' button and a red 'Reset' button.

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 displays the ACCRS-Search interface. At the top, there is a header with the AZTEC logo, navigation links for Search and Case Docs, and a user welcome message. Below the header is a 'Search Case' form with fields for Case Number, Filing Date, Party First Name, Party Last Name, Organization Search, and Date of Birth. A 'Search' button and a 'Reset' button are located at the bottom of the form. Below the form, there is a table of search results. The table has columns for Case Number, Filing Date, First Name, Last Name, Date Of Birth, Sealed, and Expunged. The table contains 10 rows of data. At the bottom of the table, there is a pagination bar showing 'Showing 1 to 10 of 453 entries' and a set of navigation links.

Case Number	Filing Date	First Name	Last Name	Date Of Birth	Sealed	Expunged
J1002784001041	10-15-1990	EDGAR	SWITH	04-22-1945	<input checked="" type="checkbox"/>	<input type="checkbox"/>
J1007C830048	05-13-1990	MARGARET	SWITH	01-21-1927	<input type="checkbox"/>	<input type="checkbox"/>
J1007P82130041	01-05-2010	DARY	SWITH	01-01-1930	<input type="checkbox"/>	<input type="checkbox"/>
J1007P82130062	02-21-2013	MARGARET	SWITH	05-27-1981	<input type="checkbox"/>	<input type="checkbox"/>
J1007P82130013	04-06-2010	DARY	SWITH	02-01-1947	<input type="checkbox"/>	<input type="checkbox"/>
J101CR20000698	10-13-2009	GARRETT	DALEY	02-06-1994	<input type="checkbox"/>	<input type="checkbox"/>
J101CV020120034	10-23-2012	LOGAN	SWITH	00-01-2012	<input type="checkbox"/>	<input type="checkbox"/>
J101A20110029	01-26-2011	KEOGAN	SWITH	07-21-1991	<input type="checkbox"/>	<input type="checkbox"/>
J101A20110031	10-20-2013	ESTEGAR	LEONORA	09-05-1981	<input type="checkbox"/>	<input type="checkbox"/>
J101P820110034	04-19-2011	KEOGAN	SWITH	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 displays the AZTEC system interface. At the top, there is a navigation bar with the AZTEC logo, 'Search', 'Admin', and user information 'Welcome asmith | Logout'. A modal dialog titled 'Expunge' is open, asking 'Are you sure you want to update the Sealed and Expunged status for this case?' with 'Cancel' and 'OK' buttons. Below the dialog, a search form is visible with fields for 'Case', 'Filing Date', 'Party FirstName', 'Party LastName', 'Organization Search', and 'Date of Birth', along with 'Search' and 'Reset' buttons. The main area shows a table of search results with columns: CaseNumber, Filing Date, FirstName, LastName, Date Of Birth, Sealed, and Expunged. The table contains 10 rows of data. The row with CaseNumber J1101A20110225 is highlighted, and its 'Expunged' checkbox is checked. At the bottom, there is a pagination bar showing 'Showing 1 to 10 of 453 entries' and navigation links for 'Previous', '1', '2', '3', '4', '5', '45', and 'Next'.

CaseNumber	Filing Date	FirstName	LastName	Date Of Birth	Sealed	Expunged
J1003TR001641	10-15-1990	EDGAR	SMITH	04-22-1945	<input checked="" type="checkbox"/>	<input type="checkbox"/>
J1007CR000345	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"/>
J1007PR20130893	03-21-2013	MARGARET	SMITH	05-27-1901	<input type="checkbox"/>	<input type="checkbox"/>
J1007PR20131013	04-05-2013	GARY	SMITH	02-01-1947	<input type="checkbox"/>	<input checked="" type="checkbox"/>
J1101CA20090995	11-13-2009	GARRETT	SMILEY	02-09-1994	<input type="checkbox"/>	<input type="checkbox"/>
J1101CV20120809	10-23-2012	LOGAN	SMITH	08-07-2012	<input type="checkbox"/>	<input type="checkbox"/>
J1101A20110225	01-28-2011	KEEGAN	SMITH	07-27-1991	<input type="checkbox"/>	<input type="checkbox"/>
J1101A20120831	12-30-2013	ESTEGAN	LEDESMA	09-25-1991	<input type="checkbox"/>	<input type="checkbox"/>
J1101TR20110334	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.

1 SID NUMBER		ARIZONA DEPARTMENT OF PUBLIC SAFETY		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 ARRESTING AGENCY ORI		6 ARRESTING AGENCY CASE NO.		7 BOOKING AGENCY ORI	
8 CHARGES / AMENDED CHARGES		9 BOOKING NUMBER		10 PCN	
11 CHARGES: Please write literal. If more than three (3) charges list on second (2nd) form.		12 ARIZONA REVISED STATUTE OR ORDINANCE		13 DATE OF OFFENSE / VIOLATION	
14 LAW ENFORCEMENT AGENCY: Fill in original charge(s) on line(s) a.		15 PROSECUTOR / COURT: Fill in amended charge(s) on line(s) b.		16 OFFENSE TYPE	
17 PREPARATORY OFFENSE CODE		18 DOMESTIC VIOLENCE & VICTIM INFORMATION		19 DESIGNATED COURT NAME / IDENTIFIER	
20 AMENDED TO (X)		21 DISPOSITION CODE		22 JAIL OR PRISON	
23 LENGTH OF CONFINEMENT (in mo. yr)		24 SENTENCE CODE		25 PROBATION LENGTH (in mo. yr)	
26 FINE YES OR NO		27 COURT CASE / COMPLAINT NUMBER		28 DISPOSITION DATE	
29 AGENCY ORI MAKING DISPOSITION DECISION		30		31	
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1b					
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18 DISPOSITION CODES
 AC – Acquitted / Not Guilty
 CD – Court Dismissed
 DP – Deferred Prosecution
 DS – Deferred Sentencing
 EX – Expunge per ARS §31-201
 GG – Guilty
 GI – Guilty but Insane
 NF – No complaint filed
 NP – Nolo Contendere 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

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

14 PREPARATORY OFFENSE CODES
 A – Attempted
 C – Conspiracy to commit
 F – Facilitate
 S – Solicit

15 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

16 DISPOSITION CODES
 AC – Acquitted / Not Guilty
 CD – Court Dismissed
 DP – Deferred Prosecution
 DS – Deferred Sentencing
 EX – Expunge per ARS §31-201
 GG – Guilty
 GI – Guilty but Insane
 NF – No complaint filed
 NP – Nolo Contendere 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

APPELLA
 AF – Affirmed
 RE – Reversed
 RV – Reversed & Overturned
 SM – Sentenced

18 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 – Nollo 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

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