

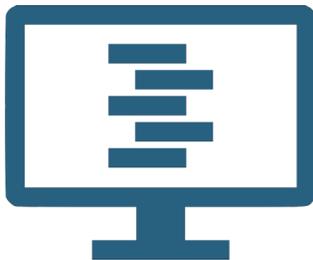
The Path to Clean Slate



Act 56 of 2018 (“Clean Slate”) goes into effect on June 28, 2019. Clean Slate uses an automated computer process to identify and shield from public view (1) offenses with dispositions that are not convictions, (2) summary convictions more than 10 years old and for which payment of all court-ordered financial obligations is complete, and (3) convictions graded as a misdemeanor of the 2nd or 3rd degree, or ungraded wherein the defendant has been free from any other felony or misdemeanor conviction for 10 years and completed the financial obligations of the sentence.



Cases and offenses that qualify for Clean Slate in CPCMS and the MDJS are identified.



Validated CPCMS and MDJS offenses display in CPCMS in batches.



Pennsylvania State Police reviews identified misdemeanor convictions and reports any objections back to the AOPC.



Judges can review a report listing each case and offense in a batch prior to issuing an order.



Batches are processed through a new CPCMS screen to produce a court order and final report.



Public docket sheets no longer display the cases or offenses.

Clean Slate Processing Details

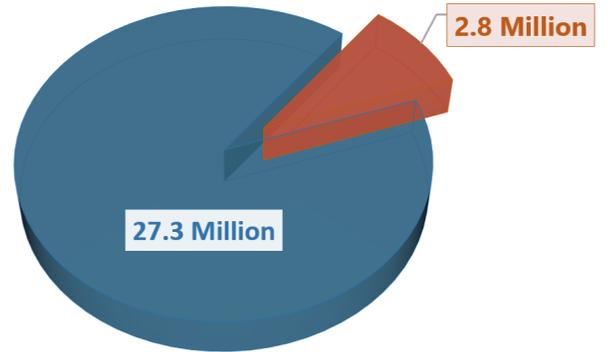
- The AOPC will automatically identify the eligibility of all offenses statewide. Eligible misdemeanor conviction offenses will be sent to the Pennsylvania State Police (PSP) in monthly batches. Eligible non-convictions and summary convictions are automatically pre-approved and are not sent for review. Processing the backlog of all offenses is anticipated to take a year.
- PSP has 30 days to validate the eligibility of the misdemeanor conviction offenses sent in each batch. Non-eligible offenses, those with incorrect or incomplete data, or where no match was found, will be removed from the batch.
- Each county will receive batches of offenses on cases in their county on the new Clean Slate Administration screen in CPCMS. These batches contain the offenses that were automatically eligible and the misdemeanor conviction offenses that were validated by PSP. The top five counties with the greatest number of eligible offenses will require two batches per month.
- Over the first year, the size of the batches for each county will vary in order to process the total number of eligible offenses in the most efficient manner.
- A batch in CPCMS is processed by (1) Generating a blank order for the judge to sign and a report listing all eligible offenses in the batch. This step is optional for counties using electronic signatures and, if used, only the report is created. (2) Completing the batch by designating it as approved. For counties using electronic signatures, this step generates the signed order and the report listing all eligible offenses in the batch.
- An Administrative Docket case, which is referenced in the report and the order, is created during processing; the order and report are not saved to individual cases. When approved, counties using ERMS can save the report and order to the Administrative Docket case.
- Once the batch is approved in CPCMS, the following happens automatically: docket entries for the order are recorded on each case, each eligible offense is marked as Limited Access and removed from docket sheets in CPCMS, and all appropriate offenses are also updated in the MDJS.
- Case participants requesting documentation on their case must go to the Court of Common Pleas in the county, regardless of the type of case. The new Clean Slate History screen is used to find cases that have been processed and regenerate portions of the report containing those cases.

By the Numbers (as of May 2019)

over **30 Million**
Cases with eligible offenses statewide

over **40 Million**
Eligible offenses statewide

Complete vs. Partial Limited Access*



■ All offenses on a case ■ Some offenses on a case

* Totals are based on cases with eligible offenses statewide.

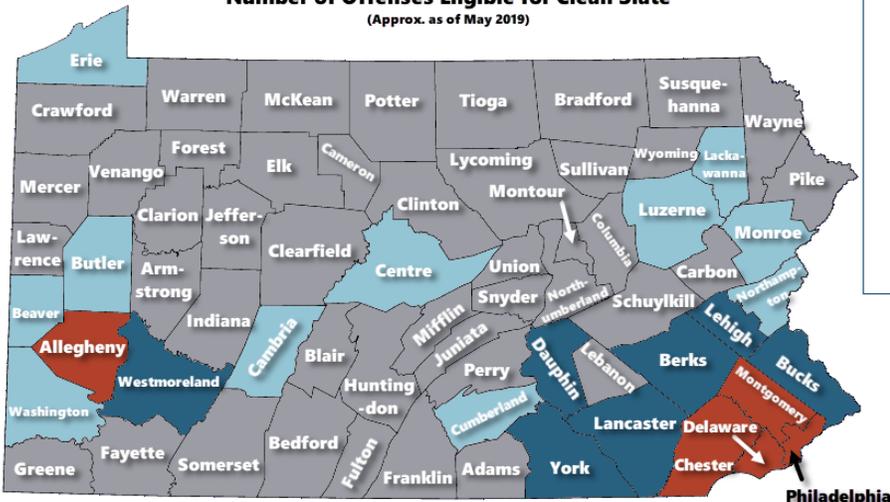
Business Process Considerations

- Consider setting up electronic signatures in CPCMS for judges that will sign orders for Clean Slate batches to streamline the process.
- Due to the number of offenses being processed, the report could be hundreds to thousands of pages long. If not using ERMS, consider how and where to store lengthy reports.
- Due to the anticipated volume of Clean Slate offenses, it may no longer be practical to individually mark physical case files. Switch to using CPCMS to evaluate public access requests.

Visibility of Clean Slate in the Case Management Systems

- Three case search screens in CPCMS and MDJS display the Sealed icon when at least one offense is Limited Access. Hovering the mouse over the icon will distinguish between sealed and Limited Access cases or offenses.
- The Clean Slate History screen in CPCMS can be used to search for Common Pleas and lower court cases that have had at least one offense processed for Clean Slate.
- Users with secure case access in CPCMS or MDJS will continue to see limited access offenses and cases on secure docket sheets and other relevant reports.
- Limited Access on the individual offenses for cases can be viewed on the offenses screen.
- When a case is opened in either CPCMS or MDJS, the Case Bar turns red and displays the Sealed icon when at least one offense is Limited Access.

Number of Offenses Eligible for Clean Slate
(Approx. as of May 2019)



■ btw. 18K - 500K ■ btw. 500K - 1 mil. ■ btw. 1 mil. - 2 mil. ■ btw. 2 mil. - 4 mil.

AOPC