

Steps for Historical Marijuana Sealing through the CourtRoom Program (CRP)

Step I: Run three (3) reports to determine appropriate marijuana convictions (PL 221.05 and 221.10) that are currently marked as sealed with a CPL 160.55, CPL 160.58 and/or CPL 160.59 and change to seal type (0) using the step-by-step process below from the CourtRoom Program:

To import the report showing convicted PL 221 charges sealed 160.55/160.58/160.59 in the CourtRoom Program

1. **Utility, Edit Databases, Forms and Calendars**
2. At the top select **New**
3. Add a New Form, select **Yes**
4. At the bottom select **Import**
5. Then select **Search UCS Website for Forms**
6. This will open the list of available forms. In the Seek field enter in **Sealed**. In the list below you will see **Sealed_PL_221_Charges.FRM**. Select that from the list then click on **Select** at the bottom.

SEI Remote Form List

Seek: **SEAL** Name:

Form Name	Date	Time	Preview
SEALED_PL_221_CHARGES.FRM	07/23/2020	08:51AM	
SEAL_OLD_MARIJUANA_CASES.FRM	07/17/2020	07:28AM	
SEAL_OLD_MAR_2.FRM	05/07/2009	08:53AM	
SEIKO_DYMO_1UP.FRM	02/10/2010	02:30PM	
SEIKO_DYMO_1UP_ADDRESS.FRM	06/28/2010	09:25AM	
SEIKO_DYMO_1UP_LABEL_ORIGINAL_FOR...	09/27/2018	12:14PM	
SEIKO_DYMO_1UP_LABEL_PHONE.FRM	02/03/2014	02:31PM	
SEIKO_DYMO_1UP_OFFICER.FRM	09/28/2011	10:35AM	
SEIKO_DYMO_1_UP_ALIGNMENT.FRM	09/17/2019	03:33PM	

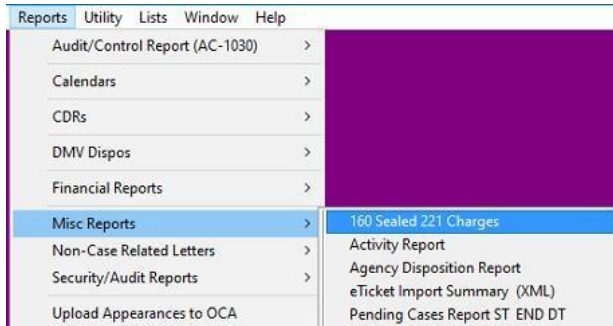
CHARGES SEALED 160.55, 160.58, 160.59

Full Title: 160 Sealed 221 Charges

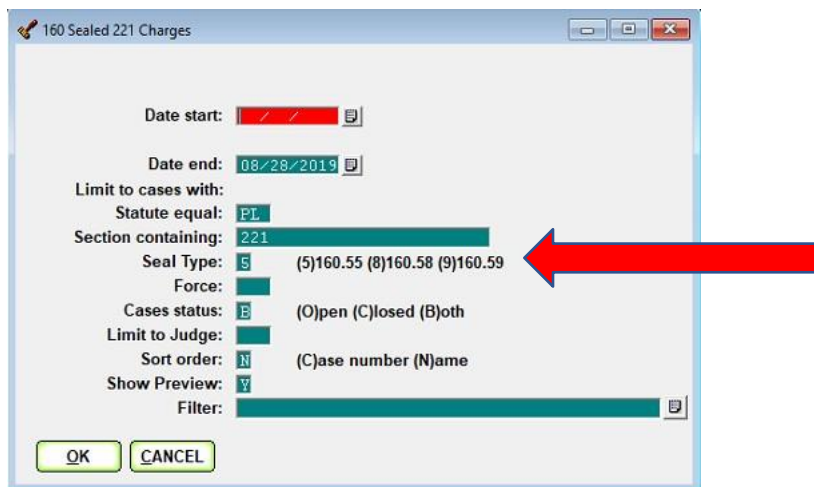
7. This will bring you back to the **Edit Forms** screen. Select **Save** and **Exit** at the top.

To locate the report

1. Select Reports, Misc Reports, 160 Sealed 221 Charges



2. This will open the following screen:



****This report can be run for the three relevant seal types. The default is '5' for the 160.55 seal sections. This can be run for the other two seal sections by changing the Seal Type field to '8' for 160.58 and again '9' for 160.59****

3. Select **OK** at the bottom

Report Preview

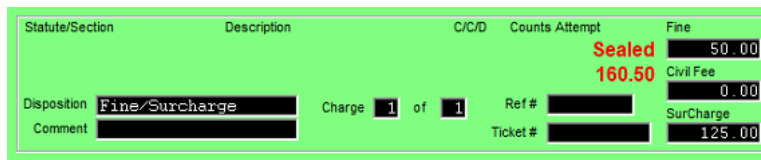
- 1. If there are any PL 221 charges sealed 160.55/160.58/160.59 the following report will appear

PL 221 Charges Sealed 160.55 All Judges							Page 1 of 1 Report date: 07/09/2020
Defendant	Case #	Judge/Statute/Section	Description	Arrest	Officer/Agency	Attorney	Action Code
0001 Tester, Jon Q.	17060132.01	RQV PL 221.10	POS MARIHUANA-5	06/12/17	Officer, T/NSP	Attorney, Test	099

- This report is clickable to make it easier to open the case and change the seal type.
 - o After **clicking on the defendant's name** the corresponding **Case Information Screen** will appear.
 - o From the **Case Information Screen**, select **Modify Case, Seal/Suppress**



- o Change the **Seal Type** to a **0** (zero)
- o Select **Save & Exit** at the bottom
- o The case will now reflect **Sealed 160.50**



- o Print a seal notice for the arresting agency
- o Upload to CDR if original charge was a fingerprintable offense
- o **Close the Case Information Screen** and repeat the steps above for the charges listed on the report.

After correcting all listed charges

1. When all the listed charges have been modified, re-run the report for the corresponding seal section to ensure no charges are remaining. The message you should receive if all corrected is as follows:



Step II: Send the seal notices to the appropriate police agency

For the Courts that have NOT already run the Seal Old Marijuana Cases.FRM report
If you have already run the Seal Old Marijuana Cases.FRM report please review the steps below to make sure you completed all the necessary steps

Step III: Import the Seal_Old_Marijuana_Cases.FRM report in the CourtRoom Program and follow the step-by-step process below from the CourtRoom Program for each policy agency that files with your court. The step-by-step process below will automatically apply a CPL 160.50 seal type (0) to the appropriate marijuana convictions:

To import the report, in the CourtRoom Program:

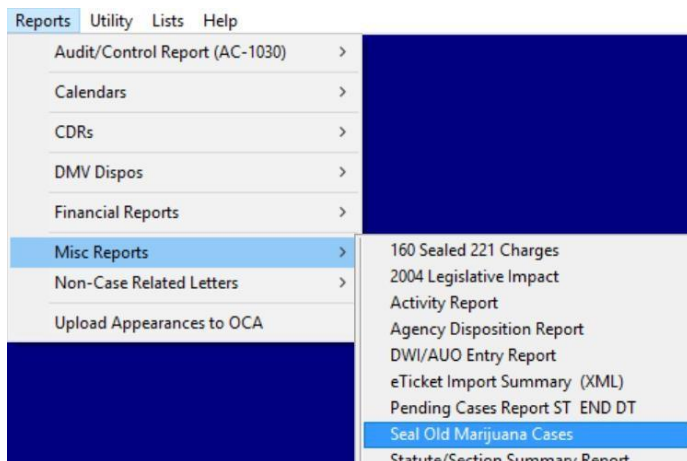
1. **Utility, Edit Databases, Forms and Calendars**
2. At the top select **New** – add a new form, select **Yes**
3. At the bottom select **Import**
4. **Select Search UCS Website for Forms**
5. In the Seek field enter in **Seal**, in the list below select **Seal_Old_Marijuana_Cases.FRM**



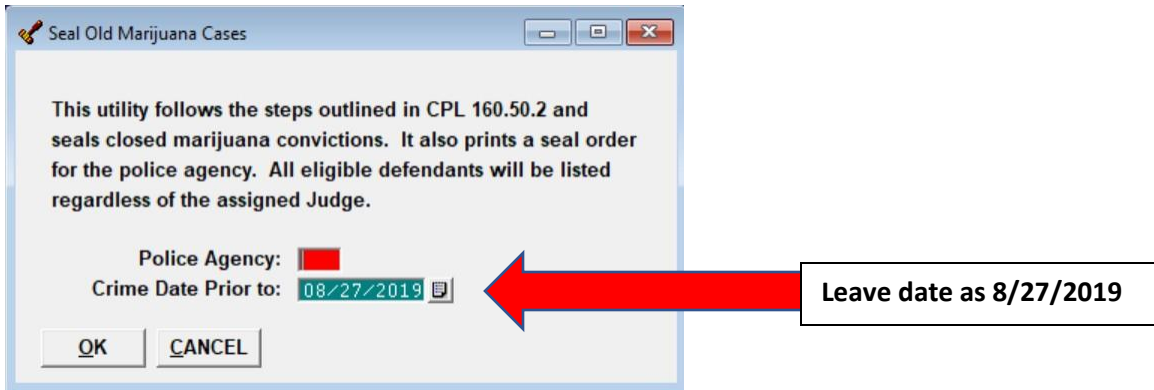
6. At the top of the **Edit Forms** screen, select **Save** and **Exit**

Running the seal report:

1. **Reports, Misc Reports, Seal Old Marijuana Cases**



2. This will produce the following screen:



3. In the **Police Agency** field enter in the corresponding police agency to produce the seal order report.

4. After entering in the **Police Agency** select **OK**. The following report will then appear.

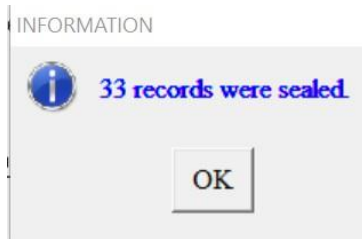
TO: New York State Police
 123 Main Street
 Someburg, NY 12345

Seal Order

Pursuant to Section 160.50.2 of the Criminal Procedure Law of the State of New York, you are hereby Ordered to seal the following marijuana charges. Only the charges listed are eligible for sealing under this order.

DEFENDANT NAME	DOB	ARREST	STATUTE/SECTION	OFFICER
Enu, Sharon L.	09/02/72	03/16/98	PL 221.05	Tumulty, Jr., Brenda
Cope,	11/17/63	11/25/98	PL 221.05	Tumulty, Jr., Brenda
Barbarisi, Catherine L.	05/08/80	04/10/99	PL 221.05	Marti,
Sombke, Michelle L.	01/10/65	02/19/00	PL 221.05	Torres,
Saile, Bartholomeu	09/11/73	05/02/00	PL 221.05	Wienckowski,

5. After printing the report produced the program will then seal the charges listed. Select **OK** on the message indicating the number of sealed records.

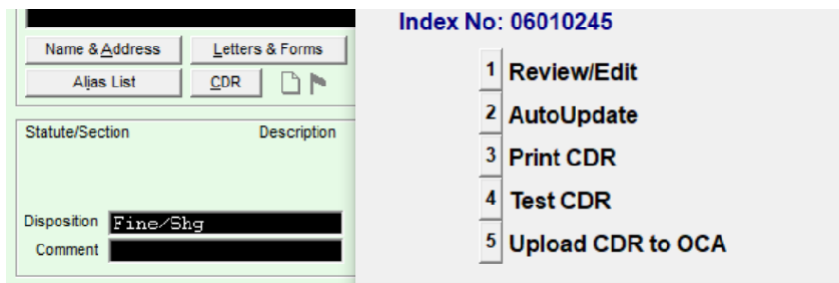


Uploading CDR information

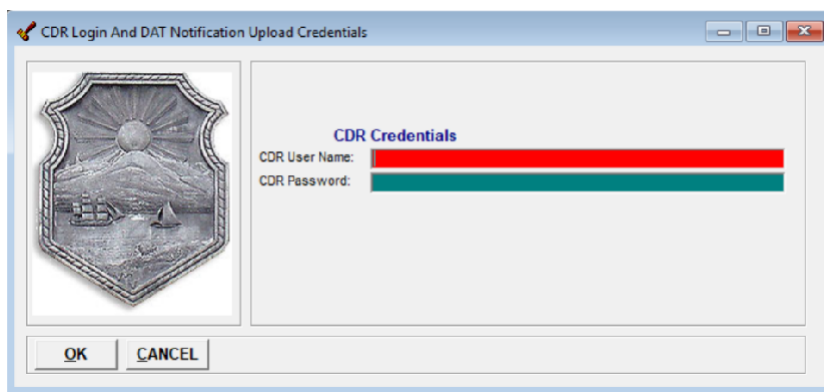
1. Use the printed seal order report as a worksheet to identify CDR eligible charges.

****Note:** This report shows how the charge was closed; therefore, the original charge could have been 221.10 reduced to a 221.05. All charges should be reviewed.

2. From the defendant's **Case Information Screen** select the **CDR** button.
3. Select option 5 – **Upload CDR to OCA**



4. Enter in your **User Name** and **Password**, then select **OK** at the bottom.
*****Repeat this for all PL 221.05 and PL 221.10 charges listed*****



Step IV: Spot check at least ten files to make sure that the CPL 160.50 seal type (0) applied

Step V: For any misdemeanor convictions, upload the updated Sealed CDR status for each case, using the seal report. See information above from the CourtRoom Program under “Uploading CDR Information”

- a. If NYSID or CJTN numbers are not in the documents, the Court does NOT have to search for those numbers; instead, they can be uploaded to the CDR without the NYSID or CJTN number
- b. On some dockets there may be two different seals on the individual charges due to this new sealing requirement
 - i. For these cases they may appear on the CDR error report and a fix to remove them from the error report is being worked on, more information may be forthcoming

Step VI: Send the seal report to each individual police agency indicated on the report. Counsel’s Office at the Office of Court Administration has advised that Courts are not required to furnish a unique sealing notice for each charge or each individual case. Accordingly, if an individual police agency refuses to accept the seal report, please contact the Office of Justice Court Support for guidance.