

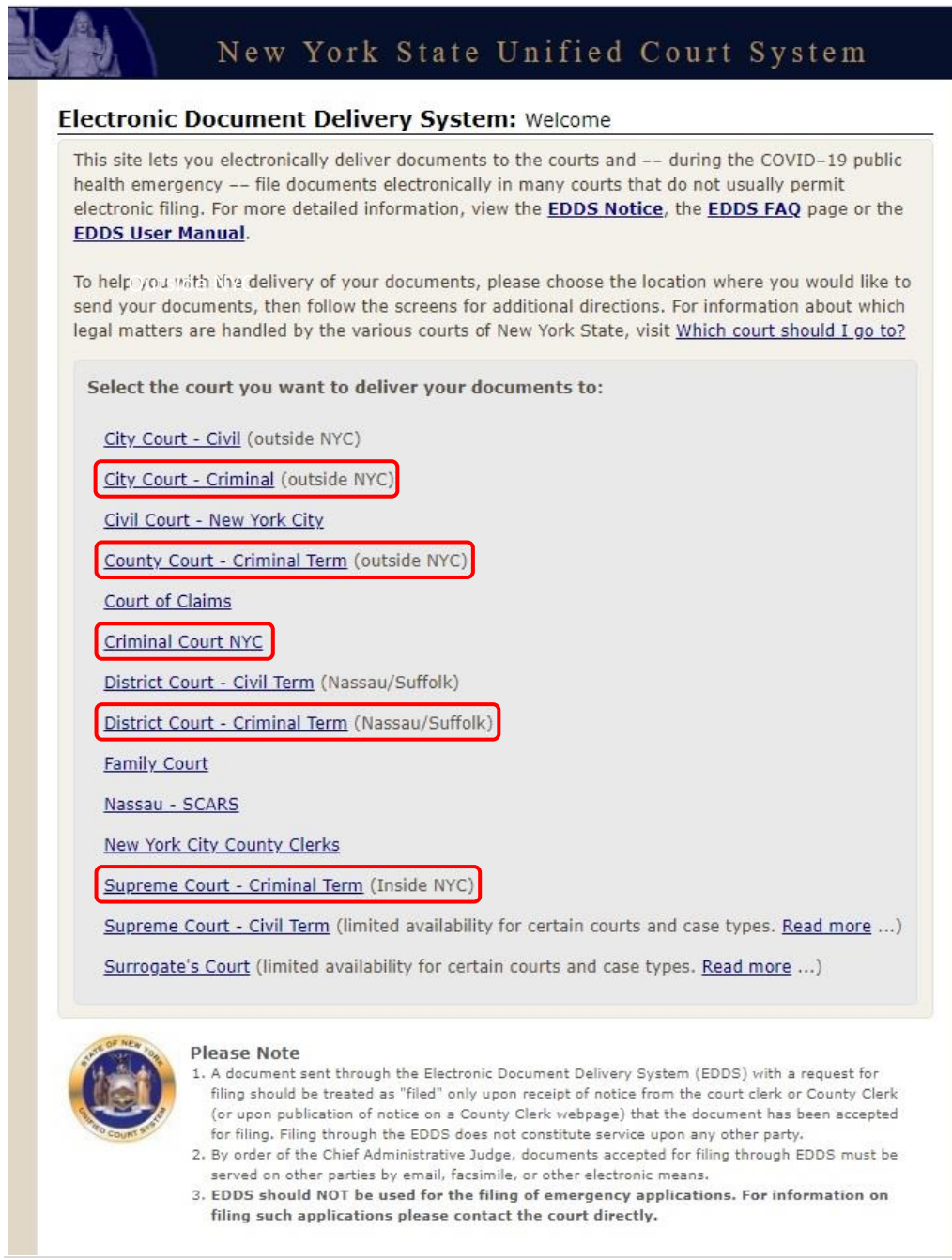
**Application to Destroy Expunged Marihuana Conviction Record**  
**Instructions for electronic submission via Electronic Document Delivery System (EDDS)**

**Step 1: Welcome**

Go to the Electronic Document Delivery System (EDDS) webpage at:  
<https://iappscontent.courts.state.ny.us/NYSCEF/live/edds.htm>

Click the link for the type of court where your marihuana conviction occurred:

- [Criminal Court NYC](#) – Criminal Court in the five boroughs of New York City (Bronx, Kings, New York, Queens or Richmond County)
- [City Court – Criminal \(outside NYC\)](#) – City Court in any county outside the five boroughs of New York City
- [District Court – Criminal Term \(Nassau/Suffolk\)](#) – District Court in Nassau County or Suffolk County
- [Supreme Court – Criminal Term \(Inside NYC\)](#) – Supreme Court in the five boroughs of New York City (Bronx, Kings, New York, Queens or Richmond County)
- [County Court – Criminal Term \(outside NYC\)](#) – County Court outside the five boroughs of New York City



**New York State Unified Court System**


**Electronic Document Delivery System: Welcome**

This site lets you electronically deliver documents to the courts and -- during the COVID-19 public health emergency -- file documents electronically in many courts that do not usually permit electronic filing. For more detailed information, view the [EDDS Notice](#), the [EDDS FAQ](#) page or the [EDDS User Manual](#).

To help you with the delivery of your documents, please choose the location where you would like to send your documents, then follow the screens for additional directions. For information about which legal matters are handled by the various courts of New York State, visit [Which court should I go to?](#)

**Select the court you want to deliver your documents to:**

- [City Court - Civil \(outside NYC\)](#)
- [City Court - Criminal \(outside NYC\)](#)
- [Civil Court - New York City](#)
- [County Court - Criminal Term \(outside NYC\)](#)
- [Court of Claims](#)
- [Criminal Court NYC](#)
- [District Court - Civil Term \(Nassau/Suffolk\)](#)
- [District Court - Criminal Term \(Nassau/Suffolk\)](#)
- [Family Court](#)
- [Nassau - SCARS](#)
- [New York City County Clerks](#)
- [Supreme Court - Criminal Term \(Inside NYC\)](#)
- [Supreme Court - Civil Term \(limited availability for certain courts and case types. \[Read more ...\]\(#\)\)](#)
- [Surrogate's Court \(limited availability for certain courts and case types. \[Read more ...\]\(#\)\)](#)

 **Please Note**

1. A document sent through the Electronic Document Delivery System (EDDS) with a request for filing should be treated as "filed" only upon receipt of notice from the court clerk or County Clerk (or upon publication of notice on a County Clerk webpage) that the document has been accepted for filing. Filing through the EDDS does not constitute service upon any other party.
2. By order of the Chief Administrative Judge, documents accepted for filing through EDDS must be served on other parties by email, facsimile, or other electronic means.
3. EDDS should NOT be used for the filing of emergency applications. For information on filing such applications please contact the court directly.

## Step 2: Getting Started

After reading the instructions, click the *Next* button to begin your submission.



# New York State Unified Court System

## Electronic Document Delivery System: Getting Started

This site lets you electronically deliver documents to the courts and -- during the COVID-19 public health emergency -- to file documents electronically in many courts that do not usually permit electronic filing. For more detailed information, view the [EDDS Notice](#), the [EDDS FAQ](#) page or the [EDDS User Manual](#). Otherwise, follow the instructions below and click Next to continue.

### Step 1: Getting the Documents Ready

EDDS does not create or fill out court papers, like a Petition or Motion. If you have not created or filled out your court papers and need information or forms:

- Visit the [CourtHelp](#) website to see if there is a [DIY \(Do-It-Yourself\) Form](#) available for your case
- Find a court form from the [Forms](#) website
- [Find a lawyer](#) for help

IMPORTANT: The documents must be saved as a PDF file to use this system.

### Step 2: Delivering the Document

In the screens that follow, you will be asked to:

1. Enter your contact information. The court will use this to contact you and is not shared with anyone else.
2. Check the box if you are requesting that the documents be filed by the court clerk.
3. Select the court you want to deliver your documents to.
4. Pick the kind of case your documents are for.
5. Upload the document you are sending. You can upload more than one PDF document.
6. Electronically deliver the documents to court.

Next



### Please Note

1. A document sent through the Electronic Document Delivery System (EDDS) with a request for filing should be treated as "filed" only upon receipt of notice from the court clerk or County Clerk (or upon publication of notice on a County Clerk webpage) that the document has been accepted for filing.
2. Documents sent via EDDS do not constitute service upon any other party. Documents accepted for filing through EDDS must be served on other parties **by electronic means or by mail**.
3. An unrepresented party can use EDDS to send documents to the court, after notifying the court and other parties that they wish to use this method. If EDDS is used, they must serve all such documents on other parties by mail, email, or other electronic means.
4. **EDDS should NOT be used for the delivery of emergency applications except in a Family Court that has been authorized to receive such applications via EDDS, or in a Court where the Judge directs the use of EDDS for that purpose. For more information on filing such applications please contact the court directly.** To find contact information for a court go to <https://www.nycourts.gov/courts/>

**Step 3: Enter Your Information**

Enter your name and contact information, case information, and briefly explain why you are submitting the document(s). You must complete all fields marked with an asterisk (\*). Check the *Filing* box to have the document(s) filed by the Court. Click the *Next* button to continue.

**Electronic Document Delivery System: Enter Your Information**

Court Type: **City Court - Criminal**

Please enter your contact information below. This information will not be shared with the general public. A confirmation email will be sent to the email address you enter. \* Required fields

**Sender's Name**

First Name \*  Middle Name  Last Name \*

Organization/Agency/Firm Name \*  - OR -  I do not have a lawyer

Phone Number (enter as 123-456-7890) \*

Email Address \*

Party You Are Representing (enter your name if you don't have a lawyer) \*

Party Role (e.g., petitioner, plaintiff, respondent, etc.) \*


Case Number \*   
(For example: Index, Indictment, Docket Number, or CSMS #. If there is no case number assigned, please enter "not assigned" in this field.)

Case Title \*

Motion Number (if applicable)

Reason for sending documents \*   
(For example: "copy of papers requested by the judge"; or "letter to court describing proposed settlement")

**FILING REQUEST:** I request that the document(s) I am sending be filed by the court or County Clerk. I also understand that a document sent via EDDS with a request that it be filed, should be treated as "filed" only upon receipt of notice from the court or County Clerk (or upon publication of a notice on a County Clerk webpage) that the document has been accepted for filing.



**Step 4: Select a Court**

Select the court where you were convicted from the *Court* drop-down list. Click the *Next* button to continue.

**Electronic Document Delivery System: Select a Court**

Select the court from the list below, then click Next.

**Court** (scroll if you don't see your court)

Cancel

Next



**Step 5: Select Case Type**

Select “Marihuana: Application to Destroy Expunged Conviction Records” from the *Case Type* drop-down list. Click the *Next* button to continue.

**Electronic Document Delivery System: Select Case Type**

Court: Albany City Court - Criminal (EDDS)

Select the case type from the drop-down menu, then click Next.

**Case Type**

Cancel

Next



**Step 6: Attach PDF Documents for Uploading**

Select "Application to Destroy Expunged Marihuana Conviction Record" from the *Document Type* drop-down list. Click the *Choose File* button to upload your completed application form. (**NOTE:** The completed application form must be saved as a PDF file.) Click the *Next* button to continue.

**Electronic Document Delivery System: Attach PDF Documents for Uploading**

Court: **Albany City Court - Criminal (EDDS)**  
Case Type: **Marihuana: Application to Destroy Expunged Conviction Records**

Select a document type from the drop-down menu and attach your PDFs. \* Required fields


**Main Document**

**Document Type \***  
APPLICATION TO DESTROY EXPUNGED MARIHUANA CONVICTION RECORD ▾

**Attach your PDF** (Max size 100 MB) \*      **Exhibit Number/Letter** (if applicable)

Choose File Application...nRecord.pdf     

**Additional Document Information**



**Step 7: Review Your Information**

Review the information you entered. Read the *Acknowledgement* section and check the *Acknowledgement* check box. Click the *Send Documents* button to finish the submission.

**(NOTE:** Click the *Change My Information* link if you need to correct your contact information before you click *Send Documents*. Click the *Cancel* button and start over if you need to correct any other information.)

### Electronic Document Delivery System: Review Your Information

Review your contact information and the documents ready to be sent.

1. To change your contact information, click the "Change My Information" link below
2. To change the court, case type, or documents, you MUST click cancel and start over
3. **If all your information is correct, click the button below to send the documents listed above.**

Court: **Albany City Court - Criminal (EDDS)**  
Case Type: **Marihuana: Application to Destroy Expunged Conviction Records**  
**Document(s) ID: CCPTFH**

#### Your Information

Name: **William Test**  
Email Address: **wtest@mail.com**  
Phone: **123-456-7890**  
Represented Party: **William Test**  
Party Role: **Defendant**  
Case Number: **1234/2000**  
Case Title: **People of the State of New York v. William Test**  
Reason for sending documents: **Submitting an Application to Destroy Expunged Marihuana Conviction Record.**  
Filing: **I would like my document(s) to be filed**  
Representation: **I do not have a lawyer**

[Change My Information](#)

#### Documents Ready to be Sent

To view a document, click the **Document Type** link

Document	Fee
<a href="#">APPLICATION TO DESTROY EXPUNGED MARIHUANA CONVICTION RECORD</a>	\$0.00
<b>Total Fees</b>	<b>\$0.00</b>

#### Acknowledgment

I acknowledge that I have read and that I agree and understand the following:

1. Any document sent through the Electronic Document Delivery System (EDDS) with a request for filing should be treated as "filed" only upon receipt of notice from the court clerk or County Clerk (or upon publication of notice on a County Clerk webpage) that the document has been accepted for filing.
2. Sending a document through the EDDS does not constitute service upon any other party. By order of the Chief Administrative Judge, documents accepted for filing through EDDS must be served on other parties by electronic means or by mail.
3. If I am an unrepresented party (that is, I don't have an attorney representing me in this case), I understand that I can use EDDS to send documents to the court, so long as I inform the court and other parties that I wish to use this method. I understand that, if I use EDDS, I must serve all such documents on other parties by mail, email, or other electronic means.
4. EDDS should NOT be used for the delivery of emergency applications except for the following:
  - a. In a Family Court that has been authorized to receive such applications delivered via EDDS. (If authorized in a court, a specific matter/case type or document will be available on that courts drop-down menu)
  - b. In a court where the Judge specifically directs the use of EDDS for that purpose.

Cancel

Send Documents



**Step 8: Thank You**

Click the *Print* button to print this screen. You can also click the *Send Another Document* button to begin a new submission. (**NOTE:** You may need to reference your *Document ID* in future communications with the court. It is strongly recommended that you print this screen by clicking the *Print* button or make a note of your *Document ID* before exiting the screen.)

## Thank You

Your documents have been sent to the court you selected. You will receive an e-mail notification when your documents have been received. Please use the document(s) ID below when referencing this submission.

Court: **Albany City Court - Criminal (EDDS)**

Case Type: **Marihuana: Application to Destroy Expunged Conviction Records**

**Document(s) ID: CCPTFH**

### Information Received

Name: **William Test**

Email Address: **wtest@mail.com**

Phone: **123-456-7890**

Represented Party: **William Test**

Party Role: **Defendant**

Case Number: **1234/2000**

Case Title: **People of the State of New York v. William Test**

Reason for sending documents: **Submitting an Application to Destroy Expunged Marihuana Conviction Record.**

Filing: **I would like my document(s) to be filed**

Representation: **I do not have a lawyer**

### Documents Sent

#### Document

APPLICATION TO DESTROY EXPUNGED MARIHUANA CONVICTION RECORD



#### Receiver Contact Information

Court: **Albany City Court - Criminal (EDDS)**

Phone Number: **(646) 386-3033**

Email Address: **edds@nycourts.gov**

**NOTE:** This email address is for correspondence only, no documents will be accepted through this email address.



Print

Send Another Document

**Step 9: Automated Receipt Confirmation Email**

Once you have successfully submitted your application, you will get an automated email confirming receipt by the court [see example below].

**NOTE:** After reviewing your application, the court will notify you if it was successfully processed [see Step 10-A] or if it was not successfully processed because there is a problem with your application [see Step 10-B].

**Albany City Court - Criminal (EDDS)**  
**Notification of Receipt**  
**10/09/2020**

On 10/09/2020, the EDDS System received the documents listed below from submitter William Test, [wtest@mail.com](mailto:wtest@mail.com). Please keep this notice for your records.

**Sender Information**

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**Document(s) ID: CCPTFH**

Case Number: **1234/2000**

Case Title: **People of the State of New York v. William Test**

Motion Number:

Name: **William Test**

Organization/Agency/Firm Name:

Represented Party: **William Test**

Party Role: **Defendant**

Phone Number: **123-456-7890**

Email Address: [wtest@mail.com](mailto:wtest@mail.com)

Note: **Submitting an Application to Destroy Expunged Marihuana Conviction Record.**

**Documents Received**

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Document	Received Date
APPLICATION TO DESTROY EXPUNGED MARIHUANA CONVICTION RECORD	10/09/2020

**Receiver Contact Information**

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Receiver Name: **Albany City Court - Criminal (EDDS)**

Receiver Phone Number: **(646) 386-3033**

Receiver Email Address: [edds@nycourts.gov](mailto:edds@nycourts.gov)

**Note - this email address is for correspondence only - No documents will be accepted through this email address.**

Please be CAREFUL when clicking links or opening attachments.



**Step 10-A: Email Confirming Application Was Processed**

If your application is accepted by the court, you will receive a second email indicating that it has been processed and forwarded to the other agencies involved in your case [see example below].

**NOTE:** If you do not receive a second email from the court, you may contact the court using the email address in your confirmation email [see Step 9]. But, do not send documents to the court through this email. It is for correspondence purposes only.

**Albany City Court - Criminal (EDDS)**

**Comment Added to Case**

**10/09/2020**

**Comment from Court User – William Clerk**

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Your application was SUCCESSFULLY PROCESSED by the court and was forwarded to the following agencies that were involved in your case as required for further processing: 1) Arresting Law Enforcement Agency, 2) Prosecutor's Office, 3) Correctional Facility, 4) Probation Department, 5) New York State Division of Criminal Justice Services (DCJS).

**Sender Information**

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**Document(s) ID: CCPTFH**

Case Number: **1234/2000**

Case Title: **People of the State of New York v. William Test**

Motion Number:

Name: **William Test**

Organization/Agency/Firm Name:

Represented Party: **William Test**

Party Role: **Defendant**

Phone Number: **123-456-7890**

Email Address: [wtest@mail.com](mailto:wtest@mail.com)

Note: **Submitting an Application to Destroy Expunged Marihuana Conviction Record.**

**Document Information**

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Document Type: **APPLICATION TO DESTROY EXPUNGED MARIHUANA CONVICTION RECORD**

Filed Date: **10/09/2020**

**Receiver Contact Information**

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Receiver Name: **Albany City Court - Criminal (EDDS)**

Receiver Phone Number: **(646) 386-3033**

Receiver Email Address: [edds@nycourts.gov](mailto:edds@nycourts.gov)

**Note - this email address is for correspondence only - No documents will be accepted through this email address.**

Please be CAREFUL when clicking links or opening attachments.

**Step 10-B: Email Confirming Application Could Not Be Processed**

If your application is not accepted by the court, you will receive a second email indicating why your application could not be processed [see example below]. You can refile your application with the court by correcting certain problems such as: 1) you didn't complete all the required information in the application form; or 2) you filed with the wrong court; or 3) you didn't provide proper proof that you were the defendant in the case. You cannot refile your application with the court for certain problems such as: 1) you were not convicted of a charge that is eligible for expungement or destruction; or 2) you were already adjudicated a youthful offender for the charge, and therefore, you are not eligible for expungement or destruction; or 3) an **Application to Destroy Expunged Marihuana Conviction Record** was already filed and successfully processed by the court.

**NOTE:** If you do not receive a second email from the court, you may contact the court using the email address in your confirmation email [see Step 9]. But, do not send documents to the court through this email. It is for correspondence purposes only.

**Albany City Court - Criminal (EDDS)**  
**DOCUMENT RETURNED FOR CORRECTION**  
**10/09/2020**

Regarding Document(s) ID CCPTFH, the court has **not accepted the document(s)** you sent for the following reason:

The court COULD NOT process your application for the following reasons: 1) your application was not notarized, and 2) you did not complete all the required information in your application, and the court did not have enough information to search its records and verify a matching case.

**If instructed to resend a new document, you must start the process from the beginning.**

**IMPORTANT:** If you are re-sending a document that you have already paid for, you must choose the "Fee Already Paid" option and include the original Document(s) ID that was sent to you with the original submission or you may be charged again.

**Sender Information**

**Document(s) ID: CCPTFH**

Case Number: **1234/2000**

Case Title: **People of the State of New York v. William Test**

Motion Number:

Name: **William Test**

Organization/Agency/Firm Name:

Represented Party: **William Test**

Party Role: **Defendant**

Phone Number: **123-456-7890**

Email Address: [wtest@mail.com](mailto:wtest@mail.com)

Note: **Submitting an Application to Destroy Expunged Marihuana Conviction Record.**

**Documents Returned on 10/09/2020 05:12 PM**

Document	Filed Date
APPLICATION TO DESTROY EXPUNGED MARIHUANA CONVICTION RECORD	10/09/2020

**Receiver Contact Information**

Receiver Name: **Albany City Court - Criminal (EDDS)**

Receiver Phone Number: **(646) 386-3033**

Receiver Email Address: [edds@nycourts.gov](mailto:edds@nycourts.gov)

**Note - this email address is for correspondence only - No documents will be accepted through this email address.**

Please be CAREFUL when clicking links or opening attachments.