

Expungement Instructions

PART 1 Forms A through D are to be submitted when filing initial Expungement along with a filing fee of \$75.00 and 2 SASE (Self Stamped Addressed Envelope).

Form A Petition for Expungement

The application to the court requesting that the court expunge your record. **Page 16 (Verification) MUST be Notarized.**

Form B Order for Hearing

The document on which the court will schedule a hearing of your case. A hearing date will be set by the judge & a filed copy form A-C will be sent back to you for distribution.

Form C Expungement Order

The document to be signed by the judge of your Petition for Expungement is granted. **Both pages must be included.**

Form D Cover Letter

The form letter to be sent to the court when filing your Petition for Expungement, Order for Hearing and the proposed Expungement Order.

PART 2 Follow instructions on pages 5 to 8 for Forms E through G

Form E Cover Letter

The form letter to be used when giving notice of the hearing.

Form F Proof of Notice

The document to be filed with the court after notice is given. Applicant may not need to be present for hearing date.

Form G This form to be sent when giving notice that the expungement was granted