

Instructions for Expungement of Conviction or Diversion

You will need the following forms: Order of Expungement of Conviction or Diversion Cover Sheet – Criminal Cover Sheet – Petition for Expungement of Conviction or Diversion – Notice of Hearing – Order for Expungement of Conviction or Diversion – Order Denying Expungement of Conviction or Diversion

Caution: Use of forms without the assistance of an attorney could harm your legal rights. You may want to have an attorney review your completed forms before you file them with the court. These are basic forms and may not cover every situation.

Read Directions Completely – Please Type or Print Neatly

1. Complete a Criminal Cover Sheet. Provide this form to the Clerk of the Court when you file your petition.
2. Complete the Petition for Expungement of Conviction or Diversion. Where your name is required, insert your full legal name.
3. Sign the Petition for Expungement of Conviction or Diversion. Your signature is your affirmation that all of the information in the petition is accurate to the best of your knowledge.
4. File the original petition and required number of copies with the Clerk of the Court in the county in which you were arrested and pay the required docket fee. (You will need to check with the Clerk to find out how many copies are required.)
5. If you do not know the case number of the matter for which you are seeking expungement, you may obtain the case number from the Clerk of the Court when you file.
6. Contact the Clerk of the Court or the Administrative Assistant of the judge to which the case has been assigned, and ask for a date and time for a hearing before the court. Ask for the division or room number of the hearing as well.
7. Complete the Notice of Hearing and make 2 additional copies. File the original notice *and copies* with the Clerk of the Court who will send a copy to the office of the attorney who prosecuted your case and the arresting law enforcement agency.
8. Complete the Order of Expungement of Conviction or Diversion Cover Sheet.
9. Complete paragraphs numbered 1 through 4 of the Order for Expungement of Conviction or Diversion and paragraphs numbered 1 through 4 of the Order Denying Expungement of Conviction or Diversion (just in case).
10. Bring Order of Expungement of Conviction or Diversion Cover Sheet, Order for Expungement of Conviction or Diversion, and Order Denying Expungement of Conviction or Diversion to the hearing.
11. Attend the hearing and answer any questions the court may have.