How to file an Expungement Motion - Criminal Court

Each document pertaining to the filing should be prepared and filed to its correlating filing code. File and pay on one case and court administration will copy each of the filed documents to the remaining cases on the Motion.

Add Filing Code: Request/Motion for expungement

Filing Description: For case(s) (list all cases in which the motion is covering (including the current case))

Reference Number: your internal number

Add Fees for Request for Expungement

Skip this step if also filing an Order granting In Forma Pauperis

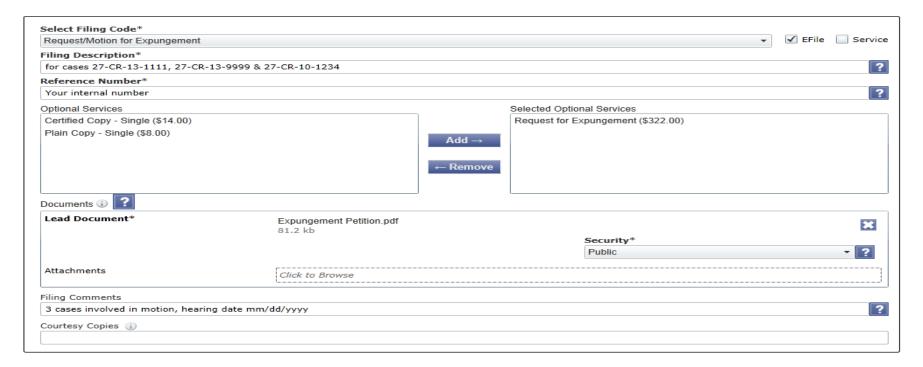
Browse and upload Petition/Motion document

Add Security: Public

Filing comments:

- # of cases involved in motion.
- Hearing date mm/dd/yyyy
- > if also filing an Order granting In Forma Pauperis also add: In Forma Pauperis granted see filing within
- Statutory expungement request(s)

This is a note to court staff so they make sure to copy the filings to rest of the cases and not to reject for failure to pay fees.



Select Add Another Filing



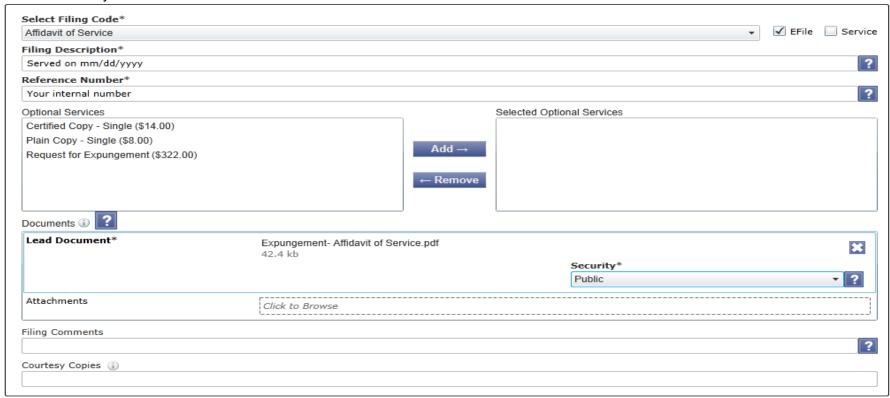
Add Filing Code: Affidavit of Service

Filing Description: Served on (enter date) Reference Number: your internal number

Do not add fees

Browse and upload Affidavit of Service document

Add Security: Public



Select Add Another Filing



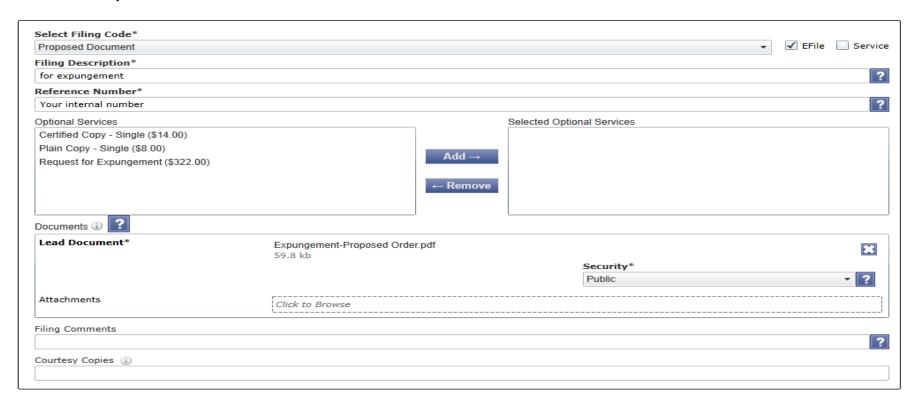
Add Filing Code: Proposed document

Filing Description: for expungement Reference Number: your internal number

Do not add fees

Browse and upload Proposed document

Add Security: Public



Select Add Another Filing for each additional document to be filed in regards to the expungement request/motion



Additional documents that may be included are:

• Certificate of Representation

Security: PublicAffidavit – Other Security: Public

• Memorandum Security: Public

• Order for In Forma Pauperis

Security: Public

After adding all documents to the envelope:

- > Review the Service tab (if service is being used)
- > Review the Summary tab for completeness
- > Submit filings to the court

Once the filing is received by the court, staff will review for proper payment, if accepted the filing will be copied to additional cases, schedule the hearing and send out hearing notifications.

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