INSTRUCTIONS TO EXPUNGE A SUMMARY OFFENSE
(Read Carefully)

Expungement is the removal of an offense from your criminal record. While information about the expunged offense will no longer appear on background checks, law enforcement and the Courts may still access this information to determine your eligibility for alternative punishment programs and grade future offenses.

The expungement process usually takes approximately 4-8 months to complete. If your petition is approved, a copy of the Expungement Order will be mailed to you at the address you listed on the petition.

To qualify, you must meet the following requirements:

1. You were convicted or pled guilty to the summary offense in Centre County.

2. You have not been arrested or prosecuted for any crime (including summary offenses) in any county in the five (5) years since being convicted of the offense you wish to expunge.

To request expungement of a summary offense, please complete the attached Petition for Expungement, the top section of the attached order, and obtain a recent certified copy of your complete criminal record from the Pennsylvania State Police **(www.psp.state.pa.us)**
(Your Petition may be rejected in not filled in completely)

****NOTE:** For Expungements from the Magisterial District Court a copy of the completed docket shall be included. These are accessible at **(http://ujsportal.pacourts.us.)**

A copy must be served on the District Attorney and indicated on the Certificate of Service. Failure to do so may delay the processing of your Petition for Expungement.

Include a filing fee of $207.00 to: **(NO PERSONAL CHECKS)**

Centre County Prothonotary
102 South Allegheny St., Room 102
Bellefonte, PA 16823

**For further assistance with completing your petition and the top of the order go to:
http://ujsportal.pacourts.us

In the Court of Common Pleas
County of [Name]
Judicial District

Commonwealth of Pennsylvania
v
_____

Docket No: CP- - - -20

Petition for Expungement Pursuant to Pa.R.Crim.P. 490

AND NOW, the petitioner avers the following and requests that this petition for expungement pursuant to Pa.R.Crim.P. 490 be granted for the reasons set forth below.

PETITIONER INFORMATION		
Full Name:	DOB:	Social Security Number:
Address:	Alias(es):	

CASE INFORMATION		
List name, address of Judge of the Magisterial District or Philadelphia Municipal Court who accepted the guilty plea or heard the case:		
Judge:	Address:	
Magisterial District Court Number:		
Philadelphia Municipal Court or Magisterial District Docket Number:		
Name of Arresting Agency:	Date of Arrest:	Date on Citation or Complaint:
List name and mailing address of the affiant as shown on the complaint or citation, if available:		
Name of Affiant:	Address:	

List specific charges, as they appear on the charging document, to be expunged and the disposition of each charge (please attach additional sheet(s) of paper if necessary):

PA Statute (Title)	Section	Subsection	Statute Description	Counts	Grade	Disposition

If the sentence imposed included a fine, costs or restitution, has the amount due been paid? ☐ Yes ☐ No

List the reason(s) for the expungement (please attach additional sheet(s) of paper if necessary):

☐ I have attached a copy of my Pennsylvania State Police Criminal History which I have obtained within 60 days before filing this petition.

☐ I have not attached a copy of my Pennsylvania State Police Criminal History. State reason(s) below:

When this petition is filed with the Clerk of Courts, the petitioner shall serve a copy upon the attorney for the Commonwealth.

I, the undersigned petitioner, avers that the facts set forth in this petition are true and correct to the best of my personal knowledge or information and belief, and are made subject to the penalties of unsworn falsification to authorities under 18 Pa.C.S § 4904.

_____ _____

Signature of Petitioner **Date**

IN THE COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA
CRIMINAL ACTION LAW

COMMONWEALTH OF PENNSYLVANIA

V. Docket No. _____

_____
Defendant

CERTIFICATE OF SERVICE

I hereby certify that a true and correct copy of the foregoing expungement petition was served on all parties of record, in the above entitled matter placing same, addressed to the parties, in the care of the United States postal Service:

Centre County District Attorneys Office
102 South Allegheny Street
Bellefonte, PA 16823

_____
Date

_____
Defendant

COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA
CRIMINAL DIVISION

COMMONWEALTH OF PENNSYLVANIA
VS
_____

Defendant's Address: _____

Aliases: _____

Email Address: _____

Date of Birth: _____

Soc. Sec. No.: _____ - _____ - _____

Eligible Charge(s): _____
_____
_____

Reason for Expungement: Pursuant to 18 PA.C.S.A. 9122(b)(3)(i)

Common Pleas Docket No. CP-14- - _____ - _____
MDJ Docket No.: _____ - _____ - _____
MDJ Court Number: _____

Name/Address of MDJ who accepted Plea or heard case: _____
_____
_____

Date of Arrest/Complaint/Citation Filed: _____
OTN/Citation #: _____
Arresting Agency/Address: _____
_____
_____

Disposition: _____
_____
_____

Fines, Costs, Restitution Paid? _____ ____

The Document to which this certification is attached is a full, true, and correct copy of the original on file and of record in my office.

ATTEST: _____ BY: _____ DATE: _____

ORDER TO EXPUNGE SUMMARY OFFENSE

AND NOW, this _____ day of _____, 20_____, upon approval of the District Attorney or after a hearing on the matter, it appears to the Court that the Defendant satisfactorily met requirements listed by 18 PA.C.S.A. 9122(b)(3)(i). It is ordered that the summary offense of _____ listed in the above docket be EXPUNGED. The Clerk of Courts shall serve a certified copy of this order upon the following agencies pertaining to the above captioned criminal proceeding:

(1) PA Central Repository (2) Arresting Agency _____ (3) MDJ _____ (4) Def./Atty. _____ (5) District Attorney (6) AOPC (7) Penn Dot (if Applicable)

Expunged offenses shall be available for the purposes listed in 18 PA.C.S.A. 9122(c), and that said keepers of such criminal records shall file with this Court an Affidavit stating that the mandated of this order have been fulfilled.

BY THE COURT:

_____

AFFIDAVIT OF EXPUNGEMENT

This is to certify that the official arrest, criminal records, and other documents filed pertaining to the particular arrest or prosecution or both of the above named defendant in the above captioned criminal proceedings for the above listed summary offenses(s) which are in the custody and control of this office, have been expunged.

DATE: _____ BY: _____

COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA
CRIMINAL DIVISION

NAME: _____

DOCKET NO: _____

AFFIDAVIT OF EXPUNGEMENT

This is to certify that the official arrest and criminal records and other documents filed pertaining to the particular arrest or prosecution or both of the above named defendant in the above captioned criminal proceedings for the above listed eligible charge(s) and count(s) which are in custody of and in control of this Office, have been expunged.

DATE: _____

_____
CERTIFYING OFFICER