INSTRUCTIONS FOR EXPUNGEMENT

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 for Expungement is approved, a copy of the Expungement Order will be mailed to you at the address listed on the petition.

To request expungement of a Criminal 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 if 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 $75.00 to: **(NO PERSONAL CHECKS)**

Centre County Prothonotary
102 South Allegheny Street, Room 102
Bellefonte, PA 16823

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

COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA
CRIMINAL DIVISION

COMMONWEALTH OF PENNSYLVANIA

VS

_____

Defendant's Address: _____
_____

Email Address: _____
Aliases: _____
Date of Birth: _____
Soc. Sec. No.: _____ - _____-_____

Eligible Charge(s): _____
_____

Disposition: _____
_____

Reason for Expungement: _____

Common Pleas Docket No. CP-14- -_____-_____

MDJ Docket No.:_____ -_____-_____

MDJ Court Number: _____

Name/Address of Court of Common Pleas Judge who accepted Plea or heard case: _____
_____
_____

Date of Arrest/Complaint/Citation Filed: _____

OTN/Citation #: _____

Arresting Agency/Address: _____
_____
_____

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:_____

FULL/PARTIAL EXPUNGEMENT ORDER OF COURT

AND NOW, to-wit, this _____ day of _____, 20____, the within petition having been presented in open Court, and, upon consideration thereof, IT IS HEREBY ORDERED, ADJUDGED AND DECREED that the Clerk of Courts shall serve a certified copy of this Order upon the following persons, keepers of records, pertaining to the above captioned criminal proceedings:

(1) PA Central Repository (2) Arresting Agency_____ (3) Magisterial District Judge _____
(4) District Attorney (5) AOPC (6) Defendant or Atty. (7) Probation (8) Centre County Prison (9) Central Booking
(10) Penn Dot

IT IS ORDERED, ADJUDGED AND DECREED that the aforementioned keepers of criminal records shall expunge any reference in the official and unofficial arrest and other documents pertaining to the arrest or prosecution or both of the above named individual in the above captioned criminal proceedings for the eligible charges and that said keepers of such criminal records shall file with this Court and Affidavit stating the mandates of this Order have been fulfilled within thirty (30) days of receipt of this Order.

IT IS ORDERED, ADJUDGED AND DECREED that the Clerk of Courts shall expunge any reference in the indices of the official and unofficial arrest and other documents pertaining to the arrest or prosecution or both of the above named defendant in the above captioned criminal proceedings for the eligible charges.

BY THE COURT:

_____

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

In the Court of Common Pleas
County of _____
_____ Judicial District

Commonwealth of Pennsylvania
v
_____

Docket No: CP- - - -20

Petition for Expungement Pursuant to Pa.R.Crim.P. 790

AND NOW, the petitioner avers the following and requests that this petition for expungement pursuant to Pa.R.Crim.P. 790 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 the Judge of the Court of Common Pleas or Philadelphia Municipal Court who accepted the guilty plea or heard the case:

Judge:	Address:
Philadelphia Municipal Court or Court of Common Pleas Docket Number:	Offense Tracking Number (OTN):
Name of Arresting Agency:	Date of Arrest: / Date on Complaint:

List name and mailing address of the affiant as shown on the complaint, 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:

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