

INSTRUCTIONS

PETITION TO SEAL ALL CRIMINAL HISTORY RECORD INFORMATION MAINTAINED BY THE CLERK OF COURT

1. Insert the name of Petitioner/Defendant in the first two blank spaces of the Petition. Insert the criminal action file number of the case to be sealed in the third blank space. Insert today's date, Petitioner's signature, and Petitioner's current mailing address and phone number at the bottom of the Petition.
2. Insert the name of Petitioner/Defendant in the first blank space of the Certificate of Service. Choose a method of service. Insert today's date, Petitioner's signature, and Petitioner's current mailing address and phone number at the bottom of the Certificate.
3. File the completed Petition and Certificate of Service in the Clerk's office and pay the filing fee. You will need four copies of the Petition and the Certificate of Service, which includes one copy for your records.
4. Serve a copy of the Petition and Certificate of Service on the Clerk of Court and the District Attorney using your selected method of service. Submit a copy of the Petition and Certificate of Service to the assigned judge's chambers.
5. The District Attorney has 30 days from the date the Petition is filed to file a response and request a hearing, if necessary. If a hearing is scheduled, Petitioner will receive notice at the address provided in the Petition.
6. If no hearing is necessary, an order sealing records will be entered after the expiration of 30 days from the date the Petition is filed.