



# STUDENT Legal Services

advise | counsel | represent | refer

## **EXPUNGEMENT**

### A GUIDE TO EXPUNGING YOUR CRIMINAL AND/OR JUVENILE RECORD

#### **Student Legal Services**

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#### **Office Hours**

8:00am-5:00pm  
Monday-Friday

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## **I. What is this Booklet About?**

This booklet is a guide to how you can successfully expunge your criminal and/or juvenile record. It will educate you as to the legal meaning of expungement and other terms that you will encounter. This booklet will also provide you with information regarding legal aid resources and what you need to know if you choose to represent yourself, including how to file a petition for expungement, what forms you will need, where to find them, how to fill them out, and how and where to file them.

This guide will provide direct instructions and examples for filing in Centre County, Pennsylvania. For up-to-date filing information in other counties or states, you will need to contact the prothonotary and clerk of court's office for the county in which the record you wish to expunge is located.

**This guide can only provide you with general information and instructions. It is not a substitute for consulting with an attorney. If you have specific questions regarding expungement in your case, we encourage you to contact an attorney.**

## **II. What is Expungement?**

Expungement is a civil law process through which some prior criminal offenses can be removed from your record. After your criminal offenses are expunged, they will not appear on background checks. However, law enforcement officials and courts will still be able to access the expunged information in order to determine your eligibility for alternative punishment programs and future offenses.

The legal source of expungement in Pennsylvania is 18 Pa.C.S.A. §9122. The Pennsylvania Rules of Criminal Procedure provide instruction and petition forms for expungement in different scenarios. Pa.R.Crim.P. Rule 320 governs expungement upon successful completion of an ARD program. Pa.R.Crim.P. Rule 490 explains the procedure for obtaining expungement in summary cases. Pa.R.Crim.P. Rule 790 outlines the procedure for obtaining expungement in court cases.

Currently, there is no form for expungement of juvenile records. If you have questions about expunging a juvenile adjudication, please contact an attorney or Penn State's Student Legal Services.

## **III. Definition of Terms**

The following are some definitions for terms used throughout this guide.

### **Accelerated Rehabilitative Disposition (ARD)**

ARD is a pre-trial intervention program that is offered in Pennsylvania. ARD is a rehabilitative program and it is not a conviction of any crime. ARD is applicable to certain first-time offenders facing disposition of a non-violent offense. The District Attorney's Office establishes the eligibility criteria for ARD programs and must approve a specific application for ARD made by the offender.

### **Court Case**

The term court case refers to misdemeanors and other cases that are heard before the Court of Common Pleas of Pennsylvania.

## **Disposition**

The disposition of a case is the court's final determination of a lawsuit or criminal charge.

## **Offense Tracking Number (OTN)**

The Offense Tracking Number is a unique number assigned by the court to a particular arrest at the time of arraignment.

## **Primary Case**

The term primary case is used in this booklet and on the expungement petition forms to refer to the court case that you now seek to expunge.

## **Prothonotary and Clerk of Courts**

The prothonotary and clerk of courts' office keeps Civil and Criminal records for the Court of Common Pleas. All documents that you will need to file must be filed through the prothonotary and clerk of courts' office for the county in which the record you wish to expunge is located.

You can find the address and phone number for the prothonotary and clerk of courts' office that you will need by doing an internet search for "prothonotary and clerk of courts" and the county in which you need to file. For example, if you enter "Prothonotary and Clerk of Courts Centre County Pennsylvania" you will find a link to the Centre County Prothonotary and Clerk of Courts' office website.

Contact information for the Centre County Prothonotary and Clerk of Courts:

Address: Centre County Courthouse  
Bellefonte PA 16823-1488

Phone: (814) 355-6796

Hours: 8:30 a.m. - 5:00 p.m.  
Monday – Friday

## **Pro Se**

*Pro se* is a Latin term that means that a person is representing his or herself and does not have a lawyer.

## **Record of an Offense or Criminal Record**

A record of an offense or criminal record is the physical record of crimes that you have been convicted of. When employers run a background check, they search your criminal record for any offenses. The expungement process can help you by effectively deleting portions of your record that are eligible.

You will need information from your criminal record in order to complete your petition for expungement correctly. If you do not have an accurate or complete personal record of your criminal history, you can access your criminal record through the Pennsylvania State Police's website. You may also consult the public docket sheet through the Administrative Office of Pennsylvania Courts website. Please see Section IV(b) of this booklet for these website addresses.

## **Summary Case/Offense**

A summary case or summary offense is a minor crime that may be tried by a judge without a jury. In Centre County, Pennsylvania, summary cases are heard before Magisterial District Judges. Issues like underage drinking, obstruction of the highway, traffic tickets, and contempt of court are summary offenses. Usually, summary offenses result in the payment of a fine. However, it is possible for defendants charged with some summary offenses to receive up to 90 days in jail.

## **IV. Legal Aid Resources**

### **a. In-Person Resources**

Penn State's Student Legal Services can help you:

- (1) Determine whether you are eligible for expungement;
- (2) Fill-out and file expungement forms; and
- (3) If necessary, represent you in expungement proceedings.

By scheduling an appointment with Student Legal Services, you can receive free legal guidance.

### **b. Online Resources— Links to Necessary and Helpful Websites**

#### **i. Penn State's Student Legal Services**

<http://studentaffairs.psu.edu/legalservices/>

#### **ii. The Centre County Prothonotary and Clerk of Courts' Website**

Expungement forms specific to Centre County can be found at:

<http://centrecountypa.gov/index.aspx?NID=387>

#### **iii. The Administrative Office of Pennsylvania Courts**

The necessary expungement forms may also be found at:

<http://www.pacourts.us/forms/for-the-public>

#### **iv. Pennsylvania Judiciary's Web Application Portal**

For other help completing your petition for expungement and to access public docket sheets you can go to:

<http://ujportal.pacourts.us>

## **v. The Pennsylvania State Police Website**

To access your criminal history report or run a background check on yourself, go to:

<http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&&PageID=458621&level=2&css=L2&mode=2>

## **V. Things to Know if You Represent Yourself**

### **a. Interactions with the Court**

You have a legal right to represent yourself, but you should be aware that the court will not give you any special treatment or help. There are some situations in which a person seeking expungement will have to appear in court. If you do appear in court, you will be expected to know and abide by court rules and procedure.

A helpful tip for the courtroom is to always dress professionally. Wear your most professional clothes, as if you were going to an interview for a job. Appearance can matter in court. You want to convey to the judge that you are a responsible person, who deserves to have his or her record expunged.

### **b. Keep Copies of All Documents**

You should make and keep copies of all completed forms and documents related to your primary case and your petition for expungement. This includes proof of payment, such as money orders and checks.

## **VI. Eligibility**

Each type of expungement has different eligibility requirements. Some eligibility requirements are written on the instructions for each individual expungement petition that you file. Penn State's Student Legal Services can help you determine whether your record is eligible for expungement. The prothonotary and clerk of courts' office will probably not tell you whether your record is eligible for expungement because that determination would be considered legal advice, which the prothonotary and clerk of courts is not licensed to give.

### **a. ARD Expungement (Rule 320)—To be eligible for ARD expungement you must have:**

- (1) Satisfactorily completed the ARD program for the charge that you wish to expunge; AND
- (2) Paid all costs, in full.

In certain circumstances, some ARD records cannot be expunged. If you have any questions about whether your ARD records can be expunged, you should consult an attorney.

If you want to verify that you have paid all costs, you may contact the prothonotary and clerk of courts' office, or you may check the public docket sheet.

**b. Expungement in Summary Cases (Rule 490)**—You are eligible for expungement in summary cases if:

- (1) You have been convicted of or pled guilty to a summary offense in Centre County; AND

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

OR

- (2) You have completed an alternative punishment program for the offense that you wish to expunge;

OR

- (3) The citation was otherwise dismissed.

\*In Centre County, the prothonotary and clerk of courts has a specific form for expungements in summary cases where the offender has not been arrested or prosecuted in the five years since being convicted of the offense that he or she wishes to expunge. Please see the prothonotary and clerk of courts website or Penn State's Student Legal Services for more information.

**c. Expungement in Court Cases (Rule 790)**—You are eligible for expungement in court cases if:

- (1) There is no record of a disposition by the court within 18 months after the date of your arrest and it is verified that no disposition is available and no action is pending;

OR

- (2) A court orders the expungement;

OR

- (3)
- a. You are at least 21 years old and your case was a conviction for violation of underage drinking, minor's law, or 18 Pa.C.S.A. §6308; AND
  - b. You have satisfied all terms and conditions of the sentence imposed for the violation, including any suspension of driving privileges;

OR

- (4)
  - a. You are at least 70 years old; AND
  - b. You have not been arrested or prosecuted for ten (10) years following your final release from confinement or supervision;

OR

- (5) You are petitioning for expungement for someone else, who has been dead for three years.

## **VII. How to File a Petition for Expungement**

### **a. Locate Your Records**

To fill out the Expungement Petition properly, you will need to know the date of your arrest and the crimes that you were charged with. You will also need to know which police department was involved in your arrest and other information relating to programs in which you may have participated. For these reasons, you should locate all of the records that you personally kept relating to your case. If an attorney represented you, you may contact the attorney because he or she should have accurate records of this information. The attorney may however charge you a fee for any copies that he or she supplies.

You may also obtain a recent copy of your complete criminal record through the Pennsylvania State Police website at:

<http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&&PageID=458621&level=2&css=L2&mode=2>

The Pennsylvania State Police website calls the process of obtaining your criminal record "running a background check." There is a \$10.00 fee<sup>1</sup> for each time you run a background check and it can take two or more weeks for you to receive your criminal record report or background check.

### **b. Where to File Your Petition**

Your petition for expungement should be filed in the prothonotary and clerk of courts' office in the county where your arrest and/or prosecution happened.

### **c. Components of a Complete Petition**

- (1) The petition form and cover sheet must be fully completed; AND
- (2) The \$75.00 filing fee must be paid; AND
- (3) A copy of the completed docket sheet if applicable; AND
- (4) Your Pennsylvania State Police Criminal History; AND
- (5) A copy of the petition must be served to the District Attorney.

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<sup>1</sup> The fee for running a background check may be different in other states.

## d. The Forms You Will Need, Examples of Them<sup>2</sup>, and How to Fill Them Out

You must fill out specific forms in order for your petition for expungement to be complete. Which form to fill out depends on the type of expungement you seek, but for all types of expungement you must also file a cover sheet. Forms can be found both on the website and in the office of the prothonotary and clerk of courts for the county in which you are filing. For Centre County forms, go to:

<http://centrecountypa.gov/index.aspx?NID=387>

Or visit the prothonotary and clerk of courts' office, which is located at:

**Centre County Courthouse  
N. Allegheny St.  
Bellefonte, PA 16823-1488**

## i. The ARD Expungement Form (Rule 320) Should Look Like This (6 pages):

<p><b>INSTRUCTIONS FOR EXPUNGEMENT AFTER ARD COMPLETION</b></p> <p>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.</p> <p>The expungement process <u>usually takes approximately 4-6 months to complete</u>. If your Application for Dismissal and Petition for Expungement is approved, a copy of the Expungement Order will be mailed to you at the address listed on the petition.</p> <p>To qualify, you must have satisfactorily completed the ARD Program and you have paid in full all costs.</p> <p>To request expungement of a Criminal offense, please complete the attached Application for Dismissal, Petition for Expungement, and the <u>last page</u> of the attached order. (Your Petition <u>may be rejected if not filled in completely</u>)</p> <p>Include a filing fee of \$15.00 to: (NO PERSONAL CHECKS)</p> <p>Centre County Prothonotary Centre County Courthouse 102 South Allegheny Street, Rm. 102 Bellefonte, PA 16823</p> <p><sup>**</sup>For further assistance with completing your petition and the top of the order go to: <a href="http://usportal.pacourts.us">http://usportal.pacourts.us</a></p>	<p>COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA CRIMINAL DIVISION</p> <p>COMMONWEALTH OF PENNSYLVANIA : NO: CP-14-CR-____-_____ VS</p> <p><u>APPLICATION FOR DISMISSAL OF CHARGES UPON SUCCESSFUL COMPLETION OF A.R.D.</u></p> <p>AND NOW, _____, 20____, the Defendant in the above-captioned case makes application for dismissal of the eligible criminal charges _____. This is in accordance with PA. R. or Cr. P., No. 319, as the Defendant has successfully completed the A.R.D. program.</p> <p>DEFENDANT _____</p> <p>ADDRESS _____</p> <p><u>APPROVAL OF THE PROBATION DEPARTMENT TO DISMISS CHARGES</u></p> <p>The Centre County Probation Department hereby certifies that the above named has satisfactorily completed the A.R.D. program prescribed, complied with its conditions and all costs have been paid.</p> <p>CHIEF PROBATION OFFICER _____</p> <p><u>APPROVAL OF THE DISTRICT ATTORNEY TO DISMISS CHARGES</u></p> <p>The Centre County District Attorney's Office has reviewed the Petition of the above named and has no objection to the dismissal of the <u>eligible</u> charges, based upon the successful completion of his A.R.D. program.</p> <p>DISTRICT ATTORNEY _____</p> <p><u>ORDER</u></p> <p>AND NOW, this ____ day of _____, 20____, it appearing to the Court that defendant, _____, has satisfactorily completed the terms and conditions of his A.R.D. Order, and that the District Attorney has no objections, Defendant's Application for Dismissal is hereby approved and it is ordered the following <u>eligible</u> criminal charges filed to the above Docket number be dismissed:</p> <p>ELIGIBLE CHARGES: _____</p> <p>BY THE COURT, _____</p>
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<sup>2</sup> The forms that are represented in this booklet are for use as examples only and are current as of July, 2011. Always, go to the website or contact the prothonotary and clerk of courts' office for the county in which you are filing for the most current and correct forms and instructions.

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

COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA

CRIMINAL DIVISION

COMMONWEALTH OF PENNSYLVANIA  
VS

NO: CP-14-CR-\_\_\_\_\_-

**PETITION TO EXPUNGE RECORD**

TO THE HONORABLE JUDGE OF SAID COURT:

AND NOW, the above named defendant, \_\_\_\_\_, respectfully represents as follows:

1. Petitioner was arrested by Officer \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_, and charged with the following charges in violation of the Pennsylvania Crimes Code: \_\_\_\_\_

2. Subsequently, a Criminal Complaint was served upon the Petitioner formally charging him/her with the crime as above stated.

3. On \_\_\_\_\_, 20\_\_\_\_, upon Motion by the District Attorney, pursuant to Rule 310 of PA. Rule of Criminal Procedure, the Petitioner was accepted into the Accelerated Rehabilitative Disposition Program for the following charges:

4. On \_\_\_\_\_, 20\_\_\_\_, the Petitioner successfully completed all terms and conditions of said Accelerated Rehabilitative Disposition Program.

5. The Centre County District Attorney's Office, the \_\_\_\_\_ Police Department, the Pennsylvania State Police, and the Federal Bureau of Investigation maintain records, reports, and fingerprints regarding this foregoing.

6. The aforementioned law enforcement agencies have no compelling interest in maintaining the above records, reports, and fingerprints and have so demonstrated by placing Petitioner in the Accelerated Rehabilitative Disposition Program: Commonwealth V. Wexler, PA. \_\_\_\_\_, 431 A.2d 877 (1981).

7. Conversely, Petitioner will suffer serious harm from the Commonwealth's retention of his/her arrest record, reports, and fingerprints.

WHEREFORE, pursuant to Commonwealth V. Armstrong, PA. \_\_\_\_\_, 434 A.2d 1205 (1981), and Commonwealth V. Wexler, supra, it is prayed that the above records, reports and fingerprints be expunged.

Respectfully Submitted,

\_\_\_\_\_  
DEFENDANT (sign here)

\_\_\_\_\_  
ADDRESS

After consideration of the Petition to Expunge Record filed in the above-captioned case, the Commonwealth does not oppose the entry of the attached order granting expungement of the terms and conditions stated therein.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DISTRICT ATTORNEY

COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA  
CRIMINAL DIVISION

COMMONWEALTH OF PENNSYLVANIA

VS.

Docket No. CP-14-CR-\_\_\_\_\_

**ARD 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) Probation (6) Centre County Prison (7) Central Booking (8) AOPC  
(9) Penn Dot (if applicable)

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, with the exception of the District Attorney's records concerning ARD and PWV, which shall be used solely for the purpose of determining subsequent eligibility for ARD and PWV, 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.

The information required appears on the attached page(s) which is hereby incorporated into this Order by Reference.

BY THE COURT:

COMMONWEALTH OF PENNSYLVANIA

VS

Common Pleas Docket No. CP-14-CR-\_\_\_\_\_

\_\_\_\_\_  
Defendant's Address:

\_\_\_\_\_  
Aliases:

\_\_\_\_\_  
Date of Birth:

\_\_\_\_\_  
Soc. Sec. No.:

\_\_\_\_\_  
Eligible Charge(s):

Disposition: ARD

Reason for Expungement: ARD Completed

MDJ Docket No.: \_\_\_\_\_

MDJ Court Number: \_\_\_\_\_

Name/Address of Court of Common Pleas Judge who entered ARD Placement:

\_\_\_\_\_  
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: \_\_\_\_\_

# How to Fill Out the ARD Expungement Form

## Page One:

- Page One is "Instructions For Expungement After ARD Completion." You do not have to fill anything out on Page One, rather Page One is only for your reference.

## Page Two:

- Write your full legal name on the line directly under "COMMONWEALTH OF PENNSYLVANIA VS."
- Write the last digits of the criminal case number of your primary case in the blank spaces after "NO: CP-14-CR-." This number can be found on court documents from your primary case. If you cannot find the criminal case number for your primary case, you can look it up by searching the public dockets on the Administrative Office of Pennsylvania Courts website.

The diagram shows a form titled "COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA" and "CRIMINAL DIVISION". Below the title, there is a line for the name, preceded by "COMMONWEALTH OF PENNSYLVANIA VS". To the left of this line is a red arrow pointing to it with the text "Write your full legal name here". To the right of the name line is a colon, followed by "NO: CP-14-CR-\_\_\_\_\_-\_\_\_\_\_" with two blank spaces for digits. Above this line is a red arrow pointing to it with the text "Write the last digits of the criminal case number for your primary case here".

- After "AND NOW," write the date on which you are submitting your petition for expungement.
- In the next blank space, after "...of the eligible criminal charges," write the charges that you know are eligible for expungement and that you wish to expunge.
- In the space above "DEFENDANT," write your full legal name.
- In the space above and below "ADDRESS," write your street address.

Write the charges that are eligible for expungement that you wish to expunge here

Write the date on which you are submitting your petition here

**APPLICATION FOR DISMISSAL OF CHARGES UPON SUCCESSFUL COMPLETION OF A.R.D.**

AND NOW, \_\_\_\_\_, 20\_\_\_\_, the Defendant in the above-captioned case makes application for dismissal of the eligible criminal charges \_\_\_\_\_. This is in accordance with PA, R. of Cr. P., No. 319, as the Defendant has successfully completed the A.R.D program.

DEFENDANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

Write your full legal name here

Write your address here

- Leave the rest of Page Two blank.

### Page Three:

- After "NAME," write your full legal name as it appears on the documents of your primary case.
- After "DOCKET NO.," write the docket number of your primary case. If you cannot find the docket number, you can look it up by searching the public dockets on the Administrative Office of Pennsylvania Courts website.
- Leave the rest of Page Three blank.

Write your full legal name here

Write the docket number of your primary case here

**COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA  
CRIMINAL DIVISION**

NAME: \_\_\_\_\_

DOCKET NO: \_\_\_\_\_

### Page Four:

- Write your full legal name on the line directly under "COMMONWEALTH OF PENNSYLVANIA VS."
- Write the last digits of the criminal case number of your primary case in the blank spaces after "NO: CP-14-CR-." This number can be found on court documents from your primary case. If you cannot find the criminal case number for your primary case, you can look it up by searching the public dockets on the Administrative Office of Pennsylvania Courts website.

Write the last digits  
of the criminal case number  
for your primary case here

Write your full  
legal name here

**COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA  
CRIMINAL DIVISION**

COMMONWEALTH OF PENNSYLVANIA : NO: CP-14-CR-\_\_\_\_-\_\_\_\_  
VS  
\_\_\_\_\_

- After "AND NOW, the above named defendant," write your legal name as it appears on primary case documents.
- In line (1), after the word "Officer," write the name of the police officer that arrested you. Then, after "on" write the date on which you were arrested.
- Also in line (1), after "and charged with the following charges in violation of the Pennsylvania Crimes Code:" write ALL of the criminal charges that you were charged with at that time.
- In line (3), after "On," write the date on which you were accepted into the ARD program. Then, after "for the following charges," write only those specific charges for which you were accepted into the ARD program.
- In line (5) write the name of the police department that was involved in your arrest.

Write your full legal name here

Write the name of  
the police officer  
that arrested you  
here

Write the date on  
which you were  
accepted into the  
ARD program here

Write the date  
on which you  
completed ARD  
here

**PETITION TO EXPUNGE RECORD**

TO THE HONORABLE JUDGE OF SAID COURT:  
AND NOW, the above named defendant, \_\_\_\_\_ respectfully represents as follows:

1. Petitioner was arrested by Officer \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_, and charged with the following charges in violation of the Pennsylvania Crimes Code: \_\_\_\_\_

2. Subsequently, a Criminal Complaint was served upon the Petitioner formally charging him/her with the crime as above stated.

3. On \_\_\_\_\_, 20\_\_\_\_, upon Motion by the District Attorney, pursuant to Rule 310 of PA. Rule of Criminal Procedure, the Petitioner was accepted into the Accelerated Rehabilitative Disposition Program for the following charges: \_\_\_\_\_

4. On \_\_\_\_\_, 20\_\_\_\_, the Petitioner successfully completed all terms and conditions of said Accelerated Rehabilitative Disposition Program.

5. The Centre County District Attorney's Office, the \_\_\_\_\_ Police Department, the Pennsylvania State Police, and the Federal Bureau of Investigation maintain records, reports, and fingerprints regarding this foregoing.

6. The aforementioned law enforcement agencies have no compelling interest in maintaining the above records, reports, and fingerprints and have so demonstrated by placing Petitioner in the Accelerated Rehabilitative Disposition Program: *Commonwealth V. Wexler*, \_\_\_\_ PA. \_\_\_\_ 431 A.2d 877 (1981).

7. Conversely, Petitioner will suffer serious harm from the Commonwealth's retention of his/her arrest record, reports, and fingerprints.

WHEREFORE, pursuant to *Commonwealth V. Armstrong*, \_\_\_\_ PA. \_\_\_\_ 434 A.2d 1205 (1981), and *Commonwealth V. Wexler*, *supra*, it is prayed that the above records, reports and fingerprints be expunged.

Write the date on  
which you were  
arrested here

Write all of the criminal  
charges that you were  
charged with here

Write the specific charges  
for which you participated  
in the ARD program here

Write the name of the  
Police Department that  
was involved in your  
arrest here

- In the space below "Respectfully Submitted," and above "DEFENDANT," sign your name.
- In the spaces above "ADDRESS" write your street address.
- Leave the rest of Page Four blank.

Respectfully Submitted,

\_\_\_\_\_  
DEFENDANT (sign here)

\_\_\_\_\_  
ADDRESS

After consideration of the Petition to Expunge Record filed in the above-captioned case, the Commonwealth does not oppose the entry of the attached order granting expungement of the terms and conditions stated therein.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DISTRICT ATTORNEY

Sign your name here

Write your address here

### Page Five:

- Write your full legal name on the line directly under "COMMONWEALTH OF PENNSYLVANIA VS."
- Write the last digits of the criminal case number of your primary case in the blank spaces after "NO: CP-14-CR-."
- Leave the rest of Page Five blank.

COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA  
CRIMINAL DIVISION

COMMONWEALTH OF PENNSYLVANIA : NO: CP-14-CR- -

VS

\_\_\_\_\_

Write your full legal name here

Write the last digits of the criminal case number for your primary case here

### Page Six:

- Write your full legal name on the line directly under "COMMONWEALTH OF PENNSYLVANIA VS."
- Write the last digits of the criminal case number of your primary case in the blank spaces after "NO: CP-14-CR-."

COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA  
CRIMINAL DIVISION

COMMONWEALTH OF PENNSYLVANIA : NO: CP-14-CR- -

VS

\_\_\_\_\_

Write your full legal name here

Write the last digits of the criminal case number for your primary case here

- After "Defendant's Address," write your street address.
- After "Aliases," write any names, other than your legal name, that you go by.
- After "Date of Birth," write the date you were born.
- After "Soc. Sec. No.," write your social security number.
- After, "Eligible Charge(s)," write the charges that are eligible for expungement, which you wish to expunge.
- After "MDJ Docket No.," write the docket number of your primary case.
- After "MDJ Court Number," write the court number of the Magisterial District Judge that presided over your primary case.
- Under "Name/Address of Court of Common Pleas Judge who entered ARD Placement," write the name and address of the Court of Common Pleas Judge that approved your entrance into the ARD program.
- After "Date of Arrest/Complaint/ Citation Filed," write the date when you were arrested or when the Complaint or Citation was filed, relating to your primary case.
- After "OTN/Citation #" write the Citation Number or Offense Tracking Number that corresponds to your primary case.
- After "Arresting Agency/Address" write the name of the police office/agency that arrested you and its address.
  - Names and addresses of Centre County Police Departments/Arresting Agencies can be found later in this booklet.
- After "Fines, Costs, Restitution Paid?" write "Yes."
  - Make sure that you have paid all fines, costs, and restitution before submitting your petition for expungement.
- Leave the rest of Page Six blank.

Defendant's Address: \_\_\_\_\_ ← Write your street address here

Aliases: \_\_\_\_\_ ← Write any names, beside your legal name, that you go by here

Date of Birth: \_\_\_\_\_ ← Write the date you were born here

Soc. Sec. No.: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ ← Write your social security number here

Eligible Charge(s): \_\_\_\_\_ ← Write the charges that are eligible for expungement, which you wish to expunge here

Disposition: ARD

Reason for Expungement: ARD Completed

MDJ Docket No.: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ ← Write the docket number of your primary case here

MDJ Court Number: \_\_\_\_\_ ← Write the court number of the Magisterial District Judge here

Name/Address of Court of Common Pleas Judge who entered ARD Placement: \_\_\_\_\_

Date of Arrest/Complaint/Citation Filed: \_\_\_\_\_ ← Write the date of your arrest or the date that the Complaint or Citation against you was filed here

OTN/Citation #: \_\_\_\_\_ ← Write the Citation Number, relating to your primary case, here

Arresting Agency/Address: \_\_\_\_\_ ← Write the address of the police office that arrested you here

Fines, Costs, Restitution Paid? \_\_\_\_\_ ← Write "Yes" here

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: \_\_\_\_\_

Write the name and address of the Court of Common Pleas Judge that approved your entrance into ARD here

Leave this section blank



**COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA  
CRIMINAL DIVISION**

COMMONWEALTH OF PENNSYLVANIA	Common Pleas Docket No. CP-14- - - - -
VS	MDJ Docket No.: - - - - -
_____	MDJ Court Number: _____
Defendant's Address: _____	Name/Address of MDJ who accepted Plea or heard case: _____
Aliases: _____	_____
Date of Birth: _____	Date of Arrest/Complaint/Citation Filed: _____
Soc. Sec. No.: - - - - -	OTN/Citation #: _____
Eligible Charge(s): _____	Arresting Agency/Address: _____
Disposition: _____	_____
Reason for Expungement: _____	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:

\_\_\_\_\_

## How to Fill Out the Summary Cases Expungement Form

### Page One:

- Page One is "Instructions For Expungement." You do not have to fill anything out on Page One, rather Page One is only for your reference.

### Page Two:

- At the top of Page Two, under "Commonwealth of Pennsylvania v," write your full legal name.
- In the blank spaces after "Docket No.," fill in the Docket Number of your primary case.

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



Commonwealth of Pennsylvania  
v  
\_\_\_\_\_

Docket No: CP- - - -20

Write your full legal name here

Write the docket number of the primary case here

- In the box, after "Full Name," write your full legal name as it should appear on the primary case documents.
- After "DOB," write the date of your birth.
- After "Social Security Number," write your social security number.
- In the box, after "Address," write the street address where you live.
- In the boxes after "Alias(es)," write any names, other than your legal name, that you go by.

**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):	

Write your full legal name here  
 Write the date of your birth here  
 Write your social security number here  
 Write any names, other than your legal name, that you go by here  
 Write your street address here

- After "Judge," write the name of the judge from the Magisterial District Court or the Philadelphia Municipal Court that accepted your guilty plea or heard your case.
- After "Magisterial District Court Number," write the Court Number of the Magisterial District Court that heard your primary case.
- After "Address," write the address of the Magisterial District Court or the Philadelphia Municipal Court that accepted your guilty plea or heard your primary case.
- After "Philadelphia Municipal Court or Magisterial District Docket Number," write the Docket Number of your primary case in the Philadelphia Municipal Court or Magisterial District Court.
- After "Name of Arresting Agency," write the name of the police department that arrested you.
- After "Date of Arrest," write the date of when you were arrested.
- After "Date of Citation or Complaint," write the date listed on your Citation or Complaint.
- After "Name of Affiant," write the name of the affiant that is listed on the Complaint or Citation, if that information is available.
- After "Address," write the address of the affiant if it is listed on the Complaint or Citation.



- In the box marked "List the reason(s) for the expungement..." write your reason(s) for seeking expungement. You may attach additional sheet(s) of paper if it is necessary to explain why you are seeking expungement.
- Mark the box next to "I have attached a copy of my Pennsylvania State Police Criminal History which I have obtained within 60 days before filing this petition."
  - You can access your Criminal History report through the Pennsylvania State Police website at:  
<http://www.portal.state.pa.us>
  - If you cannot access your Criminal History for any reason, you may contact Penn State's Student Legal Services for advice.

<p>List the reason(s) for the expungement (please attach additional sheet(s) of paper if necessary):</p> <p style="text-align: center; color: red; font-weight: bold;">Write your reason(s) for seeking expungement here.</p>
<p><input checked="" type="checkbox"/> I have attached a copy of my Pennsylvania State Police Criminal History which I have obtained within 60 days before filing this petition.</p>
<p><input type="checkbox"/> I have not attached a copy of my Pennsylvania State Police Criminal History. State reason(s) below:</p>

- At the bottom of Page Two, sign your name on the line above "Signature of Petitioner."
- Write the date of when you signed this page on the line above "Date."

<p>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.</p>	
<p style="color: red; font-weight: bold;">Sign your name here</p> <p>_____ Signature of Petitioner</p>	<p style="color: red; font-weight: bold;">Write the date of your signature here</p> <p>_____ Date</p>

### Page Three:

- On the line above "Defendant," write your full legal name.
- On the line next to "Docket No.," write the docket number of the primary case.

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

COMMONWEALTH OF PENNSYLVANIA

V.

Docket No. Write the docket  
number of the  
primary case here

Write your full legal name here

Defendant

- At the bottom right of Page Three, on the line above "Defendant," sign your name.
- At the bottom left of Page Three, on the line above "Date," write the date that you signed the page.
- This page is a Certificate of Service, which is a document in which you are verifying that you sent a copy of your petition to all relevant parties. You must send a copy to the District Attorney.

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

Write the date of  
your signature here

Date

Sign your name here

Defendant

## Page Four:

- Under "COMMONWEALTH OF PENNSYLVANIA VS," write your full legal name.
- In the spaces to the right of "Common Pleas Docket No.," write the Common Pleas Docket Number of the primary case.
- In the spaces to the right of "MDJ Docket No.," write the Magisterial District Judge's Docket Number from the primary case.
- In the space to the right of "MDJ Court Number," write the Court Number of the Magisterial District Judge.

COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA CRIMINAL DIVISION	
COMMONWEALTH OF PENNSYLVANIA	Common Pleas Docket No. CP-14- _____
VS	MDJ Docket No.: _____
<u>Write your full legal name here</u>	MDJ Court Number: _____

Write the Common Pleas Docket Number of the primary case here

Write the Magisterial District Judge's Docket Number here

Write the Court Number of the Magisterial District Judge here

- Next to "Defendant's Address," write your street address.
- Next to "Aliases," write any names, other than your legal name, that you go by.
- Next to "Date of Birth," write the date on which you were born.
- On the lines next to "Soc. Sec. No.," write your social security number.
- Next to "Eligible Charges," write the charges that are eligible for expungement, which you wish to expunge through this petition.
- Next to "Disposition," write what the disposition of the primary case was.
- Next to "Reason for Expungement," write the reason that you seek expungement.
- Next to "Name/Address of MDJ who accepted Plea or heard case," write the name and address of the Magisterial District Judge that accepted your Plea or heard your primary case.
- Next to "Date of Arrest/Complaint/ Citation Filed," write the date that you were arrested or the Complaint or Citation was filed.
- Next to "OTN/Citation #," write the Offense Tracking Number or the Citation Number.
- Next to "Arresting Agency/Address," write the name and address of the police agency that arrested you.
- Next to "Fines, Costs, Restitution Paid?" write "Yes."
  - Make sure that you have paid all fines, costs, and restitution before submitting your petition for expungement.
- Leave the rest of Page Four blank.

<p>Defendant's Address: <u>Write your street address here</u></p> <p>Aliases: _____</p> <p>Date of Birth: <u>Write your date of birth here</u></p> <p>Soc. Sec. No.: _____ - _____ - _____</p> <p>Eligible Charge(s): <u>Write the eligible charges that you wish to expunge here</u></p> <p>Disposition: <u>Write what the disposition or final decision of the court was in the primary case here</u></p> <p>Reason for Expungement: _____</p>	<p>Name/Address of MDJ who accepted Plea or heard case: <u>Write the name and address of the Magisterial District Judge that accepted your Plea or heard your primary case here</u></p> <p>Date of Arrest/Complaint/Citation Filed: _____</p> <p>OTN/Citation #: <u>Write the Citation Number here</u></p> <p>Arresting Agency/Address: _____</p> <p>Fines, Costs, Restitution Paid? <u>Yes</u></p>
<p>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.</p> <p>ATTEST: _____ BY: _____ DATE: _____</p>	

## Page Five:

- Next to "NAME," write your full legal name.
- Next to "DOCKET NO.," write the Docket Number of the primary case.

<p><b>COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA</b></p> <p><b>CRIMINAL DIVISION</b></p>	
<p>NAME: <u>Write your full legal name here</u></p> <p>DOCKET NO: <u>Write the Docket Number of the primary case here</u></p>	
<p><b>AFFIDAVIT OF EXPUNGEMENT</b></p>	
<p>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 <u>eligible</u> charge(s) and count(s) which are in custody of and in control of this Office, have been expunged.</p>	
<p>DATE: _____</p>	<p>_____ CERTIFYING OFFICER</p>



COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA CRIMINAL DIVISION	
NAME: _____  DOCKET NO: _____  <p style="text-align: center; margin: 10px 0;"><b>AFFIDAVIT OF EXPUNGEMENT</b></p> <p style="font-size: small; margin: 0;">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 <u>eligible</u> charge(s) and count(s) which are in custody of and in control of this Office, have been expunged.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;">           DATE: _____         </div> <div style="width: 45%; text-align: right;">           _____            CERTIFYING OFFICER         </div> </div>	

## How to Fill Out the Rule 790 Expungement Form

### Page One:

- Page One is "Instructions For Expungement." You do not have to fill anything out on Page One, rather Page One is only for your reference.

### Page Two:

- Next to "In the Court of Common Pleas County of," write the county in which your primary case was happened/is located. For Centre County, write "Centre."
- In the space before "Judicial District," write the Judicial District Number of that county. For Centre County, write "49<sup>th</sup>."
- Under "Commonwealth of Pennsylvania v," write your full legal name.
- In the spaces next to "Docket No.," write the Docket Number of the primary case in the Court of Common Pleas.

Write the Court of Common Pleas Docket Number of the primary case here

In the Court of Common Pleas  
County of Centre  
49th Judicial District



Commonwealth of Pennsylvania  
v  
Write your full legal name here  
Docket No: CP- - - -20

- Next to "Full Name," write your full legal name.
- Next to "Address," write your street address.
- Next to "DOB," write your date of birth.
- Next to "Social Security Number," write your social security number.
- In the boxes following "Alias(es)," write any names, other than your legal name, that you go by.

PETITIONER INFORMATION		
Full Name: <span style="color: red;">Write your full legal name here</span>	DOB: <span style="color: red;">Write your date of birth here</span>	Social Security Number: <span style="color: red;">Write your social security number here</span>
Address: <span style="color: red;">Write your street address here</span>	Alias(es):	

Write any names, other than your legal name, that you go by here

- After the word "Judge," write the name of the Judge of the Court of Common Pleas or Philadelphia Municipal Court who accepted your guilty plea or heard your primary case.
- Then to the right, after the word "Address," write the address of the Judge of the Court of Common Pleas or Philadelphia Municipal Court who accepted your guilty plea or heard your primary case.
- After "Philadelphia Municipal Court or Court of Common Pleas Docket Number," write the Docket Number for the Philadelphia Municipal Court or Court of Common Pleas, relating to your primary case.
- After "Offense Tracking Number (OTN)," write the Offense Tracking Number of your primary case.
- After "Name of Arresting Agency," write the name of the agency that arrested you.
- After "Date of Arrest," write the date that you were arrested.
- After "Date of Complaint," write the date on which the Complaint against you was filed.
- After "Name of Affiant," write the name of the affiant that is listed on the Complaint, if that information is available to you.
- In the second box labeled "Address," write the address of the affiant that is listed in the Complaint, if that information is available to you.

Write the name of the Judge of the Court of Common Pleas or Philadelphia Municipal Court who accepted your guilty plea or heard your primary case here

Write the address of the Judge of the Court of Common Pleas or Philadelphia Municipal Court who accepted your guilty plea or heard your primary case here

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: <b>Do not write anything here</b>		
Judge:	Address:	
Philadelphia Municipal Court or Court of Common Pleas Docket Number:	Offense Tracking Number (OTN): Write the Offense Tracking Number of your primary case here	
Name of Arresting Agency: Write the name of the agency that arrested you here	Date of Arrest:	Date on Complaint:
List name and mailing address of the affiant as shown on the complaint, if available:		
Name of Affiant: Write the name of the affiant that is listed on the Complaint here	Address: Write the address of the affiant that is listed on the Complaint here	

Write the Docket Number for the Philadelphia Municipal Court or Court of Common Pleas here

Write the date on the Complaint here

Write the date you were arrested here

- Under "PA Statute (Title)," list the title of each Pennsylvania statute with which you were charged and now want to expunge.
- Under "Section," write the section of each Pennsylvania statute with which you were charged and now want to expunge.
- Under "Subsection," write the subsection of each Pennsylvania statute with which you were charged and now want to expunge.
- Under "Statute Description," describe each of the statutes that you were charged with. For example: Driving Under the Influence.
- Under "Counts," list the number of counts you were charged with for each violation.
- Under "Grade," list the grade for each violation.
- Under "Disposition," write what the disposition or final outcome/determination of the court was for each charge.
- After "...has the amount due been paid?" mark the box before "Yes."
  - Make sure that you have paid all fines, costs, and restitution before submitting your petition for expungement.

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 title of each Pennsylvania Statute that you wish to expunge here

List the subsection of each Pennsylvania Statute that you wish to expunge here

Describe the statute that you were charged with violating here

Write the number of counts you were charged with for each violation here

List the grade for each violation here

Write what the disposition or final outcome/determination of the court was for each charge here

List the Section of each Pennsylvania Statute that you wish to expunge here

- In the box marked "List the reason(s) for the expungement..." write your reason(s) for seeking expungement. You may attach additional sheet(s) of paper if it is necessary to explain why you are seeking expungement.
- Mark the box next to "I have attached a copy of my Pennsylvania State Police Criminal History which I have obtained within 60 days before filing this petition."
  - You can access your Criminal History report through the Pennsylvania State Police website at: <http://www.portal.state.pa.us>
  - If you cannot access your Criminal History for any reason, you should contact Penn State's Student Legal Services for advice.

List the reason(s) for the expungement (please attach additional sheet(s) of paper if necessary): <b>Write your reason(s) for seeking expungement here. Your reasons may include wanting a better criminal record for employment or personal reasons and because you are eligible for expungement.</b>	
<input checked="" type="checkbox"/>	I have attached a copy of my Pennsylvania State Police Criminal History which I have obtained within 60 days before filing this petition.
<input type="checkbox"/>	I have not attached a copy of my Pennsylvania State Police Criminal History. State reason(s) below:

- At the bottom of Page Two, sign your name on the line above "Signature of Petitioner."
- Write the date of when you signed this page on the line above "Date."

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.	
<b>Sign your name here</b> _____ <b>Signature of Petitioner</b>	<b>Write the date of your signature here</b> _____ <b>Date</b>

### Page Three:

- On the line above "Defendant," write your full legal name.
- On the line next to "Docket No.," write the docket number of the primary case.

<p>IN THE COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA CRIMINAL ACTION LAW</p>	
<p>COMMONWEALTH OF PENNSYLVANIA</p>	
<p>V.</p>	<p>Docket No. <span style="color: red;">Write the docket number of the primary case here</span></p>
<p><span style="color: red;">Write your full legal name here</span></p> <p>Defendant</p>	

- At the bottom right of Page Three, on the line above "Defendant," sign your name.
- At the bottom left of Page Three, on the line above "Date," write the date that you signed the page.
- This page is a Certificate of Service, which is a document in which you are verifying that you sent a copy of your petition to all relevant parties. You must send a copy to the District Attorney

<p><u>CERTIFICATE OF SERVICE</u></p>	
<p>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:</p>	
<p>Centre County District Attorneys Office 102 South Allegheny Street Bellefonte, PA 16823</p>	
<p><span style="color: red;">Write the date of your signature here</span></p> <p>Date</p>	<p><span style="color: red;">Sign your name here</span></p> <p>Defendant</p>

### Page Four:

- Under "COMMONWEALTH OF PENNSYLVANIA VS," write your full legal name.
- In the spaces to the right of "Common Pleas Docket No.," write the Common Pleas Docket Number of the primary case.
- In the spaces to the right of "MDJ Docket No.," write the Magisterial District Judge's Docket Number from the primary case.
- In the space to the right of "MDJ Court Number," write the Court Number of the Magisterial District Judge.

COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA CRIMINAL DIVISION	
COMMONWEALTH OF PENNSYLVANIA	Common Pleas Docket No. CP-14-      -      -      -
VS	MDJ Docket No.:      -      -      -      -
<u>Write your full legal name here</u>	MDJ Court Number:      -      -      -      -

Write the Common Pleas Docket Number of the primary case here

Write the Magisterial District Judge's Docket Number here

Write the Court Number of the Magisterial District Judge here

- Next to "Defendant's Address," write your street address.
- Next to "Aliases," write any names, other than your legal name, that you go by.
- Next to "Date of Birth," write the date on which you were born.
- On the lines next to "Soc. Sec. No.," write your social security number.
- Next to "Eligible Charges," write the charges that are eligible for expungement, which you wish to expunge through this petition.
- Next to "Disposition," write what the disposition of the primary case was.
- Next to "Reason for Expungement," write the reason that you seek expungement.
- Next to "Name/Address of Court of Common Pleas Judge who accepted Plea or heard case," write the name and address of the Court of Common Pleas Judge that accepted your Plea or heard your primary case.
- Next to "Date of Arrest/Complaint/ Citation Filed," write the date that you were arrested or the Complaint or Citation was filed.
- Next to "OTN/Citation #," write the Offense Tracking Number or the Citation Number.
- Next to "Arresting Agency/Address," write the name and address of the police agency that arrested you.
  - Names and addresses of Centre County Police Departments/ Arresting Agencies can be found later in this booklet.
- Next to "Fines, Costs, Restitution Paid?" write "Yes."
  - Make sure that you have paid all fines, costs, and restitution before submitting your petition for expungement.
- Leave the rest of Page Four blank.

**Write the name and address of the Court of Common Pleas Judge that accepted your Plea or heard your primary case here**

<p><b>Write any names, other than your legal name, that you go by here</b></p> <p>Defendant's Address: <u>Write your street address here</u></p> <p>Aliases: _____</p> <p>Date of Birth: <u>Write your date of birth here</u></p> <p>Soc. Sec. No.: _____</p> <p>Eligible Charge(s): <u>Write the eligible charges that you wish to expunge here</u></p> <p>Disposition: _____ <u>Write what the disposition or final decision of the court was in the primary case here</u></p> <p>Reason for Expungement: _____</p> <p><b>Write the reason that you seek expungement here</b></p>	<p>Name/Address of Court of Common Pleas Judge who accepted Plea or heard case: _____</p> <p>Date of Arrest/Complaint/Citation Filed: _____</p> <p>OTN/Citation #: <u>Write the Citation Number here</u></p> <p>Arresting Agency/Address: _____</p> <p>Fines, Costs, Restitution Paid? <u>Yes</u></p> <p><b>Write the date you were arrested or the Complaint or Citation was filed here</b></p> <p><b>Write the name and address of the police agency that arrested you here</b></p>
<p>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.</p> <p>ATTEST: _____ BY: _____ DATE: _____</p> <p><b>Leave this section blank</b></p>	

## Page Five:

- Next to "NAME," write your full legal name.
- Next to "DOCKET NO.," write the Docket Number of the primary case.

**COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA  
CRIMINAL DIVISION**

NAME: Write your full legal name here

DOCKET NO: Write the Docket Number of the primary case here

**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

**Leave this section blank**

**e. Payment<sup>3</sup>**

There is a \$75.00 filing fee for filing your petition. Payment must be made by cash or money order. Personal checks will not be accepted.

**f. Timeframe**

The expungement process can take 4-8 months to complete. If your Petition is approved, a copy of a Court Order that orders your record to be expunged will be mailed to you at the address that you listed on your Petition.

**VIII. List of Offices and Contact Information Needed to File Your Forms**

**a. Centre County Police Offices/Arresting Agencies**

**Bellefonte Borough Police Department**

236 W. Lamb Street  
Bellefonte, PA 16823

**Ferguson Township Police Department**

3147 Research Drive  
State College, PA 16801

**Patton Township Police Department**

100 Patton Plaza  
State College, PA 16803

**Pennsylvania Department of State Police—  
Philipsburg Barracks**

3104 Port Matilda Highway  
Philipsburg, PA 16866

**Pennsylvania Department of State Police—Rockview Barracks**

745 S Eagle Valley Road  
Bellefonte, PA 16823

**Spring Township Police Department**

1309 Blanchard Street  
Bellefonte, PA 16823

**State College Borough Police Department**

243 South Allen Street  
State College, PA 16801

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<sup>3</sup> The filing fee may be different in counties other than Centre County, Pennsylvania.

**b. Contact Information for the Centre County Prothonotary and Clerk of Courts:**

Address: Centre County Courthouse  
Bellefonte PA 16823-1488

Phone: (814) 355-6796

Hours: 8:30 a.m. - 5:00 p.m.  
Monday - Friday

Provided By:

**Student Legal Services**

Penn State University

120 Boucke Building

University Park, PA 16802

Phone: 814.867.4388

<http://studentaffairs.psu.edu/legalservices>

**What is the Office of  
Student Legal Services?**

The Office of Student Legal Services (SLS) is a student-activity-fee-funded law office which provides legal assistance to Penn State students at University Park. We offer advice, counsel, representation, and/or referral services in most legal matters affecting students. SLS is staffed by licensed attorneys, support staff and law student assistants.

**How can you use Student Legal Services?**

If you need assistance with a legal issue, please first visit our website to complete an intake form. Once completed, you will be contacted via telephone to set up an intake appointment.

For more information, please visit our website at:

<http://studentaffairs.psu.edu/legalservices/>

**This pamphlet does not constitute legal advice**

nor does it establish an attorney-client relationship with the office of Student Legal Services.  
Students wishing legal advice should consult with a licensed attorney.



**Student Affairs**

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