

Instructions for Completion of Expungement Form For ARD program and PWOV (Probation without Verdict)

This form MUST be completed in its entirety and be PERSONALLY presented to the court as outlined below

1. Complete all blanks with information relative to your case. If you do not have this information, you may come to the Clerk of Courts Office located on the 2nd floor of Luzerne County Courthouse to review your file. If your case was disposed of at the district justice level, you must contact the district justice for pertinent information.
2. Once the form is completed in its entirety, you must take the packet to Adult Probation/Parole Department. They need to verify that the programs are completed.
3. After steps 1 and 2 are completed, the entire **ORIGINAL** Petition and a **COPY** must be brought to the Clerk of Courts to be time stamped, along with the filing fee of **\$132.00 (CASH or MONEY ORDER ONLY)**.
4. The petition then needs to be served on the District Attorney. The District Attorney will either grant or deny the petition. If granted, you must then take the form to the sentencing Judge. You should check with Court Administration to determine when Motions court is held in order to appear in person to present the petition to the court for action. If your sentencing Judge is no longer presiding, you will need to check with Court Administration for assignment.
5. When the Judge signs the Court Order permitting expungement, you must pick it up from the Judge and bring it to the Clerk of Courts Office with 7 **copies for filing**. You must also bring **\$45.00 (CASH OR MONEY ORDER)** for processing fee of **ARD OR \$22.50 (CASH OR MONEY ORDER)** for **PWOV** processing fee.
6. IMPORTANT: Please note, the Clerk of Courts/Probation office CANNOT in anyway give legal advice and this documentation is solely for the defendant to complete all documentation.