

## Instructions for Completion of LIMITED ACCESS Form

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, follow the instructions below to retrieve your information.

Go to the website [ujportal.pacourts.us](http://ujportal.pacourts.us)

Go to Docket Sheets

Click on Magistrate District Courts OR Criminal Courts of Common Pleas

Do search by Participant Name

Enter:

- last name
- first name
- date of birth
- county

Click Search

Once name appears, hover over "hour glass" by docket number and click on Docket Sheet

Print this

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 + \$23.00** processing fee (**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.
5. 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.
6. 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** .
7. 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.

Luzerne County Clerk of Courts

IN THE COURT OF COMMON PLEAS OF LUZERNE COUNTY, PENNSYLVANIA  
CRIMINAL DIVISION

COMMONWEALTH OF PENNSYLVANIA

VS.

NO. \_\_\_\_\_

Common Pleas Docket Number and OTN

Number or District Justice Number

\_\_\_\_\_

**CERTIFICATE OF COMPLETION**

I hereby certify that the above-named defendant has successfully completed all of the terms and conditions of his/her case at this number and term as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

ADULT PROBATION/PAROLE OFFICE

LUZERNE COUNTY, PENNSYLVANIA

**BY:** \_\_\_\_\_

Director of Adult Probation/Parole Department