

## Instructions for Completion of Expungement Form DISTRICT JUDGE LEVEL WITH OTN NUMBER

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

Do search by Participant Name

Enter:

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

Click Search

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

Print this

2. Once all completed and all documents needed are printed, bring the **ORIGINAL and 1 COPY** to the Clerk of Courts with **cash or money order for \$154.50** (filing fee and processing fee) to request a case number
3. When that is done, you will need to take the petition to the DA's office for their approval.

4. Once you receive papers back from them, if granted, you need to take the packet to the motions Judge to have them sign the Court Order. Find out who is assigned from Court Administration on the 3<sup>rd</sup> Floor
  
5. After the Judge signs the order, make 7 copies of COMPLETED PACKET and return to the Clerk of Courts to be filed.

THE CLERK OF COURTS STAFF IS NOT PERMITTED TO ASSIST IN THE FILING OUT OF PAPERWORK TO FILE AN EXPUNGEMENT. IF HELP IS REQUIRED, CONTACT AN ATTORNEY OR LEGAL SERVICES.