

How to file an Expungement Motion – Criminal Court

Each document pertaining to the filing should be prepared and filed to its correlating filing code. File and pay on one case and court administration will copy each of the filed documents to the remaining cases on the Motion.

Add Filing Code: **Request/Motion for expungement**

Filing Description: For case(s) (list all cases in which the motion is covering (including the current case))

Reference Number: your internal number

Add Fees for Request for Expungement

Skip this step if also filing an Order granting In Forma Pauperis

Browse and upload Petition/Motion document

Add Security: Public

Filing comments:

- # of cases involved in motion.
- Hearing date mm/dd/yyyy
- if also filing an Order granting In Forma Pauperis also add: In Forma Pauperis granted see filing within
- Statutory expungement request(s)

This is a note to court staff so they make sure to copy the filings to rest of the cases and not to reject for failure to pay fees.

Select Filing Code*
Request/Motion for Expungement EFile Service

Filing Description*
for cases 27-CR-13-1111, 27-CR-13-9999 & 27-CR-10-1234 ?

Reference Number*
Your internal number ?

Optional Services
Certified Copy - Single (\$14.00)
Plain Copy - Single (\$8.00)

Selected Optional Services
Request for Expungement (\$322.00)

Documents ?

Lead Document*
Expungement Petition.pdf
81.2 kb

Security*
Public ?

Attachments
[Click to Browse](#)

Filing Comments
3 cases involved in motion, hearing date mm/dd/yyyy ?

Courtesy Copies ?

Select Add Another Filing

1 Parties 2 Filings 3 Summary

Enter Filing Details

Add Another Filing

Add Filing Code: **Affidavit of Service**

Filing Description: Served on (enter date)

Reference Number: your internal number

Do not add fees

Browse and upload Affidavit of Service document

Add Security: Public

Select Filing Code*
Affidavit of Service EFile Service

Filing Description*
Served on mm/dd/yyyy ?

Reference Number*
Your internal number ?

Optional Services
Certified Copy - Single (\$14.00)
Plain Copy - Single (\$8.00)
Request for Expungement (\$322.00)

Add →

← Remove

Selected Optional Services

Documents ⓘ ?

Lead Document*
Expungement- Affidavit of Service.pdf
42.4 kb

Security*
Public ?

Attachments
Click to Browse

Filing Comments ?

Courtesy Copies ⓘ

Select Add Another Filing

1 Parties 2 Filings 3 Summary

Enter Filing Details

[Add Another Filing](#)

Add Filing Code: **Proposed document**
 Filing Description: for expungement
 Reference Number: your internal number
 Do not add fees
 Browse and upload Proposed document
 Add Security: Public

Select Filing Code*
 Proposed Document EFile Service

Filing Description*
 for expungement ?

Reference Number*
 Your internal number ?

Optional Services		Selected Optional Services
Certified Copy - Single (\$14.00)	Add → ← Remove	
Plain Copy - Single (\$8.00)		
Request for Expungement (\$322.00)		

Documents ?

Lead Document* Expungement-Proposed Order.pdf ×
 59.8 kb

Attachments [Click to Browse](#)

Security*
 Public ?

Filing Comments ?

Courtesy Copies ?

Select Add Another Filing for each additional document to be filed in regards to the expungement request/motion



Additional documents that may be included are:

- **Certificate of Representation**
Security: Public
- **Affidavit – Other**
Security: Public
- **Memorandum**
Security: Public
- **Order for In Forma Pauperis**
Security: Public

After adding all documents to the envelope:

- Review the Service tab (if service is being used)
- Review the Summary tab for completeness
- Submit filings to the court

Once the filing is received by the court, staff will review for proper payment, if accepted the filing will be copied to additional cases, schedule the hearing and send out hearing notifications.