

PLEASE NOTE:

YOU MAY BE ELIGIBLE TO HAVE YOUR EXPUNGEMENT PETITION FILED AT NO COST (EXCLUDING THE \$132.00 LIMITED ACCESS FEE) PROVIDED YOU MEET ONE OF THE FOLLOWING CRITERIA:

1. Received an Honorable Discharge from the United States Military Service (must provide Honorable Discharge paper—DD-214).
2. Attended CareerLink and present Certification of Completion which is dated within two years of your attendance.
 - All fines and costs are required to be paid in full prior to any application for Expungement being filed.
 - Follow same procedures to file a PARTIAL Expungement (with the exception that no ARD Certificate is required). All fines and costs required to be paid in full.
 - As in any matter of a criminal nature, it is in your best interest to consult with an attorney on any criminal matter.
 - Effective November 14, 2016, Act 5-2016 directs a fee of \$132.00 to be paid whenever a Petition for Expungement or Petition for Limited Access is filed. This fee is **IN ADDITION TO** the current filing fee. The additional fee of \$132.00 **cannot be waived**.
 - For information regarding Limited Access, please refer to Act 5-2016 for eligibility requirements.

EXPUNGEMENT PROCEDURES EFFECTIVE JANUARY 1, 2019:

1. Individuals are required to obtain a copy of his/her Criminal Record Check from the Pennsylvania State Police. This record check must be dated **within 60 days** of filing a Petition for Expungement. There is a fee of \$20.00 to obtain this Individual Access and Review. Requests are accepted **by mail only** by accessing the form from <http://epatch.state.pa.us>. From the help menu select Form SP4-170.
2. Obtain a Certificate of Completion of ARD from the Adult Probation Department.
3. Obtain a copy of your Criminal Complaint, Information and ARD Order from the Clerk of Courts Office and a paid in full receipt.
4. From the Clerk of Courts public terminals or from your home computer, go to the Pennsylvania Unified Judicial System's Web Portal at <http://ujportal.pacourts.us>.
 - a. Scroll down to Authorization Forms and click on UJS Forms.
 - b. Scroll down to Petition for Expungement Pursuant to PA R.Crim.P 790. Complete the Petition by entering the information requested into the grayed areas. Once completed, print document, sign and file original with Clerk of Courts.
 - c. If you are filing a Petition for Expungement of Summary Offense, click on Petition for Expungement Pursuant to PA R.Crim.P. 490.

Depending on the type of Petition for Expungement you are filing, fees are as follows:

ARD Expungement	\$147.00
Full or Partial Expungement	\$279.00-\$284.00
Magistrate Level Expungement	\$284.00

Acceptable forms of payment for filing fee are cash, money order or certified check for correct amount, credit/debit card (cardholder must be present. Personal checks are not accepted.

In accordance with PA R.Crim.P 790 and 490, once the Clerk of Courts Office receives the Court's Order granting the Expungement, your petition will be held for a period of 30 days before the Administrative Office of Pennsylvania Courts is notified to expunge your criminal record. However, if the District Attorney consents to the Expungement, the 30-day-period is waived. Generally the Expungement process takes six (6) months from filing date to completion. It is the filer's responsibility to notify any agency which has not responded to Notification of Expungement. The Clerk of Courts office does first notification. The cost of second Notification is \$15.25 per Affidavit.