

## **EXPUNGEMENT PROCEDURES EFFECTIVE 12/21/10**

1. Individual must obtain a copy of his/her Criminal Record Check from the PA State Police. This record check must be received **within 60 days of filing a Petition for Expungement**. There is a fee of \$10.00 to obtain this Record Check. You must have a credit/debit card ready when you request this from the PA State Police. You may apply on-line at <http://epatch.state.pa.us>.
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, the filing fee will be between \$131.00 and \$231.00. Most ARD cases have these fees included in their court costs.