

# EXPUNGEMENT

## ARD

### Instructional checklist

#### Section 1 – Documentation Needed

**Step 1 Proof of cost, fines and restitution**

• **Expunging a case from the Lehigh County Court of Common Pleas level**

You need a letter from the Lehigh County Bureau of Collections Office stating that you have paid all cost, fines, and restitution in full

Request this document be mailed to you by either going in person to the Lehigh County Bureau of Collections Office or by calling (610) 782-3320

• **Expunging a case from the Lehigh County Magisterial District Court level**

You need either an OTN docket transcript from the specific Lehigh County Magisterial District Court office at which your case was heard or a print out of the Docket sheet that shows a zero balance

OTN docket transcript may only be requested in person at the specific Lehigh County Magisterial District Court. If you live outside the state of Pennsylvania, you may call and request that this document be mailed to you

Docket sheet may be printed out from <https://ujportal.pacourts.us>

**Date requested** \_\_\_\_\_ **Date received** \_\_\_\_\_

**Step 2 Proof of either completion of ARD**

**ARD** - Unless you have received a Court Order releasing you from the ARD program, you will need a letter from the Lehigh County Adult Probation Department stating that you have successfully completed the ARD program

Request either letter by going in person to Lehigh County Adult Probation Department or by calling (610) 782-3933.

**Date requested** \_\_\_\_\_ **Date received** \_\_\_\_\_

**Step 3 Photocopy**

- Make three (3) copies

#### Section 2 - Form preparation

**Step 1 Form preparation**

- Complete the Expungement ARD packet

**Step 2 Signature**

- Sign and date the Expungement ARD packet from Step 1 Form preparation that requires your signature

**Step 3 Photocopies**

- Make three (3) copies of the signed and dated Expungement ARD packet

**Step 4 Packet assembly**

- Assemble into four (4) packets:

One (1) packet for the Clerk of Judicial Records-Criminal containing the following completed forms and documents:

- Original Expungement ARD packet
- Original document proving cost, fines and restitution paid in full

- ARD Court Order or original letter from Adult Probation
- One (1) packet to be served on the Court Administration Office, one (1) packet to be served on the District Attorney's Office and one (1) packet for your records containing the following completed forms and documents:
  - Photocopy of Expungement ARD packet
  - Photocopy of document proving cost, fines and restitution paid in full
  - Photocopy of ARD Court Order or original letter from Adult Probation

### **Section 3 - Filing and Serving the Expungement**

#### **Step 1 - Filing**

- Take the following items to the Clerk of Judicial Records-Criminal office located in room 122 of Lehigh County Courthouse:
  - All four (4) completed packets from Section 2-Form Preparation step 4
  - Cash, check made payable to County of Lehigh or a money order.  
For current Filing Fees see <http://www.lccpa.org/criminal/CriminalCourtFees.pdf>
  - One (1) Self-addressed stamped envelope

**NOTE:** If you change your address after filing the motion, be sure to provide written notification of your new address.

#### **Step 2 – Serving**

**Date Served** \_\_\_\_\_

- The easiest way to serve the District Attorney's Office and the Court Administration Office is to hand deliver to them while you are still at the Courthouse:
  - Hand deliver the time-stamped packet to the District Attorney's Office
  - Then hand deliver the other time-stamped packet to the Court Administrator's Office, or
- You may mail each to the address provided on the Certificate of Service