

EXPUNGEMENT
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 or probation status

• **Expunging a case from either the Lehigh County Court of Common Pleas level or the Lehigh County Magisterial District Court level**

NOTE: If you were never placed on ARD or have never been sentenced to a period of probation for a summary offense skip this section

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

Probation Sentence - If you were sentenced to a period of probation for a summary offense, you will need a letter from the Lehigh County Adult Probation Department stating that you successfully met the conditions of probation

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

Date requested _____ Date received _____

Step 3 Photocopy

- Make three (3) copies of each document

Section 2 - Form preparation

Step 1 Form preparation

- Complete the Expungement packet

Step 2 Signature

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

Step 3 Photocopies

- Make three (3) copies of the signed and dated Expungement 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 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 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 or money order to cover the Expungement filing fee
 - \$87.65 for Expungement of a Lehigh County Magisterial District Court case
 - \$106.25 for Expungement of a Lehigh County Court of Common Pleas case
 - 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

Section 4 - Hearing

Step 1 Scheduling

- If the District Attorney's Office does not object to the expungement motion, within approximately 30 days of the filing date you will receive by mail a signed court order granting the motion for expungement. A hearing will not be necessary.
- If the District Attorney's Office objects to the expungement motion, they will file a Commonwealth's Answer to Defendant's Motion to Expunge along with an Order asking the court to deny the motion. You will receive by mail a copy of the Answer.
- The Court Administrator will forward the court file to the assigned judge. After review, the judge will either sign the Order denying the motion and a copy will be mailed to you, or will instruct the Court Administrator to schedule hearing.

- **Step 2 Appearance** **Hearing Date** _____ **(if applicable)**

- If you receive a scheduling order, then you are required to appear at your scheduled hearing