

## JUVENILE EXPUNGEMENT INSTRUCTIONS

Please be sure to follow the step by step instructions below.

1. Complete the appropriate Motion to Expunge form. Please be sure to fill in all blank lines, check the appropriate boxes, and sign the form.
2. Complete and sign the 'Certificate of Service' form.
3. Complete the Order to 'Expungement Juvenile Records' form.
4. Make **4 copies** each of:
  - a. Motion to Expunge,
  - b. Certificate of Service
5. Prepare an envelope with your address and a first class stamp.
6. Bring the following to the Court of Judicial Records:
  - a. Cash, check or money order to pay the filing fee. Contact the Court of Judicial Records for exact filing fee.
  - b. Original Motion to Expunge
  - c. Original Certificate of Service
  - d. Original Court Order(s)
  - e. 4 copies each of:
    - i. Motion to Expunge
    - ii. Certificate of Service
  - f. Self-addressed stamped envelope
  - g. Proof of zero balance from the Lehigh County Collections Department
7. When you arrive at the Clerk of Judicial Records, pay the expungement filing fee at the Criminal window. The clerk will timestamp the original Motion for Expungement as well as the copies. The clerk will keep the original paperwork (Motion for Expungement, Certificate of Service and Court Order(s)), along with your self-addressed stamped envelope. The clerk will return the 4 time-stamped copies to you.
8. You are responsible for immediately serving 1 copy of all paperwork upon the District Attorney's office, 1 copy to the Court Administrator's office, 1 copy to the Juvenile Probation office. The remaining copy is for your file.
9. If the District Attorney's office is **opposed** to your Motion for Expungement, the Court Administrator's Office will schedule a hearing before the Administrative Judge of the Juvenile Court. Notice of the hearing will be mailed to your address. If you change your address after filing your motion, be sure to provide written notification of your new address to the Clerk of Judicial Records and to Court Administration. Please be sure to arrive promptly on your scheduled hearing date. Also, we suggest that you dress appropriately for your hearing.
10. If the District Attorney's office is **not opposed** to your Motion for Expungement, the Judge may grant your Motion and sign your Expungement Order. The process for distributing the proper paperwork for a complete expungement can be lengthy.
11. You will receive a signed copy of the Expungement Order in the mail. Upon receipt of this Order you will know that your expungement is official and final.