

EXPUNGEMENT Juvenile Record
Instructional Checklist

Section 1 – Documentation Needed

Step 1 - Proof of Costs, Fines, & Restitution

- You will need a letter from the Lehigh County Bureau of Collections Office stating that you have paid all costs, 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 located in Room 130 on the 1st floor of the Lehigh County Courthouse or by calling (610) 782-3320

Step 2 – Juvenile Probation Face Sheet

- You will need to obtain a Juvenile Probation Face Sheet from the Lehigh County Juvenile Probation Department which will consist of all the information you will need to complete the Motion to Expunge and the Order to Expungement Juvenile Records form
 - Request this document be mailed to you by either going in person to the Lehigh County Juvenile Probation Department located in Room 710 on the 7th floor of the Lehigh County Courthouse or by calling (610) 782-3143. A photo ID is required to obtain the document.

Section 2 – Form Preparation

Step 1 Completion of Forms

- Complete the following forms:
 - Motion to Expunge Form
 - Certificate of Service Form

Step 2 Signature

- Sign and date

Section 3 - Photocopies

- Make four (4) copies each of
 - The Completed Motion to Expunge Form
 - The Completed Certificate of Service Form
 - Proof of Cost, Fines & Restitution letter from the Lehigh County Bureau of Collections Office

Section 4 – Self Addressed Envelope

- Prepare one (1) envelope with your address and a first class stamp

Section 5 Packet Assembly

Assembly into five (5) packets

- One (1) packet for the Clerk of Judicial Records-Criminal containing the following completed forms and documents:
 - Original Motion to Expunge
 - Original Certificate of Service
 - Original Proof of Cost, Fines & Restitution letter
 - One (1) Self-Addressed stamped envelope

- One (1) packet to be served on the Court Administration Office, one (1) packet to be served on the District Attorney’s Office, one (1) to be served on the Juvenile Probation Office and one (1) packet for your records containing the following completed forms and documents:
 - Photocopy of Motion to Expunge
 - Photocopy of Certificate of Service
 - Photocopy of Proof of Cost, Fines & Restitution letter

Section 6 – Filing and Serving the Expungement

Step 1 - Filing

Take the following item to the Clerk of Judicial Records – Criminal located in 122 of the Lehigh County Courthouse, 455 West Hamilton Street Allentown

- All five (5) completed packets from Section 5 Packet Assembly
- Cash, check made payable to County of Lehigh or a money order
For current Filing Fees see <http://www.lccpa.org/criminal/CriminalCourtFees.pdf>

The clerk will time-stamp all copies, the clerk will keep the original copy and return all time-stamped photocopied packets back to you for service.

Step 2 – Serving

Date Served _____

- It is your responsibility to serve the District Attorney’s Office, Court Administration and Juvenile Probation. The easiest way to serve is to hand deliver to them while you are still at the Courthouse:
 - Hand deliver one (1) time-stamped packet to the District Attorney’s Office located in Room 307 on the 3rd floor of the Lehigh County Courthouse
 - Then hand deliver one time-stamped packet to the Court Administrator’s Office located in room 614 on the 6th floor of the Lehigh County Courthouse
 - Then hand deliver one time-stamped packet to Juvenile Probation located in room 710 on the 7th floor of the Lehigh County Courthouse
- Or you may mail each to the address provided on the Certificate of Service