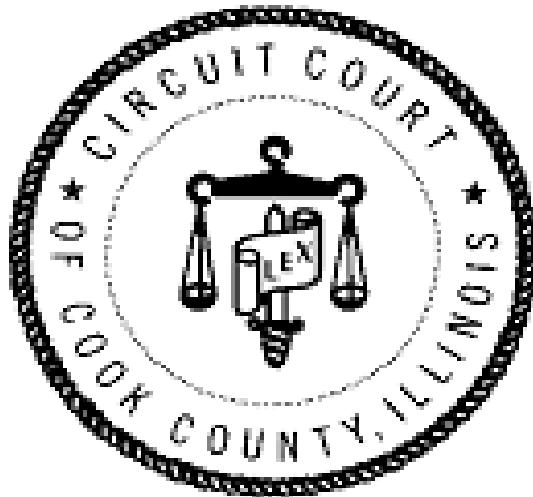


**DOROTHY BROWN  
CLERK OF THE CIRCUIT COURT OF COOK COUNTY**

# **CRIMINAL AND TRAFFIC EXPUNGEMENT GUIDELINES**



**Petitions for Expungement May Be Filed With or Without An Attorney**

**If you want an attorney and need assistance locating one, the Clerk's Office has a list of "Legal Service Providers" available for your reference**

**Visit Us At:**

**[www.cookcountyclerkofcourt.org](http://www.cookcountyclerkofcourt.org)**

Revised: 12/30/03

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**DOROTHY BROWN  
OFFICE OF THE CLERK OF THE CIRCUIT COURT  
COOK COUNTY, ILLINOIS**

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**CRIMINAL AND TRAFFIC  
EXPUNGEMENT GUIDELINES**

PLEASE READ CAREFULLY

Under specific circumstances, the law allows felony, misdemeanor, or municipal ordinance violation records on Criminal and Traffic cases to be expunged ([20 ILCS 2630/5](#)). If you believe that you are eligible for this process, you may file a Petition to have your records expunged. You may file this Petition on your own (“pro se”) – you are not required to have an attorney.

The Clerk of the Circuit Court of Cook County will make the Petition forms available, collect the \$60.00 filing fee(s) ([705 ILCS 105/27.2a](#)), process the forms when they are presented for filing, and notify you when the judge has made a decision.

It is the responsibility of the party filing the Petition to ensure that the correct form(s) are used, the documents are correctly prepared, the fee(s) are paid, the appropriate cases are listed on the Petition, copies of the Petition are served on the necessary parties, and that all legal requirements have been met.

It is recommended that the party filing the Petition fully understands the proper procedures and requirements for filing the Petition. The State Appellate Defender’s Office (400 S. 9<sup>th</sup> St., Suite 201, Springfield, IL 62705; 866-431-4907 (toll-free); <http://state.il.us/defender/exp.html>) can also provide you with information about the expungement of records. If you have any questions regarding any aspect of the process, please contact an attorney or obtain a legal referral from a Bar Association. The Clerk’s Office can provide you with a List of Legal Service Providers.

**THE CLERK’S OFFICE IS PROHIBITED FROM GIVING LEGAL ADVICE,  
PREPARING THE FORMS, OR ADVISING THE PARTIES  
ON HOW TO COMPLETE THE REQUIRED FORMS**

[705 ILCS 110/1](#); [705 ILCS 205/10](#); [Illinois Supreme Court Rule 756\(b\)](#)

Unless the State’s Attorney, Prosecutor, Illinois State Police, arresting authority, or chief legal officer objects to the Petition WITHIN 30 DAYS from the date of their notice of the Petition, the court shall enter an Order granting or denying the Petition.

After the judge grants or denies your Petition, the Clerk’s Office will mail you notification of the judge’s Order. If the judge grants your Petition, the Clerk’s Office will also mail a copy of the Order to (1) the arresting authority, (2) the Illinois State Police, (3) the State’s Attorney or Prosecutor, and (4) such other criminal justice agencies as may be ordered by the judge. The Illinois State Police will thereafter notify you by mail that they require a \$40.00 fee to process the court’s Order. The local agency that arrested you may also request that you pay a fee. Please make sure that you follow the instructions of the Illinois State Police and local arresting agency.

# CASE TYPES THAT CAN AND CANNOT BE EXPUNGED

Pursuant to 20 ILCS 2630/5

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## Cases that **CANNOT** be expunged:

### Convictions, including:

- a. A **guilty plea, guilty finding, or guilty verdict** which results in a **sentence other than probation** under the Cannabis, Controlled Substances, Steroid Control, and Alcohol and Drug Dependency Acts ([720 ILCS 550/10](#), [720 ILCS 570/410](#), [720 ILCS 570/312\(j\)](#), and [20 ILCS 305/10-102 or 301/40-10](#));
- b. **Probation** (except under the Cannabis, Controlled Substances, Steroid Control, and Alcohol and Drug Dependency Acts);
- c. Cases where the defendant was granted **supervision** for or was **convicted of a sexual offense committed against a minor under 18 years of age** ([20 ILCS 2630/5\(g\)](#));
- d. **Conditional Discharge**; and
- e. **D.U.I. Supervision** ([20 ILCS 2630/5](#)).

## Cases that **CAN** be expunged:

- a. Cases in which you are **acquitted or released without being convicted (including cases in which you have not been charged)**. Petitions to Expunge may be filed **immediately** upon acquittal or release without conviction. (Use the "Petition to Expunge" form, #CCCR-0011);
- b. Cases, **other than those listed in section c, below**, in which an Order of **supervision** was entered and **two (2) years** have passed since **discharge and dismissal of supervision**. (Use the "Petition to Expunge" form, #CCCR-0011);
- c. Cases in which an Order of **supervision** was entered and **five (5) years** have passed since **termination of supervision** for the following charges (Use the "Petition to Expunge and Seal" form, #CCCR-0012):
  - [625 ILCS 5/3-707](#) – Uninsured Motor Vehicle
  - [625 ILCS 5/3-708](#) – Suspended Registration for Non-Insurance
  - [625 ILCS 5/3-710](#) – Display of False Insurance
  - [625 ILCS 5/5-401.3](#) – Scrap Processor to Keep Records
  - [625 ILCS 5/11-503](#) – Reckless Driving
  - [720 ILCS 5/12-3.2](#) – Domestic Battery
  - [720 ILCS 5/12-15](#) – Criminal Sexual Abuse
  - [720 ILCS 5/12-4.3](#) – Aggravated battery of a Child
  - [720 ILCS 5/16 A-3](#) – Offense Retail Theft
- d. Cases in which an Order was entered **terminating probation** and at least **five (5) years** have passed since the order of **termination** was entered, under the following statutes (Use the "Petition to Expunge and Seal" form, #CCCR-0012):
  - [720 ILCS 550/10](#) – Cannabis Control Act (First Time Offender Only)
  - [720 ILCS 570/410](#) – Control Substance Act (First Time Offender Only)
  - [720 ILCS 570/312\(j\)](#) – Steroid Control Act
  - [20 ILCS 305/10-102 or 301/40-10](#) – Alcohol and Drug Dependency Act
- e. Cases in which the Governor has issued a pardon that specifically states that your records should be expunged. ([20 ILCS 2630/5\(c\)](#).) (Use the "Petition to Expunge" form, #CCCR-0011).

**DOROTHY BROWN  
OFFICE OF THE CLERK OF THE CIRCUIT COURT  
COOK COUNTY, ILLINOIS**

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FREQUENTLY ASKED QUESTIONS

**1. HOW MUCH DOES IT COST TO FILE MY EXPUNGEMENT PETITION?**

The non-refundable filing fee of **\$60.00 per Petition** is payable to the Clerk of the Circuit Court. ([705 ILCS 105/27.2a](#)) The fee may be paid by cash, check, money order, or cashier's check. If you pay by check, your Driver's License, State I.D., or Matricula Consular number, telephone number, and case number should be written on the face of the check.

If you qualify based on your personal financial circumstances, you may ask the court for a "298" fee waiver. ([735 ILCS 5/5-105](#)) If you qualify, you will not have to pay the \$60.00 fee(s). A "298" Petition form is available from the Clerk's Office or online at [http://198.173.15.31/forms/pdf\\_files/CCG0689.pdf](http://198.173.15.31/forms/pdf_files/CCG0689.pdf).

**2. I AM NOT SURE OF ALL THE CASES I WISH TO HAVE EXPUNGED. HOW DO I MAKE SURE I AM LISTING ALL THE CASES INVOLVING ME ON MY PETITION?**

You may ask the Chicago Police Department or Illinois State Police to conduct a criminal record search for your fingerprint number or name. This is an effective way to confirm that you are listing ALL of the cases you wish to have expunged.

It is your responsibility to list ALL of the cases you wish to expunge on your Petition. The Clerk of the Circuit Court of Cook County is not responsible for confirming that you have listed all pertinent cases on your Petition.

***For Records in the City of Chicago Only:  
Chicago Police Department***

Access and Review Division  
3510 South Michigan Avenue, First Floor  
Chicago, Illinois 60602  
312-745-5570

Fingerprints taken: Monday – Friday, 8:00 a.m. – 12:00 p.m.  
Pick-up criminal history results: Monday – Friday, 2:00 p.m. – 3:30 p.m.  
Fee: \$16.00

***For Records in the State of Illinois:  
Illinois State Police (in Joliet, Illinois)***

Division of Administration  
Bureau of Identification  
260 North Chicago Street  
Joliet, Illinois 60431  
815-740-5160, extension 2743

Order forms online at [www.isp.state.il.us](http://www.isp.state.il.us)  
Fee for non-fingerprint conviction information: \$12.00  
Fee for fingerprint conviction information: \$14.00

### 3. WHICH FORMS DO I FILL OUT?

Fill out the Petition(s) that has your case type(s) listed in the gray box at the top of the Petition(s):

Fill out the **“Petition to Expunge and Seal”** if your case involves a sentence of supervision for charges of:

- 625 ILCS 5/3-707 – Uninsured Motor Vehicle
- 625 ILCS 5/3-708 – Suspended Registration for Non-Insurance
- 625 ILCS 5/3-710 – Display of False Insurance
- 625 ILCS 5/5-401.3 – Scrap Processor to Keep Records
- 625 ILCS 5/11-503 – Reckless Driving
- 720 ILCS 5/12-3.2 – Domestic Battery
- 720 ILCS 5/12-15 – Criminal Sexual Abuse
- 720 ILCS 5/12-4.3 – Aggravated battery of a Child
- 720 ILCS 5/16 A-3 – Offense Retail Theft
- 720 ILCS 550/10 – Cannabis Control Act (First Time Offender Only)
- 720 ILCS 570/410 – Control Substance Act (First Time Offender Only)
- 720 ILCS 570/312(j) – Steroid Control Act
- 20 ILCS 305/10-102 or 301/40-10 – Alcohol and Drug Dependency Act

or a sentence of probation for charges of:

- 720 ILCS 550/10 – Cannabis Control Act (First Time Offender Only)
- 720 ILCS 570/410 – Control Substance Act (First Time Offender Only)
- 720 ILCS 570/312(j) – Steroid Control Act
- 20 ILCS 305/10-102 or 301/40-10 – Alcohol and Drug Dependency Act

Fill out the **“Petition to Expunge”** for cases involving no charge, acquittal, release without conviction or supervision for case types *not* specified above which you are able to expunge.

The Clerk’s Office has the following forms available for your use (these forms are also available online at [www.cookcountyclerkofcourt.org](http://www.cookcountyclerkofcourt.org)):

- |   |                            |
|---|----------------------------|
| ✓ <b>Petition to Expunge and Seal</b><br>(Use for cases involving a sentence of supervision or probation for the case types listed above)       | <b>Form# CCCR-0012</b>     |
| ✓ <b>Petition to Expunge</b><br>(Use for cases involving no charge, acquittal, release without conviction or supervision for all other charges) | <b>Form # CCCR-0011</b>    |
| ✓ <b>Order to Expunge (and Seal)</b>  | <b>Form # CCCR-0013</b>    |
| ✓ <b>Notice of Filing</b>   | <b>Form # CCCR-0324A-B</b> |

**Multiple cases that arise in the same Division, Department or District may be filed on one Petition for a single fee of \$60.00. When filing multiple cases on one Petition, please note if one case is denied, all cases filed on that particular Petition are denied.**

**If you have separate cases that arose in more than one of the Departments, Divisions, or Districts listed in answer to Question # 4, below, you must file separate Petitions for each location. (Circuit Court of Cook County General Order 17.7) A \$60.00 fee must be paid for each Petition filed.**

**For every Petition you file, you should also file an Order and a Notice of Filing.**

#### 4. WHERE DO I GO TO FILE MY PETITION?

◆ If your **Criminal case** arose in the **City of Chicago**, your Petition and Order should be filed in the Criminal Department or in the Criminal Division:

**DISTRICT 1 -- CRIMINAL DEPARTMENT – CHICAGO**

Richard J. Daley Center  
 50 West Washington Street  
 Room 1006  
 Chicago, Illinois 60602  
 General Information: 312-603-4641 or -4642  
 Criminal Manager: 312-603-4648  
 Traffic Manager: 312-603-2923

**DISTRICT 1 -- CRIMINAL DIVISION – CHICAGO**

2650 South California Avenue  
 Chicago, Illinois 60608  
 General Information: 773-869-3140

◆ If your **Traffic case** arose in the **City of Chicago**, your Petition and Order should be filed in the Traffic Division:

**DISTRICT 1 – TRAFFIC DIVISION – CHICAGO**

Richard J. Daley Center  
 50 West Washington Street  
 Room LL-20, Lower Level  
 Chicago, Illinois 60602  
 General Information: 312-603-2926  
 Criminal Manager: 312-603-2959  
 Traffic Manager: 312-603-2924

◆ If your **Criminal or Traffic case** arose in **any of the five Suburban Districts**, the Petition and Order should be filed in the respective District:

**DISTRICT 2 – SKOKIE**

5600 Old Orchard Road  
 Skokie, Illinois 60077  
 General Information: 847-470-7250  
 Criminal Manager: 847-470-7269  
 Traffic Manager: 847-470-5088  
 Assistant Traffic Manager: 847-470-7546

**Cities and Villages within District 2:**

Deerfield, Des Plaines, Evanston, Glencoe, Glenview, Golf, Kenilworth, Lincolnwood, Morton Grove, Niles, Northbrook, Northfield, Park Ridge, Prospect Heights, Skokie, Wilmette, Winnetka, Cook County Sheriff, Cook County Forest Preserve, Illinois State Police Districts 3 and 15.

**DISTRICT 3 – ROLLING MEADOWS**

2121 Euclid Avenue  
 Rolling Meadows, Illinois 60008  
 General Information: 847-818-3000  
 Criminal Manager: 847-818-2701  
 Traffic Manager: 847-818-2193  
 Assistant Traffic Manager: 847-818-2578

**Cities and Villages within District 3:**

Arlington Heights, Barrington, Barrington Hills, Bartlett, Bensenville, Buffalo Grove, Elgin, Elk Grove Village, Hanover Park, Harwood Heights, Hoffman Estates, Rolling Meadows, Roselle, Rosemont, Schaumburg, Schiller Park, South Barrington, Streamwood, Wheeling, Cook County Sheriff, Cook County Forest Preserve, Illinois State Police Districts 2, 3, and 15.

**DISTRICT 4 – MAYWOOD**

1500 Maybrook Avenue  
Maywood, Illinois 60153

|                            |              |
|----------------------------|--------------|
| General Information :      | 708-865-4937 |
| Criminal Manager:          | 708-865-4978 |
| Traffic Manager:           | 708-865-5195 |
| Assistant Traffic Manager: | 708-786-2445 |

**Cities and Villages within District 4:**

Animal Control, Bellwood, Berkeley, Berwyn, Broadview, Brookfield, Burlington North/Sante Fe Railroad, Cicero, Cook County Sheriff, Elgin/Joliet, Elmhurst, Elmwood Park, Forest Park, Forest Preserve, Franklin Park, Hillside, Hines Hospital, Illinois Commerce Commission, LaGrange Park, Maywood, Maywood Park District, Melrose Park, Memorial Park, Metra Police Department, Northlake, North Riverside, Public Safety, Oak Park, River Forest, River Grove, Riverside, Secretary of State Police, Stone Park, Triton College, Union Pacific Railroad, Water Reclamation, Westchester.

**DISTRICT 5 – BRIDGEVIEW**

10220 South 76<sup>th</sup> Avenue  
Bridgeview, Illinois 60455

|                            |              |
|----------------------------|--------------|
| General Information:       | 708-974-6500 |
| Criminal Manager:          | 708-974-6387 |
| Traffic Manager:           | 708-974-6906 |
| Assistant Traffic Manager: | 708-974-6520 |

**Cities and Villages within District 5:**

Alsip, Bedford Park, Bridgeview, Burbank, Burr Ridge, Chicago Ridge, Countryside, Crestwood, Evergreen Park, Forest View, Hickory Hills, Hinsdale, Hodgkins, Hometown, Indian Head Park, Justice, LaGrange, Lemont, Lyons, Merrionette Park, McCook, Oak Lawn, Orland Hills, Orland Park, Palos Hills, Palos Park, Stickney, Summit, Tinley Park, Western Springs, West Haven, Willow Springs, Worth, Cook County Sheriff, Cook County Forest Preserve, and Illinois State Police Districts 3 and 15.

**DISTRICT 6 – MARKHAM**

16501 South Kedzie Parkway  
Markham, Illinois 60426

|                             |              |
|-----------------------------|--------------|
| General Information:        | 708-210-4551 |
| Criminal Manager            | 708-210-4217 |
| Assistant Criminal Manager: | 708-210-4604 |
| Traffic Manager:            | 708-210-4486 |
| Assistant Traffic Manager:  | 708-210-4577 |

**Cities and Villages within District 6:**

Blue Island, Burnham, Calumet City, Calumet Park, Chicago Heights, Country Club Hills, Crete, Dixmoor, Dolton, East Hazelcrest, Flossmoor, Ford Heights, Glenwood, Harvey, Hazelcrest, Homewood, Lansing, Lynwood, Markham, Matteson, Midlothian, Oak Forest, Olympia Fields, Park Forest, Phoenix, Posen, Richton Park, Riverdale, Robbins, Sauk Village, South-Chicago Heights, South Holland, Steger, Thornton.



## 5. ONCE I'VE FILED MY PETITION(S) WITH THE COURT, TO WHAT ENTITIES MUST I SEND COPIES OF MY PETITION(S)?

**Yes.** Pursuant to [20 ILCS 2630/5\(d\)](#), it is your responsibility to serve copies of the Petition on the following entities:

- ✓ The State's Attorney or Prosecutor(s) charged with the duty of prosecuting each offense;
- ✓ The Department of Illinois State Police;
- ✓ The arresting agency or agencies; and
- ✓ The chief legal officer(s) of the unit(s) of local government where you were arrested.

The Clerk's Office has provided a "Notice of Filing" form (Form # CCCR-0324A-B) to assist you with this service requirement.

## 6. WHAT HAPPENS AFTER I HAVE SENT COPIES OF MY PETITION(S) TO ALL REQUIRED ENTITIES?

After you serve copies of your Petition(s) on the State's Attorney/Prosecutor, the Illinois State Police, the agency that arrested you, and the unit of local government where you were arrested, these agencies have **30 days** within which to object to your Petition(s). If these agencies do not object to your Petition(s) within this 30-day period, the court shall enter an Order granting or denying the Petition(s). ([20 ILCS 2630/5\(d\) and \(f\)](#)) You do not have to come back to court or file any additional documents for the court to enter this Order. You will know whether or not your Petition(s) was granted or denied when you receive a copy of the Order in the mail at the address you provided on the forms.

Once more than 30 days have passed since you sent all required entities a copy of your Petition(s), you may telephone the Clerk's Office at 312-603-4641 or 773-869-3140 for an update on the status of your case.

## 7. IF MY PETITION IS GRANTED, WHAT HAPPENS NEXT?

The Clerk's Office will mail a copy of the Order to you and to the four police agencies that you served with the Petition. ([20 ILCS 2630/5\(d\)](#)) **The Illinois State Police will send you a notice by mail that they require a \$40.00 fee to process the court's Order. Please wait for this notice before sending the Illinois State Police your \$40.00 fee.** In order to ensure that your record is expunged/sealed, please follow the instructions of the Illinois State Police. The Illinois State Police will notify you that their record is expunged/sealed within 30-45 days after receiving your \$40.00 fee and paperwork. **The Illinois State Police will not seal your records unless you pay the \$40.00 fee.** The Illinois State Police will then forward the material to the FBI so that the FBI can also process the court's Order. In about 30 days, the Illinois State Police will receive notice from the FBI that they

have completed their processing. You will not receive anything from the FBI directly. You may call the Illinois State Police to check on the status of your FBI expungement at 815-740-5160. If at any time you want to know what is on your FBI record, you may call the FBI at 304-625-3878 (there is an \$18.00 fee for this service).

Your records will also be expunged by the agency that arrested you. Depending on the local agency and local unit of government involved, you may have to pay a fee to them to have your records there expunged. To ensure that your record is expunged with these local agencies, please follow all directions from the local police agency regarding this.

**If you used the “Petition to Expunge” form (which means that you were acquitted, released without conviction, or had an order of supervision entered and two years elapsed), the agency that arrested you and the Illinois State Police will “expunge” your records. The Clerk’s Office will “seal” your records and remove your name from the electronic index.**

**If you used the “Petition to Expunge and Seal” form (which means that you were placed on supervision or probation and five years elapsed), the agency that arrested you will “expunge” your records, and the Illinois State Police and the Clerk’s Office will “seal” your records and remove your name from the electronic index.**

## **8. WHAT IS THE DIFFERENCE BETWEEN EXPUNGING AND SEALING RECORDS?**

When a record is expunged, it is physically destroyed, as if it never existed.

When a Clerk’s Office record is sealed it is no longer available to employers or other members of the public, and can be viewed by the public only if a judge orders that they can see it. When an Illinois State Police record is sealed, it is no longer available to your employer or other members of the public, but can still be seen by law enforcement agencies.

**If you were charged with a misdemeanor or municipal ordinance violation and do not qualify for an expungement under [20 ILCS 2630/5\(a\)-\(g\)](#), please check to see if you qualify for sealing of your records under [20 ILCS 2630/5\(h\)-\(i\)](#). Ask the Clerk’s Office for the “*Guidelines to Seal Certain Misdemeanor and Municipal Ordinance Violation Records*.” If a judge determines that you qualify for this, all records of the arresting authority, Illinois State Police, and the Clerk’s Office will be sealed.**

**9. IF MY PETITION IS DENIED, CAN I APPEAL THAT DECISION?**

Once the judge makes his/her ruling, the Clerk’s Office will notify you at the address you provided on the forms. If your Petition(s) was denied, you may ask the Presiding Judge of the Division(s), Department(s), or District(s) in which your case was heard to reconsider your Petition(s). To do this, you must file a Motion and a Notice of Motion and serve a copy of these on the four required agencies (see answer to Question #6, above). These forms are available in the Criminal Department, Criminal Division, or Suburban District or are available online at [www.cookcountyclerkofcourt.org](http://www.cookcountyclerkofcourt.org).

**10. DO I NEED A “CERTIFIED” COPY OF MY EXPUNGEMENT ORDER?**

A “certified” copy is a copy containing a Clerk’s Office seal verifying it to be an authentic court document. You may need a certified copy of your order, for example, to show to an employer who, with prior knowledge of your criminal history, has asked for verification that your record is expunged. The Clerk’s Office charges a fee of \$4.00 for a certified copy of your expungement order. ([705 ILCS 105/27.2a](#))

**11. WHAT IS THE TOTAL AMOUNT I WILL HAVE TO PAY TO GET MY RECORD(S) EXPUNGED?**

If you do not have a 298 fee waiver (see answer to question #1 on page 3), you will have to pay \$60.00 for each petition you file. If your petition(s) is granted, you will also have to pay \$40.00 to the Illinois State Police plus any amount required by the local agency or agencies that arrested you. If you want a certified copy of your expungement order from the Clerk’s Office, the fee is \$4.00 per certification. ([705 ILCS 105/27.2a](#))

**NOTES:** \_\_\_\_\_  
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**DOROTHY BROWN  
OFFICE OF THE CLERK OF THE CIRCUIT COURT  
COOK COUNTY, ILLINOIS**

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**GUIDELINES FOR FILLING OUT FORMS FOR EXPUNGEMENT  
OF CRIMINAL OR TRAFFIC RECORDS**

**Please complete the Petition to Expunge or the Petition to Expunge and Seal, and the Order to Expunge (and Seal), and the Notice of Filing:**

- ✓ **Petition to Expunge and Seal**                      **Form # CCCR-0012**  
(Use for cases involving a sentence of supervision or probation for the case types listed on page 4 of this packet)
- ✓ **Petition to Expunge**                                      **Form # CCCR-0011**  
(Use for cases involving no charge, acquittal, release without conviction or supervision for all other charges which qualify for expungement)
- ✓ **Order to Expunge (and Seal)**                      **Form # CCCR-0013**
- ✓ **Notice of Filing**    **Form # CCCR-0324A-B**

***The following information on the Petition(s) should be completed:***

1. The first and last name of the person who seeks to have his/her record expunged;
2. The case number(s) of the record(s) sought to be expunged;
  - ✓ This information may be obtained from the Chicago Police Department (312-745-5101) or the Illinois State Police (815-740-5160) (See page 3 of this packet).
  - ✓ If you have separate cases that arose in the City of Chicago and in one or more Suburban Districts, you must file separate Petitions and Orders for each location. (Circuit Court of Cook County General Order 17.7.) A \$60.00 fee must be paid for each Petition filed.
3. The charge(s), date(s) of arrest(s), and arresting authorities;
4. The date of birth, sex, and race of the person who seeks to have his/her record expunged;
5. The name and address of the person to whom the arresting authority should send its non-electronic records, if any, if the Petition is granted;
6. Place a check mark or "x" in the appropriate check box(es), if any, on the form;
7. Print your name where it says "Prepared By." Print your address where you receive mail, including street number, street name, city, state and zip code. Print your telephone number where you can be reached. If you are filing the Petition on your own (*pro se*) without the assistance of an attorney, your attorney number is 99500;
8. Sign and date the Petition. The Petition should be signed by the person who seeks to have his/her record expunged if s/he is acting on his/her own (*pro se*), or by his/her lawyer; and
9. Leave the "Received" line and State's Attorney/Prosecutor signature lines blank.

***The following information on the Order(s) should be completed:***

1. The first and last name of the person who seeks to have his/her record expunged;
2. The case number(s) of the record(s) sought to be expunged;
3. Place a check mark or "x" in the appropriate check box(es) on the Order and fill-in the appropriate arresting police agency names;

4. Print your name where it says "Prepared By" Print your address where you receive mail, including street number, street name, city, state and zip code; and print your telephone number where you can be reached. If you are filing the Order on your own (*pro se*) without the assistance of an attorney, your attorney number is 99500; and
5. Leave the date line and judge's signature line blank.

**The following information on the Notice of Filing should be completed:**

1. Fill in the addresses for the entities you are required to serve. The address for the Illinois State Police is pre-printed on the form. The addresses for the Cook County State's Attorneys Offices are located on the reverse-side of the Notice of Filing, or you may obtain these addresses by calling 312-603-5440. You are responsible for obtaining the addresses of the arresting agency or agencies and the Chief Legal Officer(s) of the Local Government(s) that arrested you;
2. Place check marks in the boxes which correctly list the documents you are filing with the court;
3. Complete the Proof of Service;
4. Sign the form where it says "Signature of Defendant/Petitioner." The Petition should be signed by the person who seeks to have his/her record expunged if s/he is acting on his/her own (*pro se*), or by his/her lawyer;
5. Print your name where it says "Printed Name of Defendant/Petitioner;"
6. Print your address where you receive mail, including street number, street name, city, state and zip code; and
7. Print your telephone number where you can be reached.

**FILE THE COMPLETED FORMS AT THE APPROPRIATE COURTHOUSE(S)  
AND SERVE COPIES ON THE REQUIRED ENTITIES**

After you have completed the forms, bring the following to the appropriate courthouse(s) for filing:

- ✓ The original and five\* copies of each Petition;
- ✓ The original and one copy of the Notice of Filing;
- ✓ The original and one copy of each Order; and
- ✓ The filing fee of \$60.00 per Petition.

\* *Please note:* If you have listed more than one offense on your Petition, then more than one arresting agency, prosecutor, or chief legal officer may need to be notified of the Petition. You would therefore need to bring an additional copy of the Petition for each arresting agency, prosecutor, or chief legal officer to the courthouse for filing. (See answer to question # 5 on page 7 of this packet.)

The Clerk's Office will retain the *original* Petition, Order, and Notice of Filing, and will file-stamp the copies and return them to you. Please keep one file-stamped copy of the Petition, one file-stamped copy of the Order, and one file-stamped copy of the Notice of Filing for your personal records.

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**Please do not forget to serve the State's Attorney/Prosecutor, Illinois State Police, arresting agency or agencies, and unit(s) of local government where you were arrested with copies of your Petition(s).**

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