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# ALLEGHENY COUNTY OFFICE OF THE PUBLIC DEFENDER

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Expungement Process  
Guide



JUNE 13, 2019

[ALLEGHENY COUNTY OFFICE OF THE PUBLIC DEFENDER](#)

County Office Building, Room 400, 542 Forbes Avenue Pittsburgh, PA 15219

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## EXPUNGEMENT SUMMARY

All criminal and summary court cases, including those that do not result in convictions, are available online for public viewing and may appear in the results of a criminal history background check. An expungement is a legal order that makes certain criminal records unavailable to the public and restricts access to law-enforcement agencies.

Some people are eligible to have their criminal records expunged, or deleted, from criminal record searches. Having a criminal record expunged means that the expunged offense(s) will not appear in a Pennsylvania state criminal background check conducted by an employer or landlord.

Note that third-party websites and agencies, such as credit agencies, may have already obtained access to the criminal record and could release the information. Even if the full criminal record is expunged from public agency records, an Order of Expungement may be needed to prove to potential employers that the criminal records have been expunged. Also, in addition to other criteria describes in this document, all outstanding fines and cost must be paid in full to be eligible for an expungement.

Only certain, first-time, non-violent crimes are eligible to be expunged. There are four types of expungements:

1. Full,
2. Partial,
3. Limited Access, and
4. Summary Charges

The type of expungement depends on the specific details and disposition of the charges, which is explained in the PROCEDURES - STEP TWO: FILE PETITION FOR EXPUNGEMENT section of this guide.

To have a record expunged, a background check from the State Police is required and must be filed with a petition for expungement in the Allegheny County Department of Court Records, Criminal Division. After the petition for expungement is filed, the Court of Common Pleas of Allegheny County will determine whether to grant an Order of Expungement.

**STEP ONE:**  
Obtain Background  
Check from State  
Police (\$22 fee)

**STEP TWO:**  
Petition the Court for  
Expungement (\$232  
fee per case)

**STEP THREE:**  
Wait for Order of  
Expungement to be  
issued

This guide walks through the details of each step in the expungement process. Most people use a lawyer to assist them with this process. Note: fees listed are as of 5/23, please contact Court Records for up-to-date fees at 412-350-3271.

## EXPUNGEMENT ELIGIBILITY

### Charges with No Conviction

In Pennsylvania, charges that do not result in a conviction are eligible for expungement. This includes non-conviction charges with the following disposition:

- Withdrawn
- Dismissed
- Nolle Prossed (or *nolle prosequi*<sup>1</sup>).
- Disposition Unreported
- Final Charge
- Offenses you were not convicted of (Not Guilty after trial)
- Summary Offenses (no arrests or conviction for 5 years)
- Probation Without Verdict
- Convictions for those 70+ with a 10-year arrest-free period
- Juvenile Records

Persons who complete the Accelerated Rehabilitative Disposition (ARD) program are eligible to have their record expunged. To qualify, the individual must:

- ✓ be a first-time offender,
- ✓ have paid all fines and costs, and
- ✓ have successfully completed all terms and conditions of the program.

For persons completing ARD after 1990, the Allegheny County Department of Adult Probation automatically files to have those records expunged. A person who completed ARD prior to 1990 is eligible but must file a motion to expunge.

Persons who receive Probation Without Verdict (PWV) are eligible if they are a first-time offender. The Allegheny County Department of Adult Probation will automatically file for expungement when all fines and costs have been paid, and the defendant successfully completes all of the terms and conditions of the program.

Expungements are **not** automatic for Allegheny Service Institute (ASI) programs. The individual who completes the program must file a motion to expunge.

Also, all outstanding court cost and fees must be paid prior to requesting an expungement.

### Charges with Convictions

Charges that resulted in a conviction are eligible for expungement if one of the following conditions is present:

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<sup>1</sup> The Latin term *nolle prosequi* means the prosecutor was unwilling to pursue the case, so the charges were dropped.

- ✓ The conviction is a summary offense and the individual has not been arrested for five or more years. Common summary offenses include disorderly conduct, simple trespass, public consumption of alcoholic beverages and retail theft (if it is the first offense and the value of the merchandise is less than \$150);
- ✓ The individual is over the age of 70 and has not been arrested for 10 or more years;
- ✓ The subject of the expungement petition has been dead for three more years; or
- ✓ The individual receives a pardon from the governor for a conviction.

Charges that resulted in a conviction that are not eligible for expungement are:

- ✓ All Felony charges
- ✓ All Misdemeanor charges (except for certain misdemeanors – refer to the Limited Access Expungements section for further details)

## PROCEDURES

### PROCEDURES - STEP ONE: OBTAIN A BACKGROUND CHECK

This section provides instruction on how to obtain an “Access and Review Background Check” from the Pennsylvania State Police. A copy of the Access and Review Background Check is needed for petitioning the Court for an expungement. The Access and Review Background Check is only valid for 60 days, so the Petition for Expungement must be filed within 60 days of receiving the Access and Review Background Check.

There are two methods for requesting the Access and Review Background Check:

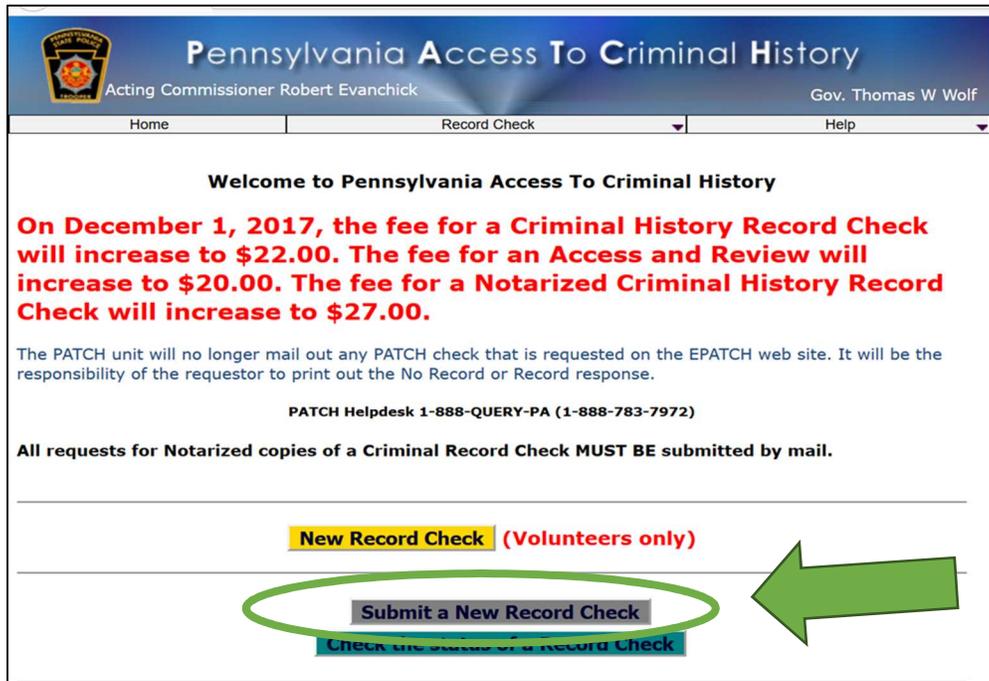
- (1) [Online Request](#): The Pennsylvania State Police has an online application called “Pennsylvania Access To Criminal History,” (PATCH).
- (2) [By mail](#): The Pennsylvania State Police will accept a completed Review and Access Background request via US mail.

### Request Access and Review Background Check Online

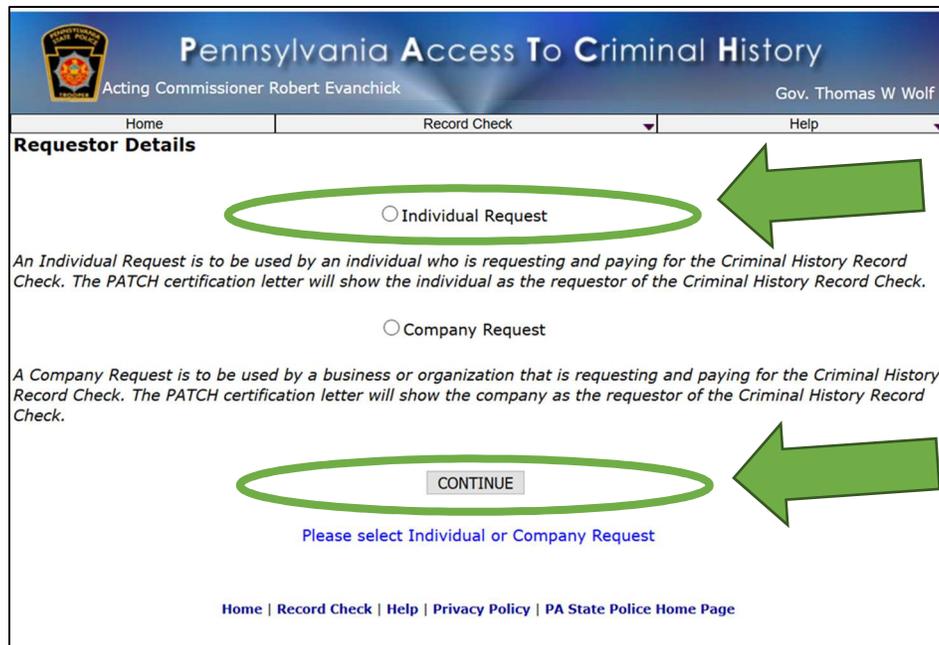
**Step #1:** Go to <https://epatch.state.pa.us/Home.jsp>

**Note:** The \$22 fee is subject to change.

Step #2: Select the "Submit a New Record Check" button (see screenshot below)



Step #3: After accepting the Terms and Conditions for the use of PATCH, select the "Individual Request" option, then click "Continue." (see screenshot below)



**Step #4:** The website will ask for information relating to the requestor, including reason for request, first and last name, address, and phone number of the person making the request. Note: the requestor is the person with the charges.

**Requestor Information**

Please fill in the following form. Fields marked with an \* are required.

The system has been updated to allow the requestor to add an email address. When an email address is entered an email confirming that the request was received by the Pennsylvania State Police will be sent. Another email will be sent when the request is completed.

Once this step is completed, information regarding the individual for which you are performing a background check will be gathered. Each background check performed will cost \$ 22.00 dollars. After entering the background checks, you will be required to enter a valid credit card, which will be charged \$ 22.00 dollars for each individual on which you are performing a background check.

Reason For Request: -- Select a Reason -- \*

First Name: \*

Middle Name: \*

Last Name: \*

Address Line 1: \*

Address Line 2: \*

City: \*

State: -- Select a State -- \*

Zip: \*

Country: UNITED STATES

**Step #5:** The website will then ask for information on the person the background check will get performed on.

**Note:** If you are requesting criminal records on your own behalf, you will be the requestor AND the person the background check will get performed on.

**Step #6:** After submitting all the required information, click “Submit” to check out and pay the fee for requesting criminal records.

**Note:** For questions about PATCH, contact the PATCH Help Line at 1-888-783-7972.

### Request Access and Review Background Check by Mail

**Step #1:** Go to <https://www.psp.pa.gov/Pages/Request-a-Criminal-History-Record.aspx> and download, print, and complete the “[Individual Access and Review Request Form SP4-170](#)” form.

**Note:** If you are requesting criminal records on your own behalf, you will be the person requesting the background check AND the person the background check is being performed on.

Mail completed form to:

Pennsylvania State Police Central Repository - RCP  
 1800 Elmerton Avenue  
 Harrisburg, PA 17110-9758.

**Note:** There is a fee to request the Access and Review Background Check. Refer to the SP4-170 form for up-to-date information regarding costs and payment methods.

The address on the photo ID must be the same mailing address as entered on Form SP4-170. If the addresses are different, contact [PennDOT](#) (or you no longer live in PA contact your local Department of Transportation office) to update the photo ID address.

## PROCEDURES - STEP TWO: FILE PETITION FOR EXPUNGEMENT

To expunge a criminal record, a Petition for Expungement must be filed in the Department of Court Records, Criminal Division **and** granted by an order of the court from the Court of Common Pleas of Allegheny County.

There are four types of expungements:

1. Full,
2. Partial,
3. Limited Access, and
4. Summary Charges

The explanation of the differences appears in the next section. Each type of expungement has its own checklist of documents to include in an expungement petition packet to deliver to the Department of Court Records.

Please read all instructions carefully before completing the expungement petition packet. The Department of Court Records is not responsible for incomplete information, incorrect information, or any other information that may result in the petition for expungement being rejected by the judge or objected to by the District Attorney.

All expungement types require you to include a list of charges, including the Docket Number, Offense Tracking Number (OTN#), date of arrest, disposition status, arresting agency, and statute description. To find charges, go to <https://ujportal.pacourts.us/CaseInformation.aspx> and follow the directions on the website.

**Note:** Search both the [Criminal Courts of Common Pleas](#) and [Magisterial District Courts](#) to determine if the case was resolved. Use the data found on the website(s) to complete the forms in the expungement petition packet.

## Full Expungement of Charges

The Court can be petitioned for expungement of any charge that is disposed of as not guilty, withdrawn, dismissed, or *nolle prosequi* (not prosecuted). If all charges in a case meet this requirement (no convictions on any charges in the case), the case is eligible for a Full Expungement.

### Full Expungement Petition Packet Checklist

- Cover Sheet (see page 14)
- List of charges and the disposition for each charge (see page 15)
- [The Petition for Expungement Pursuant to Pa.R.Crim.P. 790 form \(http://www.pacourts.us/assets/files/setting-899/file-77.pdf?cb=abf34b\)](http://www.pacourts.us/assets/files/setting-899/file-77.pdf?cb=abf34b)
- Expungement Order of Court top section (see page 16)
- Pennsylvania State Police Access and Review (obtained in [Procedures - Step One](#))
- Certified check or money order for \$232 per case (as of 5/23, please contact Court Records for up-to-date cost at 412-350-3271)

## Partial Expungement of Charges

Partial expungement applies to cases where some charges were held to a conviction and others were dismissed or held as a non-conviction result. The case is eligible for a Partial Expungement, by which the non-conviction charges would be expunged, but the convicted charges remain.

### Partial Expungement Packet Checklist

- Cover Sheet (see page 17)
- List of charges and the disposition for each charge (see page 18)
- [The Petition for Expungement Pursuant to Pa.R.Crim.P. 790 form \(http://www.pacourts.us/assets/files/setting-899/file-77.pdf?cb=abf34b\)](http://www.pacourts.us/assets/files/setting-899/file-77.pdf?cb=abf34b)
- Partial expungement Order of Court top section (see page 19)
- Pennsylvania State Police Access and Review (obtained in [Procedures - Step One](#))
- Certified check or money order for \$232 per case (as of 5/23, please contact Court Records for up-to-date cost at 412-350-3271)

**Note:** Include all guilty and not guilty charges in the list of charges and dispositions (second item on the above checklist). Also, include all original charges, including those that were dismissed at the Magisterial District Judge's office or Common Pleas Court. Docket transcripts and case disposition information can be found at the Unified Judicial

System of Pennsylvania's [Court of Common Pleas](#) and [Magisterial District Court](#) websites.

### Limited Access Expungements

A Limited Access expungement will remove arrest and/or court records from public access. However, law-enforcement and state licensing agencies will continue to have access to arrest and court records.

Limited Access expungements limit access to criminal records where the conviction is for second or third-degree misdemeanors that carry a maximum penalty of no more than two years imprisonment. After completing all sentencing terms, a waiting period of ten (10) years is required to be eligible for a limited access expungement. A Limited Access expungement cannot be granted if there is any arrest or prosecution for another crime during the ten (10) year waiting period.

For more information visit the Pennsylvania Bar Association at:

<http://www.pabar.org/pdf/expungement10042016.pdf>

#### **Limited Access Expungement Packet Checklist**

- [Order of Sentence](http://www.pacourts.us/assets/files/setting-5245/file-5631.pdf?cb=5a6665) (click the link <http://www.pacourts.us/assets/files/setting-5245/file-5631.pdf?cb=5a6665> to print and complete the form)
- Limited Access Cover sheet (see page 20)
- [Petition for Order for Limited Access Pursuant to Pa.R.Crim.P. 791 form](http://www.pacourts.us/assets/files/setting-5245/file-5632.pdf?cb=f96759) (<http://www.pacourts.us/assets/files/setting-5245/file-5632.pdf?cb=f96759>)
- List of charges and the disposition for each charge (see page 21)
- Limited Access Order of Court top section (see page 22)
- Pennsylvania State Police Access and Review (obtained in [Procedures - Step One](#))
- A copy of the case disposition and docket transcript from the applicable [Court of Common Pleas](#) or [Magisterial District Court](#) (optional)
- Certified check or money order for \$232 per case (as of 5/23, please contact Court Records for up-to-date cost at 412-350-3271)

## Expungement of Summary Charges

A summary offense is the most minor type of criminal offense in Pennsylvania and is often called a “non-traffic citation.” Summary offenses can include disorderly conduct, loitering, harassment, and low-level retail theft, among others. A conviction for a summary offense usually results in a fine.

These instructions are for cases in which the only charge(s) are summary charges. The Court can be petitioned for an expungement of summary charge(s) that have a plea of guilty either by the individual or the Magisterial District Judge or Judge, pursuant of PA. R. Crim.P. 490. To be eligible for an expungement of a summary charge, it is required that no arrest, charges or convictions occurred for a minimum of five (5) years since the conviction date of the summary offense for which expungement is requested.

### Expungement of Summary Charges Packet Checklist

- Cover Sheet (see Page 23)
- List of charges and the disposition for each charge (see Page 24)
- [The Petition for Expungement Pursuant to Pa.R.Crim.P. 490 form](http://www.pacourts.us/assets/files/setting-899/file-76.pdf?cb=7f7eea) (<http://www.pacourts.us/assets/files/setting-899/file-76.pdf?cb=7f7eea>)
- Expungement Order of Court top section (see Page 25)
- Pennsylvania State Police Access and Review (obtained in [Procedures - Step One](#))
- A copy of the case disposition and docket transcript from the applicable [Court of Common Pleas](#) or [Magisterial District Court](#) (optional)
- Certified check or money order for \$232 per case (as of 5/23, please contact Court Records for up-to-date cost at 412-350-3271)

Once the packet is complete, bring the original documents AND three (3) copies for filing to:

[Department of Court Records](#), Criminal Division  
Room 220 Courthouse,  
436 Grant Street,  
Pittsburgh Pa. 15219

Bring an extra copy of any certified documents.

If filing by mail, mail the original and both copies (total of 3 copies) along with a self-addressed, postage stamped envelope and money order or certified check to:

Allegheny County Courthouse  
436 Grant Street, Room 114  
Pittsburgh, PA 15219-2469

Note that the filing fee is \$232.00 per case. Contact the Department of Court Records for filing fee waiver information. Fees are subject to change.

Note: filling fee are as of 5/23, please contact Court Records for up-to-date cost at 412-350-3271

### PROCEDURES – STEP 3: WAIT FOR AND RECEIVE EXPUNGEMENT ORDER

After the Petition for Expungement is filed, the District Attorney has the right to challenge the petition and request a hearing before a judge to decide if the request for expungement should be granted or denied. If the District Attorney does not object, then the expungement may be granted without a court hearing.

When the Court of Common Pleas issues an Expungement Order, the Department of Court Records, Criminal Division, removes all non-conviction data from the physical case files and electronic database and notifies the appropriate criminal justice agencies, such as Adult Probation, Behavior Clinic, Bureau of Criminal Investigations, District Attorney, Magisterial District Judge, the Pennsylvania State Police, Allegheny County Jail, Arresting Agency, and the Allegheny County Sheriff.

It is important to note that complete removal of non-conviction data applies only to criminal justice agencies, such as Adult Probation, Behavior Clinic, Bureau of Criminal Investigations, District Attorney, Magisterial District Judge, the Pennsylvania State Police, Allegheny County Jail, Arresting Agency, and the Allegheny County Sheriff. It may take up to six (1) year after the date a judge signs an Expungement Order for the expungement process to be completed and records removed from files and databases

Expungement orders **will not** remove arrest and court records from consumer reporting agencies or third-party websites. In cases where potential employment is in question due to arrest and court records remain on third-party websites, the requestor must provide the potential employer with a copy of the signed expungement order to prove that a case has been expunged.

## Clean Slate Law

On June 28, 2019, Act 56 of 2018 (“Clean Slate”) goes into effect – a first-of-its-kind program designed to seal certain criminal history data automatically. Under the new law, criminal history record information will be automatically shielded from public view for offenses with dispositions that are not convictions, summary convictions more than 10 years old and for which payment of all court-ordered financial obligations is complete, and convictions graded as a misdemeanor of the 2<sup>nd</sup> or 3<sup>rd</sup> degree, or ungraded wherein the defendant has been free from any other felony or misdemeanor conviction for 10 years and completed the financial obligations of the sentence. It is important to note, these records will not be expunged, and will still be accessible to law enforcement and judicial officers. Processing of cases automatically will begin on June 28, 2019. Due to a large volume of cases, there will likely be a backlog of cases during the first year of the Clean Slate program.

Individuals convicted of the following offenses are eligible for Clean Slate:

- Second- and third-degree misdemeanors, and misdemeanors punishable by two years or less in prison
- Summary convictions
- Charges not resulting in convictions

Individuals convicted of the following offenses are not eligible for Clean Slate:

- Crimes involving danger to persons
- Crimes against families
- Firearm offenses
- Full list of ineligible offenses

Also, individuals convicted of any of the following are not eligible for Clean Slate at any time:

- A felony
- Two or more offenses punishable by more than two years in prison
- Four or more offenses punishable by one or more years in prison
- Indecent exposure, sexual intercourse with animals, failure to register upon conviction of certain sexual offenses, weapons or implements for escape, abuse of a corpse and unlawful paramilitary training.

For additional information, refer to The Unified Judicial System of Pennsylvania:

<http://www.pacourts.us/learn/learn-about-the-judicial-system/clean-slate-expungement-and-limited-access>

## QUESTIONS AND ANSWERS

### (1) What is an expungement?

An expungement is a legal order that makes certain criminal records unavailable to the public and restricts access to law-enforcement agencies. To “expunge” is to “erase or remove completely.” In law, “expungement” is the process by which a record of criminal conviction is destroyed or sealed from state or federal record. An expungement order directs the court to treat the criminal conviction as if it had never occurred, essentially removing it from a defendant’s criminal record as well as, ideally, the public record.

### (2) What charges are eligible for expungement?

Charges with the following dispositions may be eligible for expungement:

- Withdrawn
- Dismissed
- Nolle Prossed
- Not Guilty
- Summary Charges
- Accelerated Rehabilitative Disposition (ARD)
- Probation Without Verdict to the Controlled Substances Act (PWV)

### (3) What is the difference between a full and partial expungement?

A full petition for expungement is used when none of the charges in a single case resulted in a conviction.

A partial petition for expungement is used when there are both conviction and non-conviction dispositions in the same case. The non-conviction charges may be eligible for expungement.

### (4) What charges cannot get expunged?

Misdemeanor or felony offense charges with a guilty plea or found guilty are not eligible for expungement.

**IN THE FIFTH JUDICIAL DISTRICT OF PENNSYLVANIA, COURT OF COMMON PLEAS OF ALLEGHENY COUNTY**

COMMONWEALTH OF PENNSYLVANIA

DOCKET NO. CP-02-

v.

**PETITION FOR EXPUNGEMENT**

If Petition is filed by an attorney:

Name: \_\_\_\_\_

Attorney ID#: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Aliases: (other names you may be known as):

Address:

Phone:

OTN#:

CR#:

SSN#:

MDJ#:

Do not write below this line:

Date Petition Filed: \_\_\_\_\_;

Date to DA: \_\_\_\_\_

Date to Judge: \_\_\_\_\_;

Date of Order: \_\_\_\_\_

APPEAL DATE: \_\_\_\_\_

**CHARGES AND DISPOSITIONS MUST BE ENTERED BELOW, AND THIS LIST MUST BE ATTACHED TO THE ORDER AND THE PETITION FOR EXPUNGEMENT.**

Charge _____	Disposition _____

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Content within this guide is designed to inform and not to advise. Statements are based on PA law. Individual facts in a given case may alter their application or involve other laws not referred to in this guide. This guide applies to petitioning for charges that occurred in Allegheny County only.

**IN THE FIFTH JUDICIAL DISTRICT OF PENNSYLVANIA, COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, CRIMINAL DIVISION**

COMMONWEALTH OF PENNSYLVANIA

VS.

DOB:  
SSN:  
SEX:  
OTN:

Docket #CP-02-  
Date of Complaint or Arrest:  
Arresting Agency:  
Lower Court #:

Aliases of Defendant:  
Address of Defendant (as it appears on Petition):  
Name and Court address of Judge who accepted the guilty plea or heard case:  
Name and address of Affiant as shown on Complaint or Citation:  
MDJ Name and Court Address:  
Reason for Expungement:

**Charges: See Attached page(s) which is hereby incorporated into this Order by reference.**

**EXPUNGEMENT ORDER OF COURT**

AND NOW, to-wit this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the within petition having been presented in open Court and, upon consideration thereof, IT IS HEREBY ORDERED, ADJUDGED, AND DECREED that the Department of Records shall serve a certified copy of this Order upon the following persons, keepers of records, pertaining to the above-captioned criminal proceedings:

- |  |   |
|--|---|
| 1. Allegheny County District Attorney  | 5. Pennsylvania State Police Central Repository   |
| 2. Allegheny County Pre-Trial Services | 6. Administrative Offices of Pennsylvania Courts  |
| 3. Magisterial District Judge: _____   | 7. Allegheny County Department of Adult Probation |
| 4. Arresting Agency: _____             | 8. Allegheny County Jail                          |

**It is hereby ORDERED, ADJUDGED, and DECREED that the aforementioned keepers of criminal records shall expunge and destroy the official and unofficial arrest, expungement, and other documents pertaining to the arrest or prosecution or both of the above-named defendant in the above-captioned criminal proceedings (excluding intelligence information, investigative information, and treatment information as defined in 18 Pa.C.S. §9102), and that each shall request the return of such records, which its agency made available to State or Federal agencies and immediately upon receipt thereof shall destroy such records, with the exception of District Attorney's records concerning ARD and PWV, which shall be used solely for the purpose of determining subsequent eligibility for ARD and PWV, and that said keepers of such criminal records shall file with this Court an Affidavit stating that the mandates of this Order have been fulfilled.**

**It is hereby ORDERED, ADJUDGED, and DECREED that the Department of Court Records shall expunge the indices of the official and unofficial arrest and other documents pertaining to the arrest or prosecutions or both of the above-named defendant in the above-captioned criminal proceedings.**

**BY THE COURT:**  
\_\_\_\_\_J.

Balance: \_\_\_\_\_

**AFFIDAVIT OF EXPUNGEMENT**

This is to certify that the official arrest and criminal records and other documents filed pertaining to the particular arrest or prosecution or both of the above-named defendant in the above-captioned criminal proceedings, which are in the custody of and in control of this office, have been expunged and destroyed.

Date: \_\_\_\_\_

Certifying Officer \_\_\_\_\_

IN THE FIFTH JUDICIAL DISTRICT OF PENNSYLVANIA, COURT OF COMMON PLEAS  
OF ALLEGHENY COUNTY

COMMONWEALTH OF PENNSYLVANIA

DOCKET NO. CP-02-  
\_\_\_\_\_

v.  
  
\_\_\_\_\_

**PETITION FOR PARTIAL  
EXPUNGEMENT**

If Petition is filed by an attorney:

Name: \_\_\_\_\_

Attorney ID#: \_\_\_\_\_

Address: \_\_\_\_\_

Aliases: (other names you may be known as):

\_\_\_\_\_  
Telephone number: \_\_\_\_\_

Address:

Phone:

OTN#:

CR#:

SSN#:

Do not write below this line:

Date Petition Filed: \_\_\_\_\_;

Date to DA: \_\_\_\_\_

Date to Judge: \_\_\_\_\_;

Date of Order: \_\_\_\_\_

APPEAL DATE: \_\_\_\_\_

Name: \_\_\_\_\_ OTN: \_\_\_\_\_

**It is MANDATORY THAT ALL CHARGES AND DISPOSITIONS BE ENTERED BELOW.**

**Charge (s) to be Expunged:**

Charge _____	Disposition _____

**Charge (s) Remain:**

Charge _____	Disposition _____

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**IN THE FIFTH JUDICIAL DISTRICT OF PENNSYLVANIA, COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, CRIMINAL DIVISION**

COMMONWEALTH OF PENNSYLVANIA

VS.

DOB:  
SSN:  
SEX:  
OTN:

Docket #CP-02-  
Date of Complaint or Arrest:  
Arresting Agency:  
Lower Court #:

Aliases of Defendant:  
Address of Defendant (as it appears on Petition):  
Name and Court address of Judge who accepted the guilty plea or heard case:  
Name and address of Affiant as shown on Complaint or Citation:  
MDJ Name and Court Address:  
Reason for Expungement:

**Charges: See Attached page(s) which is hereby incorporated into this Order by reference.**

**PARTIAL EXPUNGEMENT ORDER OF COURT**

AND NOW, to-wit this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the within petition having been presented in open Court and, upon consideration thereof, IT IS HEREBY ORDERED, ADJUDGED, AND DECREED that the Department of Records shall serve a certified copy of this Order upon the following persons, keepers of records, pertaining to the above-captioned criminal proceedings:

Allegheny County District Attorney  
Allegheny County Pre-Trial Services  
Magisterial District Judge: \_\_\_\_\_  
Arresting Agency: \_\_\_\_\_

Pennsylvania State Police Central Repository  
Administrative Offices of Pennsylvania Courts  
Allegheny County Department of Adult Probation  
Allegheny County Jail

**It is hereby ORDERED, ADJUDGED, and DECREED that the aforementioned keepers of criminal records shall expunge all references in the official and unofficial arrest and other documents pertaining to the arrest or prosecution or both of the above-named defendant in the above-captioned criminal proceedings (excluding intelligence information, investigative information, and treatment information as defined in 18 Pa.C.S. §9102), to the charge/s of \_\_\_\_\_, count(s) \_\_\_\_\_ and that said keepers of such criminal records shall file with this court an Affidavit stating that the mandates of this Order have been fulfilled.**

**It is hereby ORDERED, ADJUDGED, and DECREED that the Department of Court Records shall expunge references in the official and unofficial arrest and other documents pertaining to the arrest or prosecutions or both of the above-named defendant in the above-captioned criminal proceedings to the charges of \_\_\_\_\_, count(s) \_\_\_\_\_.**

**BY THE COURT:**  
\_\_\_\_\_J.

Balance: \_\_\_\_\_

**AFFIDAVIT OF EXPUNGEMENT**

This is to certify that the official arrest and criminal records and other documents filed pertaining to the particular arrest or prosecution or both of the above-named defendant in the above-captioned criminal proceedings, which are in the custody of and in control of this office, have been expunged and destroyed.

Date: \_\_\_\_\_

Certifying Officer \_\_\_\_\_

**IN THE FIFTH JUDICIAL DISTRICT OF PENNSYLVANIA, COURT OF COMMON PLEAS OF ALLEGHENY COUNTY**

COMMONWEALTH OF PENNSYLVANIA

DOCKET NO. CP-02-

v.

\_\_\_\_\_

**PETITION FOR LIMITED ACCESS  
PURSUANT TO Pa.R.Crim.P. 791**

If Petition of filed by attorney:

Name: \_\_\_\_\_

Attorney ID#: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone#: \_\_\_\_\_

Aliases:

Address:

Phone:

OTN#:

CR#:

SSN#:

Do not write below this line:

Date Petition Filed: \_\_\_\_\_;

Date to DA: \_\_\_\_\_

Date to Judge: \_\_\_\_\_;

Date of Order: \_\_\_\_\_

APPEAL DATE: \_\_\_\_\_

IT IS RECOMMENDED THAT ALL CHARGES AND DISPOSITIONS BE ENTERED BELOW AND THAT THIS LIST BE ATTACHED TO THE PETITION FOR EXPUNGEMENT.

**CHARGES TO BE SEALED FOR LIMITED ACCESS:**

Charge _____	Disposition _____

**IN THE FIFTH JUDICIAL DISTRICT OF PENNSYLVANIA, COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, CRIMINAL DIVISION**

COMMONWEALTH OF PENNSYLVANIA

VS.

DOB:  
SSN:  
SEX:  
OTN:  
MDJ:

**Docket:**  
Arrest Date:  
Arresting Agency:  
Lower Court #:  
Count #:

Aliases of Defendant:  
Address of Defendant:  
Name and address of issuing authority who accepted the guilty plea or heard the case:  
Name and address of Affiant as shown on Complaint or citation:  
Name and Address of MDJ:  
Reason for Limited Access: Employment and Housing

**Charges: See Attached page(s) which is hereby incorporated into this Order by reference.**

**LIMITED ACCESS ORDER OF COURT**

AND NOW, to-wit this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the within petition having been presented in open Court and, upon consideration thereof, IT IS HEREBY ORDERED, ADJUDGED, AND DECREED that the Department of Records shall serve a certified copy of this Order upon the following persons, keepers of records, pertaining to the above-captioned criminal proceedings:

Allegheny County District Attorney  
Allegheny County Pre-Trial Services  
Magisterial District Judge:  
Arresting Agency:

Pennsylvania State Police Central Repository  
Administrative Offices of Pennsylvania Courts  
Allegheny County Department of Adult Probation  
Allegheny County Jail

**IT IS HEREBY ORDERED, ADJUDGED, AND DECREED that the aforementioned keepers of criminal records shall limit dissemination of the official and unofficial arrest and any and all other documents pertaining to the arrest or prosecution or both of the above-named defendant in the above-captioned criminal proceedings, in accordance with 18 Pa.C.S. § 9122.1(a). Each of the aforementioned keepers of criminal records shall request that dissemination of such records, with its agency made available to State or Federal agencies, be limited, and that said keepers of such criminal records shall file with this court an Affidavit stating that the mandates of this Order have been fulfilled.**

**IT IS HEREBY ORDERED, ADJUDGED, AND DECREED that the Department of Court Records shall limit dissemination of the indices of the official and unofficial arrest and other documents pertaining to the arrest or prosecutions or both of the above-named defendant in the above-captioned criminal proceedings.**

**BY THE COURT:**

\_\_\_\_\_ **J.**

Balance: \_\_\_\_\_

**AFFIDAVIT OF LIMITED ACCESS**

This is to certify that access to the official arrest and criminal records and other documents filed pertaining to the particular arrest or prosecution or both of the above-named defendant in the above-captioned criminal proceedings, which are in the custody of and in control of this Office, has been limited.

Date: \_\_\_\_\_

Certifying Officer \_\_\_\_\_

**IN THE FIFTH JUDICIAL DISTRICT OF PENNSYLVANIA, COURT OF COMMON PLEAS OF ALLEGHENY COUNTY**

COMMONWEALTH OF PENNSYLVANIA

DOCKET NO. #CP-02-  
\_\_\_\_\_

v.  
  
\_\_\_\_\_

**PETITION FOR SUMMARY  
EXPUNGEMENT**

If Petition is filed by an attorney:

Name: \_\_\_\_\_

Attorney ID#: \_\_\_\_\_

Address: \_\_\_\_\_

Aliases: (other names you may be known as):

\_\_\_\_\_  
Telephone number: \_\_\_\_\_

Address:

Phone:

OTN#:

CR#:

SSN#:

MDJ#:

Do not write below this line:

Date Petition Filed: \_\_\_\_\_;

Date to Judge: \_\_\_\_\_;

Date to DA: \_\_\_\_\_

Date of Order: \_\_\_\_\_

APPEAL DATE: \_\_\_\_\_

**IT IS RECOMMENDED THAT ALL CHARGES AND DISPOSITIONS BE ENTERED BELOW AND THAT THIS LIST BE ATTACHED TO THE PETITION FOR EXPUNGEMENT.**

Charge _____	Disposition _____

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Content within this guide is designed to inform and not to advise. Statements are based on PA law. Individual facts in a given case may alter their application or involve other laws not referred to in this guide. This guide applies to petitioning for charges that occurred in Allegheny County only.

**IN THE FIFTH JUDICIAL DISTRICT OF PENNSYLVANIA, COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, CRIMINAL DIVISION**

COMMONWEALTH OF PENNSYLVANIA

VS.

DOB:  
SSN:  
SEX:  
OTN:

Docket #CP-02-  
Date of Complaint or Arrest:  
Arresting Agency:

Aliases of Defendant:  
Address of Defendant (as it appears on Petition):  
Name and Court address of Judge who accepted the guilty plea or heard case:  
Name and address of Affiant as shown on Complaint or Citation:  
Magisterial District Court#:  
MDJ Name and Court Address:  
Reason for Expungement:

**Charges: See Attached page(s) which is hereby incorporated into this Order by reference.**

**EXPUNGEMENT ORDER OF COURT**

AND NOW, to-wit this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the within petition having been presented in open Court and, upon consideration thereof, IT IS HEREBY ORDERED, ADJUDGED, AND DECREED that the Department of Records shall serve a certified copy of this Order upon the following persons, keepers of records, pertaining to the above-captioned criminal proceedings:

- |  |   |
|--|---|
| 1. Allegheny County District Attorney  | 5. Pennsylvania State Police Central Repository   |
| 2. Allegheny County Pre-Trial Services | 6. Administrative Offices of Pennsylvania Courts  |
| 3. Magisterial District Judge: _____   | 7. Allegheny County Department of Adult Probation |
| 4. Arresting Agency: _____             | 8. Allegheny County Jail                          |

**It is hereby ORDERED, ADJUDGED, and DECREED that the aforementioned keepers of criminal records shall expunge and destroy the official and unofficial arrest, expungement, and other documents pertaining to the arrest or prosecution or both of the above-named defendant in the above-captioned criminal proceedings (excluding intelligence information, investigative information, and treatment information as defined in 18 Pa.C.S. §9102), and that each shall request the return of such records, which its agency made available to State or Federal agencies and immediately upon receipt thereof shall destroy such records, with the exception of District Attorney’s records concerning ARD and PWV, which shall be used solely for the purpose of determining subsequent eligibility for ARD and PWV, and that said keepers of such criminal records shall file with this Court an Affidavit stating that the mandates of this Order have been fulfilled.**

**It is hereby ORDERED, ADJUDGED, and DECREED that the Department of Court Records shall expunge the indices of the official and unofficial arrest and other documents pertaining to the arrest or prosecutions or both of the above-named defendant in the above-captioned criminal proceedings.**

**BY THE COURT:**  
\_\_\_\_\_J.

Balance: \_\_\_\_\_

**AFFIDAVIT OF EXPUNGEMENT:**

This is to certify that the official arrest and criminal records and other documents filed pertaining to the particular arrest or prosecution or both of the above-named defendant in the above-captioned criminal proceedings, which are in the custody of and in control of this office, have been expunged and destroyed.