

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	REQUEST TO EXPUNGE & IMPOUND AND/OR SEAL CRIMINAL RECORDS	<i>For Court Use Only</i>
Instructions ▼ Enter above the county name where you will file this case. Enter your name, birth date, race, and gender. List any other names you used when arrested on the cases listed on this form. If the Clerk gave you a new case number, enter it to the right. Enter the number for all eligible arrests and charges on your criminal record in this county. If an arrest did not result in formal charges, enter the arrest number.	Request of: _____ Your name <i>(First, middle, last name)</i> _____ Other names used in these cases _____ Date of birth Race Gender Case Number <i>(if the Clerk assigns a new number)</i>	_____ Case Number <i>(if the Clerk assigns a new number)</i>
Arrest or Case Numbers of all Eligible Criminal Offenses on your Record in this County:		
_____ _____ _____ _____		

IF YOU ARE ONLY REQUESTING TO SEAL CASES, DO NOT FILL OUT SECTIONS 2 - 11. GO TO SECTION 12.

1. I am requesting to expunge and impound records.
 Yes No *(If no, go to Section 13)*
2. I ask the Court to **EXPUNGE AND IMPOUND** the following arrests or charges from the records of the Arresting Agency, the Circuit Clerk, and the Illinois State Police. I was arrested, or charged without being arrested, and not convicted on the dates and for the offenses listed below:

See *How to Expunge and/or Seal a Criminal Record* to make sure all of your cases can be erased by expunging your record. For help filling out this table, see pages 12 – 15. **Do not list any convictions in this section.**

Arrest or Case Number	Arresting Agency	Charge <i>(list all charges for each case number)</i>	Date of Arrest	Outcome <i>(for example, RV, S or P)</i>

In **2**, enter all eligible arrests or charges on your record. Enter all charges for each case number.

 For **Outcome**, enter an outcome that matches the outcome of your case. Use the shortened version of the outcome from the Outcome Abbreviations box.

Outcome Abbreviations			
RV	Conviction Reversed or Vacated	P	Pardon from the Governor
CE	Certificate of Eligibility for Expungement from PRB	FI	Found Factually Innocent
RWC	Released Without Charge	DA	Dismissal or Acquittal
S	Supervision Successfully Completed	QP	Qualified Probation Successfully Completed

If you need more room, use the *Additional Arrests or Cases for Expungement* form and check the box.

I have listed additional arrests or cases on the attached *Additional Arrests or Cases for Expungement* form.

In 3-11, check ALL boxes that apply.

In 3, you cannot expunge a criminal conviction unless one of the special situations listed under checkboxes a, b, c, or d describes your case.

In 7, your record must specifically state that you had Qualified Probation. It might also be called Second Chance, 410, 710, 1410, or TASC probation.

In 8, if you got supervision for any case, 5 years must have passed since the end of the sentence for:

- Domestic Battery;
- Criminal Sexual Abuse;
- Driving without Insurance;
- Driving with registration suspended for Non-Insurance;
- Display of False Insurance Card;
- Scrap Processors to Keep Records; OR
- 2 years must pass since the end of the sentence for all other supervisions (except those listed in 9, which can never be expunged).

IF YOU ARE ONLY REQUESTING TO EXPUNGE CASES, DO NOT FILL OUT SECTIONS 13 - 22.

See *How to Expunge and/or Seal a Criminal Record* to make sure your cases can be hidden by sealing your record. For help filling out this table see pages 12 – 15.

3. I was not convicted of any offenses I want to expunge, unless (*Check the box that applies*):
 - a. I was convicted, but the conviction was reversed or vacated; OR
 - b. I received a pardon from the Governor of the State of Illinois allowing expungement. (*Attach a copy of the pardon.*); OR
 - c. I received a Certificate of Eligibility for Expungement by the Prisoner Review Board. (*Attach a copy of the Certificate.*); OR
 - d. I was found factually innocent in the case I am asking to expunge.
4. For at least one case, I was arrested and released, and no charges were filed against me.
5. For at least one case, I was arrested for a minor traffic offense and released from custody without being charged.
6. For at least one case, I was charged, but was later acquitted, or released without being convicted.
7. For at least one case, I received a sentence of Qualified Probation; AND
 - a. At least 5 years have passed since my Qualified Probation ended successfully; AND
 - b. I have attached the results of a drug test that I passed within the last 30 days.
8. For at least one case, I received a sentence of supervision; AND
 - a. For certain offenses listed in the law, at least 5 years have passed since I completed my supervision successfully; OR
 - b. At least 2 years have passed since I completed my supervision successfully.
9. I am NOT seeking to expunge any arrests or charges that resulted in supervision for:
 - a. Driving Under the Influence; OR
 - b. Any sexual offense against a person under the age of 18; OR
 - c. Reckless Driving when I was 25 years of age or older.
10. For at least one case, I received a sentence of supervision for Reckless Driving; AND
 - a. I was under the age of 25 when the offense was committed; AND
 - b. I have no other convictions for DUI or Reckless Driving; AND
 - c. I have reached the age of 25.
11. I qualify to have my filing fees and State Police fees waived under the Cook County Fee Waiver Pilot Program:
 - a. I am filing this *Request* in Cook County prior to January 1, 2018; AND
 - b. I am only seeking to expunge or seal arrests that resulted in my release without being cases that resulted in my acquittal, dismissal of the case, or a reversed or vacated conviction.

12. I am requesting to seal records.

Yes No (*If no, skip Sections 13- 22*)

In **13**, enter all eligible arrests, charges, and convictions you want sealed. Enter all charges for each case number. For **Outcome**, enter an outcome that reflects the outcome of your case. Use the shortened version of the outcome from the Outcome Abbreviations box.

If you need more room to list additional eligible arrests or charges use the *Additional Arrests or Cases for Sealing* form and check the box.

14- 16 must be true for you to use this form.

For **14**, traffic offenses cannot be sealed unless they were an eligible Class A or B misdemeanor.

In **17 - 21**, check ALL boxes that apply.

In **17** and **18a -c**, some misdemeanor supervisions and convictions cannot be sealed, like DUI, some Reckless Driving Offenses, Domestic Battery, some Sexual Offenses, and Dog Fighting.

In **18b**, some Class 3 and Class 4 felony offenses can be sealed, like Theft, Possession of Cannabis, Possession of a Controlled Substance, and a few others.

For a complete list of crimes that can and cannot be sealed, see the *How to Expunge and/or Seal a Criminal Record*.

In **21**, check the box if you have completed one of the listed educational goals during your last sentence. If **21** applies to you, all eligible cases can be sealed immediately after the completion of your last sentence.

13. I ask the Court to **SEAL** the following arrests, charges, or convictions from the records of the Arresting Agency, the Circuit Clerk, and the Illinois State Police:

Arrest or Case Number	Arresting Agency	Charge <i>(list all charges for each case number)</i>	Date of Arrest	Outcome <i>(for example, MC, FC, or CE)</i>

Outcome Abbreviations			
MC	Misdemeanor Conviction	FC	Felony Conviction
CE	Certificate of Eligibility for Sealing from PRB	QP	Qualified Probation Successfully Completed

- I have listed additional arrests or cases on the attached *Additional Arrests or Cases for Sealing* form.
- 14.** I am not asking to seal arrests or charges for minor traffic offenses, unless I was released without being charged.
- 15.** I am not asking to seal arrests or charges for felony offenses, unless the felony was reduced to an eligible misdemeanor, or is otherwise eligible to be sealed.
- 16.** I am not asking to seal a felony conviction that happened after the sealing of a prior felony conviction.
- 17.** At least 2 years have passed since I successfully completed my supervision, for eligible offenses.
- 18.** At least 3 years have passed since the end of my last sentence (*Unless #20 applies*); AND (*Check all that apply*):
- a. I received a misdemeanor conviction for an offense subject to sealing;
 - b. I received a felony conviction for an offense subject to sealing. If it was a drug case, I have attached the results of a drug test that I passed within the last 30 days.
 - c. I successfully completed a sentence under Section 10 of the Cannabis Control Act, Section 410 of the Illinois Controlled Substances Act, Section 70 of the Methamphetamine Control and Community Protection Act, or Section 5-6-3.3 (Second Chance Probation) of the Unified Code of Corrections; AND I have attached the results of a drug test that I passed within the last 30 days.
- 19.** I am not asking to seal a felony conviction for which I currently have to register on a public registry, including the Arsonist Registration Act, the Sex Offender Registration Act, or the Murder and Violent Offender Against Youth Registration Act.
- 20.** For at least one case, I received a Certificate of Eligibility for Sealing by the Prisoner Review Board. (*Attach a copy of the Certificate.*)
- 21.** I am eligible to seal all eligible cases upon completion of my LAST sentence because I received a high school diploma, associate's degree, career certificate, vocational or technical certification, or bachelor's degree, or passed the high school GED Test; AND
- a. I did so during the period of my LAST sentence, aftercare release, or mandatory

supervised release; AND

- b. I did not complete the same educational goal before.
- c. I have attached to this *Request* proof of the program I completed.
- 22. For at least one case, I received a conviction for Reckless Driving; AND
 - a. I was under the age of 25 when the offense was committed; AND
 - b. I have no other convictions for DUI or reckless driving; AND
 - c. I have reached the age of 25.

Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

I certify that everything in the *Request To Expunge & Impound and/or Seal Criminal Records* is true and correct. I understand making a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).

Your Signature

Date

Enter your name, address, and phone, or that of your attorney, if you have one.

DO NOT fill in the box to the right.

Prepared by: _____
 Street Address: _____
 City, State, ZIP: _____
 Phone Number: _____

<i>For official use only</i>	
State's Attorney/Prosecutor/ISP/Arresting Agency/Chief Local Legal Officer:	
Received on:	

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	ORDER TO EXPUNGE & IMPOUND AND/OR SEAL CRIMINAL RECORDS	<i>For Court Use Only</i>
Instructions ▼ Enter above the county name where you will file this case. Enter your name, birth date, race, and gender. List any other names you used when arrested on the cases listed on this form. If the Clerk gave you a new case number, enter it to the right. In 1 , enter the number for all cases listed under Number 2 on the <i>Request</i> form for the cases you want to have expunged. If you completed an <i>Additional Arrests or Cases for Expungement</i> form, fill out an additional <i>Order</i> and list those cases. In 2 , enter the number for all cases listed under Number 14 on the <i>Request</i> form for the cases you want to have sealed. If you completed an <i>Additional Arrests or Cases for Sealing</i> form, fill out an additional <i>Order</i> and list those cases.	Request of: _____ Your name (<i>First, middle, last name</i>) _____ Other names used in these cases _____ Date of birth Race Gender	_____ Case Number (<i>if the Clerk assigns a new number</i>):
1. Arrest or Case Numbers of all Eligible Criminal Offenses for Expungement in this County: _____ _____ _____ _____ <input type="checkbox"/> I have attached an additional <i>Order</i> form.		
2. Arrest or Case Numbers of all Eligible Criminal Offenses for Sealing in this County: _____ _____ _____ _____ <input type="checkbox"/> I have attached an additional <i>Order</i> form.		

DO NOT check this box. The judge will check the correct boxes.

The judge will cross out the case numbers that are denied and include them on the *Order Denying Request To Expunge & Impound and/or Seal Criminal Records*.

IT IS ORDERED:

- Your *Request* for expungement is **GRANTED** for the above cases and within 60 days of this *Order*:
- The Arresting Agencies must expunge these records as required by law.
 - The Clerk of the Circuit Court must impound these records as required by law.
 - The Illinois State Police must expunge or impound these records as required by law.
 - The Illinois State Police and the Arresting Agencies must request the return of all arrest or conviction records from any agencies that were previously notified of these records as required by law.
 - The Illinois State Police must expunge any pardoned conviction and other arrests by sealing these records as required by law.

(Continued on next page)

IT IS ORDERED:

DO NOT check this box. The judge will check the correct box.

Your *Request* for sealing is **GRANTED** for the above cases and within 60 days of receiving this *Order*.

- The Illinois State Police, the Arresting Agencies, and the Clerk of the Circuit Court must seal these records as required by law.
- The Illinois State Police and the Arresting Agencies must request the return of all arrest or conviction records from any agencies that were previously notified of these records as required by law.

DO NOT fill in these lines. The judge will sign and enter date here.

ENTERED:

Judge: _____ Date: _____

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	ORDER DENYING REQUEST TO EXPUNGE & IMPOUND AND/OR SEAL CRIMINAL RECORDS	<i>For Court Use Only</i>
Instructions ▼ Enter above the county name where you will file this case. Enter your name, birth date, race, and gender. List any other names you used when arrested on the cases listed on this form. If the Clerk gave you a new case number, enter it to the right.	Request of: _____ Your name <i>(First, middle, last name)</i> _____ Other names used in these cases _____ Date of birth Race Gender	_____ Case Number <i>(if the Clerk assigns a new number)</i>

DO NOT fill in these lines. The judge will fill out and check the correct boxes.

IT IS ORDERED:

- Your *Request* is **DENIED** for all cases sought to be expunged; **OR**
- Your *Request* is **DENIED** for the following cases: _____

The reason your *Request* is denied for these cases: *(check all that apply)*

- Your records are not legally eligible to be expunged.
- You failed to attach the required drug test.
- The court finds that the public's interest in retaining your criminal records is greater than your interest in expunging your records.
- Other: _____

DO NOT fill in these lines. The judge will fill out and check the correct boxes.

IT IS ORDERED:

- Your *Request* is **DENIED** for all cases sought to be sealed; **OR**
- Your *Request* is **DENIED** for the following cases: _____

The reason your *Request* is denied for these cases: *(check all that apply)*

- Your records are not legally eligible to be sealed.
- You failed to attach the required drug test.
- The court finds that the public's interest in retaining your criminal records is greater than your interest in sealing your records.
- Other: _____

DO NOT fill in these lines. The judge will sign and enter date here.

ENTERED:

Judge: _____ Date: _____

Enter the Case Number given by the Circuit Clerk: _____

In 5, enter the name of the county where you are filing your *Request*.

5. I have filed a *Request to Expunge & Impound and/or Seal Criminal Records* with the Clerk of the Circuit Court of _____ County, Illinois.
County Name

In 6, check the box if you have or are getting a fee waiver.

6. I am seeking a fee waiver under Supreme Court Rule 298, or have attached an *Order* waiving my filing and State Police fees.

7. The Circuit Court Clerk will mail a copy of this *Notice* and the *Request* to all of the agencies listed above in sections 1 - 4.

After you finish this form, sign it, and enter the date.

Your Signature _____
Date

Enter your name, address, and phone number.

Prepared by: _____
Street Address: _____
City, State, ZIP: _____
Phone Number: _____

CERTIFICATE OF MAILING

DO NOT fill out this section. The Circuit Clerk will sign and mail it.

The undersigned certifies that the above *Notice* and attached documents were placed in the U.S. Mail with first class postage prepaid to all parties listed above.

Signature of Circuit Clerk _____
Name of Deputy Clerk

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	ADDITIONAL ARRESTS OR CASES FOR EXPUNGEMENT	<i>For Court Use Only</i>
Instructions ▼ Enter above the county name where you will file this case. Enter your name, birth date, race, and gender. List any other names you used when arrested on the cases listed on this form. If the Clerk gave you a new case number, enter it to the right.	Request of: _____ Your name (First, middle, last) _____ Other names used in these cases _____ Date of birth Race Gender	Case Number (if the Clerk assigns a new number)
Enter the number for each additional arrest, charge, and conviction you want expunged. If an arrest did not result in formal charges, enter arrest number.	Arrest or Case Numbers of Additional Criminal Offenses in your Record in this County: _____ _____ _____ _____	

See *How to Expunge and/or Seal a Criminal Record* to make sure all of your cases can be erased by expunging your record. For help filling out this table, see pages 12 – 15.

Enter the additional eligible arrests or charges on your record that you want expunged, but could not fit on the *Request*. Enter all charges for each case number.

For **Outcome**, enter an outcome that reflects the outcome of your case. Use the shortened version of the outcome from the Outcome Abbreviations box.

After you finish this form, sign it and enter the date and attach it to the *Request*.

Arrest or Case Number	Arresting Agency	Charge <i>(list all charges for each case number)</i>	Date of Arrest	Outcome <i>(for example, RV, S or P)</i>

Outcome Abbreviations			
RV	Conviction Reversed or Vacated	P	Pardon from the Governor
CE	Certificate of Eligibility for Expungement from PRB	FI	Found Factually Innocent
RWC	Released Without Charge	DA	Dismissal or Acquittal
S	Supervision Successfully Completed	QP	Qualified Probation Successfully Completed

Your Signature _____
Date

Enter your name, address, and phone, or that of your attorney, if you have one.

Prepared by: _____
 Street Address: _____
 City, State, ZIP: _____
 Phone Number: _____

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	ADDITIONAL ARRESTS OR CASES FOR SEALING	<i>For Court Use Only</i>
Instructions ▼	Request of: _____ Your name (<i>First, middle, last</i>) _____ Other names used in these cases _____ _____ Date of birth Race Gender	
Enter above the county name where you will file this case.		
Enter your name, birth date, race, and gender. List any other names you used when arrested on the cases listed on this form.		
If the Clerk gave you a new case number, enter it to the right.		
Enter the number for each additional arrest, charge, and conviction you want sealed. If an arrest did not result in formal charges, enter arrest number.	Arrest or Case Numbers of Additional Criminal Offenses in your Record in this County: _____ _____ _____ _____	

See *How to Expunge and/or Seal a Criminal Record* to make sure all of your cases can be hidden by sealing your record. For help filling out this table, see pages 12 – 15.

Enter all additional eligible arrests, charges, and convictions you want sealed, but could not fit on the *Request*. Enter all charges for each case number.

For **Outcome**, enter an outcome that reflects the outcome of your case. Use the shortened version of the outcome from the Outcome Abbreviations box.

After you finish this form, sign it and enter the date and attach it to the *Request*.

Arrest or Case Number	Arresting Agency	Charge <small>(list all charges for each case number)</small>	Date of Arrest	Outcome <small>(for example, MC, FC, or CE)</small>

Outcome Abbreviations			
MC	Misdemeanor Conviction	FC	Felony Conviction
CE	Certificate of Eligibility for Sealing from PRB	QP	Qualified Probation Successfully Completed

Your Signature *Date*

Enter your name, address, and phone, or that of your attorney, if you have one.

Prepared by: _____
 Street _____
 City, State, _____
 Phone _____

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	ADDITIONAL NOTICE OF FILING FOR EXPUNGEMENT AND/OR SEALING	<i>For Court Use Only</i>
Instructions ▼ Enter above the county name where you will file this case. Enter your name, birth date, race, and gender. List any other names you used when arrested on the cases listed on this form. If the Clerk gave you a new case number, enter it to the right. Enter the number for all eligible arrests and charges on your criminal record in this county. If an arrest did not result in formal charges, enter the arrest number.	Request of: _____ Your name <i>(First, middle, last name)</i> _____ Other names used in these cases _____ Date of birth Race Gender _____ Arrest or Case Numbers of all Eligible Criminal Offenses on your Record in this County: _____ _____ _____ _____	_____ Case Number <i>(if the Clerk assigns a new number)</i>

In 1, enter the additional local police agencies that arrested you.

1. **To:** Additional Arresting Agencies that arrested you:

Name	Name
Street Address	Street Address
City State ZIP	City State ZIP

In 2, enter the names and addresses of the additional Chief Legal Officers of the Units of Local Government that arrested you. The Chief Legal Officer is usually the lawyer for the city or town in which you were arrested.

2. **To:** Additional Chief Legal Officers of the Units of Local Government that arrested you:

Name	Name
Street Address	Street Address
City State ZIP	City State ZIP

After you finish this form, sign it and enter the date and attach it to the *Notice of Filing for Expungement and/or Sealing*.

Your Signature	Date
----------------	------

Enter your name, address, and phone, or that of your attorney, if you have one.

Prepared by: _____
 Street Address: _____
 City, State, ZIP: _____
 Phone Number: _____

**LETTER TO THE CIRCUIT CLERK
(FILING FORMS TO START A NEW CASE)**

Instructions to User

1. Complete this letter.
2. With this letter, include the following things:
 - your original *Request to Expunge & Impound and/or Seal Criminal Records* and the *Notice of Filing For Expungement and/or Sealing*,
 - a copy of both documents for all agencies that are required to get notice of your *Request* plus a copy of both for the clerk to return to you,
 - payment of the filing fee or an *Application for Waiver of Court Fees*,
 - a self-addressed and stamped envelope for the Circuit Clerk to mail the file stamped copies to you. You may need to file your *Application for Waiver of Court Fees* in person. Call the Circuit Clerk and ask if that is necessary.
3. Send your letter and the documents listed above to the Circuit Clerk in the county where your case will be filed.

Date: _____

Circuit Clerk of _____ County

Address of Circuit Clerk: _____

Dear Clerk:

Enclosed you will find the original and copies of my *Request to Expunge & Impound and/or Seal Criminal Records* and *Notice of Filing for Expungement and/or Sealing*

I have also enclosed an *Application for Waiver of Court Fees* and an *Order for Waiver of Court Fees*. Please present these to a Judge.

I have enclosed the cost of filing these documents \$ _____ .

Please file the documents and return a file-stamped copy of each to me in the enclosed self-addressed and stamped envelope. I have enclosed copies for all the agencies that are to get a copy of the documents.

Thank you for your attention to this matter.

Sincerely,

Signature

Printed Name

Street Address, Apt #

City *State* *Zip*

Phone