

EXPUNGEMENT PROCEDURE (FULL AND PARTIAL) IN ACCORDANCE WITH
PENNSYLVANIA CRIMINAL RULES OF PROCEDURE 790 AND 490

CONTACT THE CLERK OF COURTS OFFICE AT
724-770-4594 WITH ANY QUESTIONS

1) Individuals are required to obtain a copy of his/her Criminal Record Check from the Pennsylvania State Police. This record check is required to be dated **within 60 days** of filing a Petition for Expungement. The fee due to the Pennsylvania State Police to obtain this Individual **ACCESS AND REVIEW**, is \$20.00. Requests are accepted **by mail only** by accessing the form from: <http://epatch.state.pa.us>. From the help menu select Form SP4-170.

2) From the Clerk of Courts Office, obtain a copy of your Criminal Complaint, Docket Sheet, Information containing your plea, or if you went to trial, a copy of your Verdict Slip. In the event your case was Dismissed or Withdrawn, the document which indicates that disposition, a print out of your Itemization of Amounts Due, indicating your case is paid in full. Misdemeanor and Felony Offenses are to be filed on Form 790; lesser offenses (summary offenses), if filed on same case, may be included on Form 790. **Keep in mind, only non-conviction offenses may be expunged, unless you have been granted a Governor's Pardon.**

If you are pursuing an Expungement of Summary Offenses, obtain a copy of your secure Docket Sheet from the Magisterial District Court, where your hearing was held. (Summary Offenses are to be filed on Form 490.

3) From the Clerk of Courts public computer terminals, or from any computer with internet access, go to the Pennsylvania Unified Judicial System's Web Portal at: <http://ujportal.pacourts.us>.

a. In upper right-hand side, click on "UJS Forms" and scroll down to "Forms By Category"; select Forms For Public"; Scroll down to "Expungements", then selected either Form 790 or Form 490. These forms are in PDF format.
Complete the Form(s) in their entirety. Once completed, print document (you may also print blank form and print the required information as long as the writing is legible.) Sign and forward the required form along with your Original Access and Review from the PA State Police and your Docket Sheet.

The following fees are required at time of filing:

Full or Partial Expungement:	\$286.00	Pre-2000 cases:	\$291.00
ARD Expungement	\$132.00		
Magisterial District Justice Case (Lower Court) or Miscellaneous Docket:			\$286.00

Acceptable forms of payment for filing fee is cash, money order or certified check for correct amount, payable to "Clerk of Courts"; credit/debit card (cardholder must be present). Personal Checks are not accepted.

In accordance with PA R. Crim. P. 790 and 490, once the Clerk of Courts Office receives the Court's Order granting the Expungement, your petition will be held for a period of 30 days before the Administrative Office of Pennsylvania Courts is notified to expunge your criminal record. However, if the District Attorney consents to the Expungement, the 30-day period is waived. Generally, the Expungement process takes six (6) months from filing date to completion. It is the filer's responsibility to notify any agency which has not responded to Notification of Expungement. The Clerk of Courts Office does first notification. The cost of a requested second Notification is \$15.25 per Affidavit.

PLEASE NOTE:

You may be eligible to have your Expungement Petition filed at no cost, provided you meet one of the following criteria:

- 1) Received an **Honorable** Discharge from the United States Military Service (required to present your Honorable Discharge paper (DD-214).
- 2) Attended CareerLink and present Certification of Completion which is dated within two years of your attendance.
 - a. All fines and costs are required to be paid in full prior to any application for Expungement, being filed.
 - b. Follow same procedures to file a PARTIAL Expungement – Restitution is required to be paid in full.
 - c. As in any matter of a criminal nature, it is in your best interest to consult with an attorney on any criminal matter.
 - d. Effective November 14, 2016, Act 5-2016 directs a fee of \$132.00 to be paid whenever a Petition for Limited Access is filed. (Form 791).
 - e. For information regarding Limited Access, please refer to Act 5-2016 for eligibility requirements.

Updated January 2024

In the Court of Common Pleas
 County of _____
 _____ Judicial District



Commonwealth of Pennsylvania
 v

Docket No: CP - - - -20

Petition for Expungement Pursuant to Pa.R.Crim.P. 790

AND NOW, the petitioner avers the following and requests that this petition for expungement pursuant to Pa.R.Crim.P. 790 be granted for the reasons set forth below.

PETITIONER INFORMATION						
Full Name:		DOB:		Social Security Number:		
Address:		Alias(es):				
CASE INFORMATION						
List name, address of the Judge of the Court of Common Pleas or Philadelphia Municipal Court who accepted the guilty plea or heard the case:						
Judge:			Address:			
Philadelphia Municipal Court or Court of Common Pleas Docket Number:			Offense Tracking Number (OTN):			
Name of Arresting Agency:			Date of Arrest:		Date on Complaint:	
List name and mailing address of the affiant as shown on the complaint, if available:						
Name of Affiant:			Address:			
List specific charges, as they appear on the charging document, to be expunged and the disposition of each charge (please attach additional sheet(s) of paper if necessary):						
PA Statute (Title)	Section	Subsection	Statute Description	Counts	Grade	Disposition
If the sentence imposed included a fine, costs or restitution, has the amount due been paid?						<input type="checkbox"/> Yes <input type="checkbox"/> No
List the reason(s) for the expungement (please attach additional sheet(s) of paper if necessary):						
<input type="checkbox"/> I have attached a copy of my Pennsylvania State Police Criminal History which I have obtained within 60 days before filing this petition.						
<input type="checkbox"/> I have not attached a copy of my Pennsylvania State Police Criminal History. State reason(s) below:						

When this petition is filed with the Clerk of Courts, the petitioner shall serve a copy upon the attorney for the Commonwealth.

I, the undersigned petitioner, avers that the facts set forth in this petition are true and correct to the best of my personal knowledge or information and belief, and are made subject to the penalties of unsworn falsification to authorities under 18 Pa.C.S § 4904.

Signature of Petitioner

Date