

*Linda S. Frank*



Circuit Clerk

# Expungement Packet E

## INSTRUCTIONS FOR PACKET E

1. Complete the [Petition to Seal Felony Drug Arrest](#) and the [Order to Seal Felony Drug Arrest](#) until "It is Therefore Ordered ...". If you have additional arrests or convictions, include that information on the [Additional Arrests and Convictions](#) sheet and attach it to your completed Petition to Seal.
2. Attach to the Petition proof that you have passed a drug test within the last 30 days.
3. Have your signature on the Petition to Seal Felony Drug Arrest notarized by a Notary Public.
4. Make six (6) copies of the Petition to Seal Felony Drug Arrest and one (1) copy of the Order to Seal Felony Drug Arrest.
5. File your original Petition and Order with the Circuit Court Clerk.
6. Have the following names and addresses available and ready for the clerk:
  - a. the State's Attorney of the county you are filing in;
  - b. the Illinois State Police, Bureau of Identification, 260 N. Chicago Street, Joliet, Illinois 60431-1342;
  - c. the Arresting Authority, and
  - d. the Chief Legal Officer of the unit of local government affecting the arrest;
7. Get a date, time and location to appear in court.
8. Take two (2) file-stamped copies of the Petition and one (1) of the Order with you for your records. Keep the extra copies for your files.
9. If you are filing for a sealing, the State has ninety (90) days to file an objection.
10. Appear in court at the date, time and location given to you by the Clerk.
11. If your Petition is granted, immediately go to the Circuit Court Clerk's office. The clerk will mail a copy of the order to the arresting agency, the Illinois State Police, the State's Attorney and such other criminal justice agencies as may be ordered by the judge. You will be asked to pay certain statutory mailing and certification fees for each agency required to receive notice.
12. If required, deliver to the Circuit Court Clerk a certified check or money order payable to the Department of the State Police in the amount of \$60.00. The Department of the State Police will not seal or expunge your record without this fee.





4. (Check whichever applies):

- Defendant/Petitioner has no other arrests or convictions in this or any other Illinois Jurisdiction; OR
- Defendant/Petitioner has other arrests or convictions, which are listed and attached to this Petition, pursuant to 20 ILCS 2630/5(h)(7)(A).

5. Defendant/Petitioner has paid all costs and fees for filing this Petition, or has been granted a fee waiver by the Court.

WHEREFORE, the Defendant/Petitioner prays that the Defendant's record of arrest and all related records be sealed as allowed by law.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Defendant/Petitioner

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Prepared By: \_\_\_\_\_  
Name \_\_\_\_\_ Atty No. \_\_\_\_\_  
Address \_\_\_\_\_ Attorney for \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Telephone \_\_\_\_\_

**VERIFICATION BY CERTIFICATION**

Under penalties as provided by law pursuant to Section 1-109 of the Code of Civil Procedure, the undersigned certifies that the statements set forth in this instrument are true and correct, except as to matters therein stated to be on information and belief, as to such matters the undersigned certifies as aforesaid he/she verily believes the same to be true.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary/Clerk

Received this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
State's Attorney or Prosecutor

**ADDITIONAL ARRESTS AND CONVICTIONS:**

□. Date of Arrest: \_\_\_\_\_

Arresting Authority: \_\_\_\_\_

Charging Jurisdiction: \_\_\_\_\_

Case No(s): \_\_\_\_\_

Charge(s): \_\_\_\_\_

Disposition(s) \_\_\_\_\_

Date of Completion of Case: \_\_\_\_\_

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□. Date of Arrest: \_\_\_\_\_

Arresting Authority: \_\_\_\_\_

Charging Jurisdiction: \_\_\_\_\_

Case No(s): \_\_\_\_\_

Charge(s): \_\_\_\_\_

Disposition(s) \_\_\_\_\_

Date of Completion of Case: \_\_\_\_\_

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□. Date of Arrest: \_\_\_\_\_

Arresting Authority: \_\_\_\_\_

Charging Jurisdiction: \_\_\_\_\_

Case No(s): \_\_\_\_\_

Charge(s): \_\_\_\_\_

Disposition(s) \_\_\_\_\_

Date of Completion of Case: \_\_\_\_\_



- that none of said agencies has filed an objection to the Petition within 90 days from the date of the Notice; OR
- that this Court, having heard evidence in the matter, finds that the records should be sealed.

**IT IS THEREFORE ORDERED** as follows:

- A. That the Petition to seal the Defendant's arrest record is **GRANTED**, and the official records be **SEALED** as follows:
  - 1. The Clerk of the Circuit Court **SHALL SEAL** all records of the arrest and all related records, including all photographs, fingerprints and other records of identification taken as a result of the arrest.
  - 2. The Department of State Police **SHALL SEAL** all records of the arrest and all related records, including all photographs, fingerprints and other records of identification taken as a result of the arrest.
  - 3. The Arresting Authority **SHALL SEAL** all records of the arrest and all related records, including all photographs, fingerprints and other records of identification taken as a result of the arrest.
  - 4. That the Arresting Agency shall request the return of any other law enforcement records relating to the incident set forth in the Petition which have been transferred to the Federal Bureau of Investigation or any other law enforcement agency as a result of said arrest and **SHALL SEAL** said records upon their return.
- B. That any records **SEALED** are subject to inspection and use by the court and inspection and use by law enforcement agencies and State's Attorneys or other prosecutors in carrying out the duties of their offices.
- C. That, except as otherwise provided in this order, any records **SEALED** by the Clerk of the Circuit Court shall be inspected only upon order of the Court for good cause shown.

ENTERED: \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
JUDGE

**ADDITIONAL ARRESTS AND CONVICTIONS:**

□. Date of Arrest: \_\_\_\_\_ Arresting Authority: \_\_\_\_\_

Charging Jurisdiction: \_\_\_\_\_ Case No(s): \_\_\_\_\_

Charge(s): \_\_\_\_\_ Disposition(s) \_\_\_\_\_

Date of Completion of Case: \_\_\_\_\_

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□. Date of Arrest: \_\_\_\_\_ Arresting Authority: \_\_\_\_\_

Charging Jurisdiction: \_\_\_\_\_ Case No(s): \_\_\_\_\_

Charge(s): \_\_\_\_\_ Disposition(s) \_\_\_\_\_

Date of Completion of Case: \_\_\_\_\_

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□. Date of Arrest: \_\_\_\_\_ Arresting Authority: \_\_\_\_\_

Charging Jurisdiction: \_\_\_\_\_ Case No(s): \_\_\_\_\_

Charge(s): \_\_\_\_\_ Disposition(s) \_\_\_\_\_

Date of Completion of Case: \_\_\_\_\_