

Getting Started

Request to Expunge Juvenile Records

IMPORTANT: This getting started guide and the instructions are not legal advice. They are only meant to help you learn how to expunge your juvenile record. Your use of the forms does not guarantee your records will be expunged.

To learn how to fill out the forms and file them with the court, read the *How to Expunge Juvenile Records* instruction booklet and the instructions on the forms.

Names of forms:	<ul style="list-style-type: none">• <i>Notice of Filing for Juvenile Expungement</i>• <i>Request to Expunge Juvenile Records</i>• <i>Additional Arresting Agencies</i> (if needed)• <i>Additional Juvenile Records</i> (if needed)• <i>Order to Expunge Juvenile Records</i>• <i>Change of Address</i> (if needed)
Purpose of the forms:	To erase juvenile police and court records so it is like they never happened.
Types of cases the forms CAN be used for:	When you have been arrested, adjudicated (like being found guilty), or had a trial for juvenile offenses, with some exceptions
Types of cases the forms CANNOT be used for:	<ul style="list-style-type: none">• Adult criminal cases and cases where you were prosecuted as an adult even though you were a juvenile• First degree murder if found guilty• Felony sex offenses if found guilty• Traffic offenses or municipal ordinance (city law) violations• Civil cases
Cost to file the forms:	There is no fee for filing.
Special information or papers needed to complete the forms:	<ul style="list-style-type: none">• Dates of arrests or charges;• Outcome of juvenile court cases;• Addresses of police department that arrested you; AND• Addresses of the State's Attorney's offices in the county where you were arrested.
Statutes covering the forms:	705 ILCS 405/5-915
Where to find the forms and instruction sheet:	http://www.illinoiscourts.gov/Forms/approved/
For more information:	Read the <i>How To Expunge Juvenile Records</i> instruction booklet that comes with these forms. You may also find more information, resources, and the location of your local county self help center at: www.illinoislegalaid.org/Expungement or visit the Office of the State Appellate Defender's website: http://www.illinois.gov/osad/Expungement/Pages/default.aspx

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	REQUEST TO EXPUNGE JUVENILE RECORDS	<i>For Court Use Only</i>
Instructions ▼ Directly above, enter the name of county where you will file the case. Enter your name and date of birth. Enter the number for court cases in your juvenile record that you are asking to expunge. If an arrest did not result in a court case, the Circuit Clerk will assign it a case number. When the Circuit Clerk assigns the number enter it here.	Request of: _____ Your name (<i>First, middle, last name</i>) _____ Date of birth Case numbers for all of your juvenile court records in this County: _____ _____ _____ _____	

In **1**, for each eligible offense on your juvenile record, enter:

- the case number,
- the police or sheriff's department that arrested you,
- the charge you were arrested for or the charge you were found guilty of,
- the date of arrest, and
- check the box that matches the outcome of your case.

If your arrest did not result in a court case, the Circuit Clerk will assign it a case number. When the Circuit Clerk assigns the number enter it here.

1. I ask the court to expunge all my eligible juvenile law enforcement and court records from the agency that arrested me, the Circuit Clerk, and the Illinois State Police. I was arrested on the dates and for the offenses listed below:

a. _____

<i>Case Number</i>	<i>Arresting Agency</i>	<i>Arrest Charges (if you were found guilty of a different charge, list that charge)</i>	<i>Date of Arrest</i>
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Outcome for this case (*check only one*):

- | |
|--|
| <input type="checkbox"/> Arrest without court case filed/station or probation adjustment/ pre-petition diversion |
| <input type="checkbox"/> Given supervision and successfully completed it |
| <input type="checkbox"/> Guilty of felony or class A misdemeanor <input type="checkbox"/> Case dismissed (<i>thrown out</i>) |
| <input type="checkbox"/> Guilty of class B or C misdemeanor <input type="checkbox"/> Found not guilty or not delinquent |

b. _____

<i>Case Number</i>	<i>Arresting Agency</i>	<i>Arrest Charges (if you were found guilty of a different charge, list that charge)</i>	<i>Date of Arrest</i>
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Outcome for this case (*check only one*):

- | |
|--|
| <input type="checkbox"/> Arrest without court case filed/station or probation adjustment/ pre-petition diversion |
| <input type="checkbox"/> I was given supervision and successfully completed it |
| <input type="checkbox"/> Guilty of felony or class A misdemeanor <input type="checkbox"/> Case dismissed (<i>thrown out</i>) |
| <input type="checkbox"/> Guilty of class B or C misdemeanor <input type="checkbox"/> Found not guilty or not delinquent |

c. _____

<i>Case Number</i>	<i>Arresting Agency</i>	<i>Arrest Charges (if you were found guilty of a different charge, list that charge)</i>	<i>Date of Arrest</i>
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See *How to Expunge Juvenile Records* to make sure all of your cases can be erased by expunging your record.

Outcome for this case (check only one):

- Arrest without court case filed/station or probation adjustment/ pre-petition diversion
- I was given supervision and successfully completed it
- Guilty of felony or class A misdemeanor Case dismissed (thrown out)
- Guilty of class B or C misdemeanor Found not guilty or not delinquent

d.

Case Number	Arresting Agency	Arrest Charges (if you were found guilty of a different charge, list that charge)	Date of Arrest

Outcome for this case (check only one):

- Arrest without court case filed/station or probation adjustment/ pre-petition diversion
- I was given supervision and successfully completed it
- Guilty of felony or class A misdemeanor Case dismissed (thrown out)
- Guilty of class B or C misdemeanor Found not guilty or not delinquent

e.

Case Number	Arresting Agency	Arrest Charges (if you were found guilty of a different charge, list that charge)	Date of Arrest

Outcome for this case (check only one):

- Arrest without court case filed/station or probation adjustment/ pre-petition diversion
- I was given supervision and successfully completed it
- Guilty of felony or class A misdemeanor Case dismissed (thrown out)
- Guilty of class B or C misdemeanor Found not guilty or not delinquent

f.

Case Number	Arresting Agency	Arrest Charges (if you were found guilty of a different charge, list that charge)	Date of Arrest

Outcome for this case (check only one):

- Arrest without court case filed/station or probation adjustment/ pre-petition diversion
- I was given supervision and successfully completed it
- Guilty of felony or class A misdemeanor Case dismissed (thrown out)
- Guilty of class B or C misdemeanor Found not guilty or not delinquent

- I have listed additional eligible juvenile arrests, charges, or guilty findings on the *Additional Juvenile Records* form which I will file with this *Request*.

2. My mailing address is: _____
Street, Apt #

City
State
ZIP

If I move or change my email address I will file a *Change of Address* form.

If all of your eligible offenses will not fit on this page, list the rest on one or more *Additional Juvenile Records* forms and file it with this *Request*.

In 2, enter your current address. This is the address where the court or law enforcement agency will send you documents.

In order to fill out **Subsection 1** and **2**, see the *How to Expunge Juvenile Records*.

In **3**, check Subsection 1 if the statement applies to you.

In **4**, check Subsection 2 if **a** and **b** apply to you.

In **4a**, enter the date your last juvenile case ended.

*****Fill out subsection 1 or subsection 2 or both depending on your juvenile record*****

3. SUBSECTION 1

All juvenile court proceedings related to the arrests and cases I am seeking to expunge are closed.

4. SUBSECTION 2

a. At least 2 years have passed since all my juvenile cases ended. This includes juvenile probation, serving time in the Department of Juvenile Justice, and parole (IDJJ Aftercare).

The date my last juvenile case sentence ended was: _____
Date

b. None of the cases I am trying to expunge are cases where I was found guilty of first degree murder or an offense that requires me to register under the Sex Offender Registration Act.

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 Juvenile Records* is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).

/s/ _____ Date _____
Your signature

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

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

For official use only

State's Attorney/Prosecutor/ISP/Arresting Agency/Chief Local Legal Officer:

Received on: _____

DO NOT fill in the box to the right.

GETTING COURT DOCUMENTS BY EMAIL: If you agree to receive court documents by email, check the box below and enter your email address. You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information or notice of court dates. Other parties may still send you court documents by mail.

I agree to receive court documents at this email address during my entire case.

_____ Email

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

Enter your name, address, and phone number.

/s/

Your Signature

Date

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	ORDER TO EXPUNGE JUVENILE RECORDS	<i>For Court Use Only</i>
Instructions ▼ Directly above, enter the name of county where you will file the case. Enter your name and date of birth. Enter the number for court cases in your juvenile record that you are asking to expunge.	Request of: _____ Your name (<i>First, middle, last name</i>) _____ Date of birth Case numbers for all of your juvenile court records in this County: _____ _____ _____ _____	

DO NOT check these boxes. The judge will write in the case numbers and check the correct boxes.

IT IS ORDERED:

Your *Request* is **GRANTED** for the following cases: _____

and within _____ days of receiving this *Order*, the Illinois State Police Bureau of Identification and the law enforcement agencies listed on the *Request* must expunge all of petitioner's juvenile records, which shall be treated as if they never occurred. The Circuit Clerk must expunge the petitioner's juvenile records. If asked about petitioner's juvenile records, law enforcement officers, and other public offices and agencies must reply that the Petitioner does not have and never had any juvenile records. The Circuit Clerk postage costs and the Department of State Police costs are waived.

You must keep a signed copy of this *Order* to prove the juvenile expungement was granted.

Your *Request* is **DENIED** for the following cases: _____

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

Your records are not legally eligible for expungement.
 Other: _____

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

ENTERED:
 Judge: _____ Date: _____

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	ADDITIONAL JUVENILE RECORDS	<i>For Court Use Only</i>
Instructions ▼ Only complete this form if you have been arrested more than 6 times and asking for all of those arrests to be expunged. If you have been arrested 6 times or less, then you do not need to complete this form.	Request of: _____ Your name (<i>First, middle, last name</i>) _____ Date of birth	
Directly above, enter the name of the county where you will file the case.	Case numbers for all of your juvenile court records in this County: _____ _____ _____ _____	
Enter your name and date of birth.		
Enter all case numbers listed in this area of the <i>Request</i> form.		

In 1, fill in the next letter in the space provided starting with **g**.

For each additional eligible offense on your juvenile record, enter:

- the case number,
- the police or sheriff's department that arrested you,
- the charge you were arrested for or the charge you were found guilty of,
- the date of arrest, and
- check the box that matches the outcome of your case.

If your arrest did not result in a court case, the Circuit Clerk will assign it a case number. When the Circuit Clerk assigns the number enter it here.

1. I ask the court to expunge all my eligible juvenile law enforcement and court records from the agency that arrested me, the Circuit Clerk, and the Illinois State Police. I was arrested on the dates and for the offenses listed below:

_____	_____	_____	_____
<i>Case Number</i>	<i>Arresting Agency</i>	<i>Arrest Charges (if you were found guilty of a different charge, list that charge)</i>	<i>Date of Arrest</i>

Outcome for this case (*check only one*):

- | |
|--|
| <input type="checkbox"/> Arrest without court case filed/station or probation adjustment/ pre-petition diversion |
| <input type="checkbox"/> Given supervision and successfully completed it |
| <input type="checkbox"/> Guilty of felony or class A misdemeanor <input type="checkbox"/> Case dismissed (<i>thrown out</i>) |
| <input type="checkbox"/> Guilty of class B or C misdemeanor <input type="checkbox"/> Found not guilty |

_____	_____	_____	_____
<i>Case Number</i>	<i>Arresting Agency</i>	<i>Arrest Charges (if you were found guilty of a different charge, list that charge)</i>	<i>Date of Arrest</i>

Outcome for this case (*check only one*):

- | |
|--|
| <input type="checkbox"/> Arrest without court case filed/station or probation adjustment/ pre-petition diversion |
| <input type="checkbox"/> I was given supervision and successfully completed it |
| <input type="checkbox"/> Guilty of felony or class A misdemeanor <input type="checkbox"/> Case dismissed (<i>thrown out</i>) |
| <input type="checkbox"/> Guilty of class B or C misdemeanor <input type="checkbox"/> Found not guilty |

See *How to Expunge Juvenile Records* to make sure all of your cases can be erased by expunging your record.

<i>Case Number</i>	<i>Arresting Agency</i>	<i>Arrest Charges (if you were found guilty of a different charge, list that charge)</i>	<i>Date of Arrest</i>
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Outcome for this case (check only one):

- Arrest without court case filed/station or probation adjustment/ pre-petition diversion
- I was given supervision and successfully completed it
- Guilty of felony or class A misdemeanor Case dismissed (*thrown out*)
- Guilty of class B or C misdemeanor Found not guilty

<i>Case Number</i>	<i>Arresting Agency</i>	<i>Arrest Charges (if you were found guilty of a different charge, list that charge)</i>	<i>Date of Arrest</i>
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Outcome for this case (check only one):

- Arrest without court case filed/station or probation adjustment/ pre-petition diversion
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<i>Case Number</i>	<i>Arresting Agency</i>	<i>Arrest Charges (if you were found guilty of a different charge, list that charge)</i>	<i>Date of Arrest</i>
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Outcome for this case (check only one):

- Arrest without court case filed/station or probation adjustment/ pre-petition diversion
- I was given supervision and successfully completed it
- Guilty of felony or class A misdemeanor Case dismissed (*thrown out*)
- Guilty of class B or C misdemeanor Found not guilty

If you do not have enough space to list your cases, you may use an additional page.

File this form with your *Request to Expunge Juvenile Records* form.

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	ADDITIONAL ARRESTING AGENCIES	<i>For Court Use Only</i>
Instructions ▼ Use this form only if you have been arrested by more than 2 police or sheriff's department. If you have been arrested by only 2 police or sheriff's departments, do not complete this form.	Request of: _____ Your name (<i>First, middle, last name</i>) _____ Date of birth	
Directly above, enter the name of county where you will file the case.	Case numbers for all of your juvenile court records in this County: _____ _____ _____ _____	
Enter your name and birth date.		
Enter all case numbers listed in this area of the <i>Request</i> form.		

In **1**, enter the names and addresses of the additional police or sheriff's department that arrested you.

1. To: Additional Police or Sheriff's Department that arrested you:

<i>Name</i>	<i>Name</i>
<i>Street Address</i>	<i>Street Address</i>
<i>City</i> <i>State</i> <i>ZIP</i>	<i>City</i> <i>State</i> <i>ZIP</i>

<i>Name</i>	<i>Name</i>
<i>Street Address</i>	<i>Street Address</i>
<i>City</i> <i>State</i> <i>ZIP</i>	<i>City</i> <i>State</i> <i>ZIP</i>

/s/ _____ _____
Your Signature *Date*

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name. Then file it with the *Notice of Filing for Juvenile Expungement*.

Enter your name, address, and phone number.

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

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	CHANGE OF ADDRESS	<i>For Court Use Only</i>
Instructions ▼ Directly above, enter the name of the county where you will file the case. Enter your name and date of birth. Enter all case numbers you listed in this area of your <i>Request</i> form.	Request of: _____ Your name (<i>First, middle, last name</i>) _____ Date of birth _____	
	Case numbers for all of your juvenile court records in this County: _____ _____ _____ _____	

In **1**, enter your old address and your current address. This is the address where the court or law enforcement agency will send you documents.

1. My address has changed.

My old mailing address was: _____
Street, Apt #

City *State* *ZIP*

My new mailing address is: _____
Street, Apt #

City *State* *ZIP*

Please send documents to my new address.

 /s/ _____ Date

Your signature

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

In **2**, enter your old email and your current email. This is the address where the court or law enforcement agency will send you documents.

2. My email address has changed.

My old email address was: _____
Email address

My new email address is: _____
Email address

City *State* *ZIP*

Please send documents to my new address.

 /s/ _____ Date

Your signature

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.