

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.

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| 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> |
|--------------------|-------------------------|--|-----------------------|

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> |
|--------------------|-------------------------|--|-----------------------|

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> |
|--------------------|-------------------------|--|-----------------------|

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

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. 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 listed in this area of the <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**, 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> |
|--------------------|-------------------------|--|-----------------------|
|--------------------|-------------------------|--|-----------------------|

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> |
|--------------------|-------------------------|--|-----------------------|
|--------------------|-------------------------|--|-----------------------|

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> |
|--------------------|-------------------------|--|-----------------------|
|--------------------|-------------------------|--|-----------------------|

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> |
|--------------------|-------------------------|--|-----------------------|
|--------------------|-------------------------|--|-----------------------|

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/ _____ 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. 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: _____

