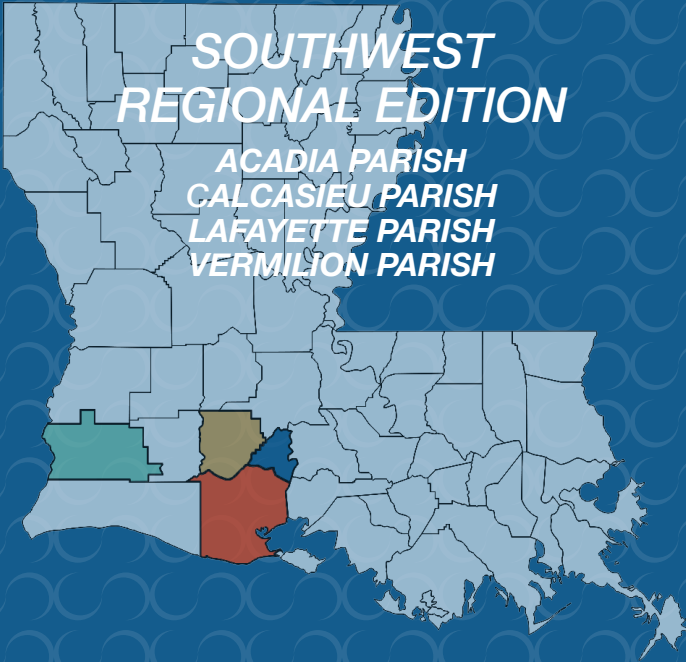


# HOW TO HANDLE YOUR EXPUNGEMENT





*This guide contains relevant information for the following parishes and courts:*

### Acadia Parish

- Acadia Parish District Court
- Crowley City Court
- Rayne City Court

### Calcasieu Parish

- Calcasieu Parish District Court
- Lake Charles City Court
- Sulphur City Court

### Lafayette Parish

- Lafayette Parish District Court
- Lafayette City Court
- Lafayette Parish Traffic Court

### Vermilion Parish

- Vermilion Parish District Court
- Abbeville City Court

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## ABOUT JAC

The Justice and Accountability Center of Louisiana (JAC), founded in 2011, addresses pervasive problems in the post-conviction phase of the criminal justice system and creates a supportive, collaborative space for attorneys and advocates.

The lack of access to appropriate services in the post-conviction phase of the criminal justice system and the lack of support for a positive reentry for people previously incarcerated are contrary to notions of fairness and justice. JAC envisions a just society where individuals have affordable access to necessary services. JAC has three goals for supporting a just community.

**JUSTICE:** Our first and immediate goal is to promote access to justice through legal services and related community education. JAC's legal services increase the likelihood of successful reentry and decrease recidivism rates. Throughout the year, JAC offers community education workshops, classes, and events for the general public, attorneys, stakeholders, policy makers, and the media on various criminal justice issues, including expungement, reentry, indigent defense funding and more.

**ACCOUNTABILITY:** Our second intermediate goal is to promote systemic change that will positively impact the lives of those previously incarcerated. JAC collects data to use for systemic reform through litigation, legislation, and policy advocacy. By tracking trends and highlighting deficiencies, we can provide the first step toward lasting change.

**THE CENTER:** Our third and long-term goal is to deconstruct the current model of legal practice and create a space for attorneys and advocates to come together. Through a collaborative approach, attorneys share intellectual resources, develop best practices and strategize avenues for meaningful representation.

## BACKGROUND

The state of Louisiana arrests and incarcerates more people per capita than any other place in the world. A mere arrest creates a criminal record, regardless of whether any criminal charges were filed. These records are publicly available and widely used to deny employment, housing, education and training opportunities among others. Massive segments of our population face tremendous social and legal barriers to successful re-entry as a result of these discriminatory policies.

The Justice and Accountability Center of Louisiana responds to the legal needs of previously incarcerated populations in Louisiana who are marginalized by social stigma while changing the way lawyers provide services to those unable to afford private representation.

## DID YOU KNOW?

- The poverty rate would drop by 20% but for mass incarceration. <sup>1</sup>
- Louisiana incarcerates more people, per capita, than anywhere else in the world. <sup>2</sup>
- One out of every 55 Louisiana residents is incarcerated. <sup>3</sup>
- African-American men are incarcerated with more frequency than any other racial group. <sup>4</sup>
- In 2015, 90% of arrests in Louisiana were for non-violent<sup>5</sup> crimes. <sup>6</sup>
- Nearly 92% of large employers check for criminal histories of potential employees in 2010. <sup>7</sup>
- One in 3 Americans has been arrested by age 23. <sup>8</sup>
- The United States spends \$65 Billion per year on incarceration. <sup>9</sup>

1. The Sentencing Project. "Americans with Criminal Records," November 2015.

2. Tim Morris. "Louisiana's incarceration rate is No. 1 in nation," Times-Picayune, March 2, 2009.

3. Id.

4. NAACP. Criminal Justice fact Sheet. Available at: <http://goo.gl/ZQ5pXo>. Last Accessed April 2016.

5. Violent offenses in Louisiana include 46 offenses that are listed under LA. REV. STAT. ANN. §14:2, which includes murder, rape, kidnapping, robbery, and similar offenses.

6. federal Bureau of Investigation, Unified Crime Reporting Index by State in 2014. Available at: <https://goo.gl/2ODIRP>. Last Accessed April 2016.

7. Society for Human Resources Management, Background Checking: Conducting Criminal Background Checks (Jan. 22, 2010), at 3.

8. The Wall Street Journal. "How Many Americans Have a Police Record? Probably More Than You Think."

9. August 7, 2015. 9. The Sentencing Project. "Americans with Criminal Records," November 2015.

# HOW TO USE THIS GUIDE

This guide provides basic information about how to seal (expunge) a record of arrest or conviction in Louisiana's Acadia, Calcasieu, Lafayette, and Vermilion Parishes. In the limited circumstances where expungement is possible, the process is relatively simple and usually can be managed without the help of a lawyer. This guide is intended to provide support to people helping themselves.

You can also download our expungement app, Clean Jacket App, for FREE from GooglePlay or iTunes, or visit the Clean Jacket App online at [www.JACLouisiana.org](http://www.JACLouisiana.org). The app will let you know the situations in which you are unlikely to be successful in obtaining an expungement. Both the mobile and desktop Clean Jacket App will provide you with information and complete the forms necessary for you to file for an expungement.

## CAUTION

The following information in this guide is not a substitute for legal advice nor does it give advice about a particular legal problem that you may have. This guide provides a non-specific overview of the expungement process. While an attorney is not needed to obtain an expungement, the help of a lawyer or someone who has experience guiding others through the process is recommended. Talk to a lawyer if you think you need the help. Resources can be found on page 36.



The information in this guide is accurate as of October 2016, but laws often change. Please check our website, [www.JACLouisiana.org](http://www.JACLouisiana.org), for updates or contact a lawyer for individual legal advice.



# NAVIGATING EXPUNGEMENT

## IN LOUISIANA

*The following is a general overview to the expungement process. The expungement process can be broken up into several steps. See pages 14-35 for specific information on what is required by your court to file for an expungement. This is informational and does not constitute legal advice. Always consult with an attorney for advice on your particular situation.*

***“Expungement” means an individual’s criminal record is sealed, but not destroyed.***

### **STEP 1: GATHER YOUR PAPERWORK**

You should start by requesting a copy of the minutes of your case from the clerk of court’s office in the parish where you were arrested or convicted. The minutes are a record of what happened in court in shorthand. They contain valuable information that will allow you (or your attorney) to determine eligibility. Please review pages 14-35 to determine what paperwork is required to file for an expungement in your particular court. You must attach this paperwork to your expungement motion when you file.

### **STEP 2: DETERMINE ELIGIBILITY**

This step is important because the law does not allow a refund of expungement fees if the court denies the request for an expungement. There are a number of ways you can get assistance with this. You can use the FAQ’s form on page 38 to try to determine eligibility, call an attorney, attend a JAC workshop or event, or use the mobile application “CLEAN JACKET” available as a free download in Google Play and iTunes stores. The Clerk of Court’s office will not be able to assist you with this step. Special Cases:

- You should make sure you determine whether or not you need to file a Motion to Set Aside a Conviction before filing for an expungement. It can be difficult to tell when this is the case, and you should seek the advice of an attorney if you are unsure. This should be completed before filing for expungement or obtaining your background check.
- In some cases, an individual may file an Interim Expungement. A person may file an Interim Motion to Expunge a Felony Arrest when a felony arrest results in a conviction of a misdemeanor. However, the motion only expunges the original felony arrest and not the conviction for the misdemeanor. See page 39 or seek an attorney for more information.

### **STEP 3: WAIVER OF COSTS**

Some people may be eligible for a fee waiver by the District Attorney. You can find more information about eligibility for a fee waiver on page 13 and find requirements to obtain a fee waiver for your court on pages 14-35. If you are eligible, you must attach this paperwork to your motion when you file.



# NAVIGATING EXPUNGEMENT

## IN LOUISIANA

### **STEP 4: GET YOUR BACKGROUND CHECK**

You must also obtain a background check before you file your expungement. Keep in mind that this document will expire in 30 days. We recommend that you have all filing fees available before requesting a background check. A valid background check must be attached to your Motion for Expungement.

### **STEP 5: FILE THE MOTION & PAY THE FEES\***

In some cases, you may need to file a Motion to Set Aside a Conviction before filing a Motion for Expungement. These are two different steps and motions. If you believe you need to file a Motion to Set Aside first, proceed to Step 5A and then Step 5B. If you are sure you do not need to file a Motion to Set Aside, skip to Step 5B.

#### **STEP 5A: MOTION TO SET ASIDE**

You should be sure of whether or not this is the case before filing for expungement. You may need to file a Motion to Set Aside if your sentence was deferred. It can be difficult to tell when this is your situation, so if you are unsure, seek the advice of an attorney. You will need to file the Motion to Set Aside in the Clerk's office of the court where your case was heard. You should receive a notice to appear in court. Appear in court on the date that the notice requires you to appear. When your name or case number is called, walk up to the podium and tell the judge that you are trying to get an expungement. If the judge grants your motion, proceed with filing an expungement (Go to Step 5B). If he does not grant the motion, you may want to seek the advice of an attorney.

#### **STEP 5B: MOTION FOR EXPUNGEMENT**

You must file the motion in the court where the case was originally heard. You will need to pay the court costs (fees) to the Clerk of Court when you file for your expungement if you are not eligible for a fee waiver. If possible, bring an extra copy of your Motion for Expungement and ask the Clerk of Court to stamp the time and date on it so that you can remember when you filed your motion.

### **STEP 6: 60 DAY WAIT PERIOD**

The Clerk of Court will send your Motion for Expungement to the State Police, the arresting agency, and the District Attorney. Each agency has an opportunity to object to your Motion for Expungement. The District Attorney, arresting agency (police or sheriff), and the State Police have 60 days to respond to the Motion for Expungement. If there is a problem with your expungement, you will get a notice to appear in court. Proceed to Step 6A and 6B below. If there is not a problem with your expungement, skip to Step 7.





# NAVIGATING EXPUNGEMENT

## IN LOUISIANA

### **STEP 6A: NOTICE TO APPEAR IN COURT**

If one of the agencies responds with an objection, you will receive a subpoena to appear in court on your Motion for Expungement. It is likely that the sheriff will provide you with this paperwork at the address you listed on your Motion for Expungement. If none of the state agencies responded with an objection, you should receive a notice that your request for an expungement was granted. (Go to Step 7.) If you do not receive a notice that your request for an expungement was granted, return to the Clerk of Court with your copy of your Motion with the date and time stamp where you filed and ask for the status of your Motion for Expungement.

### **STEP 6B: ADDRESS THE ISSUES**

If one of the agencies objects to your Motion for Expungement and you received notice to appear in court, you will attend a “contradictory hearing.” At this hearing, you will learn why an agency objected to your Motion for Expungement. Some reasons for objection include administrative errors. For example, the sheriff may have recorded your arrest one way and the Louisiana State Police may have recorded it in another way. This could be an administrative error and it may be possible to fix the errors. In the event you are representing yourself and you do not understand what is happening in court, ask the judge to explain. If you still are not sure of what is happening or feel uncomfortable, you can ask the judge to set a new date so that you can seek the assistance of an attorney.

### **STEP 7: ORDER GRANTED!**

Congratulations! You successfully represented yourself in court proceedings! Here are a few tips as you continue to move beyond the bars.

#### **Get a certified copy**

Once the court has granted your expungement, ask for a certified copy. The judge may direct you to the clerk’s office to get it or tell you that a deputy will deliver it to the address listed on your motion. When you receive it, be sure it is certified with an embossed stamp by the clerk. It will be the best way for you to prove you had the arrest or conviction expunged while you wait for certification of the expungement from the State Police. Do not lose or give this away because you will not be able to get another one. Keep it safely in a waterproof/fireproof place.

#### **Be sure you get a Certificate of Compliance from the Louisiana State Police**

After your expungement is granted, the clerk will send a copy of the order to the local law enforcement, the local district attorney, the parish sheriff, and the Louisiana State Police. That is how the court directs each agency to seal your record from public view. After the State Police does what the judge has ordered them to do, they will send you a letter. The letter is a “Certificate of Compliance.” It verifies that your record has been sealed.

# WHAT DO I DO AT A HEARING?

In some cases, you the court may subpoena you, which means you must appear in court on the date and time provided to you. This will happen after filing a Motion to Set Aside a Conviction and may happen after filing a Motion for Expungement. Please note that if you fail to appear on the date and time on your subpoena, you could hurt your case. Always appear in court on the date that the notice requires you to appear.

When you arrive, you will need to wait for your case to be called. When your name or case number is called, walk up to the podium and tell the judge that you are trying to get an expungement. Here are a few pointers to help you through your hearing.

- **Listen!**  
Listen to everything the judge and the District Attorney have to say.
- **Ask!**  
If you do not understand what is going on ALWAYS ask the judge to explain to you what is happening. Remember, the judge knows you are not an attorney. You should not be expected to act like an attorney by anyone. Asking questions and being honest with what you do and do not understand is very important during a hearing.

If you feel you need a lawyer's help at the hearing, ask the judge if you can have some time to get a lawyer. If the judge gives you more time you will get another date to appear in court with an attorney.

# TIMELINE FOR EXPUNGEMENT

This timeline demonstrates the order in which steps need to be completed to obtain an expungement. There may be additional steps depending on your court and case.

1. Obtain Minutes from Case and Determine Eligibility

2. Gather Required Paperwork (Except Background Check)

3. Complete Expungement Paperwork

4. File Motion to Set Aside a Conviction (if applicable)

5. Hearing for Motion to Set Aside a Conviction (if applicable)

6. Have All Filing Fees Available

7. Request a Background Check

8. File Motion for Expungement: within 30 DAYS from the day you received your background check.

9. If Expungement is granted: Get Certified Copy

10. Get Certificate of Compliance from Louisiana State Police



# EXPUNGEMENT PAPERWORK EXPLAINED

*Below is an overview of the types of paperwork you may need to file your expungement. In the next section, you will find the specific requirements for your court with instructions for where to retrieve these documents. You may not need to collect all of the documents below. For more information on words and phrases used in this guide, please review page 42.*

## **In all cases:**

### **BACKGROUND CHECK**

You must include a valid background check with your expungement forms. It shows the court and all parties what your record looks like in a given parish. You must file for your expungement within 30 days of completing your background check. JAC highly recommends you have all filing fees available before completing your background check. Check with your court on how the fees should be paid (pages 14-35 of this guide).

### **EXPUNGEMENT FORMS**

You must include and complete the expungement forms. They are usually available at the Clerk of Court for your court, or in some cases you will need to access them online. JAC has the forms available online at [www.JACLouisiana.org](http://www.JACLouisiana.org). Fill out the forms that apply to your situation ONLY. Clerks cannot help you determine which forms you will need, nor can they help you fill out the forms. If you are unable to complete the forms yourself, download JAC's Clean Jacket App for FREE on iTunes and GooglePlay or seek legal advice from an attorney.

## **In some cases:**

### **AFFIDAVIT OF NO OPPOSITION**

This is included in the expungement forms, called the "Affidavit of Response." It allows the District Attorney, State Police, and the arresting agency to respond to your motion with either no opposition or with reasons for opposition. In most cases, the clerk will send this form to each agency after you file. In some cases, you may need to take this form to the DA to sign before filing your expungement.

### **BILL OF INFORMATION**

The Bill of Information shows the exact charge against you and can be obtained from the Clerk of Court.

### **CERTIFIED MINUTES**

Minutes are the shorthand version of everything that happened in your case. The minutes can be obtained from the Clerk of Court and there might be a fee.

# EXPUNGEMENT PAPERWORK EXPLAINED



## FEE WAIVER

A fee waiver must be authorized by the District Attorney only. The fee waiver allows you to file for an expungement and not pay any fees. The fee waiver can be found with the other expungement forms at the Clerk of Court or online, and it usually needs to be authorized by the DA before you file for expungement. You may be eligible for a fee waiver if the below conditions apply to you. If you are not sure, seek the advice of an attorney.

- You have no prior felony convictions anywhere in the country.
- You have no pending felony charges against you.
- Your case ended in an acquittal, motion to quash, or it was dismissed/refused and the time limit for prosecution has expired, and the dismissal was not the result of completion of diversion.

## FINGERPRINTS

Fingerprints may be required to get a background check. Please note that you may not need to include your fingerprints with the Motion for Expungement.

## MOTION TO SET ASIDE CONVICTION FORMS

A Motion to Set Aside is a preliminary step some individuals may need to request before getting an expungement. You should be sure that you do not also need to file a Motion to Set Aside a Conviction before obtaining your background check. If you do not know whether you need to file a Motion to Set Aside Conviction, seek the advice of an attorney. The forms can be found at [www.laclerksofcourt.org](http://www.laclerksofcourt.org) under "CCrP 893 & 894" on the left side bar. You can also locate these forms on the JAC website at [www.JACLouisiana.org](http://www.JACLouisiana.org) under "Expungement Education".

## PROFILE REPORT DISPOSITION

A Profile Report Disposition is a document that describes the specific outcome of your court case. In some cases, you may need to retrieve this from the Clerk of Court.

## RECEIPT OF COURT COSTS AND FEES:

In some cases, you may need to retrieve this from the Tax Assessor's office. It shows that you paid all of your court costs from your case.



# WHAT YOU'LL NEED TO FILE IN EACH COURT

*You will need to file your expungement in the court where your case was originally heard. Each court has its own paperwork requirements. Find your court in the following section to see the documents required for your court and instructions to obtain them.*

## ABBEVILLE CITY COURT

**Cost: \$450**

Paperwork you will need from online: [www.laclerksofcourt.org](http://www.laclerksofcourt.org), under "Expungement Forms Index," or at the JAC website, [www.JACLouisiana.org](http://www.JACLouisiana.org) under "Expungements"

- Expungement Forms (only fill out those that apply to your situation)

Paperwork you will need from the State Police Department, 7919 Independence Blvd., Baton Rouge. (225) 925-6095 (M-F 8:00am- 4:30pm)

- Background Check (JAC recommends having filing fees available before background check).
- Cost: \$26 Money Order, Cashier's Check, or Business Check.

Paperwork you will need from the District Attorney's Office, 100 S State St # 215, Abbeville. (337) 898-4320

- Certified fee waiver, if applicable. If the DA is unavailable, you may try filing the fee waiver with your expungement motion and the clerk will send the waiver to the DA for approval. Inquire with the clerk about whether or not you will need to pay filing fees if you are submitting a fee waiver that has not yet been approved.

Complete the expungement forms and attach to the back of these forms your background check and fee waiver (if applicable). Make a copy of this completed motion to keep for yourself. You are now ready to file!

Where to File:

- Motion to Set Aside Conviction (if necessary): Clerk of Court, Abbeville City Court, 208 South State Street, Abbeville, LA 70511
- Motion to File for Expungement: Clerk of Court, Clerk of Court, Abbeville City Court, 208 South State Street, Abbeville, LA 70511

# WHAT YOU'LL NEED TO FILE IN EACH COURT



If your expungement motion requires payment to the court, have your filing fees with you when you file:

- **Abbeville City Court**  
Fee Amount: **\$150**  
Method of Payment: Money order made payable to: ABBEVILLE CITY COURT
- **Abbeville City Prosecutor (city charges) OR District Attorney (state charges)**  
Fee Amount: **\$50**  
Method of Payment: Money order made payable to: ABBEVILLE CITY PROSECUTOR or VERMILION DISTRICT ATTORNEY
- **Bureau of Criminal Identification and Information/Louisiana State Police**  
Fee Amount: **\$250**  
Method of Payment: Money Order Made Payable to: BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION / LOUISIANA STATE POLICE

**\*Include Docket Number(s) on Money Orders!**

## MY PAPERWORK CHECKLIST



In Abbeville City Court, my Motion for Expungement includes the following paperwork:

- My completed expungement forms.
- My background check from the LA State Police.
- My fee waiver, if applicable.

**Remember:** Make an extra copy of all of your paperwork to keep for your records!



# WHAT YOU'LL NEED TO FILE IN EACH COURT

## ACADIA PARISH DISTRICT COURT

**Cost: \$550 (\$600 if DWI)**

Paperwork you will need from the Clerk of Court, Acadia Parish District Court, 500 North Parkerson Ave, Crowley. (337) 788-8881 (M-F 8:30 am - 4:30 pm)

- Copy of Certified Minutes (\$10)

Paperwork you will need from online: [www.laclerksofcourt.org](http://www.laclerksofcourt.org), under "Expungement Forms Index"

- Expungement Forms (only fill out those that apply to your situation)
- If DWI plea under Article 894, you will need to file a "Transmittal of Records of DWI Plea" with the clerk and await a response from the OMV before you file a Motion to Set Aside. Requires \$50 U.S. Postal Money Order Payable to: LA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS / OFFICE OF MOTOR VEHICLES

Paperwork you will need from the Acadia Sheriff's Office or State Police Department:

- Background Check. (JAC recommends having filing fees available before background check). This court does not require a background check when filing for expungement, but JAC recommends including one because it is required by law.
- Acadia Sheriff's Office: 1037 Capitol Ave, Crowley. (337) 788-8700 (M-F 8:00am- 4:00pm). Cost: \$10 money order. Call ahead to make appointment and bring your ID. Background checks are performed on Tuesdays and Thursdays.
- State Police Department: 7919 Independence Blvd., Baton Rouge. (225) 925-6095 (M-F 8am – 4:30pm). Cost: \$26 money order, cashier's check, or business check

Complete the expungement forms and attach to the back of these forms your certified minutes, background check (recommended), and fee waiver to be sent to the District Attorney's office for approval (if applicable, see \*note below). Make a copy of this completed motion to keep for yourself. You are now ready to file!

\*Note: If you are eligible for a fee waiver, submit your fee waiver form with your Motion for Expungement and you will not have to pay the filing fees at that time. The clerk will send the fee waiver to the DA for approval. If it is not approved, they will contact you and you will then have to pay the fees.

### Where to File:

- Motion to Set Aside Conviction (if necessary): Clerk of Court, Acadia Parish District Court, 500 North Parkerson Ave, Crowley, LA 70526
- Motion to File for Expungement: Clerk of Court, Acadia Parish District Court, 500 North Parkerson Ave, Crowley, LA 70526



# WHAT YOU'LL NEED TO FILE IN EACH COURT



If your expungement motion requires payment to the court, have your filing fees with you when you file:

- **Acadia Parish Clerk of Court**  
Fee Amount: **\$200**  
Method of Payment: U.S. Postal Money Order made payable to  
ACADIA PARISH CLERK OF COURT
- **Acadia Parish District Attorney**  
Fee Amount: **\$50**  
Method of Payment: U.S. Postal Money Order made payable to:  
ACADIA DISTRICT ATTORNEY
- **Acadia Sheriff's Office**  
Fee Amount: **\$50**  
Method of Payment: U.S. Postal Money Order Made Payable to: ACADIA SHERIFF'S OFFICE
- **Bureau of Criminal Identification and Information/Louisiana State Police**  
Fee Amount: **\$250**  
Method of Payment: U.S. Postal Money Order Made Payable to:  
BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION / LOUISIANA STATE POLICE
- **DWI ONLY:**  
Fee Amount: **\$50**  
Method of Payment: U.S. Postal Money Order Made Payable to:  
LA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS / OFFICE OF MOTOR VEHICLES

**\*Include Docket Number(s) on all money orders!**

## MY PAPERWORK CHECKLIST



In Acadia Parish Judicial District Court, my Motion for Expungement includes the following paperwork:

- My completed expungement forms.
- My certified minutes from my case.
- My background check (recommended).
- My fee waiver, if applicable.

**Remember:** Make an extra copy of all of your paperwork to keep for your records!



# WHAT YOU'LL NEED TO FILE IN EACH COURT

## **CALCASIEU PARISH DISTRICT COURT (14TH JDC)**

**Cost: \$600 (\$650 if DWI)**

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Paperwork you will need from the **Calcasieu Parish Clerk of Court**, 1000 Ryan Street, Lake Charles. (337) 437-3550 (M-F 8:30am- 12:00pm, 1:15pm- 4:30pm)

- Expungement forms (Only fill out those that apply to your situation)
- Copy of Certified Minutes (\$15)
- Bill of Information (\$1 per page)
- Profile Report Disposition

Paperwork you will need from the Calcasieu Parish Tax Assessor's Office, 1011 Lakeshore Drive, Lake Charles (Suite 101). (337) 721-3000 (M-F 8:30am- 4:30pm)

- Receipt of court costs and fees

Paperwork you will need from the **Calcasieu Sheriff's Department OR State Police Department**.

- Background Check (JAC recommends having filing fees available before background check).
  - Calcasieu Sheriff's Department: 5410 E. Broad St., Lake Charles. (337) 437-3400 (M-F 8:00am-4:00pm) Cost: \$10 Cash or Money Order.
  - State Police Department: 7919 Independence Blvd., Baton Rouge. (225) 925-6095 (M-F 8:00am- 4:30pm) Cost: \$26 Money Order, Cashier's Check, or Business Check

Paperwork you will need from the District Attorney, 901 Lakeshore Dr., Lake Charles. (337) 437-3240

- Certified fee waiver, if applicable. Make sure you know your docket number.

Other paperwork you will need:

- A copy of your license

Complete the expungement forms and attach to the back of these forms your certified minutes, Bill of Information, background check, receipt of court costs and fees, your profile report disposition, a copy of your license, and your certified fee waiver (if applicable). Make a copy of this completed motion to keep for yourself. You are now ready to file!

Where to File:

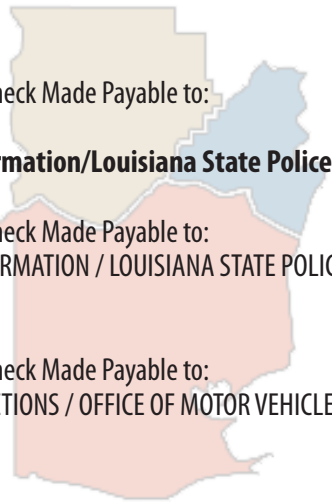
- Motion to Set Aside Conviction (if necessary): Calcasieu Parish Clerk of Court, 1000 Ryan Street, Lake Charles, LA 70601
- Motion to File for Expungement Calcasieu Parish Clerk of Court, 1000 Ryan Street, Lake Charles, LA 70601

# WHAT YOU'LL NEED TO FILE IN EACH COURT



If your expungement motion requires payment to the court, have your filing fees with you when you file:

- **Calcasieu Parish Clerk of Court**  
Fee Amount: **\$250**  
Method of Payment: Money Order or Cashier's Check Made Payable to:  
CALCASIEU PARISH CLERK OF COURT
- **Calcasieu District Attorney**  
Fee Amount: **\$50**  
Method of Payment: Money Order or Cashier's Check Made Payable to:  
CALCASIEU DISTRICT ATTORNEY
- **Calcasieu Sheriff's Office**  
Fee Amount: **\$50**  
Method of Payment: Money Order or Cashier's Check Made Payable to:  
CALCASIEU SHERIFF'S OFFICE
- **Bureau of Criminal Identification and Information/Louisiana State Police**  
Fee Amount: **\$250**  
Method of Payment: Money Order or Cashier's Check Made Payable to:  
BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION / LOUISIANA STATE POLICE
- **DWI ONLY:**  
Fee Amount: **\$50**  
Method of Payment: Money Order or Cashier's Check Made Payable to:  
LA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS / OFFICE OF MOTOR VEHICLES



**\*Include Docket Number(s) on all money orders!**

## MY PAPERWORK CHECKLIST



In Calcasieu Parish District Court, my Motion for Expungement includes the following paperwork:

- My completed expungement forms.
- My background check.
- My certified minutes from my case.
- My receipt of court costs and fees.
- My Bill of Information.
- A copy of my license.
- My Profile Report Disposition.
- My certified fee waiver, if applicable.

**Remember:** Make an extra copy of all of your paperwork to keep for your records!



# WHAT YOU'LL NEED TO FILE IN EACH COURT

## CROWLEY CITY COURT

**Cost: \$500 (\$550 if DWI)**

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Paperwork you will need from the Clerk of Court, Crowley City Court, 426 North Ave F, Crowley. (337) 788-4117 (M-F 8:30 am - 4:00 pm)

- Copy of Certified Minutes (\$5)
- Bill of Information

Paperwork you will need from online: [www.laclerksofcourt.org](http://www.laclerksofcourt.org), under "Expungement Forms Index," or at the JAC website, [www.JACLouisiana.org](http://www.JACLouisiana.org) under "Expungements"

- Expungement Forms (only fill out those that apply to your situation)

Paperwork you will need from the Police Department, located in the basement of Crowley City Court. (337) 788-4112 (M-F 8:00am to 4:00pm)

- Background Check (JAC recommends having filing fees available before background check). Cost: \$10 cash or money order

Paperwork you will need from the Acadia District Attorney, 500 NE Court Cir #3, Crowley. (337) 788-8831 (M-F 8:30am -4:30pm)

- Certified fee waiver, if applicable.

Complete the expungement forms and attach to the back of these forms your certified minutes, bill of information, background check, and certified fee waiver (if applicable). Make a copy of this completed motion to keep for yourself. You are now ready to file!

Where to File:

- Motion to Set Aside Conviction (if necessary): Clerk of Court, Crowley City Court, 426 North Ave F, Crowley, LA 70526
- Motion to File for Expungement: Clerk of Court, Crowley City Court, 426 North Ave F, Crowley, LA 70526

If your expungement motion requires payment to the court, have your filing fees with you when

# WHAT YOU'LL NEED TO FILE IN EACH COURT



you file:

- **Crowley City Court**  
Fee Amount: **\$150**  
Method of Payment: U.S. Postal Money Order Made Payable to: CROWLEY CITY COURT
- **Crowley District Attorney**  
Fee Amount: **\$50**  
Method of Payment: U.S. Postal Money Order Made Payable to: CROWLEY DISTRICT ATTORNEY
- **Crowley Sheriff's Office**  
Fee Amount: **\$50**  
Method of Payment: U.S. Postal Money Order Made Payable to: CROWLEY SHERIFF'S OFFICE
- **Bureau of Criminal Identification and Information/Louisiana State Police**  
Fee Amount: **\$250**  
Method of Payment: U.S. Postal Money Order Made Payable to: BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION / LOUISIANA STATE POLICE
- **DWI ONLY:**  
Fee Amount: **\$50**  
Method of Payment: U.S. Postal Money Order Made Payable To: DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS / OFFICE OF MOTOR VEHICLES

**\*Include Docket Number(s) on all money orders!**

## MY PAPERWORK CHECKLIST



In Crowley City Court, my Motion for Expungement includes the following paperwork:

- My completed expungement forms.  My background check.
- My certified minutes from my case.  My certified fee waiver, if applicable.
- My Bill of Information.

**Remember:** Make an extra copy of all of your paperwork to keep for your records!



# WHAT YOU'LL NEED TO FILE IN EACH COURT

## LAFAYETTE CITY COURT

**Cost: \$450 (\$550 if DWI)**

Paperwork you will need from the **Clerk of Court**, Lafayette City Court, 105 East Convent Street, Lafayette. (337) 291-8720 (M-F 8:30am - 5:00pm)

- Expungement forms (only fill out those that apply to your situation). You may also email [sglands@lafayettela.gov](mailto:sglands@lafayettela.gov) to request the forms. This court has their own expungement forms that you must use. They will be provided to you for free.
- Fingerprints (DWI cases only)

Paperwork you will need from the **Sheriff's Office**, 316 West Main Street, Lafayette. (337) 236-5845 (M-F 8:00am – 4:00pm)

- Background Check (JAC recommends having filing fees available before background check). This court only requires a background check for DWI cases. JAC recommends including a background check in all cases because it is required by law.
- Cost: \$5 Money Order, Cash, or Credit Card

Paperwork you will need from the **District Attorney's Office**, 911 Lee Avenue, Lafayette. (337) 232-5170 (M-F 8:30am- 4:30pm)

- Certified fee waiver, if applicable. Take your completed expungement forms and fee waiver form to the District Attorney's office to be authorized prior to filing for expungement.

\*Note: Depending on the judge, a drug test may be required when filing for expungement for DWI cases.

Complete the expungement forms and attach to the back of these forms your background check, fingerprints (only DWI), drug test (only DWI and depending on the judge), and your certified fee waiver (if applicable). Make a copy of this completed motion to keep for yourself. You are now ready to file!

Where to File:

- Motion to Set Aside Conviction (if necessary): Clerk of Court, Lafayette City Court, 105 East Convent Street, Lafayette, LA 70502
- Motion to File for Expungement: Clerk of Court, Lafayette City Court, 105 East Convent Street, Lafayette, LA 70502

# WHAT YOU'LL NEED TO FILE IN EACH COURT



If your expungement motion requires payment to the court, have your filing fees with you when you file:

- **City Court of Lafayette**

Fee Amount: \$450, or \$550 if DWI

Method of Payment: Cash, Credit Card (3% charge), or Money Order made payable to CITY COURT OF LAFAYETTE

**\*Include Docket Number(s) on Money Orders!**

## MY PAPERWORK CHECKLIST



In Lafayette City Court, my Motion for Expungement includes the following paperwork:

- My completed expungement forms.
- My background check (recommended).
- My fingerprints (only required for DWI).
- My certified fee waiver, if applicable.
- My drug test (Only for DWI and depending on the judge).

**Remember:** Make an extra copy of all of your paperwork to keep for your records!



# WHAT YOU'LL NEED TO FILE IN EACH COURT

## LAFAYETTE PARISH DISTRICT COURT (15TH JDC)

**Cost: \$550 (\$600 if DWI)**

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Paperwork you will need from the Clerk of Court, Lafayette Parish Court, 1st Floor, 800 South Buchanan Street, Lafayette. (337) 291-6400 (M-F 8:30am - 4:30pm)

- Copy of Certified Minutes (\$10)

Paperwork you will need from online at [www.lpclerk.com/departments/expungements.cfm](http://www.lpclerk.com/departments/expungements.cfm)

- Expungement Forms (only fill out those that apply to your situation).

Paperwork you will need from the agency that arrested you or the State Police Department:

- Background Check (JAC recommends having filing fees available before background check).
- State Police Department: 7919 Independence Blvd, Baton Rouge. (225) 925-6095 (M-F 8:00am – 4:30pm). Cost \$26 Money Order, Cashier's Check, or Business Check.
- You can also get your background check at the agency that arrested you. Lafayette Sheriff's Office is located at 316 West Main Street, Lafayette. (337) 236-5845 (M-F 8:00am- 4:00pm). Cost: \$5 Money Order, Cash, or Credit Card

Paperwork you will need from the District Attorney's Office, 911 Lee Avenue, Lafayette.

(337) 232-5170 (M-F 8:30am- 4:30pm)

- Certified Fee Waiver (if applicable)
  - Bring your filled out motion for expungement, a copy of your minutes, and your background check.
  - You must know charges and date of arrest.

Complete the expungement forms and attach to the back of these forms your certified minutes, background check, and fee waiver from District Attorney's office (if applicable). Make a copy of this completed motion to keep for yourself. You are now ready to file!

Where to File:

- Motion to Set Aside Conviction (if necessary): Clerk of Court, Lafayette Parish Court, 1st Floor, 800 South Buchanan Street, Lafayette, LA 70502
- Motion to File for Expungement: Clerk of Court, Lafayette Parish Court, 1st Floor, 800 South Buchanan Street, Lafayette, LA 70502



# WHAT YOU'LL NEED TO FILE IN EACH COURT



If your expungement motion requires payment to the court, have your filing fees with you when you file:

○ **Lafayette Clerk of Court**

Fee Amount: \$200

Method of Payment: U.S. Postal Money Order Made Payable to:  
LAFAYETTE CLERK OF COURT

○ **Lafayette District Attorney**

Fee Amount: \$50

Method of Payment: U.S. Postal Money Order Made Payable to:  
LAFAYETTE DISTRICT ATTORNEY

○ **Lafayette Parish Sheriff's Office**

Fee Amount: \$50

Method of Payment: U.S. Postal Money Order Made Payable to:  
LAFAYETTE PARISH SHERIFF'S OFFICE

○ **Bureau of Criminal Identification and Information/Louisiana State Police**

Fee Amount: \$250

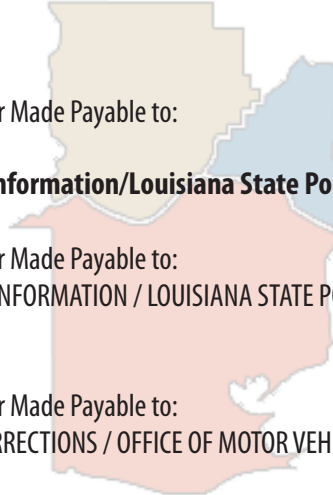
Method of Payment: U.S. Postal Money Order Made Payable to:  
BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION / LOUISIANA STATE POLICE

○ **DWI ONLY:**

Fee Amount: \$50

Method of Payment: U.S. Postal Money Order Made Payable to:

LA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS / OFFICE OF MOTOR VEHICLES



**\*Include Docket Number(s) on Money Orders!**

## MY PAPERWORK CHECKLIST



In Lafayette Parish District Court, my Motion for Expungement includes the following paperwork:

- My completed expungement forms.
- My certified minutes.
- My background check.
- My certified fee waiver, if applicable.

Remember: Make an extra copy of all of your paperwork to keep for your records!



# WHAT YOU'LL NEED TO FILE IN EACH COURT

## LAFAYETTE PARISH TRAFFIC COURT

**Cost: \$550 (\$650 if DWI)**

---

Paperwork you will need from the Clerk of Court, Lafayette Parish Traffic Court, 3rd Floor, 800 South Buchanan Street, Lafayette. (337) 291-6400 (M-F 8:30am- 4:30pm)

- Expungement forms (only fill out the forms that apply to your situation)
- If you will be submitting a fee waiver, you will need a copy of your minutes (\$10). It is not required otherwise.

Paperwork you will need from the Sheriff's Office, 316 West Main Street, Lafayette. (337) 236-5845 (M-F 8:00am- 4:00pm)

- Background Check: \$5 Money Order, Cash, or Credit Card (JAC recommends having filing fees available before background check).
- Fingerprints (Only for DWI cases that did not result in conviction)

Paperwork you will need from District Attorney's Office, 911 Lee Avenue, Lafayette. (337) 232-5170

- Certified fee waiver, if applicable. Bring your filled out motion for expungement, a copy of your minutes, and your background check. You must know charges and date of arrest.

Complete the expungement forms and attach to the back of these forms your background check, fingerprints (for DWIs that did not result in conviction only), and fee waiver from District Attorney's office (if applicable). Make a copy of this completed motion to keep for yourself. You are now ready to file!

Where to File:

- Motion to Set Aside Conviction (if necessary): Clerk of Court, Lafayette Parish Traffic Court, 3rd Floor, 800 South Buchanan Street, Lafayette, LA 70502
- Motion to File for Expungement: Clerk of Court, Lafayette Parish Traffic Court, 3rd Floor, 800 South Buchanan Street, Lafayette, LA 70502

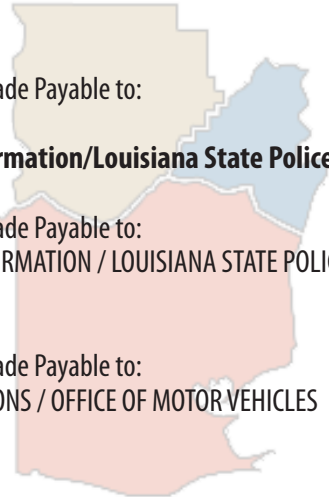
# WHAT YOU'LL NEED TO FILE IN EACH COURT



If your expungement motion requires payment to the court, have your filing fees with you when you file:

- **Lafayette Clerk of Court**  
Fee Amount: **\$200**  
Method of Payment: U.S. Postal Money Order Made Payable to:  
LAFAYETTE CLERK OF COURT
- **Lafayette District Attorney**  
Fee Amount: **\$50**  
Method of Payment: U.S. Postal Money Order Made Payable to:  
LAFAYETTE DISTRICT ATTORNEY
- **Lafayette Parish Sheriff's Office**  
Fee Amount: **\$50**  
Method of Payment: U.S. Postal Money Order Made Payable to:  
LAFAYETTE PARISH SHERIFF'S OFFICE
- **Bureau of Criminal Identification and Information/Louisiana State Police**  
Fee Amount: **\$250**  
Method of Payment: U.S. Postal Money Order Made Payable to:  
BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION / LOUISIANA STATE POLICE
- **DWI ONLY:**  
Fee Amount: **\$50**  
Method of Payment: U.S. Postal Money Order Made Payable to:  
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS / OFFICE OF MOTOR VEHICLES

\*Include Docket Number(s) on Money Orders!



## MY PAPERWORK CHECKLIST



In Lafayette Parish Traffic Court, my Motion for Expungement includes the following paperwork:

- My completed expungement forms.
- My background check.
- My fingerprints (DWI cases that did not result in conviction only)
- My certified fee waiver, if applicable.

Remember: Make an extra copy of all of your paperwork to keep for your records!



# WHAT YOU'LL NEED TO FILE IN EACH COURT

## LAKE CHARLES CITY COURT

**Cost: \$360 if City Charge**  
**\$410 if State Charge**  
**\$460 if DWI**

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Paperwork you will need from the Clerk of Court, Lake Charles City Court (Violations Office), 118 West Mill Street, Lake Charles. (337) 491-1565 (M-F 8:30am- 4:30pm)

- Expungement forms (Only fill out those that apply to your situation)
- Copy of non-certified minutes (\$2 first copy, \$3 thereafter)
- For city charges only: Certified fee waiver from the City Prosecutor, if applicable. Give the fee waiver to the clerk and they will take it to City Prosecutor to approve.

Paperwork you will need from the District Attorney's Office, 901 Lakeshore Drive, Lake Charles. (337) 437-3400

- Affidavit of No Opposition, ONLY for District Attorney Charges (State Charges). The "Affidavit of Response" is included in the expungement forms. Take the form to the DA to sign before filing for expungement.
- For state charges only: Certified fee waiver, if applicable.

Paperwork you will need from the Calcasieu Sheriff's Department: 5410 E. Broad St., Lake Charles. (337) 437-3400 (M-F 8:00am- 4:00pm)

- Background Check. Cost: \$10 Cash or Money Order.
- Fingerprints, ONLY if your case was not dismissed. Cost: \$10 Cash or Money Order.

Complete the expungement forms and attach to the back of these forms your non-certified minutes, background check, fingerprints (only if your case was not dismissed), Certificate of No Opposition (only if district attorney charge), and certified fee waiver from the City Prosecutor or District Attorney (if applicable). Make a copy of this completed motion to keep for yourself. You are now ready to file!

Where to File:

- Motion to Set Aside Conviction (if necessary): Clerk of Court, Lake Charles City Court, 118 West Mill Street, Lake Charles, LA 70602
- Motion to File for Expungement: Clerk of Court, Lake Charles City Court, 118 West Mill Street, Lake Charles, LA 70602

# WHAT YOU'LL NEED TO FILE IN EACH COURT



If your expungement motion requires payment to the court, have your filing fees with you when you file:

- **Lake Charles City Court**  
Fee Amount: **\$60**  
Method of Payment: Money Order Made Payable to: LAKE CHARLES CITY COURT
- **Calcasieu Sheriff's Office**  
Fee Amount: **\$50**  
Method of Payment: Money Order Made Payable to: CALCASIEU SHERIFF'S OFFICE
- **Bureau of Criminal Identification and Information/Louisiana State Police**  
Fee Amount: **\$250**  
Method of Payment: Money Order Made Payable to: BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION / LOUISIANA STATE POLICE
- **STATE CHARGE ONLY: Calcasieu District Attorney**  
Fee Amount: **\$50**  
Method of Payment: Money Order Made Payable to: CALCASIEU DISTRICT ATTORNEY
- **DWI ONLY:**  
Fee Amount: **\$50**  
Method of Payment: Money Order Made Payable to: LA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS / OFFICE OF MOTOR VEHICLES

**\*Include Docket Number(s) on Money Orders!**

## MY PAPERWORK CHECKLIST



In Lake Charles City Court, my Motion for Expungement includes the following paperwork:

- My completed expungement forms.
- My non-certified minutes from my case.
- My background check.
- My fingerprints (only if case was not dismissed)
- My signed Certificate of No Opposition from the DA (only for state charges).
- My certified fee waiver from the City Prosecutor or District Attorney, if applicable.

Remember: Make an extra copy of all of your paperwork to keep for your records!



# WHAT YOU'LL NEED TO FILE IN EACH COURT

## RAYNE CITY COURT

**Cost: \$425**

Paperwork you will need from the Clerk of Court, Rayne City Court, 301 East Louisiana Ave, Rayne. (337) 334-9677 (M-F 8:30am- 4:30pm)

- Copy of Certified Minutes (\$5)

Paperwork you will need from online: [www.laclerksofcourt.org](http://www.laclerksofcourt.org), under "Expungement Forms Index," or at the JAC website, [www.JACLouisiana.org](http://www.JACLouisiana.org) under "Expungements"

- Expungement Forms (only fill out those that apply to your situation)

Paperwork you will need from the Rayne Police Department, 200 Oak St, Rayne. (337) 334-4215 (M-F 8:30am- 4:30pm)

- Background Check. There is no cost for the background check.

Paperwork you will need from the District Attorney, 500 NE Court Cir #3, Crowley. (337) 788-8831 (M-F 8:30am -4:30pm)

- Certified fee waiver, if applicable.

Complete the expungement forms and attach to the back of these forms your certified minutes, background check, and certified fee waiver form (if applicable). Make a copy of this completed motion to keep for yourself. You are now ready to file!

### Where to File:

- Motion to Set Aside Conviction (if necessary): Clerk of Court, Rayne City Court, 301 East Louisiana Ave, Rayne, LA 70578
- Motion to File for Expungement: Clerk of Court, Rayne City Court, 301 East Louisiana Ave, Rayne, LA 70578

# WHAT YOU'LL NEED TO FILE IN EACH COURT



If your expungement motion requires payment to the court, have your filing fees with you when you file:

- **Rayne City Court**  
Fee Amount: **\$75**  
Method of Payment: U.S. Postal Money Order Made Payable to: RAYNE CITY COURT
- **Rayne District Attorney**  
Fee Amount: **\$50**  
Method of Payment: U.S. Postal Money Order Made Payable to: RAYNE DISTRICT ATTORNEY
- **Rayne Sheriff's Office**  
Fee Amount: **\$50**  
Method of Payment: U.S. Postal Money Order Made Payable to: RAYNE SHERIFF'S OFFICE
- **Bureau of Criminal Identification and Information/Louisiana State Police**  
Fee Amount: **\$250**  
Method of Payment: U.S. Postal Money Order Made Payable to: BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION / LOUISIANA STATE POLICE

**\*Include Docket Number(s) on Money Orders!**

## MY PAPERWORK CHECKLIST



In Rayne City Court, my Motion for Expungement includes the following paperwork:

- My completed expungement forms.
- My certified minutes from my case.
- My background check.
- My fee waiver form, if applicable.

Remember: Make an extra copy of all of your paperwork to keep for your records!



# WHAT YOU'LL NEED TO FILE IN EACH COURT

## SULPHUR CITY COURT

**Cost: \$600 (\$650 if DWI)**

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Paperwork you will need from the Clerk of Court, 802 S. Huntington, Sulphur. (337) 527-7006 (M-F 8:30am- 4:30pm)

- Expungement Forms (only fill out those that apply to your situation)

Paperwork you will need from the Calcasieu Sheriff's Department OR State Police Department.

- Background Check (JAC recommends having filing fees available before background check).
  - Calcasieu Sheriff's Department: 5410 E. Broad St., Lake Charles. (337) 437-3400 (M-F 8:00am-4:00pm) Cost: \$10 Cash or Money Order.
  - State Police Department: 7919 Independence Blvd., Baton Rouge. (225) 925-6095 (M-F 8:00am- 4:30pm) Cost: \$26 Money Order, Cashier's Check, or Business Check

\*Note: Sulphur City Court will only waive expungement filing fees if your case was dismissed. If your case was dismissed, you will not have to pay the fees when filing for expungement. If your case was not dismissed, see filing fees below.

Complete the expungement forms and attach to the back of these forms your background check. Make a copy of this completed motion to keep for yourself. You are now ready to file!

Where to File:

- Motion to Set Aside Conviction (if necessary): Clerk of Court, Sulphur City Court, 802 South Huntington Street, Sulphur, LA 70663
- Motion to File for Expungement: Clerk of Court, Sulphur City Court, 802 South Huntington Street, Sulphur, LA 70663



# WHAT YOU'LL NEED TO FILE IN EACH COURT



If your expungement motion requires payment to the court, have your filing fees with you when you file:

- **Sulphur City Court**  
Fee Amount: **\$250**  
Method of Payment: Money Order Made Payable to: CITY COURT OF SULPHUR
- **Calcasieu District Attorney**  
Fee Amount: **\$50**  
Method of Payment: Money Order Made Payable to: CALCASIEU DISTRICT ATTORNEY
- **Calcasieu Parish Sheriff's Office**  
Fee Amount: **\$50**  
Method of Payment: Money Order Made Payable to: CALCASIEU PARISH SHERIFF'S OFFICE
- **Bureau of Criminal Identification and Information/Louisiana State Police**  
Fee Amount: **\$250**  
Method of Payment: Money Order Made Payable to:  
BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION / LOUISIANA STATE POLICE
- **DWI ONLY:**  
Fee Amount: **\$50**  
Method of Payment: Money Order Made Payable to:  
LA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS / OFFICE OF MOTOR VEHICLES

**\*Include Docket Number(s) on Money Orders!**

## MY PAPERWORK CHECKLIST

In Sulphur City Court, my Motion for Expungement includes the following paperwork:

- My completed expungement forms.
- My background check.



Remember: Make an extra copy of all of your paperwork to keep for your records!



# WHAT YOU'LL NEED TO FILE IN EACH COURT

## VERMILION PARISH DISTRICT COURT

**Cost: \$550 (\$600 if DWI)**

---

Paperwork you will need from the Clerk of Court, Vermilion Parish District Court, 100 North State Street Suite 101, Abbeville. (337) 898-4530 (M-F 8:30am- 4:30pm)

- Non-certified copy of minutes (recommended but not required)
- Inquire if they have your fingerprints in the docket. If your fingerprints are not in the docket, go to the arresting agency to obtain them and include them in your motion for expungement.

Paperwork you will need from online: [www.laclerksofcourt.org](http://www.laclerksofcourt.org), under "Expungement Forms Index," or at the JAC website, [www.JACLouisiana.org](http://www.JACLouisiana.org) under "Expungements"

- Expungement Forms (only fill out those that apply to your situation)

Paperwork you will need from the State Police Department, 7919 Independence Blvd., Baton Rouge. (225) 925-6095 (M-F 8:00am- 4:30pm)

- Background Check (JAC recommends having filing fees available before background check). This court does not require a background check when filing for expungement, but JAC recommends including one because it is required by law.
- Cost: \$26 Money Order, Cashier's Check, or Business Check.

Paperwork you will need from the District Attorney's Office, 100 S State St # 215, Abbeville. (337) 898-4320

- Certified fee waiver, if applicable. If you are unable to obtain a fee waiver from the DA, you may try filing the fee waiver with your expungement motion and the clerk will send the waiver to the DA for approval. You will likely need to pay the filing fees at the time of filing your expungement if your fee waiver is not certified ahead of time by the DA.

Complete the expungement forms and attach to the back of these forms your fingerprints (if applicable), your background check (recommended), non-certified minutes (recommended), an extra copy of the motion (recommended), and your certified fee waiver (if applicable). Make a copy of this completed motion to keep for yourself. You are now ready to file!

Where to File:

- Motion to Set Aside Conviction (if necessary): Clerk of Court, Vermilion Parish District Court, 100 North State Street Suite 101, Abbeville, LA 70510
- Motion to File for Expungement: Clerk of Court, Vermilion Parish District Court, 100 North State Street Suite 101, Abbeville, LA 70510



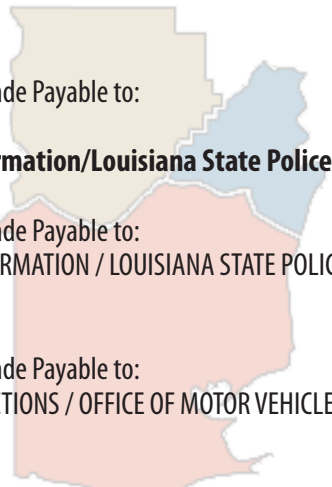
# WHAT YOU'LL NEED TO FILE IN EACH COURT



If your expungement motion requires payment to the court, have your filing fees with you when you file:

- **Vermilion Parish Clerk of Court**  
Fee Amount: **\$200**  
Method of Payment: U.S. Postal Money Order Made Payable to:  
VERMILION CLERK OF COURT
- **Vermilion District Attorney**  
Fee Amount: **\$50**  
Method of Payment: U.S. Postal Money Order Made Payable to:  
VERMILION DISTRICT ATTORNEY
- **Vermilion Sheriff's Office**  
Fee Amount: **\$50**  
Method of Payment: U.S. Postal Money Order Made Payable to:  
VERMILION SHERIFF'S OFFICE
- **Bureau of Criminal Identification and Information/Louisiana State Police**  
Fee Amount: **\$250**  
Method of Payment: U.S. Postal Money Order Made Payable to:  
BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION / LOUISIANA STATE POLICE
- **DWI ONLY:**  
Fee Amount: **\$50**  
Method of Payment: U.S. Postal Money Order Made Payable to:  
LA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS / OFFICE OF MOTOR VEHICLES

**\*Include Docket Number(s) on Money Orders!**



## MY PAPERWORK CHECKLIST



In Vermilion Parish District Court, my Motion for Expungement includes the following paperwork:

- My completed expungement forms.
- My fingerprints (if applicable).
- My non-certified minutes (recommended).
- My background check from the LA State Police (recommended).
- My certified fee waiver form, if applicable.
- I have one (1) additional copy of my paperwork to provide the clerk when I file (recommended).

**Remember:** Make an extra copy of all of your paperwork to keep for your records!

# RESOURCES

## LEGAL ASSISTANCE

### Justice and Accountability Center of Louisiana

4035 Washington Avenue, Suite 203  
New Orleans, LA 70125  
(504) 322-4050 | [jacloouisiana.org](http://jacloouisiana.org)

### Louisiana Civil Justice Center

Hotline for Legal Advice: 1-800-310-7029  
(M-F 9am-4pm) | [laciviljustice.org](http://laciviljustice.org)

### Acadiana Legal Services Corporation | [la-law.org](http://la-law.org)

(2 Locations)  
1020 Surrey Street, Lafayette, LA 70501  
(337) 237-4320  
1 Lakeshore Dr, Suite 800, Lake Charles, LA 70629  
(337) 439-0377

### Southwest Louisiana Law Center

1011 Lakeshore Drive, Suite 402, Lake Charles, LA 70601  
(337) 436-3308 | [swla-law-center.com](http://swla-law-center.com)

### Southwest Louisiana Bar Association

1011 N Lakeshore Dr, Lake Charles, LA 70601  
(337) 497-0090 | [swlba.org](http://swlba.org)

### Lafayette Bar Association

2607 Johnston St, Lafayette, LA 70503  
(337) 237-4700 (M-F 8:30am – 4:30pm) | [lafayettebar.org](http://lafayettebar.org)

### Louisiana State Bar Association

601 Saint Charles Ave, Ste 200, New Orleans, LA 70130  
(504) 566-1600 | [lsba.org](http://lsba.org)

## CITY AND STATE OFFICES

### Louisiana State Police

#### Bureau of Criminal Identification & Information

(statewide background checks)  
P.O. Box 66614, #A-6  
Baton Rouge, LA 70896-6614  
(225) 925-6095 | [lsp.org](http://lsp.org)  
(M-F 9am - 5pm)

### LAFAYETTE PARISH

#### Lafayette District Court

800 South Buchanan Street,  
Lafayette, LA 70502  
(337) 291-6400 | [lpclerk.com](http://lpclerk.com)  
(M-F 8:30am- 4:30pm)

#### Lafayette City Court

105 East Convent Street,  
Lafayette, LA 70502  
(337) 291-8720  
(M-F 8:30am- 5:00pm)

#### Lafayette Parish Traffic Court

800 South Buchanan Street,  
Lafayette, LA 70502  
(337) 291-6400 | [lpclerk.com/departments/traffic](http://lpclerk.com/departments/traffic)  
(M-F 8:30am- 4:30pm)

#### Lafayette District Attorney

911 Lee Avenue,  
Lafayette, LA 70501  
(337) 232-5170 | [districtattorney15thjdc.org](http://districtattorney15thjdc.org)  
(M-F 8:30am- 4:30pm)

#### Lafayette Sheriff's Office

316 West Main Street,  
Lafayette LA 70501  
(337) 236-5845 | [lafayettesheriff.com](http://lafayettesheriff.com)  
(M-F 8:00am- 4:00pm)

### ACADIA PARISH

#### Acadia District Court

500 North Parkerson Ave,  
Crowley, LA 70526  
(337) 788-8881 | [acadiaparishclerk.com](http://acadiaparishclerk.com)  
(M-F 8:30am- 4:30pm)

## CITY AND STATE OFFICES

### **Crowley City Court**

426 North Ave F,  
Crowley, LA 70526  
(337) 788-4117 | [crowleypolice.com/city-court](http://crowleypolice.com/city-court)  
(M-F 8:00am- 4:00pm)

### **Rayne City Court**

301 East Louisiana Avenue,  
Rayne, LA 70578  
(337) 334-9677 | [raynecitycourt.org](http://raynecitycourt.org)  
(M-F 8:30am- 4:30pm)

### **Acadia Parish District Attorney**

500 NE Court Cir #3,  
Crowley, LA 70526  
(337) 788-8831 | [districtattorney15thjdc.org](http://districtattorney15thjdc.org)  
(M-F 8:30am- 4:30pm)

### **Acadia Parish Sheriff's Office**

1037 Capitol Ave,  
Crowley, LA 70526  
(337) 788-8700 | [apso.org](http://apso.org)

### **VERMILION PARISH**

#### **Vermilion Parish District Court**

100 North State Street, Suite 101,  
Abbeville, LA 70510  
(337) 898-4530 | [vermilionparishclerkofcourt.com](http://vermilionparishclerkofcourt.com)  
(M-F 8:30am- 4:30pm)

#### **Abbeville City Court**

208 South State Street,  
Abbeville, LA 70511  
(337) 893-1513 | [citycourtofslidell.com](http://citycourtofslidell.com)  
(M-F 8:30am - 4:30pm)

#### **Vermilion Parish District Attorney**

100 S State St # 215,  
Abbeville, LA 70510  
(337) 898-4320 | [districtattorney15thjdc.org](http://districtattorney15thjdc.org)  
(M-F 8:30am- 4:30pm)

#### **Vermilion Parish Sheriff's Office**

101 S State St,  
Abbeville, LA 70510  
(337) 536-9677 | [vermilionsheriff.net](http://vermilionsheriff.net)

### **CALCASIEU PARISH**

#### **Lake Charles Judicial Center (District Court)**

1001 Lakeshore Drive, 3rd Floor,  
Lake Charles, LA 70601  
(337) 437-3550 | [14jdc.org](http://14jdc.org)  
(M-F 8:30am- 12:00pm, 1:15pm- 4:30pm)

#### **Lake Charles City Court**

118 West Mill St,  
Lake Charles, LA 70602  
(337) 491-1565 | [lccitycourt.org](http://lccitycourt.org)  
(M-F 8:30am- 4:30pm)

#### **Sulphur City Court**

802 South Huntington Street,  
Sulphur, LA 70663  
(337) 527-7006 | [sulphur.org](http://sulphur.org)  
(M-F 8:30am- 4:30pm)

#### **Calcasieu District Attorney**

901 Lakeshore Dr,  
Lake Charles, LA 70601  
(337) 437-3240 | [calcasieuda.com](http://calcasieuda.com)

#### **Calcasieu Sheriff's Department**

5410 E. Broad Street,  
Lake Charles, LA 70615  
(337) 437-3400 | [cpso.com](http://cpso.com)  
(M-F 8:00am- 4:00pm)

#### **Calcasieu Parish Tax Assessor's Office**

1011 Lakeshore Drive,  
Lake Charles, LA 70601 (Suite 101)  
(337) 721-3000 | [calcasieuaassessor.org](http://calcasieuaassessor.org)  
(M-F 8:30am- 4:30pm)

# FREQUENTLY ASKED QUESTIONS



## What is an Expungement?

“Expungement” means removal of a record from public access but does not mean destruction of the record. An expunged record is confidential, but remains available for use by law enforcement agencies, criminal justice agencies, and other state agencies as stated under Louisiana law.



## Am I eligible to have my record expunged?

JAC strongly recommends that you contact an attorney, download our free mobile app for assistance or attend a workshop or event to review the potential in having your record expunged.



## Can Federal arrest records be expunged?

An arrest for simple drug possession when under 21 years old may be expunged. Other arrests on Federal charges are not possible to expunge—unless the case ended with an acquittal or exoneration.



## I received a first offender pardon. Does that automatically expunge my record?

No. There are two kinds of pardons, both of which restore certain rights differently. An automatic pardon is given to first time offenders in Louisiana (some crimes are excluded from eligibility). An automatic first offender pardon does not prevent the State from using your record against you in the future, nor is your record sealed from public view. However, a full governor’s pardon prevents your record from being used against you at a later time for subsequent convictions and returns you to the state you were in prior to arrest.



## If I was never prosecuted, how long do I have to wait to apply for an expungement?

Applications may be filed immediately following an acquittal or successful motion to quash. If the District Attorney dismissed or refused prosecution and the time limit for prosecution has run out, then an expungement may be possible. Generally, the DA has a specific amount of time after the date of the offense within which he or she must institute charges. They are as follows:

- No limit: Crimes punishable by death or life imprisonment
- 10 years: Some sex crimes
- 6 years: Felonies punishable by imprisonment and hard labor
- 4 years: Felonies not necessarily punishable by imprisonment or hard labor
- 2 years: Misdemeanors punishable by fine or imprisonment
- 6 months: Misdemeanors punishable by fine



# FREQUENTLY ASKED QUESTIONS



## Can I have my juvenile arrest record expunged?

JAC recommends speaking with a Juvenile Advocate, such as the Louisiana Center for Children's Rights. Phone: (504) 658-6860. Address: 1100-B Milton St. New Orleans, LA 70122.



## What is an Interim expungement?

A person may file an Interim Motion to Expunge a Felony Arrest when a felony arrest results in a conviction of a misdemeanor. However, the motion only expunges the original felony arrest and not the conviction for the misdemeanor. This is because the interim motion to expunge is separate from a motion to expunge a final conviction. Additional fees may be assessed after completion of probation if the defendant wants the conviction expunged at a later date. If you think you might be eligible for or need an Interim Expungement, seek the advice of an attorney.



## How do I apply for an expungement?

An expungement requires the Court's approval. There are uniform forms that all courts must use. Fill out the required forms and submit them to the Court with a background check that was acquired within thirty (30) days of the filing date. For example, if you are filing your expungement on January 30, 2015, then your background check must be issued on or after January 1, 2015. There may be additional requirements, depending on your court. See pages 14-35.



## How much does an expungement cost?

Expungement costs vary by court. Please see pages 14-35 of this guide to find specific information on the fees for your court.



## What do I say at a hearing?

Listen to the Judge and the State. If you do not understand what is going on, ALWAYS ask the Judge to explain to you what is happening. If you think you need a lawyer's help at the hearing, ask the Judge if you can have some time to get a lawyer. If the Judge permits this, you will get another date to appear in court with an attorney.

# FREQUENTLY ASKED QUESTIONS



## I am indigent. Can I have the costs waived?

No. The only circumstance that allows for a fee waiver is if all of the following applies:

- The individual has no prior felony convictions anywhere in the country
- The individual has no pending felonies
- The offense for which the individual was prosecuted ended in an acquittal, motion to quash, or it has been dismissed/refused and the time limit for prosecution has expired
- The offense was not dismissed after successful completion of diversion

## How long does the whole expungement process take?

It will take sixty (60) days from the date of filing for all the agencies to respond to your request for an expungement. It may then take additional time for the Louisiana State Police to mail you a Certificate of Compliance.

## Once my record is expunged has it been removed from all potential viewers forever?

No, some government agencies may still be able to view an arrest record even after it has been expunged. They are as follows: The Office of Financial Institutions, the Louisiana State Board of Medical Examiners, the Louisiana State Board of Nursing, the Louisiana State Board of Dentistry, the Louisiana State Board of Examiners of Psychologists, the Louisiana Board of Pharmacy, the Louisiana State Board of Social Work Examiners, the Emergency Medical Services Certification Commission, Louisiana Attorney Disciplinary Board, Office of Disciplinary Counsel, the Louisiana Supreme Court Committee on Bar Admissions, the Louisiana Department of Insurance, the Louisiana Licensed Professional Counselors Board of Examiners, or any person or entity requesting a record of all criminal arrests and convictions pursuant to R.S. 15:587.1, or as otherwise provided by law.

## If I apply for a job after my record is expunged how do I answer questions about my record on a job application?

There is no clear answer under the law. Seek the advice of an attorney regarding your particular situation.





# FREQUENTLY ASKED QUESTIONS



## Can I be denied employment because of my criminal record?

Private employers can deny you employment for any reason. However, public employers and licensing authorities should only deny you employment if your arrest/conviction is reasonably related to the job for which you have applied. Request the assistance of an attorney if you believe you have been wrongfully denied employment.



## What does JAC's Clean Jacket app do?

The app provides individuals with an informational review of their opportunity for expungement. Some convictions are not eligible for expungement under any circumstance, such as convictions that require registration as a sex offender. The app informs individuals that it is unlikely that the court would grant an expungement under the expressly prohibited circumstances.

If you decide to pursue an expungement without an attorney, the app and the desktop version will help you complete the necessary paperwork for filing and generate these completed forms. Please note that you will need the minutes from your case to complete the questions in the app or online.



## Where can I get the Clean Jacket app to see if I am eligible for expungement?

The Clean Jacket app is a FREE download available on iTunes and Google Play. You can also visit [JACLouisiana.org](http://JACLouisiana.org) and use the app on our website.



## How does the app work?

Using the law, JAC devised a process through which individuals can be educated on the general likelihood of an expungement occurring. Without a direct review of an individual's particular arrest or conviction, however, the app cannot advise individuals on the success of filing a Motion of Expungement in any Louisiana court. The app will use the information you provide from your court minutes to generate the required forms for filing for expungement, if you decide to pursue an expungement without an attorney.

# FREQUENTLY USED WORDS AND THEIR DEFINITIONS

*This section will define several words and phrases for you.*

**Affidavit of Response/Affidavit of No Opposition:** A form that is filed with your motion for expungement and allows the District Attorney, State Police, and arresting agency to respond to your motion with either no opposition or with reasons for opposition. If each of these three agencies responds with no opposition, your expungement may be granted. If an agency responds with opposition, you will attend a contradictory hearing.

**Background Check:** A background check will show what your criminal record looks like in a given parish.

**Bar Association:** An organization of lawyers established to promote professional competence, enforce standards of ethical conduct, and encourage a spirit of public service among members of the legal profession. They can be a resource for accessing legal services.

**Bill of Information:** A written statement that accuses a person of a crime that leads to a trial for the commission of the said crime. Also known as a complaint.

**Certificate of Compliance:** In expungement, a “Certificate of Compliance” is a letter that verifies that your record has been sealed. After your expungement is granted, the clerk will send a copy of the order to the local law enforcement, the local district attorney, the parish sheriff, and the Louisiana State Police. That is how the court directs each agency to seal your record from public view. After the State Police does what the judge has ordered them to do, they will send you this certificate.

**Certified Copy:** A photocopy of a document, judgment, or record that is signed and attested to as an accurate and a complete reproduction of the original document by a public official in whose custody the original has been placed for safekeeping.

# FREQUENTLY USED WORDS AND THEIR DEFINITIONS

**Certified Minutes:** Minutes are the written record of an official proceeding, kept by courts and corporations for future reference. Certified minutes are a certified copy of the minutes from your case.

**City Court:** A city court is a municipal court of a city. City courts will hear city ordinance violation and sometimes lower level state violations, such as misdemeanors.

**District Court:** District courts are state courts that handle violations of state laws, such as misdemeanors and felonies. Louisiana has 41 District Courts. All district courts are numbered 1 – 40, except for Orleans Parish, which is called “Orleans Parish District Court.” See also: JDC.

**Dismissed:** A dismissal terminates the proceedings against the defendant. It occurs after a Bill of Information has been filed. The District Attorney or the Court may dismiss the charges against a defendant.

**DWI:** Driving While Intoxicated, a crime in Louisiana. In Louisiana, drivers under 21 years old found to have a BAC (Blood Alcohol Content) of at least 0.02% will be charged with DWI. Drivers 21 years old and over found to have a BAC of at least 0.08% will be charged with DWI.

**Expungement:** “Expungement” means removal of a record from public access but does not mean destruction of the record. An expunged record is confidential, but remains available for use by law enforcement agencies, criminal justice agencies, and other state agencies as stated under Louisiana law.

**Fee Waiver:** A fee waiver is a form that allows to you to file for expungement without paying filing fees. It must be authorized by the District Attorney. You may qualify for a fee waiver for expungement if the following conditions apply to you:

- You have no prior felony convictions anywhere in the country.
- You have no pending felonies.
- Your case ended in an acquittal, motion to quash, or it was dismissed/refused and the time limit for prosecution has expired, and the dismissal was not the result of completion of diversion.

# FREQUENTLY USED WORDS AND THEIR DEFINITIONS

**File:** To deposit with the clerk of the court a written complaint or petition, which is the opening step in a lawsuit, motion, etc.

**Fingerprints:** Ink impressions of the lines on the fingertip taken for purposes of identification.

**Hearing:** A legal proceeding where an issue of law or fact is tried and evidence is presented to help determine the issue. Hearings resemble trials in that they ordinarily are held publicly and involve opposing parties. They differ from trials in that they feature more relaxed standards of evidence and procedure, and take place in a variety of settings before a broader range of authorities (judges, examiners, and lawmakers).

**JDC:** Stands for Judicial District Court. These are the state courts of Louisiana that handle state violations. See also: District Court.

**Letter of Disposition or Profile Report Disposition:** A document that describes the official outcome of a court case.

**Minutes:** The written record of an official proceeding, kept by courts for future reference.

**Motion:** A written or oral application made to a court or judge directing that some act be done in favor of the applicant.

**Motion for Expungement:** When filing a motion for expungement, you are moving, or requesting that the court expunge your record. This is what happens when you file your expungement forms and other paperwork with the clerk of court. Several agencies have an opportunity to object to your motion. If no agency objects, your expungement may be granted.

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*Definitions for this section were adapted from the following sources: [jaclouisiana.org](http://jaclouisiana.org), [legal-dictionary.thefreedictionary.com](http://legal-dictionary.thefreedictionary.com), [thelawdictionary.org](http://thelawdictionary.org), and [dmv.org](http://dmv.org).*

# FREQUENTLY USED WORDS AND THEIR DEFINITIONS

**Motion to Set Aside Conviction:** When filing a motion to set aside a conviction, you are moving, or requesting that the court overturn or set aside a previous judgment, verdict, or final ruling in a case. This motion must be filed before filing for expungement, if applicable.

**Pre-Trial Diversion or Diversion:** A system for giving a chance for a defendant to perform community service, make restitution for damage due to the crime, or obtain treatment for alcohol or drug problems and/or counselling. If the defendant cooperates and the diversion results in progress, the charges eventually may be dismissed.

**Receipt of Court Costs and Fees:** A receipt document that shows that you paid all of your court costs from your case. In some cases, you may need to retrieve this from the Tax Assessor's office.

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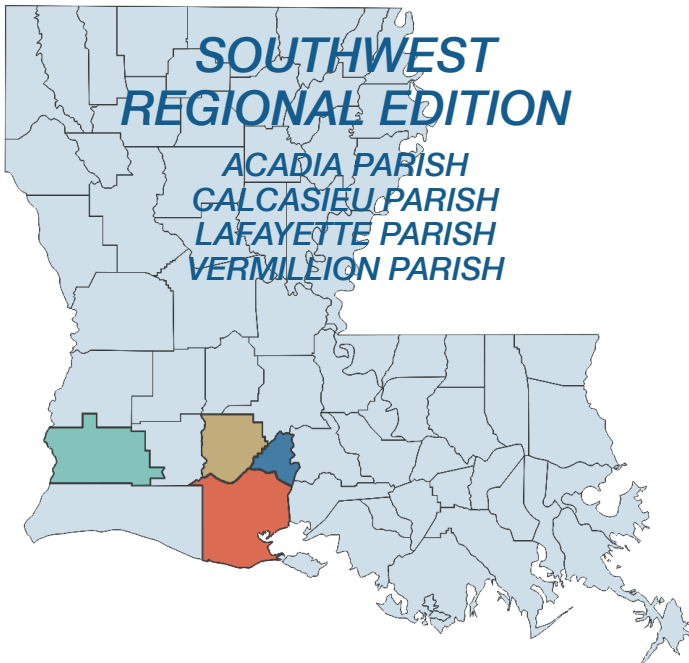
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Justice &  
Accountability  
Center of Louisiana

# HOW TO HANDLE YOUR EXPUNGEMENT



[jaclouisiana.org](http://jaclouisiana.org)



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