

Criminal Case Expungement Process

Step 1.

Obtain a criminal background check from the Pennsylvania State Police
PSP-Criminal Background Check: <https://epatch.state.pa.us>

Step 2.

Fill out the Petition for Expungement Pursuant to Pa.R.Crim.P. 790.
For an MDJ Case, use the Petition for Expungement Pursuant to Pa.R.Crim.P. 490

Step 3.

Submit the original and 1 copy of the Petition with the PSP background check attached and a Proposed Order along with a \$225.00 Expungement Filing Fee, (payable by cash, check or money order to the Clerk of Courts Office).

Step 4.

Receive a response by mail from the District Attorney's Office between 30-60 days.

Step 5.

The Clerk of Courts Office will present the petition and proposed order to the judge once a response is received from the District Attorney's Office. Once it has been granted or denied, you will be notified by mail.

Pursuant to Pa.R.Crim.P. 790, the following information needs to be provided:

1. Petitioner's Name:
2. Petitioner's Date of Birth: ___/___/___
3. Petitioner's Social Security Number: ____-____-____
4. Petitioner's Address:
5. Alias(es):
6. Name and address of the judge of the Court of Common Pleas or Philadelphia Municipal Court who accepted the guilty plea or heard the case:
7. Docket Number: CP-38-CR- - -
8. Offense Tracking Number (OTN):
9. Name of Arresting Agency:
10. Date of Arrest:
11. Date on Complaint:
12. Name and address of the Affiant (Police Officer) as shown on the complaint:
13. List specific charges as they appear on the charging document, to be expunged and the disposition of each charge:
14. If the sentence imposed included a fine, costs or restitution, has the amount due been paid:
15. List the reason(s) for expungement:
16. I have (have not) attached a copy of my PSP Criminal History: