

EXPUNGEMENT PROCEDURES

Act 145 - Effective August 1, 2014

Costs At Time of Filing (These fees are nonrefundable)

1. \$200.00 money order payable to Clerk of Court
2. \$250.00 money order payable to Louisiana Bureau of Criminal Identification/Information
3. \$ 50.00 money order payable to Caddo Parish Sheriff
4. \$ 50.00 money order payable to Caddo Parish District Attorney

General Information

- By law, the Clerk of Court shall not provide any legal advice on how to prepare legal documents. You will either need to speak to an attorney or research the Louisiana law books to determine what information should be included in the motion.
- Once a motion is filed with the Clerk of Court, it will be forwarded to a Judge for review, and a hearing date may be set. You and/or your attorney will need to be present in court on that day. The Clerk of Court will mail a notice of the court date, so please include a valid mailing address on the original motion
- If the Judge grants the expungement, you will need to present him/her with the Order for Expungement of Arrest/Conviction Record to sign in open court.
- If the expungement is granted, you will need to obtain certified copies of any filings needed. Certified copies are \$1.00 per page plus an additional \$5.00 for certification of each copy. Please be sure to obtain an adequate number of copies, as you may be unable to obtain copies once the files have been removed from public record.
- The State of Louisiana, the District Attorney and the Sheriff will be served with a copy of the Judgment, but you will be responsible for serving any other agency with information about your charge on file.
- An expungement must be filed for EACH arrest.
- Please allow 6 months for the completion of your expungement.

Forms

Forms provided by the Louisiana Supreme Court are available on our website at <http://www.caddoclerk.com> on the Criminal Court page. These forms may be filled out online and printed, or printed and filled out by hand. Please have your forms prepared in advance to save time and make your visit shorter. We have provided form packets online for each type of expungement for your convenience.

EXPUNGEMENT CHECKLIST

PLEASE KEEP THESE FORMS IN ORDER

Items to Attach to Motion for Expungement

- \$200.00 Money order payable to Clerk of Court
- \$250.00 Money Order payable to Louisiana Bureau of Criminal Identification/Information
- Copy of Motion for Expungement for Louisiana Bureau of Criminal Identification/Information
- \$50.00 Money Order payable to Caddo Parish Sheriff
- Copy of Motion for Expungement for Caddo Parish Sheriff
- \$50.00 Money Order payable to Caddo Parish District Attorney
- Copy of Motion for Expungement for Caddo Parish District Attorney
- Rule to Show Cause
- Order(s) (Depends on type of expungement)
- Criminal Background Check from Caddo Parish Sheriff's Office dated within the past thirty (30) days. (Fee may be required)
- Bill of Information from the Caddo Parish Clerk of Court
- Case Minutes from the Caddo Parish Clerk of Court

Items that may be required from the Caddo Parish Clerk of Court:

- For DWI with granted Article 894: Copy of letter from the Louisiana Department of Public Safety and Corrections, Office of Motor Vehicles
- Copy of Order waiving the Sex Offender Registration and Notification Requirements

Items that may be required from the District Attorney's Office:

- Certification Letter for Fee Waiver (if eligible)
- Certification Letter verifying that applicant has no convictions or pending applicable criminal charge in the requisite time periods.
- Certification Letter verifying that the charges were refused.
- Certification Letter verifying that the applicant did not participate in a Pre-trial Diversion Program.