

Please complete this form and return with payment or proof of exemption to:

Crime Scene Investigations Division
Attention: Expungements
Caddo Parish Sheriff's Office
501 Texas Street, Room 101
Shreveport, LA 71101

Client Name _____ DOB _____

Civil Docket Number _____ Criminal Docket Number _____

Attorney _____ Contact Phone () _____

Address _____
Street or P.O. Box City State Zip Code

Please check the appropriate block(s) below:

Enclosed is a payment of \$50 processing fee payable to the Caddo Sheriff's Office.

OR

My client is exempt from processing fees. Attached is a certificate from the Caddo District Attorney's Office verifying the applicant has no felony convictions, is not under a bill of information or indictment, **AND** the following apply:

The applicant was acquitted, after trial, of all charges derived from the arrest, including any lesser and included offense **OR**

The applicant was arrested and was never prosecuted within the time limitations prescribed in Chapter 1 of Title XVII of the Code of Criminal Procedure and did not participate in a pretrial diversion program.

NOTE: IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT THE CSI DIVISION AT 318-681-0647.