

The attached form must be filled out in its entirety. If you do not know the Case Number, Section or Judge, please leave the space blank and our office will provide that information.

The form must contain the date of arrest, arresting agency and the exact offense(s) and charge(s) you are requesting to have expunged. If you are unable to provide this information, contact the Sheriff's Office to obtain a copy of your arrest record and your fingerprint card.

The following fees are required at the time the form is filed:

Louisiana State Police	\$250.00
St. John the Baptist Clerk of Court	\$100.00
St. John the Baptist Parish Sheriff's Office	\$50.00
St. John the Baptist Parish District Attorney's Office	\$50.00

A separate expungement form is required for each different date of arrest.

As per La R.S. 44:9, no fees may be charged to anyone (i.e. Clerk of Court, Bureau of Criminal Identification and Information, Sheriff, District Attorney or any agency) in order to obtain or execute an expungement order, if the Clerk of Court is presented with a certificate issued by the District Attorney verifying that:

- 1) Applicant has no felony convictions and no pending felony charges; and
- 2) One of the following applies:
 - a) Applicant was acquitted, after trial, on all of the charges stemming from arrest (even lesser and included offenses); or
 - b) Applicant was arrested but not prosecuted within the applicable time delays and did not participate in pretrial diversion.

Four separate money orders , issued by the U.S. Post Office, are required and each must be issued in the correct amount. If not issued in the correct amount, all four money orders will be returned.

You must advise this office of any change in your address. Failure to do so may affect your notification of the expungement order. A certified copy of your expungement order will be mailed to you upon completion of the expungement process.

Information regarding the status of your expungement will not be given over the phone.

You will be sent a certified copy of everything upon completion of the expungement. Please retain this information for your records, as this will be the only copy supplied by the Clerk.