

Instructions for Completion of Criminal Expungement Filing

Important: The below instructions and this site provides information about the law and expungement process designed to help filers address their own legal needs. But legal information is not the same as legal advice – the application of the law to an individual’s specific circumstances. Although we go to great lengths to ensure our information is accurate and useful, we recommend you consult a lawyer if you want professional assurance that our information, and your interpretation of it, is appropriate to your particular situation. We cannot provide legal advice and to do so would be considered the unauthorized practice of law.

Petition for Expungement:

1. List your full name (current First, MI, Last) in the case caption (petition header).
2. The case caption lists the Common Pleas docket number and NOT the district court number. List the date you prepared the petition and list your name as the Defendant.
3. #1 re-state your complete name. Provide any aliases (maiden name, prior married names, etc.), your date of birth and provide your complete Social Security Number.
4. # 2 List the Offense Tracking Number or OTN that can be found on the first page of the docket sheet under Case Information. To obtain a copy please visit the Unified Judicial System’s website at the following link: <http://ujportal.pacourts.us/>. See “Reference Guides” on the menu bar located on the left side of the screen for information on how to navigate to the public docket sheets. Docket sheets are also available via the Clerk’s office and are included in your Clerk of Courts’ record check (\$11.00 fee) – a required attachment/exhibit for this filing.
5. #3 If an LOTN or Livescan OTN was issued in your case that number should be listed as well to ensure a complete expungement. That number can be found in the same section of the docket sheet as the OTN.
6. #4 The District Court docket number can be found on the case docket sheet under “Case Information” where it is listed as the “Lower Court Docket Number.”
7. #5 The Common Pleas docket number can be found in the top right hand corner of the Common Pleas docket sheet.
8. #6 The specific charges can be found under the “Charges” section of the docket sheet.
9. #7 The offense date can be found on the docket sheet under “Charges.” The charges to include the statute (title, section, sub-section) are also listed under charges. The arresting officer can be found under “Case Information” section of the docket sheet.
10. # 8 The disposition date and sentencing penalties/date are listed under the Disposition Sentencing Penalties of the docket sheet.
11. #9 The sentence can be found under Disposition/Sentence Penalties of the docket sheet.

Submit your Petition, Draft Order and Draft Scheduling Order with your filing fee and any required attachments (docket sheet, PSP records check) to the Clerk of Courts office. Hours are M-F 8:15-4:30