

Instructions for Completion of Summary 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. If the original summary case was never appealed to the Common Pleas Court within 30 days of the original disposition, you will need to obtain a Miscellaneous Docket number from the Clerk’s office provided once the \$55.00 expungement fee has been paid.
3. List the date you prepared the petition and list your name as the Defendant.
4. #1 re-state your complete name. Provide any aliases (maiden name, prior married names, etc.) and your date of birth.
5. # 2 provide your complete Social Security Number.
6. # 3 information regarding the Magisterial District Judge and/or the Common Pleas Judge who heard the summary case (issuing authority) to include the Magisterial District Court number (i.e. 19-#-##) is contained on the case docket sheet under the heading “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.
7. #4 the name and address of the affiant (police officer, municipal sewage enforcement officer, zoning officer, truancy officer, etc.) and their department, municipality, or school district can be found on page one of the case docket sheet under “Case Information.”
8. #5 the Magisterial District Court number can be found on the York County website at the following link: <http://www.york-county.org/DJAddresses%20and%20Hours.pdf>. 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.”
9. #6 the Common Pleas docket number is either the original Summary Appeal (SA docket type) number from when the district court’s disposition was appealed to Common Pleas Court or the Miscellaneous Docket (MD docket type) number provided by the Clerk’s office upon payment of the expungement filing fee. The offense date is contained on the second page of the case docket sheet.

10. #7 the offense date is listed on the first page of the case docket sheet under "Charges." The charges to include the statute (title, section, sub-section) are also listed under charges.
11. # 8 The disposition date and sentencing penalties/date are listed on the second page of the case docket sheet.
12. #9 The sentence can be found under Disposition/Sentence Penalties of the docket sheet.
13. #10 State the reason why you're seeking the expungement i.e. due to employment opportunities, professional licensure (nursing, etc.).
14. #11 The disposition date can be found under Disposition/Sentence Penalties of the docket sheet.
15. Further information related to Summary Expungements can be found in Act 134 of 2008 originally House Bill 1543. See Expungement link page for PDF version of HB 1543 of 2007.

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 a.m. - 4:30 p.m.