

**LETTER TO THE CIRCUIT CLERK
(FILING FORMS TO START A NEW CASE)**

Instructions to User

1. Complete this letter.
2. With this letter, include the following things:
 - your original *Request to Expunge & Impound and/or Seal Criminal Records* and the *Notice of Filing For Expungement and/or Sealing*,
 - a copy of both documents for all agencies that are required to get notice of your *Request* plus a copy of both for the clerk to return to you,
 - payment of the filing fee or an *Application for Waiver of Court Fees*,
 - a self-addressed and stamped envelope for the Circuit Clerk to mail the file stamped copies to you. You may need to file your *Application for Waiver of Court Fees* in person. Call the Circuit Clerk and ask if that is necessary.
3. Send your letter and the documents listed above to the Circuit Clerk in the county where your case will be filed.

Date: _____

Circuit Clerk of _____ County

Address of Circuit Clerk: _____

Dear Clerk:

Enclosed you will find the original and copies of my *Request to Expunge & Impound and/or Seal Criminal Records* and *Notice of Filing for Expungement and/or Sealing*

I have also enclosed an *Application for Waiver of Court Fees* and an *Order for Waiver of Court Fees*. Please present these to a Judge.

I have enclosed the cost of filing these documents \$ _____ .

Please file the documents and return a file-stamped copy of each to me in the enclosed self-addressed and stamped envelope. I have enclosed copies for all the agencies that are to get a copy of the documents.

Thank you for your attention to this matter.

Sincerely,

Signature

Printed Name

Street Address, Apt #

City *State* *Zip*

Phone