

# Getting Started

## Request to Expunge & Impound and/or Seal Criminal Records

**IMPORTANT:** This getting started guide and the instructions are not legal advice. They are only meant to help you learn how to expunge and/or seal your criminal record. Your use of the forms does not guarantee you will be successful in court.

To learn how to fill out the forms and file them with the court, read the *How to Expunge and/or Seal a Criminal Record* instruction booklet and the instructions on the forms.

<b>Names of forms:</b>	<ul style="list-style-type: none"> <li>• <i>Request to Expunge &amp; Impound and/or Seal Criminal Records</i></li> <li>• <i>Notice of Filing for Expungement and/or Sealing</i></li> <li>• <i>Order to Expunge &amp; Impound and/or Seal Criminal Records</i></li> <li>• <i>Order Denying Request to Expunge &amp; Impound and/or Seal Criminal Records</i></li> <li>• <i>Additional Arrests or Cases for Expungement</i> (if needed)</li> <li>• <i>Additional Arrests or Cases for Sealing</i> (if needed)</li> <li>• <i>Additional Notice of Filing for Expungement or Sealing</i> (if needed)</li> </ul>
<b>Purpose of the forms:</b>	To erase arrests, court supervisions, and some types of probation from your criminal record so it is like they never happened. To hide certain criminal convictions from public view.
<b>Types of cases the forms CAN be used for:</b>	When you have been arrested or charged with criminal offenses or convicted of an eligible criminal offense. See <i>How to Expunge and/or Seal a Criminal Record</i> for a complete list of eligible offenses.
<b>Types of cases the forms CANNOT be used for:</b>	<ul style="list-style-type: none"> <li>• Minor traffic cases (where you were charged in court). Although minor traffic offenses cannot be expunged, you can still expunge other eligible criminal records when your record includes both.</li> <li>• Eviction cases (use eviction forms (when approved) or motion forms found at: <a href="http://www.illinoiscourts.gov/Forms/approved/">http://www.illinoiscourts.gov/Forms/approved/</a>)</li> <li>• Other felonies—see <i>How to Expunge and/or Seal a Criminal Record</i> for a complete list of ineligible offenses.</li> </ul>
<b>Cost to file the forms:</b>	Yes, there are costs to file the forms. If you cannot afford to pay the filing fee, you can ask the court to file for free by filing the <i>Application for Waiver of Court Fees</i> found at: <a href="http://www.illinoiscourts.gov/Forms/approved/">http://www.illinoiscourts.gov/Forms/approved/</a>
<b>Special information or papers needed to complete the forms:</b>	<ul style="list-style-type: none"> <li>• Details about the arrests and charges in your criminal record;</li> <li>• Addresses of police departments that arrested you;</li> <li>• Addresses of the State’s Attorney’s offices that filed charges against you; AND</li> <li>• Addresses of chief legal officers where you were arrested.</li> </ul>
<b>Statutes covering the forms:</b>	<a href="#">20 ILCS 2630/5.2</a>
<b>Where to find the forms and instruction sheet:</b>	<a href="http://www.illinoiscourts.gov/Forms/approved/">www.illinoiscourts.gov/Forms/approved/</a>
<b>For more information:</b>	Read the <i>How to Expunge and/or Seal a Criminal Record</i> instruction booklet that comes with these forms. You may also find more information, resources, and the location of your local county self help center at: <a href="http://www.illinoislegalaid.org/Sealing">www.illinoislegalaid.org/Sealing</a> or <a href="http://www.illinois.gov/osad/Expungement">www.illinois.gov/osad/Expungement</a> .

Find Illinois Supreme Court approved forms at: <http://www.illinoiscourts.gov/Forms/approved/>.