This form is approved by the Illinois Supreme Court and is required to be accepted in all Illinois Circuit Courts.

STATE OF ILLINOIS, CIRCUIT COURT COUNTY	NOTICE OF FILING FOR EXPUNGEMENT AND/OR SEALING	*For Court Use Only*

Instructions ▼

Directly above, enter the name of county where you will file the case.

Enter your name, birth date, race, and gender. List any other names you used when arrested on the cases listed on this form.

If the Clerk gave you a new case number, enter it to the right.

Enter the number for all eligible arrests and charges on your criminal record in this county. If an arrest did not result in formal charges, enter the arrest number.

Request of:

Your name *(First, middle, last name)*

Other names used in these cases

Date of birth **Race** **Gender**

Case Number *(if the Clerk assigns a new number)*

Arrest or Case Numbers of all Eligible Criminal Offenses on your Record in this County:

In **1**, enter the State's Attorney office that prosecuted your cases.

In **2**, enter the local police agencies that arrested you.

If you run out of space, use the *Additional Notice of Filing for Expungement and/or Sealing* form and check the box.

In **3**, enter the names and addresses of the Chief Legal Officer of the Unit of Local Government that arrested you.

The Chief Legal Officer is usually the lawyer for the city or town in which you were arrested or, in some cases, if you were arrested by the sheriff, it is the State's Attorney for that county.

If you run out of space, use the *Additional Notice of Filing for Expungement and/or Sealing* form and check the box.

1. To: _____ County State's Attorney
County Name

Street Address *City* *State* *ZIP*

2. To: Arresting Agencies that arrested you:

Name *Name*

Street Address *Street Address*

City *State* *ZIP* *City* *State* *ZIP*

☐ I have listed additional Arresting Agencies on the attached *Additional Notice of Filing for Expungement and/or Sealing* form.

3. To: Chief Legal Officers of the Units of Local Government that arrested you:

Name *Name*

Street Address *Street Address*

City *State* *ZIP* *City* *State* *ZIP*

☐ I have listed additional Chief Legal Officers on the attached *Additional Notice of Filing for Expungement and/or Sealing* form.

4. To: Illinois State Police
260 North Chicago Street
Joliet, Illinois 60432

In **5**, enter the name of the county where you are filing your *Request*.

5. I have filed a *Request to Expunge & Impound and/or Seal Criminal Records* with the Clerk of the Circuit Court of _____ County, Illinois.
County Name

In **6**, check the box if you have or are getting a fee waiver.

6. ☐ I am seeking a fee waiver under Supreme Court Rule 298, or have attached an *Order* waiving my filing and State Police fees.

7. The Circuit Court Clerk will mail a copy of this *Notice* and the *Request* to all of the agencies listed above in sections 1 - 4.

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

/s/ _____ _____
Your Signature *Date*

Prepared by: _____
Street Address: _____
City, State, ZIP: _____
Phone Number: _____

CERTIFICATE OF MAILING

DO NOT fill out this section. The Circuit Clerk will sign and mail it.

The undersigned certifies that the above *Notice* and attached documents were placed in the U.S. Mail with first class postage prepaid to all parties listed above.

_____ _____
Signature of Circuit Clerk *Name of Deputy Clerk*

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