

Enter the Case Number given by the Circuit Clerk: _____

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.

After you finish this form, sign it, and enter the date.

Your Signature _____
Date

Enter your name, address, and phone number.

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