

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  _____ COUNTY	<b>ORDER TO EXPUNGE &amp; IMPOUND CRIMINAL RECORDS</b>	<i>For Court Use Only</i>
<b>Instructions ▼</b> Enter above the county name where you will file this case. Enter your name, birth date, race, and gender. See Step 3A in the <i>How to Expunge or Seal a Criminal Record</i> for how to use 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: _____  <b>Your name</b> <i>(First, middle, last name)</i>  _____ <b>Date of birth</b> <b>Race</b> <b>Gender</b> _____  <b>Arrest or Case Numbers of all Eligible Criminal Offenses on your Record in this County:</b> _____ _____ _____ _____	_____ <b>Case Number</b> <i>(if the Clerk assigns a new number):</i>

Enter the date you filed your *Request* form.

The Court reviewed your *Request to Expunge & Impound Criminal Records* filed on:

\_\_\_\_\_ . 20 \_\_\_\_  
*Date*

**DO NOT** check these boxes. The judge will check the correct boxes.

**IT IS ORDERED:**

Your *Request* is GRANTED for the following cases: \_\_\_\_\_

and within 60 days of receiving this order:

- The Arresting Agencies must expunge these records.
- The Clerk of the Circuit Court must impound these records.
- The Illinois State Police must expunge or impound these records as required by law.
- The Illinois State Police and the Arresting Agencies must request the return of all arrest or conviction records from any agencies that were previously notified of these records.
- The Illinois State Police must expunge any pardoned conviction and other arrests by sealing these records as required by law.

Your *Request* is DENIED for the following cases: \_\_\_\_\_

The reason your *Request* is denied: *(check all that apply)*

- Your records are not legally eligible for expungement.
- You failed to attach the required drug test.
- The Court finds that the public's interest in retaining your criminal records are greater than than your interest in expunging your records.
- Other: \_\_\_\_\_

**DO NOT** fill in these lines. The judge will sign and enter date here.

**ENTERED:**

Judge: \_\_\_\_\_ Date: \_\_\_\_\_