

# Getting Started

## Request to Expunge & Impound 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 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 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 Criminal Records</i></li> <li>• <i>Notice of Filing for Expungement or Sealing</i></li> <li>• <i>Order to Expunge &amp; Impound Criminal Records</i></li> <li>• <i>Additional Arrests or Cases for Expungement &amp; 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.
<b>Types of cases the forms CAN be used for:</b>	When you have been arrested or charged with criminal offenses, but never convicted of a criminal offense (with some exceptions listed in the box below and in Step 2 in the <i>How to Expunge or Seal a Criminal Record</i> instruction booklet).
<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>• When you have been convicted of a criminal offense or traffic offense, unless the conviction was:             <ul style="list-style-type: none"> <li>○ reversed or vacated;</li> <li>○ pardoned by the Governor; OR</li> <li>○ approved for expungement by the Prisoner Review Board.</li> </ul> </li> </ul>
<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 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> .

# HOW TO EXPUNGE OR SEAL A CRIMINAL RECORD

---

## Table of Contents

<b>Introduction to Clearing Your Criminal Record</b> .....	<b>1</b>
Information on the difference between expungement (erase) and sealing (hide) and what the requirements are for each.	
<b>Step 1: Get Copies of Your Criminal Records</b> .....	<b>2</b>
Find out how and where to get copies of your criminal records.	
<b>Step 2: Review Your Criminal Records &amp; Pick Expungement or Sealing</b> .....	<b>3</b>
Learn how to read your criminal record and find out if your cases can be expunged or sealed.	
o <i>Fill out the Case Worksheet on page 13.</i>	
o <i>Pick Expungement if:</i>	
• <i>You have never been convicted of a criminal offense (see exceptions listed under Step 2)</i>	
o <i>Pick Sealing if:</i>	
• <i>You have been convicted of a criminal offense (see types of offenses that can be sealed under Step 2)</i>	
<b>Step 3A: Fill Out the Expungement Forms</b> .....	<b>5</b>
Line-by-line instructions for filling out the forms to have your criminal record expunged (erased).	
<b>Step 3B: Fill Out the Sealing Forms</b> .....	<b>7</b>
Line-by-line instructions for filling out the forms to have your criminal record sealed (hidden).	
<b>Step 4: Next Steps for Expungement &amp; Sealing</b> .....	<b>9</b>
Learn what to do once you have filled out the forms, what happens once your case gets started, and what to do when you find out if your record will be expunged or sealed.	
<b>Appendix: Case Worksheet &amp; Definitions</b> .....	<b>13</b>
Figure out if you qualify for expungement or sealing and collect all your case information to help fill out the expungement or sealing forms.	
<b>Case Outcome Definitions</b> .....	<b>16</b>
Explanations of case outcomes to help you figure out if you were convicted of a criminal offense.	

## INTRODUCTION TO CLEARING YOUR CRIMINAL RECORD

This page is an overview of the process. For more detail on the process, read the rest of the packet.

### What are the options to clear my criminal record in Illinois?

When you are arrested or charged with an offense, a criminal record is created, even if you are not found guilty. Your criminal records can be read by the public, including your family, friends, employers, trade organizations, banks, and credit agencies. To have your record erased or hidden you must file a *Request* with the court and have a judge approve your *Request*.

There are 3 ways to clear your criminal record:

- Expungement: Erases arrests and court supervisions from your criminal record so it is like they never happened. Qualified Probations are only sealed by the State Police, but are erased by the arresting agency. If you have convictions on your record, other than the exceptions listed under Step 2, you can never get anything expunged.
- Sealing: Hides your criminal record from most of the public. Law enforcement agencies can still see sealed records. Employers required by law to conduct background checks can see sealed felony convictions. They cannot see sealed misdemeanor convictions or cases not resulting in convictions unless the employer is a law enforcement agency.
- Executive Clemency: If you do not qualify for expungement or sealing you may be able to get a pardon from the Governor forgiving you for your criminal convictions. A pardon does not erase or hide your conviction on its own. If you get a pardon authorizing expungement, you can then apply to have your record expunged. To learn more about getting a pardon go to: <http://www.illinois.gov/prb/Pages/prbex Clemex> or [www.illinoislegalaid.org/clemency](http://www.illinoislegalaid.org/clemency).

### Are these expungement and sealing forms right for me?

**DO NOT** use the *Request to Expunge & Impound Criminal Records* or the *Request to Seal Criminal Records* forms in the following cases:

- Stolen Identity: If the person that was arrested was not you but impersonated you to the police, do not use these forms. Instead file a request to have your record corrected due to identity theft. You can get the forms to correct your record due to identity theft at: [www.illinoislegalaid.org/criminalidentitytheft](http://www.illinoislegalaid.org/criminalidentitytheft).
- Juvenile Records: If you were detained or arrested by the police as a juvenile or charged in juvenile court, do not use these forms. Instead use the court forms for expungement of your juvenile records. For more information visit: [www.illinoislegalaid.org/expungementjuvenile](http://www.illinoislegalaid.org/expungementjuvenile) or [www.illinois.gov/osad/Expungement](http://www.illinois.gov/osad/Expungement)

**DO NOT** list the following types of cases on the *Request to Expunge & Impound Criminal Records* or the *Request to Seal Criminal Records* forms:

- Out of State and Federal Records: Do not use these forms for criminal records from a state other than Illinois, or for federal criminal records. Instead check with the state where you were charged to see if expungement is an option. If you were charged in federal court, check with the U.S. Department of Justice at: [www.justice.gov/pardon](http://www.justice.gov/pardon).
- Civil Cases: If you were involved in a civil case, like an order of protection, it will not appear on your criminal record and cannot be expunged or sealed.
- Minor Traffic Cases: If you were arrested and charged with a minor traffic violation, do not include it on these forms unless the charge was a Class A or B misdemeanor. If you were arrested but not charged for a minor traffic violation, you can use these forms.

### Can I apply for expungement or sealing?

- If your criminal record has arrests and charges, but no convictions, you can apply to have your criminal record expunged (erased).
- If there are any convictions on your criminal record, then nothing on your record can be expunged unless the convictions fall under one of the exceptions. See "What types of offenses CAN be expunged (erased)?" in Step 2 for the exceptions.
- If you have a conviction on your record that is not an exception, you may still be able to have your record sealed (hidden). See "What types of offenses CAN be sealed (hidden)?" in Step 2 for the full details.

### What stops me from having my criminal record expunged (erased)?

- Any criminal charges pending; OR
- Any sentences you have not yet completed, including parole, probation, or court supervision; OR
- Any convictions that do not meet one of the exceptions listed in "What types of offenses CAN be expunged (erased)?" in Step 2; OR
- Any eligible court supervisions where the waiting period for the offense has not yet passed. See waiting periods for different offenses listed in "What types of offenses CAN be expunged (erased)?" in Step 2; OR
- Any federal or out of state conviction.

### What stops me from having my criminal record sealed (hidden)?

- Any criminal charges pending;
- Any sentences you have not yet completed, including parole, probation, or court supervision; OR
- The necessary "waiting period" has not passed.

### What if I have been arrested, charged with an offense, or convicted in more than one Illinois county?

If you have been arrested, charged with an offense, or convicted in more than one county you will have a criminal record in each county. You will have to:

- Get your criminal records from each county;

- Review your criminal records from each county to find out if you qualify to expunge or seal each criminal record;
- Fill out separate expungement or sealing forms for your criminal records in each county; AND
- Pay filing fees in each county.
- **NOTE:** If you are seeking to expunge your record, remember that everything on your record, other than minor traffic offenses, must be eligible for expungement.

#### If I feel that I need help completing my forms, where can I go?

- Check with your local courthouse or law library, or search [www.illinoislegalaid.org/helpcenterlist](http://www.illinoislegalaid.org/helpcenterlist) for free or reduced cost help. You may also reach out to the State Appellate Defender:  
[www.illinois.gov/osad/Expungement](http://www.illinois.gov/osad/Expungement).

#### What costs will I need to pay to expunge (erase) or seal (hide) my criminal record?

- Criminal Record Fee: To get your court dispositions from the Circuit Clerk. If you were arrested in Chicago, there is also a fee to get a copy of your RAP (Record of Arrests and Prosecutions) sheet from the Chicago Police Department.
- Circuit Clerk Filing Fee: To file your expungement or sealing forms.
- Illinois State Police Processing Fee: To process your expungement or sealing court order. The Circuit Clerk collects this fee with the filing fee.

If you cannot afford the Circuit Clerk Filing Fee or the Illinois State Police Processing Fee, you can ask the court to waive them. You can find a fee waiver form, which can be used to waive fees in expungement and sealing cases, at: [www.illinoiscourts.gov/forms/approved](http://www.illinoiscourts.gov/forms/approved).

#### How long will it take before I know if my record will be expunged or sealed?

It may take a few months to find out if your record will be expunged or sealed because:

- The State's Attorney, the Illinois State Police, and Arresting Agencies get 60 days from the day they receive it to object to your *Request*,
- Courts may have different scheduling procedures, and it may take a while for a judge to review your *Request*, AND
- Law enforcement agencies may take up to 60 days from the day they receive your expungement or sealing court order to clear your criminal record.

#### What steps do I need to take to have my criminal record expunged (erased) or sealed (hidden)?

- Step 1: Get copies of your criminal records.
- Step 2: Review your criminal records and figure out if you can apply for expungement or sealing.
- Step 3: Fill out the expungement or sealing forms.
- Step 4: File the forms to begin the process.

Read the rest of this guide for information on each step.

## STEP 1: GET COPIES OF YOUR CRIMINAL RECORDS

#### Why do I need copies of my criminal records?

Criminal records list the offenses you were arrested for, the offenses you were charged with, and the outcome of the cases including any sentences you received. You need this information to find out if your offenses can be expunged (erased) or sealed (hidden) and to fill out the forms.

#### What are the different types of criminal records?

- Court Disposition: The final judgment or outcome in a court case. There are no court dispositions for arrests or charges that did not lead to a court case.
- Chicago RAP Sheet (Record of Arrests and Prosecutions): List of all arrests, charges, and court case outcomes that happened in Chicago.
- Illinois State Police RAP Sheet: List of all convictions that happened in Illinois.

#### How do I get copies of my criminal records?

- Go to the Circuit Clerk's Office in the county where your case was filed. Ask the Circuit Clerk for copies of your court dispositions or use the public computer at the courthouse to look them up and print them out. There may be a fee to get copies of or print out your court dispositions, but you can look at them on the computer and write down the information for free. Find your Circuit Clerk's website at:  
[www.ilcourtclerks.org/illinois-court-clerks/](http://www.ilcourtclerks.org/illinois-court-clerks/)
- Order a RAP sheet from the Chicago Police Department if you were arrested in Chicago. There may be a waiting period before you get your RAP sheet. There will be a fee (\$16 as of 2015).
  - You must go to the Chicago Police Department to get your Chicago RAP sheet:  
Chicago Police Headquarters  
3510 S. Michigan Ave., Chicago, IL  
(312) 745-5508
- Get information from the Illinois State Police.
  - Order criminal history information from the Illinois State Police, Bureau of Identification. This is not required, but if you want to make sure that you have all of the arrests on your record, it may be helpful. You will need to complete a request form and pay a fee (\$16-\$20 in 2015). There may be a waiting period before you get your conviction information.
  - **NOTE:** If you were arrested in Chicago only, you should see if you can get all the information you need from the Chicago Police Department before contacting the Illinois State Police.
  - Find conviction information request forms at:  
Illinois State Police, Bureau of Identification  
260 North Chicago Street, Joliet, Illinois 60432  
(815) 740-5160  
[www.isp.state.il.us/crimhistory/chri.cfm](http://www.isp.state.il.us/crimhistory/chri.cfm)

- Get all of your arrest and conviction information from the Illinois State Police through the Access and Review Process. If you cannot get your complete criminal history using the ways listed above, you can get your complete criminal history transcript through the Illinois State Police's Access and Review Process. You can go to any local police station and request this transcript. You will need to provide your fingerprints and other identification information. Once your request is processed, you will receive a copy of your transcript. You may have to pay reasonable copying costs. You can also go to any licensed LiveScan vendor to get your transcript. Find a LiveScan vendor at:  
<https://www.idfpr.com/LicenseLookUp/fingerprintlist.asp>
- For more information, contact the ISP at:  
Illinois State Police, Division of Administration  
Bureau of Identification  
260 North Chicago Street, Joliet, Illinois 60432  
Phone: (815) 740-5160 Fax: (815) 740-4401  
E-mail: [boi\\_customer\\_support@isp.state.il.us](mailto:boi_customer_support@isp.state.il.us)  
[www.isp.state.il.us/crimhistory/viewingchrrcds.cfm](http://www.isp.state.il.us/crimhistory/viewingchrrcds.cfm)

---

## STEP 2: REVIEW YOUR CRIMINAL RECORDS & PICK EXPUNGEMENT OR SEALING

---

To determine if you can expunge or seal your criminal records, complete the **Case Worksheet** on page 13 of this booklet. Once you have completed your worksheet, you do not need to look at your court dispositions and RAP sheets to complete the expungement or sealing forms.

### What do I look for on my criminal record?

To figure out if the offenses on your criminal record can be expunged (erased) or sealed (hidden), you need to look at each item in your criminal record separately and find the:

- Charge: The type of offense you were arrested for even if it was never brought to court.
- Disposition: The outcome of the case, for example, guilty/not guilty.
- Sentence: The punishment you received.

Once you find these on your criminal record, review the lists below to see if your offenses can be expunged or sealed.

### What are the first things I need to know to choose between expungement and sealing?

- You cannot expunge (erase) your record if you have been convicted of a criminal offense, unless the conviction was reversed, vacated, pardoned by the Governor, or approved for expungement by the Prisoner Review Board.
- If you have been convicted and none of the exceptions apply, you may still be able to seal (hide) your record, depending on the type of conviction and how much time has passed.
- Convictions include a finding of guilt resulting in a sentence of: probation (other than Qualified Probation, successfully completed), jail or prison time, conditional discharge, time considered served, fines with no other sentence, and supervisions that are not successfully completed.

### What types of offenses CAN be expunged (erased)?

The following types of arrests, charges, or sentences on your criminal record can be expunged:

- Arrests for misdemeanors and felonies that did not result in a conviction.
- Convictions for misdemeanors and felonies only if:
  - The conviction was reversed or vacated; OR
  - You received a pardon from the Governor allowing expungement of all convictions on your record; OR
  - As an Honorably Discharged Veteran, you have a Certificate of Eligibility for Expungement from the Prisoner Review Board allowing expungement of all convictions on your record.
- Sentences for court supervision only if:
  - 2 years have passed since you successfully finished your court supervision, except the offenses listed directly below; OR
  - 5 years have passed since you successfully finished your court supervision for:
    - Domestic Battery
    - Criminal Sexual Abuse (victim was 18 or older)
    - Operation of an Uninsured Motor Vehicle
    - Operation of a Motor Vehicle when Registration is Suspended for Non-Insurance
    - Display of False Insurance Card
    - Scrap Processors to Keep Records
  - You have reached 25 years of age, your Reckless Driving supervision occurred when you were under 25, and you have no other convictions.
- Sentences of Qualified Probation, only if 5 years have passed since you successfully finished your probation.
- **NOTE:** For definitions of the sentences listed above, see page 16.

### What types of offenses CANNOT be expunged (erased)?

The following types of arrests, charges, or sentences on your criminal record cannot be expunged:

- Minor Traffic Offenses, unless you were released without being charged.
- Convictions for misdemeanors and felonies unless they were reversed, vacated, pardoned by the Governor, or approved by the Prisoner Review Board.
- Court supervision or Qualified Probation that was NOT successfully completed.
- Court supervision for the following offenses:
  - Reckless Driving (if you were 25 or older at the time)
  - Driving Under the Influence
  - Sexual Offenses Against a Minor Under Age 18

### What if I have some offenses that can be expunged and some that cannot?

- If you have any convictions on your criminal record other than the exceptions listed in Step 2, then none of your criminal record can be expunged.
- Although minor traffic offenses cannot be expunged, you can still expunge other eligible criminal records when your record includes both.
- If you have criminal records from different jurisdictions (like two different counties), look at all the records together as a whole to decide.

### What types of offenses CAN be sealed (hidden)?

Arrests and charges for misdemeanors and felonies that did not lead to a conviction can be sealed at any time, including minor traffic offenses where no charges were filed. Cases with the following sentences on your criminal record can be sealed if at least 3 years have passed since the successful completion of your last sentence:

- Sentences of probation or Qualified Probation
- Court supervision, except for those listed under the next section.
- Convictions for most misdemeanors, except those listed in the next section.
- Convictions for these Class 3 Felonies under the Criminal Code:
  - Theft ([720 ILCS 5/16-1](#))
  - Retail Theft ([720 ILCS 5/16-25\(a\)](#))
  - Deceptive Practices ([720 ILCS 5/17-1](#))
  - Forgery ([720 ILCS 5/17-3](#))
  - Possession with Intent to Manufacture or Deliver a Controlled Substance ([720 ILCS 570/401](#))
- Convictions for these Class 4 Felonies:
  - Prostitution ([720 ILCS 5/11-14](#))
  - Possession of Cannabis ([720 ILCS 550/4](#))
  - Possession of a Controlled Substance ([720 ILCS 570/402](#))
  - Theft ([720 ILCS 5/16-1](#))
  - Retail Theft ([720 ILCS 5/16-25\(a\)](#))

- Deceptive Practices ([720 ILCS 5/17-1](#))
- Forgery ([720 ILCS 5/17-3](#))
- Possession of Burglary Tools ([720 ILCS 5/19-2](#))
- Offenses under the Steroid Control Act (repealed)
- Offenses under the Methamphetamine Precursor Control Act ([720 ILCS 646](#))

### What types of offenses CANNOT be sealed (hidden)?

The following types of arrests, charges, and sentences on your criminal record cannot be sealed:

- Convictions and supervision for these misdemeanors:
  - Minor Traffic Offenses;
  - Driving Offenses:
    - Driving Under the Influence ([625 ILCS 5/11-501](#))
    - Reckless Driving (unless under 25 at the time of the offense and no other convictions for DUI or reckless driving) ([625 ILCS 5/11-503](#))
  - Violent Offenses:
    - Domestic Battery ([720 ILCS 5/12-3.2](#))
    - Violation of an Order of Protection ([720 ILCS 5/12-3.4](#)), Civil No-Contact Order ([740 ILCS 22/720 ILCS 22/101-220](#)), or Stalking No-Contact Order ([740 ILCS 21/1-135](#))
  - Sexual Offenses:
    - Soliciting a Prostitute or Patronizing a Prostitute ([720 ILCS 5/11-18](#))
    - Public Indecency ([720 ILCS 5/11-30](#))
    - Any other misdemeanor offense listed under Article 11 of the Criminal Code (with the exception of Prostitution) ([720 ILCS 5/11](#))
    - Any offense that requires registration under the Sex Offender Registration Act
  - Animal Offenses:
    - Dog Fighting ([720 ILCS 5/48-1](#))
    - Class A misdemeanors under the Humane Care for Animals Act, such as beating or tormenting an animal, or abandonment ([510 ILCS 70/3.01](#); [510 ILCS 70/4.03](#); [510 ILCS 70/5](#); [510 ILCS 70/5.01](#); [510 ILCS 70/6](#); [510 ILCS 70/7.15](#))
- Convictions for Class X, Class 1, and Class 2 Felonies.
- Convictions for most Class 3 and Class 4 Felonies, except those listed in the previous section.
- New felony convictions after you already had felony convictions sealed. **NOTE:** a new felony conviction after your sealing may result in the unsealing of your past felony convictions. ([20 ILCS 2630/5.2\(c\)\(4\)](#))

### What if I have some offenses that can be sealed and some that cannot?

- The offenses that qualify for sealing can be sealed.
- The offenses that do not qualify for sealing will stay on your criminal record.

## STEP 3A: FILL OUT THE EXPUNGEMENT FORMS

Follow these instructions only if you have determined that your entire criminal record can be expunged (erased). If your entire record cannot be expunged, skip to Step 3B to complete the Sealing forms.

### What forms do I need to expunge (erase) my criminal record?

- *Request to Expunge & Impound Criminal Records:* Gives the court the information needed to decide if you can have your criminal record expunged.
- *Additional Arrests or Cases for Expungement & Sealing:* Use this form if you have more than 15 arrests and cases on your criminal record to list the extra arrests or cases.
- *Notice of Filing for Expungement or Sealing:* Tells the arresting agency that you are asking the court to expunge your criminal record.
- *Additional Notice of Filing for Expungement or Sealing:* Use this form if you have more than 2 arresting agencies or if you were arrested in more than 2 different cities, towns, or villages.
- *Order to Expunge & Impound Criminal Records:* Is used by the judge to say your *Request to Expunge & Impound Criminal Records* is approved or denied.

### Where can I find the expungement forms I need?

You can find forms at:

[www.illinoiscourts.gov/Forms/approved/](http://www.illinoiscourts.gov/Forms/approved/)

### How do I fill out the *Request to Expunge & Impound Criminal Records* form?

The form has instructions in the column on the left side to help you. Also listed below are line-by-line instructions with more information on how to fill out the *Request to Expunge & Impound Criminal Records* form.

**Page 1 Caption/Header:** You must enter all your arrest and case numbers at the top of the form where it says "Arrest or Case Numbers." If all of your case numbers do not fit, you should use the *Additional Arrests or Cases for Expungement & Sealing* form.

**Page 1 Table:** Use the information you entered on your Case Worksheet to fill out the table on the first page of the form. The Case Worksheet is on page 13 of this instruction booklet and should be completed using your court disposition printouts or RAP sheet.

- **Arrest or Case Number:** Enter each arrest or case number listed on your court dispositions or RAP sheet.
- **Arresting Agency:** Enter the name of the police department that arrested you.
- **Charge:** Enter the name of the offense you were charged with, such as "retail theft" or "cannabis possession."
- **Date of Arrest:** Enter the date you were arrested listed on your court disposition or RAP sheet.

### If you have more than 15 arrests or cases:

- Mark the checkbox below the table that says "I have listed additional arrests or cases on the attached *Additional Arrests or Cases for Expungement & Sealing* form."
- Enter the extra arrests or cases on the *Additional Arrests or Cases for Expungement & Sealing* form. You can use more than one *Additional Arrests or Cases for Expungement & Sealing* form if needed.

### Expungement Form Page 2 Line-By-Line Instructions:

**Line 4:** This statement in Line 4 must be true. You cannot have your criminal record expunged if you have any charges currently pending.

**Line 5:** You cannot expunge your criminal record if you have ever been convicted of an offense unless one of the exceptions in 5a, 5b, 5c, or 5d applies. If you have been convicted of one offense and no exception applies, then none of the cases on your record can be expunged.

**Line 5a:** Check this box if you were convicted of an offense, but the court vacated or reversed (invalidated) your conviction, making it legally void.

**Line 5b:** Check this box if you were convicted of an offense, but you applied for executive clemency and were given a pardon by the Governor that allows you to expunge (erase) the conviction from your record. You must attach a copy of your pardon to your *Request to Expunge & Impound Criminal Records*.

**Line 5c:** Check this box if you were convicted of an offense, but you petitioned the Prisoner Review Board and were given a Certificate of Eligibility that allows you to expunge (erase) the conviction from your criminal record. You must attach a copy of your Certificate of Eligibility to your *Request to Expunge & Impound Criminal Records*.

**Line 5d:** Check this box if you were convicted of an offense, but later the court made a specific finding that you were factually innocent, allowing you to expunge (erase) the conviction from your criminal record.

**Line 6:** Check this box if you were arrested or brought in to the police station, but you were released and no charges were ever filed against you.

**Line 7:** Check this box if you were arrested for a minor traffic offense, but you were released by the police without being charged with anything.

**Line 8:** Check this box if you were charged but:

- You were found not guilty; OR
- The charges were dropped and you were not sentenced to supervision or probation (*Nolle prosequi*, Stricken On Leave to Reinstate, SOL, non-suit, or dismissed); OR
- The court issued a finding of no probable cause.

**NOTE:** These terms are defined on page 16.

 **Line 9:** Check this box if:

- You were sentenced to Qualified Probation for First Offender Cannabis, Controlled Substance, or Methamphetamine violations (sometimes called 410, 710, 1410); Second Chance Probation; Offender Initiative Program, or TASC Probation; AND
- At least 5 years have passed since you satisfactorily completed your probation (and if TASC probation, the sentence was also vacated or cancelled by the judge).

If you check this box, attach to your forms the results of a drug test that you passed within the last 30 days.

 **Line 10:** Check this box if you were sentenced to court supervision, you successfully completed your court supervision, and no conviction was placed on your record. Also, enough time must have passed since you completed the supervision. Use the following guidelines:

- If you received court supervision for one of the following offenses, 5 years must have passed since you successfully finished the supervision:
  - Domestic Battery
  - Criminal Sexual Abuse (victim was 18 or older)
  - Operation of an Uninsured Motor Vehicle
  - Operation of a Motor Vehicle when Registration is Suspended for Non-Insurance
  - Display of False Insurance Card
  - Scrap Processors to Keep Records
- For all other offenses for which you received court supervision, 2 years must have passed since you successfully finished the supervision.

 **Line 11:** Check this box only if you are NOT trying to expunge a sentence of court supervision for:

- Driving Under the Influence (DUI); OR
- A sexual offense where the victim was under 18 years old; OR
- Reckless Driving when you were 25 years old or older.

 **Line 12:** Check this box if:

- You were charged with Reckless Driving and received a sentence of supervision; AND
- You were less than 25 years old when the offense was committed; AND
- You have never been convicted of DUI of alcohol or any other drug, you have no other convictions for Reckless Driving, and you are now 25 or older.

**Signature:** You must sign and date your *Request to Expunge & Impound Criminal Records*. Your signature means that everything you filled out on the form is true and correct to the best of your knowledge. Making a false statement on this form could be perjury.

**Prepared By:** Enter your name and contact information and leave "Attorney No." empty.

**How do I fill out the *Notice of Filing for Expungement or Sealing* form?**

- Enter your information on this form where instructed.
- If some of your criminal charges or cases took place in different cities, towns, or villages in the same county, you must list all of the police departments that arrested you and the Chief Legal Officer for each city, town, or village. The Chief Legal Officer is usually the lawyer for the city or town in which you were arrested.
- Find the name and address for the county State's Attorney by asking the Circuit Clerk.
- Find the address for the Arresting Agencies (police departments) that arrested you by contacting them.
- Find the address for the Chief Legal Officer by contacting the city, town, or village you were arrested in.
- If you have more than 2 arresting agencies or if you were arrested in more than 2 different cities, towns, or villages, use an *Additional Notice of Filing for Expungement or Sealing* form. You may use more than one *Additional Notice of Filing for Expungement or Sealing* form.
- The Circuit Clerk will mail a copy of the *Notice of Filing for Expungement or Sealing*, any *Additional Notice of Filing for Expungement or Sealing*, and your *Request* form to all of the agencies that are required to get *Notice of your Request*.

**How do I fill out the *Order to Expunge & Impound Criminal Records* form?**

- Enter your information on this form where instructed.
- Enter the number for all arrests, charges, and convictions in your criminal record. If an arrest did not result in formal charges, enter the arrest number.
- You will not check any boxes on the *Order* form. The judge will check the correct boxes once a decision has been made about your *Request*.
- You will get this form back from the court telling you if the court approved or denied your *Request*.



# STEP 3B: FILL OUT THE SEALING FORMS

**Follow these instructions only if you have determined that your criminal record can be sealed (hidden).**

## What forms do I need to seal (hide) my criminal record?

- *Request to Seal Criminal Records:* Gives the court the information needed to decide if you can have your criminal records sealed.
- *Additional Arrests or Cases for Expungement & Sealing:* Use this form if you have more than 15 arrests and cases on your criminal record to list the extra arrests or cases.
- *Notice of Filing for Expungement or Sealing:* Tells the arresting agency that you are asking the court to seal your criminal record.
- *Additional Notice of Filing for Expungement or Sealing:* Use this form if you have more than 2 arresting agencies or if you were arrested in more than 2 different cities, towns, or villages.
- *Order to Seal Criminal Records:* Is used by the judge to say your *Request to Seal Criminal Records* is approved or denied.

## Where can I find the sealing forms I need?

You can find forms at:

[www.illinoiscourts.gov/Forms/approved/](http://www.illinoiscourts.gov/Forms/approved/)

## How do I fill out the *Request to Seal Criminal Records* form?

The form has instructions in the column on the left side to help you. Also listed below are line-by-line instructions with more information on how to fill out the *Request to Seal Criminal Records* form.

**Page 1 Table:** Use the information you entered on your Case Worksheet to fill out the table on the first page of the form. The Case Worksheet is on page 13 of this instruction booklet and should be completed using your court disposition printouts or RAP sheet.

- **Arrest or Case Number:** Enter each arrest or case number listed on your court dispositions or RAP sheet.
- **Arresting Agency:** enter the name of the police department that arrested you.
- **Charge:** Enter the name of the offense you were charged with, such as “retail theft” or “cannabis possession”.
- **Date of Arrest:** Enter the date you were arrested listed on your court disposition or RAP sheet.

## If you have more than 15 arrests or cases:

- Mark the checkbox below the table that says “I have listed additional cases on the attached *Additional Arrests or Cases for Expungement & Sealing* form.”
- Enter the extra cases on the *Additional Arrests or Cases for Expungement & Sealing* form. You can use more than one *Additional Arrests or Cases for Expungement & Sealing* form if needed.

## Page Two Line-By-Line Instructions:

**Line 4:** This statement in Line 4 must be true. You cannot seal arrests or charges for minor traffic offenses unless you were released by the police without being charged. The only traffic cases that can be expunged or sealed are Class A and B misdemeanors (for example, driving on a suspended license), except for reckless driving (when over 25) and DUI.

**Line 5:** This statement in Line 5 must be true. You cannot seal convictions for a felony offense unless:

- The felony was reduced to an eligible misdemeanor; OR
- The felony is one of the Class 3 or Class 4 Felonies that can be sealed.

See What types of offenses CAN be sealed (hidden)? on in Step 2 for a list of the felonies that can be sealed.

To find out if an offense is a felony or misdemeanor, look at your RAP sheet or court dispositions for the “Class.” There will be either an “F” for felony or “M” for misdemeanor listed. In most counties outside of Cook, felony offenses have a “CF” in the case number and misdemeanors have a “CM” in the number.

Sample RAP Sheet with class of criminal charge:

Court Charges/Disposition			
Count	Statute Citation	Literal Description	Class
1	720 ILCS 600/3.5	Poss. Of Drug Paraphernalia	CM
Disposition: COURT SUPERVISION		Disposition Date: 12/17/2010	
Case Number: 09CM117			

**Line 6:** This statement in Line 6 must be true. You cannot seal a felony conviction that happened after you sealed a prior felony conviction.

**Line 7:** Check this box if you were ever arrested or brought in to the police station, but you were released and no charges were ever filed against you.

**Line 8:** Check this box if you were ever charged but:

- You were found not guilty;
- The charges were dropped and you were not sentenced to supervision or probation (*Nolle prosequi*, Stricken On Leave to Reinstate, SOL, non-suit, or dismissed); OR
- The court issued a finding of no probable cause.

**Line 9:** Check this box if you were ever convicted of an offense, but the court vacated or reversed (invalidated) your conviction, making it legally void.

**Line 10:** Check this box if any of the options in 10a, 10b, 10c, or 10d applies to you and at least 3 years have passed.

**Line 10a:** Check this box if:

- You were sentenced to court supervision; AND
- You successfully completed the supervision.

**Line 10b:** Check this box if:

- You were convicted of a misdemeanor that can be sealed; AND
- At least 3 years have passed since the successful completion of your last sentence. Your “last sentence” means the latest completion date of any sentence you received in any location.

See What types of offenses CAN be sealed (hidden)? in Step 2 for a list of the misdemeanors that can be sealed.

**Line 10c:** Check this box if :

- You were sentenced to Qualified Probation for First Offender Cannabis, Controlled Substance, or Methamphetamine violations (sometimes called 410, 710, 1410); Second Chance Probation; Offender Initiative Program, or TASC Probation; AND
- At least 3 years have passed since the successful completion of your last sentence. Your “last sentence” means the latest completion date of any sentence you received in any location.

If you check this box, attach to your forms the results of a drug test that you passed within the last 30 days.

**Line 10d:** Check this box if:

- You were convicted of a felony offense that can be sealed; AND
- At least 3 years have passed since the successful completion of your last sentence. Your “last sentence” means the latest completion date of any sentence you received in any location.

See What types of offenses CAN be sealed (hidden)? in Step 2 for a list of the felonies that can be sealed.

If the felony was drug-related, attach to your forms the results of a drug test that you passed within the last 30 days.

**Line 11:** Check this box if you petitioned the Prisoner Review Board and were given a **Certificate of Eligibility** that allows you to seal (hide) the conviction from your criminal record. You must attach a copy of your Certificate of Eligibility and the results of a drug test that you passed within the last 30 days to your *Request to Seal Criminal Records*.

**Signature:** You must sign and date your *Request to Seal Criminal Records*. Your signature means that everything you filled out on the form is true and correct to the best of your knowledge. Making a false statement on this form could be perjury.

**Prepared By:** Enter your name and contact information and leave “Attorney No.” empty.

#### **How do I fill out the *Notice of Filing for Expungement or Sealing* form?**

- Enter your information on this form where instructed.
- If some of your criminal charges, or cases took place in different cities, towns, or villages in the same county, you must list all of the police departments that arrested you and the Chief Legal Officer for each city, town, or village. The Chief Legal Officer is usually the lawyer for the city or town in which you were arrested.
- Find the name and address for the county State’s Attorney by asking the Circuit Clerk.
- Find the address for the Arresting Agencies (police departments) that arrested you by contacting them.
- Find the address for the Chief Legal Officer by contacting the city, town, or village you were arrested in.
- If you have more than 2 arresting agencies or if you were arrested in more than 2 different cities, towns, or villages, use an *Additional Notice of Filing for Expungement or Sealing* form. You may use more than one *Additional Notice of Filing for Expungement or Sealing*.
- The Circuit Clerk will mail a copy of this form and your *Request* to all of the agencies that are required to get notice of your *Request*.

#### **How do I fill out the *Order to Seal Criminal Records* form?**

- Enter your information on this form where instructed.
- Enter the number for all arrests, charges, and convictions in your criminal record. If an arrest did not result in formal charges, enter the arrest number.
- You will not check any boxes on the *Order* form. The judge will check the correct boxes once a decision has been made about your *Request*.
- You will get this form back from the court telling you if the court approved or denied your *Request*.

## STEP 4: NEXT STEPS FOR EXPUNGEMENT & SEALING

### What do I do after I fill out the forms?

- File your forms with the Circuit Clerk in the county where you were arrested or charged with the offense. In some counties, you may have to attach copies of your court dispositions.
- Call the Circuit Clerk and ask how much it will cost to file your forms and the types of payment (cash, check, credit, online) they take and number of copies required.
- If you cannot afford the fee, fill out and file an *Application for Waiver of Court Fees* found at: [www.illinoiscourts.gov/forms/approved](http://www.illinoiscourts.gov/forms/approved)
- File your forms with the Circuit Clerk in person. You may be able to file by mail or online depending on the county where you are filing your court case.
- The Circuit Clerk will stamp your forms. This stamp is your proof that the forms were filed with the court.
- How to File In Person
  - Go to the courthouse in the county where your court case should be filed.
  - Give the Circuit Clerk your original forms and the copies to stamp.
  - The Circuit Clerk will keep the original forms and give back your copies.
  - Pay the filing fee or file your *Application for Waiver of Court Fees*.
- How to File By Mail
  - If you will be asking for a fee waiver, there may be local rules requiring you to file your *Application for Waiver of Court Fees* in person. Ask the Circuit Clerk if you have to file your *Application for Waiver of Court Fees* in person.
  - In Cook County, you must go in person to have your fees waived.
  - If you do not need to appear in person, mail your original forms including your *Application for Waiver of Court Fees* and one copy to the Circuit Clerk to stamp.
  - If you do not need to have your fees waived, mail your original forms and one copy to the Circuit Clerk to stamp.
  - Include the *Letter to the Circuit Clerk* found at: <http://www.illinoiscourts.gov/Forms/approved/>.
  - Include a self-addressed and stamped envelope for the Circuit Clerk to mail the file stamped copy to you.
- How to File Online
  - Check your local Circuit Clerk's website to see if online filing is an option for you at: <http://www.ilcourtclerks.org/illinois-court-clerks/>.
  - Follow the instructions for filing online provided by the Circuit Clerk.
  - Pay the filing fee as instructed online or file your *Application for Waiver of Court Fees*.

- Even if you can file online, you may have to appear in person to apply for a fee waiver. Ask the Circuit Clerk if you have to file your *Application for Waiver of Court Fees* in person.
- The Circuit Clerk will mail your *Request* with the *Notice of Filing for Expungement or Sealing* to each of the following:
  - County State's Attorney
  - Arresting Agencies (police departments)
  - Chief Legal Officers of the cities, towns and villages where you were arrested
  - Illinois State Police
- Keep 1 copy of the forms that were stamped by the Circuit Clerk for your own records.

### What if I have arrests and charges from different counties?

If you have arrests, charges, or convictions that happened in more than one county, you must file separate requests for expungement or sealing in each county. A *Request* should only include arrests, charges, and convictions that happened in one county. You will have to pay filings fees in each county where you file a *Request*, unless they are waived in each county.

### What if I move before my expungement or sealing case is over?

If you move before your case is over, immediately notify the Circuit Clerk of your new address. If you do not tell the court your new address you may not receive notices of hearing dates and copies of court orders.

### Can anyone keep me from getting my criminal record expunged (erased) or sealed (hidden)?

The police departments and prosecutors that you listed on the *Notice of Filing for Expungement or Sealing* form get a chance to object to your request to expunge or seal your criminal record. They have 60 days from the day they receive your *Request* to file a written objection with the court. If they object, it means they do not want your record to be expunged or sealed. If the agencies do not object during the 60 days, they cannot object at a later time.

### How will I know if someone objects to my request for expungement or sealing?

The Illinois State Police will mail you a copy of any objection. An objection does not mean the court is denying your *Request*. The court will consider the objection when deciding if your criminal record will be expunged or sealed.

### **Will I have a court hearing for my expungement or sealing case?**

You may need to go to court for a hearing in front of a judge. Some counties schedule a hearing date right away, but others will only schedule a hearing if one of the agencies you listed on the *Notice of Filing for Expungement or Sealing* form objects to your request for expungement or sealing.

#### **Get ready for your court date.**

- Decide and write down specific negative results you may suffer if your *Request* is denied.
- Gather and make copies of pictures and documents you want the judge to see like evidence of completion of a treatment program, letters of recommendation, proof of education, or degrees, etc.

#### **Go to your court date.**

- You must attend the court hearing if one is scheduled. If you do not go to your hearing, your case could be dismissed.
- Bring these items with you to court:
  - Photo I.D.;
  - Stamped copies of your forms;
  - *Order to Expunge & Impound Criminal Records* or *Order to Seal Criminal Records*;
  - Notes or documents detailing your employment and educational history; AND
  - Other papers related to your *Request* (like evidence of completion of a treatment program, letters of recommendation, proof of education, or degrees, etc.).
- Get to the courthouse at least 30 minutes early.
- Go to the courtroom number listed on your court form. If your forms do not have a courtroom number look for a list of cases at the courthouse or ask the Circuit Clerk.
  - Check in with the courtroom staff and wait for your name and case number to be called.
  - When your case is called, walk to the judge and introduce yourself.

#### **How do I present my case to the judge?**

- Tell the judge your side of the case and answer questions. Be prepared to tell the judge about specific negative results you may suffer if your *Request* is denied.
- You will have a chance to respond to any objections to your request for expungement or sealing.
- The agencies that you listed on your *Notice of Filing for Expungement or Sealing* form may be at your hearing and could ask you questions about your case.

### **If I am asked to come in for hearing, how does the court decide to approve or deny my request for expungement or sealing?**

Requests for expungement or sealing are not automatically approved just because you are eligible under the law. To decide, the court may:

- Review any objections filed by the agencies you listed on your *Notice of Filing for Expungement or Sealing* form; AND
- Determine if you are eligible under the law; AND
- Review other factors it is allowed to consider:
  - The strength of the evidence supporting a conviction;
  - The reasons why the State, the Arresting Agencies, or Chief Legal Officers want to keep your records from being erased or hidden;
  - Your age, criminal record history, and employment history;
  - The period of time between your arrest on the charge resulting in the conviction and the filing of the request to expunge or seal your records; AND
  - The specific negative results you may suffer if the petition is denied. Be prepared to tell the judge about these.

### **How will I find out if my request for expungement or sealing is approved or denied?**

If you do not receive a copy of the *Order* in court, the Circuit Clerk will mail you a copy of the *Order* stating whether your request for expungement or sealing was approved or denied.

### **What do I do with the *Order* approving or denying my request for expungement or sealing after I get it?**

If your request was approved, it is very important that you keep a copy of the *Order* that you receive from the Circuit Clerk in a safe place. Once your arrests or cases are expunged or sealed, the court no longer has a court record for you and it may be very difficult to get another copy of the *Order*.

### **If my request is approved, how long will I have to wait before my record is expunged or sealed?**

If the judge approves your request for expungement or sealing, a copy of the *Order* will be sent by the Circuit Clerk to the police departments and prosecutors that you listed on the *Notice of Filing for Expungement or Sealing*. These agencies have 60 days from the time they receive a copy of the *Order* to expunge or seal your records.

### **How will I know when my record has been expunged or sealed?**

The Illinois State Police will send you a letter stating that they have expunged or sealed your records. Until you receive this letter from the Illinois State Police, your records have not yet been expunged or sealed.

### Can anyone find out about my criminal record once it has been expunged or sealed?

Some agencies will be able to find out that you expunged a criminal record and see your sealed records:

- Law enforcement agencies including police departments, prosecutors, correctional institutions, military, and court services and Department of Child and Family Services can see all sealed records, expunged pardoned convictions, and some five-year-waiting-period expunged records for limited purposes.
- Any employer required by law to conduct fingerprint background checks can see sealed felony conviction records. These employers include: financial institutions, fire departments, private carrier companies, schools, park districts, health care organizations, and childcare organizations.
- An employer not listed above and members of the public can't see expunged or sealed records or find out that you have had a record expunged or sealed.

### If my records are expunged or sealed, do I have to tell employers or potential employers about it?

No, you do not have to tell employers about expunged or sealed criminal records.

- On job applications you may answer "no" to the question, "have you ever been convicted" if your entire criminal record was expunged or sealed. Note: in Illinois, private employers with 15 or more employees are not allowed to ask if you have ever been convicted of a crime.
- If you applied for expungement or sealing and the court has not decided yet, if asked, you still have to report your criminal record to a potential employer after an interview or conditional offer of employment.
- In Illinois it is against the law for employers to ask if you have expunged or sealed any criminal records unless they are one of the agencies above authorized by law.

If an employer finds out that you expunged or sealed any criminal records, they cannot use that against you or they will violate the Illinois Human Rights Act [775 ILCS 5/1-101-10/104](#).

### What can I do if my request for expungement or sealing is denied?

- Ask for Reconsideration: You can ask the circuit court to look at your *Request* again.
  - File a Motion for Reconsideration with the Circuit Clerk within 60 days from the day you received a copy of the *Order* denying your *Request*.
  - You may have to pay another filing fee unless you have a fee waiver. You have to send a copy of your Motion for Reconsideration and Notice of Motion forms to the States Attorney, Arresting Agencies, Chief Legal Officer of the Unit of Local Government, and Illinois State Police.

- Appeal: You can ask the appellate court to review the circuit court decision.
  - File a Notice of Appeal with the Circuit Clerk within 30 days from the day the *Order* was entered denying your *Request*; OR
  - If you file a Motion for Reconsideration and it is denied, file a Notice of Appeal within 30 days from the day the *Order* was entered denying your Motion for Reconsideration.
  - You will have to pay a filing fee to the appellate court unless you have a fee waiver from the appellate court. You will have to pay a fee for the Circuit Clerk to prepare the Record on Appeal unless you have a fee waiver from the circuit court.

### What if my criminal record does not qualify for expungement or sealing?

You may be able to get one of the following certificates from the Prisoner Review Board that will allow you to apply for expungement or sealing.

- Certificate of Eligibility for Expungement: You may be able to get this certificate if you were convicted of a Class 3 or Class 4 Felony and enlisted in, or received an honorable discharge from the United States Armed Forces or National Guard and you served at least one tour of duty.
- Certificate of Eligibility for Sealing: You may be able to get this certificate if you have been convicted of a Class 3 or Class 4 Felony.

To find out if you are eligible for one of these certificates, contact the Prisoner Review Board:

#### Illinois Prisoner Review Board

319 East Madison Street, Suite A

Springfield, IL 62701

Telephone: (217) 782-7273

Fax: (217) 524-0012

[www.illinois.gov/prb/](http://www.illinois.gov/prb/)

### What if my criminal record does not qualify for expungement or sealing and I cannot get a certificate from the Prisoner Review Board?

You may be able to get one of the following certificates from the court to help you show that you are serious about getting a job or get a professional license:

- Certificate of Good Conduct: This certificate may help you get a job. You may be able to get the certificate if it has been two years since you successfully completed your sentence and you have not been convicted of a Class X Felony, aggravated DUI, aggravated domestic battery, or a forcible felony resulting in great bodily harm.

- Certificate of Relief from Disabilities: This certificate may help you get a professional license for jobs like a barber, therapist, real estate agent, roofer, engineer, accountant, and more. You may be able to get this certificate if you have not been convicted of a Class X felony, aggravated DUI, aggravated domestic battery, or a forcible felony resulting in great bodily harm.
- Certificate of Innocence: This certificate may help you get paid money from the Illinois Court of Claims for an unjust conviction. You may be able to get this certificate if you proved you were improperly convicted.
- Health Care Waiver: This certificate may help you get a health care job if you are not professionally licensed (registered nurse, licensed practical nurse) and want to work at a health care organization (nursing homes, hospitals). For more information, see the Health Care Worker Registry at: [www.idph.state.il.us/nar/](http://www.idph.state.il.us/nar/).

**NOTE:** Information about these certificates may be obtained from the Circuit Clerk.

## Appendix: Case Worksheet

**Use this worksheet to get the information from your entire criminal record in one place.**

- You can find all the information you need to fill in the worksheet on your court dispositions, RAP sheets, and information from the Illinois State Police Access and Review process. Below are some samples to help you locate the information you need.
- There are three tables on page 16 of this instruction booklet to help you determine if a sentence or disposition qualifies as a conviction for the purposes of expungement and sealing.

### How do I complete the Case Worksheet?

Using the information on your court dispositions and any RAP sheets you have, fill in your Case Worksheet with this information for each case:

- Arrest or Case Number: Enter the arrest or case number listed on your court disposition or RAP sheet.

- Arresting Agency: Enter the name of the police department that arrested you.
- Charge: Enter all offenses you were charged with for each case number, for example “drug possession” and “possession of paraphernalia”.
- Date of Arrest: Enter the date you were arrested that is listed on your court disposition or RAP sheet.
- Outcome: enter the sentence you received for the offense.
- Completion of Sentence: Enter the date your sentence ended successfully.

### What if I see an arrest on my criminal record but there is no charge, disposition or sentence listed?

Not all arrests lead to charges, so there would not be a charge, disposition, or sentence listed on your record. All arrests without charges can be expunged if all the offenses on your entire record qualify. If not, then the arrests can be sealed. In the chart below, you only need to enter the Arresting Agency and Date of Arrest for arrests that did not result in charges.

	Arrest or Case Number	Arresting Agency	Charge	Date of Arrest	Outcome	Completion of Sentence (Date)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

**Do not file this worksheet with the court. It is only for helping you fill out the actual expungement or sealing forms.**

**Sample Cook County Court Disposition:**

**Sample Chicago Police RAP Sheet:**

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
 PEOPLE OF THE STATE OF ILLINOIS

VS

NUMBER 05121978901

JOHN DOE

CERTIFIED STATEMENT OF CONVICTION / DISPOSITION

I, DOROTHY BROWN, Clerk of the Circuit Court of Cook County, Illinois, and keeper of the records and seal thereof do hereby certify that the electronic records of the Circuit Court of Cook County show:

The State's Attorney of Cook County/Local Prosecutor has filed a complaint with the Clerk of the Circuit Court.

Charging the above named defendant with:

750-5/12-3-A-1 M A BATTERY

The following disposition(s) was/were rendered before the Honorable Judge(s):

11/05/2005 BOND SET BY RULE OF COURT 11/17/2005 3154  
 Smith, Gerald T.

11/17/2005 BOND FORFEITURE B001  
 Smith, Gerald T.

12/13/2005 MOTION TO VACATE BOND FORF.  
 Smith, Gerald T.

12/13/2005 BOND FORFEITURE VACATED  
 Smith, Gerald T.

12/13/2005 STRICKEN OFF - LEAVE REINSTATE C001  
 Smith, Gerald T.

CHICAGO POLICE DEPARTMENT  
 3510 S. Michigan Avenue/Chicago, IL 60653  
 Identification Section

Criminal History Report

DOE, JOHN  
 IR # 978380 MALE  
 SID # WHITE  
 FBI # 5'10"  
 IDOC # EYES: BRO  
 Current Arrest Information: HAIR: BLK

Date of Birth: 2-OCT-1974  
Age: 39 years  
Place of Birth: CHICAGO, IL  
SSN:  
Driver's License #: Q4838171920282782  
Driver's Lic. State: ILLINOIS  
Scars, Marks & Tattoos:

Criminal Justice Summary: Total arrests: 1 (1 Misdemeanor)

ARREST

Arrest Name: DOE, JOHN Date: 11/4/2005 Holding Facility: NORRIDGE  
 Date of Birth: 2-OCT-1974 Arrest Address: 145 W. State St., Chicago, IL  
 DCN or CB: 05456347 Residence: 230 E. Green St., Chicago, IL  
 Officer: JONES Officer Badge #: 53 Arresting Agency: CPD

Count	Class	Type	Statute	Arrest Charge Description
[1]	A	M	720 ILCS 5/12-3	Battery

COURT CHARGES/ DISPOSITION			
Statute	Charge	Class	Case#
720 ILCS 5/12-3	BATTERY	M	05121978901
Disposition: SOL		Disposition Date: 13-DEC-2005	
Sentence:		Sentence Date:	

**Sample Case Worksheet:**

	Arrest or Case Number	Arresting Agency	Charge	Date of Arrest	Outcome	Completion of Sentence (Date)
1	05121978901	Chicago Police Department	Battery	11/4/2005	Stricken off with leave to reinstate	n/a



**Sample County Court Disposition (Not Cook County):**

**Sample Illinois State Police RAP Sheet:**

IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT  
FORD COUNTY, ILLINOIS

PEOPLE OF THE STATE OF ILLINOIS, )  
Plaintiff, )  
vs ) No. **09-CM-117**  
Jane Doe )  
Defendant )

JUDGMENT AND SENTENCE  
OF PROBATION/COURT SUPERVISION/CONDITIONAL DISCHARGE

The case coming on for sentencing, Defendant (having pled guilty of) ~~(having been found guilty of) (having had probation, supervision, or conditional discharge received for)~~ the offense(s) of:  
**Unlawful Possession of Drug Paraphernalia**  
Class A Misdemeanor

and a Presentence Report having been ~~(prepared)~~ (waived) and hearing in aggravation and mitigation ~~(held)~~ (waived); The Court finds there is a factual basis for a finding of guilty. The Court further finds that imprisonment in the Illinois Department of Corrections is not necessary for the protection of the public, and the following sentence does not deprecate the seriousness of the Defendant's conduct and is consistent with the ends of justice.

**ACCORDINGLY IT IS THE ORDER OF THIS COURT**, that the Defendant is placed on (probation) ~~(court supervision)~~ ~~(conditional discharge)~~ for a period of 12 (years) (months) (days) subject to the following conditions:

**THE DEFENDANT SHALL:**

GS (X) 1. not violate any criminal statute of any jurisdiction;  
...  
GS (X) 8. pay a fine of \$ 750 ; court costs of . . . and Probation ~~(Supervision)~~ fees in the amount of \$ 25 per month;

... This case is continued to 12/17/10 except for review or remission hearings.

ENTER: 12/17, 20 09 Gerald T. Smith  
JUDGE

TERMINATION DATE: 12/17, 20 10

ILLINOIS STATE POLICE  
Bureau of Identification  
260 North Chicago Street  
Joliet, IL 60432-4075

**Criminal History Of:** Doe, Jane State Identification #: IL 9876543  
(Last Known Name)

**Conviction Status:** MISDEMEANOR CONVICTION  
**Custodial Status:**

**Alias Name(s)** DOE, JANE **Date of Birth** 01/13/1981

**SUBJECT IDENTIFICATION DATA**

**Sex:** FEMALE  
**Race:** WHITE  
**Height:** 5'4" **Date Reported:** 10/23/2009 **FBI#:**  
**Weight:** 105 **Date Reported:** 10/23/2009 **Chicago IR#:**  
**Eyes:** BLUE  
**Hair:** BLACK  
**Skin:** MEDIUM

**Scars/Marks/Tattoos** TAT L LEG **Place of Birth** ILLINOIS **Driver's License #** K1234567899 **DL State** IL

**CRIMINAL HISTORY DATA**

Arrest  
**DCN:** P129393 **Date of Arrest:** 10/23/2009  
**Name:** DOE, JANE **Date of Birth:** 01/13/1981  
**Residence:** 123 N. Main St. Melvin, IL

**Arresting Agency:** FORD COUNTY SHERIFF'S OFFICE  
**Agency Case Number:** 1234567 **Officer Badge Number:** 008

**Arrest Charges**

Count	Statute Citation	Literal Description	Class
1	720 ILCS 600/3.5	Poss. Of Drug Paraphernalia	CM

**State's Attorney Section**  
**Filing Decision:** FILED **Decision Date:** 10/23/2009

Count	Statute Citation	Literal Description	Class
1	720 ILCS 600/3.5	Poss. Of Drug Paraphernalia	CM

**Agency Name:** FORD COUNTY STATE'S ATTORNEY

**Court Charges/Disposition**

Count	Statute Citation	Literal Description	Class
1	720 ILCS 600/3.5	Poss. Of Drug Paraphernalia	CM

**Disposition:** PROBATION **Disposition Date:** 12/17/2010

**Case Number:** 09CM117  
**Agency Name:** FORD COUNTY CIRCUIT COURT

**Sample Case Worksheet:**

	Arrest or Case Number	Arresting Agency	Charge	Date of Arrest	Outcome	Completion of Sentence (Date)
1	09-CM-117	Ford County Sheriff's Office	Unlawful Possession of Drug Paraphernalia	10/23/2009	Probation	12/17/2010

### How do I know if I was “convicted” of an offense and cannot have my criminal record expunged?

The disposition (outcome) of the offense on your record tells you if you were convicted or not. The tables below explain what the disposition codes or descriptions on your record mean and if you were convicted or not.

- If you see the disposition for your offense on Table 1 below, you were not convicted for that offense and it can be expunged.

- If you see the disposition for your offense on Table 2 below, you were convicted of that offense but you have an exception that allows you to apply for expungement.
- If you see the disposition for your offense listed on Table 3 below, you were convicted of that offense and it cannot be expunged.

### Look at all of the entries in the “Outcome” column of your Case Worksheet. Are there any convictions on your record?

If yes, go to the Sealing instructions in Step 3B. If no, and there are no convictions on your record, or one of the special situations in Table 2 applies to your case, then go to the Expungement instructions in Step 3A.

**Table 1: These dispositions/outcomes mean that you were NOT convicted:**

Code	Disposition	More Information
FNPC	Finding of No Probable Cause	The court dismissed the case because it decided that there was no probable cause (reason) to believe that you had committed the offense that you were accused of.
FNG	Found Not Guilty	The court decided you were not guilty of the offense you were charged with.
RWOC	Released without Charging	You were arrested but not charged with an offense or brought to court.
	<i>Nolle prosequi</i>	The state stopped prosecuting your case and the court dismissed the case.
	Non-suit	In an Ordinance Violation case, the local municipal attorney has the option to bring the case back up again. If they do not, the case is considered dismissed.
SOL	Stricken off with leave to reinstate	The State has the option to bring the case back up again. If they do not within 120 – 160 days, the case is considered dismissed.
	Court supervision, completed successfully	The court kept your case open for a set period of time, and because you followed all of the conditions during that time, the court dismissed the criminal charges against you.
	Successfully completed First Offender Drug Probation or Qualified Probation	This type of probation can also be called 410, 710, 1410, or TASC probation when the court determines the arrest was a result of alcohol or drug addiction, and must be reflected in the record. You can tell if you received this special type of probation by the court disposition.

**Table 2: These dispositions/outcomes mean that you were convicted, but there is a special situation:**

Disposition/Sentence	More Information
Guilty/Conviction Reversed or Vacated	The court originally decided you were guilty of an offense, but then reviewed your case and decided you were not guilty, or the court cancelled the original finding of guilt.
Guilty/Conviction with a Pardon from the Governor	The court found you guilty of an offense, but the Governor granted you a pardon that allows the expungement of your criminal record.
Guilty/Conviction with a Certificate of Eligibility for Expungement from the Prisoner Review Board	You petitioned the Prisoner Review Board and were given eligibility to erase a conviction from your criminal record.

**Table 3: These dispositions/outcomes mean that you were convicted:**

Disposition/Sentence	More Information
Time Considered Served	The court determined that you committed the offense. The time you spent in jail waiting for the court to hear your case was considered your sentence.
IDOC (Illinois Department of Corrections) or County Department of Corrections (jail)	The court determined you committed the offense. You were sentenced to time in jail or prison.
Conditional Discharge	The court determined you committed the offense. You were sentenced to meet certain conditions and if you did not you would be resentenced.
Probation (not Qualified Probation)	The court determined you committed the offense. You were sentenced to report to a Probation Officer.
Fine (without court supervision)	The court determined you committed the offense. You were sentenced to pay a fine.

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  _____ COUNTY	<b>REQUEST 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. List any other names you used when arrested. If the Clerk gave you a new case number, enter it to the right. Enter the number for the eligible arrests, charges, and convictions 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 9 [ ] [Y] Criminal Offenses on your Record in this County:</b>  _____ _____ _____ _____	_____ <b>Case Number</b> <i>(if the Clerk assigns a new number)</i>

If you have more than 15 eligible arrests or charges list them on one or more *Additional Arrests or Cases for Expungement & Sealing* forms.

See pages 13 – 16 of the *How to Expunge or Seal a Criminal Record* for help with filling out this table.

In **1**, enter the first 15 eligible arrests or charges on your record.  
See *How to Expunge or Seal a Criminal Record* to make sure all of your cases can be erased by expunging your record.

In **1**, check the box if you listed additional eligible arrests or charges on one or more *Additional Arrests or Cases for Expungement & Sealing* form.

In **2**, enter your current address.

1. I ask the Court to expunge and impound the following arrests or charges from the records of the Arresting Agency, the Circuit Clerk, and the Illinois State Police. I was arrested, or charged without being arrested, on the dates and for the offenses listed below:

1	Arrest or Case Number	Arresting Agency	Charge	Date of Arrest
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

I have listed additional arrests or cases on the attached *Additional Arrests or Cases for Expungement & Sealing* form.

2. My mailing address is: \_\_\_\_\_  
*Street, Apt.*

\_\_\_\_\_  
*City*          *State*          *ZIP*

In **3**, enter a phone number where you can be reached.

**4** must be true for you to use this form. You cannot ask for expungement if you have been charged with a crime and the case is not over.

In **5-12**, check ALL boxes that apply.

In **5**, you cannot expunge a criminal conviction unless one of the special situations listed under checkboxes a, b, c, or d describes your case.

In **9**, your record must specifically state that you had Qualified Probation. It might also be called 410, 710, 1410, or TASC probation.

In **10**, if you got supervision for any case, 5 years must have passed for:  
 • Domestic Battery;  
 • Criminal Sexual Abuse;  
 • Driving without Insurance;  
 • Driving with registration suspended for Non-Insurance;  
 • Display of False Insurance Card;  
 • Scrap Processors to Keep Records; OR  
 2 years must pass for all other crimes (except those listed in 11, which can never be expunged).

Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

Enter your name, address, and phone number.

Leave Attorney No. blank if an attorney did not fill out form.

**DO NOT** fill in the box to the right.

3. A phone number where I can be reached is: \_\_\_\_\_
4. There are no criminal charges currently pending against me anywhere.
5. I have never been convicted of any criminal offense, unless:
- a.  I was convicted, but the conviction was reversed or vacated; OR
  - b.  I received a pardon from the Governor of the State of Illinois allowing expungement. (*Attach a copy of the pardon.*); OR
  - c.  I received a Certificate of Eligibility for Expungement by the Prisoner Review Board. (*Attach a copy of the Certificate.*); OR
  - d.  I was found factually innocent in the case I am asking to expunge.
6.  For at least one case, I was arrested and released, and no charges were filed against me.
7.  For at least one case, I was arrested for a minor traffic offense and released from custody without being charged.
8.  For at least one case, I was charged, but was later acquitted, or released without being convicted.
9.  For at least one case, I received a sentence of Qualified Probation; AND
- a. At least 5 years have passed since my Qualified Probation ended satisfactorily; AND
  - b. I have attached the results of a drug test that I passed within the last 30 days.
10.  For at least one case, I received a sentence of supervision; AND
- a.  For certain offenses listed in the law, at least 5 years have passed since I completed my supervision successfully; OR
  - b.  At least 2 years have passed since I completed my supervision.
11.  I am NOT seeking to expunge any arrests or charges that resulted in supervision for:
- a. Driving Under the Influence; OR
  - b. Any sexual offense against a person under the age of 18; OR
  - c. Reckless Driving when I was 25 years of age or older.
12.  For at least one case, I received a sentence of supervision for Reckless Driving; AND
- a. I was under the age of 25 when the offense was committed; AND
  - b. I have no other convictions for driving under the influence or reckless driving and I am now 25 or older.

**I certify that everything in the *Request* is true and correct. I understand making a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).**

\_\_\_\_\_  
 Your Signature

\_\_\_\_\_  
 Date

Prepared by: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Attorney No.: \_\_\_\_\_

<i>For official use only</i>	
State's Attorney/Prosecutor/ISP/Arresting Agency/Chief Local Legal Officer:	
Received on:	

<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>	Request of: _____  <b>Your name</b> <i>(First, middle, last name)</i> _____  <b>Date of birth</b> _____ <b>Race</b> _____ <b>Gender</b> _____  _____ <b>Case Number</b> <i>(if the Clerk assigns a new number):</i> _____	
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.	<b>Arrest or Case Numbers of all Eligible Criminal Offenses on your Record in this County:</b>  _____ _____ _____ _____	

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: \_\_\_\_\_

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  _____ COUNTY	<b>NOTICE OF FILING FOR EXPUNGEMENT OR SEALING</b>	<i>For Court Use Only</i>        _____ <b>Case Number</b> <i>(if the Clerk assigns a new number)</i>			
<b>Instructions ▼</b> Enter above the county name where you will file this case.  Enter your name, birth date, race, and gender.  Select the type of Request you are filing.  If the Clerk gave you a new case number, enter it to the right.  Enter the number for the eligible arrests, charges, and convictions 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>  _____ <table style="width:100%; border: none;"> <tr> <td style="border: none;"><b>Date of birth</b></td> <td style="border: none;"><b>Race</b></td> <td style="border: none;"><b>Gender</b></td> </tr> </table> Request for: <input type="checkbox"/> Expungement <input type="checkbox"/> Sealing	<b>Date of birth</b>	<b>Race</b>	<b>Gender</b>	          <b>Arrest or Case Numbers of all 9 ][ J\Y Criminal Offenses cb your Record in this County:</b> _____ _____ _____ _____
<b>Date of birth</b>	<b>Race</b>	<b>Gender</b>			

This form can be used with *Requests* for expungement or sealing.

In **1**, enter the State’s Attorney or Municipal Prosecutor 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 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 or Sealing* form and check the box.

- 1. To:** \_\_\_\_\_ County State’s Attorney or  
                   *County or Municipality Name*

Municipal Prosecutor Office:

_____	City	State	ZIP
-------	------	-------	-----
- 2. To:** Arresting Agencies that arrested you:

_____	_____
<i>Name</i>	<i>Name</i>
_____	_____
<i>Street Address</i>	<i>Street Address</i>
_____	_____
<i>City</i>	<i>City</i>
<i>State</i>	<i>State</i>
<i>ZIP</i>	<i>ZIP</i>

I have listed additional Arresting Agencies on the attached *Additional Notice of Filing for Expungement or Sealing* form.
- 3. To:** Chief Legal Officers of the Units of Local Government that arrested you:

_____	_____
<i>Name</i>	<i>Name</i>
_____	_____
<i>Street Address</i>	<i>Street Address</i>
_____	_____
<i>City</i>	<i>City</i>
<i>State</i>	<i>State</i>
<i>ZIP</i>	<i>ZIP</i>

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

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

In 5, select the type of Request you are filing and enter the name of the county where you are filing your Request.

5. I have filed a:

Request to Expunge & Impound Criminal Records

Request to Seal Criminal Records

with the Clerk of the Circuit Court of \_\_\_\_\_ County, Illinois.  
*County Name*

6. 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: \_\_\_\_\_

Leave Attorney No. blank if an attorney did not fill out form.

Phone Number: \_\_\_\_\_

Attorney No.: \_\_\_\_\_

**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*