

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  _____ COUNTY	<b>ORDER TO SEAL CRIMINAL RECORDS</b>	For Court Use Only
Instructions ▼	Request of: _____  <b>Your name</b> (First, middle, last name) _____  <b>Date of birth</b> _____ <b>Race</b> _____ <b>Gender</b> _____  _____ <b>Case Number</b> (if the Clerk assigns a new number): _____	
Enter above the county name where you will file this case.		
Enter your name, birth date, race, and gender.		
See Step 3B 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, charges, and convictions on your criminal record in this county. If the 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 Seal 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 Illinois State Police, the Arresting Agencies, and the Clerk of the Circuit Court must seal these records.
- 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.

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

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

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

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

**ENTERED:**

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