

## GENERAL INFORMATION FOR SELF REPRESENTED FILING A PETITION FOR EXPUNGEMENT IN CLARION COUNTY

The following web site is the first step in Petitioning the Court for an expungement.  
<http://libguides.law.widener.edu/content.php?pid=159023&sid=1346682> Under the PA Rules of Criminal Procedure, you will need to read Rules 319, 320, 490 & 790.  
You will need to read these Rules to determine which Rule(s) applies to your case(s).

For a Petition for Order for Limited Access Pursuant to Pa.R.Crim.P.791, you will need to read Act 5 of 2016 and PA Rules of Criminal Procedure 791. A blank state petition form can be found at the UJS website (<http://www.pacourts.us/forms/for-the-public>).

The filing fee for any of the above is \$132.00 per docket, non refundable.

At the PA Supreme Court's direction, the Administrative Office of Pennsylvania Courts (AOPC) has developed petition forms or templates (Rule 490 and Rule 790 only) for use by petitioners in requesting the Court to have their records expunged available at the following link:  
<http://www.pacourts.us/Forms/Default.htm>

Please note that the petition pursuant to Pa.R.Crim.P. 490 relates to SUMMARY offenses ONLY and the petition pursuant to Pa.R.Crim.P. 790 relates to CRIMINAL (misdemeanors, felonies, and summary offenses if included with other offenses). The petition pursuant to Pa.R.Crim.P. 790 is to be used for partial expungements as well.

You must attach the required Pennsylvania State Police (PSP) background check as per Pa.R.Crim.P. 490 and 790. Disregard the last box on the form petition(s) that inaccurately makes it appear that such a petition can be successfully filed without the required background check, See the PSP website:  
<http://www.psp.state.pa.us> Also attach a notice from the Adult Probation Office that you have completed the ARD Program, if that applies in your case.

Further information regarding your case(s) and offenses to include the Offense Tracking Number (OTN) can be found on the case docket sheets available at the PA Unified Judicial System's website at the following link:  
<http://ujportal.pacourts.us/>. Docket sheets for both Magisterial District Court and Common Pleas Court cases can be located at the website,

The original Expungement Petition(s), the required PSP background check attachment and the Affidavit of Service, indicating that a copy of the Petition(s) for Expungement were filed with the District Attorney's Office, notice from the Adult Probation indicating your ARD program has been completed, along with the payment of \$132.00, non refundable filing fee, per case, payable to the Clerk of Courts, are to be filed with the Clerk of Courts, Clarion County Courthouse, 421 Main Street, Ste. 25, Clarion, PA 16214. A copy of the petition(s) and attachment must also be delivered, by the filer, to the District Attorney's Office located at 502 Liberty Street, Clarion, PA 16214.

Although we go to great lengths to ensure our information is accurate and useful, we recommend you consult a lawyer if you want professional assurance that our information and your interpretation of it, is appropriate to your particular situation. We cannot provide legal advice and to do so would be considered the unauthorized practice of law.