

HOW TO HANDLE YOUR EXPUNGEMENT



NORTHEAST LOUISIANA REGIONAL GUIDE

***CALDWELL PARISH • EAST CARROLL PARISH • FRANKLIN PARISH
LINCOLN PARISH • MADISON PARISH • MOREHOUSE PARISH
OUACHITA PARISH • RICHLAND PARISH • TENSAS PARISH
UNION PARISH • WEST CARROLL PARISH***

jaclouisiana.org



Justice & Accountability Center of Louisiana

This guide contains relevant information for the following parishes and courts:

Caldwell Parish

- Caldwell Parish District Court

East Carroll Parish

- East Carroll Parish District Court

Franklin Parish

- Franklin Parish District Court
- Winnsboro City Court

Lincoln Parish

- Grambling City Court
- Lincoln Parish District Court
- Ruston City Court

Madison Parish

- Madison Parish District Court

Morehouse Parish

- Bastrop City Court
- Morehouse Parish District Court

Ouachita Parish

- Monroe City Court
- Ouachita Parish District Court
- West Monroe City Court

Richland

- Richland Parish District Court

Tensas Parish

- Tensas Parish District Court

Union Parish

- Union Parish District Court

West Carroll Parish

- West Carroll Parish District Court

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ABOUT JAC

The Justice and Accountability Center of Louisiana (JAC), founded in 2011, addresses pervasive problems in the post-conviction phase of the criminal justice system and creates a supportive, collaborative space for attorneys and advocates.

The lack of access to appropriate services in the post-conviction phase of the criminal justice system and the lack of support for a positive reentry for people previously incarcerated are contrary to notions of fairness and justice. JAC envisions a just society where individuals have affordable access to necessary services. JAC has three goals for supporting a just community.

JUSTICE: Our first and immediate goal is to promote access to justice through legal services and related community education. JAC's legal services increase the likelihood of successful reentry and decrease recidivism rates. Throughout the year, JAC offers community education workshops, classes, and events for the general public, attorneys, stakeholders, policy makers, and the media on various criminal justice issues, including expungement, reentry, indigent defense funding and more.

ACCOUNTABILITY: Our second intermediate goal is to promote systemic change that will positively impact the lives of those previously incarcerated. JAC collects data to use for systemic reform through litigation, legislation, and policy advocacy. By tracking trends and highlighting deficiencies, we can provide the first step toward lasting change.

THE CENTER: Our third and long-term goal is to deconstruct the current model of legal practice and create a space for attorneys and advocates to come together. Through a collaborative approach, attorneys share intellectual resources, develop best practices and strategize avenues for meaningful representation.

BACKGROUND

After the 2017 legislative changes, the state of Louisiana reduced its incarcerated population and, depending on the month, is either ranked first or second in the nation in incarceration rates. A mere arrest creates a criminal record, regardless of whether any criminal charges were filed. These records are publicly available and widely used to deny employment, housing, education, and training opportunities among others. Massive segments of our population face tremendous social and legal barriers to successful re-entry as a result of these discriminatory policies.

The Justice and Accountability Center of Louisiana responds to the legal needs of previously incarcerated populations in Louisiana who are marginalized by social stigma while changing the way lawyers provide services to those unable to afford private representation.

DID YOU KNOW?

- The poverty rate would drop by 20% but for mass incarceration.¹
- As of June 2018, Louisiana is second in the nation in imprisonment rates.²
- The imprisonment rate in Louisiana is 712 per 100,000 residents, significantly above the national average of 450 per 100,000 residents.³
- African-American men are incarcerated with more frequency than any other racial group.⁴
- In 2015, 90% of arrests in Louisiana were for non-violent⁵ crimes.⁶
- Nearly 92% of large employers checked criminal histories of potential employees in 2010.⁷
- One in 3 Americans has been arrested by age 23.⁸
- The United States spends \$65 Billion per year on incarceration.⁹

1. The Sentencing Project. "Americans with Criminal Records," November 2015.

2. Adam Gelb & Elizabeth Compa, "Louisiana No Longer Leads Nation in Imprisonment Rate," available at: <https://www.pewtrusts.org/en/research-and-analysis/articles/2018/07/10/louisiana-no-longer-leads-nation-in-imprisonment-rate>.

3. Id.

4. NAACP. Criminal Justice fact Sheet. Available at: <http://goo.gl/ZQ5pXo>. Last Accessed April 2016.

5. Violent offenses in Louisiana include 51 offenses that are listed under LA. REV. STAT. ANN. §14:2, which includes murder, rape, kidnapping, robbery, and similar offenses.

6. Federal Bureau of Investigation, Unified Crime Reporting Index by State in 2014. Available at: <https://goo.gl/20DIRP>. Last Accessed April 2016.

7. Society for Human Resources Management, Background Checking: Conducting Criminal Background Checks (Jan. 22, 2010), at 3.

8. The Wall Street Journal. "How Many Americans Have a Police Record? Probably More Than You Think."

9. August 7, 2015. 9. The Sentencing Project. "Americans with Criminal Records," November 2015.

HOW TO USE THIS GUIDE

This guide provides basic information about how to seal (expunge) a record of arrest or conviction in Louisiana's Caldwell, East Carroll, Franklin, Lincoln, Madison, Morehouse, Ouachita, Richland, Tensas, Union, and West Carroll Parishes. In the limited circumstances where expungement is possible, the process is relatively simple and usually can be managed without the help of a lawyer. This guide is intended to provide support to people helping themselves.

We are currently revising our Expungement App. It should be available for download in mid-2020. It will be available for FREE from GooglePlay or iTunes, or online at www.JACLouisiana.org. The app will let you know the situations in which you are likely to be successful in obtaining an expungement in Louisiana. Both the mobile and desktop app will provide you with some screening and eligibility information before you file for an expungement, or direct you to speak with an attorney.

CAUTION

The following information in this guide is not a substitute for legal advice nor does it give advice about a particular legal problem that you may have.

This guide provides a non-specific overview of the expungement process. While an attorney is not needed to obtain an expungement, in most cases, the help of a lawyer or someone who has experience guiding others through the process is recommended. Talk to a lawyer if you think you need the help. Resources can be found on page 42.



The information in this guide is accurate as of November 2019, but laws often change. Please check our website, www.JACLouisiana.org, for updates or contact a lawyer for individual legal advice.



NAVIGATING EXPUNGEMENT

IN LOUISIANA

The following is a general overview to the expungement process. The expungement process can be broken up into several steps. See pages 14-41 for specific information on what is required by your court to file for an expungement. This is informational and does not constitute legal advice. Always consult with an attorney for advice on your particular situation.

“Expungement” means an individual’s criminal record is sealed, but not destroyed.

STEP 1: GATHER YOUR PAPERWORK

You should start by requesting a copy of the minutes of your case from the clerk of court’s office in the parish where you were arrested or convicted. The minutes are a record of what happened in court in shorthand. They contain valuable information that will allow you (or your attorney) to determine eligibility. Please review pages 12-41 to determine what paperwork is required to file for an expungement in your particular court. You must attach this paperwork to your expungement motion when you file.

STEP 2: DETERMINE ELIGIBILITY

This step is important because the law does not allow a refund of expungement fees if the court denies the request for an expungement. There are a number of ways you can get assistance with this. You can use the FAQ’s form on pages 43-46 to try to determine eligibility, call an attorney, attend a JAC workshop or event, or use the mobile app available as a free download in Google Play and iTunes stores in 2020. The Clerk of Court’s office will not be able to assist you with this step.

Special Cases:

- You should make sure you determine whether or not you need to file a Motion to Set Aside a Conviction before filing for an expungement. It can be difficult to tell when this is the case, and you should seek the advice of an attorney if you are unsure. This should be completed before filing for expungement or obtaining your background check.
- In some cases, an individual may file an Interim Expungement. A person may file an Interim Motion to Expunge a Felony Arrest when a felony arrest results in a conviction of a misdemeanor. However, the motion only expunges the original felony arrest and not the conviction for the misdemeanor. See page 44 or seek an attorney for more information.

STEP 3: WAIVER OF COSTS

Some people may be eligible for a fee waiver by the District Attorney. You can find more information about eligibility for a fee waiver on page 13 and find requirements to obtain a fee waiver for your court on pages 14-41. If you are eligible, you must attach this paperwork to your motion when you file.



NAVIGATING EXPUNGEMENT

IN LOUISIANA

STEP 4: GET YOUR BACKGROUND CHECK

You must also obtain a background check before you file your expungement. Keep in mind that this document will expire in 60 days. We recommend that you have all filing fees available before requesting a background check. A valid background check must be attached to your Motion for Expungement.

STEP 5: FILE THE MOTION & PAY THE FEES *(if required)

In some cases, you may need to file a Motion to Set Aside a Conviction before filing a Motion for Expungement. These are two different steps and motions. If you believe you need to file a Motion to Set Aside first, proceed to Step 5A and then Step 5B. If you are sure you do not need to file a Motion to Set Aside, skip to Step 5B.

STEP 5A: MOTION TO SET ASIDE (FREE)

You should be sure of whether or not this is the case before filing for expungement. You may need to file a Motion to Set Aside if your sentence was **deferred**. It can be difficult to tell when this is your situation, so if you are unsure, seek the advice of an attorney. You will need to file the Motion to Set Aside in the Clerk's office of the court where your case was heard. You should receive a notice to appear in court. Appear in court on the date that the notice requires you to appear. When your name or case number is called, walk up to the podium and tell the judge that you are trying to get an expungement. If the judge grants your motion, proceed with filing an expungement (Go to Step 5B). If he does not grant the motion, you may want to seek the advice of an attorney.

STEP 5B: MOTION FOR EXPUNGEMENT

You must file the motion in the court where the case was originally heard. You will need to pay the court costs (fees) to the Clerk of Court when you file for your expungement if you are not eligible for a fee waiver. If possible, bring an extra copy of your Motion for Expungement and ask the Clerk of Court to stamp the time and date on it so that you can remember when you filed your motion.

STEP 6: 60 DAY WAIT PERIOD

The Clerk of Court will send your Motion for Expungement to the State Police, the arresting agency, and the District Attorney. Each agency has an opportunity to object to your Motion for Expungement. The District Attorney, arresting agency (police or sheriff), and the State Police have 60 days to respond to the Motion for Expungement. If there is a problem with your expungement, you will get a notice to appear in court. Proceed to Step 6A and 6B below. If there is not a problem with your expungement, skip to Step 7.



NAVIGATING EXPUNGEMENT

IN LOUISIANA

STEP 6A: NOTICE TO APPEAR IN COURT

If one of the agencies responds with an objection, you will receive a subpoena to appear in court on your Motion for Expungement. It is likely that the sheriff will provide you with this paperwork at the address you listed on your Motion for Expungement. If none of the state agencies responded with an objection, you should receive a notice that your request for an expungement was granted. (Go to Step 7.) If you do not receive a notice that your request for an expungement was granted, return to the Clerk of Court with your copy of your Motion with the date and time stamp where you filed and ask for the status of your Motion for Expungement.

STEP 6B: ADDRESS THE ISSUES

If one of the agencies objects to your Motion for Expungement and you received notice to appear in court, you will attend a “contradictory hearing.” At this hearing, you will learn why an agency objected to your Motion for Expungement. Some reasons for objection include administrative errors. For example, the sheriff may have recorded your arrest one way and the Louisiana State Police may have recorded it in another way. This could be an administrative error and it may be possible to fix the errors. In the event you are representing yourself and you do not understand what is happening in court, ask the judge to explain. If you still are not sure of what is happening or feel uncomfortable, you can ask the judge to set a new date so that you can seek the assistance of an attorney.

STEP 7: ORDER GRANTED!

Congratulations! You successfully represented yourself in court proceedings! Here are a few tips as you continue to move beyond.

Get a certified copy

Once the court has granted your expungement, ask for a certified copy. The judge may direct you to the clerk’s office to get it or tell you that a deputy will deliver it to the address listed on your motion. When you receive it, be sure it is certified with an embossed stamp by the clerk. It will be the best way for you to prove you had the arrest or conviction expunged while you wait for certification of the expungement from the State Police. Do not lose or give this away because you will not be able to get another one. Keep it safely in a digital format as well as in a waterproof/fireproof place.

Be sure you get a Certificate of Compliance from the Louisiana State Police

After your expungement is granted, the clerk will send a copy of the order to the local law enforcement, the local district attorney, the parish sheriff, and the Louisiana State Police. That is how the court directs each agency to seal your record from public view. After the State Police does what the judge has ordered them to do, they will send you a letter. The letter is a “Certificate of Compliance.” It verifies that your record has been sealed. This can take 60 days or longer to be processed and received.

WHAT DO I DO AT A HEARING?

In some cases, the court may subpoena you, which means you must appear in court on the date and time provided to you. This will happen after filing a Motion to Set Aside a Conviction and may happen after filing a Motion for Expungement. Please note that if you fail to appear on the date and time on your subpoena, you could hurt your case. Always appear in court on the date that the notice requires you to appear.

When you arrive, you should check in with the District Attorney and/or minute clerk to let them know you are present. You will need to wait for your case to be called. When your name or case number is called, walk up to the podium and tell the judge that you are trying to get an expungement. Here are a few pointers to help you through your hearing:

- **Listen!**
Listen to everything the judge and the District Attorney have to say.
- **Ask!**
If you do not understand what is going on ALWAYS ask the judge to explain to you what is happening. Remember, the judge knows you are not an attorney. You should not be expected to act like an attorney by anyone. Asking questions and being honest with what you do and do not understand is very important during a hearing.

If you feel you need a lawyer's help at the hearing, ask the judge if you can have some time to get a lawyer. If the judge gives you more time you will get another date to appear in court with an attorney.

TIMELINE FOR EXPUNGEMENT

This timeline demonstrates the order in which steps need to be completed to obtain an expungement. There may be additional steps depending on your court and case.

1. Obtain Minutes from Case and Determine Eligibility

2. Gather Required Paperwork (Except Background Check)

3. Complete Expungement Paperwork

4. File Motion to Set Aside a Conviction (if applicable)

5. Hearing for Motion to Set Aside a Conviction (if applicable)

6. Have All Filing Fees Available

7. Request a Background Check

8. File Motion for Expungement:
within 60 DAYS from the day you received your background check.

9. If Expungement is granted:
Get Certified Copy

10. Get Certificate of Compliance from Louisiana State Police



EXPUNGEMENT PAPERWORK EXPLAINED

Below is an overview of the types of paperwork you may need to file your expungement. In the next section, you will find the specific requirements for your court with instructions for where to retrieve these documents. You may not need to collect all of the documents below. For more information on words and phrases used in this guide, please review pages 47-51.

In all cases:

BACKGROUND CHECK

You must include a valid background check with your expungement forms. It shows the court and all parties what your record looks like in a given parish. You must file for your expungement within 60 days of completing your background check. JAC highly recommends you have all filing fees available before completing your background check. Check with your court on how the fees should be paid (pages 14-41 of this guide).

EXPUNGEMENT FORMS

You must include and complete the expungement forms. They are usually available at the Clerk of Court for your court, or in some cases you will need to access them online. JAC has the forms available online at www.JACLouisiana.org. Fill out the forms that apply to your situation **ONLY**. Clerks **cannot** help you determine which forms you will need, nor can they help you fill out the forms. If you are unable to complete the forms yourself, seek legal advice from an attorney.

In some cases:

AFFIDAVIT OF NO OPPOSITION

This is included in the expungement forms, called the "Affidavit of Response." It allows the District Attorney, State Police, and the arresting agency to respond to your motion with either no opposition or with reasons for opposition. **In most cases, the clerk will send this form to each agency after you file.** In some cases, you may need to take this form to the DA to sign before filing your expungement.

BILL OF INFORMATION

The Bill of Information shows the exact charge against you and can be obtained from the Clerk of Court.

CERTIFIED MINUTES

Minutes are the shorthand version of everything that happened in your case. The minutes can be obtained from the Clerk of Court and there might be a fee.

EXPUNGEMENT PAPERWORK EXPLAINED



FEE WAIVER

A fee waiver must be authorized by the District Attorney only. The fee waiver allows you to file for an expungement and not pay any fees. The fee waiver can be found with the other expungement forms at the Clerk of Court or online, and it usually needs to be authorized by the DA before you file for expungement. You may be eligible for a fee waiver if the below conditions apply to you. If you are not sure, seek the advice of an attorney.

- You have no prior felony convictions anywhere in the country.
- You have no pending felony charges against you.
- Your case ended in an acquittal, motion to quash, or it was dismissed/refused and the time limit for prosecution has expired, and the dismissal was not the result of completion of diversion.

FINGERPRINTS

Fingerprints may be required to get a background check. Please note that you may not need to include your fingerprints with the Motion for Expungement.

MOTION TO SET ASIDE CONVICTION FORMS

A Motion to Set Aside is a preliminary step some individuals may need to request before getting an expungement. You should be sure that you do not also need to file a Motion to Set Aside a Conviction before obtaining your background check. If you do not know whether you need to file a Motion to Set Aside Conviction, seek the advice of an attorney. The forms can be found at www.laclerksofcourt.org under "CCrP 893 & 894" on the left side bar. You can also locate these forms on the JAC website at www.JACLouisiana.org under "Get Help – Expungements."

PROFILE REPORT DISPOSITION

A Profile Report Disposition is a document that describes the specific outcome of your court case. In some cases, you may need to retrieve this from the Clerk of Court.

RECEIPT OF COURT COSTS AND FEES:

In some cases, you may need to retrieve this from the Tax Assessor's office. It shows that you paid all of your court costs from your case.

FIRST OFFENDER PARDON LETTER

Some individuals may be eligible for their first felony conviction to be expunged immediately after they receive a "First Offender Pardon Letter." This letter is automatically generated by Probation & Parole when you complete your sentence and all court costs, fines, or fees have been paid. If you are not sure if you are eligible, contact your local Probation & Parole office. If you are eligible, but never received this, you may need to determine if you still owe outstanding fees.

DRIVING WHILE INTOXICATED CONVICTIONS

DWI/DUI convictions require a separate payment of \$50 - \$100 at the time of filing depending on whether a Motion to Set Aside is required. Money orders must be made out to Louisiana Department of Public Safety and Corrections – Office of Motor Vehicles.



WHAT YOU'LL NEED TO FILE IN EACH COURT

You will need to file your expungement in the court where your case was originally heard. Each court has its own paperwork requirements. Find your court in the following section to see the documents required for your court and instructions to obtain them.

BASTROP CITY COURT

In Bastrop City Court, expungements can only be handled by licensed attorneys. See page 42 for resources for legal assistance.

Certified minutes are required and are \$5 per charge. The District Attorney does not provide for waiver of any fees. Your background check must come from the Bastrop Police Department. It costs \$5, and you must bring your driver's license/state ID and social security card with you at the time of the background check.

CALDWELL PARISH DISTRICT COURT (37TH JDC)

Cost: \$550 (\$600-\$650 if DWI)

Paperwork you will need from the **Clerk of Court**, 201 Main Street, Suite 1 Columbia LA 71418
318-649-2272 (M-F 8am – 4:30pm)

- Copy of Certified Minutes \$1 per page and \$5 certification fee

Paperwork available at the court or use the state forms available at laclerksofcourt.org/Expungement%20Forms%20Index.htm Expungement Forms (only fill out those that apply to your situation).

Paperwork you will need from the **State Police Department**.

- In Person: 7919 Independence Blvd., Baton Rouge. (225) 925-6095 (M-F 8:00am- 4:30pm) Cost: \$26 Money Order, Cashier's Check, or Business Check AND \$10 Money Order for fingerprints.
- By Mail: forms available at <http://www.lsp.org/technical.html#criminal>, mailed with \$26 Money Order and fingerprint cards to Bureau of Criminal Identification and Information P.O. Box 66614, #A-6 Baton Rouge, LA 70896

Paperwork you will need from the **District Attorney's Office**,
201 Main St. #9 Columbia, 318-649-7410 (M-F 8:30am- 4:30pm)

- Certified Fee Waiver (if applicable).



Complete the expungement forms and attach to the back of these forms your certified minutes, background check, and fee waiver from District Attorney's office (if applicable). Make a copy of this completed motion to keep for yourself. You are now ready to file!

WHAT YOU'LL NEED TO FILE IN EACH COURT



Where to File:

- Motion to Set Aside Conviction (if necessary): **Clerk of Court**, 201 Main Street, Suite 1 Columbia LA 71418
- Motion to File for Expungement: **Clerk of Court**, 201 Main Street, Suite 1 Columbia LA 71418

If your expungement motion requires payment to the court, have your filing fees with you when you file:

- **Caldwell Parish Clerk of Court**
Fee Amount: \$200
Method of Payment: Money Order Made Payable to: Clerk of Court
- **Caldwell Parish Sheriff's Office**
Fee Amount: \$50
Method of Payment: Money Order Made Payable to: Caldwell Parish Sheriff's Office
- **Caldwell Parish District Attorney**
Fee Amount: \$50
Method of Payment: Money Order Made Payable to: Caldwell Parish District Attorney
- **Bureau of Criminal Identification and Information/Louisiana State Police**
Fee Amount: \$250
Method of Payment: Money Order Made Payable to: LOUISIANA STATE POLICE BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION
- **DWI ONLY:**
Fee Amount: \$50
Method of Payment: Money Order Made Payable to Louisiana Department of Public Safety and Corrections - Office of Motor Vehicles

***Include Docket Number(s) on Money Orders!**

MY PAPERWORK CHECKLIST



In Caldwell Parish District Court, my Motion for Expungement includes the following paperwork:

- My completed expungement forms.
- My certified minutes.
- My background check.
- My certified fee waiver, if applicable.

Remember: Make an extra copy of all of your paperwork to keep for your records!



WHAT YOU'LL NEED TO FILE IN EACH COURT

EAST CARROLL PARISH DISTRICT COURT (6TH JDC)

Cost: \$550 (\$600-\$650 if DWI)

Paperwork you will need from the **Clerk of Court**, 400 First Street, Suite 3, Lake Providence, LA 71254 318-559-2399 (M-F 8:30am – 4pm)

- Copy of Certified Minutes (\$10)
- Bill of Information (\$2 per page)

Paperwork you will need either picked up at the office or online at: laclerksofcourt.org/Expungement%20Forms%20Index.htm

- Expungement Forms (only fill out those that apply to your situation).

Paperwork you will need from the **Sheriff's Department**, located at the courthouse. (318) 559-2071 (M-T 8am - 4:30pm F 8am – 4pm)

- Background Check (JAC recommends having filing fees available before background check). There is no fee for this background check.

Paperwork you will need from the **District Attorney's Office**, 310 Morgan Street Lake Providence. (318) 559-6340

- Certified Fee Waiver (if applicable)
 - Bring your ID and fee waiver form to be certified by the DA.

Complete the expungement forms and attach to the back of these forms your certified minutes, Bill of Information, background check, and fee waiver from District Attorney's office (if applicable). Make a copy of this completed motion to keep for yourself. You are now ready to file!

*East Carroll District Court only applies the fee waiver to the District Attorney fees. You must still pay the Louisiana State Police, Sheriff, and Clerk of Court fees.

Where to File:

- Motion to Set Aside Conviction (if necessary): Clerk of Court, East Carroll District Court 400 First Street, Suite 3 Lake Providence, LA 71254
- Motion to File for Expungement: Clerk of Court, East Carroll District Court 400 First Street, Suite 3 Lake Providence, LA 71254

WHAT YOU'LL NEED TO FILE IN EACH COURT



If your expungement motion requires payment to the court, have your filing fees with you when you file:

- **East Carroll Parish Clerk of Court**
Fee Amount: \$200
Method of Payment: Money Order Made Payable to: East Carroll Parish Clerk of Court
- **East Carroll Parish District Attorney**
Fee Amount: \$50
Method of Payment: Money Order Made Payable to: East Carroll Parish District Attorney
- **East Carroll Parish Sheriff**
Fee Amount: \$50
Method of Payment: Money Order Made Payable to: East Carroll Parish Sheriff's Office
- **Bureau of Criminal Identification and Information/Louisiana State Police**
Fee Amount: \$250
Method of Payment: Money Order Made Payable to: Louisiana State Police Bureau of Criminal Identification and Information
- **DWI ONLY:**
Fee Amount: \$50
Method of Payment: Money Order Made Payable to: Louisiana Department of Public Safety and Corrections – Office of Motor Vehicles

***Include Docket Number(s) on Money Orders!**

MY PAPERWORK CHECKLIST



In East Carroll Parish District Court, my Motion for Expungement includes the following paperwork:

- My completed expungement forms.
- My certified minutes.
- My Bill of Information.
- My background check.
- My certified fee waiver, if applicable.

Remember: Make an extra copy of all of your paperwork to keep for your records!



WHAT YOU'LL NEED TO FILE IN EACH COURT

FRANKLIN PARISH DISTRICT COURT (5TH JDC)

Cost: \$550 (\$600-\$650 if DWI)

Paperwork you will need from the **Clerk of Court**, 6550 Main St. Winnsboro, LA 71295 318-435-5133 (M-F 8:30am – 4:30pm) *expungement forms not available at the court*

- Copy of Certified Minutes (\$11)
- Bill of Information (\$11)

Paperwork you will need from online: <http://www.laclerksofcourt.org>, under “Expungement Forms Index,” or at the JAC website, www.JACLouisiana.org under “Expungements”

- Expungement Forms (only fill out those that apply to your situation)

Paperwork you will need from the **District Attorney’s Office**, located at 6568 Main St. #2 Winnsboro, LA 71295. (318) 435-3386

- Bring your fee waiver form to be certified (if applicable)

Paperwork you will need from the **Franklin Parish Sheriff’s Office**, located at 6556 Main St. Winnsboro, LA 71295. (318) 435-4505

- Background Check (JAC recommends having filing fees available before background check). There is no fee for this background check.

Complete the expungement forms and attach to the back of these forms your certified minutes, your Bill of Information, your background check, and your fee waiver from the District Attorney (if applicable). Make a copy of this completed motion to keep for yourself. You are now ready to file!

Where to File:

- Motion to Set Aside Conviction (if necessary):
Clerk of Court, Franklin Parish District Court 6550 Main St. Winnsboro, LA 71295
- Motion to File for Expungement:
Clerk of Court, Franklin Parish District Court 6550 Main St. Winnsboro, LA 71295

WHAT YOU'LL NEED TO FILE IN EACH COURT



If your expungement motion requires payment to the court, have your filing fees with you when you file:

- **Franklin Parish District Court**
Fee Amount: \$200
Method of Payment: Money Order made payable to: Franklin Parish Clerk of Court
- **Bureau of Criminal Identification and Information/Louisiana State Police**
Fee Amount: \$250
Method of Payment: Money Order made payable to: Louisiana State Police Bureau of Criminal Identification and Information
- **Franklin Parish District Attorney**
Fee Amount: \$50
Method of Payment: Money Order made payable to: Franklin Parish District Attorney
- **Franklin Parish Sheriff**
Fee Amount: \$50
Method of Payment: Money Order made payable to: Franklin Parish Sheriff
- **DWI ONLY:**
Fee Amount: \$50
Method of Payment: Money Order Made Payable to Louisiana Department of Public Safety and Corrections - Office of Motor Vehicles

***Include Docket Number(s) on Money Orders!**

MY PAPERWORK CHECKLIST



In Franklin Parish District Court, my Motion for Expungement includes the following paperwork:

- My completed expungement forms.
- My certified minutes.
- My Bill of Information
- My background check
- My certified fee waiver, if applicable.

Remember: Make an extra copy of all of your paperwork to keep for your records!

GRAMBLING CITY COURT

*This court alleges they do not complete expungements and all expungements must go through the **Lincoln Parish District Court***



WHAT YOU'LL NEED TO FILE IN EACH COURT

LINCOLN PARISH DISTRICT COURT

Cost: \$550 (\$600-\$650 if DWI)

Paperwork you will need from the **Clerk of Court**, Lincoln Parish District Court, 100 W. Texas Ave., 1st Floor Ruston, LA (318) 251-5130 (M-F 8:30am – 4:30pm)

- Copy of Certified Minutes (\$15)
- Bill of Information (\$1 per page)

Paperwork you will need from online: <http://www.laclerksocourt.org>, under “Expungement Forms Index,” or at the JAC website, www.JACLouisiana.org under “Expungements”

- Expungement Forms (only fill out those that apply to your situation)

Paperwork you will need from the **District Attorney’s Office**, located at 100 W. Texas Ave, 2nd Floor Ruston, LA. (318) 513-6350

- Must have certification prior to filing
- Bring your fee waiver form to be certified (if applicable)

Paperwork you will need from the **Lincoln Parish Sheriff’s Office**, located at 161 Road Camp Road Ruston, LA. (318) 251-5111

- Background Check (JAC recommends having filing fees available before background check). There is no fee for this background check.

Complete the expungement forms and attach to the back of these forms your certified minutes and your Bill of Information. Make a copy of this completed motion to keep for yourself. You are now ready to file!

Where to File:

- Motion to Set Aside Conviction (if necessary): **Clerk of Court**, Lincoln Parish District Court, 100 W. Texas Ave., 1st Floor Ruston, LA
- Motion to File for Expungement: **Clerk of Court**, Lincoln Parish District Court, 100 W. Texas Ave., 1st Floor Ruston, LA

WHAT YOU'LL NEED TO FILE IN EACH COURT



If your expungement motion requires payment to the court, have your filing fees with you when you file:

- **Lincoln Parish Clerk of Court**
Fee Amount: \$200
Method of Payment: Money Order Made Payable to: Lincoln Parish Clerk of Court
- **Lincoln Parish District Attorney**
Fee Amount: \$50
Method of Payment: Money Order Made Payable to: Lincoln Parish District Attorney
- **Lincoln Parish Sheriff**
Fee Amount: \$50
Method of Payment: Money Order Made Payable to: Lincoln Parish Sheriff
- **Bureau of Criminal Identification and Information/Louisiana State Police**
Fee Amount: \$250
Method of Payment: U.S. Postal Money Order Made Payable to: Louisiana State Police Bureau of Criminal Identification and Information
- **DWI ONLY:**
Fee Amount: \$50
Method of Payment: Money Order Made Payable to: Louisiana Department of Public Safety and Corrections – Office of Motor Vehicles

***Include Docket Number(s) on Money Orders!**

MY PAPERWORK CHECKLIST

In Lincoln Parish District Court, my Motion for Expungement includes the following paperwork:

- My completed expungement forms.
- My certified minutes.
- My Bill of Information.
- My background check



Remember: Make an extra copy of all of your paperwork to keep for your records!



WHAT YOU'LL NEED TO FILE IN EACH COURT

MADISON PARISH DISTRICT COURT (6TH JDC)

Cost: \$550 (\$600-\$650 if DWI)

Paperwork you will need from the **Clerk of Court**, 100 North Cedar Street Tallulah, LA 71282
Phone: (318) 574-0655 (M-F 8:00am - 4:30pm)

- Minutes (\$2 per page)
- Bill of Information (\$2 per page)

Expungement forms available at courthouse or online: <http://www.laclerksofcourt.org>, under "Expungement Forms Index," or at the JAC website, www.JACLouisiana.org under "Expungements"

- Expungement Forms (only fill out those that apply to your situation)

Paperwork you will need from the **District Attorney's Office**, located at 501 E. Green Street Tallulah, LA 71282 Phone: (318) 574-1706

- Must have certification completed before filing
- Bring your fee waiver form to be certified (if applicable)

Paperwork you will need from the **Madison Parish Sheriff's Office**, 100 North Cedar Street #3 Tallulah, LA 71282 (318) 574-1833

- Background Check (JAC recommends having filing fees available before background check). There is no fee for this background check.

Complete the expungement forms and attach to the back of these forms your certified minutes and your Bill of Information. Make a copy of this completed motion to keep for yourself. You are now ready to file!

*Madison Parish District Court only applies the fee waiver to the District Attorney fees. You must still pay the Louisiana State Police, Sheriff, and Clerk of Court fees.

Where to File:

- Motion to Set Aside Conviction (if necessary): **Clerk of Court**, Madison Parish Clerk of Court, 100 North Cedar Street Tallulah, LA 71282
- Motion to File for Expungement: **Clerk of Court**, Madison Parish Clerk of Court, 100 North Cedar Street Tallulah, LA 71282

WHAT YOU'LL NEED TO FILE IN EACH COURT



If your expungement motion requires payment to the court, have your filing fees with you when you file:

- **Madison Parish Clerk of Court**
Fee Amount: \$200
Method of Payment: Money Order Made Payable to: Madison parish Clerk of Court
- **Madison Parish District Attorney**
Fee Amount: \$50
Method of Payment: Money Order Made Payable to: Madison Parish District Attorney
- **Madison Parish Sheriff**
Fee Amount: \$50
Method of Payment: Money Order Made Payable to: Madison Parish Sheriff
- **Bureau of Criminal Identification and Information/Louisiana State Police**
Fee Amount: \$250
Method of Payment: Money Order Made Payable to: BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION / LOUISIANA STATE POLICE
- **DWI ONLY:**
Fee Amount: \$50
Method of Payment: Money Order Made Payable to: LA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS / OFFICE OF MOTOR VEHICLES

***Include Docket Number(s) on Money Orders!**

MY PAPERWORK CHECKLIST

In Madison Parish District Court, my Motion for Expungement includes the following paperwork:

- My completed expungement forms.
- My certified minutes.
- My Bill of Information.
- My background check



Remember: Make an extra copy of all of your paperwork to keep for your records!



WHAT YOU'LL NEED TO FILE IN EACH COURT

MONROE CITY COURT

Cost: \$280

Paperwork you will need from the **Clerk of Court**, Monroe City Court, 600 Calypso Street Monroe. (318) 329-2580 (M-F 8:30am - 4:30pm)

- Copy of Certified Minutes
- Sample expungement forms are available to view at the Clerk of Court, but they will not be able to provide you with a copy.

Paperwork you will need from online: <http://www.laclerksofcourt.org>, under "Expungement Forms Index," or at the JAC website, www.JACLouisiana.org under "Expungements"

- Expungement Forms (only fill out those that apply to your situation)

Paperwork you will need from the **City Prosecutor's Office**, located in Monroe City Court. (318) 329-2618

- Bring the Affidavit of Response for City Prosecutor to sign (it is included in the Expungement forms). Make sure you bring a copy of your minutes.
- Bring your fee waiver form to be certified (if applicable)

Paperwork you will need from the **Sheriff's Office** or the **State Police Department**.

- Background Check (recommended). Monroe City Court does not require a background check when filing for expungement, but JAC recommends including one because it is required by law. (JAC also recommends having filing fees available before obtaining background check).
 - Ouachita Parish Sheriff's Department: 400 St John St, Monroe, LA. Cost: \$20 for background check and fingerprints. It is recommended to include fingerprints when obtaining background check from this agency.
 - State Police Department: 7919 Independence Blvd., Baton Rouge. (225) 925-6095 (M-F 8:00am- 4:30pm) Cost: \$26 Money Order, Cashier's Check, or Business Check AND \$10 Money Order for fingerprints.

Complete the expungement forms and attach to the back of these forms your certified minutes, your Affidavit of Response from the City Prosecutor, your background check (recommended), your fingerprints (if applicable), and your fee waiver from City Prosecutor (if applicable). Make a copy of this completed motion to keep for yourself. You are now ready to file!

WHAT YOU'LL NEED TO FILE IN EACH COURT



Where to File:

- Motion to Set Aside Conviction (if necessary): **Clerk of Court**, Monroe City Court, 600 Calypso Street, Monroe, LA 71210
- Motion to File for Expungement: **Clerk of Court**, Monroe City Court, 600 Calypso Street, Monroe, LA 71210

If your expungement motion requires payment to the court, have your filing fees with you when you file:

- **Monroe City Court**
Fee Amount: \$30
Method of Payment: Money Order Made Payable to: MONROE CITY COURT
- **Bureau of Criminal Identification and Information/Louisiana State Police**
Fee Amount: \$250
Method of Payment: Money Order Made Payable to: BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION / LOUISIANA STATE POLICE

***Include Docket Number(s) on Money Orders!**

MY PAPERWORK CHECKLIST

In Monroe City Court, my Motion for Expungement includes the following paperwork:

- My completed expungement forms.
- My certified minutes.
- My Affidavit of Response from the City Prosecutor.
- My background check (recommended).
- My fingerprints (recommended), if obtaining background check from Ouachita Parish Sheriff.
- My certified fee waiver, if applicable.



Remember: Make an extra copy of all of your paperwork to keep for your records!



WHAT YOU'LL NEED TO FILE IN EACH COURT

MOREHOUSE PARISH DISTRICT COURT (4TH JDC)

Cost: \$550 (\$600 - \$650 if DWI)

Paperwork you will need from the **Clerk of Court**, Morehouse Parish District Court, 100 East Madison Street, Bastrop, LA. (318) 281-3343 (M-F 8:30am - 5:00pm)

- Copy of Certified Minutes (\$15)
- Bill of Information (\$1 per page)

Paperwork you will need from online: <http://www.laclerksofcourt.org>, under "Expungement Forms Index," or at the JAC website, www.JACLouisiana.org under "Expungements"

- Expungement Forms (only fill out those that apply to your situation)

Paperwork you will need from the **Sheriff's Office**, 351 S. Franklin St. Bastrop, LA 71220, (318) 281-4141

- Background Check (\$10 cash) bring your picture ID

Complete the expungement forms and attach to the back of these forms your certified minutes and your Bill of Information. Make a copy of this completed motion to keep for yourself. You are now ready to file!

*Morehouse Parish District Court does not accept fee waivers for expungements.

Where to File:

- Motion to Set Aside Conviction (if necessary): **Clerk of Court**, Morehouse Parish District Court, 100 East Madison Street, Bastrop LA 71221
- Motion to File for Expungement: **Clerk of Court**, Morehouse Parish District Court, 100 East Madison Street, Bastrop LA 71221

The required filing fees necessary when you file:

- **Morehouse Parish Clerk of Court**
Fee Amount: \$200
Method of Payment: U.S. Postal Money Order Made Payable to: Morehouse Parish Clerk of Court
- **Morehouse Parish District Attorney**
Fee Amount: \$50
Method of Payment: U.S. Postal Money Order Made Payable to: Morehouse Parish District Attorney

WHAT YOU'LL NEED TO FILE IN EACH COURT



- **Morehouse Parish Sheriff**
Fee Amount: \$50
Method of Payment: U.S. Postal Money Order Made Payable to: Morehouse Parish Sheriff
- **Bureau of Criminal Identification and Information/Louisiana State Police**
Fee Amount: \$250
Method of Payment: U.S. Postal Money Order Made Payable to: BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION / LOUISIANA STATE POLICE
- **DWI ONLY:**
Fee Amount: \$50
Method of Payment: U.S. Postal Money Order Made Payable to: LA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS / OFFICE OF MOTOR VEHICLES

*Include Docket Number(s) on Money Orders!

MY PAPERWORK CHECKLIST

In Morehouse Parish District Court, my Motion for Expungement includes the following paperwork:



- My completed expungement forms.
- My certified minutes.
- My Bill of Information.
- My background check.

Remember: Make an extra copy of all of your paperwork to keep for your records!



WHAT YOU'LL NEED TO FILE IN EACH COURT

OUACHITA PARISH DISTRICT COURT (4TH JDC)

Cost: \$550 (\$600 - \$650 if DWI)

***Ouachita Parish Clerk of Court does not provide information on expungement requirements to non-attorneys. The information provided on their website (www.opclerkofcourt.com under "Criminal") is outlined below. You may want to consider seeking the assistance of an attorney when filing in this court.**

Paperwork you will need from the **Clerk of Court**, Ouachita Parish District Court, 301 South Grand Street, Suite 104, Monroe. (318) 327-1444 (M-F 8:30am - 4:30pm)

- Copy of Certified Minutes (\$10 per date plus \$5 for certification, plus \$1 per page printed).

Paperwork you will need from online at www.opclerkofcourt.com, under "Criminal."

- Expungement Forms (only fill out those that apply to your situation).

Paperwork you will need from the **State Police Department**, 7919 Independence Blvd., Baton Rouge. (225) 925-6095 (M-F 8:00am - 4:30pm)

- Background Check (Recommended). Cost: \$26 Money Order, Cashier's Check, or Business Check AND \$10 Money Order for fingerprints.

Seek assistance from an attorney or inquire at the clerk of court regarding other requirements for filing for expungement in this court.

Where to File:

- Motion to Set Aside Conviction (if necessary): **Clerk of Court**, Ouachita Parish District Court, 301 South Grand Street, Suite 104, Monroe, LA 71210
- Motion to File for Expungement: **Clerk of Court**, Ouachita Parish District Court, 301 South Grand Street, Suite 104, Monroe, LA 71210

If your expungement motion requires payment to the court, have your filing fees with you when you file:

- **Ouachita Parish Clerk of Court**

Fee Amount: \$200

Method of Payment: Cash or U.S. Postal Money Order Made Payable to: OUACHITA PARISH CLERK OF COURT

WHAT YOU'LL NEED TO FILE IN EACH COURT



- **Ouachita Parish District Attorney**
Fee Amount: \$50
Method of Payment: U.S. Postal Money Order Made Payable to: OUACHITA PARISH DISTRICT ATTORNEY
- **Ouachita Parish Sheriff**
Fee Amount: \$50
Method of Payment: U.S. Postal Money Order Made Payable to: OUACHITA PARISH SHERIFF
- **Bureau of Criminal Identification and Information/Louisiana State Police**
Fee Amount: \$250
Method of Payment: U.S. Postal Money Order Made Payable to: BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION / LOUISIANA STATE POLICE
- **DWI ONLY:**
Fee Amount: \$50
Method of Payment: U.S. Postal Money Order Made Payable to: LA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS / OFFICE OF MOTOR VEHICLES

***Include Docket Number(s) on Money Orders!**

MY PAPERWORK CHECKLIST



In Ouachita Parish District Court, my Motion for Expungement includes the following paperwork:

- My completed expungement forms.
- My certified minutes.
- My background check (recommended).

***JAC recommends seeking the assistance of an attorney to verify all requirements are fulfilled.**

Remember: Make an extra copy of all of your paperwork to keep for your records!



WHAT YOU'LL NEED TO FILE IN EACH COURT

RICHLAND PARISH DISTRICT COURT (5TH JDC)

Cost: \$550 (\$600-\$650 if DWI)

Paperwork you will need from the **Clerk of Court**, 708 North Julia Street Rayville, LA 71269 318-728-4171 (M-F 8:30am – 4:30pm) *expungement forms not available at the court*

- Copy of Certified Minutes (\$2 per page)
- Bill of Information (\$2 per page)

Paperwork you will need from online: <http://www.laclerksocourt.org>, under “Expungement Forms Index,” or at the JAC website, www.JACLouisiana.org under “Expungements”

- Expungement Forms (only fill out those that apply to your situation)

Paperwork you will need from the **District Attorney's Office**, located at 708 North Julia Street, #200 Rayville, LA 71269. (318) 728-5381

- Bring your fee waiver form to be certified (if applicable)

Paperwork you will need from the **Richland Parish Sheriff's Office**, located at 708 North Julia Street, #113 Rayville, LA 71269. (318) 728-2071

- Background Check (JAC recommends having filing fees available before background check). There is no fee for this background check.

Complete the expungement forms and attach to the back of these forms your certified minutes, your Bill of Information, your background check, and your fee waiver from the District Attorney (if applicable). Make a copy of this completed motion to keep for yourself. You are now ready to file!

Where to File:

- Motion to Set Aside Conviction (if necessary): **Clerk of Court**, Richland Parish District Court 708 North Julia Street Rayville, LA
- Motion to File for Expungement: **Clerk of Court**, Richland Parish District Court 708 North Julia Street Rayville, LA

WHAT YOU'LL NEED TO FILE IN EACH COURT



If your expungement motion requires payment to the court, have your filing fees with you when you file:

- **Richland Parish District Court**
Fee Amount: \$200
Method of Payment: Money Order made payable to: Richland Parish Clerk of Court
- **Bureau of Criminal Identification and Information/Louisiana State Police**
Fee Amount: \$250
Method of Payment: Money Order made payable to: Louisiana State Police Bureau of Criminal Identification and Information
- **Richland Parish District Attorney**
Fee Amount: \$50
Method of Payment: Money Order made payable to: Richland Parish District Attorney
- **Richland Parish Sheriff**
Fee Amount: \$50
Method of Payment: Money Order made payable to: Richland Parish Sheriff
- **DWI ONLY:**
Fee Amount: \$50
Method of Payment: Money Order Made Payable to Louisiana Department of Public Safety and Corrections - Office of Motor Vehicles

***Include Docket Number(s) on Money Orders!**

MY PAPERWORK CHECKLIST



In Richland Parish District Court, my Motion for Expungement includes the following paperwork:

- My completed expungement forms.
- My certified minutes.
- My Bill of Information
- My background check
- My certified fee waiver, if applicable.

Remember: Make an extra copy of all of your paperwork to keep for your records!



WHAT YOU'LL NEED TO FILE IN EACH COURT

RUSTON CITY COURT

Cost: \$550 (\$600 - \$650 if DWI)

Paperwork you will need from the Clerk of Court, Ruston City Court, 401 N. Trenton Ruston, LA 71270, (318) 251-8614 (M-F 8:30am – 4:30pm)

- Certified minutes (Free)
- Bill of Information (Free)

Paperwork you will need from online: <http://www.laclerksofcourt.org>, under “Expungement Forms Index,” or at the JAC website, www.JACLouisiana.org under “Expungements”

- Expungement Forms (only fill out those that apply to your situation)

Paperwork you will need from the **District Attorney’s Office**, located at 100 West Texas Ave. 2nd Floor, Ruston, LA. (318) 513-6350

- Bring your fee waiver form to be certified (if applicable)

Paperwork you will need from the **Ruston Police Department**, located 501 North Trenton St. Ruston, LA. (318) 255-4141

- Background Check (JAC recommends having filing fees available before background check). There is no fee for this background check.

Complete the expungement forms and attach to the back of these forms your certified minutes and your Bill of Information. Make a copy of this completed motion to keep for yourself. You are now ready to file!

Where to File:

- Motion to Set Aside Conviction (if necessary): **Clerk of Court**, Ruston City Court, 401 N. Trenton Ruston, LA 71270 Ruston, LA
- Motion to File for Expungement: **Clerk of Court**, Ruston, LA

WHAT YOU'LL NEED TO FILE IN EACH COURT



If your expungement motion requires payment to the court, have your filing fees with you when you file:

- **Clerk of Court**
Fee Amount: \$200
Method of Payment: Money Order Made Payable to: Lincoln Parish Clerk of Court
- **Lincoln Parish District Attorney**
Fee Amount: \$50
Method of Payment: Money Order Made Payable to: Lincoln Parish District Attorney
- **Lincoln Parish Sheriff**
Fee Amount: \$50
Method of Payment: Money Order Made Payable to: Lincoln Parish Sheriff
- **Bureau of Criminal Identification and Information/Louisiana State Police**
Fee Amount: \$250
Method of Payment: U.S. Postal Money Order Made Payable to: Louisiana State Police Bureau of Criminal Identification and Information
- **DWI ONLY:**
Fee Amount: \$50
Method of Payment: Money Order Made Payable to: LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS – OFFICE OF MOTOR VEHICLES

***Include Docket Number(s) on Money Orders!**

MY PAPERWORK CHECKLIST



In Ruston City Court, my Motion for Expungement includes the following paperwork:

- My completed expungement forms.
- My certified minutes.
- My Bill of Information.
- My background check

Remember: Make an extra copy of all of your paperwork to keep for your records!



WHAT YOU'LL NEED TO FILE IN EACH COURT

TENSAS PARISH DISTRICT COURT (5TH JDC)

Cost: \$550 (\$600 - \$650 if DWI)

Tensas Parish Clerk of Court does not provide information on expungements over the phone. The information provided on their website (<https://tensasclerk.org/criminal.php>) is outlined below. You must also include a Rule to Show Cause with your expungement packet – this form can be found with the Set Aside paperwork. You may want to seek the assistance of an attorney when filing in this court. JAC believes the information provided online to be inaccurate with the current law.

Paperwork you will need from the **Clerk of Court**, Tensas Parish District Court, 201 Hancock Street, Courthouse Square, Saint Joseph, LA 71366. (318) 766-3921 (M-F 8:30am – 4:30pm)

expungement forms not available at the court

- Bill of Information (\$2 per page + \$5 for certification)
- Certified Minutes (\$2 per page + \$5 for certification)
- Criminal Background Search (\$20 – not required, but recommended)

Paperwork you will need from online: <http://www.laclerksofcourt.org>, under “Expungement Forms Index,” or at the JAC website, www.JACLouisiana.org under “Expungements”

- Expungement Forms (only fill out those that apply to your situation)

Paperwork you will need from the **District Attorney's Office**, located at 124 Hancock Street St. Joseph, LA 71366 (318) 766-4719

- Bring your fee waiver form to be certified (if applicable)
- Certification letter

Paperwork you will need from the **Tensas Parish Sheriff's Office**, located at 203 Hancock Street St. Joseph, LA 71366 (318) 766-9492

- Background Check (JAC recommends having filing fees available before background check).
Cost: \$15, bring driver's license/state ID

Complete the expungement forms and attach to the back of these forms a Rule to Show Cause, your certified minutes, your Bill of Information, your DA's certification, and your background check. Make a copy of this completed motion to keep for yourself. You are now ready to file! You will be required to appear in court to have your expungement granted. You **MUST** bring your own copy of the Order of Expungement to give to the judge to sign in court on the day of the hearing.



Where to File:

- Motion to Set Aside Conviction (if necessary): **Clerk of Court**, Tensas Parish District Court, 201 Hancock Street, Courthouse Square, Saint Joseph, LA

WHAT YOU'LL NEED TO FILE IN EACH COURT



- Motion to File for Expungement: **Clerk of Court**, Tensas Parish District Court, 201 Hancock Street, Courthouse Square, Saint Joseph, LA

If your expungement motion requires payment to the court, have your filing fees with you when you file:

- **Tensas Parish District Court**
Fee Amount: \$200
Method of Payment: Money Order made payable to: Tensas Parish Clerk of Court
- **Bureau of Criminal Identification and Information/Louisiana State Police**
Fee Amount: \$250
Method of Payment: Money Order made payable to: Louisiana State Police Bureau of Criminal Identification and Information
- **Tensas Parish District Attorney**
Fee Amount: \$50
Method of Payment: Money Order made payable to: Tensas Parish District Attorney
- **Tensas Parish Sheriff**
Fee Amount: \$50
Method of Payment: Money Order made payable to: Tensas Parish Sheriff
- **DWI ONLY:**
Fee Amount: \$50
Method of Payment: Money Order Made Payable to: LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS – OFFICE OF MOTOR VEHICLES

***Include Docket Number(s) on Money Orders!**

MY PAPERWORK CHECKLIST



In Tensas Parish District Court, my Motion for Expungement includes the following paperwork:

- My completed expungement forms.
- My certified minutes.
- My Bill of Information.
- Rule to show cause.
- My background check

Remember: Make an extra copy of all of your paperwork to keep for your records!



WHAT YOU'LL NEED TO FILE IN EACH COURT

UNION PARISH DISTRICT COURT (3RD JDC)

Cost: \$550 (\$600 - \$650 if DWI)

***Union Parish Clerk of Court does not provide information on expungements over the phone. The information provided on their website (<https://upclerk.com/departments/expungements>) is outlined below. You may want to seek the assistance of an attorney when filing in this court. JAC believes the information provided online to be inaccurate with the current law.**

Paperwork you will need from the **Clerk of Court**, Union Parish District Court, 100 East Bayou Road, Suite 103 & 105 Farmerville, LA 71241 (318) 368-3055 (M-F 8:30am – 4:30pm)

expungement forms not available at the court and clerk does not require any additional paperwork to be filed with the expungement forms, but JAC recommends getting your minutes to confirm eligibility

- Minutes, cost: unknown

Paperwork you will need from online: <http://www.laclerksofcourt.org>, under “Expungement Forms Index,” or at the JAC website, www.JACLouisiana.org under “Expungements,” or on the Union Parish Clerk of Court website: <https://upclerk.com/departments/expungements>

- Expungement Forms (only fill out those that apply to your situation)

Paperwork you will need from the **District Attorney’s Office**, located at 100 East Bayou Road Farmerville, LA 71241 (318) 368-2201

- Bring your fee waiver form to be certified (if applicable)
- Certification letter

Paperwork you will need from the **Union Parish Sheriff’s Office**, located at 710 Holder Road Farmerville, LA (318) 368-3124

- Finger print cards

Paperwork you will need from the **State Police Department**.

- In Person: 7919 Independence Blvd., Baton Rouge. (225) 925-6095 (M-F 8:00am- 4:30pm)
Cost: \$26 Money Order, Cashier’s Check, or Business Check AND \$10 Money Order for fingerprints.
- By Mail: forms available at <http://www.lsp.org/technical.html#criminal>, mailed with \$26 Money Order and fingerprint cards to Bureau of Criminal Identification and Information P.O. Box 66614, #A-6 Baton Rouge, LA 70896



Complete the expungement forms and attach to the back of these forms your background check and fingerprint card. Make a copy of this completed motion to keep for yourself. You are now ready to file!

WHAT YOU'LL NEED TO FILE IN EACH COURT



Where to File:

- Motion to Set Aside Conviction (if necessary): Clerk of Court, Union Parish District Court, 100 East Bayou Road, Suite 103 & 105 Farmerville, LA
- Motion to File for Expungement: Clerk of Court, Union Parish District Court, 100 East Bayou Road, Suite 103 & 105 Farmerville, LA

If your expungement motion requires payment to the court, have your filing fees with you when you file:

- **Union Parish District Court**
Fee Amount: \$200
Method of Payment: Money Order made payable to: Union Parish Clerk of Court
- **Bureau of Criminal Identification and Information/Louisiana State Police**
Fee Amount: \$250
Method of Payment: Money Order made payable to: Louisiana State Police Bureau of Criminal Identification and Information
- **Union Parish District Attorney**
Fee Amount: \$50
Method of Payment: Money Order made payable to: Union Parish District Attorney
- **Union Parish Sheriff**
Fee Amount: \$50
Method of Payment: Money Order made payable to: Union Parish Sheriff
- **DWI ONLY:**
Fee Amount: \$50
Method of Payment: Money Order Made Payable to: LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS – OFFICE OF MOTOR VEHICLES

***Include Docket Number(s) on Money Orders!**

MY PAPERWORK CHECKLIST



In Union Parish District Court, my Motion for Expungement includes the following paperwork:

- My completed expungement forms.
- My background check
- Fingerprint card

Remember: Make an extra copy of all of your paperwork to keep for your records!



WHAT YOU'LL NEED TO FILE IN EACH COURT

WEST CARROLL PARISH DISTRICT COURT (5TH JDC)

Cost: \$550 (\$600 - \$650 if DWI)

Paperwork you will need from the **Clerk of Court**, 305 East Main Street Oak Grove, LA 71263 318-428-3281 *expungement forms not available at the court*

- Copy of Certified Minutes (\$10)
- Bill of Information (\$2 per page)

Paperwork you will need from online: <http://www.laclerksofcourt.org>, under "Expungement Forms Index," or at the JAC website, www.JACLouisiana.org under "Expungements"

- Expungement Forms (only fill out those that apply to your situation)

Paperwork you will need from the **District Attorney's Office**, located at 305 East Main Street, #205 Oak Grove, LA 71263. (318) 428-3213

- Bring your fee waiver form to be certified (if applicable)

Paperwork you will need from the **Louisiana State Police**.

- In Person: 7919 Independence Blvd., Baton Rouge. (225) 925-6095 (M-F 8:00am- 4:30pm)
Cost: \$26 Money Order, Cashier's Check, or Business Check **AND** \$10 Money Order for fingerprints.
- By Mail: forms available at <http://www.lsp.org/technical.html#criminal>, mailed with \$26 Money Order and fingerprint cards to Bureau of Criminal Identification and Information P.O. Box 66614, #A-6 Baton Rouge, LA 70896

Complete the expungement forms and attach to the back of these forms your certified minutes, your Bill of Information, your background check, and your fee waiver from the District Attorney (if applicable). Make a copy of this completed motion to keep for yourself. You are now ready to file!

Where to File:

- Motion to Set Aside Conviction (if necessary): **Clerk of Court, West Carroll Parish District Court** 305 East Main Street Oak Grove, LA 71263
- Motion to File for Expungement: **Clerk of Court, West Carroll Parish District Court** 305 East Main Street Oak Grove, LA 71263

WHAT YOU'LL NEED TO FILE IN EACH COURT



If your expungement motion requires payment to the court, have your filing fees with you when you file:

- **West Carroll Parish District Court**
Fee Amount: \$200
Method of Payment: Money Order made payable to: West Carroll Parish Clerk of Court
- **Bureau of Criminal Identification and Information/Louisiana State Police**
Fee Amount: \$250
Method of Payment: Money Order made payable to: Louisiana State Police Bureau of Criminal Identification and Information
- **West Carroll Parish District Attorney**
Fee Amount: \$50
Method of Payment: Money Order made payable to: West Carroll Parish District Attorney
- **West Carroll Parish Sheriff**
Fee Amount: \$50
Method of Payment: Money Order made payable to: West Carroll Parish Sheriff

***Include Docket Number(s) on Money Orders!**

MY PAPERWORK CHECKLIST



In West Carroll Parish District Court, my Motion for Expungement includes the following paperwork:

- My completed expungement forms.
- My certified minutes.
- My Bill of Information
- My background check
- My certified fee waiver, if applicable.

Remember: Make an extra copy of all of your paperwork to keep for your records!



WHAT YOU'LL NEED TO FILE IN EACH COURT

WEST MONROE CITY COURT

Cost: \$260

Paperwork you will need from the **Clerk of Court**, West Monroe City Court, 2303 North 7th Street West Monroe, LA 7129. (318) 396-2767 (M-F 8:30am - 5:00pm)

- Copy of Certified Minutes (Free)
- Bill of Information (Free)

Paperwork you will need from online: <http://www.laclerksofcourt.org>, under "Expungement Forms Index," or at the JAC website, www.JACLouisiana.org under "Expungements"

- Expungement Forms (only fill out those that apply to your situation)

Paperwork you will need from the **City Attorney's Office**, located at 2303 North 7th Street West Monroe, LA.

- Bring your fee waiver form to be certified (if applicable)

Paperwork you will need from the **West Monroe Police Department**, located 2301 North 7th Street West Monroe, LA. (318) 396-2722

- Background Check (JAC recommends having filing fees available before background check). There is no fee for this background check.

Complete the expungement forms and attach to the back of these forms your certified minutes and fee waiver form to be sent by the clerk to the City Attorney for approval (if applicable, see *Note below). Make a copy of this completed motion to keep for yourself. You are now ready to file!

*Note: If you are eligible for a fee waiver, file your fee waiver with your motion for expungement and the clerk will send it to the City Attorney for approval. If it is not approved, you will be contacted by the court and will have to pay filing fees at that time.

Where to File:

- Motion to Set Aside Conviction (if necessary): **Clerk of Court**, West Monroe City Court, 2303 North 7th Street, West Monroe, LA 71291
- Motion to File for Expungement: **Clerk of Court**, West Monroe City Court, 2303 North 7th Street, West Monroe, LA 71291

WHAT YOU'LL NEED TO FILE IN EACH COURT



If your expungement motion requires payment to the court, have your filing fees with you when you file:

- **West Monroe City Court**
Fee Amount: \$10
Method of Payment: Cash or Money Order made payable to: WEST MONROE CITY COURT
- **Bureau of Criminal Identification and Information/Louisiana State Police**
Fee Amount: \$250
Method of Payment: Money Order Made Payable to: BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION / LOUISIANA STATE POLICE

***Include Docket Number(s) on Money Orders!**

MY PAPERWORK CHECKLIST



In West Monroe City Court, my Motion for Expungement includes the following paperwork:

- My completed expungement forms.
- My certified minutes.
- My Bill of Information
- My background check
- My fee waiver form, if applicable.

Remember: Make an extra copy of all of your paperwork to keep for your records!

WINNSBORO CITY COURT

At the time of publication JAC was unable to contact or receive information from this court on its expungement requirements and procedures.

RESOURCES

LEGAL ASSISTANCE

Justice and Accountability Center of Louisiana

4035 Washington Avenue, Suite 203
New Orleans, LA 70125
(504) 322-4050
jaclouisiana.org

Acadiana Legal Services Corporation - la-law.org (6 Locations)

1808 Jackson Street, Alexandria, LA 71301 - (318) 443-7281
3016 Cameron Street, Monroe, Louisiana 71201 - (318) 699-0889
720 Travis Street, Shreveport, Louisiana 71101 - (318) 222-7186
134 St. Denis Street, Natchitoches, LA 71458 - (318) 352-7220
1020 Surrey Street Lafayette, LA 70501 - (337) 237-4320

Central Louisiana Pro Bono Project, Inc.

3600 Jackson Street, Ste. 126
Alexandria, LA 71309
(318) 449-9778

Shreveport Bar Foundation Pro Bono Project

(318) 221-8104
shreveportbarfoundation.org

Louisiana State Bar Association

601 Saint Charles Ave, Ste 200
New Orleans, LA 70130
(504) 566-1600
lsba.org

STATE OFFICES

Louisiana State Police Bureau of Criminal Identification & Information

(statewide background checks)
P.O. Box 66614, #A-6
Baton Rouge, LA 70896-6614
(225) 925-6095
(M-F 9am - 5pm)
lsp.org

FREQUENTLY ASKED QUESTIONS



What is an Expungement?

“Expungement” means removal of a record from public access but does not mean destruction of the record. An expunged record is confidential, but remains available for use by law enforcement agencies, criminal justice agencies, and other state agencies as stated under Louisiana law.



Am I eligible to have my record expunged?

JAC strongly recommends that you contact an attorney, download our free mobile app for assistance or attend a workshop or event to review the potential in having your record expunged.



Can Federal arrest records be expunged?

An arrest for simple drug possession when under 21 years old may be expunged. Other arrests on Federal charges are not possible to expunge—unless the case ended with an acquittal or exoneration.



I received a first offender pardon. Does that automatically expunge my record?

No. There are two kinds of pardons, both of which restore certain rights differently. An automatic pardon is given to first time offenders in Louisiana (some crimes are excluded from eligibility). An automatic first offender pardon does not prevent the State from using your record against you in the future, nor is your record sealed from public view. However, a full governor’s pardon prevents your record from being used against you at a later time for subsequent convictions and returns you to the state you were in prior to arrest.



If I was never prosecuted, how long do I have to wait to apply for an expungement?

Applications may be filed immediately following an acquittal or successful motion to quash. If the District Attorney dismissed or refused prosecution and the time limit for prosecution has run out, then an expungement may be possible. Generally, the DA has a specific amount of time after the date of the offense within which he or she must institute charges. They are as follows:

- No limit: Crimes punishable by death or life imprisonment
- 10 years: Some sex crimes
- 6 years: Felonies punishable by imprisonment and hard labor
- 4 years: Felonies not necessarily punishable by imprisonment or hard labor
- 2 years: Misdemeanors punishable by fine or imprisonment
- 6 months: Misdemeanors punishable by fine



FREQUENTLY ASKED QUESTIONS



Can I have my juvenile arrest record expunged?

JAC recommends speaking with a Juvenile Advocate, such as the Louisiana Center for Children's Rights. Phone: (504) 658-6860. Address: 1100-B Milton St. New Orleans, LA 70122.



What is an Interim expungement?

A person may file an Interim Motion to Expunge a Felony Arrest when a felony arrest results in a conviction of a misdemeanor. However, the motion only expunges the original felony arrest and not the conviction for the misdemeanor. This is because the interim motion to expunge is separate from a motion to expunge a final conviction. Additional fees may be assessed after completion of probation if the defendant wants the conviction expunged at a later date. If you think you might be eligible for or need an Interim Expungement, seek the advice of an attorney.



How do I apply for an expungement?

An expungement requires the Court's approval. There are uniform forms that all courts must use. Fill out the required forms and submit them to the Court with a background check that was acquired within sixty (60) days of the filing date. For example, if you are filing your expungement on January 31, 2020, then your background check must be issued on or after December 2, 2019. There may be additional requirements, depending on your court. See pages 14-41.



How much does an expungement cost?

Expungement costs vary by court. Please see pages 14-41 of this guide for the fees required by your court.



What do I say at a hearing?

Listen to the Judge and the State. If you do not understand what is going on, ALWAYS ask the Judge to explain to you what is happening. If you think you need a lawyer's help at the hearing, ask the Judge if you can have some time to get a lawyer. If the Judge permits this, you will get another date to appear in court with an attorney.

FREQUENTLY ASKED QUESTIONS



? I am indigent. Can I have the costs waived?

No. The only circumstance that allows for a fee waiver is if all of the following applies:

- The individual has no prior felony convictions anywhere in the country
- The individual has no pending felonies
- The offense for which the individual was prosecuted ended in an acquittal, motion to quash, or it has been dismissed/refused and the time limit for prosecution has expired
- The offense was not dismissed after successful completion of diversion

? How long does the whole expungement process take?

It will take sixty (60) days from the date of filing for all the agencies to respond to your request for an expungement. It may then take additional time for the Louisiana State Police to mail you a Certificate of Compliance. If your expungement requires a Set Aside that will add approximately 30 days to the process.

? Once my record is expunged has it been removed from all potential viewers forever?

No, some government agencies may still be able to view an arrest record even after it has been expunged. They are as follows: The Office of Financial Institutions, the Louisiana State Board of Medical Examiners, the Louisiana State Board of Nursing, the Louisiana State Board of Dentistry, the Louisiana State Board of Examiners of Psychologists, the Louisiana Board of Pharmacy, the Louisiana State Board of Social Work Examiners, the Emergency Medical Services Certification Commission, Louisiana Attorney Disciplinary Board, Office of Disciplinary Counsel, the Louisiana Supreme Court Committee on Bar Admissions, the Louisiana Department of Insurance, the Louisiana Licensed Professional Counselors Board of Examiners, or any person or entity requesting a record of all criminal arrests and convictions pursuant to R.S. 15:587.1, or as otherwise provided by law.

? If I apply for a job after my record is expunged how do I answer questions about my record on a job application?

There is no clear answer under the law. Seek the advice of an attorney regarding your particular situation.



FREQUENTLY ASKED QUESTIONS



Can I be denied employment because of my criminal record?

Private employers can deny you employment for any reason. However, public employers and licensing authorities should only deny you employment if your arrest/conviction is reasonably related to the job for which you have applied. Request the assistance of an attorney if you believe you have been wrongfully denied employment.



What does JAC's app do?

The app provides individuals with an informational review of their opportunity for expungement. Some convictions are not eligible for expungement under any circumstance, such as convictions that require registration as a sex offender. The app informs individuals that it is unlikely that the court would grant an expungement under the expressly prohibited circumstances. Similarly, there are some areas of expungement law that require direct review of the arrest or conviction by an attorney. Please note that you will need the minutes from your case to complete the questions in the app or online.

Where can I get the app to see if I am eligible for expungement?

The app is a FREE download available on iTunes and Google Play. You can also visit JACLouisiana.org and use the app on our website.



How does the app work?

Using the law, JAC devised a process through which individuals can be educated on the general likelihood of an expungement occurring. Without a direct review of an individual's particular arrest or conviction, however, the app cannot advise individuals on the success of filing a Motion of Expungement in any Louisiana court.



FREQUENTLY USED WORDS AND THEIR DEFINITIONS

This section will define several words and phrases for you.

Affidavit of Response/Affidavit of No Opposition: A form that is filed with your motion for expungement and allows the District Attorney, State Police, and arresting agency to respond to your motion with either no opposition or with reasons for opposition. If each of these three agencies responds with no opposition, your expungement may be granted. If an agency responds with opposition, you will attend a contradictory hearing.

Background Check: A background check will show what your criminal record looks like in a given parish.

Bar Association: An organization of lawyers established to promote professional competence, enforce standards of ethical conduct, and encourage a spirit of public service among members of the legal profession. They can be a resource for accessing legal services.

Bill of Information: A written statement that accuses a person of a crime that leads to a trial for the commission of the said crime. Also known as a complaint.

Certificate of Compliance: In expungement, a “Certificate of Compliance” is a letter that verifies that your record has been sealed. After your expungement is granted, the clerk will send a copy of the order to the local law enforcement, the local district attorney, the parish sheriff, and the Louisiana State Police. That is how the court directs each agency to seal your record from public view. After the State Police does what the judge has ordered them to do, they will send you this certificate.

Certified Copy: A photocopy of a document, judgment, or record that is signed and attested to as an accurate and a complete reproduction of the original document by a public official in whose custody the original has been placed for safekeeping.

FREQUENTLY USED WORDS AND THEIR DEFINITIONS

Certified Minutes: Minutes are the written record of an official proceeding, kept by courts and corporations for future reference. Certified minutes are a certified copy of the minutes from your case.

City Court: A city court is a municipal court of a city. City courts will hear city ordinance violation and sometimes lower level state violations, such as misdemeanors.

District Court: District courts are state courts that handle violations of state laws, such as misdemeanors and felonies. Louisiana has 41 District Courts. All district courts are numbered 1 – 40, except for Orleans Parish, which is called “Orleans Parish District Court.” See also: JDC.

Dismissed: A dismissal terminates the proceedings against the defendant. It occurs after a Bill of Information has been filed. The District Attorney or the Court may dismiss the charges against a defendant.

DWI: Driving While Intoxicated, a crime in Louisiana. In Louisiana, drivers under 21 years old found to have a BAC (Blood Alcohol Content) of at least 0.02% will be charged with DWI. Drivers 21 years old and over found to have a BAC of at least 0.08% will be charged with DWI.

Expungement: In Louisiana, “expungement” means removal of a record from public access but does not mean destruction of the record. An expunged record is confidential, but remains available for use by law enforcement agencies, criminal justice agencies, and other state agencies as stated under Louisiana law.

FREQUENTLY USED WORDS AND THEIR DEFINITIONS

Fee Waiver: A fee waiver is a form that allows to you to file for expungement without paying filing fees. It must be authorized by the District Attorney. You may qualify for a fee waiver for expungement if the following conditions apply to you:

- You have no prior felony convictions anywhere in the country.
- You have no pending felonies.
- Your case ended in an acquittal, motion to quash, or it was dismissed/refused and the time limit for prosecution has expired, and the dismissal was not the result of completion of diversion.

File: To deposit with the clerk of the court a written complaint or petition, which is the opening step in a lawsuit, motion, etc.

Hearing: A legal proceeding where an issue of law or fact is tried and evidence is presented to help determine the issue. Hearings resemble trials in that they ordinarily are held publicly and involve opposing parties. They differ from trials in that they feature more relaxed standards of evidence and procedure, and take place in a variety of settings before a broader range of authorities (judges, examiners, and lawmakers).

JDC: Stands for Judicial District Court. These are the state courts of Louisiana that handle state violations. See also: District Court.

Minutes: The written record of an official proceeding, kept by courts for future reference.

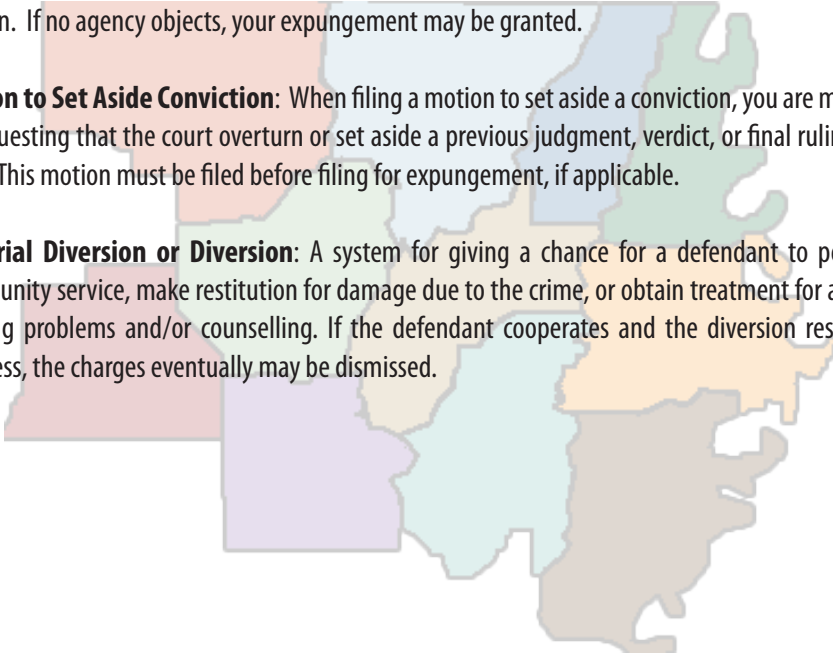
Motion: A written or oral application made to a court or judge directing that some act be done in favor of the applicant.

FREQUENTLY USED WORDS AND THEIR DEFINITIONS

Motion for Expungement: When filing a motion for expungement, you are moving, or requesting that the court expunge your record. This is what happens when you file your expungement forms and other paperwork with the clerk of court. Several agencies have an opportunity to object to your motion. If no agency objects, your expungement may be granted.

Motion to Set Aside Conviction: When filing a motion to set aside a conviction, you are moving, or requesting that the court overturn or set aside a previous judgment, verdict, or final ruling in a case. This motion must be filed before filing for expungement, if applicable.

Pre-Trial Diversion or Diversion: A system for giving a chance for a defendant to perform community service, make restitution for damage due to the crime, or obtain treatment for alcohol or drug problems and/or counselling. If the defendant cooperates and the diversion results in progress, the charges eventually may be dismissed.



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UNITED WAY OF LOUISIANA and LOUISIANA BAR FOUNDATION

This guide designed by:



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"Do great work for good people."



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