

Instructions For Filing Petitions and Orders of Expungement

(updated July 2011)

A Defendant interested in filing a Petition for Expungement may obtain the necessary documents from either the District Attorney's website at <http://www.snco.us/da/documents.asp> or the reception desk at the District Attorney's Office located at the Shawnee County Courthouse, 200 SE 7th Street, Suite 214, Topeka, Kansas.

Please use the *Petition for Expungement of Certain Convictions, Diversions and Arrest Records* and *Order of Expungement of Certain Convictions, Diversions and Arrest Records* if you were an adult when the crime occurred and you were convicted or diverted in Shawnee County. If the crime did not occur in Shawnee County, you need to contact the county in which the crime occurred. The forms must be completed accurately and fully. Incomplete petitions and proposed orders will be returned and will not be processed until and unless all requested information has been received. If you have more than one case, you will need to file a separate *Petition for Expungement* and *Proposed Order of Expungement* for each respective case.

Petitioners should file the original *Petition for Expungement* with the Clerk of the District Court along with three copies of the petition. Petitioners who fail to include copies will be charged a copying fee of 50 cents per page by the Clerk's Office. Also, please forward a copy of the *Petition for Expungement* and the original *Proposed Order for Expungement* to the District Attorney's Office. Petitioners who fail to submit a proposed order to the District Attorney's Office may have their expungement requests delayed.

As of July 1, 2011, petitioners must submit a \$100 filing fee as well as a \$19 surcharge for all filed expungements. Payment may be made by personal check, cash, money order or credit card. The Clerk of the District Court requires a certain number of copies to be filed with the *Petition for Expungement*. We recommend that you contact the Clerk of the District Court directly for the most current information regarding filing fees and copy requirements. The Clerk's Office can be reached at (785) 233-8200 ext. 4327.

If you need information regarding your case, you may use the District Court's website at www.shawneecourt.org and click the Public Access link in the lower left hand corner.