



IN THE CIRCUIT COURT OF THE SEVENTH JUDICIAL CIRCUIT  
SANGAMON COUNTY, ILLINOIS

**ARREST EXPUNGEMENT PROCEDURE**

To expunge a record of arrest made by a police agency in the Seventh Judicial Circuit Court, Sangamon County, Illinois, you must complete the following procedure:

1. Complete a Petition for Expungement, Notice of Motion, and Order to Expunge/Seal.
2. Give to the State's Attorney's Office for signature.
3. Make 5 copies of complete package.
4. File the Petition with the Circuit Clerk of Sangamon County.
  - a. There is a \$60.00 for the filing of the Petition for Expungement/Seal.
  - b. You must pay this fee when you file the Petition for Expungement/Seal (no personal checks).
  - c. Each case requires a separate Petition for Expungement/Seal, Notice of Motion, and Order to Expunge/Seal and requires a separate filing fee.
5. Schedule a Petition hearing with the Expungement Clerk located at the Circuit Clerk's Office in Room 405 of the Sangamon County Building at the Criminal Window.
6. Appear in Court at the date, time, and location set in the Notice of Motion.
7. After the Order to Expunge/Seal is signed; you must immediately report to the Circuit Clerk's Office in Room 405 of the Sangamon County Building at the Criminal Window with a Certified Check or Money Order made to the Illinois State Police in the amount of \$60.00 per case.

**POINTS TO REMEMBER**

1. Nothing in this act shall prevent the Department of State Police, Bureau of Identification from maintaining all records of any person who is admitted to probation upon terms and conditions and who fulfills those terms and conditions pursuant to Section 10 of the Cannabis Control Act, Section 410 of the Illinois Controlled Substance Act, Section 12-4.3 of the Criminal Code of 1961, Section 10-102 of the Illinois Alcoholism or other Drug Dependence Act, or Section 10 of the Steroid Control Act.
2. If you were placed on Court Supervision for any misdemeanor or municipal ordinance you must wait two (2) years after the satisfactory termination of your Court Supervision to file a Petition for Expungement [730 ILCS 5/5-6.31(f)] except for those offenses as set forth in 20 ILCS 2630/5 which requires a 5 year waiting period.