HOW TO EXPUNGE AND/OR SEAL A CRIMINAL RECORD

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INTRODUCTION TO CLEARING YOUR CRIMINAL RECORD

This page is an overview of the process. For more detail on the process, read the rest of the packet.

What are the options to clear my criminal record in Illinois?

When you are arrested or charged with an offense, a criminal record is created, even if you are not found guilty. Your criminal records can be read by the public, including your family, friends, employers, trade organizations, banks, and credit agencies. To have your record erased or hidden you must file a Request with the court and have a judge approve your Request.

There are 3 ways to clear your criminal record:
- **Expungement**: Erases arrests and court supervisions from your criminal record so it is like they never happened. Qualified Probations (see definition on Page 15) are only sealed by the State Police, but are erased by the arresting agency.
- **Sealing**: Hides your criminal record from most of the public. Law enforcement agencies can still see sealed records. Employers required by law to conduct background checks can see sealed felony convictions. They cannot see sealed misdemeanor convictions or cases not resulting in convictions unless the employer is a law enforcement agency.
- **Executive Clemency**: If you do not qualify for expungement or sealing, you can apply for a pardon from the Governor forgiving you for your criminal convictions. A pardon does not erase or hide your conviction on its own. If you get a pardon authorizing expungement, you can then apply to have your record expunged. To learn more about getting a pardon go to: https://www.illinoislegalaid.org/legal-information/getting-executive-clemency.

Is the expungement and sealing form right for me?

**DO NOT** use the Request to Expunge & Impound and/or Seal Criminal Records form in the following cases:
- **Stolen Identity**: If the person that was arrested was not you but impersonated you to the police, do not use this form. Instead file a request to have your record corrected due to identity theft. You can get the form to correct your record due to identity theft at: https://www.illinoislegalaid.org/legal-information/expungement-due-criminal-identity-theft.
- **Juvenile Records**: If you were detained or arrested by the police as a juvenile or charged in juvenile court, do not use this form. Instead use the court forms for expungement of your juvenile records. For more information visit: https://www.illinoislegalaid.org/legal-information/expunging-juvenile-criminal-record or www.illinois.gov/osad/Expungement
- **Eviction cases**: Evictions are civil cases and do not appear on your criminal record. For more information about sealing evictions visit: https://www.illinoislegalaid.org/legal-information/getting-eviction-case-your-record.

**DO NOT** list the following types of cases on the Request to Expunge & Impound and/or Seal Criminal Records form:
- Out of State and Federal Records: Do not use this form for criminal records from a state other than Illinois, or for federal criminal records. Instead check with the state where you were charged to see if expungement is an option. If you were charged in federal court, check with the U.S. Department of Justice at: www.justice.gov/pardon.
- **Civil Cases**: If you were involved in a civil case, like an order of protection, it will not appear on your criminal record and cannot be expunged or sealed.
- **Minor Traffic Cases**: If you were arrested and charged with a minor traffic violation, do not include it on this form unless the charge was a Class A or B misdemeanor. If you were arrested but not charged for a minor traffic violation, you can use this form.

Can I apply for expungement or sealing?

**If your** criminal record has arrests and charges, supervisions or qualified probation that were completed successfully, you can apply to have those criminal records expunged (erased).

**If there are any** convictions on your criminal record that are not eligible for expungement, you can apply to have eligible records sealed. See "What types of offenses can be sealed?" in Step 2 for the exceptions.

What stops me from having my criminal record expunged (erased)?

- Any pending criminal charges; OR
- Any sentences you have not yet completed, including parole, probation, or court supervision; OR
- Any eligible court supervisions and qualified probation where the waiting period for the offense has not yet passed. See waiting periods for different offenses listed in "What types of offenses CAN be expunged (erased)?" in Step 2; OR
- Any federal or out of state conviction.

What stops me from having my criminal record sealed (hidden)?

- Any pending criminal charges;
- Any sentences you have not yet completed, including parole, probation, or court supervision; OR
- The necessary "waiting period" has not passed.

What if I have been arrested, charged with an offense, or convicted in more than one Illinois county?

You will have a criminal record in each county. You will have to:
- Get your criminal records from each county;
- Review your criminal records from each county to find out if you qualify to expunge or seal each criminal record;

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STEP 1: GET COPIES OF YOUR CRIMINAL RECORDS

Why do I need copies of my criminal records?
Criminal records list the offenses you were arrested for, the offenses you were charged with, and the outcome of the cases including any sentences you received. You need this information to find out if your offenses can be expunged (erased) or sealed (hidden) and to fill out the form.

What are the different types of criminal records?
- Court Disposition: The final judgment or outcome in a court case. There are no court dispositions for arrests or charges that did not lead to a court case.
- Chicago RAP Sheet (Record of Arrests and Prosecutions): List of all arrests, charges, and court case outcomes that happened in Chicago.
- Illinois State Police Statewide Criminal History Transcript: List of all arrests and convictions that happened in Illinois.

How do I get copies of my criminal records?
- Get information from the Illinois State Police. You are allowed to access your entire criminal history information from the Illinois State Police. Although not required, it guarantees you have your entire criminal record. You can get this “Statewide Criminal History Transcript” to make sure that you have your entire criminal record in 3 ways:
  - Every law enforcement agency is allowed to provide you this information. Check with your local law enforcement agency to find out costs and times for fingerprinting.
  - You can also go to any licensed LiveScan vendor to get your transcript. Find a LiveScan vendor at: https://www.idfpr.com/LicenseLookUp/fingerprintlist.asp
- Get information from the Circuit Clerk. Many court records are available online. Other counties, like Cook County, do not provide online access to criminal records. In this case, go to the Circuit Clerk’s Office in the county where your case was filed. Ask the Circuit Clerk for copies of your court dispositions or use the public computer at the courthouse to look them up and print them out. There may be a fee to get copies of or print out your court dispositions, but you can look at them on the computer and write down the information for free. Find your Circuit Clerk’s website at: www.illcourtclerks.org/illinois-court-clerks/

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- Get information from the Chicago Police Department. Order a RAP sheet from the Chicago Police Department if you were arrested in Chicago. There may be a waiting period before you get your RAP sheet. There will be a fee.
  - You must go to the Chicago Police Department to get your Chicago RAP sheet:
    Chicago Police Headquarters
    3510 S. Michigan Ave., Chicago, IL
    (312) 745-5508
  - You should also request a copy of your Illinois State Police Statewide Criminal History Transcript. The Chicago Police will provide your state record for no additional cost.

**STEP 2: REVIEW YOUR CRIMINAL RECORDS & PICK EXPUNGEMENT AND/OR SEALING**

To determine if you can expunge and/or seal your criminal records, complete the Case Worksheet on page 12 of this booklet. Once you have completed your worksheet, you do not need to look at your court dispositions and RAP sheets to complete the Request form.

**What do I look for on my criminal record?**

To figure out if the offenses on your criminal record can be expunged (erased) and/or sealed (hidden), you need to look at each item in your criminal record and find the:

- Arrest dates and the police department which arrested you.
- Charge: The type of offense you were charged with in court or arrested for and released without charging.
- Disposition: The outcome of the case, for example, guilty/not guilty.
- Sentence: The punishment you received.
- The date you completed any sentence.

Once you find these on your criminal record, review the lists below to see if your offenses can be expunged and/or sealed.

**What do I need to know to choose between expungement and sealing?**

- You cannot expunge (erase) any record that resulted in a conviction, unless the conviction was reversed, vacated, pardoned by the Governor, or approved for expungement by the Prisoner Review Board.
- If you have been convicted and none of the exceptions apply, you may still be able to seal (hide) your conviction, depending on the charge and how much time has passed.

**What types of offenses CAN be expunged (erased)?**

The following types of arrests, charges, or sentences on your criminal record can be expunged:

- Arrests for misdemeanors and felonies that did not result in a conviction.
- Convictions for misdemeanors and felonies only if:
  - The conviction was reversed or vacated; OR
  - You received a pardon from the Governor allowing expungement of all convictions on your record; OR
  - As an Honorably Discharged Veteran, you have a Certificate of Eligibility for Expungement from the Prisoner Review Board allowing expungement of all convictions on your record.
- Sentences for court supervision only if:
  - 2 years have passed since you successfully finished your court supervision, except the offenses listed directly below; OR
  - 5 years have passed since you successfully finished your court supervision for:
    - Domestic Battery
    - Criminal Sexual Abuse (victim was 18 or older)
    - Operation of an Uninsured Motor Vehicle
    - Operation of a Motor Vehicle when Registration is Suspended for Non-Insurance
    - Display of False Insurance Card
    - Scrap Processors to Keep Records
  - If you are 25 or older, your Reckless Driving supervision occurred when you were under 25, and you have no other convictions.
- Sentences of Qualified Probation, only if 5 years have passed since you successfully finished your qualified probation.

**What types of offenses CANNOT be expunged (erased)?**

The following types of arrests, charges, or sentences on your criminal record cannot be expunged:

- Minor Traffic Offenses, unless you were released without being charged.
- Convictions for misdemeanors and felonies unless they were reversed, vacated, pardon ed by the Governor, or approved by the Prisoner Review Board.
- Court supervision or Qualified Probation that was NOT successfully completed.
- Court supervision for the following offenses:
  - Reckless Driving (if you were 25 or older at the time)
  - Driving Under the Influence
  - Sexual Offenses Against a Minor Under Age 18
- Convictions include a finding of guilt resulting in a sentence of: probation (other than Qualified Probation, successfully completed), jail or prison time, conditional discharge, time considered served.

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fines (with no other sentence), and supervisions or qualified probations that are not successfully completed.

What if I have some offenses that can be expunged or sealed and some that cannot?

- Even if certain cases are not eligible for expungement or sealing, you can still expunge or seal those arrests and cases that are eligible.

What types of offenses CAN be sealed (hidden)?

Arrests and charges for misdemeanors and felonies that did not lead to a conviction can be sealed at any time, except minor traffic offenses, unless you were released without being charged. Cases with the following sentences on your criminal record can be sealed if at least 3 years have passed since the successful completion of your last sentence:

- Convictions for most misdemeanors and felonies, except those listed in the next section.
- NOTE: If your conviction requires registration under the Arsonist Registration Act or the Murderer and Violent Offense Against Youth Registry, that conviction may not be sealed until you are no longer required to register.
- The following can be expunged after 5 years, but could qualify for sealing after 3 years:
  - Arrests or charges not initiated by arrest resulting in orders of first offender probation under Section 10 of the Cannabis Control Act, Section 410 of the Illinois Controlled Substances Act, Section 70 of the Methamphetamine Control and Community Protection Act, or Section 5-6-3.3 (Second Chance Probation) of the Unified Code of Corrections.

NOTE: You may be able to seal all eligible offenses upon the completion of your LAST sentence instead of after the 3 or 5 year waiting period if you completed one of the educational goals listed below during the period of your last sentence and had not already completed the same goal. The following educational goals are eligible: (1) high school diploma; (2) associate's degree; (3) career certificate; (4) vocational or technical certification; (5) bachelor's degree; (6) passed the high school GED test.

What types of offenses CANNOT be sealed (hidden)?

The following types of arrests, charges, and sentences on your criminal record cannot be sealed:

- Convictions and supervision for these misdemeanors and felonies:
  - Minor Traffic Offenses
  - Driving Offenses
    - Driving Under the Influence (625 ILCS 5/11-501)
    - Reckless Driving (unless under 25 at the time of the offense and no other convictions for DUI or reckless driving) (625 ILCS 5/11-503)
  - Domestic Battery (720 ILCS 5/12-3.2)

What if I have some offenses that can be sealed and some that cannot?

- The offenses that qualify for sealing can be sealed.
- The offenses that do not qualify for sealing will stay on your criminal record.

STEP 3: FILL OUT THE REQUEST TO EXPUNGE & IMPOUND AND/OR SEAL CRIMINAL RECORDS FORM

Follow these instructions only when you have determined what parts of your criminal record can be expunged (erased) and sealed (hidden).

What form do I need to expunge (erase) my criminal record?

- Request to Expunge & Impound and/or Seal Criminal Records: Gives the court the information needed to decide if you can have your criminal record expunged.
- Additional Arrests or Cases for Expungement: Use this form if you have more arrests or cases to expunge or seal than will fit on the Request form.
- Notice of Filing for Expungement and/or Sealing: Tells the arresting agency that you are asking the court to expunge your criminal record.

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- Additional Notice of Filing for Expungement and/or Sealing: Use this form if you have more than 2 arresting agencies or if you were arrested in more than 2 different cities, towns, or villages.
- Order to Expunge & Impound and/or Seal Criminal Records: Is used by the judge to say which cases from your Request to Expunge & Impound and/or Seal Criminal Records are approved.
- Order Denying Request to Expunge & Impound and/or Seal Criminal Records: Is used by the judge to say which cases from your Request to Expunge & Impound and/or Seal Criminal Records are denied.

Where can I find the expungement form I need?

You can find forms at: www.illinoiscourts.gov/Forms/approved/

How do I fill out the Request to Expunge & Impound and/or Seal Criminal Records form?
The form has instructions in the column on the left side to help you. Also listed below are line-by-line instructions with more information on how to fill out the Request to Expunge & Impound and/or Seal Criminal Records form.

Page 1 Caption/Header: You must enter all your arrest and case numbers at the top of the form where it says “Arrest or Case Numbers of all Eligible Criminal Offenses on your Record in this County.” If all of your case numbers do not fit, you should use an Additional Arrests or Cases for Expungement or Additional Arrests or Cases for Sealing form.

Section 1: Check yes if you are requesting that some cases be expunged. If you are only requesting sealing, check no and skip to Section 12.

If you are only requesting to seal cases, do not fill out Sections 2 – 11 and skip to Section 12.

Section 2 (Cases for Expungement): Use the information you entered on your Case Worksheet to fill out the table on the first page of the form. The Case Worksheet is on page 1 of this instruction booklet and should be completed using your court disposition printouts or RAP sheet.

- Arrest or Case Number: Enter each arrest or case number listed on your court dispositions or RAP sheet.
- Arresting Agency: Enter the name of the police department that arrested you.
- Charge: Enter the name of the offense you were charged with, such as “retail theft” or “cannabis possession.”
- Date of Arrest: Enter the date you were arrested listed on your court disposition or RAP sheet.
- Outcome: Enter an outcome that reflects the outcome of your case. Use the shortened version of the outcome from the Outcome Abbreviations box.

If you have more than 6 arrests or cases for expungement:
- Mark the checkbox below the table that says “I have listed additional arrests or cases on the attached

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At least 5 years have passed since you successfully completed your probation (and if TASC probation, the sentence was also vacated or cancelled by the judge).

If you check this box, attach to your forms the results of a drug test that you passed within the last 30 days.

Section 8: Check this box if you were sentenced to court supervision, you successfully completed your court supervision, and no conviction was placed on your record. Also, enough time must have passed since you completed the supervision. Use the following guidelines:

- If you received court supervision for one of the following offenses, 5 years must have passed since you successfully finished the supervision:
  - Domestic Battery
  - Criminal Sexual Abuse (victim was 18 or older)
  - Operation of an Uninsured Motor Vehicle
  - Operation of a Motor Vehicle when Registration is Suspended for Non-Insurance
  - Display of False Insurance Card
  - Scrap Processors to Keep Records
- For all other offenses for which you received court supervision, 2 years must have passed since you successfully finished the supervision.

Section 9: Check this box only if you are NOT trying to expunge a sentence of court supervision for:

- Driving Under the Influence (DUI); OR
- A sexual offense where the victim was under 18 years old; OR
- Reckless Driving when you were 25 years old or older.

Section 10: Check this box if:

- You were charged with Reckless Driving and received a sentence of supervision; AND
- You were less than 25 years old when the offense was committed; AND
- You have never been convicted of DUI of alcohol or any other drug, you have no other convictions for Reckless Driving, and you are now 25 or older.

Section 11: Check this box if:

- You qualify to have your filing fees and State Police fees waived under the Cook County Fee Waiver Pilot Program; AND
- You are filing this Request before January 1, 2018; AND
- You are only trying to expunge or seal arrests resulting in release without charging (RWOC) or cases resulting in acquittals, dismissals, or reversed/vacated convictions.

Section 12: Check yes if you are requesting that some cases be sealed.
Section 16: This statement in Section 16 must be true. You cannot seal a felony conviction that happened after you sealed a prior felony conviction.

Section 17: Check this box if:
- You were sentenced to court supervision; AND
- You successfully completed the supervision; AND
- At least 2 years have passed since the successful completion of your last sentence.

Section 18: Check this box if:
- You were convicted of a misdemeanor that can be sealed; AND
- At least 3 years have passed since the successful completion of your last sentence. Your "last sentence" means the latest completion date of any sentence you received in Illinois or any other state.

See "What types of offenses CAN be sealed (hidden)?" in Step 2 for a list of the misdemeanors that can be sealed.

Section 18b: Check this box if:
- You were convicted of a felony offense that can be sealed; AND
- At least 3 years have passed since the successful completion of your last sentence. Your "last sentence" means the latest completion date of any sentence you received in Illinois or any other state.

See "What types of offenses CAN be sealed (hidden)?" in Step 2 for a list of the felonies that can be sealed.

If the felony was drug-related, attach to your form the results of a drug test that you passed within the last 30 days.

Section 18c: Check this box if:
- You were sentenced to Qualified Probation for First Offender Cannabis, Controlled Substance, or Methamphetamine violations (sometimes called 410, 710, 1410); Second Chance Probation; Offender Initiative Program; or TASC Probation; AND
- At least 3 years have passed since the successful completion of your last sentence. Your "last sentence" means the latest completion date of any sentence you received in Illinois or any other state.

If you check this box, attach to your form the results of a drug test that you passed within the last 30 days.

Section 19: Check this box if you are not asking to seal a felony conviction that you have to register on a public registry for. For example, the Arsonist Registration Act, the Sex Offender Registration Act, or the Murderer and Violent Offender Against Youth Registration Act.

Section 20: Check this box if you petitioned the Prisoner Review Board and were given a Certificate of Eligibility that allows you to seal (hide) the conviction from your criminal record. You must attach a copy of your Certificate of Eligibility and the results of a drug test that you passed within the last 30 days to your Request.

Section 21: Check the box if:
- You have completed one of the listed educational goals during your last sentence. If Section 21 applies to you, all eligible cases can be sealed immediately after the completion of your last sentence;
- You completed the goal during the period of your last sentence; AND
- You had not already completed the same educational goal before completing your last sentence.

If you check this box, attach to your forms any documents proving you completed the educational goal.

Section 22: Check this box if:
- You were charged with Reckless Driving and received a sentence of supervision; AND
- You were less than 25 years old when the offense was committed; AND
- You have never been convicted of Driving Under the Influence (DUI) of alcohol or any other drug, you have no other convictions for Reckless Driving, and you are now 25 or older.

Signature: You must sign and date your Request. Your signature means that everything you filled out on the form is true and correct to the best of your knowledge. Making a false statement on this form could be perjury.

Prepared By: Enter your name and contact information.

How do I fill out the Notice of Filing for Expungement and/or Sealing form?
- Enter your information on this form where instructed.
- If some of your criminal charges, or cases took place in different cities, towns, or villages in the same county, you must list all of the police departments that arrested you and the Chief Legal Officer for each city, town, or village. The Chief Legal Officer is usually the lawyer for the city or town in which you were arrested.
- Find the name and address for the county State's Attorney by asking the Circuit Clerk.
- Find the address for the Arresting Agencies (police departments) that arrested you by contacting them.
- Find the address for the Chief Legal Officer by contacting the city, town, or village you were arrested in.
If you have more than 2 arresting agencies or if you were arrested in more than 2 different cities, towns, or villages, use an Additional Notice of Filing for Expungement and/or Sealing form. You may use more than one Additional Notice of Filing for Expungement and/or Sealing.

The Circuit Clerk will mail a copy of this form and your Request to all of the agencies that are required to get notice of your Request.

How do I fill out the Order to Expunge & Impound and/or Seal Criminal Records form?
- Enter your information on this form where instructed.
- Enter the number for all arrests, charges, and convictions in your criminal record. If an arrest did not result in formal charges, enter the arrest number.
- You will not check any boxes on the Order form. The judge will check the correct boxes once a decision has been made about your Request.
- You will get this form back from the court telling you if the court approved expungement or sealing for any of your criminal records.

How do I fill out the Order Denying Request to Expunge & Impound and/or Seal Criminal Records form?
- Enter your information on this form where instructed.
- The judge will enter the case numbers that are denied.
- You will not check any boxes on this form. The judge will check the correct boxes once a decision has been made about your Request.
- You will get this form back from the court telling you if the court denied expungement or sealing for any of your criminal records.

STEP 4: NEXT STEPS FOR EXPUNGEMENT & SEALING

What do I do after I fill out the form?
- File your form with the Circuit Clerk in the county where you were arrested or charged with the offense. In some counties, you may have to attach copies of your court dispositions.
- Call the Circuit Clerk and ask how much it will cost to file your form and the types of payment (cash, check, credit, online) they take and number of copies required, BUT
- If you cannot afford the fee, fill out and file an Application for Waiver of Court Fees found at: www.illinoiscourts.gov/forms/approved
- File your form with the Circuit Clerk in person. You may be able to file by mail or online depending on the county where you are filing your court case.
- The Circuit Clerk will stamp your form. This stamp is your proof that the form was filed with the court.

How to File In Person
- Go to the courthouse in the county where your court case should be filed.
- Give the Circuit Clerk your original form and the required number of copies to stamp.
- The Circuit Clerk will keep the original form and give back your copies.
- Pay the filing fee or file your Application for Waiver of Court Fees.

How to File By Mail
- If you will be asking for a fee waiver, there may be local rules requiring you to file your Application for Waiver of Court Fees in person. Ask the Circuit Clerk if you have to file your Application for Waiver of Court Fees in person.
- In Cook County, you must go in person to have your fees waived.
- If you do not need to appear in person, mail your original form including your Application for Waiver of Court Fees and one copy to the Circuit Clerk to stamp.
- If you do not need to have your fees waived, mail your original form and the required number of copies to the Circuit Clerk to stamp.
- Include the Letter to the Circuit Clerk found at: http://www.illinoiscourts.gov/Forms/approved/
- Include a self-addressed and stamped envelope for the Circuit Clerk to mail the file stamped copy to you.

How to File Online
- Check your local Circuit Clerk’s website to see if online filing is an option for you at: http://www.icourtclerks.org/illinois-court-clerks/.
- Follow the instructions for filing online provided by the Circuit Clerk.
- Pay the filing fee as instructed online or file your Application for Waiver of Court Fees.
- Even if you can file online, you may have to appear in person to apply for a fee waiver. Ask the Circuit Clerk if you have to file your Application for Waiver of Court Fees in person.

The Circuit Clerk will mail your Request with the Notice of Filing for Expungement and/or Sealing to each of the following:
- County State’s Attorney
- Arresting Agencies (police departments)
- Chief Legal Officers of the cities, towns and villages where you were arrested
- Illinois State Police
- Keep 1 copy of the form that was stamped by the Circuit Clerk for your own records.

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What if I have arrests and charges from different counties?
If you have arrests, charges, or convictions that happened in more than one county, you must file separate requests for expungement or sealing in each county. A Request should only include arrests, charges, and convictions that happened in one county. You will have to pay filings fees in each county where you file a Request, unless they are waived in each county.

What if I move before my expungement or sealing case is over?
If you move before your case is over, immediately notify the Circuit Clerk of your new address. If you do not tell the court your new address, you may not receive notices of court dates and copies of court orders.

Can anyone keep me from getting my criminal record expunged (erased) or sealed (hidden)?
The police departments and prosecutors that you listed on the Notice of Filing for Expungement and/or Sealing form get a chance to object to your Request to expunge or seal your criminal record. They have 60 days from the day they receive your Request to file a written objection with the court. If they object, it means they do not want your record to be expunged or sealed. If the agencies do not object during the 60 days, they cannot object at a later time.

How will I know if someone objects to my Request for expungement or sealing?
The Illinois State Police will mail you a copy of their objection, if any. An objection does not mean the court is denying your Request. The court will consider the objection when deciding if your criminal record will be expunged or sealed.

Will I have a court date for my expungement or sealing case?
You may need to go to court for a court date in front of a judge. Some counties schedule a court date right away, but others will only schedule a court date if one of the agencies you listed on the Notice of Filing for Expungement and/or Sealing form objects to your Request.

If I am asked to come in for court date, how does the court decide to approve or deny my Request for expungement or sealing?
Requests for expungement or sealing are not automatically approved just because you are eligible under the law. To decide, the court may:
- Review any objections filed by the agencies you listed on your Notice of Filing for Expungement and/or Sealing form; AND
- Determine if you are eligible under the law; AND
- Review other factors it is allowed to consider:
  - The strength of the evidence supporting a conviction;
  - The reasons why the State, the Arresting Agencies, or Chief Legal Officers want to keep your records from being erased or hidden;
  - Your age, criminal record history, and employment history;
  - The period of time between your arrest on the charge resulting in the conviction and the filing of the Request; AND
  - The specific negative results you may suffer if the Request is denied. Be prepared to tell the judge about these.

Get ready for your court date.
- Decide and write down specific negative results you may suffer if your Request is denied (examples include denied a job or housing).
- Gather and make copies of pictures and documents you want the judge to see, like evidence of completion of a treatment program, letters of recommendation, proof of education, or degrees, etc.

Go to your court date.
- You must attend the court date if one is scheduled. If you do not go to your court date, your case could be dismissed.
- Bring these items with you to court:
  - Photo I.D.;
  - Stamped copies of your form;
  - Order to Expunge & Impound and/or Seal Criminal Records;
  - Order Denying Request to Expunge & Impound and/or Seal Criminal Records;
  - Notes or documents detailing your employment and educational history; AND
  - Other papers related to your Request (like evidence of completion of a treatment program, letters of recommendation, proof of education, or degrees, etc.).
- Get to the courthouse at least 30 minutes early.
- Go to the courtroom number listed on your court form. If your form does not have a courtroom number, look for a list of cases at the courthouse or ask the Circuit Clerk.
- Check in with the courtroom staff and wait for your name and case number to be called.
- When your case is called, walk to the judge and introduce yourself.

How do I present my case to the judge?
- Tell the judge your side of the case and answer questions. Be prepared to tell the judge about specific negative results you may suffer if your Request is denied.
- You will have a chance to respond to any objections to your Request.
The agencies that you listed on your Notice of Filing for Expungement and/or Sealing form may be at your court date and could ask you questions about your case.

How will I find out if my Request for expungement or sealing is approved or denied?
If you do not receive a copy of the Order in court, the Circuit Clerk will mail you a copy of the Order stating whether your Request was approved or denied.

What do I do with the Order approving or denying my Request for expungement or sealing after I get it?
If your Request was approved, it is very important that you keep a copy of the Order that you receive from the Circuit Clerk in a safe place. Once your arrests or cases are expunged or sealed, the court no longer has a court record for you and it may be very difficult to get another copy of the Order.

If my Request is approved, how long will I have to wait before my record is expunged or sealed?
If the judge approves your Request, a copy of the Order will be sent by the Circuit Clerk to the police departments and prosecutors that you listed on the Notice of Filing for Expungement and/or Sealing. These agencies have 60 days from the time they receive a copy of the Order to expunge or seal your records.

How will I know when my record has been expunged or sealed?
The Illinois State Police will send you a letter stating that they have expunged or sealed your records. Until you receive this letter from the Illinois State Police, your records have not yet been expunged or sealed.

Can anyone find out about my criminal record once it has been expunged or sealed?
Some agencies will be able to find out that you expunged a criminal record and see your sealed records:
- Law enforcement agencies including police departments, prosecutors, correctional institutions, military, and court services and Department of Child and Family Services can see all sealed records, expunged pardoned convictions, and some five-year-waiting-period expunged records for limited purposes.
- Any employer required by law to conduct fingerprint background checks can see sealed felony conviction records. These employers include: financial institutions, fire departments, private carrier companies, schools, park districts, health care organizations, and childcare organizations.
- An employer not listed above and members of the public can't see expunged or sealed records or find out that you have had a record expunged or sealed.

What if my criminal record does not qualify for expungement?
You may be able to get one of the following certificates from the Prisoner Review Board that will allow you to apply for expungement or sealing:
- Certificate of Eligibility for Expungement: You may be able to get this certificate if you were convicted of a Class 3 or Class 4 felony and enlisted in, or received
an honorable discharge from the United States Armed Forces or National Guard and you served at least one tour of duty.

- Certificate of Relief from Disabilities: This certificate may help you get a professional license for jobs like a barber, therapist, real estate agent, roofer, engineer, accountant, and more. You may be able to get this certificate if you have not been convicted of aggravated DUI, aggravated domestic battery, kidnapping or aggravated kidnapping, or an offense requiring registration under the sex offense registration act.

- Certificate of Innocence: This certificate may help you get paid money from the Illinois Court of Claims for an unjust conviction. You may be able to get this certificate if you proved you were improperly convicted.

- Health Care Waiver: This certificate may help you get a healthcare job if you are not professionally licensed (registered nurse, licensed practical nurse) and want to work at a healthcare organization (nursing homes, hospitals). For more information, see the Health Care Worker Registry at: www.idph.state.il.us/nar/.

**NOTE:** Information about these certificates may be obtained from the Circuit Clerk.

To find out if you are eligible for one of these certificates, contact the Prisoner Review Board:

**Illinois Prisoner Review Board**
319 East Madison Street, Suite A
Springfield, IL 62701
Telephone: (217) 782-7273
Fax: (217) 524-0012
www.illinois.gov/prb/

**What if my criminal record does not qualify for expungement or sealing and I cannot get a certificate from the Prisoner Review Board?**

You may be able to get one of the following certificates from the court to help you show that you are serious about getting a job or a professional license:

- Certificate of Good Conduct: This certificate may help you get a job. You may be able to get the certificate if it has been two years since you successfully completed your sentence and you have not been convicted of aggravated DUI, aggravated domestic battery, kidnapping or aggravated kidnapping, or an offense requiring registration under the sex offense registration act.
Appendix: Case Worksheet

Use this worksheet to get the information from your entire criminal record in one place.

- You can find all the information you need to fill in the worksheet on your court dispositions, RAP sheets, and information from the Illinois State Police Access and Review process. Below are some samples to help you locate the information you need.
- There are three tables on page 15 of this instruction booklet to help you determine if a sentence or disposition qualifies as a conviction for the purposes of expungement and sealing.

How do I complete the Case Worksheet?

Using the information on your court dispositions and any RAP sheets you have, fill in your Case Worksheet with this information for each case:

- Arrest or Case Number: Enter the arrest or case number listed on your court disposition or RAP sheet.
- Arresting Agency: Enter the name of the police department that arrested you.
- Charge: Enter all offenses you were charged with for each case number, for example "drug possession" and "possession of paraphernalia".
- Date of Arrest: Enter the date you were arrested that is listed on your court disposition or RAP sheet.
- Outcome: Enter the sentence you received for the offense.
- Completion of Sentence: Enter the date your sentence ended successfully.

What if I see an arrest on my criminal record but there is no charge, disposition or sentence listed?

Not all arrests lead to charges, so there would not be a charge, disposition, or sentence listed on your record. All arrests without charges can be expunged if all the offenses on your entire record qualify. If not, then the arrests can be sealed. In the chart below, you only need to enter the Arresting Agency and Date of Arrest for arrests that did not result in charges.

<table>
<thead>
<tr>
<th>Arrest or Case Number</th>
<th>Arresting Agency</th>
<th>Charge</th>
<th>Date of Arrest</th>
<th>Outcome</th>
<th>Completion of Sentence (Date)</th>
</tr>
</thead>
<tbody>
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<td>15</td>
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<td></td>
</tr>
</tbody>
</table>
### Sample Cook County Court Disposition:

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS**

**PEOPLE OF THE STATE OF ILLINOIS**

VS

**JOHN DOE**

**CERTIFIED STATEMENT OF CONVICTION / DISPOSITION**

I, DOROTHY BROWN, Clerk of the Circuit Court of Cook County, Illinois, and keeper of the records and seal thereof do hereby certify that the electronic records of the Circuit Court of Cook County show:

The State’s Attorney of Cook County / Local Prosecutor has filed a complaint with the Clerk of the Circuit Court.

Charging the above named defendant with:

750-5/12-3-A-1 M A BATTERY

The following disposition(s) was were rendered before the Honorable Judge(s):

- **11/05/2005 BOND SET BY RULE OF COURT**
  - Smith, Gerald T.
- **11/17/2005 BOND FORFEITURE**
  - Smith, Gerald T.
- **12/13/2005 MOTION TO VACATE BOND FORF**
  - Smith, Gerald T.
- **12/13/2005 BOND FORFEITURE VACATED**
  - Smith, Gerald T.
- **12/13/2005 STRICKEN OFF – LEAVE REINSTATE**
  - Smith, Gerald T.

### Sample Chicago Police RAP Sheet:

**CHICAGO POLICE DEPARTMENT**

3510 S. Michigan Avenue / Chicago, IL 60653

**Identification Section**

| DOE, JOHN | MALE |
| IR # 978380 | WHITE |
| SID # | |
| FBI # | 5'10" |
| IDOC # | |
| SSN: | |
| Driver's License #: | Q4838171920282782 |
| Driver's Lic. State: | ILLINOIS |
| Scars, Marks & Tattoos: | |

**Current Arrest Information:**

- **Date of Birth:** 2-OCT-1974
- **Age:** 39 years
- **Place of Birth:** CHICAGO, IL
- **SSN:** |
- **Driver’s License #:** Q4838171920282782
- **Driver’s Lic. State:** ILLINOIS
- **Scars, Marks & Tattoos:** |

**Criminal Justice Summary:** Total arrests: 1 (1 Misdemeanor)

**ARREST**

| Arrest Name: | DOE, JOHN | Date: 11/4/2005 |
| Date of Birth: | 2-OCT-1974 |
| Holding Facility: | NORRIDGE |
| Address: | 145 W. State St., Chicago, IL |
| DCN or CB: | 05456347 |
| Residence: | 230 E. Green St., Chicago, IL |
| Officer: | JONES |
| Officer Badge #: | 53 |
| Arresting Agency: | CPD |

### Sample Case Worksheet:

<table>
<thead>
<tr>
<th>Arrest or Case Number</th>
<th>Arresting Agency</th>
<th>Charge</th>
<th>Date of Arrest</th>
<th>Outcome</th>
<th>Completion of Sentence (Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 05121978901</td>
<td>Chicago Police Department</td>
<td>Battery</td>
<td>11/4/2005</td>
<td>Stricken off with leave to reinstate</td>
<td>n/a</td>
</tr>
</tbody>
</table>

---

Find Illinois Supreme Court approved forms at: [http://www.illinoiscourts.gov/Forms/approved/](http://www.illinoiscourts.gov/Forms/approved/)

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(09/17)
IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT
FORD COUNTY, ILLINOIS

PEOPLE OF THE STATE OF ILLINOIS, )
) Plaintiff,
) )
) vs ) No. 09· CM·117
) )
Jane Doe )
) Defendant)

JUDGMENT AND SENTENCE
OF PROBATION/COURT SUPERVISION/CONDITIONAL DISCHARGE

The case coming on for sentencing, Defendant (having pled guilty of) (having been found guilty of) (having had probation, supervision, or conditional discharge received for) the offense(s) of:

Unlawful Possession of Drug Paraphernalia
Class A Misdemeanor

and a Presentence Report having been (prepared) (waived) and hearing in aggravation and mitigation held (waived); The Court finds there is a factual basis for a factual basis for a finding of guilty. The Court further finds that imprisonment in the Illinois Department of Corrections is not necessary for the protection of the public, and the following sentence does not deprecate the seriousness of the Defendant’s conduct and is consistent with the ends of justice.

ACCORDINGLY IT IS THE ORDER OF THIS COURT, that the Defendant is placed on (probation) (court supervision) (conditional discharge) for a period of 12 (years) (months) (days) subject to the following conditions:

THE DEFENDANT SHALL:

(X) 1. not violate any criminal statute of any jurisdiction;

(X) 8. pay a fine of $750; court costs of . . . and Probation (supervision) fees in the amount of $25 per month;

This case is continued to 12/17/10 except for review or remission hearings.

ENTER: 12/17 , 20 09 Gerald T. Smith
JUDGE
TERMINATION DATE: 12/17 , 20 10

Sample Case Worksheet:

<table>
<thead>
<tr>
<th></th>
<th>Arrest or Case Number</th>
<th>Arresting Agency</th>
<th>Charge</th>
<th>Date of Arrest</th>
<th>Outcome</th>
<th>Completion of Sentence (Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>09·CM·117</td>
<td>Ford County Sheriff's Office</td>
<td>Unlawful Possession of Drug Paraphernalia</td>
<td>10/23/2009</td>
<td>Probation</td>
<td>12/17/2010</td>
</tr>
</tbody>
</table>

Find Illinois Supreme Court approved forms at: http://www.illinoiscourts.gov/Forms/approved/.
How do I know if I was “convicted” of an offense and cannot have my criminal record expunged?

The disposition (outcome) of the offense on your record tells you if you were convicted or not. The tables below explain what the disposition codes or descriptions on your record mean and if you were convicted or not.

- If you see the disposition for your offense on Table 1 below, you were not convicted for that offense and it can be expunged.
- If you see the disposition for your offense on Table 2 below, you were convicted of that offense but you have an exception that allows you to apply for expungement.
- If you see the disposition for your offense listed on Table 3 below, you were convicted of that offense and it cannot be expunged.

Look at all of the entries in the “Outcome” column of your Case Worksheet. All cases that were not convictions are eligible for expungement (unless otherwise excluded, see page 3 of this booklet). Cases that resulted in convictions may be eligible for sealing (see page 4 of this booklet).

### Table 1: These dispositions/outcomes mean that you were NOT convicted and are eligible for expungement:

<table>
<thead>
<tr>
<th>Code</th>
<th>Disposition</th>
<th>More Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNPC</td>
<td>Finding of No Probable Cause</td>
<td>The court dismissed the case because it decided that there was no probable cause</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(reason) to believe that you had committed the offense that you were accused of.</td>
</tr>
<tr>
<td>FNG</td>
<td>Found Not Guilty</td>
<td>The court decided you were not guilty of the offense you were charged with.</td>
</tr>
<tr>
<td>RWOC</td>
<td>Released without Charging</td>
<td>You were arrested but not charged with an offense or brought to court.</td>
</tr>
<tr>
<td>Nolle prosequi</td>
<td></td>
<td>The state stopped prosecuting your case and the court dismissed the case.</td>
</tr>
<tr>
<td>SOL</td>
<td>Stricken off with leave to reinstate</td>
<td>The State has the option to bring the case back up again. If they do not, the case</td>
</tr>
<tr>
<td></td>
<td></td>
<td>is considered dismissed.</td>
</tr>
<tr>
<td></td>
<td>Court supervision, completed successfully</td>
<td>The court kept your case open for a set period of time, and because you followed all</td>
</tr>
<tr>
<td></td>
<td></td>
<td>of the conditions during that time, the court dismissed the criminal charges against you.</td>
</tr>
<tr>
<td></td>
<td>Successfully completed First Offender</td>
<td>This type of probation can also be called 410, 710, 1410, or TASC probation when</td>
</tr>
<tr>
<td></td>
<td>Drug Probation or Qualified Probation</td>
<td>the court determines the arrest was a result of alcohol or drug addiction, and must</td>
</tr>
<tr>
<td></td>
<td></td>
<td>be reflected in the record. You can tell if you received this special type of probation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>by the court disposition.</td>
</tr>
</tbody>
</table>

### Table 2: These dispositions/outcomes mean that you were convicted, but there is a special situation and are eligible for expungement:

<table>
<thead>
<tr>
<th>Disposition/Sentence</th>
<th>More Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guilty/Conviction Reversed or Vacated</td>
<td>The court originally decided you were guilty of an offense, but then reviewed your case</td>
</tr>
<tr>
<td></td>
<td>and decided you were not guilty, or the court cancelled the original finding of guilt.</td>
</tr>
<tr>
<td>Guilty/Conviction with a Pardon from the Governor</td>
<td>The court found you guilty of an offense, but the Governor granted you a pardon that</td>
</tr>
<tr>
<td></td>
<td>allows the expungement of your criminal record.</td>
</tr>
<tr>
<td>Guilty/Conviction with a Certificate of Eligibility for</td>
<td>You petitioned the Prisoner Review Board and were given eligibility to erase a</td>
</tr>
<tr>
<td>Expungement from the Prisoner Review Board</td>
<td>conviction from your criminal record.</td>
</tr>
</tbody>
</table>

### Table 3: These dispositions/outcomes mean that you were convicted (and may be eligible for sealing):

<table>
<thead>
<tr>
<th>Disposition/Sentence</th>
<th>More Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Considered Served</td>
<td>The court determined that you committed the offense. The time you spent in jail</td>
</tr>
<tr>
<td></td>
<td>waiting for the court to hear your case was considered your sentence.</td>
</tr>
<tr>
<td>IDOC (Illinois Department of Corrections) or County</td>
<td>The court determined you committed the offense. You were sentenced to time in jail</td>
</tr>
<tr>
<td>Department of Corrections (jail)</td>
<td>or prison.</td>
</tr>
<tr>
<td>Conditional Discharge</td>
<td>The court determined you committed the offense. You were sentenced to meet</td>
</tr>
<tr>
<td></td>
<td>certain conditions and if you did not you would be resentenced.</td>
</tr>
<tr>
<td>Probation (not Qualified Probation)</td>
<td>The court determined you committed the offense. You were sentenced to report to a</td>
</tr>
<tr>
<td></td>
<td>Probation Officer.</td>
</tr>
<tr>
<td>Fine (without court supervision)</td>
<td>The court determined you committed the offense. You were sentenced to pay a fine.</td>
</tr>
</tbody>
</table>