

EXPUNGEMENT INFORMATION

Cases of ARD (Accelerated Rehabilitative Disposition) & PWV (Probation Without Verdict)

Expungements of these cases are managed through the Office of Probation. Generally speaking, expungements can be considered if all costs and fines are paid and all requirements/conditions of the Probation Department have been met. In order to proceed with this contact the Indiana County Probation Department (724-465-3820).

TO EXPUNGE ANOTHER TYPE OF RECORD YOU ARE STRONGLY ENCOURAGED TO CONTACT AN ATTORNEY FOR GUIDANCE THROUGH THIS COMPLEX PROCESS.

Expungement Petition Forms (not ARD or PWV) are found at: <http://www.pacourts.us/forms/for-the-public> Scroll to the section titled "Expungement" and print the form(s) you need. Generally speaking, a final disposition can be considered for expungement if it was either dismissed, not guilty, nol prossed, or withdrawn.

If your offence was considered a summary offense you should use the form ending in "490".
If your offence was not a summary offense you should use the form ending in "790".

A) FILING THE APPLICATION FOR EXPUNGEMENT

1) After completing this form you must physically bring (or mail) it to:

Office of the Clerk of Courts
825 Philadelphia St. ; Indiana, PA 15701

*(NOTE: This is **NOT** accepted by e-mail or fax).*

2) Application must be completed, notarized, and have the following two (2) attachments:

a) Attach a "final disposition sheet" from the magistrate.

Your case record may no longer exist with the magistrate as these cases are often archived after 5 years. If this is the situation, please attach a statement from the magistrate (on magistrate letterhead) indicating that your case record no longer exist at their location.

b) Attach a "Pennsylvania State Police Criminal History" (less than 60 days old).

3) FEE: \$20.00 for each petition payable by cash, money order, or check (payable to "Clerk of Courts").
This fee must be paid at the time the application is filed.

B) AFTER THE APPLICATION IS RECEIVED BY THE CLERK OF COURTS:

1) The application will forward this to the District Attorney and the Courts for consideration.

2) The Clerk of Courts will then notify you (or your attorney) indicating whether the expungement was approved. If the expungement is approved the Clerk of Courts will also notify court-related agencies.

Individuals receiving expungements are responsible to notify all other inquiries.

C) EXTRA COPIES OF YOUR EXPUNGMENT ORDER (or to send to a third party):

The Clerk of Courts must receive your request in writing along with a stamped envelope. If this copy is to be sent to a third party, the Clerk of Courts must receive a notarized statement giving permission to send the order and a copy of your driver's license. The fee for additional copies of the expungement order is \$0.50 per page.

For specific information regarding expungements contact either of these offices:

Office of the Clerk of Courts -or-
Phone: 724-471-7277
expungements@countyofindiana.org

Office of the Court Administrator
Phone: 724-465-3955

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