

## NON CONVICTION INSTRUCTIONS

1. Review the instructions in this packet. The instructions explain how to complete the following forms:
  - Appearance
  - Verified Petition for Expungement of and Sealing of Records of Arrest, Criminal Charges, or Juvenile Delinquency Allegations Pursuant to IC §35-38-9-1
  - Form ACR
  - Facts Pertaining to Expungement Matter (fill out one for each non-conviction)
  - Findings as to Expungement Matter (fill out one for each non-conviction)
  - Exhibit (fill out one for each non-conviction)
  - Findings and Order Granting Petition for Expungement /Sealing of Records of Arrest, Criminal Charges, or Juvenile Delinquency Allegations Pursuant to IC §35-38-9-1
  
2. Select the button labeled **I am Ready To Fill Out The Petition And Order**. Fill out and then print the forms. *You do not have to print the instruction pages.*
  
3. Select the button labeled **I am Ready To Fill Out An Insert For Each Non Conviction**. Fill out and print one complete set of these forms for your first non-conviction. **If you have another non-conviction you are asking to be expunged, go back and fill out *another* full set of these forms. You should have a Facts Pertaining to Expungement Matter, Findings as to Expungement Matter and Exhibit for EACH non-conviction you want expunged.**
  
4. Put your completed forms in the following order:
  - a. Appearance
  - b. The **first page** of the *Verified Petition for Expungement of and Sealing of Records of Arrest, Criminal Charges, or Juvenile Delinquency Allegations Pursuant to IC §35-38-9-1*.
  - c. **Each** *Facts* page from the insert(s) you completed.
  - d. The rest of the *Verified Petition for Expungement of and Sealing of Records of Arrest, Criminal Charges, or Juvenile Delinquency Allegations Pursuant to IC §35-38-9-1*.
  - e. Form ACR
  - f. The **first page** of the *Findings and Order Granting Petition For Expungement/Sealing Of Records of Arrest, Criminal Charges, Or Juvenile Delinquency Allegations Pursuant to IC §35-38-9-1*
  - g. **Each** *Findings* page from the insert(s) you completed.

- h. The rest of the *Findings and Order Granting Petition For Expungement/Sealing Of Records of Arrest, Criminal Charges, Or Juvenile Delinquency Allegations Pursuant to IC §35-38-9-1*
- i. **Each** Exhibit page. You will have an exhibit page for each non-conviction you are asking to be expunged.
- j. **Attach an additional page listing any additional cause numbers that did not fit on page one of the Petition.**

STATE OF INDIANA  
NAME OF THE COUNTY  
WHERE YOUR PETITION  
WILL BE FILED  
COUNTY OF \_\_\_\_\_

IN THE NAME OF THE COUNTY  
WHERE YOUR PETITION  
WILL BE FILED COURT TYPE \_\_\_\_\_ COURT  
CAUSE NO. LEAVE BLANK \_\_\_\_\_

IN RE THE PETITION FOR EXPUNGEMENT  
OF RECORDS OF ARREST, CRIMINAL CHARGES,  
OR JUVENILE DELINQUENCY ALLEGATIONS OF:

YOUR FULL LEGAL NAME  
Petitioner

**APPEARANCE BY UNREPRESENTED PERSON IN EXPUNGEMENT MATTER**

1. My name is YOUR FULL LEGAL NAME and I am the Petitioner in this case I am not represented by a lawyer.

2. My current address is:  
YOUR ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SELECT THIS BOX ONLY  
IF YOU WANT THE  
COURT TO CONTACT  
YOU ONLY BY EMAIL

Email address: YOUR EMAIL ADDRESS

I will accept service at the above email address.

Phone: YOUR PHONE NUMBER

Fax: YOUR FAX NUMBER

OR, if in a related case, you have used the Attorney General confidential address, you may check the box below:

SELECT THIS BOX  
ONLY IF YOU USE  
THE ATTORNEY  
GENERAL'S  
CONFIDENTIAL  
ADDRESS

Attorney General confidential address

3. This is an XP case type as defined in Administrative Rule 8(B)(3).

4. There are related cases: (If yes, please indicate below)

SELECT 'YES' AND LIST THE  
RELATED CASES BELOW

Yes  
 No

Caption and case number of related cases:

PUT THE CAPTION (FOR EXAMPLE, STATE V. YOUR NAME) AND THE  
CAUSE NUMBER OF EACH RELATED CASE IN THESE BLANKS

Caption: \_\_\_\_\_ Case No.: \_\_\_\_\_

Caption: \_\_\_\_\_ Case No.: \_\_\_\_\_

Caption: \_\_\_\_\_ Case No.: \_\_\_\_\_

Caption: \_\_\_\_\_ Case No.: \_\_\_\_\_

Caption: \_\_\_\_\_ Case No.: \_\_\_\_\_

Caption: \_\_\_\_\_ Case No.: \_\_\_\_\_

Additional information as required by local rule:  
**INCLUDE ANY ADDITIONAL INFORMATION REQUIRED BY LOCAL COURT RULE HERE**

**SIGN HERE WITH A PEN**

\_\_\_\_\_  
Signature

**CERTIFICATE OF SERVICE**

I hereby certify that I sent a copy of this document on DATE MAILED by first-class U.S. mail, postage prepaid or via hand-delivery to the COUNTY NAME County Prosecutor at the following address:

PROSECUTOR'S OFFICE ADDRESS

\_\_\_\_\_  
\_\_\_\_\_

FOR THE CERTIFICATE OF SERVICE CHECK THE BOX THAT STATES HOW YOU WILL GET THESE FORMS TO THE PROSECUTOR, THEN FILL IN THE INFORMATION

I hereby certify that on DATE E-FILED a copy of this document was served upon the COUNTY NAME County Prosecutor via the Indiana E-filing System.

**SIGN HERE WITH A PEN**

\_\_\_\_\_  
Signature

STATE OF INDIANA

IN THE

NAME OF THE COUNTY  
WHERE YOUR PETITION  
WILL BE FILED

COURT TYPE

COURT

COUNTY OF

NAME OF THE COUNTY  
WHERE YOUR PETITION  
WILL BE FILED

CAUSE NO. LEAVE BLANK

CHECK THIS BOX IF THERE ARE  
MORE THAN FOUR (4) CRIMINAL CAUSE  
NUMBERS TO BE ADDRESSED IN THIS PETITION

An Exhibit listing additional cause numbers is attached

IN RE THE PETITION FOR EXPUNGEMENT/SEALING  
OF RECORDS OF ARREST, CRIMINAL CHARGES,  
OR JUVENILE DELINQUENCY ALLEGATIONS OF:

YOUR FULL LEGAL NAME

Petitioner

Related Criminal Cause Numbers

ENTER ALL THE CRIMINAL CAUSE NUMBERS TO BE  
ADDRESSED IN THE PETITION. PUT THE MOST RECENT ONE  
FIRST. IF THERE ARE MORE THAN FOUR (4) WRITE "SEE  
EXHIBIT" ON THE FOURTH LINE AND ADD AN EXHIBIT LIST  
WITH THE REMAINING CAUSE NUMBERS

**VERIFIED PETITION FOR EXPUNGEMENT OF AND SEALING OF RECORDS OF ARREST,  
CRIMINAL CHARGES, OR JUVENILE DELINQUENCY ALLEGATIONS PURSUANT TO I.C. §  
35-38-9-1**

Comes now the Petitioner YOUR FULL LEGAL NAME, in person and duly sworn upon Petitioner's oath, and files their *Petition For Expungement And Sealing Of Records Arrest, Criminal Charges Or Juvenile Delinquency Allegations* under the provisions of IC § 35-38-9-1 and would respectfully request that the Court grant said petition and find that the records related to the cause numbers addressed in this petition be expunged pursuant to statute and that records be removed from public access in accordance with IC § 35-38-9-1(f). In support thereof, the Petitioner would swear and affirm to the following factual information:

**INFORMATION PERTAINING TO ALL EXPUNGEMENT MATTERS:**

1. Petitioner's full name is YOUR FULL LEGAL NAME, and Petitioner has used the following other names or aliases:

LIST ANY NAMES OR ALIASES THAT MAY BE ASSOCIATED WITH YOU IN ANY OFFICIAL DOCUMENTS

2. Petitioner's date of birth is YOUR DATE OF BIRTH; Petitioner's Social Security Number is XXX-XX-DIGITS OF YOUR SOCIAL SECURITY NUMBER; and Petitioner's driver license or state identification number is LICENSE OR ID NUMBER

3. No charges are currently pending against the Petitioner, and Petitioner is not currently participating in a pretrial diversion program.

**Take out this page and insert your  
non-conviction Facts pages (from  
the Non Conviction Insert Forms)**

**WHEREFORE**, Petitioner respectfully requests that this Court grant this Petition and issue the following orders, pursuant to I.C. §35-38-9-1(f), regarding each Expungement Matter addressed by this petitioner:

1. Order all information placed or retained in any state central repository for criminal history information or in any other alphabetically arranged criminal history information system maintained by a local, regional, or statewide law enforcement agency removed by the following agencies:

- a. Indiana State Police;
- b. COUNTY WHERE THIS PETITION WILL BE FILED County Sheriff's Department;
- c. NAMES OF LAW ENFORCEMENT AGENCY THAT HAS RECORDS
- d. ABOUT YOUR ARREST OR INVESTIGATION \_\_\_\_\_;
- e. \_\_\_\_\_.

CHECK THIS BOX IF FORMAL CRIMINAL CHARGES OR ALLEGATIONS OF JUVENILE DELINQUENCY WERE FILED AGAINST YOU AFTER ARREST

Order the records of the sentencing court, a juvenile court, the Court of Appeals, and the Supreme Court concerning the person shall be redacted or permanently sealed;

As to the following appellate cause numbers:

CHECK THIS BOX IF AN APPEAL WAS FILED, AND THEN LIST THE APPELLATE CAUSE NUMBERS HERE

---

order the Clerk of the Appellate Courts to:

- a. seal or redact any records in the clerk's possession that relate to the arrest, criminal charges, juvenile delinquency allegation, vacated conviction, or vacated juvenile delinquency adjudication;
- b. redact the opinion or memorandum decision as it appears on the computer gateway administered by the office of technology so that it does not include the petitioner's name (in the same manner that opinions involving juveniles are redacted) and provide a redacted copy of the opinion to any publisher or organization to whom the opinion or memorandum decision is provided after the date of the order of expungement; and

Grant all other relief just and proper in the premises.

### **AFFIRMATION**

**I affirm under penalties for perjury that the foregoing representations and statements are true and accurate.**

Respectfully submitted,

SIGN HERE WITH PEN

Signature

YOUR NAME

Printed Name

**CERTIFICATE OF SERVICE**

I hereby certify that I sent a copy of this document on DATE MAILED by first-class U.S. mail, postage prepaid or via hand-delivery to the COUNTY NAME County Prosecutor at the following address:

FOR THE CERTIFICATE OF SERVICE, CHECK THE BOX THAT INDICATES HOW YOU WILL GET THESE FORMS TO THE PROSECUTOR, THEN FILL IN THE INFORMATION

PROSECUTOR'S OFFICE ADDRESS

\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that on DATE E-FILED a copy of this document was served upon the COUNTY NAME County Prosecutor via the Indiana E-filing System.

SIGN HERE WITH A PEN  
Signature



**Form ACR (Access to Court Records)**

STATE OF INDIANA IN THE \_\_\_\_\_ COURT

COUNTY OF \_\_\_\_\_ CAUSE NO. \_\_\_\_\_

IN RE THE PETITION FOR EXPUNGEMENT OF RECORDS OF ARREST, CRIMINAL CHARGES, OR JUVENILE DELINQUENCY ALLEGATIONS OF: **FOR THE SECTION ABOVE THE DOTTED LINE, LOOK AT THE OTHER DOCUMENTS IN THIS PACKET AND COPY THE INFORMATION HERE**

\_\_\_\_\_  
Petitioner

**Notice of Exclusion of Confidential Information from Public Access  
(FILED WITH TRIAL COURT CLERK)**

Contemporaneous with the filing of this notice, YOUR FULL LEGAL NAME has filed confidential information under the Indiana Rules on Access to Court Records. YOUR FULL LEGAL NAME, provides this notice that the confidential information is to remain excluded from public access in accordance with the authority listed below:

<u>Name or description of document</u>	<u>ACR grounds for exclusion</u>
Confidential Information Form listing	Access to Court Records Rule 5
Petitioner's full Social Security Number	

**SIGN HERE WITH A PEN**

\_\_\_\_\_  
Signature

**CERTIFICATE OF SERVICE**

I hereby certify that I sent a copy of this document on DATE MAILED by first-class U.S. mail, postage prepaid or via hand-delivery to the COUNTY NAME County Prosecutor at the following address:

PROSECUTOR'S OFFICE ADDRESS

FOR THE CERTIFICATE OF SERVICE CHECK THE BOX THAT STATES HOW YOU WILL GET THESE FORMS TO THE PROSECUTOR, THEN FILL IN THE INFORMATION

I hereby certify that on DATE E-FILED a copy of this document was served upon the COUNTY NAME County Prosecutor via the Indiana E-filing System.

**SIGN HERE WITH A PEN**

\_\_\_\_\_  
Signature

**Not Public Record**

**CONFIDENTIAL INFORMATION FORM**

XP CAUSE NUMBER: LEAVE THIS BLANK

PETITIONER'S NAME: YOUR FULL LEGAL NAME

PETITIONER'S FULL SOCIAL SECURITY NUMBER: YOUR FULL SOCIAL SECURITY NUMBER

**ATTENTION CLERK: FOR SELF REPRESENTED LITIGANTS TREAT THIS FORM  
AS IF IT IS PRINTED ON GREEN PAPER.**

**IF THIS DOCUMENT IS E-FILED, FILE THIS AS A CONFIDENTIAL DOCUMENT**

**Not Public Record**



STATE OF INDIANA

IN THE \_\_\_\_\_ COURT

COUNTY OF \_\_\_\_\_

CAUSE NO. \_\_\_\_\_



An Exhibit listing additional cause numbers is attached

IN RE THE PETITION FOR EXPUNGEMENT/SEALING OF RECORDS OF ARREST, CRIMINAL CHARGES, OR JUVENILE DELINQUENCY ALLEGATIONS OF:

Related Criminal Cause Numbers

FOR THE SECTION ABOVE THE DOTTED LINE, LOOK AT THE OTHER DOCUMENTS IN THIS PACKET AND COPY THE INFORMATION HERE

Petitioner

**FINDINGS AND ORDER GRANTING PETITION FOR EXPUNGEMENT/SEALING OF RECORDS OF ARREST, CRIMINAL CHARGES, OR JUVENILE DEINQUENCY ALLEGATIONS PURSUANT TO I.C. § 35-38-9-1**

Petitioner, YOUR FULL LEGAL NAME, [by counsel, \_\_\_\_\_.] filed a *Verified Petition for Expungement/Sealing Of Records Of Arrest, Criminal Charges, Or Juvenile Delinquency Allegations*, and the State of Indiana, by counsel,  filed  did not file its response to said Petition.

Petitioner's *Verified Petition for Expungement* seeks relief as provided by I.C. § 35-38-9-1 for an arrest, criminal charge, or juvenile delinquency allegation that did not result in a conviction.

Upon review of said Petition  and the State of Indiana's Response, the Court finds that the State has stated no legal basis upon which to state an objection to the Court's granting of Petitioner's *Verified Petition for Expungement/Sealing of Arrest Records*.

**LEAVE BLANK**

A hearing was held on \_\_\_\_\_ regarding said Petition of which all parties were given notice and during which all parties were given an opportunity to present evidence and arguments.

The Court now enters the following Findings and Order on Petitioner's *Verified Petition for Expungement*:

**FINDINGS AS TO ALL EXPUNGEMENT MATTERS:**

- Petitioner's full name is YOUR FULL LEGAL NAME, and Petitioner has used the following other names or aliases: LIST ALL OTHER NAMES, DATES OF BIRTH AND SOCIAL SECURITY NUMBERS LISTED IN ANY OFFICE DOCUMENTS RELATED TO THIS PETITION
- Petitioner's date of birth is DATE OF BIRTH; Petitioner's Social Security Number is SOCIAL SECURITY NUMBER; and Petitioner's driver's license number is LICENSE OR ID NUMBER
- No charges are currently pending against the Petitioner, and Petitioner is not currently participating in a pretrial diversion program.



**Take out this page and insert your  
non-conviction Findings pages  
(from the Non Conviction Insert  
Forms)**

**Take out this page and insert your  
non-conviction Exhibit pages (from  
the Non Conviction Insert Forms)**

NOT FOR PUBLIC RECORD

ORDER

It is therefore ORDERED, ADJUDGED, and DECREED that Petitioner’s VERIFIED PETITION FOR EXPUNGEMENT/SEALING OF RECORDS OF ARREST, CRIMINAL CHARGES, OR JUVENILE DELINQUENCY ALLEGATIONS shall be GRANTED as to Expungement Matters \_\_\_\_\_ (pertaining to ALL records related to the following criminal and MC cause numbers:

\_\_\_\_\_ and DENIED as to Expungement Matters \_\_\_\_\_ (pertaining to records related to cause numbers: **LEAVE BLANK** \_\_\_\_\_

- 1. As to all Expungement Matters on which expungement is granted:
a. As required under I.C. § 35-38-9-1(g), all information necessary to identify particular agency records that are to be expunged pursuant to this Order has been included in Exhibit A attached to and incorporated in this Order.
b. All information placed or retained in any state central repository for criminal history information or in any other alphabetically arranged criminal history information system maintained by a local, regional, or statewide law enforcement agency shall be removed by the following agencies:
i. Indiana State Police;
ii. COUNTY County Sheriff’s Department;
iii. LAW ENFORCEMENT AGENCY CONNECTED TO YOUR ARREST OR CRIMINAL INVESTIGATION;
iv. LAW ENFORCEMENT AGENCY CONNECTED TO YOUR ARREST OR CRIMINAL INVESTIGATION;
v. LAW ENFORCEMENT AGENCY CONNECTED TO YOUR ARREST OR CRIMINAL INVESTIGATION.

The records of the sentencing court, a juvenile court, the Indian Court of Appeals, and the Indiana Supreme Court concerning the person shall be redacted or permanently sealed;

As to court records stored under the following appellate cause/case numbers:
RELATED APPELLATE CAUSE NUMBERS

- i. The Clerk of the Supreme Court shall seal or redact any records in the Clerk’s possession that relate to the arrest, criminal charges, juvenile delinquency allegation, vacated conviction, or vacated juvenile delinquency adjudication;
ii. The Clerk of the Supreme Court shall redact the opinion or memorandum decision as it appears on the computer gateway administered by the office of technology so that it does not include the petitioner’s name (in the same manner by which opinions involving juveniles are redacted) and provide a redacted copy of the opinion to any publisher or organization to whom the opinion or memorandum decision is provided after the date of the order of expungement.

NOT FOR PUBLIC RECORD

2. Nothing in this Order shall be construed to prevent the Indiana bureau of Motor Vehicles from reorting information about a conviction for a violation of a traffic control law to the Commercial Drivers License Information System (CDLIS) in accordance with I.C. § 9-24-6-2(d).

SO ORDERED this

LEAVE BLANK

Judicial Officer

Notice to be given by:  Court  Clerk  Other:

PROOF OF NOTICE

A copy of the entry was served either by mail to the address or record, deposited in the attorney's distribution box, or personally distributed to the following persons:

State of Indiana: \_\_\_\_\_

Petitioner: \_\_\_\_\_

Date of notice:

Initial of person who notified parties:  Court  Clerk  Other

Distribution to:

\_\_\_\_\_  
Attorney for Petitioner  
\_\_\_\_\_  
\_\_\_\_\_

Indiana State Police  
Attn: Records Division  
100 N Senate Ave., Room N301 (East)  
Indianapolis, IN 46204

YOUR NAME  
Petitioner  
YOUR ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_

Bureau of Motor Vehicles  
IGC North, Room 402  
100 North Senate Avenue  
Indianapolis, IN 46204

COUNTY \_\_\_\_\_ County Prosecutor  
Attn: NAME OF PROSECUTOR  
PROSECUTOR ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_

Indiana Department of Correction  
Attn: Records Division  
302 W. Washington Street, Room E-334  
Indianapolis, IN 46204

COUNTY \_\_\_\_\_ County Sheriff's Dept.  
SHERIFF ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_

Office of the Indiana Attorney General  
Indiana Government Center South, 5<sup>th</sup> Floor  
302 W. Washington Street  
Indianapolis, IN 46204





**If necessary, attach a document  
listing any additional cause  
numbers that did not fit on page 1**