

SAMPLE LETTER TO ASK THE PROSECUTOR TO ALLOW EARLY EXPUNGEMENT
FILING

Today's Date

①

Include the date, name of the county and the address. More than one letter may need to be written.

_____ County Prosecutor
ATTN: Expungement
Street Address
City, State, Zip

Dear Expungement Committee,

②

Tell the expungement committee why a letter is being written. Make sure court ordered money is paid or waived, and then include a sentence that tells the committee the money has been paid. Make sure to attach information on criminal history.

I am writing to request that I be allowed to file a petition for expungement of my criminal record before the required waiting period. **I have attached information on my criminal history** and am not actually filing a petition at this time.

To the best of my knowledge I have paid (or had waived) all court ordered fines, fees, costs and restitution.

③

Include one or both of the following sentences. Make sure everything included in the letter is true.

- I entered a guilty plea, admit responsibility for my crime and regret my behavior.
- I was convicted at trial and regret getting involved in the activities that led to my arrest.

④

It might help to include information that tells the committee how things have changed since the last conviction. Some ideas are included below.

This the time of my last conviction my life has changed.

- How your life looks differently now than at the time of your offense(s)
- How you spend your time
- Community/church involvement
- Educational pursuits
- Employment

- Perseverance
- Your involvement with family and friends

5 **It might help to explain how an expungement would help. The following list includes examples of things that might be helped by an expungement.**

Allowing me to file for early expungement would help me with:

- Employment
- Education
- Parenting
- Housing

6 **It might help to attach copies of any of the following to a letter to the**

I have attached:

- Letters of character reference.
- Certificates of education/volunteerism
- Anything else that you believe demonstrates your character in a positive way

7 **It might help to end by thanking the committee and signing the letter. Include contact information.**

Thank you for your consideration.

Sincerely,

Your Signature

Your Name/Phone Number/Your Address

**SUMMARY OF CRIMINAL HISTORY
REQUEST FOR PERMISSION TO FILE EARLY FOR EXPUNGEMENT**

PETITIONER'S NAME:
DATE OF BIRTH:
SOCIAL SECURITY NUMBER:
DRIVER'S LICENSE NUMBER:
PHONE NUMBER:
ADDRESS:
EMAIL ADDRESS:

DETAILED CRIMINAL CONVICTION INFORMATION FOR **THIS** COUNTY

CASE NUMBER
OFFENSE/CLASS OF OFFENSE
DATE OF CONVICTION

CASE NUMBER
OFFENSE/CLASS OF OFFENSE
DATE OF CONVICTION

DETAILED CRIMINAL CONVICTION INFORMATION FOR **OTHER** COUNTIES IN
THE STATE

CASE NUMBER
OFFENSE/CLASS OF OFFENSE
DATE OF CONVICTION