

# **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speaking, a final disposition can be considered for expungement if it was either dismissed, not guilty, nol prossed, or withdrawn.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) A \$20.00 fee for each petition must be received at the time the petition is filed. This is payable by cash, money order, or check (payable to the "Clerk of Courts").

### **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 ordered. If the expungement is ordered the Clerk of Courts will notify those entities named in the order.

*The petitioner is responsible to notify all other inquiries.*

### **C) CERTIFIED COPIES OF YOUR EXPUNGMENT ORDER:**

**To receive a certified copy** you must physically present a photo ID along with a check for \$5.00 (payable to the "Clerk of Courts"). If you cannot appear physically you must send a notarized statement give permission to send the order (along with the \$5.00 fee and a self-addressed, stamped envelope).

**To have a certified copy sent to a third party** the Clerk of Courts must receive a notarized statement from you giving permission to send the order (along with the \$5.00 fee and an addressed, stamped envelope to the third party).

### **CONTACT INFORMATION:**

Office of the Clerk of Courts  
Phone: 724-465-3855  
[expungements@countyofindiana.org](mailto:expungements@countyofindiana.org)

-OR-

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

**-END-**