

Instructions for Filing Petitions and Orders of Expungement

A Defendant interested in filing a Petition for Expungement may obtain the necessary documents from either the County Attorney's website at <http://moserlawoffice.com/> or the reception desk at the County Attorney's office located at 113 W. Greeley Avenue, Tribune, Kansas.

Please use the *Petition for Expungement of Certain Convictions, Diversions and Arrest Records* and *Order of Expungement of Certain Convictions, Diversions and Arrest Records* if you were an adult when the crime occurred and you were convicted or diverted in Greeley or Wallace County. If the crime did not occur in Greeley or Wallace County, you need to contact the county in which the crime occurred. The forms must be completed accurately and fully. Incomplete petitions and proposed orders will be returned and will not be processed until and unless all requested information has been received. If you have more than one case, you will need to file a separate *Petition for Expungement* and *Proposed Order of Expungement* for each respective case.

Petitioners should file the original *Petition for Expungement* with the Clerk of the District Court along with three copies of the petition. Petitioners who fail to include copies will be charged a copying fee of 50 cents per page by the Clerk's Office. Also, please forward a copy of the *Petition for Expungement* and the original *Proposed Order for Expungement* to the County Attorney's Office. Petitioners who fail to submit a proposed order to the County Attorney's Office may have their expungement requests delayed.

As of July 1, 2011, petitioners must submit a \$100 filing fee as well as a \$19 surcharge for all filed expungements. Payments may be made by personal check, cash, money order or credit card. The Clerk of the District Court requires a certain number of copies to be filed with the Petition for Expungement. We recommend that you contact the Clerk of the District Court directly for the most current information regarding filing fees and copy requirements or if you need information regarding your case. The Clerk's Office can be reached at (620) 376-4292.