

## INSTRUCTIONS FOR FILING A MOTION FOR EXPUNGEMENT

If a cash or property bond was posted for your release, please verify that the bond has been cancelled **PRIOR** to filing the Motion for Expungement. Further, if you missed a court date and had a Bond Forfeiture Judgment rendered, please verify that an issue concerning the judgment has been cancelled.

A **SEPARATE** Motion for Expungement must be filed for **EACH ARREST DATE**. To obtain the **REQUIRED** criminal background check or for information regarding the arrest, arresting agency and offenses charged, contact the Louisiana State Bureau of Criminal Identification and Information at (225) 925-6095 or [www.lsp.org](http://www.lsp.org).

Determine which expungement motion you need: <http://www.legis.la.gov/Legis/ViewDocument.aspx?d=908131>

1. **Motion for Expungement** – Form Exp 5-1(L): to be used for the following:

**Arrest that did not result in conviction:**

- a. Time expired for prosecution;
- b. Not prosecuted for any offense arising out of this charge;
- c. Pre-trial Diversion Program;
- d. DWI Pre-Trial Diversion Program and 5 years have elapsed since the date of arrest;
- e. Charge dismissed, or
- f. Found not guilty/judgment of acquittal.

**Misdemeanor Convictions:**

- a. Conviction was set aside or dismissed pursuant to C.Cr.P. Art. 894(B), or
- b. More than 5 years have passed since completion of sentence.

**Felony Convictions:**

- a. Conviction was set aside or dismissed pursuant to C.Cr.P. Art. 893(E), or
- b. More than 10 years have passed since completion of sentence.

2. **Motion for Interim Expungement** – Form Exp 9-1(L) to be used to expunge a felony arrest from criminal history in certain cases resulting in a misdemeanor conviction.

### **NON-REFUNDABLE FEES REQUIRED WITH EACH FILING, EVEN IF THE EXPUNGEMENT IS DENIED**

**EACH** Motion for Expungement must be accompanied by **FOUR SEPARATE U.S. POST OFFICE MONEY ORDERS** or a Certification of Fee Waiver from the District Attorney's Office. Motions for Expungement will not be accepted by the Clerk's Office unless each U.S. Post Office money order is issued in the correct amount and made payable to the proper agency as indicated below:

- |  |          |
|--|----------|
| 1. Bureau of Criminal Identification               | \$250.00 |
| 2. Grant Parish District Attorney                  | \$50.00  |
| 3. Grant Parish Sheriff                            | \$50.00  |
| 4. Grant Parish Clerk of Court                     | \$200.00 |
| 5. La Department of Safety and Corrections, if DWI | \$50.00  |

**PLEASE ALLOW SIX MONTHS FOR THE COMPLETION OF AN EXPUNGEMENT.** Upon completion or denial of the expungement, certified copies will be forwarded to the address on the original motion.

Information regarding the status of an expungement, or address changes must be made by the applicant, in person only. Information regarding the status of an expungement may be given to an attorney of record, in person only.

The Grant Parish Clerk of Court's Office is prohibited by law from providing legal advice. Therefore, this office cannot assist applicants in completing the Motion for Expungement forms. It is recommended that you contact an attorney for assistance in completing a Motion for Expungement.