

Expungement Instructions

1. At the PA Supreme Court's direction, the Administrative Office of Pennsylvania Courts (AOPC) has developed petition forms or templates for use by petitioners requesting the Court to have their record expunged available at the following link: **<http://www.pacourts.us/forms/for-the-public>**. Forms are also available at the Armstrong County Clerk of Courts website at: **www.co.armstrong.pa.us**.
2. Please note that the petition pursuant to Pa.R.Crim.P. 490 relates to SUMMARY offenses ONLY and the petition pursuant to Pa.R.Crim.P. 790 relates to CRIMINAL (misdemeanors, felonies and summary offenses if included with other offenses). These forms do not apply to cases disposed by the ARD Program. In addition, the petition pursuant to Pa.R.Crim.P. 791 relates to individuals convicted of certain nonviolent 2nd and 3rd degree misdemeanor offenses or ungraded offenses punishable by no more than two years in jail. See 18 Pa. C.S. §9122.1(a) & (b) for details. Additionally, a defendant is ineligible unless they have been free of arrest or conviction for a period of 10 years following their latest release from confinement or supervision (including the payment of all court assessment). See § 9122.1(a) (1).
3. You MUST attach the required Pennsylvania State Police (PSP) background check as per Pa.R.Crim.P. 490 and 790, unless the attorney for the Commonwealth agrees to waive this requirement. See the PSP website: **<https://epatch.state.pa.us>** for appropriate background check.
4. Further information regarding your case(s) and offenses to include the Offense Tracking Number (OTN) can be found on the case docket sheets available at the PA Unified Judicial System's website at the following link: **<http://ujportal.pacourts.us/>**. See "Reference Guides" on the menu bar located on the left side of the screen for information on how to navigate to both the Magisterial District and Common Pleas Court case docket sheets.
5. Completed expungement petitions are filed upon payment of the \$172.00 filing fee with the Clerk of Courts, open Monday – Friday 8:00 a.m. to 4:30 p.m., excluding holidays.

PLEASE NOTE THAT A COPY OF THE PETITION MUST ALSO BE DELIVERED BY YOU TO THE DISTRICT ATTORNEY'S OFFICE LOCATED ON THE THIRD FLOOR OF THE COURTHOUSE.

To learn more, please review the expungement law – Act 134 of 2008, Act 5 of 2016 or Pennsylvania Rules of Criminal Procedure 490, 790 and 791.