

Name _____

**Date
Sent**

**Date
Completed**

1. Retrieve any necessary info. on court order.
2. Remove case from file, file the Removed For Expungement form in its place.
3. Send expungement request to Investigations
4. Send request to Evidence Custodian.
5. Remove name from computers, transmittal, arrest log, and daily bulletin.
 - a. removed from database
6. Remove name from case report, remove any papers from case that can be returned.
7. Send letter & copy of expungement order to Sheriff's Office, if applicable

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_____	_____

Certified Mail Receipt#

8. After above steps are completed send attorney expunged materials with completion letter.

_____	_____
_____	_____

Certified Mail Receipt#

9. Send expungement affidavit of compliance

_____	_____
_____	_____

Certified Mail Receipt#

After mail receipts are returned from above steps shred and destroy all materials not returnable, return case to file, remove expungement form. Original expungement order, investigation and evidence letter, and all mail receipts are stapled together and placed in sealed file.
