



Kenneth J. Gamble, Esq.
Clerk of Records

Office of Clerk of Courts

Erie County Courthouse • 140 West Sixth Street • Erie Pennsylvania 16501 • 814 / 451-6221

Expungement Instructions

The Petition and top portion of the Order must be completed in their entirety. You must also attach a Pennsylvania State Police ACCESS AND REVIEW BACKGROUND CHECK. The instructions and form are attached. **The background check must be dated within 60 days of the date you file your Petition and Order with the Clerk of Courts.**

If the case was completed at the Lower Court, please provide a Disposition Sheet/OTN Sheet/ARD Completion, which can be obtained from the District Judge's Office that handled your case. If the case is at the Common Pleas Court, the Clerk of Courts can provide you with a Docket Sheet.

To obtain Dockets Sheets online, you can go to <http://ujportal.pacourts.us>

The Docket Sheets are accessible to the public on the UJS Portal under Docket Sheets → Magisterial District Courts or Common Pleas Court.

The Petition and top portion of the Order must be filled out completely and correctly or the Petition will be rejected. You must list the reason(s) for requesting the expungement. You may attach any additional information if necessary. **Please note: Handwriting must be legible.** If your expungement is granted, these documents will be sent to reporting agencies advising them to destroy their records regarding your case. If those agencies cannot read the information you provide on your Petition and Order, your expungement could be delayed and/or incomplete.

Once you complete the Petition & Order and attach all necessary documentation, you must file it with the Clerk of Courts at the above address and **pay any applicable filing fee**. Please be aware that this is a very lengthy process. There are several specific rules, timelines, and procedures that have to be followed and involve local, state, and federal agencies.

You will receive notification and/or copies pertaining to the expungement when it is either granted or denied. **IT IS VERY IMPORTANT THAT YOU KEEP THIS PAPERWORK, AS IT IS THE ONLY COPY YOU WILL RECEIVE.**

With regard to the question on the Order regarding whether your case qualifies under **18 Pa.C.S.A. §9122(a)(3)**, if the case to be expunged was a violation of Pa.C.S.18 §6308 (relating to purchase, consumption, possession, or transportation of liquor or malt or brewed beverages) that occurred when the defendant was between the ages of 18 and 21, and the defendant is now over the age of 21, you should check the YES box Otherwise, you should check the NO box.

The Petition for Expungement and Order forms are available in the Office of the Clerk of Courts and on the Erie County website at: <http://www.eriecountygov.org/county-services/records/criminal-records.aspx> . There are different petitions for summary (Rule 490) and criminal (Rule 790) cases. If summary offenses are joined with misdemeanor or felony offenses, the case must be treated as a criminal case.

Should you have any questions regarding this matter, please feel free to call the Office of the Clerk of Courts at 814.451.6221.

****THERE IS A \$132.00 FILING FEE PER EACH EXPUNGEMENT FILED.**