

BATON ROUGE CITY COURT
233 St. Louis Street
Baton Rouge, Louisiana 70802
Phone (225) 389-8388 Fax (225) 389-8397

Expungement Information and Request

The Clerk of Court for Baton Rouge City Court charges a \$100.00 **non-refundable** filing and processing fee per request for expungement of a case. Cases involving an arrest, DWI, and/or contempt of court require an additional \$250.00 filing fee which is payable to Bureau of Criminal Identification. Please take this form and payment directly to a Cashier in Room 145.

These fees are not required to be paid if a certification obtained from the District Attorney is presented to the Record Division, Clerk of Court Office (Room B-54) which verifies that the applicant has no felony convictions and no pending felony charges under a bill of information or indictment and at least one of the following applies:

- 1) The applicant was acquitted, after trial, of all charges derived from the arrest, including any lesser and included offense.
- 2) The applicant was arrested and was never prosecuted within the time limitations prescribed in Chapter 1 of Title XVII of the Code of Criminal Procedure and did not participate in a pretrial diversion program.

If you believe that you are entitled to a waiver of this fee, please take Expungement Form A to the City Prosecutor Office, Room 255, to determine whether you qualify. Then, if these provisions apply, you must then have Expungement Form B completed by the District Attorney Office, 5th Floor, City Hall Building. Both Forms must be presented when filing the motion if you are seeking a waiver.

NAME/DEFENDANT

CASE NUMBER

Certification from District Attorney attached Yes No
Certification from City Prosecutor attached Yes No

Deputy Clerk/Records Division

Payment Methods Accepted for Baton Rouge City Court.

- Cash
- Check Made Payable to the City of Baton Rouge (Note: \$65.00 fee for NSF checks. No temporary checks accepted.)
- Money Order
- Credit Card (Discover, Visa, Mastercard, and American Express). A 5% credit card payment fee will be added.

Payment Methods Accepted for Bureau of Criminal Identification.

- \$250 MONEY ORDER FROM UNITED STATES POST OFFICE ONLY.

After your payment is processed, proceed with your receipt to the Records Division located in the basement, Room B-54. Present your paid receipt, and you will be provided instructions on how to complete the Motion and Order to Expunge. If the expungement is denied, you will not be refunded the \$100.00 filing and processing fee.

After an expungement has been filed, and signed by the judge, you will receive a certified copy by mail. Please notify this office of any change in your address. Failure to do so may affect your notification of the expungement process.

You may only inquire about your expungement with proper identification. Attorneys may only request the status of their clients' expungement by faxed letterhead. Our fax number is (225) 389-8397.

DATE _____

SIGNATURE _____