

COUNTY OF MONTGOMERY
JUVENILE PROBATION
DEPARTMENT

Michael S. Yoder
Chief Juvenile Probation Officer

Catherine T. Zalenski
Deputy Chief Juvenile Probation Officer



Norristown Location
530 Port Indian Road
Norristown, Pennsylvania 19403
610-630-2252

Willow Grove Location
102 York Road
Willow Grove, Pennsylvania 19090
215-784-5406

Expungement Notification Policy and Procedure

Upon the Expungement Order being signed by the Judge, notification of record expungement to various agencies is the responsibility of the petitioner and/or his/her private attorney.

The agencies that the petitioner and /or attorney will need to contact are as follows:

- The arresting police department (listed on the juvenile petition).
- Institutional Placements/Providers (if any) that the juvenile might have been placed with during his/her probationary period.
- Pennsylvania State Police Central Repository
1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110-9758
(717) 783-5499
- Juvenile Court Judge's Commission
Finance Building, Room 401
Harrisburg, Pennsylvania 17120-0018
(717) 787-6910

Each of the agencies listed above have an individual record of the juvenile. All the agencies above will require a certified copy of the Expungement Order (containing the judge's signature and the Court seal), along with a document stating your client's vital information (juvenile's name, date of birth, social security number, Offense Tracking Number, DJ docket number, Magisterial District or Municipal Court docket number, Court of Common Pleas docket number, specific charges (to be expunged), date of arrest, arresting criminal justice agency, the disposition, the date of disposition, and the reason(s) for expungement). Also, they must each be notified of the names of the criminal justice agencies upon which certified copies of the Expungement Order shall be served.

The Criminal History Record Information Act, 18 Pa. C.S., Chapter 91 §9122, governs when information may be expunged from the files of the Pennsylvania State Police Central Repository. On several occasions an Order of Expungement has been received by the Central Repository, which is contrary to the provisions of the Act. Reference to 18 Pa. C.S. §9122(a)(2) and 61 P.S. §2171 reveals that Courts issue Court Orders requiring expungement only of non-conviction data in a specific criminal proceeding, and Pa. C.S. §9122(b)(1) and (2) defines the conditions under which criminal history record information may be expunged in general. In consultation with our Office of Chief Counsel, it is our position that a Court ordering expungement of conviction records in a specific criminal proceeding does so without legal authority.

Questions regarding this matter may be directed to the Pennsylvania State Police Central Repository. The address and phone number are located in on the front of this page.