



**COUNTY OF  
MONTGOMERY**

COURT HOUSE  
PO BOX 311  
NORRISTOWN, PENNSYLVANIA

**OFFICE OF CLERK OF COURTS**

CLERK OF COURTS  
**LORI SCHREIBER**

FIRST DEPUTY  
**JIMMY DIPLACIDO**

SECOND DEPUTY/ADMIN. ASST.  
**LINDA SULOCK**

(610) 278-3346  
FAX (610) 292-2153

**RE: Petition to Expunge**

**Docket No.** \_\_\_\_\_

**MANDATORY REQUIREMENTS FOR PROPOSED ORDER  
FOR EXPUNGEMENT TO COMPLY WITH  
PENNSYLVANIA RULE OF CRIMINAL PROCEDURE 790**

Check list for the Mandatory Requirements for Proposed Order for Expungement.

- Name and Address of Defendant
- Date of Birth of Defendant
- Social Security Number of Defendant
- OTN
- Court of Common Pleas Docket Number
- Name and Address of the Common Pleas Judge
- Specific Charges to be expunged as they appear on the charging document
- Arrest Date
- Affiant, Arresting Agency and Address
- Disposition
- All Fines, Costs and Restitution have been paid in full (must be stated in the Order)
- Reason for Expungement
- Criminal Justice Agencies to be served with Certified Copies of the Order
- A Filing Fee of \$160.75
- Payment for Certified Copies to be sent to Agencies @ \$12.75 each
- If confirmation from agencies is desired, please include a self-addressed-stamped envelope (SASE) for each Certified Copy.
- PA State Police background check required for all cases, except ARD. Within the past 60 days
- Other: \_\_\_\_\_

**All payments must be made by Cash, Credit or Attorney Check Only.**

**Please Note: The Clerk of Courts Office will serve the Certified Copies to the agencies. However, if you do not include a self-addressed stamped envelope for the notification from the agencies, the Petitioner and/or Attorney will need to follow up with the agencies.**

**Please refer to PA Rule of Criminal Procedure 790, Contents for Order of Expungement.**

Upon receipt of a proposed Order containing the information indicated above and required by Rule 790, this Office will process the Petition and forward it to the Court.

**Brief Instructions for the 790 Petition and the 790 Expungement Order:**

**790 Petition for Expungement:** can handwrite or type the necessary information or go online to <http://coc.montcopa.org/> → “Forms and Information” → “Petition for Expungement Pursuant to Pa.R.Crim.P. 790”. The Form 790 has tab fields and can be filled out by typing in the information and then printing the 4 copies necessary for filing. One (1) original plus three (3) copies at the time of filing.

**Blank Expungement Order 790:** can handwrite or type the necessary information or go online to <http://coc.montcopa.org/> → “Forms and Information” → “Blank Expungement Order 790”. The Order 790 has tab fields and can be filled out by typing in the information and then printing.

**Note to the Filer:** If you wish to receive confirmation of the Expungement from the Agencies, you need to provide a self-addressed, stamped envelope for each Certified Copy you have noted for the Clerk of Courts Office to serve. If you would like any additional Certified Copies to be sent to you, you would also need to provide an additional self-addressed, stamped envelope for these Certified Copies.

Any questions please call:      Expungement Clerk:  
610-278-5956



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**EXPUNGEMENT CERTIFIED PACKETS**

	<b>Certification</b>	<b>Copies</b>	<b>Expungement Fee</b>	<b>Expungement Act 5</b>	<b>Total</b>
1 Packet	\$10.75	\$2.00	\$28.75	\$132.00	\$173.50
2 Packets	\$21.50	\$4.00	\$28.75	\$132.00	\$186.25
3 Packets	\$32.25	\$6.00	\$28.75	\$132.00	\$199.00
4 Packets	\$43.00	\$8.00	\$28.75	\$132.00	\$211.75
5 Packets	\$53.75	\$10.00	\$28.75	\$132.00	\$224.50
6 Packets	\$64.50	\$12.00	\$28.75	\$132.00	\$237.25
7 Packets	\$75.25	\$14.00	\$28.75	\$132.00	\$250.00
8 Packets	\$86.00	\$16.00	\$28.75	\$132.00	\$262.75
9 Packets	\$96.75	\$18.00	\$28.75	\$132.00	\$275.50
10 Packets	\$107.50	\$20.00	\$28.75	\$132.00	\$288.25
11 Packets	\$118.25	\$22.00	\$28.75	\$132.00	\$301.00
12 Packets	\$129.00	\$24.00	\$28.75	\$132.00	\$313.75
13 Packets	\$139.75	\$26.00	\$28.75	\$132.00	\$326.50
14 Packets	\$150.50	\$28.00	\$28.75	\$132.00	\$339.25
15 Packets	\$161.25	\$30.00	\$28.75	\$132.00	\$352.00



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**AGENCIES WHICH MAY HAVE RECORDS**

**Adult Probation & Parole Department** – Attn: Chief Probation Officer, 408 Cherry Street, Norristown, PA 19401

**District Attorney of Montgomery County** - Attn: Chief Clerk, Court House,, 4<sup>th</sup> Floor, P.O.Box 311, Norristown, PA 19404-0311

*Please Note:* Since the **Montgomery County Detectives Bureau** is part of the **District Attorney's Office**, the **District Attorney's Office** has custody of their files and there is no need to separately serve both entities.

**DUI Administration** – Attn: Executive Director, 408 Cherry Street, Norristown, PA 19401

**Magisterial District Justice** – Address is found on the Docket Transcript. A copy of the Docket Transcript must be included.

**Montgomery County Correctional Facility** –Attn: Warden, 60 Eagleville Road, Eagleville, PA 19403 (if defendant was ever incarcerated for this case).

**Montgomery County Sheriff's Department** – Attn: Sheriff, Court House, 1<sup>st</sup> Floor, P.O.Box 311, Norristown, PA 19404-0311

**PA State Records & Identification Division** – 1800 Elmerton Ave., Harrisburg PA 17109

**Local Police Department** - Address is found on the Docket Transcript. A copy of the Docket Transcript must be included

**Prothonotary** – Prothonotary's Office, Montgomery County Court House, 1<sup>st</sup> Floor, P O Box 311, Norristown, PA 19404-0311

**To insure a response from each agency, please enclose a Self-Addressed Stamped Envelope.**