



DOUG WELBORN
CLERK OF COURT
19TH JUDICIAL DISTRICT COURT

P. O. BOX 1991
BATON ROUGE, LOUISIANA 70821

PARISH OF EAST BATON ROUGE
PHONE (225) 389-3964

INSTRUCTIONS FOR FILING AN EXPUNGEMENT

The attached form must be filled out completely. If you do not know the Case Number, Section or Judge, please leave blank and our office will provide this information.

You must have the date of arrest and the exact charges you wish to expunge along with the arresting agency. If you are unable to determine this information, you will have to go the East Baton Rouge Parish Prison, Sheriff's Office and obtain a copy of your arrest record.

There is a \$110.00 filing and processing fee due when this form is filed payable to DOUG WELBORN, CLERK OF COURT. There is a fee due to THE BUREAU OF CRIMINAL IDENTIFICATION in the amount of \$125.00. Also, there is a processing fee of \$125.00 due to the EAST BATON ROUGE DISTRICT ATTORNEY'S OFFICE. These fees will be accepted only in the form of a certified check or money order. **YOU MUST HAVE THREE SEPARATE CERTIFIED CHECKS OR MONEY ORDERS.** The total amount due when you file one expungement is \$360.00.

If the expungement is **not** granted the filing fee of \$110.00 to the Clerk of Court and the \$125.00 to the District Attorney's Office **will not** be refunded. If the expungement is **not** granted the \$125.00 to the Bureau of Criminal Identification will be refunded.

Please advise this office of any change in your address. Failure to do so may affect your notification of the expungement process. You will receive certified copies of your expungement order when it is completed.

After an expungement has been filed you may only inquire about your expungement in person with proper identification. Absolutely, no phone calls will be acceptable in regard to the status of your expungement. The person filing the expungement or his attorney will be the only persons that will be given information. Attorneys may request the status of their clients' expungement by a faxed letterhead. Fax number is 389-3373. Our phone number is (225) 389-3964.

EXPUNGEMENT FORM

DEFENDANT'S NAME: _____

DOB: _____ SEX: _____ RACE: _____

CASE NO. _____ SECTION: _____ JUDGE: _____

CHARGES AT TIME OF ARREST: _____

CHARGES WHEN YOU WENT TO COURT _____

CHARGES TO BE EXPUNGED _____

OUTCOME OF YOUR CASE _____

DATE OF ARREST: _____ AGENCY THAT ARRESTED YOU: _____

YOUR CURRENT ADDRESS WITH ZIP CODE: _____

_____ PHONE NUMBER _____

PLEASE GRANT ME AN EXPUNGEMENT IN ACCORDANCE WITH LSA-R.S. 44:9.

SUBMITTED BY:

(Please Sign)

_____ Please serve the arresting agency with a copy of this form (not necessary to mark this area if the charge is a misdemeanor)

Note: There is a \$110.00 filing and processing fee to the East Baton Rouge Clerk's Office and \$125.00 processing fee to the East Baton Rouge District Attorney's Office when this form is filed with our office. There will be no refund if the form is denied by the court. An additional \$125.00 is also due for the Bureau of Criminal Identification, Department of Public Safety. This fee only will be returned if the expungement is denied. The above fees must be paid by three separate certified checks or money orders to each of the different agencies. The expungement process takes six months or more to complete. You will be notified by our office when your expungement has been completed.

YOU WILL NEED TO FILE A SEPARATE EXPUNGEMENT FORM FOR EACH DIFFERENT DATE OF ARREST