

BATON ROUGE CITY COURT

233 St. Louis Street

Baton Rouge, Louisiana 70802

Phone (225) 389-8388

Fax (225) 389-8397

REQUEST FOR EXPUNGEMENT

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. For all Arrest, DWI, or Contempt of Court cases, there is an additional \$125.00 filing fee which is payable to Bureau of Criminal Identification (**Must be a cashiers check or money order only**). Please take this form and payment directly to a Cashier in Room 145.

NAME

Baton Rouge City Court **CASE NUMBER**

Pre-Trial **CASE NUMBER**

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, and Mastercard). A 5% credit card payment fee will be added.

Payment Methods Accepted for Bureau of Criminal Identification.

- Certified cashiers check or Money order **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 to the Records Room staff. 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.

DATE

NAME