

**IN THE CIRCUIT COURT OF THE TWENTY-THIRD
JUDICIAL CIRCUIT
DEKALB COUNTY, ILLINOIS**

Date: _____

EXPUNGEMENT INFORMATION

To check for eligibility for expungement/sealing of your case, contact the State Appellate Defenders (Website: www.illinois.gov/osad or Telephone: 847-695-8822)

Step 1: Go to the Standardized State Form website. Print the document “**How to Expunge and/or Seal a Criminal Record.**” **Please read completely before you begin.**

Step 2: Download the Form entitled “**Request to Expunge & Impound and/or Seal Criminal Records.**” Follow the directions to print and/or fill out and print the document to include in your petition request (*See below*)

Step 3: To file your petition, the following items should be mailed or brought to the DeKalb County Circuit Clerk’s Office at 133 W. State Street, Sycamore, IL 60178.

1. A money order in the amount of \$60.00 (non-refundable) for each petition filed, made payable to the “DeKalb County Circuit Clerk.”
2. A money order in the amount of \$60.00 made payable to the “Illinois State Police.”
3. One (1) original and four (4) copies of the “Request to Expunge & Impound and/or Seal Criminal Records.”
4. One (1) original and four (4) copies of Notice of Filing for Expungement and/or Sealing.
5. One (1) original of the “Order to Expunge and/or Seal Records.”

The Petition will be heard approximately 60 days (at least, no less than) after being filed with our office. If there is no objection to the Petition, we will forward on to the Illinois State Police the \$60 money order previously sent to us, and a certified copy of the “Order to Expunge” or “Order to Seal.” Also, we will send you a certified copy of the “Order to Expunge” or “Order to Seal” and mail all other copies to the required agencies.

Please Note:

If you provided us with information on your specific case in DeKalb County, we have also included a screen print copy from our computer system of pertinent information that will be helpful when filing your paperwork.

See below:

1. General Information page providing case number, arresting agency, offense date and offense code: included? Yes _____ No _____
2. Disposition page providing sentence date and case disposition (conviction or court supervision): included? Yes _____ No _____

The Clerks of the Courts Act absolutely forbids any clerk from giving legal advice. Legal advice includes telling you whether you qualify for an expungement or a sealing and how to fill out the forms. The clerks CAN tell you what is in your court file, including the disposition of your case, as well as local procedures for filing and the relevant fees.