



**Tangipahoa Parish Clerk of Court**  
**JULIAN E. DUFRECHE, CLERK OF COURT**  
P.O. BOX 667 • AMITE, LOUISIANA 70422

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## **EXPUNGEMENT CHECKLIST**

### **MUST HAVE:**

1.  Defendant's Date of Birth
2.  Social Security Number
3.  Name of offense or offenses at the time of arrest
4.  Arrest date and arresting agency
5.  Name and addresses of agencies to be served
6.  Drivers License Number and physical description
7.  \$250.00 Money Order or Cashiers Check made payable to: Bureau of Identification
8.  \$30.00 Cash, Check, Credit Card or Money Order made payable to: Clerk of Court for:
  - a. Filing of Expungement \$10.00
  - b. Certification of Bill of Information \$10.00
  - c. Certification and copy of Minutes \$10.00
9.  \$50.00 Check or Money Order made payable to: Tangipahoa District Attorney
10.  \$50.00 Check or Money Order made payable to: Tangipahoa Sheriff Office

### **Once the Expungement form has been completely filed out, YOU MUST:**

1. Obtain the signature of the District Attorney (YOU are responsible for contacting the District Attorney's office regarding their fees)
2. Obtain the Judge's signature
3. Once you have completed numbers 1 & 2, you are to bring the completed expungement to the Clerk of Court's Office to be filed.

If the defendant was not billed and attended a pretrial diversion program,  
he/she **will** have to pay all fees.