



Tangipahoa Parish Clerk of Court

JULIAN E. DUFRECHE, CLERK OF COURT

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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: The Department of Public Safety
8. \$30.00 Cash, Check, Credit Card or Money Order made payable to: Clerk of Court for:
 - a. Filing of Expungement \$10.00
 - b. Certified Mailing to Dept of Corrections \$10.00
 - c. Certification of Bill of Information \$5.00
 - d. Certification and copy of Minutes \$5.00

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.

Note: If sentenced under Article 893 or Article 894, you must have an order to set aside and dismiss (pg 3 of Expungement form) under that Article, and the order must be signed by the judge.

The following applicants for expungement **shall not** be required to pay any fee to the Clerk of Court, Bureau of Criminal Identification and Information, Sheriff, District Attorney, or any other agency to obtain or execute an order of a court of competent jurisdiction to expunge the arrest from the individual's arrest record if a certification obtained from the District Attorney is presented to the Clerk of Court which verifies that the applicant has no felony convictions and no pending felony charges under a bill of information or indictment and at least one of the following applies:

1. The applicant was acquitted, after trial, of all charges derived from the arrest including any lesser and included offense.
2. The applicant was arrested and was never prosecuted within the time limitations prescribed in Chapter 1 of Title XVII of the Code of Criminal Procedure and did not participate in a pretrial diversion program.
3. If defendant was billed and the matter was dismissed, the District Attorney's Office must provide an affidavit stating there are no felony charges or felony convictions pending. (The D.A. Office should provide an affidavit to number 1, 2 and 3).

With the Exception of:

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