

IT IS THEREFORE ORDERED as follows:

That the Petition to Seal the Defendant/Petitioner's Arrest, or Conviction, or First Offender Drug Probation Record is **GRANTED**, and the official records are to be **SEALED** as follows:

1. All records relating to arrest or charges, or both, shall be physically and electronically maintained, unless the records would otherwise be destroyed due to age, but the records shall be unavailable without a court order. The Petitioner's name shall also be obliterated from the official index required to be kept by the Circuit Court Clerk under Section 16 of the Clerks of Courts Act, but any index issued by the circuit court clerk before the entry of the order to seal shall not be affected. In response to an inquiry for such records from anyone not authorized by law to access such records the Circuit Clerk of the Court, the Department, or the agency receiving such inquiry, shall reply as it does in response to inquiries when no records ever existed.
2. The Clerk of the Circuit Court shall provide copies of this order to the petitioner, to the Department of State Police (in the form and manner prescribed), to the State's Attorney or prosecutor charged with the duty of prosecuting the offense, to the arresting agency, to the chief legal officer of the unit of local government effecting the arrest, and to such other criminal justice agencies as may be ordered by the court.
3. Further, the Department may charge the Petitioner a fee equivalent to the cost of processing any order before sealing the records. Notwithstanding any provision of the Clerks of Courts Act to the contrary, the Circuit Court Clerk may also charge a fee equivalent to the cost associated with the sealing of the records.
4. The Department of State Police shall retain the sealed records and shall release them only as authorized by law. Felony records that are sealed shall be used and disseminated by the Department only as otherwise specifically required or authorized by a federal or State law, rule, or regulation that requires inquiry into and release of criminal records. Upon conviction for any offense, the Department of Corrections shall have access to all sealed records of the Department pertaining to that individual.
5. Notwithstanding the foregoing, all sealed records are subject to inspection and use by the court and inspection and use by law enforcement agencies and State's Attorneys or other prosecutors in carrying out the duties of their offices. All records sealed are exempt from disclosure under the Freedom of Information Act.
6. This order becomes a final and appealable order 30 days after service of the order on the Petitioner and all parties entitled to notice of the petition.

ENTERED on _____, 20____

JUDGE

Prepared by:

Name: _____

Attorney for: _____

Address: _____

Telephone: _____

ADRC: _____

City/State/Zip: _____