

INSTRUCTIONS FOR REQUEST TO EXPUNGE/SEAL



Office of the Clerk of the Circuit Court of Lake County

Erin Cartwright Weinstein

1. Complete the following forms from www.illinoiscourts.gov/documents-and-forms/
 - a. Request to Expunge/Seal
 - i. Include all case numbers to be considered by the court
 - b. Notice of Filing
 - i. May include up to 2 arresting agencies
 - ii. If additional space is needed, please submit the Additional Notice of Filing so that all arresting agencies are included
 - iii. Names AND address to include in your Notices:
 1. State's Attorney or Village Prosecutor
 2. Arresting Authority
 3. Illinois State Police, Bureau of Identification
260 N. Chicago Street
Joliet, Illinois 60431-1342
 - c. Order to Expunge
 - d. Order to Deny Request to Expunge
2. The Request and Notices must be E-filed as an MX case type with a Subtype of Petition to Expunge (Adult).
 - a. There is a filing fee of \$152.00
 - i. \$82.00 for the Request, \$60.00 for Illinois State Police, and \$10.00 postage
3. E-file the original Request, Notice of Filing and Additional Notices
 - a. E-file information can be found at www.lakecountycircuitclerk.org and follow the link to E-filing Should you need additional assistance we have staff available to assist with in-person filing.
4. After you have E-filed your case, you will need to either drop of the Orders and/or mail them to our office within 14 days of filing.
5. If you cannot afford the filing fees. You may file an Application for Waiver of Court Fees. The Application can be found out www.illinoiscourts.gov/documents-and-forms/.
6. Once your Request is accepted and Notice(s) has been sent by the Clerk, the parties have 60 days to file any objections.
 - a. All cases are initially scheduled for a status date at 7AM. This is not a court date that requires appearance.
 - b. Should an objection be filed. You will receive a Notice of Hearing in the mail with a court date that will require you to appear in person
7. Granted Requests:
 - a. Should your request be granted, you can expect a certified copy of the order via regular mail.
 - b. A certified copy along with the pre-paid \$60 fee will be mailed to the Illinois State Police.
 - c. A certified copy will be mailed to the arresting agency.
8. Denied Requests:
 - a. Should your request be denied, you can expect the order along with \$60 fee to be returned to you via regular mail.