

**LETTER TO THE CIRCUIT CLERK  
(FILING FORMS TO START A NEW CASE)**

**Instructions to User**

1. Complete this letter.
2. With this letter, include the original *Request to Expunge & Impound Criminal Records* or *Request to Seal Criminal Records* and the *Notice of Filing for Expungement or Sealing* and a copy for all agencies that are required to get notice of your request, payment or an *Application for Waiver of Court Fees*, and a self-addressed and stamped envelope for the Circuit Clerk to mail the file stamped copy to you. You may need to file your *Application for Waiver of Court Fees* in person. Call the Circuit Clerk and ask if that is necessary.
3. Send your letter and the documents listed above to the Circuit Clerk in the county where your case is to be filed.

Date: \_\_\_\_\_

Circuit Clerk of \_\_\_\_\_ County

Address of Circuit Clerk \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear Clerk:

Re: \_\_\_\_\_ v. \_\_\_\_\_ Case Number: \_\_\_\_\_  
*Plaintiff/Petitioner*                      *Defendant/Respondent*

Enclosed you will find a *Summons* and the original and copies of  
(Check the box that applies)

*Request to Expunge & Impound Criminal Records* OR  *Request to Seal Criminal Record*  
and the *Notice of Filing for Expungement or Sealing* to be filed.

(Check all boxes that apply)

I have enclosed an *Application for Waiver of Court Fees* and an *Order for Waiver of Court Fees*. Please present these to a Judge.

I have enclosed the cost of filing these documents \$ \_\_\_\_\_ .

Please issue the *Summons* and file the documents and return the *Summons* and file-stamped copies to me in the enclosed self-addressed and stamped envelope.

Thank you for your attention to this matter.

Sincerely,

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Street Address, Apt #*

\_\_\_\_\_  
*City*                      *State*                      *Zip*

\_\_\_\_\_  
*Phone*