



5. The Defendant/Petitioner has not previously nor subsequently been convicted of any misdemeanor or felony and has not been placed on supervision for a misdemeanor within FOUR years after the completion of Defendant/Petitioner's sentence
6. The Defendant/Petitioner has paid all costs and fees for the filing of this Petition.
7. The Defendant/Petitioner has paid all fines, costs, fees and restitution in the underlying case, if any
8. The Circuit Clerk has served notice on the Arresting Authority, the Department of the State Police (in an offense required to be reported to the Department), the State's Attorney and chief legal officer of the unit of local government affecting the arrest and:
  - that none of said agencies have filed an objection to the Petition within 90 days from the date of Notice; **OR**
  - that this Court, having heard evidence in the matter, finds that the records should be sealed.

**IT IS THEREFORE ORDERED** as follows:

- A. That the Petition to seal the Defendant's record of conviction and related arrest record is **GRANTED**, and the official records be **SEALED** as follows:
  1. The Clerk of the Circuit Court **SHALL SEAL** all records of the conviction and all related records, including all photographs, fingerprints and other records of identification taken as a result of the arrest.
  2. The Department of State Police **SHALL SEAL** all records of the conviction and all related records, including all photographs, fingerprints and other records of identification taken as a result of the arrest.
  3. The Arresting Authority **SHALL SEAL** all records of the conviction and all related records, including all photographs, fingerprints and other records of identification taken as a result of the arrest.
  4. That the Arresting Authority shall request the return of any other law enforcement records relating to the incident set forth in the Petition which has been transferred to the Federal Bureau of Investigation or any other law enforcement agency as a result of said arrest and **SHALL SEAL** said records upon their return to the Arresting Authority.
- B. That any records **SEALED** are subject to inspection and use by the court for the purposes of subsequent sentencing for misdemeanor and felony violations and inspection and use by law enforcement agencies, the Department of Corrections, and State's attorneys and other prosecutors in carrying out the duties of their offices. Upon conviction for any offense, the Department of Corrections shall have access to such records pertaining to Defendant/Petitioner.
- C. That, except as otherwise provided in this order, any records **SEALED** by the Clerk of the Circuit Court shall be inspected only upon order of the Court for good cause shown.

ENTER: \_\_\_\_\_, 20\_\_\_\_\_.

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PRESIDING JUDGE