

EXPUNGEMENT PROTOCOL

I. Scheduling of Petitions to Expunge

Court Administration will schedule properly-filed Petitions to Expunge for a hearing date. Expungement Hearings will be scheduled in 15-minute increments. Expungement Hearings will commence the week of March 1, 2021.

If the prosecutor's office is in agreement to expunge, a Joinder shall be filed with the Clerk of Courts. The Clerk of Courts shall forward the Petition to Expunge, the draft Order to Expunge, and the prosecutor's office's Joinder to the Presiding Judge for signing. Only matters with draft Orders to Expunge will be submitted for signing.

The prosecutor's office must inform Court Administration of the filing of the Joinder so that the matter can be removed from the list of scheduled matters. All remaining matters on the list will proceed to hearing.

II. Hearings on Petitions to Expunge

Hearings on Petitions to Expunge shall be done remotely, via Zoom. Court Administration will schedule remote hearings on Petitions to Expunge and provide notice to attorneys via e-mail. *Pro se* petitioners will be sent notification of the remote hearing via First Class Mail.

Court staff (Presiding Judge, a court clerk, and a court reporter) will handle the Expungement Hearings remotely, with all staff appearing via Zoom. All parties will appear remotely, with no person coming into a courtroom for these hearings.

Any documents that may be referred to during the hearing must be submitted to the Court no less than five (5) business days before the hearing. The e-mail address for the submission of such documents will be provided in the scheduling order. The Petitioner (attorney or *pro-se*) must provide a draft Order to Expunge to the Court in advance of the hearing. Draft Expungement Orders are available on the Clerk of Court's website.