



COUNTY OF MONTGOMERY

COURT HOUSE
PO BOX 311
NORRISTOWN, PENNSYLVANIA
19404-0311

OFFICE OF CLERK OF COURTS

CLERK OF COURTS
LORI SCHREIBER

FIRST DEPUTY
JIMMY DIPLACIDO

SECOND DEPUTY/ADMIN. ASST.
LINDA SULOCK

(610) 278-3346
FAX (610) 278-5188

www.coc.montcopa.org

PETITION AND ORDER REQUIREMENTS FOR EXPUNGING CRIMINAL RECORD FROM DISTRICT JUSTICE LEVEL PENNSYLVANIA RULE OF CRIMINAL PROCEDURE 490

PETITION AND ORDER MUST INCLUDE THE FOLLOWING INFORMATION:

- Defendant's name (and any alias) and address
- Defendant's date of birth
- Defendant's social security number
- Magisterial District court docket number or OTN
- Magisterial District court number and address
- Specific charges as they appear on the charging document to be expunged
- Date of the citation, complaint or arrest
- Name of arresting agency and their address
- Disposition
- All Fines, Costs and Restitution have been paid in full (must be stated in the Order)
- Reason for the Expungement
- Copy of Pennsylvania State Police Criminal History Report performed within the past 60 days.
- If confirmation from agencies is desired, please include a self-addressed-stamped envelope (SASE) for each Certified Copy.
- A Filing Fee of \$160.75
- Payment for Certified Copies to be sent to Agencies @ \$12.75 each
- Other: _____

All payments must be made by Cash, Credit or Attorney Check Only.

Please Note: The Clerk of Courts Office will serve the Certified Copies to the agencies. However, if you do not include a self-addressed stamped envelope for the notification from the agencies, the Petitioner and/or Attorney will need to follow up with the agencies.

Original Petition and 3 copies (if Joinder is filed original and one copy)

1 Copy - District Attorney

1 Copy - Court Administration

1 Copy - Petitioner

Any questions please call: Expungement Clerk
610-278-3346 x 8903

Criminal Justice Agencies:

1. District Attorney's Office of Montgomery County,
Court House, Norristown, PA 19404-0311
2. Pennsylvania State Police records & Identification Division,
1800 Elmerton Avenue, Harrisburg, PA 17109
3. District Court
4. Local Police Department