



## COUNTY OF MONTGOMERY

JUVENILE CLERK OF COURTS  
540 PORT INDIAN ROAD  
NORRISTOWN, PENNSYLVANIA  
19403-3502

## JUVENILE CLERK OF COURTS

CLERK OF COURTS  
**LORI SCHREIBER**

FIRST DEPUTY  
**JIMMY DIPLACIDO**

SECOND DEPUTY  
**LINDA SULOCK**

(610) 630-2252  
FAX (610) 630-4243

[www.coc.montcopa.org](http://www.coc.montcopa.org)

# Notification of Required Expungement Forms and Fees for Juvenile Records

You and/or your Attorney must submit the following forms to the Juvenile Clerk of Courts Office located at 540 Port Indian Road, Norristown, PA 19403 when filing for the expungement of juvenile records.

- Petition To Expunge
- Order of Expungement
- Joinder of District Attorney
- Verification

When filing your Petition for Expungement, you must also submit a payment for the filing fee as well as for the certified copies wanted. All payments must be made by Cash, Checks or Money Order payable to "Montgomery County Juvenile Clerk of Courts". Any returned checks due to insufficient funds will be subject to an additional fee of \$33.00 and will halt the expungement process from moving forward.

Please Note: The Clerk of Courts Office will serve the Certified Copies to the agencies. However, if you do not include self-addressed stamped envelopes for the notification from the agencies, the Petitioner and/or Attorney will need to follow up with the agencies. If you would like any additional Certified Copies to be sent to you, you would also need to provide an additional self-addressed stamped envelope for those copies.

Expungement Filing Fee: \$29.75

Certified Copies: \$11.00

## Agencies

1. Arresting Police Department
2. Institutional Placements/Providers (if any) that the juvenile might have been placed with during his/her probationary period.
3. Montgomery County District Attorney's Office
4. Montgomery County Detectives Office
5. Juvenile Probation Department
6. Administrative Office of Pennsylvania Courts
7. Pennsylvania State Police Central Repository
8. Juvenile Court Judge's Commission

Each of the agencies listed above have an individual record of the juvenile. All the agencies above will require a certified copy of the Expungement Order (containing the judge's signature and the Court Seal), along with a document stating your client's vital information (juvenile's name, date of birth, social security number, Offense Tracking Number, DJ Docket Number, Magisterial District or Municipal Court Docket Number, Court of Common Pleas Docket Number, Specific Charges (to be expunged), Date of Arrest, Arresting Criminal Justice Agency, the Disposition, the Date of Disposition, and the Reason for Expungement). Also, they must each be notified of the names of the criminal justice agencies upon which certified copies of the Expungement Order shall be served.



**OFFICE OF CLERK OF COURTS**

CLERK OF COURTS  
**LORI SCHREIBER**

FIRST DEPUTY  
**JIMMY DIPLACIDO**

SECOND DEPUTY/ADMIN. ASST.  
**LINDA SULOCK**

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[www.coc.montcopa.org](http://www.coc.montcopa.org)

**COUNTY OF MONTGOMERY**

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**Costs Effective 1/1/2022**

**EXPUNGEMENT CERTIFIED PACKETS:**

**Certified Copies @ \$11.00 + Copies @ \$2.00 = \$13.00 each**

<b>Expungement Certified Packets: Juvenile</b>					
<b>Certified Copies @ \$11.00 + Copies @ \$2.00 = \$13.00 each</b>					
	<b>Certified Copies</b>	<b>Copies</b>	<b>Subtotal</b>	<b>Filing Fee</b>	<b>Total</b>
1 Packet	\$ 11.00	\$ 2.00	\$ 13.00	\$ 29.75	\$ 42.75
2 Packets	\$ 22.00	\$ 4.00	\$ 26.00	\$ 29.75	\$ 55.75
3 Packets	\$ 33.00	\$ 6.00	\$ 39.00	\$ 29.75	\$ 68.75
4 Packets	\$ 44.00	\$ 8.00	\$ 52.00	\$ 29.75	\$ 81.75
5 Packets	\$ 55.00	\$ 10.00	\$ 65.00	\$ 29.75	\$ 94.75
6 Packets	\$ 66.00	\$ 12.00	\$ 78.00	\$ 29.75	\$ 107.75
7 Packets	\$ 77.00	\$ 14.00	\$ 91.00	\$ 29.75	\$ 120.75
8 Packets	\$ 88.00	\$ 16.00	\$ 104.00	\$ 29.75	\$ 133.75
9 Packets	\$ 99.00	\$ 18.00	\$ 117.00	\$ 29.75	\$ 146.75
10 Packets	\$ 110.00	\$ 20.00	\$ 130.00	\$ 29.75	\$ 159.75
11 Packets	\$ 121.00	\$ 22.00	\$ 143.00	\$ 29.75	\$ 172.75
12 Packets	\$ 132.00	\$ 24.00	\$ 156.00	\$ 29.75	\$ 185.75
13 Packets	\$ 143.00	\$ 26.00	\$ 169.00	\$ 29.75	\$ 198.75
14 Packets	\$ 154.00	\$ 28.00	\$ 182.00	\$ 29.75	\$ 211.75
15 Packets	\$ 165.00	\$ 30.00	\$ 195.00	\$ 29.75	\$ 224.75

IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY,  
PENNSYLVANIA, JUVENILE DIVISION

IN THE INTEREST OF :

JUVENILE NO. :

PETITION TO EXPUNGE

TO THE HONORABLE, JUDGES OF THE SAID COURT:

The Petitioner (Juvenile's name), moves this Court pursuant to 18 Pa.C.S.A. § 9123 dismiss the charges against him and to order an expungement of his record in this matter for the following reasons:

1. The Petitioner resides at
2. On or about (date of arrest) Petitioner was arrested by the Police Department and charged with offenses.
3. On (date of admission) Petition entered an admission to the charge/s of as set forth in the Court's Order of the same date which is attached hereto, made a part hereof and marked as Exhibit "A".
4. Petitioner has successfully completed all of the terms and conditions of his/her disposition.
5. Petitioner is years of age and has not been arrested since this incident.
6. The District Attorney's Office of Montgomery County has no objection to the Petition and joins in it as evidenced by its Joinder attached hereto.

WHEREFORE, your Petitioner respectfully requests your Honorable Court enter an Order for Expungement in the Juvenile/Petitioner's above-referenced case.

Respectfully Submitted,

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Juvenile's Signature

IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY,  
PENNSYLVANIA, JUVENILE DIVISION

IN THE INTEREST OF :

JUVENILE NO. :

ORDER

AND NOW, this                      day of                      200                      , upon motion of the  
Petitioner                      , Expungement of the above-referenced juvenile's (hereinafter  
"Juvenile") criminal record is hereby GRANTED.

It is hereby ORDERED and DECREED that the District Attorney's Office of Montgomery  
Country, Pennsylvania, the Juvenile Probation Department, the Juvenile Court, the Clerk of  
Courts of Montgomery County, and any other police department, office, agency or keeper of  
criminal records in this case, served with a copy of this Order, shall expunge and destroy all  
arrest records, files and any other documents pertaining to the arrest or prosecution indexed at  
the above number, in accordance with 18 Pa. C.S.A. § 9122 (c) and (d). It shall be the  
responsibility of the Juvenile/Petitioner to provide notice of the within Order, by certified copy  
thereof, to each and every office or agency, other than the Clerk of Courts of Montgomery  
County, Pennsylvania, which maintains a criminal record of the Juvenile subject to the within  
Order.

1. Juvenile's name:

Date of Birth:

Social Security Number:

2. Juvenile Number:
3. OTN Number:
4. Specific charges as they appear on the charging document to the expunged:
5. Date of Arrest:
6. Criminal Justice Agency which made the arrest:
7. Disposition:

Upon receipt of a duly certified copy of this Order, the aforesaid keepers of the criminal records shall: (a) expunge and destroy the official and unofficial arrest and other criminal records of the within juvenile concerning the within charges; (b) request, insofar as they are able, the return of such records as they have made available to Federal and other State agencies and shall destroy such records upon receipt thereof; and (c) file with the Court, within thirty (30) days of receipt of a copy of this Order, an Affidavit that such records have been expunged and destroyed, together with all copies of this Order in their possession.

The Bureau of Records and Identification Services of the Pennsylvania State Police, 1800 Elmerton Avenue, Harrisburg, Pennsylvania 17110, is hereby directed to request that the Federal Bureau of Investigation expunge the arrest information of the above individual, and shall provide the FBI complete descriptive information and sufficient data, such as FBI number or the arresting agency number. Upon completion of the expungement of the said arrest information, the FBI and the Bureau of Records and Identification Services shall comply with this Order by providing an Affidavit that such records have been expunged and destroyed.

The criminal justice agencies upon which copies of the Expungement Order shall be served are:

- a) Arresting agency, Police Department;
- b) Pennsylvania State Police, Central Repository;
- c) Montgomery County District Attorney's Office;
- d) Montgomery County Detectives Office;
- e) Juvenile Probation Department;
- f) Federal Bureau of Investigation;
- g) Administrative Office of Pennsylvania Courts.

BY THE COURT:

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J.



VERIFICATION

I, (Juvenile's name), verify that the statements made in the foregoing Petition to Expunge are true and correct to the best of my information, knowledge and belief. The undersigned understands that the statements herein are made subject to the penalties of 18 Pa. C.S.A. § 4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Juvenile's Signature

\_\_\_\_\_  
Juvenile's Name Typed

Dated: