

**COURT OF COMMON PLEAS OF CLINTON COUNTY, PENNSYLVANIA**

**Guidance for Filing for Expungement of Criminal Charges Pursuant to  
Pennsylvania Rule of Criminal Procedure 490  
(Summary Case Expungement):**

**Note:** These instructions are to be used as guidelines only and are not a substitute for trained legal counsel. The Court and its officers assume no liability for any inaccuracy of the information provided herein and such information is to be utilized at a Petitioner's own peril.

The Pennsylvania Rules of Criminal Procedure govern the procedure by which the Court may be petitioned for an Order of Expungement. This is the Rule 490 Packet for "Summary Case" Expungement.

Under Rule 490, **a current copy of Petitioner/Defendant's Pennsylvania State Police criminal record must be attached** to the Petition for Expungement. To qualify as "current," such criminal record **must have been obtained no longer than sixty (60) days prior to filing the Petition** for Expungement with the Clerk of Courts.

If the charges sought to be expunged were graded as summary offenses for which no disposition was entered or for which disposition was entered by a Magisterial District Judge, complete and file with the Court of Common Pleas the Form Petition for Expungement pursuant to Rule 490 (summary cases) of the Pennsylvania Rules of Criminal Procedure by following the instructions for a Rule 490 (summary case) Expungement set forth below.

The complete Rule 490 packet should contain:

- a Form Order (2 pages),
- a certification to be completed by the Magisterial District Judge and Consent or Objection to be completed by the District Attorney (1 page) and
- a Petition for Expungement to be completed by Defendant/Petitioner (1 page).

In **ALL** Rule 490 cases, it is the responsibility of the Defendant/Petitioner for expungement to do the following:

- (1) Complete all requested information on the Rule 490 Petition for Expungement.
- (2) Fill in the name of the Defendant/Petitioner and Criminal Docket Number in caption (top portion of first page) of the Form Order for Expungement.
- (3) Complete all requested demographic information (numbered 1-14) on the second page of the Form Order for Expungement.
- (4) Obtain a copy of Defendant/Petitioner's criminal record from the Pennsylvania State Police. The criminal record check must not be more than sixty (60) days old at the time the Petition for Expungement is filed.  
Information on submitting a request for PSP records can be found at the following URL:  
<http://www.psp.pa.gov/Pages/Request-a-Criminal-History-Record.aspx>
- (5) Fill in the name of the Defendant/Petitioner and Criminal Docket Number on the form containing the "Certification By the Magisterial District Judge" and "District Attorney's Consent or Objection."

- (6) Transmit a copy of the completed Petition, Form Order and State Police Criminal History Check along with the Certification and Consent or Objection Form to the Magisterial District Judge (MDJ) for the MDJ to endorse the correct certification for your situation. The MDJ will then transmit the Form to the District Attorney for his consent or objection to the requested expungement. The District Attorney will either consent or object to the expungement and transmit the completed Form back to you.

**NOTE: If the District Attorney objects to the proposed expungement, after the expungement packet is filed, a hearing will be scheduled at which all parties will have an opportunity to be heard.**

- (7) Once every part of the packet is complete, you must make eight (8) copies of the completed packet and file them with the Clerk of Courts. There will be a filing fee associated with this, please remember to bring cash or check at the time of filing.
- (8) Either request one of your time-stamped copies back from the Clerk of Courts and serve that copy upon the District Attorney or include with your filing a request that the Clerk of Courts transmit the eighth copy of your packet to the District Attorney.

No later than 14 days after the expungement packet is filed with the Clerk of Courts, the Court shall grant or deny the petition or shall schedule a hearing, affording all parties an opportunity to be heard.

Pursuant to Pennsylvania Rule of Criminal Procedure 490(B)(4)(b), once an Order for Expungement has been entered by the Court, it must be stayed for thirty (30) days, pending appeal.

If the Court grants the Order for Expungement, after the thirty (30) day appeal period has passed, the Clerk of Courts shall serve a certified copy of the Expungement Order on each criminal justice agency and records repository identified in the Order.

If the Court denies the petition for expungement, the Court shall enter an order denying the petition and stating the reasons for the denial.



**Petition for Expungement Pursuant to Pa.R.Crim.P. 490**

AND NOW, the petitioner avers the following and requests that this petition for expungement pursuant to Pa.R.Crim.P. 490 be granted for the reasons set forth below.

PETITIONER INFORMATION						
Full Name:		DOB:		Social Security Number:		
Address:		Alias(es):				
CASE INFORMATION						
List name, address of Judge of the Magisterial District or Philadelphia Municipal Court who accepted the guilty plea or heard the case:						
Judge:			Address:			
Magisterial District Court Number:						
Philadelphia Municipal Court or Magisterial District Docket Number:						
Name of Arresting Agency:			Date of Arrest:		Date on Citation or Complaint:	
List name and mailing address of the affiant as shown on the complaint or citation, if available:						
Name of Affiant:			Address:			
List specific charges, as they appear on the charging document, to be expunged and the disposition of each charge (please attach additional sheet(s) of paper if necessary):						
PA Statute (Title)	Section	Subsection	Statute Description	Counts	Grade	Disposition
If the sentence imposed included a fine, costs or restitution, has the amount due been paid?						<input type="checkbox"/> Yes <input type="checkbox"/> No
List the reason(s) for the expungement (please attach additional sheet(s) of paper if necessary):						
<input type="checkbox"/> I have attached a copy of my Pennsylvania State Police Criminal History which I have obtained within 60 days before filing this petition.						
<input type="checkbox"/> I have not attached a copy of my Pennsylvania State Police Criminal History. State reason(s) below:						

**When this petition is filed with the Clerk of Courts, the petitioner shall serve a copy upon the attorney for the Commonwealth.**

I, the undersigned petitioner, avers that the facts set forth in this petition are true and correct to the best of my personal knowledge or information and belief, and are made subject to the penalties of unsworn falsification to authorities under 18 Pa.C.S § 4904.

\_\_\_\_\_  
**Signature of Petitioner**

\_\_\_\_\_  
**Date**

Commonwealth of Pennsylvania

v.

\_\_\_\_\_

IN THE COURT OF COMMON PLEAS OF  
CLINTON COUNTY, PENNSYLVANIA

CRIMINAL DIVISION

DOCKET NO: \_\_\_\_\_

ORDER

AND NOW, this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_, after consideration of the  
\_\_\_\_\_ presented by \_\_\_\_\_,  
it is ORDERED that the Petition/Motion is \_\_\_\_\_.

- The criminal charges in the above-captioned case specified below are dismissed.
- The defendant's arrest record regarding these charges shall be expunged. Further, it is ORDERED that the arresting agency shall destroy all criminal records, fingerprints, photographic plates and photographs pertaining to the charge(s) specified below, which resulted from the arrest(s) of \_\_\_\_\_. In addition, all criminal justice agencies upon which this order is served shall expunge and destroy the official and unofficial arrest and other criminal records, files and other documents pertaining to the captioned proceedings.

The information required under Pa.R.Crim.P. 490 appears on the attached page(s) which is hereby incorporated into this ORDER by reference.

BY THE COURT:

\_\_\_\_\_

Pursuant to Pa.R.Crim.P. 490, the following information is provided:

1. Petitioner Name:
2. Alias(es):
3. Petitioner's Address:
4. Petitioner's Date of Birth:   /  /
5. Petitioner's Social Security Number:   -  -
6. Name and address of the judge of the Magisterial District or Philadelphia Municipal Court who accepted the guilty plea or heard the case:
  
7. Name and mailing address of the affiant as shown on the complaint or citation, if available:
  
8. Magisterial District Court number:
9. Docket Number:
10. The date on the citation or complaint, or the date of arrest, and if available, the criminal justice agency that made the arrest:
  
11. The specific charges, as they appear on the charging document, to be expunged and applicable dispositions (attach additional sheets if needed):
  
12. If the sentence includes a fine, costs, or restitution, whether the amount due has been paid:
  
13. The reason for expungement:
  
  
14. The criminal justice agencies upon which certified copies of the order shall be served:

**COURT OF COMMON PLEAS OF CLINTON COUNTY, PENNSYLVANIA**

COMMONWEALTH OF PENNSYLVANIA )  
 ) NO. \_\_\_\_\_  
 v. )  
 ) CRIMINAL-MISC.  
 \_\_\_\_\_ )  
 (name of Petitioner/Defendant) )

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**CERTIFICATION BY MAGISTERIAL DISTRICT JUDGE**

I certify that the Defendant has paid the fine and successfully completed all the terms and conditions of the sentence imposed for the violation, including any suspension of operating privileges, that the charges were dismissed, or withdrawn or a verdict of not guilty was entered.

Date: \_\_\_\_\_ BY: \_\_\_\_\_  
Magisterial District Judge

**OR**

I certify that no disposition is available and no action is pending and it has been eighteen months from the date of the arrest.

Date: \_\_\_\_\_ BY: \_\_\_\_\_  
Magisterial District Judge

**DISTRICT ATTORNEY’S CONSENT OR OBJECTION**

I, \_\_\_\_\_, Clinton County District Attorney,  
accept service of the attached Petition for Expungement of Summary Offense(s) from  
Defendant’s criminal record and I

\_\_\_\_\_ **DO NOT OBJECT**

\_\_\_\_\_ **OBJECT (Objections must be filed within 30 days after service  
of the petition and copies of the objections must be served on  
the Petitioner’s attorney or the Petitioner if unrepresented.)**

Date: \_\_\_\_\_ BY: \_\_\_\_\_  
District Attorney