

# HOW TO EXPUNGE JUVENILE RECORDS

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## FREQUENTLY ASKED QUESTIONS

This page is an overview of the process. For more detail on the process, read the rest of the packet.

### What is juvenile expungement?

Juvenile Expungement is the process of going to court and asking a judge to erase all of your juvenile arrest and court records. After you complete the Juvenile Expungement process, it is as if the records never existed (with a few exceptions). Only a judge has the power under the law to order a record expunged.

### Why should I expunge my juvenile records?

You should expunge your juvenile records to prevent other people from seeing your records. Juvenile records that are not expunged cannot be seen by the general public, but they may be seen by law enforcement agencies, some employers, and some government agencies (usually through use of fingerprint-based background checks in applications for subsidized housing or jobs in schools, healthcare, childcare, or security).

### When can I begin the juvenile expungement process?

- In order to expunge juvenile records, all the juvenile court proceedings related to the arrests and cases you are seeking to expunge must be closed.
- If you are expunging a juvenile record in which a judge found you guilty of a Class A misdemeanor or a felony, it must be at least 2 years since your court case ended (including the end of any sentence such as probation).

### How long will it take to expunge my juvenile record?

It will take approximately 120 days from the date you file the *Request* to the time when the record is expunged.

- When you file to expunge your record, a hearing will be scheduled in 45 days. It is very important that you attend your hearing; if you are not present, a judge will be unable to ask about or clarify issues in the expungement. This could lead to your *Request* being denied or continued to another date.
- After the hearing, law enforcement agencies may take up to 60 days to clear your juvenile record after they receive the order expunging your record.

### What costs do I need to pay to expunge (erase) my juvenile records?

There is no fee to file your forms with the Circuit Clerk, but you may be charged a fee for a copy of your records:

- Accessing Records: You are entitled to view your juvenile arrest records for free; however, law enforcement agencies may charge you to make copies of your records.
  - Take a pen and paper with you to write down any information you need.
  - If you were arrested in Chicago, there is NO fee to get a copy of your juvenile "RAP" (Record of Arrests and Prosecutions) sheet from the Chicago Police Department.
  - However, many municipalities do not issue juvenile RAP sheets and instead will provide you with juvenile arrest information in a different format.

### What steps do I need to take to have my juvenile record expunged (erased)?

- Step 1: Get copies of your juvenile records.
- Step 2: Review your juvenile records and figure out if you can apply for expungement.
- Step 3: Fill out the expungement forms.
- Step 4: File the forms with the Circuit Clerk and get a court date.

Read the rest of this guide for information on each step.

### What are juvenile records?

- Juvenile Arrest Records: When you are arrested before your 18<sup>th</sup> birthday, a juvenile record is created.<sup>1</sup>
  - A juvenile record of the arrest exists even if you never saw a judge, never went to court, or were never found guilty. An arrest usually involves being fingerprinted.
  - If you are unsure if you were arrested, contact the law enforcement agency that you believe arrested you.
- Juvenile Court Records: If you were charged with a crime in juvenile court, a juvenile court record exists. If you were under 18 but charged in adult criminal court, you have an adult criminal record. Juvenile expungement will not work to expunge records from adult criminal courts.

<sup>1</sup> Before 2010, however, 17 year olds were always considered adults. Between 2010 and 2013, 17 years olds arrested for misdemeanors were given juvenile records, while 17 year olds arrested for felonies were given adult records. The police department that arrested you should be able to tell you if your arrest record is a juvenile or adult record.

**What are NOT juvenile records?**

The following sorts of records are not juvenile records, and these forms cannot help you expunge the following types of records:

- Adult Criminal Records: If you were arrested at age 18 or older, or were charged with an offense in adult criminal court, you have an adult criminal record.
- Municipal or Local Ordinance Arrests: If you were arrested and charged with an ordinance violation, do not use these forms. Ordinance violations are considered adult offenses.
- Civil Cases: If you were involved in a civil case, such as an order of protection, it will not appear on your criminal record and cannot be expunged.
- Traffic Cases: If you were arrested and charged with a traffic violation, do not use these forms. Traffic violations are considered adult offenses.

**Are juvenile records automatically sealed?**

- Juvenile arrest and court records are automatically sealed. Juvenile records in Illinois are confidential, and CANNOT be seen by the public without a court order. (This is different than adult records, which anyone can see.)
- However, certain government agencies and employers have access to confidential juvenile records.
- When a juvenile expungement is granted, these entities will no longer have access to your record.

**Are juvenile records automatically expunged?**

- Some. Arrest and court records will be automatically expunged in the following cases:
  - Arrests that did not result in charges filed will be expunged 1 year after the arrest date, IF six months have passed since any subsequent arrest was made or charges were filed.
  - Arrest and court records of cases that were dismissed, resulted in a finding of not delinquent, resulted in an order of supervision that is terminated successfully or that result in a finding of guilt for a Class B or C misdemeanor or petty or business offense. The court will order the automatic expungement when all court proceedings are over. Contact your Public Defender to confirm this has happened.
  - Arrest and court records of cases that resulted in a finding of guilt for a Class A misdemeanor or felony without a threat or element of violence. These will be automatically expunged IF 2 years have passed since the case was closed, and IF you have no case pending and you have no subsequent findings of guilty in juvenile or adult court.
- You can make sure the automatic expungement has worked by contacting the law enforcement agency that arrested you. There should be no record of your arrest after the expungement process.
- If you are not eligible for automatic expungement, you can still petition the court to expunge your record. See the remainder of this packet for information on that process.

**What if I have been arrested or charged with a juvenile offense in more than one county in Illinois or outside of Illinois?**

If you have been arrested or charged with a juvenile offense in more than one county in Illinois, you will have a juvenile record in each county. You will have to:

- Identify each county where you have a record;
- Get your juvenile arrest records from each county;
- Fill out separate expungement forms in each county; AND
- File separately in each county.

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**STEP 1: GET COPIES OF YOUR JUVENILE RECORDS**

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**Why do I need copies of my juvenile records?**

Juvenile records list the offenses and the dates you were arrested, the charges you were arrested for, the offenses you were charged with, and the outcome of the cases including any sentences you received. You need this information for Step 2 to figure out whether your records are eligible for juvenile expungement.

**What are the different types of juvenile records?**

Juvenile records consist of two parts: court and police records. These records include:

- Arrest records: List of all juvenile arrests, including the date and charge for each law enforcement agency. In general, you need to get arrest records from each law enforcement agency that arrested you. For example, the Chicago Police Department ("CPD") provides a free Juvenile RAP Sheet (Record of Arrests and Prosecutions).
- Court Disposition: A printout of events in your case that includes what happened when the case went to court. There are no court dispositions for arrests that did not lead to a court case. Ask the Circuit Clerk how to get your court disposition.

**How do I get copies of my juvenile arrest records?****For Chicago and Suburban Cook County juvenile arrests only:**

There are 2 ways to get your juvenile records for arrests that occurred in Cook County.

- Juvenile arrest records are available at the Juvenile Courthouse located at 1100 South Hamilton in Chicago. To get the information, you must first go to the Juvenile Expungement Help Desk on the first floor by the Clerk's Office to sign a Release of Information. Once a Release has been signed, the Juvenile Probation Department can access and print juvenile arrest records in Chicago and the Cook County suburbs.

- Chicago arrest information is generally available the same day it is ordered.
- To obtain suburban arrest information, you must be fingerprinted and the results will be available in approximately seven days. Juvenile Expungement Help Desk staff will contact you when the results are available. This service is free.
- If you were arrested by the Chicago Police Department, you can also order a juvenile RAP sheet from the police department instead of at the Juvenile Courthouse. You can get your juvenile RAP sheet immediately and for free.

You can go to the CPD Headquarters to get your Chicago RAP sheet Monday through Friday, 8:00am to 12:00pm:

Chicago Police Headquarters: Access and Review  
3510 S. Michigan Ave., Chicago, IL 60653  
(312) 745-5508

### FOR ALL OTHER COUNTIES IN ILLINOIS

If you have juvenile arrests that occurred outside of Cook County, you can take these steps to get your juvenile records.

- Contact the police department that arrested you to get information. Although juvenile records are confidential, the arresting police department must release information to the juvenile regarding their arrests. For juvenile expungement, you must know the date of arrest, the charge, and the outcome of the arrest.
- Get your complete criminal history information from the Illinois State Police (ISP) through the Access and Review Process. If you make a request to access and review your criminal history, the ISP will provide a complete list of all your arrests and court cases in Illinois. This list will include both juvenile and adult arrests. Find conviction information request forms at: [www.isp.state.il.us/crimhistory/chri.cfm](http://www.isp.state.il.us/crimhistory/chri.cfm)

If you choose this option, call ISP before you start to get information about how to complete the process:  
(815) 740-5160

**Out-of-State Records:** Do not use these forms for juvenile records from a state other than Illinois. The information in this packet only applies to Illinois juvenile arrests or court cases. If you have juvenile records from another state, check with the state where your records are to see if juvenile expungement is an option.

## STEP 2: REVIEW YOUR JUVENILE RECORDS

### What types of juvenile records CAN be expunged (erased)?

- All juvenile arrests where you did not go to court. This includes station adjustments, probation adjustments, pre-petition diversion programs, and arrests where the State's Attorney decided not to prosecute or charge you.
- All juvenile court cases that did not result in a finding of guilt, whether dismissed ("thrown out"), found not guilty, etc. A case can be dismissed by Nolle Prosequi or Stricken Off with Leave to Reinstate (SOL).
- All juvenile court cases where you were sentenced to supervision and completed it successfully.
- All juvenile court cases in which you were found guilty of a Class B or C misdemeanor or petty offense.
- All felony and misdemeanor Class A offenses for which you were found guilty (except for first degree murder and felony sex offenses) if:
  - It has been at least 2 years since your case ended (including the end of any sentence, such as probation or aftercare).

### What juvenile records CANNOT be expunged?

If you were found guilty of:

- first-degree murder; OR
- a felony sex offense.

**NOTE:** If you were arrested for one of these offenses but were not found guilty or were found guilty of a different kind of offense, you may still be able to expunge that record.

**NOTE:** If you went to court for a case, the charges listed in the final outcome or disposition are what you should use to determine whether a record can be expunged. These charges may be different than the charge you were arrested for.

### What do I look for on my juvenile record?

To figure out if the offenses on your juvenile record can be expunged (erased), you need to look at each arrest in your juvenile record separately and determine the:

- Charge: The type of offense you were arrested for, such as a petty offense, Class A, B or C misdemeanor, or felony.
- Disposition: The outcome of the case (station adjustment or arrest only, SOL (Stricken Off with Leave to Reinstate), NP (Nolle Prosequi) guilty, supervision, not guilty), including what charge you were found guilty of, if different from the arresting charge.

- Sentence: This is the time you spent on supervision, on probation, or in Illinois Department of Juvenile Justice (for example, in a juvenile prison).

Once you find these on your juvenile records, review the information in Step 2 to see if your offenses can be expunged.

### What if I have some records that can be expunged and some that cannot?

You can expunge all of your record that is eligible, even if some parts do not qualify. Additionally, the Juvenile Court Act makes all juvenile records confidential and sealed. This means the general public cannot see your record. Even if your juvenile record has not been expunged, it is illegal for MOST employers, housing providers and schools to deny you employment, housing, or education based solely on your juvenile record.

**To determine if you can expunge your juvenile records, complete the Case Worksheet on page 8 of this booklet.** Once you have completed your worksheet, you do not need to look at your court dispositions and RAP sheets to complete the expungement forms.

## STEP 3: FILL OUT THE JUVENILE EXPUNGEMENT FORMS

### What forms do I need to expunge (erase) my juvenile records?

- *Request to Expunge Juvenile Records*: Use one of these to ask the judge to expunge your records.
- *Additional Juvenile Records*: use this form if you have more than 6 arrests or cases.
- *Notice of Filing for Juvenile Expungement*: tells the arresting agency that you are asking the court to expunge your juvenile records.
- *Additional Notice of Filing for Juvenile Expungement*: use this form if you want to expunge more than 20 juvenile records.
- *Additional Arresting Agencies*: use this form if you have more than 2 arresting agencies or if you were arrested in more than 2 different cities, towns, or villages.
- *Order to Expunge Juvenile Records*: is used by the judge to say your *Request to Expunge Juvenile Records* is approved or denied. You may have to use more than one *Order to Expunge Juvenile Records* if you want to expunge more than 20 juvenile records.

### Where can I find the expungement forms I need?

You can find forms at:

[www.illinoiscourts.gov/Forms/approved/](http://www.illinoiscourts.gov/Forms/approved/) or visit the Office of the State Appellate Defender's website: <http://www.illinois.gov/osad/Expungement/Pages/default.aspx>

### If I need help completing my forms, where can I go?

- Check with your local courthouse or law library, or search [www.illinoislegalaid.org](http://www.illinoislegalaid.org) for free or reduced cost help.
- Some counties may have free self-help desks where you can get help filling out your forms from volunteer attorneys and law students. For example, Cook County has a self-help desk in the juvenile court.

### How do I fill out the *Request to Expunge Juvenile Records* form?

The form has instructions in the column on the left side to help you. Also listed below are line-by-line instructions with more information on how to fill out the *Request to Expunge Juvenile Records* form.

**Page 1 Caption/Header:** You must enter all of your case numbers at the top of the form where it says "Case Numbers." Arrests that did not result in you going to court do not have case numbers. You should leave a blank for each arrest without a case number (you will fill in that blank with a number the circuit clerk will give to each record that does not have a case number). If all of your case numbers do not fit, you should use the *Additional Juvenile Records* form.

**Page 1:** Use the information you entered on your Case Worksheet to fill out the first page of the form. The Case Worksheet is on page 8 of this instruction booklet and should be completed using your court disposition printouts or arrest record information sheet.

- Case Number: Enter each case number (or leave blank until you get a number from the circuit clerk).
- Arresting Agency: Enter the name of the police or sheriff's department that arrested you.
- Arrest Charge: Enter the name of the offense you were charged with, such as "retail theft" or "cannabis possession". If you were found guilty of a different charge, list that charge.
- Date of Arrest: Enter the date you were arrested listed on your court disposition or arrest record information sheet.
- Outcome: Check the outcome of your case.

### If you have more than 6 arrests or cases:

- Mark the checkbox below the table that says "I have listed additional arrests or cases on the attached *Additional Juvenile Records* form."
- Enter the extra arrests or cases on the *Additional Juvenile Records* form. You can use more than one *Additional Juvenile Records* form if needed.

### Page 2: Section 2

- Fill in your mailing address. If you move or change your email address you must notify the court of your change of address.



Depending on the types of records you have, you may be requesting expungement under subsection 1, subsection 2, or both.

### Page 3: Subsection 1

Check subsection 1 for:

- All juvenile arrests where you did not go to court (also known as informal or formal adjustments);
- All juvenile court cases that did not result in a finding of guilt, whether dismissed ("thrown out"), found not guilty or not delinquent, etc. (cases are dismissed if there is an entry that says Nolle Prosequi or Stricken Off with Leave to Reinstate (SOL));
- All juvenile court cases where you were sentenced to supervision and completed it successfully; AND
- All juvenile court cases in which you were found guilty of a Class B or C Misdemeanor or petty offense.

### Page 3: Subsection 2

Check subsection 2 for:

- All cases in which you were found guilty of a Class A misdemeanor or felony offense, but not for first degree murder or a felony sex offense, which cannot be expunged.

Additionally:

- It must be at least 2 years since your case closed (including the end of any sentence, such as probation or aftercare). List the date your juvenile case closed.

**Signature:** You must sign and date your *Request to Expunge Juvenile Records*. Your signature means that everything you filled out on the form is true and correct to the best of your knowledge. Making a false statement on this form could be perjury.

### How do I fill out the *Notice of Filing for Juvenile Expungement* form?

- Enter your information on this form where instructed.
- Find the name and address for the County State's Attorney by asking the Circuit Clerk.
- Find the address for the Arresting Agencies (police departments) that arrested you by contacting them.
- If you have more than 2 arresting agencies or if you were arrested in more than 2 different cities, towns, or villages, use an *Additional Notice of Filing for Juvenile Expungement* form. You may use more than one *Additional Notice of Filing for Juvenile Expungement* form.
- The Circuit Clerk will mail a copy of the *Notice of Filing for Juvenile Expungement*, any *Additional Notice of Filing for Juvenile Expungement*, and your *Request* form to all of the agencies that are required to get notice of your *Request*.
- A *Request* should only include arrests, charges, and convictions that happened in one county. If you have arrests, charges, or convictions in more than one county, you will have to file in each county.

### How do I fill out the *Order to Expunge Juvenile Records* form?

- Enter your information on this form where instructed.
- Enter the number for all juvenile arrests and court cases that you are trying to expunge. If an arrest did not result in formal charges, enter the arrest number or the case number assigned by the Circuit Clerk's Office.
- You will not check any boxes on the *Order* form. The judge will check the correct boxes once a decision has been made about your *Request*.
- You will get this form back from the court telling you if the court approved or denied your *Request*.

## STEP 4: NEXT STEPS FOR EXPUNGEMENT

### What do I do after I fill out the forms?

#### File your forms with the Circuit Clerk in the county where your arrests, charges, and convictions happened.

- You must file the forms at the courthouse in each county where you are filing for juvenile expungement.
- You must electronically file (e-file) court documents unless you qualify for an exemption from e-filing.
  - You will qualify for an exemption if: (1) you do not have internet or computer access at home and it would be difficult for you to travel to a place where you could use a computer, (2) you have a disability that keeps you from e-filing, or (3) you have trouble reading or speaking in English.
  - Fill out a *Certification for Exemption from E-Filing* found here: [www.illinoiscourts.gov/Forms/approved/default.asp](http://www.illinoiscourts.gov/Forms/approved/default.asp).
  - File the original and 1 copy of your forms, and the *Certification*, with the Circuit Clerk's office in person or by mail.
- To e-file, create an account with an e-filing service provider.
  - Visit <http://efile.illinoiscourts.gov/service-providers.htm> to select a service provider. Some service providers are free while others charge a processing fee.
  - For instructions on how to e-file for free with Odyssey eFileLL, see the self-help user guides here: [http://www.illinoiscourts.gov/CivilJustice/Resources/Self-Represented\\_Litigants/self-represented.asp](http://www.illinoiscourts.gov/CivilJustice/Resources/Self-Represented_Litigants/self-represented.asp)
- If you do not have access to a computer, or if you need help e-filing, take your forms to the Circuit Clerk's office where you can use a public computer terminal to e-file your forms.

- You can bring your forms on paper or saved on a flash drive.
- The terminal will have a scanner and computer that you can use to e-file your forms.

### Do I have to go to the hearing if one is scheduled?

It is important that you attend your hearing; if you are not present, a judge will be unable to ask or clarify issues in expungement. This could lead to your *Request* being denied or continued to another date

On the hearing date:

- Get to the court 45 minutes before your hearing time.
- Bring these items to your court hearing:
  - Photo I.D.;
  - Stamped copies of your forms;
  - *Order to Expunge Juvenile Records*; AND
  - Arrest records and court dispositions for juvenile and adult cases.
- Confirm the court room number and go to that room.
- Check in quietly with the judge's clerk or court assistant. The clerk/assistant sits next to the judge. Wait for your name and case number to be called. You may have to sit outside the courtroom.
- When your case is called by the clerk/assistant, walk up to the judge and state your name when you are asked.
- You may be sworn to tell the truth. Answer the judge's questions truthfully. Be prepared to tell the judge about specific negative results you may suffer if your *Request* is denied.
- The agencies that you listed on your *Notice of Filing for Juvenile Expungement* form may be at your hearing and could ask you questions about your case.
- You will have a chance to respond to any objections to your request for expungement.
- If there are objections, you may ask for a continuance and seek legal advice. Contact the Office of the State Appellate Defender:  
<https://www.illinois.gov/osad/Expungement/Pages/default.aspx>.
- The judge makes the final decision. The judge is allowed under the law to use their discretion when deciding whether or not to expunge your juvenile records.

### What if I move or change my email address before my juvenile expungement request is heard by a judge?

Use the *Change of Address* form immediately to tell the Circuit Clerk of your new mailing or email addresses. If you do not tell the court your new addresses, you may not receive necessary paperwork.

### Can anyone keep me from getting my juvenile records expunged (erased)?

The police departments and prosecutors that you listed on the *Notice of Filing for Juvenile Expungement* form get a chance to object to your request to expunge your juvenile records.

They have 45 days to file a written objection with the court. If they object, it means they have a legal reason that they do not want your records to be expunged. Even if they object, the judge may still grant your expungement.

### How will I know if someone objects to my *Request to Expunge Juvenile Records*?

The Illinois State Police, the arresting agency, or State's Attorney (Prosecutor) may file a written objection with the court in advance (of which you will receive a copy) or they may object in person at the hearing. You have a legal right to understand and respond to their objection. An objection does not mean the judge will deny your *Request*. The judge will consider the objection and your response when deciding if your juvenile record will be expunged. It is helpful for you to go to court so you can respond to objections.

### How does the court decide to approve or deny my request for juvenile expungement?

Requests for juvenile expungement are not automatically approved just because you are eligible under the law. To decide, the court will:

- Review any objections filed by the agencies you listed on your *Notice of Filing for Juvenile Expungement* form;
- Determine if you are eligible under the law; AND
- Review other factors it is allowed to consider:
  - The reasons why the State, the Arresting Agencies, or Chief Legal Officers want to keep your records from being erased;
  - Your age, juvenile and criminal records;
  - The period of time between your arrest or court case and the filing of the request to expunge your records; AND
  - The specific negative results you may suffer if the *Request* is denied. Be prepared to tell the judge about these.

### How will I find out if my *Request to Expunge Juvenile Records* is approved or denied?

At your court date, the judge will tell you if your *Request* is approved or denied. Ask the Circuit Clerk and/or State's Attorney for a copy of the expungement order whether it is granted or denied. Do not leave without your paperwork.

### If my *Request* is approved, how long will I have to wait before my juvenile records are expunged?

If the judge approves your *Request to Expunge Juvenile Records*, a copy of the *Order* will be sent by the Circuit Clerk to the Illinois State Police and the police departments and prosecutors that you listed on the *Notice of Filing for Juvenile Expungement*. These agencies have 60 days from the time they receive a copy of the *Order* to expunge your records.

### What can I do if my *Request to Expunge Juvenile*

**What do I do with the *Order* approving or denying my *Request to Expunge Juvenile Records* after I get it?**

If your request was approved, it is very important that you keep a copy of the *Order* that you receive from the Circuit Clerk in a safe place. Once your arrests or cases are expunged, the court no longer has a court record for you and it may be very difficult or impossible to get another copy of the *Order*.

**If my records are expunged, do I have to tell employers or potential employers about it?**

No, you do not have to tell employers about expunged juvenile records.

- On job applications, any question about criminal records is not asking you about your juvenile record. You may answer “no” to the question, “have you ever been convicted” if you only have a juvenile record. This is true even if you do not file for juvenile expungement.
- Even though juvenile records are confidential, they may be disclosed legally or illegally. If you are denied a job or a promotion based on your juvenile record, request a copy of the background check from the employer and contact an attorney for help.
- In Illinois it is against the law for employers to ask if you have expunged or sealed any juvenile records.
- If an employer finds out that you expunged any juvenile records, they cannot use that against you or they will violate the Juvenile Expungement Act [705 ILCS 405/5-915](#).

**How will I know when my juvenile records have been expunged?**

- The ISP will send you a letter stating that they have expunged your juvenile records. Until you receive this letter from the ISP, your records have not yet been expunged.
- If you have not heard back in 55 days, call them and ask if it has been done.
- Also call your local law enforcement agency because they may not send you a letter.

**Can anyone find out about my juvenile records once they have been expunged?**

These agencies may be able to see expunged juvenile records:

- Immigration officials, law enforcement, and national security agencies, like the military, if you apply for a job with them.

**What if my juvenile record does not qualify for expungement?**

Always double-check your eligibility with a lawyer if you think you are not eligible to expunge your juvenile record. Even if you cannot expunge your juvenile record, your entire juvenile record is still automatically sealed and cannot be seen by the general public.

***Records* is denied even though I'm eligible for expungement?**

- You have several options and some of these options are time sensitive so you will want to act right away. If you are able to speak to an attorney you should do so as soon as possible. Your options are:
- Ask for Reconsideration: You can ask the judge to look at your *Request* again.
  - File a Motion for Reconsideration with the Circuit Clerk within 60 days from the day you received a copy of the *Order* denying your *Request*.
- Appeal: You can ask the appellate court to review the circuit court decision.
  - File a Notice of Appeal with the Circuit Clerk within 30 days from the day the *Order* was entered denying your *Request*.
- You will have to pay a filing fee to the appellate court unless you have a fee waiver from the appellate court. You will have to pay a fee for the Circuit Clerk to prepare the Record on Appeal unless you have a fee waiver from the circuit court.



## Appendix: Case Worksheet

**Use this worksheet to organize information about your juvenile records in one place. Organizing your information can help you complete the forms. Do not file this worksheet with the court.**

- You can find all the information you need to fill in the worksheet on your court dispositions, RAP sheets, and information from the Illinois State Police. Below are some samples to help you locate the information you need.
- There are three tables on page 9 of this instruction booklet to help you determine if a sentence or disposition qualifies for juvenile expungement.

### How do I complete the Case Worksheet?

Using the information on your court dispositions and arrest record, fill in your Case Worksheet with this information for each case:

- Case Number: enter the case number listed or leave blank if you just had an arrest. The Circuit Clerk should provide your case numbers to you for free.
- Arresting Agency: enter the name of the police or sheriff's department that arrested you.

- Charges: enter all offenses you were charged with for each arrest or case number, for example "drug possession" and "possession of paraphernalia".
- Date of Arrest: enter the date you were arrested that is listed on your court disposition or RAP sheet.
- Outcome: check how your case ended (no petition for delinquency filed (arrest only), guilty of felony or class A misdemeanor, guilty of class B or C misdemeanor, found not guilty, case dismissed (thrown out), arrest only/adjustment, or I was given supervision and successfully completed it).
- Completion of Sentence: enter the date your sentence ended successfully. If you were only arrested, your Completion of Sentence Date is the date of arrest.

**Do not file this worksheet with the court. It is only to help you fill out the actual juvenile expungement forms.**

	Case Number (if saw judge)	Arresting Agency (Police Dep't)	Arrest Charges (as listed by arresting agency)	Date of Arrest	Final Charge (if saw judge)	Outcome ("Disposition")	Completion of Sentence (Date)
1							
2							
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**Sample Cook County Court Disposition:****Sample Chicago Police RAP Sheet:**

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

PEOPLE OF THE STATE OF ILLINOIS

VS

JOHN DOE

CERTIFIED STATEMENT OF CONVICTION / DISPOSITION

I, DOROTHY BROWN, Clerk of the Circuit Court of Cook County, Illinois, and keeper of the records and seal thereof do hereby certify that the electronic records of the Circuit Court of Cook County show:

The State's Attorney of Cook County/Local Prosecutor has filed a complaint with the Clerk of the Circuit Court.

Charging the above named defendant with:

750-5/12-3-A-1 M A **BATTERY**

The following disposition(s) was/were rendered before the Honorable Judge(s):

11/05/2005 BOND SET BY RULE OF COURT 11/17/2005 3154  
Smith, Gerald T.

11/17/2005 BOND FORFEITURE B001  
Smith, Gerald T.

12/13/2005 MOTION TO VACATE BOND FORF.  
Smith, Gerald T.

12/13/2005 BOND FORFEITURE VACATED  
Smith, Gerald T.

12/13/2005 **Found Not Guilty** C001  
Smith, Gerald T.

CHICAGO POLICE DEPARTMENT  
3510 S. Michigan Avenue/Chicago, IL 60653  
Identification Section

Criminal History Report

DOE, JOHN  
IR # 978380  
SID #  
FBI #  
IDOC #  
Current Arrest Information:

MALE  
WHITE  
5'10"  
EYES: BRO  
HAIR: BLK

Date of Birth: 2-OCT-1974  
Age: 39 years  
Place of Birth: CHICAGO, IL  
SSN:  
Driver's License #: Q4838171920282782  
Driver's Lic. State: ILLINOIS  
Scars, Marks & Tattoos:

Criminal Justice Summary: Total arrests: 1 (1 Misdemeanor)

ARREST

Arrest Name: DOE, JOHN Date: 11/4/2005 Holding Facility: NORRIDGE  
Date of Birth: 2-OCT-1974 Arrest Address: 145 W. State St., Chicago, IL  
DCN or CB: 05456347 Residence: 230 E. Green St., Chicago, IL  
Officer: JONES Officer Badge #: 53 Arresting Agency: CPD

Count	Class	Type	Statute	Arrest Charge Description
[1]	A	M	720 ILCS 5/12-3	Battery

COURT CHARGES/ DISPOSITION			
Statute	Charge	Class	Case#
720 ILCS 5/12-3	BATTERY	M	05121978901
Disposition:	SOL	Disposition	13-DEC-2005
Sentence:		Sentence Date:	

**Sample Case Worksheet:**

	Case Number (if saw judge)	Arresting Agency (Police Dep't)	Arrest Charges (as listed by arresting agency)	Date of Arrest	Final Charge (if saw judge)	Outcome ("Disposition")	Completion of Sentence (Date)
1	05JD244	Chicago Police Department	Battery	11/4/2005	n/a	Found Not Guilty	n/a

**Sample County Court Disposition (Not Cook County):**

IN THE JUVENILE COURT OF THE ELEVENTH JUDICIAL  
CIRCUIT  
FORD COUNTY, ILLINOIS

PEOPLE OF THE STATE OF ILLINOIS, )  
Plaintiff, )  
vs ) No. 09-JD-117  
Jane Doe )  
Defendant )

JUDGMENT AND SENTENCE  
OF PROBATION/COURT SUPERVISION/CONDITIONAL DISCHARGE  
The case coming on for sentencing, Defendant (having pled guilty of)  
(having been found guilty of) (having had probation, supervision, or  
conditional discharge received for) the offense(s) of:  
Unlawful Possession of Drug Paraphernalia  
Class A Misdemeanor

and a Presentence Report having been (prepared) (waived) and hearing  
in aggravation and mitigation (held) (waived); The Court finds there is a  
factual basis for a finding of guilty. The Court further  
finds that imprisonment in the Illinois Department of Corrections is not  
necessary for the protection of the public and the following sentence  
does not deprecate the seriousness of the Defendant's conduct and is  
consistent with the ends of justice.

**ACCORDINGLY IT IS THE ORDER OF THIS COURT**, that the  
Defendant is placed on (probation) (court supervision) (conditional  
discharge) for a period of 12 (years) (months) (days) subject  
to the following conditions:

**THE DEFENDANT SHALL:**

95 (X) 1. not violate any criminal statute of any jurisdiction;  
...  
95 (X) 8. pay a fine of \$ 750 ; court costs of ...  
and Probation (Supervision) fees in the amount of  
\$ 25 per month;

...  
This case is continued to 12/17/10 except for review or  
remission hearings.

ENTER: 12/17, 20 09 Gerald T. Smith  
JUDGE

TERMINATION DATE: 12/17, 20 10

**Sample Illinois State Police RAP Sheet:**

ILLINOIS STATE POLICE

Bureau of Identification  
260 North Chicago Street  
Joliet, IL 60432-4075

**Criminal History Of:** Doe, Jane State Identification #: IL 9876543  
(Last Known Name)

**Conviction Status:** MISDEMEANOR CONVICTION

**Custodial Status:**

**Alias Name(s)** **Date of Birth**  
DOE, JANE 01/13/1981

**SUBJECT IDENTIFICATION DATA**

**Sex:** FEMALE  
**Race:** WHITE  
**Height:** 5'4" **Date Reported:** 10/23/2009 **FBI#:**  
**Weight:** 105 **Date Reported:** 10/23/2009 **Chicago IR#:**  
**Eyes:** BLUE  
**Hair:** BLACK  
**Skin:** MEDIUM  
**Scars/Marks/Tattoos** **Place of Birth** **DL #** **DL State**  
TAT L LEG ILLINOIS K1234567899 IL

**CRIMINAL HISTORY DATA**

Arrest  
**DCN:** P129393 **Date of Arrest:** 10/23/2009  
**Name:** DOE, JANE **Date of Birth:** 01/13/1981  
**Residence:** 123 N. Main St. Melvin, IL

**Arresting Agency:** FORD COUNTY SHERIFF'S OFFICE  
**Agency Case Number:** 1234567 **Officer Badge Number:** 008

**Arrest Charges**

Count	Statute Citation	Literal Description	Class
1	720 ILCS 600/3.5	Poss. Of Drug Paraphernalia	M

**State's Attorney Section**  
**Filing Decision:** FILED **Decision Date:** 10/23/2009

Count	Statute Citation	Literal Description	Class
1	720 ILCS 600/3.5	Poss. Of Drug Paraphernalia	M

**Agency Name:** FORD COUNTY STATE'S ATTORNEY

**Court Charges/Disposition**

Count	Statute Citation	Literal Description	Class
1	720 ILCS 600/3.5	Poss. Of Drug Paraphernalia	M

**Disposition:** SUPERVISION **Disposition Date:** 12/17/2010

**Case Number:** 09CM117  
**Agency Name:** FORD COUNTY CIRCUIT COURT

**Sample Case Worksheet:**

	Case Number (if saw judge)	Arresting Agency (Police Dep't)	Arrest Charges (as listed by arresting agency)	Date of Arrest	Final Charge (if saw judge)	Outcome ("Disposition")	Completion of Sentence (Date)
1	09-JD-117	Ford County Sheriff's Office	Unlawful Possession of Drug Paraphernalia	10/23/2009	n/a	Supervision	12/17/2010