

*The directions and links included on this website provide information about the law and expungement process designed to help PRO SE filers address their own legal needs. But legal information **IS NOT** the same as legal advice –the application of the law to an individual’s specific circumstances. Although we go to great lengths to ensure our information is accurate and useful, we recommend you consult a lawyer if you want professional assurance that our information and your interpretation of it, is appropriate to your particular situation. We **CANNOT** provide legal advice and to do so would be considered the unauthorized practice of law.*

THE OFFICE OF THE CLERK OF COURTS CANNOT AND DOES NOT PROVIDE LEGAL ADVICE TO ANYONE.

ANY QUESTIONS REGARDING EXPUNGEMENTS MUST BE DIRECTED TO AN ATTORNEY.

HOW TO FILE AN EXPUNGEMENT LYCOMING COUNTY

- 1. Complete the entire petition or form for expungement. The Clerk of Courts cannot assist you in the drafting or completion of the form. Failure to include all required information may result in the petition being rejected by the court. In such an event, you will need to re-file your petition. There is a filing fee each time you file this petition. As such, you are encouraged to consult an attorney or review Rules 490, 575,576,790 and 791 of the Rules of Criminal Procedures for further guidance.**
- 2. Make 3 copies of your petition form with attached proposed order of expungement. Bring all copies to the Prothonotary/Clerk of Courts office located on the 1st floor of the Lycoming County Court House. Staff will time and date stamp and forward the original to the courts to be scheduled/signed.**
- 3. You **MUST** attach a copy of your Pennsylvania State Police Criminal Record Search(PSPCR) to your petition. Failure to attach the PSPCR will result in your petition being returned for re-filing and an additional filing fee.**
- 4. The filing fee of **\$132.00** must be paid at the time of filing. Cash, personal check, certified check or money orders are acceptable forms of payment. We **DO NOT** accept credit cards. If you cannot pay the required fee, you may include a Petition to Proceed Without Payment of Costs petition (In Forma Pauperis Petition.)**
- 5. Be certain to keep a copy of your Petition for your personal files.Should the Expungement be granted, **please retain at least one(1) certified copy of the Order as the original order, as well as the entire file will be destroyed and you will be unable to obtain a duplicate after the file is destroyed.****