



**In The Circuit Court  
For The Seventh Judicial Circuit of Illinois  
Sangamon County, Springfield, Illinois**

**ARREST EXPUNGEMENT/SEAL PROCEDURE**

To expunge a record of arrest made by a Police Agency in the Seventh Judicial Circuit Court, Sangamon County, Illinois, you must complete the following procedure:

1. Complete a Petition for Expungement/Seal, Notice of Motion, and Order to Expunge/Seal.
2. File the Petition with the Clerk of the Circuit Court of Sangamon County.
  - a. There is a \$60.00 fee for the filing of the Petition for Expungement/Seal. If the Clerk of the Circuit Court must file an "MR" case, the fee is \$60.00.
  - b. You must pay this fee when you file the Petition for Expungement/Seal.
  - c. Each case requires a separate Petition for Expungement, Notice of Motion, and Order to Expunge and requires a separate filing fee.
3. Schedule a Petition Hearing with the Judge who did the sentencing. For an Expungement or a Seal, the Circuit Clerk's Office will schedule the court date for you.
4. Appear in Court at the date, time, and location set in the Notice of Motion.
5. After the Order is signed, you must immediately report to the Circuit Clerk's Office, Room 405, Criminal Window, with a Certified Check or Money Order made to the Illinois State Police in the amount of \$60.00 per case. **THE ILLINOIS STATE POLICE WILL NOT EXPUNGE OR SEAL YOUR RECORD WITHOUT THIS FEE.**

**POINTS TO REMEMBER**

1. If you have been previously or subsequently convicted of a felony, misdemeanor, or violation of a municipal ordinance, you are not eligible to have your record expunged.
2. Nothing in this act shall prevent the Department of State Police, Bureau of Identification from maintaining all records of any person who is admitted to Probation upon terms and conditions and who fulfills those terms and conditions pursuant to Section 10 of the Cannabis Control Act, Section 410 of the Illinois Controlled Substance Act, Section 12-4.3 of the Criminal Code of 1961, Section 10-102 of the Illinois Alcoholism or other Drug Dependence Act, or Section 10 of the Steroid Control Act.
3. If you were placed on Court Supervision for any misdemeanor or municipal ordinance you must wait two (2) years after the satisfactory termination of your Court Supervision to file a Petition for Expungement [730 ILCS 5/5-6.31(f)] except for those offenses as set forth in 20 ILCS 2630/5 which requires a 5 year waiting period.
4. You must have your signature on the petition notarized by a Notary Public.
5. If you need assistance completing your paperwork, you may contact the Office of the State Appellate Defender at (866) 787-1776.