

EXPUNGEMENT INFORMATION SHEET

Juvenile records and reports may be expunged in accordance with the provisions of the Louisiana Children's Code, Articles 917 through 922. The Clerk's Office for Jefferson Parish Juvenile Court has a form available for this purpose.

This form is to be used only by:

A person 17 years of age or older (or their attorney) IF the person was not adjudicated a delinquent for the commission of murder, manslaughter, any sexual crime, kidnapping or armed robbery.

The person moving for expungement is responsible for obtaining all necessary information. **NO COURT PERSONNEL WILL OBTAIN THE INFORMATION FOR YOU.** If you need information from the court or from a law enforcement agency, you must file a Motion for Disclosure. A form Motion for Disclosure is available from the Clerk's Office.

This form must be completed and accurately filled out by the applicant before filing with the Clerk of Court. **SEE THE ATTACHED LIST OF AGENCIES FOR ASSISTANCE IN DETERMINING WHO TO ADD TO THE "PLEASE SERVE" AT THE END OF THE MOTION.**

This form must be either typed or clearly printed.

If the motion to expunge includes several different charges, one motion may be filed; **HOWEVER, A SEPARATE PAGE 2 MUST BE COMPLETED FOR EACH CHARGE LISTED.**

All persons desiring to expunge juvenile records are encouraged to retain counsel for this purpose. NO ONE AT JUVENILE COURT CAN GIVE LEGAL ADVICE.

All motions for expungement will be set for a contradictory hearing unless the mover submits written waivers from the District Attorney AND from each agency whose records are sought to be expunged.

Attached hereto is a form "Order for Expungement". This order is to be completed and presented at the hearing on the expungement. Once the court orders the expungement, the conduct and conditions expunged are considered non-existent and are to be treated as non-existent is anyone asks. Only when specifically provided by law and upon court order can the fact of adjudication or expungement be released.

LIST OF AGENCIES

FOR INFORMATION ONLY – Copy the information on those agencies whose records you seek to expunge after the “PLEASE SERVE” on the Motion and Order. **DO NOT ATTACH THIS LIST TO THE MOTION AND ORDER.**

BUREAU OF IDENTIFICATION AND INFORMATION

Attn: Expungements
7919 Independence Blvd.
Baton Rouge, Louisiana 70806

**ROY L JUNCKER JR
DIRECTOR OF JUVENILE SERVICES**

1546-B Gretna Blvd.
Harvey, Louisiana 70058

OFFICE OF YOUTH DEVELOPMENT

Attention: Simon Gonsoulin
Deputy Secretary for Youth Services
State Police Building
7919 Independence Blvd.
Baton Rouge, La. 70806

PAUL CONNICK, JR.

District Attorney, Parish of Jefferson
5th Floor – Gretna, Courthouse
Gretna, Louisiana 70053

JON A. GEGENHEIMER

Clerk of Court
24th Judicial District Court
New Gretna, Courthouse
Gretna, Louisiana 70053

SHERIFF NEWELL NORMAND

Parish of Jefferson
Through Sgt. Joe Ortego
1546 B Gretna Blvd.
Harvey, Louisiana 70058

STEVE CARAWAY

Chief of Police, City of Kenner
500 Veterans Memorial Blvd.
Kenner, LA 70062

PETER DALE JR.

Chief of Police, City of Harahan
City Hall
6437 Jefferson Highway
Harahan, Louisiana 70123

ARTHUR S. LAWSON JR.

Chief of Police, City of Gretna
200 5TH Street
Gretna, Louisiana 70053

DWAYNE MUNCH

Chief of Police, City of Westwego
417 Avenue A
Westwego, Louisiana 70094

MARY JO HARGIS

Chief of Police, City of Jean Lafitte
Route 1, Box 1
LaFitte, Louisiana 70067

EURIS DUBOIS

Chief of Police, City of Grand Isle
City Hall
P.O. Box 880
Grand Isle, Louisiana 70358

STATE OF LOUISIANA
IN THE INTEREST OF

DOB: ____/____/_____

DOCKET #: _____ JU _____
JUVENILE COURT
PARISH OF JEFFERSON
STATE OF LOUISIANA
SECTION: _____

FILED: _____
DEPUTY CLERK

MOTION FOR EXPUNGEMENT

NOW INTO COURT COMES _____, in proper
person or through undersigned counsel, and herein moves this Honorable Court:

- (1) To order the destruction of all reports and records including but not limited to the record of arrest and order of disposition concerning the below described conduct or condition, and directing all officials, agencies, institutions, boards and systems, including their employees agent, consultants, and special committees, to expunge any record concerning the arrest of mover whether on microfilm, computer card or tape, or any other photographic, fingerprint or any other information of any and all kinds or descriptions and
- (2) To direct any and all agencies and law enforcement offices having any such records, including but not limited to the above named entities, to file a sworn affidavit with the Clerk of Court for Juvenile Court to effect that such records have been destroyed and that no notation or references have been retained in any central depository which will or might lead to the inference that any record was ever on file with any such agency of law enforcement office,

except as otherwise specifically provided by law, and for the following reasons, to wit:

I.

Full name of mover: _____

SEX { } Male { } Female

Race: _____ Date of Birth: ____/____/_____

Address: Street: _____ Apt. #: _____

City/State: _____ Zip: _____

NOTE: A separate page must be completed for EACH of the charges desiring expungement. Failure to provide ALL of the requested information may result in dismissal of the motion for insufficiency.

II.

Item #: _____ Offense charged: _____

Date of Arrest: ____/____/_____

Arresting Agency: _____

City/ Parish of Arrest: _____

III.

Action taken: (Check appropriate action and insert date)

Charges not filed

Charges refused on ____/____/_____

Informal Adjustment Agreement
completed on ____/____/_____

Adjudicated on ____/____/_____

Dismissed on

Continued without date on ____/____/_____

IV.

Court Docket and Complaint #: _____ JU _____, # _____

V.

Authority for motion (Check one only)

This matter did not result in an adjudication

This matter resulted in a misdemeanor adjudication

AND 2 or more years have elapsed since the mover's most recent judgment was satisfied.

This matter resulted in a felony adjudication

AND the adjudication was not for murder, manslaughter, any sexual crime, kidnapping or armed robbery

AND 5 or more years have elapsed since mover's most recent judgment was satisfied

AND mover has no criminal court conviction for any felony or misdemeanor involving a weapon

AND mover has no outstanding indictment or bill of information against him

WHEREFORE, mover prays that after due proceedings are had, there be judgment herein in favor of mover, ordering any and all agencies, offices or organizations to destroy their records or reports concerning the conduct or condition of mover as a minor child as more fully described herein.

Respectfully submitted,

Name of Mover or attorney

Address

City/State/Zip

Phone

ORDER

CONSIDERING the above and foregoing:

IT IS ORDERED that a Contradictory Hearing be and is hereby set for the _____ day of _____, 20____ at _____ a.m. in Section _____.

Harvey, Louisiana this _____ day of _____ 20____.

JUDGE

PLEASE SERVE:
PAUL CONNICK, JR.
District Attorney, Parish of Jefferson
5th Floor – Gretna, Courthouse
Gretna, Louisiana 70053

SHERIFF NEWELL NORMAND
Parish of Jefferson
Through Sgt. Joe Ortego
1546 B Gretna Blvd.
Harvey, Louisiana 70058

JON A. GEGENHEIMER
Clerk of Court
24th Judicial District Court
New Gretna, Courthouse
Gretna, Louisiana 70053

AND (See list of agencies attached to instructions and input any additional addressed on the next page)

BUREAU OF IDENTIFICATION AND INFORMATION
Attn: Expungements
7919 Independence Blvd.
Baton Rouge, Louisiana 70806

Name of Agency

ROY L JUNCKER JR
DIRECTOR OF JUVENILE SERVICES
1546-B Gretna Blvd.
Harvey, Louisiana 70058

Attn:

Address

City/State/Zip

OFFICE OF YOUTH SERVICES
Attention: Simon Gonsoulin
Deputy Secretary for Youth Services
State Police Building
7919 Independence Blvd.
Baton Rouge, La. 70806

Name of Agency

Attn:

Address

City/State/Zip

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STATE OF LOUISIANA
IN THE INTEREST OF

DOB: ____/____/_____

DOCKET #: _____ JU _____
JUVENILE COURT
PARISH OF JEFFERSON
STATE OF LOUISIANA
SECTION: _____

FILED: _____

DEPUTY CLERK

ORDER OF EXPUNGEMENT

CONSIDERING the Motion for Expungement and the evidence adduced at the hearing of this matter, and as to the following described conduct or condition(s):

<u>Item #s</u>	<u>Offense(s) charged</u>	<u>Date of Arrest(s)</u>	<u>Arresting Agencies</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IT IS ORDERED that the Clerk of Court destroy all records including but not limited to pleadings, exhibits, reports, minute entries, correspondence and all other documents. Any references, documents, recordings or materials that cannot be destroyed may be maintained, but under no circumstances may they be released. The court may maintain a confidential record of the fact of an adjudication, which may be released only upon written motion of a court exercising criminal jurisdiction over the mover herein and then only for purposes authorized by the Code of Criminal Procedure.

IT IS FURTHER ORDERED that all officials, agencies, institutions, boards, systems and law enforcement officers and their employees, agents, and consultants destroy all reports and records concerning the above described conduct or condition whether on microfilm, computer card or tape, or any other photographic, fingerprint or any other information of any and all kinds of descriptions. The custodian of reports and records of the agency or office may maintain a copy of this Order. However, the custodian shall not disclose the fact that such judgment is maintained or that the destroyed reports or records previously existed to anyone except upon written order of the court.

IT IS FURTHER ORDERED that any and all agencies and law enforcement offices herein served and having any records of the conduct or condition file a sworn affidavit with the Clerk of Court for Juvenile Court, to the effect that such records have been destroyed and that no notation or references have been retained in any central depository which will or might lead to the inference that any record was on file with any agency or law enforcement office, which affidavit shall be filed with the Clerk of Juvenile Court for the Parish of Jefferson within _____ days of service of this Order.

Harvey, Louisiana this ____ day of _____ 20____.

JUDGE

PLEASE SERVE:

PAUL CONNICK, JR.
District Attorney, Parish of Jefferson
5th Floor – Gretna, Courthouse
Gretna, Louisiana 70053

SHERIFF NEWELL NORMAND
Parish of Jefferson
Through Sgt. Joe Ortego
1546 B Gretna Blvd.
Harvey, Louisiana 70058

JON A. GEGENHEIMER
Clerk of Court
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AND (See list of agencies attached to instructions and input any additional addresses below)

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Name of Agency

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DIRECTOR OF JUVENILE SERVICES
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