

**EXPUNGEMENT AND SEALING OF JUVENILE RECORDS**  
**L.A.CH.C. Art. 901 and 903 INFORMATION SHEET**

**WHAT IS EXPUNGEMENT?**

Under Louisiana law today, it is possible to have most juvenile records expunged and sealed. If your record is expunged and sealed, no record of ever having been involved with the juvenile court system will exist. This includes arresting agencies, such as sheriff's offices, and other departments that will also be ordered to expunge and seal their records. If a particular charge is expunged and sealed, you do not have to disclose it, such as on job applications, and you won't be guilty of perjury if you deny it under oath.

**WHAT KIND OF CASES/CHARGES/ARRESTS CAN BE EXPUNGED?**

A charge is expungable AT ANY TIME if it did not result in an adjudication. An adjudication is when the judge makes a decision that a juvenile committed an act they are charged with, or when the judge accepts a plea- or admission- from a juvenile that they committed an act. There are also some charges that are expungable at any time even if there was an adjudication, and those are charges concerning the following Louisiana Laws: L.A. R.S. 14:82, 14:83.3, 14:83.4, 14:89, 14:89.2.

Charges that led to a finding of Families in Need of Services, or an adjudication for any charge other than murder, manslaughter, an offense requiring registration as a sex offender, kidnapping, or armed robbery, may also be able to be sealed and expunged once the case is closed or dismissed for that charge. ALSO the juvenile must be free of any pending indictments or bills of information in adult court, adult court felony convictions, or adult court misdemeanor criminal convictions involving a firearm for an expungement to be granted. **IF YOUR ADJUDICATION OCCURRED AFTER AUGUST 1, 2017, YOUR EXPUNGEMENT MAY BE AUTOMATIC AND YOU DO NOT NEED TO FILE ANYTHING. PLEASE CONSULT YOUR ATTORNEY TO VERIFY IF YOUR CHARGES ARE ELIGIBLE FOR AN AUTOMATIC EXPUNGEMENT.**

Finally, if the juvenile does have an adjudication for murder, manslaughter, a sex offense requiring registration as an offender, kidnapping, or armed robbery, they may still be able to expunge and seal their record if at least five years have passed since their last juvenile case was closed or dismissed, and they have no pending indictments or bills of information in adult court, adult court felony convictions, or adult court misdemeanor criminal convictions involving a firearm.

**HOW DO I GET MY RECORD EXPUNGED?**

**IF YOUR ADJUDICATION OCCURRED AFTER AUGUST 1, 2017, YOUR EXPUNGEMENT WILL BE AUTOMATIC AND YOU DO NOT NEED TO FILE ANYTHING. PLEASE CONSULT YOUR ATTORNEY TO VERIFY IF YOUR CHARGES ARE ELIGIBLE FOR AN AUTOMATIC EXPUNGEMENT**

Otherwise, you can begin the process by filling out and filing the attached form, the Motion for Expungement and Sealing. After it is filed, notice is sent to different agencies or departments that are related to the charge in order to determine if they have any objection to the expungement.

The person moving for expungement is responsible for obtaining all necessary information. NO COURT PERSONNEL WILL OBTAIN THE INFORMATION FOR YOU.

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 4 MUST BE COMPLETED FOR EACH CHARGE LISTED.

WHAT HAPPENS AFTER I FILE?

For some charges, you may receive an order granting the expungement without ever having to go to a court hearing. If a party objects to the expungement, a hearing will be held in order for the judge to determine whether or not an expungement may be granted. If an expungement is granted, notice is sent to all the departments and agencies involved, ordering them to expunge their records concerning that charge and/or arrest.

**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: James Bueche, PhD  
Deputy Secretary for Youth Services  
State Police Building  
7919 Independence Blvd.  
Baton Rouge, La. 70806

**PAUL CONNICK, JR.**  
District Attorney, Parish of Jefferson  
1546 Gretna Blvd  
Harvey, LA 70058

**JON A. GEGENHEIMER**  
Clerk of Court  
24<sup>th</sup> Judicial District Court  
New Gretna, Courthouse  
Gretna, Louisiana 70053

**SHERIFF JOSEPH P. LOPINTO, III**  
Parish of Jefferson  
Through Lt. Joe Ortego  
1546 B Gretna Blvd.  
Harvey, Louisiana 70058

**MICHAEL J. GLASER**  
Chief of Police, City of Kenner  
500 Veterans Memorial Blvd.  
Kenner, LA 70062

**TIM WALKER**  
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 5<sup>TH</sup> Street  
Gretna, Louisiana 70053

**DWAYNE MUNCH**  
Chief of Police, City of Westwego  
417 Avenue A  
Westwego, Louisiana 70094

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

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

IN THE INTEREST OF

\_\_\_\_\_

\_\_\_\_\_

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

FILED: \_\_\_\_\_

JUVENILE COURT  
PARISH OF JEFFERSON  
STATE OF LOUISIANA  
SECTION: \_\_\_\_\_

**LOUISIANA CHILDREN’S CODE ARTICLE 925**  
**MOTION FOR EXPUNGEMENT AND SEALING**

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

(1) To order the expungement and sealing of all records and reports,  
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, agents, consultants, and  
special committees, to expunge and seal any record, in any form, concerning the  
arrest of mover, and any other photographic, fingerprint, DNA, or any other  
information of any and all kinds or descriptions; and

(2) To direct each agency and law enforcement office having any such  
records, including but not limited to the above named entities, to file a sworn  
affidavit with the clerk of court to the effect that such records have been expunged  
and sealed and that no notation or reference has been retained in any central  
depository which could or might lead to the inference that the expunged and sealed  
record was ever on file with that agency or law enforcement office, except as  
otherwise specifically provided by law.

I.

INFORMATION CONCERNING RECORD TO BE EXPUNGED:

Full Name of Person:

\_\_\_\_\_

SEX: { } Male { } Female Social Security Number: \_\_\_\_\_

Race/Ethnicity: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: Street: \_\_\_\_\_ Apt. #: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

*NOTE: A separate page shall be completed for EACH of the charges for which expungement and sealing is*

sought. Failure to provide ALL of the requested information may result in dismissal of the motion for insufficiency.

II.

Offense Report #: \_\_\_\_\_ 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 #: \_\_\_\_\_, # \_\_\_\_\_

V.

Authority for motion (Check one only)

This matter did not result in adjudication.

This matter resulted in a Families in Need of Services or delinquency adjudication.

AND the court which had exercised juvenile jurisdiction has ceased to exercise such in accordance with Children's Code Article 313.

AND

the adjudication was **NOT** for murder, manslaughter, an offense requiring registration as a sex offender under R.S. 15:542, kidnapping, or armed robbery.

OR the adjudication was for murder, manslaughter, an offense requiring registration as a sex offender under R.S. 15:542, kidnapping, or armed robbery but at least five years has passed since the most recent judgment against the mover

AND mover has no adult felony conviction and no adult conviction for a misdemeanor against a person involving a firearm.

AND mover has no pending indictment or bill of information against him.

**WHEREFORE**, mover prays that after due proceedings are had, there be an order herein in favor of mover, ordering the clerk of court and all other agencies, offices or organizations to expunge and seal their records or reports concerning the conduct or condition of mover as a child as more fully described herein.

Respectfully submitted,

\_\_\_\_\_  
Name of Mover or Attorney

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

**IN THE INTEREST OF**

\_\_\_\_\_  
\_\_\_\_\_

**JUVENILE COURT  
PARISH OF JEFFERSON  
STATE OF LOUISIANA  
SECTION: \_\_\_\_\_**

**DOB:** \_\_\_\_/\_\_\_\_/\_\_\_\_\_

**FILED:** \_\_\_\_\_

**ORDER**

CONSIDERING the above and foregoing Motion for Expungement:

IT IS ORDERED that a contradictory hearing be and is hereby set for the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ in Section \_\_\_\_\_.

\_\_\_\_\_, Louisiana this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
JUDGE

*Note: Please add any additional necessary agencies below.*

**PLEASE SERVE:**

PAUL CONNICK, JR.  
District Attorney, Parish of Jefferson  
1546 Gretna Blvd  
Harvey, LA 70058

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

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

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

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

SHERIFF JOSEPH P. LOPINTO, III  
Parish of Jefferson  
Through Lt. Joe Ortego  
1546 B Gretna Blvd.  
Harvey, Louisiana 70058

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

Name of Agency

Attn:

Address

City/State/Zip

Name of Agency

Attn:

Address

City/State/Zip

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City/State/Zip

IN THE INTEREST OF

\_\_\_\_\_

\_\_\_\_\_

JUVENILE COURT  
PARISH OF JEFFERSON  
STATE OF LOUISIANA  
SECTION: \_\_\_\_\_

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

FILED: \_\_\_\_\_  
DEPUTY CLERK

**ORDER OF EXPUNGEMENT**

CONSIDERING the Motion for Expungement and Sealing and the evidence adduced as to the following described matter, and as to the following described conduct or conditions:

**Item #s            Offense(s) charged            Date of Arrest(s)            Arresting Agencies**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IT IS ORDERED** that the Clerk of Court expunge and seal all records and reports, in any medium, including but not limited to pleadings, exhibits, reports, minute entries, correspondence, and all other documents. 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 expunge and seal all records and reports, in any form, concerning the above-described matter, and any other photographic, fingerprint, DNA, or any other information of any and all kinds and descriptions. The custodian of records and reports of the agency or office may maintain a copy of this order. However, the custodian shall not disclose to anyone the fact that an order is maintained or that the expunged and sealed records or reports previously existed except upon written order of the Court.

**IT IS FURTHER ORDERED** that any and all costs or fees assessed by any department, agency, or office for compliance with this Order be and hereby are **WAIVED**.

**IT IS FURTHER ORDERED** that all outstanding warrants/attachments issued by Jefferson Parish Juvenile Court be and are hereby **RECALLED**.

**IT IS FURTHER ORDERED** that each agency and law enforcement office herein served and having any records or reports of the conduct or condition file a sworn affidavit with the clerk of court to the effect that the records and reports have been expunged and sealed and that no notation or references have been retained in any central depository which could or might lead to the inference that any report or record was on file with the agency or law enforcement office served, which affidavit shall be filed with the clerk of court within \_\_\_\_\_ days after service of this order.

Signed at \_\_\_\_\_, Louisiana this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
JUDGE

**PLEASE SEE NEXT PAGE FOR SERVICE INSTRUCTIONS**

PLEASE SERVE:

PAUL CONNICK, JR.  
District Attorney, Parish of Jefferson  
1546 Gretna Blvd  
Harvey, LA 70058

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

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

SHERIFF JOSEPH P. LOPINTO, III  
Parish of Jefferson  
Through Lt. Joe Ortego  
1546 B Gretna Blvd.  
Harvey, Louisiana 70058

MINOR/SUBJECT OF PETITION  
Last address of record

**AND (See list of agencies attached to instructions and input any additional addresses below)**

\_\_\_\_\_  
Name of Agency  
\_\_\_\_\_  
Attn:  
\_\_\_\_\_  
Address  
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City/State/Zip

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City/State/Zip



**LOUISIANA CHILDREN’S CODE ARTICLE 925**  
**AFFIDAVIT OF RESPONSE**

Pursuant to Children's Code Article 919, the Respondent agency or office,  
\_\_\_\_\_, acknowledges the following:

{ } No Opposition. Respondent has no opposition to the motion and respectfully consents to waiver of the contradictory hearing.

{ } Opposition to the Motion of Expungement and Sealing of Complaint/Petition Number/Letter \_\_\_\_\_ with Reasons. Respondent respectfully requests a contradictory hearing.

As grounds for its objection, the Respondent asserts as follows:

{ } The court is still exercising jurisdiction as to Complaint/Petition Number/Letter \_\_\_\_\_

{ } The adjudicated offense was for murder, manslaughter, an offense requiring registration as a sex offender under R.S. 15:542, kidnapping, or armed robbery and therefore a hearing is required by law.

{ } The adjudication was for a felony offense, and the applicant has an adult felony conviction.

{ } The adjudication was for a felony offense, and the applicant has an adult conviction for a misdemeanor against a person involving a firearm.

{ } The charge was adjudicated and the applicant has a pending indictment or bill of information filed against him.

Respectfully submitted,

\_\_\_\_\_  
Name of Respondent/Signature of Attorney

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Phone

PLEASE SEE SERVICE INSTRUCTIONS NEXT PAGE

PLEASE SERVE:

PETITIONER (Juvenile)

PAUL CONNICK, JR.  
District Attorney, Parish of Jefferson  
1546 Gretna Blvd  
Harvey, LA 70058

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

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

SHERIFF JOSEPH P. LOPINTO, III  
Parish of Jefferson  
Through Lt. Joe Ortego  
1546 B Gretna Blvd.  
Harvey, Louisiana 70058

\_\_\_\_\_  
Name of Agency

\_\_\_\_\_  
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