

EXPUNGEMENT INFORMATION

FEES TO FILE AN EXPUNGEMENT:

1. \$200.00 money order payable to the City Court of Hammond.
2. \$250.00 money order payable to the LA Bureau of Criminal Identification.
3. \$50.00 money order payable to the Office of Motor Vehicles if requesting an expungement of a DWI (mandated 984 letter to be requested by clerk's office).

A background check from the state of Louisiana must be attached to the Expungement. Use the links below for instructions for the Right of Review and requesting the background check.

http://www.lsp.org/pdf/Right_to_Review_Authorization.pdf

http://www.lsp.org/pdf/Right_To_Review_Disclosure.pdf

EXPUNGEMENT FORMS:

The forms may be filled out on line or printed and filled out by hand. Please have your forms prepared in advance. Please print forms on legal size paper (8 ½ x14) if possible.

1. MOTION TO SET ASIDE CONVICTION AND DISMISS PROSECUTION

File to request the entrance of an Article 894 to set aside conviction **if applicable**.

1A. RULE TO SHOW CAUSE (setting rule on request for 894)

*Must be signed by Judge to set a hearing date.

1B. ORDER OF DISMISSAL (setting aside conviction under 894)

2. MOTION FOR FEE EXEMPTION - CERTIFICATION OF FEE WAIVER

*Must be completed and signed by the District Attorney's Office to have fee waived.

3. MOTION FOR EXPUNGEMENT

*Must be filed to have arrest and/or conviction expunged.

4. ORDER (attach to Motion for Expungement)

5. AFFIDAVIT OF RESPONSE (attach to Motion for Expungement)

6. ORDER OF EXPUNGEMENT OF ARREST/CONVICTION RECORD

(attach to Motion for Expungement and will be considered by the judge after the expiration of legal delays from date of service of Motion for Expungement)

SUPPLEMENTAL SHEETS USED IF ADDITIONAL SPACE NEEDED FOR ARREST/CONVICTIONS

Supplemental sheet of arrests that did not result in a conviction

Supplemental sheet of misdemeanor convictions