Office of the Circuit Court Clerk

Lake County, Illinois



18 N. County Street

Waukegan, IL 60085

(847) 377-3380

lakecountycircuitclerk.org

Cartwright

Erin

Weinstein

Clerk of the Circuit Court

**INSTRUCTIONS FOR REQUEST TO EXPUNGE/SEAL**

1. Complete the following documents which can be found at [www.illinoiscourts.gov/documents-and-forms/](http://www.illinoiscourts.gov/documents-and-forms/).
	1. 1 Request to Expunge/Seal with all case numbers to be considered by the court.
	2. 1 Notice of Filing – May include up to 2 arresting agencies. If additional space is needed, please submit the Additional Notice of Filing so that all arresting agencies are included.
	3. 1 Order to Expunge
	4. 1 Order to Deny Request to Expunge
2. The Request and Notices need to be E-filed as an MX case type with a Subtype of Petition to Expunge (Adult). There is a filing fee of $82.00.
3. E-file the original Petition, Notice and any Additional Notices. Go to [www.lakecountycircuitclerk.org](http://www.lakecountycircuitclerk.org) and follow the link to E-filing. Follow the instructions provided on the website. Should you need additional assistance we have staff available to assist with in-person filing.
	1. **After you have E-filed your case, you will need to either drop of the Orders and/or mail them to our office within 14 days of filing. You will need to include a $60.00 certified check or money order made payable to the Illinois State Police. The State Police will not expunge your record without this fee.**
4. If you are indigent and can’t afford the filing fees. You may file an application for waiver of fees. The waiver of fees form can be found out [www.illinoiscourts.gov/documents-and-forms/](http://www.illinoiscourts.gov/documents-and-forms/). Please contact our office for further instructions.
5. Have the following names and addresses available for the clerk at the time of filing: These should all be included on your Notices.
	1. the State’s Attorney or Village Prosecutor
	2. the Illinois State Police, Bureau of Identification, 260 N. Chicago Street,

Joliet, Illinois 60431-1342

* 1. the Arresting Authority
1. Once your Request is accepted and Notice has been sent by the Clerk, the Parties have 60 days to file any objections.
	1. All cases are initially scheduled for a status date at 7am. This is not a court date that requires appearance.
	2. Should an objection be filed. You will receive a Notice of Hearing in the mail with a court date that will require you to appear in person.
2. Granted Requests.
	1. Should your request be granted, you can expect a certified copy of the order via regular mail.
	2. A certified copy along with the $60 fee will be mailed to the Illinois State Police.
	3. A certified copy will be mailed to the arresting agency.
3. Denied Requests.
	1. Should your request be denied, you can expect the order along with the $60 fee to be returned to you via regular mail.

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