



# NOTICE OF FILING FOR JUVENILE EXPUNGEMENT

IN THE STATE OF ILLINOIS, CIRCUIT COURT

COUNTY: \_\_\_\_\_  
*County Where You Are Filing the Case*

REQUEST OF: \_\_\_\_\_  
*Your First, Middle, and Last Name*

\_\_\_\_\_  
*Other Names Used In These Cases*

\_\_\_\_\_  
*Date Of Birth*

\_\_\_\_\_  
*IR Number (if available)*

\_\_\_\_\_  
**Case Number**  
*(if the Circuit Clerk assigns a new number)*



You do not have to pay to file requests to expunge juvenile records ([705 ILCS 405/5-915\(8\)](#)).

## 1. STATE'S ATTORNEY'S OFFICE

*Enter the State's Attorney's Office in the County where you are filing.*

To: \_\_\_\_\_ County State's Attorney's Office  
*County Name*

\_\_\_\_\_  
*Street, Apt. #, City, State, Zip Code*

## 2. ARRESTING AGENCY

*Enter the police or sheriff's department that arrested you. If there are more than 4, use the Additional Arresting Agencies form. Check the box and file it with this Notice.*

To: Police or Sheriff's Department that arrested you:

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Street, Apt. #*

\_\_\_\_\_  
*City, State, ZIP*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Street, Apt. #*

\_\_\_\_\_  
*City, State, ZIP*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Street, Apt. #*

\_\_\_\_\_  
*City, State, ZIP*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Street, Apt. #*

\_\_\_\_\_  
*City, State, ZIP*

I have listed additional Arresting Agencies on the *Additional Arresting Agencies* form which I will file with this Notice.

### 3. ILLINOIS STATE POLICE

To: Illinois State Police  
260 North Chicago Street  
Joliet, Illinois 60432

- 4. I have filed a *Request to Expunge Juvenile Records* with the Circuit Clerk of \_\_\_\_\_ County, Illinois.  
*County Name*
- 5. The Circuit Clerk will mail a copy of this *Notice*, the *Request*, the *Case List*, and any attachments to all the agencies listed above in Sections 1 - 3.



### SIGN

Under Illinois Supreme Court Rule [137](#), my signature means that:

1) I read the document, 2) I have been informed and believe it is true and correct, and 3) I am not filing it to cause delay or for another bad reason.

If you are filling out this form online, sign your name by typing it. If you are filling out this form by hand, sign and print your name.

Signature /s/ \_\_\_\_\_ Print Name \_\_\_\_\_

I am completing this form for myself

Phone Number \_\_\_\_\_ Email (if you have one) \_\_\_\_\_

Address \_\_\_\_\_  
*Street, Apt. #, City, State, Zip Code*

Be sure to **check your email every day** so you do not miss important information, court dates, or documents from other parties.

I am a lawyer completing this form on behalf of a client (Client name): \_\_\_\_\_

Lawyer Name \_\_\_\_\_ Attorney Number \_\_\_\_\_

Lawyer Phone Number \_\_\_\_\_ Law Firm \_\_\_\_\_

Lawyer Email \_\_\_\_\_

Address \_\_\_\_\_  
*Street, Apt. #, City, State, Zip Code*



**Do not** fill out the section below. The Circuit Clerk will sign and mail it.

### CERTIFICATE OF MAILING

The undersigned certifies that the above *Notice* and attached documents were placed in the U.S. Mail with first class postage prepaid to all parties listed above.

\_\_\_\_\_  
*Signature of Circuit Clerk*

\_\_\_\_\_  
*Name of Deputy Clerk*

\_\_\_\_\_  
*Date (Month, Day, Year)*