

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  _____ COUNTY	<b>NOTICE OF FILING FOR JUVENILE EXPUNGEMENT</b>	For Court Use Only
<b>Instructions ▼</b> Directly above, enter the name of the county where you will file the case.	Request of:  _____ <b>Your name (First, middle, last name)</b>  _____ <b>Date of birth</b>	
Enter your name and birth date.		
Enter all case numbers and law enforcement record numbers that you listed in this area of your <i>Request</i> form.  You may have a court case number and/or a law enforcement record number. If you have both numbers, list them in the table. If you only have one, leave the line next to it blank.  If you have an arrest or case from Cook County, see page 5 of <i>How to Expunge Juvenile Records</i> for additional instructions.	<b>Case numbers</b> for all your juvenile court records in this county:  1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____	<b>Law enforcement record numbers</b> connected with your case numbers: <i>To find the law enforcement record number, see page 12 of How to Expunge Juvenile Records.</i>  1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____

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

In 1, enter the State's Attorney's Office in the County where you are filing.

**1. To:** \_\_\_\_\_ County State's Attorney's Office

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

\_\_\_\_\_ *Street Address*

\_\_\_\_\_ *City*

\_\_\_\_\_ *State*

\_\_\_\_\_ *ZIP*

In 2, enter the police or sheriff's department that arrested you.  
  
 If there are more than 2, use the *Additional Arresting Agencies* form. Check the box and file it with this *Notice*.

**2. To:** Police or Sheriff's Department that arrested you:

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

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

\_\_\_\_\_ *Street Address*

\_\_\_\_\_ *Street Address*

\_\_\_\_\_ *City*

\_\_\_\_\_ *State*

\_\_\_\_\_ *ZIP*

\_\_\_\_\_ *City*

\_\_\_\_\_ *State*

\_\_\_\_\_ *ZIP*

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

**3. 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*

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

5. The Circuit Clerk will mail a copy of this *Notice* and the *Request* to all of the agencies listed above in sections 1 - 3.

*/s/*

\_\_\_\_\_  
*Your Signature*

\_\_\_\_\_  
*Date*

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Enter the name and contact information of the person who should receive copies of the filed paperwork.

**GETTING COURT DOCUMENTS BY EMAIL:** You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.

### CERTIFICATE OF MAILING

**DO NOT** fill out this section. The Circuit Clerk will sign and mail it.

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*