

Shreveport City Court Expungement Checklist

THE FOLLOWING ITEMS MUST BE ATTACHED WHEN A MOTION FOR EXPUNGEMENT IS FILED.

1. **Non-Refundable** \$350.00 IN CASH OR MONEY ORDER PAYABLE TO SHREVEPORT CITY COURT
*****OR*****

Non-Refundable \$400.00 IN CASH OR MONEY ORDER PAYABLE TO SHREVEPORT CITY COURT FOR A **DWI** WHERE ARTICLE 894 WAS IMPOSED AND PROOF FROM THE DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS COMPLIANCE WITH C.Cr.P. Article 556.

2. CURRENT CRIMINAL BACKGROUND CHECK UPDATED WITHIN 60 DAYS OF FILING THE MOTION FROM THE LOUISIANA STATE POLICE 225-925-6095 OR www.lsp.org
3. CERTIFIED COPY OF THE PLEA OF GUILTY OR NOLO CONTENDERE
4. IF ELIGIBLE, CERTIFICATION OF FEE WAIVER, SIGNED BY THE DISTRICT ATTORNEY 318-226-6780. PLEASE SEE ARTICLE 983(F)

A WAIVER MAY ONLY APPLY IF

- YOU WERE FOUND NOT GUILTY AFTER TRIAL
- THE CITY ATTORNEY CONSENTS THE CASE WAS DISMISSED (Nolle Prosequi) OR DECLINED TO PROSECUTE WITHIN THE TIME LIMITATIONS WITHOUT PARTICIPATING IN A PRE-TRIAL DIVERSION

After your motion is filed with the court the following entities have a period of **60 days** to file with the court an objection or no objection ♦♦ **District Attorney** ♦♦ **Louisiana Bureau of Criminal Identification and Information** ♦♦ **Arresting law Enforcement Agency**

Should there be **no** objection the order will be sent to the Judge for consideration ex parte and you will receive a true attest copy of the motion and order. Please allow **6 months** for the completion of this process. If an **objection** is filed you will be notified per the address listed on the motion.

♦ it is your responsibility to notify the court of any change of address ♦

THE CLERK'S OFFICE IS PROHIBITED BY LAW FROM PROVIDING LEGAL ADVICE OR ASSISTING THE APPLICANT IN COMPLETING FORMS.

*****PLEASE SEEK LEGAL COUNSEL FOR ADVICE OR ASSISTANCE*****

<http://www.legis.la.gov/Legis/Law.aspx?d=919662>

Shreveport City Court
1244 Texas Avenue
Shreveport, LA 71101
shreveportcitycourt.org
318-673-5830