



Janet T. Payne  
CATAHOULA PARISH CLERK OF COURT  
*7th Judicial District Court*  
P.O. Box 654 • Harrisonburg, LA 71340 • 318-744-5497

**INSTRUCTIONS FOR FILING A MOTION FOR EXPUNGEMENT**

*It is recommended that you contact an attorney for assistance in completing a Motion for Expungement*

A **SEPARATE** Motion for Expungement must be filed for **EACH ARREST DATE**. To obtain the **REQUIRED** criminal background check or for information regarding the arrest, arresting agency and offenses charged, contact the Louisiana State Bureau of Criminal Identification and Information at (225)925-6095 or [www.lsp.org](http://www.lsp.org) (application and forms; background check). The background check must be obtained within thirty (30) days prior to filing the expungement.

Determine which expungement motion you need:

1. **Motion for Expungement** – Form Exp 5-1(L): to be used for the following:

**Arrest that did not result in conviction:**

- a. Time expired for prosecution;
- b. Not prosecuted for any offense arising out of this charge;
- c. Pre-Trial Diversion Program;
- d. DWI Pre-Trial Diversion Program and 5 years have elapsed since the date of arrest;
- e. Charge dismissed, or
- f. Found not guilty/judgment of acquittal.

**Misdemeanor Convictions:**

- a. Conviction was set aside or dismissed pursuant to C.Cr.P. Art. 894(B), or
- b. More than 5 years have passed since completion of sentence.

**Felony Convictions:**

- a. Conviction was set aside or dismissed pursuant to C.Cr.P. Art 893(E), or
- b. More than 10 years have passed since completion of sentence.

2. **Motion for Interim Expungement** – Form Exp 9-1(L) to be used to expunge a felony arrest from criminal history in certain cases resulting in a misdemeanor conviction.

**\*\*\*ALL FEES ARE NON-REFUNDABLE, EVEN IF THE EXPUNGEMENT IS DENIED\*\*\***

**EACH** Motion for Expungement must be accompanied by four (4) separate **MONEY ORDERS** or a Certification of Fee Waiver. Motions for Expungement will not be accepted by the Clerk's Office unless each Money Order is issued in the correct amount and made payable to the proper agency as indicated below:

**(Felony, Misdemeanor or D.W.I)**

1. LA Bureau of Criminal Identification and Information - \$250.00
2. Catahoula Parish District Attorney - \$50.00
3. Catahoula Parish Sheriff - \$50.00
4. Catahoula Parish Clerk of Court - \$200.00

**\*\*\*An additional amount is required only if the charge is D.W.I.\*\*\***

5. LA Department of Safety and Corrections - \$50.00

**Information regarding the status of an expungement must be made by the applicant in person with photo identification or counsel of record.**

**\*\*\*The Catahoula Parish Clerk of Court's Office is prohibited by law from providing legal advice. Therefore, this office cannot assist applicant in completing the Motion for Expungement forms. Applicant must complete them on his/her own or seek qualified legal counsel for assistance.\*\*\***

STATE OF LOUISIANA

NO. \_\_\_\_\_ DIV \_\_\_\_\_

VERSUS

\_\_\_\_\_ JUDICIAL DISTRICT COURT

PARISH OF \_\_\_\_\_

\_\_\_\_\_

STATE OF LOUISIANA

**MOTION TO SET ASIDE CONVICTION AND  
DISMISS PROSECUTION**

**NOW INTO HONORABLE COURT**, comes

Defendant, OR

Defendant through undersigned Counsel,

who moves that the conviction pursuant to Louisiana Code of Criminal Procedure

894(B) Misdemeanors, OR

893(E) Felonies

in the above numbered case be set aside and that the prosecution dismissed in accordance with the Code of Criminal Procedure in that the period of the deferred sentence has run and petitioner has successfully completed the terms of his probation.

The mover is further identified below:

DOCKET NUMBER: \_\_\_\_\_

CHARGE: \_\_\_\_\_

DATE OF ARREST: \_\_\_\_\_

ARRESTING AGENCY: \_\_\_\_\_

CITY/PARISH OF ARREST: \_\_\_\_\_

The Mover prays that, after a contradictory hearing with the District Attorney's Office, the Court order the above numbered case be set aside and that the prosecution dismissed in accordance with the Code of Criminal Procedure.

Respectfully submitted,

\_\_\_\_\_  
Signature of Attorney for Mover/Defendant

\_\_\_\_\_  
Print Name of Attorney

\_\_\_\_\_  
Attorney's Bar Roll No.

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP Code

\_\_\_\_\_  
Telephone Number

**If not represented by counsel:**

\_\_\_\_\_  
Signature of Mover/Defendant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP Code

\_\_\_\_\_  
Telephone Number

STATE OF LOUISIANA

NO. \_\_\_\_\_ DIV \_\_\_\_\_

VERSUS

\_\_\_\_\_ JUDICIAL DISTRICT COURT

PARISH OF \_\_\_\_\_

\_\_\_\_\_

STATE OF LOUISIANA

**RULE TO SHOW CAUSE**

**IT IS HEREBY ORDERED** that the District Attorney show cause on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, at \_\_\_\_\_ o'clock \_\_m why the foregoing motion should not be granted.

**THUS ORDERED AND SIGNED** this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ at \_\_\_\_\_, Louisiana.

\_\_\_\_\_

JUDGE

\_\_\_\_\_

Print Name

**PLEASE SERVE:**

1. District Attorney: \_\_\_\_\_
2. Attorney for Defendant and/or Defendant \_\_\_\_\_

STATE OF LOUISIANA

NO. \_\_\_\_\_ DIV \_\_\_\_\_

VERSUS

\_\_\_\_\_ JUDICIAL DISTRICT COURT

PARISH OF \_\_\_\_\_

\_\_\_\_\_

STATE OF LOUISIANA

**ORDER OF DISMISSAL**

Considering the Motion to Set Aside Conviction and Dismiss Prosecution, the hearing conducted on the representation of the State of Louisiana of its consent hereto, and that there is no opposition for any good cause appearing herein;

**IT IS ORDERED, ADJUDGED AND DECREED** that this conviction is set aside and the prosecution dismissed for purposes of expungement.

**THUS ORDERED AND SIGNED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
at \_\_\_\_\_, Louisiana.

\_\_\_\_\_

JUDGE

\_\_\_\_\_

Print Name

**PLEASE SERVE:**

1. District Attorney: \_\_\_\_\_

2. Attorney for Defendant and/or Defendant: \_\_\_\_\_

STATE OF LOUISIANA

NO. \_\_\_\_\_ DIV \_\_\_\_\_

VERSUS

\_\_\_\_\_ JUDICIAL DISTRICT COURT

PARISH OF \_\_\_\_\_

STATE OF LOUISIANA

**CERTIFICATION OF FEE WAIVER**

*To be completed by defendant and submitted to the District Attorney's Office prior to filing. Append completed form to Motion of Expungement at filing only if eligible.*

DEFENDANT NAME	
DATE OF BIRTH	
SSN# (last 4 digits)	XXX-XX-
DATE OF ARREST	
DOCKET NUMBER	
CHARGE	

In accordance with Louisiana Code of Criminal Procedure Article 983, the Office of the District Attorney has reviewed the available databases and determined that:

*(Check all that apply. To be completed by authorized personnel from the District Attorney's Office and returned within 15 days to defendant.):*

The arrestee listed above has NO FELONY CONVICTIONS.

**AND**

The arrestee listed above has NO PENDING FELONY CHARGES UNDER A BILL OF INDICTMENT OR INFORMATION.

**AND**

The arrestee listed above WAS ACQUITTED after trial of all charges derived from the arrest listed above, including any lesser and included offense.

**OR**

The arrestee listed above WAS NOT PROSECUTED WITHIN THE TIME LIMITATIONS prescribed in Chapter 1 of Title XVII of the Code of Criminal Procedure and the arrestee did not participate in a pretrial diversion program for the arrest listed above.

**OR**

The case involving the arrestee listed above was dismissed or the district attorney declined to prosecute the case prior to the time limitations prescribed in Chapter 1 of Title XVII of the Code of Criminal Procedure, and the arrestee did not participate in a pretrial diversion program.

**OR**

The arrestee listed above has been determined to be factually innocent and entitled to compensation for a wrongful conviction pursuant to the provisions of R.S. 15:572.8.

**OR**

The arrestee listed above is a juvenile who has successfully completed any juvenile drug court program and is exempt from fees pursuant to Code of Criminal Procedure Article 983 (G).

\_\_\_\_\_  
District Attorney or his designee - Print Name

\_\_\_\_\_  
District Attorney or his designee - Signature

\_\_\_\_\_, 20\_\_\_\_\_  
Date

STATE OF LOUISIANA

NO. \_\_\_\_\_ DIV \_\_\_\_\_

VERSUS

\_\_\_\_\_ JUDICIAL DISTRICT COURT

PARISH OF \_\_\_\_\_

STATE OF LOUISIANA

**MOTION FOR EXPUNGEMENT**

NOW INTO COURT comes mover, who provides the court with the following information in connection with this request:

**I. DEFENDANT INFORMATION**

NAME: \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial)

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ (MM/DD/YYYY)

GENDER: \_\_\_\_\_ Female \_\_\_\_\_ Male

SSN (last 4 digits): XXX-XX-\_\_\_\_\_

RACE: \_\_\_\_\_

DRIVER LIC.#: \_\_\_\_\_

ARRESTING AGENCY: \_\_\_\_\_

SID# (if available): \_\_\_\_\_

ARREST NUMBER (ATN): \_\_\_\_\_

AGENCY ITEM NUMBER: \_\_\_\_\_

Mover is entitled to expunge the record of his arrest/conviction pursuant to Louisiana Code of Criminal Procedure 971 et seq. and states the following in support:

**II. ARREST INFORMATION**

1. Mover was arrested on \_\_\_\_/\_\_\_\_/\_\_\_\_ (MM/DD/YYYY)

2. YES NO A supplemental sheet with arrests and/or convictions is attached after page 2 of this Motion.

3. Mover was:

YES NO Arrested, but it did not result in conviction  
YES NO Convicted of and seeks to expunge a misdemeanor  
YES NO Convicted of and seeks to expunge a felony

4. Mover was booked and/or charged with the following offenses: (List each offense booked and charged separately. **Please number each item numerically beginning with Number 1.** Attach a supplemental sheet, if necessary.)

**Yes No ARRESTS THAT DID NOT RESULT IN CONVICTION**

ITEM NO. \_\_\_\_\_ La. Rev. Stat. Ann. § \_\_\_\_\_ : \_\_\_\_\_  
Name of the offense \_\_\_\_\_  
Time expired for prosecution \_\_\_\_/\_\_\_\_/\_\_\_\_ (MM/DD/YYYY)  
Not prosecuted for any offense arising out of this charge  
Pre-trial Diversion Program  
DWI Pre-Trial Diversion Program and 5 years have elapsed since the date of arrest  
Charge dismissed  
Found not guilty/judgment of acquittal

ITEM NO. \_\_\_\_\_ La. Rev. Stat. Ann. § \_\_\_\_\_ : \_\_\_\_\_  
Name of the offense \_\_\_\_\_  
Time expired for prosecution \_\_\_\_/\_\_\_\_/\_\_\_\_ (MM/DD/YYYY)  
Not prosecuted for any offense arising out of this charge  
Pre-trial Diversion Program  
DWI Pre-Trial Diversion Program and 5 years have elapsed since the date of arrest  
Charge dismissed  
Found not guilty/judgment of acquittal

ITEM NO. \_\_\_\_\_ La. Rev. Stat. Ann. § \_\_\_\_\_ : \_\_\_\_\_  
 Name of the offense \_\_\_\_\_

Time expired for prosecution \_\_\_\_/\_\_\_\_/\_\_\_\_ (MM/DD/YYYY)  
 Not prosecuted for any offense arising out of this charge  
 Pre-trial Diversion Program  
 DWI Pre-Trial Diversion Program and 5 years have elapsed since the date of arrest  
 Charge dismissed  
 Found not guilty/judgment of acquittal

**Yes No MISDEMEANOR CONVICTIONS**

ITEM NO. \_\_\_\_\_ La. Rev. Stat. Ann. § \_\_\_\_\_ : \_\_\_\_\_  
 Name of the offense \_\_\_\_\_

Conviction set aside/dismissed \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Pursuant to C.Cr.P. Art. 894(B) (MM/DD/YYYY)  
 More than 5 years have passed since complete of sentence.

ITEM NO. \_\_\_\_\_ La. Rev. Stat. Ann. § \_\_\_\_\_ : \_\_\_\_\_  
 Name of the offense \_\_\_\_\_

Conviction set aside/dismissed \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Pursuant to C.Cr.P. Art. 894(B) (MM/DD/YYYY)  
 More than 5 years have passed since complete of sentence.

**Yes No FELONY CONVICTIONS**

ITEM NO. \_\_\_\_\_ La. Rev. Stat. Ann. § \_\_\_\_\_ : \_\_\_\_\_  
 Name of the offense \_\_\_\_\_

Conviction set aside/dismissed \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Pursuant to C.Cr.P. Art. 893(E) (MM/DD/YYYY)  
 More than 10 years have passed since complete of sentence.

ITEM NO. \_\_\_\_\_ La. Rev. Stat. Ann. § \_\_\_\_\_ : \_\_\_\_\_  
 Name of the offense \_\_\_\_\_

Conviction set aside/dismissed \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Pursuant to C.Cr.P. Art. 893 (E) (MM/DD/YYYY)  
 More than 10 years have passed since complete of sentence.

**Yes No OPERATING A MOTOR VEHICLE WHILE INTOXICATED CONVICTIONS**

Mover has attached the following:

A certified letter of compliance in accordance with C.Cr.P. Art. 984 from the Department of Public Safety and Corrections, office of motor vehicles that it has received from the clerk of court a certified copy of the record of the plea, fingerprints of the defendant, and proof of the requirements set forth in C.Cr.P. Art. 556, which shall include the defendant's date of birth, last four digits of social security number, and driver's license number

5. Mover has attached to this Motion the following pertinent documents:

Criminal Background Check from the La. State Police/Parish Sheriff dated within the past 30 days (required).

Bill(s) of Information (if any).

Minute entry showing final disposition of case (if any).

Certification Letter from the District Attorney for fee waiver (if eligible).

Certification Letter from the District Attorney verifying that the applicant has no convictions or pending applicable criminal charge in the requisite time periods.

Certification Letter from the District Attorney verifying that the charges were refused.

Certification Letter from the District Attorney verifying that the applicant did not participate in a pretrial diversion program.

A copy of the order waiving the sex offender registration and notification requirements.

**Yes**      **No**      Mover was arrested with another individual.

The Mover prays that if there is no objection timely filed by the arresting law enforcement agency, the district attorney's office, or the Louisiana Bureau of Criminal Investigation and Information, that an order be issued herein ordering the expungement of the record of arrest and/or conviction set forth above, including all photographs, fingerprints, disposition, or any other such information, which record shall be confidential and no longer considered a public record, nor be made available to other persons, except a prosecutor, member of a law enforcement agency, or a judge who may request such information in writing, certifying that such request is for the purpose of prosecuting, investigating, or enforcing the criminal law, for the purpose of any other statutorily defined law enforcement or administrative duties, or for the purpose of the requirements of sex offender registration and notification pursuant to the provisions of R.S. 15:541, et seq. or as an order of this Court to any other person for good cause shown, or as otherwise authorized by law.

If an "Affidavit of No Opposition" by each agency named herein is attached hereto and made a part hereof, Defendant requests that no contradictory hearing be required and the Motion be granted ex parte.

Respectfully submitted,

\_\_\_\_\_  
Signature of Attorney for Mover/Defendant

\_\_\_\_\_  
Print Name of Attorney

\_\_\_\_\_  
Attorney's Bar Roll No.

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP Code

\_\_\_\_\_  
Telephone Number

**If not represented by counsel:**

\_\_\_\_\_  
Signature of Mover/Defendant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP Code

\_\_\_\_\_  
Telephone Number



STATE OF LOUISIANA

NO. \_\_\_\_\_ DIV \_\_\_\_\_

VERSUS

\_\_\_\_\_ JUDICIAL DISTRICT COURT

PARISH OF \_\_\_\_\_

\_\_\_\_\_

STATE OF LOUISIANA

**AFFIDAVIT OF RESPONSE**

Pursuant to Louisiana Code of Criminal Procedure Article 980, the District Attorney for the Parish of \_\_\_\_\_ acknowledges the following:

**No Opposition.** Respondent respectfully consents to waiver of the contradictory hearing.

**Opposition to the Motion of Expungement/Interim Expungement with Reasons.**  
Respondent respectfully requests a contradictory hearing.

**OR**

Pursuant to Louisiana Code of Criminal Procedure Article 980, the Louisiana Bureau of Criminal Identification and Information acknowledges the following:

**No Opposition.** Respondent respectfully consents to waiver of the contradictory hearing.

**Opposition to the Motion of Expungement/Interim Expungement with Reasons.**  
Respondent respectfully requests a contradictory hearing.

**OR**

Pursuant to Louisiana Code of Criminal Procedure Article 980, the arresting law enforcement agency \_\_\_\_\_ acknowledges the following:

**No Opposition.** Respondent respectfully consents to waiver of the contradictory hearing.

**Opposition to the Motion of Expungement/Interim Expungement with Reasons.**  
Respondent respectfully requests a contradictory hearing.

Respectfully submitted,

\_\_\_\_\_  
Signature of District Attorney

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Louisiana Bureau of Criminal Identification and Information

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of the Arresting Law Enforcement Agency

\_\_\_\_\_  
Print Name

STATE OF LOUISIANA

NO. \_\_\_\_\_ DIV \_\_\_\_\_

VERSUS

\_\_\_\_\_ JUDICIAL DISTRICT COURT

PARISH OF \_\_\_\_\_

\_\_\_\_\_

STATE OF LOUISIANA

**ORDER**

**IT IS HEREBY ORDERED,**

If there is an objection to the Motion for Expungement/Interim Expungement, the district attorney and the arresting law enforcement agency shall file a motion to object within 60 days of the service of this Order.

If the Louisiana Bureau of Criminal Identification and Information objects to the Motion for Expungement/Interim Expungement, they shall file a motion within 60 days of service of this Order.

**NO CONTRADICTORY HEARING SHALL BE REQUIRED** as evidenced by the "Affidavit of No Opposition" executed by each agency named herein and attached to the Motion for Expungement/Interim Expungement.

**THUS ORDERED AND SIGNED** this \_\_\_\_\_ day of \_\_\_\_\_,  
20 \_\_\_\_ at \_\_\_\_\_, Louisiana.

\_\_\_\_\_  
JUDGE

\_\_\_\_\_  
Print Name

**PLEASE SERVE THE FOLLOWING:**

1) District Attorney: \_\_\_\_\_  
(Name and Address)

2) LA Bureau of Criminal Identification and Information: Louisiana State Police,  
Superintendent of Records, 7919 Independence Blvd., Baton Rouge, LA 70806

3) Arresting Agency: \_\_\_\_\_  
(Name and Address)

**CERTIFICATE OF SERVICE**

Pursuant to LA CCrP Article 979, I hereby certify that I have served the foregoing Motion for Expungement/Interim Expungement, Affidavit of Response and Order to the named entities as listed above on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by:

Placing in U.S. Mail

Electronic Transmission

\_\_\_\_\_  
Deputy Clerk of Court

Parish of \_\_\_\_\_

STATE OF LOUISIANA

NO. \_\_\_\_\_ DIV \_\_\_\_\_

VERSUS

\_\_\_\_\_ JUDICIAL DISTRICT COURT

PARISH OF \_\_\_\_\_

STATE OF LOUISIANA

**ORDER OF EXPUNGEMENT OF ARREST/CONVICTION RECORD**

Considering the Motion for Expungement

The hearing conducted and evidence adduced herein, OR

Affidavits of No Opposition filed,

**IT IS ORDERED, ADJUDGED AND DECREED**

**THE MOTION IS DENIED** for Item(s) No. \_\_\_\_\_  
the following reasons (check all that apply):

More than five years have not elapsed since Mover completed the misdemeanor conviction sentence.

More than ten years have not elapsed since Mover completed the felony conviction sentence.

Mover was convicted of one of the following ineligible felony offenses:

A violation of the Uniform Controlled Dangerous Substances Law which is ineligible to be expunged.

An offense currently listed as a sex offense that requires registration pursuant to La. Rev. Stat. Ann. 15:540 et seq., at the time the Motion was filed, regardless of whether the duty to register was ever imposed.

An offense defined or enumerated as a "crime of violence" pursuant to La. Rev. Stat. Ann. 14:2(B) at the time the motion was filed.

The arrest and conviction being sought to have expunged is for operating a motor vehicle while intoxicated and a copy of the proof from the Department of Public Safety and Corrections, office of motor vehicles, is not attached as required by C.Cr.P. Art. 984(A).

Mover has had another record of misdemeanor conviction expunged during the previous five-year period.

The record of arrest and conviction which Mover seeks to have expunged is for operating a motor vehicle while intoxicated and Mover has had another record of arrest and misdemeanor conviction expunged during the previous ten-year period.

Mover has had another record of felony conviction expunged during the previous fifteen-year period.

Mover was convicted of a misdemeanor which arose from circumstances involving or is the result of an arrest for a sex offense as defined in R.S. 15:541.

Mover was convicted of a domestic abuse battery.

Mover was convicted of misdemeanor stalking as defined in R.S. 14:40.2

Mover did not complete pretrial diversion.

The charges against the mover were not dismissed or refused.

Mover's felony conviction was not set aside and dismissed pursuant to Code of Criminal Procedure Article 893(E).

Mover's misdemeanor conviction was not set aside and dismissed pursuant to Code of Criminal Procedure Article 894(B).

Mover completed a DWI pretrial diversion program, but five years have not elapsed since the mover's date of arrest.

Mover's conviction for felony carnal knowledge of a juvenile is not defined as misdemeanor carnal knowledge of a juvenile had the mover been convicted on or after August 15, 2001.

Denial for any other reason provided by law with attached reasons for denial.

**THE MOTION IS HEREBY GRANTED** for Item(s) No. \_\_\_\_\_ and all agencies are ordered to expunge the record of arrest/conviction and any photographs, fingerprints, or any other such information of any kind maintained in connection with the Arrest(s)/Conviction(s) in the above captioned matter, which record shall be confidential and no longer considered a public record, nor be available to other persons except a prosecutor, member of a law enforcement agency, or a judge who may request such information in writing certifying that such request is for the purpose of prosecuting, investigating, or enforcing the criminal law, for the purpose of any other statutorily defined law enforcement or administrative duties, or for the purpose of the requirements of sex offender registration and notification pursuant to the provisions of R.S. 15:541, et seq. or upon an order of this Court to any other person for good cause shown, or as otherwise authorized by law.

**THE MOTION IS HEREBY GRANTED FOR EXPUNGEMENT BY REDACTION** If the record includes more than one individual and the mover is entitled to expungement by redaction pursuant to Code of Criminal Procedure Article 985, for Item(s) No. \_\_\_\_\_ and all agencies are ordered to expunge the record of arrest/conviction and any photographs, fingerprints, or any other such information of any kind maintained in relation to the Arrest(s)/Conviction(s) in the above-captioned matter as they relate to the mover only. The record shall be confidential and no longer considered a public record, nor be available to other persons except a prosecutor, member of a law enforcement agency, or a judge who may request such information in writing certifying that such request is for the purpose of prosecuting, investigating, or enforcing the criminal law, for the purpose of any other statutorily defined law enforcement or administrative duties, or for the purpose of the requirements of sex offender registration and notification pursuant to the provisions of R.S.15:541 et seq. or upon an order of this Court to any other person for good cause shown, or as otherwise authorized by law.

NAME: \_\_\_\_\_  
(Last Name) (First Name) (MI)

DOB: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (MM/DD/YYYY)

GENDER: \_\_\_ Female \_\_\_ Male

SSN (last 4 digits): XXX-XX-\_\_\_\_\_

RACE: \_\_\_\_\_

DRIVER LIC.#: \_\_\_\_\_

ARRESTING AGENCY: \_\_\_\_\_

SID# (if available): \_\_\_\_\_

ARREST NUMBER (ATN): \_\_\_\_\_

AGENCY ITEM NUMBER: \_\_\_\_\_

ARREST DATE: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (MM/DD/YYYY)

**THUS ORDERED AND SIGNED** this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_  
at \_\_\_\_\_, Louisiana.

\_\_\_\_\_  
JUDGE

\_\_\_\_\_  
Print Name

**PLEASE SERVE THE FOLLOWING:**

1. District Attorney: \_\_\_\_\_  
(Name and Address)

2. Louisiana Bureau of Criminal Identification and Information: Louisiana State Police, Superintendent of Records, 7919 Independence Blvd., Baton Rouge, LA 70806

3. Arresting Agency: \_\_\_\_\_  
(Name and Address)

4. Sheriff: \_\_\_\_\_  
(Name and Address)

5. Attorney for Defendant (or defendant): \_\_\_\_\_  
\_\_\_\_\_  
(Name and Address)

6. Clerk of Court: \_\_\_\_\_  
(Name and Address)

**CERTIFICATE OF SERVICE**

Pursuant to LA CCrP Article 979, I hereby certify that I have served the foregoing Order of Expungement to the named entities as listed above on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by:

Placing in U.S. Mail

Electronic Transmission

\_\_\_\_\_  
Deputy Clerk of Court

Parish of \_\_\_\_\_

STATE OF LOUISIANA

NO. \_\_\_\_\_ DIV \_\_\_\_\_

VERSUS

\_\_\_\_\_ JUDICIAL DISTRICT COURT

PARISH OF \_\_\_\_\_

STATE OF LOUISIANA

**MOTION FOR INTERIM EXPUNGEMENT**

NOW INTO COURT comes mover, who provides the court with the following information in connection with this request:

**I. DEFENDANT INFORMATION**

NAME: \_\_\_\_\_  
(Last Name) (First Name) (MI)

DOB: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (MM/DD/YYYY)

GENDER: \_\_\_\_\_ Female \_\_\_\_\_ Male

SSN (last 4 digits): XXX-XX-\_\_\_\_\_

RACE: \_\_\_\_\_

DRIVER LIC.#: \_\_\_\_\_

ARRESTING AGENCY: \_\_\_\_\_

SID# (if available): \_\_\_\_\_

ARREST NUMBER (ATN): \_\_\_\_\_

AGENCY ITEM NUMBER: \_\_\_\_\_

Mover is entitled to an interim expungement of the entry of the felony charge(s) of his arrest pursuant to Louisiana Code of Criminal Procedure Article 985.1 and states the following in support:

**II. ARREST INFORMATION**

1. Mover was arrested on \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (MM/DD/YYYY)

2. YES NO A supplemental sheet with arrests and/or convictions is attached after page 2 of this Motion.

3. Mover was:  
YES NO Arrested for a felony offense.  
YES NO Convicted of a misdemeanor arising out of that felony offense.

4. Mover was booked and/or charged with the following offenses: (List each offense booked and charged separately. **Please number each item numerically beginning with Number 1.** Attach a supplemental sheet, if necessary.)

Yes No **FELONY ARREST THAT RESULTED IN A MISDEMEANOR CONVICTION**

ITEM NO. \_\_\_\_\_ La. Rev. Stat. Ann. § \_\_\_\_\_ : \_\_\_\_\_  
Name of the offense \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (MM/DD/YYYY)

Felony charge dismissed.  
Convicted of misdemeanor offense arising out of felony arrest.

5. Mover has attached to his Motion a criminal background check from the Louisiana State Police/Parish Sheriff dated within the past thirty days (required).

The mover prays that if there is no objection timely filed by the arresting law enforcement agency, the District Attorney's Office, or the Louisiana Bureau of Criminal Identification and Information, that an order be issued herein ordering the Louisiana Bureau of Identification and Investigation to expunge the entry of the felony charge(s) listed contained in the criminal history; and further that the Clerk of Court, District Attorney, and arresting law enforcement agency expunge the entry of those felony charge(s) from any public indices.

If an "Affidavit of No Opposition" by each agency named herein is attached hereto and made a part hereof, Defendant requests that no contradictory hearing be required and the Motion be granted ex parte.

Respectfully submitted,

\_\_\_\_\_  
Signature of Attorney for Mover/Defendant

\_\_\_\_\_  
Print Name of Attorney

\_\_\_\_\_  
Attorney's Bar Roll No.

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP Code

\_\_\_\_\_  
Telephone Number

**If not represented by counsel:**

\_\_\_\_\_  
Signature of Mover/Defendant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP Code

\_\_\_\_\_  
Telephone Number

STATE OF LOUISIANA

NO. \_\_\_\_\_ DIV \_\_\_\_\_

VERSUS

\_\_\_\_\_ JUDICIAL DISTRICT COURT

PARISH OF \_\_\_\_\_

STATE OF LOUISIANA

**ORDER OF EXPUNGEMENT OF INTERIM ARREST RECORD**

Considering the Motion for Expungement

The hearing conducted and evidence adduced herein, OR

Affidavits of No Opposition filed,

**IT IS ORDERED, ADJUDGED AND DECREED**

**THE MOTION IS DENIED** for the following reasons (check all that apply):

Mover was not arrested for a felony.

Mover was not convicted of a misdemeanor offense.

**THE MOTION IS HEREBY GRANTED** and the Louisiana Bureau of Criminal Identification and Information is hereby ordered to expunge the entry of the felony charge(s) contained in the criminal history of the above-named for the following felony charge(s):

La. R.S. \_\_\_\_\_: \_\_\_\_\_

Name of Offense \_\_\_\_\_

La. R.S. \_\_\_\_\_: \_\_\_\_\_

Name of Offense \_\_\_\_\_

**IT IS FURTHER ORDERED** that the Clerk of Court, District Attorney and arresting agency expunge the entry of the felony charge(s) from any public indices of the above-named on the above enumerated charge(s).

**THUS ORDERED AND SIGNED** this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ at \_\_\_\_\_, Louisiana.

\_\_\_\_\_  
JUDGE

\_\_\_\_\_  
Print Name

**PLEASE SERVE THE FOLLOWING:**

1. District Attorney: \_\_\_\_\_  
(Name and Address)

2. Louisiana Bureau of Criminal Identification and Information: Louisiana State Police, Superintendent of Records, 7919 Independence Blvd., Baton Rouge, LA 70806

3. Arresting Agency: \_\_\_\_\_  
(Name and Address)

4. Sheriff: \_\_\_\_\_  
(Name and Address)

5. Attorney for Defendant (or defendant): \_\_\_\_\_  
\_\_\_\_\_  
(Name and Address)

6. Clerk of Court: \_\_\_\_\_  
(Name and Address)

**CERTIFICATE OF SERVICE**

Pursuant to LA CCrP Article 979, I hereby certify that I have served the foregoing Order of Expungement of Interim Arrest Record to the named entities as listed above on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by:

Placing in U.S. Mail

Electronic Transmission

\_\_\_\_\_  
Deputy Clerk of Court

Parish of \_\_\_\_\_



**SUPPLEMENTAL SHEET**

\_\_\_ Yes \_\_\_ No

**ARRESTS THAT DID NOT RESULT IN CONVICTION**

**ITEM NO.** \_\_\_\_\_ La. Rev. Stat. Ann. § \_\_\_\_\_ : \_\_\_\_\_  
Name of the offense \_\_\_\_\_  
Time expired for prosecution \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(MM/DD/YYYY)  
Charge refused by DA - not prosecuted.  
Pre-trial Diversion Program.  
Charge dismissed  
Found not guilty/judgment of acquittal

**ITEM NO.** \_\_\_\_\_ La. Rev. Stat. Ann. § \_\_\_\_\_ : \_\_\_\_\_  
Name of the offense \_\_\_\_\_  
Time expired for prosecution \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(MM/DD/YYYY)  
Charge refused by DA - not prosecuted.  
Pre-trial Diversion Program.  
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**ITEM NO.** \_\_\_\_\_ La. Rev. Stat. Ann. § \_\_\_\_\_ : \_\_\_\_\_  
Name of the offense \_\_\_\_\_  
Time expired for prosecution \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(MM/DD/YYYY)  
Charge refused by DA - not prosecuted.  
Pre-trial Diversion Program.  
Charge dismissed  
Found not guilty/judgment of acquittal

**ITEM NO.** \_\_\_\_\_ La. Rev. Stat. Ann. § \_\_\_\_\_ : \_\_\_\_\_  
Name of the offense \_\_\_\_\_  
Time expired for prosecution \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(MM/DD/YYYY)  
Charge refused by DA - not prosecuted.  
Pre-trial Diversion Program.  
Charge dismissed  
Found not guilty/judgment of acquittal

**ITEM NO.** \_\_\_\_\_ La. Rev. Stat. Ann. § \_\_\_\_\_ : \_\_\_\_\_  
Name of the offense \_\_\_\_\_  
Time expired for prosecution \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(MM/DD/YYYY)  
Charge refused by DA - not prosecuted.  
Pre-trial Diversion Program.  
Charge dismissed  
Found not guilty/judgment of acquittal

**SUPPLEMENTAL SHEET**

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No**    **FELONY CONVICTIONS**

**ITEM NO.** \_\_\_\_\_ La. Rev. Stat. Ann. § \_\_\_\_\_ : \_\_\_\_\_  
Name of the offense \_\_\_\_\_  
Conviction set aside/dismissed \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
pursuant to C.Cr.P. Art. 893(E) (MM/DD/YYYY)  
More than 10 years have passed since completion of sentence

**ITEM NO.** \_\_\_\_\_ La. Rev. Stat. Ann. § \_\_\_\_\_ : \_\_\_\_\_  
Name of the offense \_\_\_\_\_  
Conviction set aside/dismissed \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
pursuant to C.Cr.P. Art. 893(E) (MM/DD/YYYY)  
More than 10 years have passed since completion of sentence

**ITEM NO.** \_\_\_\_\_ La. Rev. Stat. Ann. § \_\_\_\_\_ : \_\_\_\_\_  
Name of the offense \_\_\_\_\_  
Conviction set aside/dismissed \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
pursuant to C.Cr.P. Art. 893(E) (MM/DD/YYYY)  
More than 10 years have passed since completion of sentence

**ITEM NO.** \_\_\_\_\_ La. Rev. Stat. Ann. § \_\_\_\_\_ : \_\_\_\_\_  
Name of the offense \_\_\_\_\_  
Conviction set aside/dismissed \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
pursuant to C.Cr.P. Art. 893(E) (MM/DD/YYYY)  
More than 10 years have passed since completion of sentence

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Name of the offense \_\_\_\_\_  
Conviction set aside/dismissed \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
pursuant to C.Cr.P. Art. 893(E) (MM/DD/YYYY)  
More than 10 years have passed since completion of sentence

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Name of the offense \_\_\_\_\_  
Conviction set aside/dismissed \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
pursuant to C.Cr.P. Art. 893(E) (MM/DD/YYYY)  
More than 10 years have passed since completion of sentence

**ITEM NO.** \_\_\_\_\_ La. Rev. Stat. Ann. § \_\_\_\_\_ : \_\_\_\_\_  
Name of the offense \_\_\_\_\_  
Conviction set aside/dismissed \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
pursuant to C.Cr.P. Art. 893(E) (MM/DD/YYYY)  
More than 10 years have passed since completion of sentence

**ITEM NO.** \_\_\_\_\_ La. Rev. Stat. Ann. § \_\_\_\_\_ : \_\_\_\_\_  
Name of the offense \_\_\_\_\_  
Conviction set aside/dismissed \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
pursuant to C.Cr.P. Art. 893(E) (MM/DD/YYYY)  
More than 10 years have passed since completion of sentence

**SUPPLEMENTAL SHEET**

\_\_\_ Yes \_\_\_ No    **MISDEMEANOR CONVICTIONS**

**ITEM NO.** \_\_\_\_\_ La. Rev. Stat. Ann. § \_\_\_\_\_ : \_\_\_\_\_  
Name of the offense \_\_\_\_\_  
Conviction set aside/dismissed \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
pursuant to C.Cr.P. Art. 894(B) (MM/DD/YYYY)  
More than 5 years have passed since completion of sentence.

**ITEM NO.** \_\_\_\_\_ La. Rev. Stat. Ann. § \_\_\_\_\_ : \_\_\_\_\_  
Name of the offense \_\_\_\_\_  
Conviction set aside/dismissed \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
pursuant to C.Cr.P. Art. 894(B) (MM/DD/YYYY)  
More than 5 years have passed since completion of sentence.

**ITEM NO.** \_\_\_\_\_ La. Rev. Stat. Ann. § \_\_\_\_\_ : \_\_\_\_\_  
Name of the offense \_\_\_\_\_  
Conviction set aside/dismissed \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
pursuant to C.Cr.P. Art. 894(B) (MM/DD/YYYY)  
More than 5 years have passed since completion of sentence.

**ITEM NO.** \_\_\_\_\_ La. Rev. Stat. Ann. § \_\_\_\_\_ : \_\_\_\_\_  
Name of the offense \_\_\_\_\_  
Conviction set aside/dismissed \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
pursuant to C.Cr.P. Art. 894(B) (MM/DD/YYYY)  
More than 5 years have passed since completion of sentence.

**ITEM NO.** \_\_\_\_\_ La. Rev. Stat. Ann. § \_\_\_\_\_ : \_\_\_\_\_  
Name of the offense \_\_\_\_\_  
Conviction set aside/dismissed \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
pursuant to C.Cr.P. Art. 894(B) (MM/DD/YYYY)  
More than 5 years have passed since completion of sentence.

**ITEM NO.** \_\_\_\_\_ La. Rev. Stat. Ann. § \_\_\_\_\_ : \_\_\_\_\_  
Name of the offense \_\_\_\_\_  
Conviction set aside/dismissed \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
pursuant to C.Cr.P. Art. 894(B) (MM/DD/YYYY)  
More than 5 years have passed since completion of sentence.

**ITEM NO.** \_\_\_\_\_ La. Rev. Stat. Ann. § \_\_\_\_\_ : \_\_\_\_\_  
Name of the offense \_\_\_\_\_  
Conviction set aside/dismissed \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
pursuant to C.Cr.P. Art. 894(B) (MM/DD/YYYY)  
More than 5 years have passed since completion of sentence.

**TRANSMITTAL OF RECORDS FOR EXPUNGEMENT OF DWI  
PURSUANT TO C.Cr.P. Art 984**

\_\_\_\_\_  
Clerk of Court

\_\_\_\_\_  
Judicial District

\_\_\_\_\_  
Parish

\_\_\_\_\_  
Date

OFFICE OF MOTOR VEHICLES  
P.O. BOX 64886  
BATON ROUGE, LA 70896

NAME: \_\_\_\_\_ DRIVER'S LICENSE #: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ OFFENSE DATE: \_\_\_\_\_

SS#: \_\_\_\_\_ DOCKET NO.: \_\_\_\_\_

TICKET NO: \_\_\_\_\_

Attached is a certified copy of the court minutes, original/certified copy of fingerprints and proof of the requirements as set forth in the Code of Criminal Procedure Article 556.1. Additionally, a \$50.00 money order or certified funds made payable to the office of motor vehicles, in reference to the above named defendant is attached; or

Attached is a copy of the certified letter received from the office of motor vehicles indicating that all of the required documents were previously filed in conjunction with the requirements of Code of Criminal Procedure Article 894 and are on file. Additionally, a \$50.00 money order or certified funds made payable to the office of motor vehicles is attached.

***NOTE: Do not use this form to submit records of a DWI plea pursuant to Code of Criminal Procedure Article 894(A)(5).***

**TRANSMITTAL OF RECORDS OF DWI PLEA PURSUANT TO ARTICLE 894**

\_\_\_\_\_  
Clerk of Court

\_\_\_\_\_  
Judicial District

\_\_\_\_\_  
Parish

\_\_\_\_\_  
Date

OFFICE OF MOTOR VEHICLES  
P.O. BOX 64886  
BATON ROUGE, LA 70896

NAME: \_\_\_\_\_ DRIVER'S LICENSE #: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ OFFENSE DATE: \_\_\_\_\_

SS#: \_\_\_\_\_ DOCKET NO.: \_\_\_\_\_

TICKET NO: \_\_\_\_\_

Attached is a certified copy of the court minutes, original/certified copy of fingerprints and proof of the requirements as set forth in the Code of Criminal Procedure Article 556.1, as well as a \$50.00 money order or certified funds made payable to the office of motor vehicles, in reference to the above named defendant is attached.

***NOTE: Do not use this form to submit records of a DWI expungement pursuant to Code of Criminal Procedure Article 894.***