

## INSTRUCTIONS FOR EXPUNGEMENT

In order for you to be eligible to file an expungement, you must have been sentenced under Louisiana Code of Criminal Procedure Article 894 or the charge was rejected or dismissed. **Before filing the expungement, you need to call Lake Charles City Court, Judges' Office** to determine if you are eligible for expungement for city charges or state (DA) misdemeanor charges that were handled at Lake Charles City Court and to find out what filing fees apply to you. The following are fees that may apply to you under Article 894 and certain dismissals and/or rejections:

Cash, money order or cashier's check made payable to Lake Charles City Court in the amount of \$60.00 for filing fees.

\$250.00 money order or cashier's check made payable to the Office of State Police, Bureau of Criminal Identification and Information (effective August 15, 2009).

\$50.00 money order to Calcasieu Parish Sheriff's Office

\$50.00 money order to Calcasieu Parish District Attorney's office, if applicable.

Letter of Completion of Probation/Unsupervised Probation

Letter or Certificate of Completion for Community Service

Signature of District Attorney or City Prosecutor

### INFORMATION REQUIRED FOR DWI CONVICTIONS

(In addition, to above required documentation)

(Only if sentenced under Article 894)

\$50.00 money order payable to **DMV**

Original set of fingerprints (obtained from any Law Enforcement Office)

After your Motion for Expungement has been signed\*\* and all required documents and fees have been provided to Lake Charles City Court (Judges' Office), 800 Bilbo Street, Suite D, the Clerk of Court will then file your Motion.

\*\*If it is a State charge, it is the individual's responsibility to get the Certificate of No Opposition signed by the District Attorney's office and then brought to Lake Charles City Court for filing along with the money orders.

JUDGES' OFFICE # 337-491-1305