2025

New Orleans Re-Entry Resource Guide



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LETTER FROM CITY LEADERSHIP



The Honorable LaToya Cantrell Mayor, City of New Orleans



Tenisha Stevens Criminal Justice Commissioner

As leaders of the vibrant and resilient City of New Orleans, we take immense pride in fostering a community that values the dignity and potential of every individual. It is with this spirit that we address the critical issue of re-entry for our fellow citizens who are transitioning from incarceration back into society.

New Orleans is a city known for its rich culture, diversity, and inclusivity. We recognize the challenges faced by those re-entering our community after a period of incarceration, and we also acknowledge the tremendous potential they have to make a positive impact on their families, communities, and New Orleans.

Our city leadership is committed to creating an environment that supports the reintegration of returning citizens. We understand that successful re-entry requires a comprehensive approach that addresses not only the immediate needs of housing and employment but also focuses on mental health, education, and community engagement. By investing in programs and services that holistically address the challenges faced by New Orleanians returning home, we aim to empower individuals to lead fulfilling, productive lives.

Moreover, we emphasize the importance of community involvement in this process. New Orleans is a city that thrives on the strength of its neighborhoods and the bonds between its residents. By offering opportunities for mentorship, employment, and social integration, we can collectively contribute to the success of re-entry initiatives.

In our commitment to justice and fairness, we are working to eliminate barriers that may hinder success of all citizens. We are dedicated to fostering an environment where everyone, regardless of their background, is given the chance to contribute to the prosperity of our great city.

As we move forward, we invite collaboration and open dialogue with all stakeholders involved in the re-entry process. By working together, we can create a New Orleans that not only values the potential of every citizen but actively supports their journey toward rehabilitation, reintegration, and a brighter future.

Thank you for your dedication to the well-being of our community. Together, we can make a lasting impact on the lives of our fellow citizens and continue to build a New Orleans that thrives on compassion, inclusivity, and opportunity.

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LaToya Cantrell Tenisha Stevens

Introduction

The Mayor's Office of Criminal Justice Coordination, in an unwavering commitment to foster reintegration and support for those previously incarcerated, has fully supported the New Orleans Reentry Task Force (NORTF). This Task Force stands as a testament to the city's dedication to ensuring that all individuals have equal access to transformative resources and opportunities.

This resource guide serves as a source of opportunity for individuals seeking to navigate life after incarceration. It's a dynamic tool aimed at ensuring equitable access to vital resources such as housing, education, employment, and personal success. The NORTF aims to dismantle systemic obstacles that formerly incarcerated individuals face upon re-entering society and hopes that this guide can serve as a blueprint designed to provide equitable access to vital resources. These resources include housing solutions tailored to diverse needs, educational opportunities spanning from basic literacy to advanced vocational training, and avenues for securing employment and financial stability.

We extend our heartfelt gratitude to our resource partners, whose unwavering commitment and collaborative efforts have been instrumental in the creation of this guide. Their dedication to the betterment of individuals seeking re-entry programs has been invaluable. Their contributions have transformed this guide into a powerful tool that champions the cause of inclusivity and support for all. Together, we strive to provide a robust network of opportunities, fostering a community where every individual has the tools and support needed to embark on a journey of empowerment and success post-incarceration. This guide isn't just a compilation of services; it's a testament to our shared commitment to creating a more inclusive, compassionate, and supportive environment for all.

Striking Statistics





According to the Louisiana Department of Public Safety and Corrections, there were 2,887 people in Orleans Parish on some form of community supervision. Over 86% of these people are black.

In 2023, there were 15,263 releases from the Orleans Justice Center.

Legal Agencies

City Attorney's Office

Phone Number: 504-658-9800
Website: www.nola.gov/next/city-attorney
Address: 1300 Perdido St, Suite 5E03, New Orleans, LA 70112

Coroner's Office

Phone Number: 504-658-9660
Website: www.neworleanscoroner.com
Address: 3001 Earhart Blvd, New Orleans, LA 70125

Criminal District Court

Phone Number: 504-658-9100Website: www.criminalcourt.org/home.htmlAddress: 2700 Tulane Avenue, New Orleans, LA 70119

Juvenile Court

Phone Number: 504-658-9500
Email: info@casaneworleans.org
Website: www.nola.gov/next/juvenile-court
Address: 1100 Milton St, New Orleans, LA, 70112

Juvenile Justice Intervention Center

Phone Number: 504-658-3400
Website: www.nola.gov/next/juvenile-justice-intervention-center
Address: 1100-A Milton St, New Orleans, LA 70122

Legal Agencies

Municipal and Traffic Court

Phone Number: 504-658-8500Website: www.nola.gov/municipal-traffic-courtAddress: 1100 Milton St Ste B, New Orleans, LA 70122

New Orleans Police Department

Phone Number: 504-821-2222 Website: www.nola.gov/nopd Address: 715 S Broad St, New Orleans, LA, 70119

Orlean's Parish Sheriff's Office

Phone Number:504-202-9339 Email: carrollg@opso.us Website: www.opso.us Address:2800 Perdido St, New Orleans, LA 70119

Public Defenders Office

Phone Number: 504-821-8101Website: www.opdla.orgAddress: 2601 Tulane Ave, Ste 700, New Orleans, LA 70119

KEY

The following icons indicate which services each partner provides





Spiritual or Faith-Based Counseling

Benefit Enrollment

Legal Services



SSI and SSDI

Access Health Louisiana

Phone Number: 504-309-5061

Website: www.accesshealthla.org

Address: 3300 S. Broad St. New Orleans, LA 70125

Access Health Louisiana offers both medication assisted treatment as well as health clinics. They accept Medicaid, Commercial insurance and Uninsured clients.

Behavioral Health Group (BHG)

Phone Number: 504-524-7205

Website: www.bhgrecovery.com

Address: 2235 Poydras St, Suite B New Orleans, LA 70119

The Behavioral Health Group (BHG) treats the whole person by providing each patient with a counselor, case manager, and Physician/Physician Assistant/Nurse Practitioner. BHG accepts Medicaid, commercial insurance and uninsured clients. Those seeking treatment at BHG can call the above number and are also welcome to walk in without an appointment.

Bridge House / Grace House

Phone Number: 504-821-7120

Email: clinical.bridgehouse.org

Website: www.bridgehouse.org

Address: 4150 Earhart Blvd New Orleans, LA 70125

Bridge House and Grace House provide in-house residential drug rehabilitation programs which intensively focus on the most basic aspects of drug rehabilitation treatment. Their capacity is 84 male and 64 female beds and they accept referrals via email at clinical@bridgehouse.org. They accept both Medicaid and Uninsured clients.

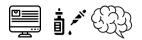




CADA Prevention and Recovery Center

Phone Number: 504-821-2232 ext. 109
Email: mgabriel@cadagno.org
Website: www.cadagno.org
Address: 2601 Tulane Ave., Ste. 945 New Orleans, LA 70119

CADA Prevention and Recovery Center is an outpatient mental health and substance use treatment center that empowers community members to build a safe and healthy future through prevention, treatment and recovery support services that foster resilience and well-being. CADA has substance use treatment and mental health counseling services that are specialized for clients who are formerly incarcerated or have criminal justice/legal involvement and exclusively serve adults. CADA's programs include an intensive outpatient program spanning 24 sessions, a 16-week outpatient program, a 26-week domestic violence course, and general counseling available on a need-based, open-ended basis. Every client begins with a thorough assessment, and services are tailored based on individual needs. Notably, CADA adopts an inclusive approach, ensuring that no one is turned away. Even if a particular service is not directly provided, the center leverages its strong network of relationships to connect clients with the necessary resources for their well-being.



Catholic Charities Archdiocese of New Orleans

Phone Number: 504-380-4036

Email: csmith@ccano.org

Website: www.ccano.org

Address: 1424 Dante St. New Orleans, LA 70118

Through its re-entry program, Catholic Charities collaborates with housing providers and offers case management and workforce services to individuals on parole or preparing for parole, focusing on moderate to high-risk individuals. Founded as a support initiative for parolees, the program works with individuals six months before and after their parole period. They do not limit assistance based on offense type or parole origin. The organization partners with housing providers, financially supporting housing arrangements and substance abuse services within their area.

Center for Racial Justice at Dillard University

Phone Number: 504-914-2818

Email: crj@dillard.edu

Website: www.dillard.edu/partner-with-us/research-centers/center-for-racial-justice/

Address:Jones Building Second Floor 2601 Gentilly Blvd New Orleans, Louisiana 70112

The Center for Racial Justice at Dillard University collaborates primarily with educational resources by offering opportunities through reduced tuition online programs for students. Founded to empower underrepresented individuals, this initiative operates through Dillard University, focusing on providing educational pathways in Criminal Justice, Urban Studies, and Psychology. The program offers reduced-tuition online programs, emphasizing racial justice with a \$5,000 scholarship, and serves as a link to education for individuals, aiming to support those with stories to share, particularly from underrepresented backgrounds. Operating as a forprofit arm of Dillard University, it creates a significant volume of educational opportunities for those seeking access to higher education.





CEO Center for Employment Opportunities

Phone Number: 504-308-1513

Email: cevans@ceoworks.org

Website: www.ceoworks.org/new-orleans

Address: 2228 Gravier St, New Orleans, LA 70119

The Center for Employment Opportunities (CEO) provides comprehensive workforce development services exclusively for individuals returning to the community from incarceration. CEO provides job readiness training, transitional jobs with daily pay, advanced training opportunities (CDL, IT certifications, flagger, OSHA, etc), job development, and retention services for up to one year. Services are offered to individuals over 18.

Covenant House New Orleans

Phone Number: 504-584-1111

Website: www.covenanthousenola.org

Address: 611 N. Rampart Street, NOLA 70112

Covenant House New Orleans serves youth ages 16-22. They offer support services to survivors of human trafficking, domestic violence, sexual assault, LGBTQ+ and first time pregnant and young parents and families.

CrescentCare

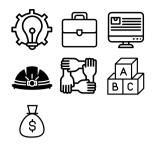
Phone Number: 504-821-2601

Email: crescentcare.org

Website: www.crescentcare.org

Address: 1631 Elysian Fields Ave New Orleans, LA 70117

CrescentCare provides health clinics, intensive outpatient programs, and medication assisted treatment for drug rehabilitation. They accept Medicaid, Commercial Insurance, and uninsured clients. They have a capacity of 24 clients for their intensive outpatient program and accept referrals for this program by phone call to the number listed above.







Daughters Beyond Incarceration

Phone Number: 504-766-7499

Email: julienne@dbinola.org

Website: www.dbinola.org

Address: 2129 Oretha Castle Haley, New Orleans, LA 70113

Daughters Beyond Incarceration works to support girls with parents in prison holistically. They provide services to girls aged 8 to 18 with a safe space to learn and grow. This includes after school programing, one on one counseling and therapy sessions, mentorship, art therapy and physical movement, and financial literacy.

Disability Rights LA

Phone Number: 504-272-2252

Email: <u>Clebranetilton@disabilityrightsla.org</u>

Website: www.disabilityrightsla.org

Address: 8325 Oak Street, New Orleans, LA 70118

Disability Rights Louisiana's (DRLA) Financial Access Inclusion and Resources (FAIR) program provides financial coaching and case management services to formerly incarcerated people with disabilities to assist them in achieving their employment, economic, and reentry goals. To be eligible for services, participants in the program 1) should have been released from jail or prison within the last ten years or expect to be released within the next three months; live in or expect to live in Orleans or Jefferson Parish post-release; 3) be between 18 and 70 years old; 4) have a disability; and 5) be working or interested in looking for a job. We provide comprehensive support to help participants pursue their long-term financial goals and overcome barriers. This support could include assistance in a wide range of areas: reinstating or reapplying for Supplemental Security Income (SSI); understanding how to earn money and manage SSI benefits and Medicaid; accessing vocational rehabilitative services to find a job that is receptive to the individual's skills and abilities; accessing reasonable accommodations in programming and jobs; connecting to mental health and other community services; understanding how to use banking products and manage bills; creating spending and savings plans; identifying and prioritizing debts; understanding credit scores and addressing errors on credit reports; and more.





Dress for Success New Orleans

Phone Number: 504-891-4337

Email: info@dfsneworleans.org

Website: wwww.neworleans.dressforsuccess.org

Address: 1700 Josephine Street, Suite 101, New Orleans, LA 70113

Dress for Success began in 1999 as a local branch of a global initiative established in 1997. It exclusively assists women, providing donated clothing received every Friday from local dry cleaning. Operations and funding are managed primarily through local efforts, grants, and partnerships. Dress for Success collaborates with businesses for donation drives and offers tailored support, including resume building, interview preparation, and access to computers funded by Capital One. Specialized 'suitings' are offered to women referred either directly or through agencies like Covenant House and Grace House. The organization's focus is on empowering women with not just clothing but also the tools and guidance needed for professional growth.

FIT Clinic

Phone Number: 504-475-3784 or 504-357-8972

Email: fit.clinic.nola@gmail.com

Website: www.fitclinicnola.com

Address: 131 S. Robertson St, Ste 933 , New Orleans, LA 70112

The Formerly Incarcerated Transitions (FIT) Clinic Initiative works to eliminate health disparities among formerly incarcerated persons. Community Health Workers (CHWs) with lived experience of incarceration are the first point of contact. Our CHWs help people coming home from incarceration connect with medical, mental health and substance use treatment in the communities to which they are returning. The FIT Clinic Initiative offers peer support for formerly incarcerated people and works with reentry partners to address social needs impacting health and wellbeing. There are no eligibility requirements. We serve all people impacted by the carceral system.





Focus Clubhouse

Phone Number: 337-806-9843

Email: info@focusclubhouse.org

Website: www.focusclubhouse.org

Address: 1609 Johnston St, Lafayette, LA 70503

Focus Clubhouse assists adults living with mental illness and is a member of Clubhouse International. They assist adults experiencing mental health issues in gaining access to employment, education, housing, and wellness. They also provide a space for community building and networking.



Goodwill Industries of Southeastern Louisiana, Inc.

Phone Number: 504-456-2622 ext. 1123

Email: <u>mlyons@goodwillno.org</u>

Website:<u>https://goodwillno.org/mission-services/ex-offender-re-</u><u>entry-program/</u>

Address: 3400 Tulane Ave. New Orleans, La. 70119

Goodwill's Re-Integration Program (GRIP) is a coordinated and comprehensive service designed to support individuals aged 18 and older who have had contact with the justice system. The program aims to help participants overcome the challenges of reintegrating successfully into their communities. The services provided by the program are tailored to meet the unique needs of each participant, and eligible participants receive a range of reentry services, which include: - Case Management: Each participant is assigned a career navigator who assists with the development of a personalized reentry plan. The career navigator provides guidance and support throughout the reentry process, ensuring the participant has access to all the resources needed to succeed.

- Soft Skills Training: Participants develop the interpersonal skills necessary to succeed in the workplace. The curriculum covers topics such as communication, teamwork, and conflict resolution.

- Job Readiness Training: Provides practical training to help participants develop the skills to secure employment successfully. The curriculum covers job search strategies, interviewing skills, and workplace etiquette.

- Resume Building: Participants receive assistance in creating a professional resume tailored to their skills and experience(s).

- Job Placement Assistance: Participants are matched with job opportunities based on their skills and experience(s).

In addition to the GRIP program's in-house services, participants are connected to local community resources to address their immediate needs. The program's strong focus on economic self-sufficiency underscores its commitment to helping individualssuccessfully transition into society, contributing positively to their communities.



Health Care for the Homeless

Phone Number: 504-658-2785 Email: rpcollins@nola.gov Website: www.nola.gov/health/homeless/

Address: 2222 Simon Bolivar Ave 2nd Floor New Orleans, LA 70113

Health Care for the Homeless collaborates primarily with medical and dental resources to provide accessible healthcare services. Founded to bridge healthcare gaps, the organization operates across four clinic sites in the New Orleans area. Their process allows walkins during specific slots or appointments made via calls or in-person scheduling. Patients undergo an initial consultation to set appointments, complete registration paperwork, and have their information updated regularly in the system. While the clinics cater exclusively to adults for medical services, they provide dental care for children and assist parents in securing Medicaid coverage for their children. The clinics operate on a sliding scale, accommodating those with insurance gaps or financial constraints, and determines fees based on income. Crucially, behavioral healthcare services have no associated fees, ensuring financial status doesn't hinder access to essential mental health support. Health Care for the Homeless prioritizes inclusivity, ensuring that low income or lack of insurance does not prevent individuals from accessing crucial healthcare services.



Holi Services

Phone Number: 504-523-2202

Email: holi@holiservices.com

Website: www.holiservices.com

Address: 3225 Canal St, New Orleans, LA 70112

Holi Services is a certified 100% female-owned and operated staffing company. They have over 30 years of experience in placing candidates in permanent, temporary or part-time positions. They work to find the right position for you at no cost. They serve individuals ages 18 and older.

Housing NOLA

Phone Number: 504-224-8300

Email: cthomas@housingnola.org

Website: www.housingnola.org

Address: 4034 Cleveland Ave, New Orleans, LA 70119

Housing NOLA, born from a community-led housing process, embarks on a 10-year journey to mitigate the city's affordable housing crisis. Initially managed by The Greater New Orleans Housing Alliance (GNOHA), this partnership now involves public, private, and nonprofit organizations dedicated to confronting the dire need for 33,600 affordable units by 2025. Housing NOLA operates as a 10-year process, setting a precedent in housing policy by examining the current state, recommending resource leveraging, identifying equitable policies, and benchmarking sectoral progress. Anchored in the goal of providing safe, accessible, and diverse housing options for all residents, Housing NOLA concentrates on preserving existing housing, preventing displacement, promoting fair housing policies, advocating sustainable design, and enhancing accessibility. The initiative aims to tackle diverse housing challenges holistically, from soaring rents to inadequate housing accessibility, through ongoing collaboration and policy guidance. Beyond political tenures, Housing NOLA holds leaders accountable by fostering ongoing community engagement and advocating for sustainable, inclusive housing policies that resonate with the desires and needs of New Orleanians.





Justice & Accountability Center of Louisiana

Phone Number: 504-273-1091

Email: laura@jaclouisiana.org

Website: www.jaclouisiana.org

Address: 4035 Washington Ave, New Orleans, LA 70125

The Justice & Accountability Center of Louisiana provides civil legal services to individuals with criminal records. We help people with information and advice on the following civil legal issues: suspended driver's licenses, TWIC waivers and appeals, child support suspensions due to incarceration, traffic debts and traffic warrants from before incarceration, incorrect information on criminal background checks and credit reports, and denial of employment or a professional license due to a criminal record. JAC also hosts a monthly, in-person expundement clinic with volunteer attorneys to check expungement eligibility and complete the court paperwork. The event is free to attend and is held every 2nd Wednesday of the month at 4035 Washington Ave. at 5pm. This event is first-come, first-served with no early sign up or appointments. To be seen by an attorney, individuals MUST bring: 1) their Orleans Criminal District Court Expungement Packet, OR 2) their Bill of Information, disposition/sentencing minutes, and background check from the parish sheriff or NOPD for all other courts and cases.

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Ladies of Hope Ministries

Phone Number: 504-909-2159

Email: info@thelohm.org

Website: www.thelohm.org/hope-house-nola/

Address: 916 St Andrew St, New Orleans, LA 70130

The Ladies of Hope Ministries (The LOHM) is a guiding force for women and girls in their journey toward sustainable lives postincarceration and systems violence. Our mission is to catalyze transformative change within the social justice movement by offering a holistic approach to healing and transformation. We connect individuals with crucial resources like housing, food, healthcare, employment, financial education and banking, entrepreneurship opportunities, education and advocacy, amplifying the voices of those affected by the criminal legal system and other systems of violence. Established in April 2020, Hope House NOLA serves as a dedicated haven for women, fostering healing, personal development and a transition to permanent housing. At The LOHM, we envision a world where poverty and incarceration for women and girls are eradicated. Join us in building a supportive community, working towards a future where every woman and girl can thrive beyond the confines of the systems which harm them.

Liberty's Kitchen

Phone Number: 504-822-4011

Email: info@libertyskitchen.org

Website: www.libertyskitchen.org

Address: 300 N Broad St, Suite 101, New Orleans, LA 70119

Liberty's Kitchen provides a Youth Development Program, a work readiness training program aimed at providing young people aged 16-24 with technical and transferable skills training. Liberty's Kitchen addresses a range of barriers to employment, from housing to mental health care access to transportation. The objective is to develop graduates with a sense of purpose and skills, tools, and opportunities to thrive in gainful employment.





Metropolitan Human Services District (MHSD)

Phone Number: 504-568-3130 Email: maria.alexander@mhsdla.org Website: www.mhsdla.org Address: 2221 Philip St New Orleans, LA 70113

The MHSD provides an intensive outpatient drug rehabilitation program, medication assisted treatment, and outpatient mental health, addiction, and crisis services. They accept Medicaid and uninsured clients and both adult and youth clientele.

Mission Rebirth

Phone Number: 504-342-4222 Email: missionrebirth@gmail.com Website: www.missionrebirth.com Address:3308 Tulane Ave suite 405 New Orleans LA 70119

Mission Rebirth is a one stop resource hub for formerly incarcerated, justice involved, & vulnerable populations in underserved communities. They provide all resources needed to obtain self sufficiency. This includes help with SNAP, Medicaid, Child care assistance applications, SSI applications, ID's, Birth-certificates, workforce development training, and basic computer skills. Additionally, they offer a clothing closet and free government phones. Mission Rebirth facilitates job and housing placements, connects clients to primary care, behavioral health services, and drug/alcohol treatment programs. All of their services also come with case management.



Muslim ReEntry Initiative

Phone Number: 504-356-2905 Email: admin@mriconnect.net

Website: www.muslimreentryinitiative.org

Address: 1230 North Johnson St, New Orleans LA 70116

Muslim Reentry Initiative (MRI) was founded to bridge the gap between incarcerated Muslims and the Muslim community at large. MRI provides both pre-release and post-release services. Pre-release services include facilitating requests for Islamic literature and access to an accredited Islamic Studies curriculum, establishing pen pals and mentors, advocating for Muslim inmate rights, creating a network of Muslim chaplains and volunteers, providing Islam 101 and diversity training to prison leadership, etc. Post-release services include assisting our clients in obtaining basic needs such as emergency/transitional housing, transportation, clothing, food, etc., family reunification, health care and mental health care, substance abuse counseling, technology training, life skills training, counseling services, job training, job placement, ID obtainment, financial counseling, legal services, pre-marriage counseling, and seed funds for entrepreneurial endeavors. While MRI provides some direct services, they also collaborate with other service providers and refer clients to the appropriate agency to meet their individual needs.



New Orleans Day Reporting Center

Phone Number: 504-493-2156

Email: jenkinsj@opso.us

Website: www.opso.gov/241/Day-Reporting-Center

Address: 819 S. Broad Street, New Orleans, LA 70119

The New Orleans Day Reporting Center provides supportive services to individuals that are on Probation and Parole. They offer individual counseling, intensive case management, adult literacy, employment assistance, assistance with health and mental health issues, addiction work, etc. They also have weekly groups such as anger management, IOP, Domestic Violence, Addicted to the Lifestyle, Job Readiness, HiSET prep, Parenting, etc. In order to qualify for The New Orleans Day Reporting Center's services, one must have six months remaining on their supervision time, have no pending felony charges, and cannot be a registered sex offender. Hot meals and bus tokens are provided. All services are of no cost to participants. To access the community referral link scan this barcode:





NOLA Detox & Recovery Center

Phone Number: 504-466-111

Email: info@noladetox.com

Website: www.noladetox.com

Address: 4201 Woodland Drive, New Orleans LA 70131 3rd floor

The NOLA Detox & Recovery Center provides medically supported detox using basic oral medication to treat the symptoms of withdrawal. They accept Louisiana Medicaid and Commercial Insurance. They have a 36 bed capacity and accept referrals by text or phone call to the number above. They also provide an intensive residential rehabilitation program as well as an intensive outpatient program.

Odyssey House Louisiana

Phone Number: 504-821-9211

Email: admissions@ohlinc.org

Website: www.ohlinc.org

Address: 1125 N Tonti St and 2700 S Broad Ave, New Orleans, LA 70119

Odyssey House Louisiana (OHL) is a non-profit behavioral health care provider with an emphasis on addiction treatment. Established in 1973, the mission of Odyssey House Louisiana is to provide holistic and client-centered services in a safe environment that address the full continuum of special care needs for the state of Louisiana. OHL's encompassing system of care includes detox, treatment, behavioral and medical healthcare, life-skills, counseling, and case management. Through their services, OHL empowers individuals to become active participants in their treatment and recovery to reclaim functional, productive lives. They serve individuals ages 18 and up.





Operation Restoration

Phone Number: 504-684-9222

Email: dolfinette@or-nola.org

Website: www.or-nola.org

Address:1450 Poydras St., Suite 2260, New Orleans, LA 70112

Operation Restoration (OR) supports women and girls impacted by incarceration to remove barriers, reach their full potential, restore their lives, and discover new possibilities. OR focuses on advocacy, education, economic mobility, and true economic equity for our staff, clients, and community. OR's long-term goal is to end the incarceration of all women and girls. Their work removes barriers to re-entry and seeks to eliminate financial and societal incentives for incarceration/detention to increase investments in social services, education, housing, and healthcare for all people. The organization offers a range of services to hundreds of clients, including limited spacing in a lab tech program, tutoring services, high school services, and appointments with life coaches. OR ensures that clients are informed about various programs and services, often receiving referrals through phone calls for dental work and health services. With in-house capabilities, OR can handle a variety of needs. Importantly, their services are flexible and are provided for as long as necessary, potentially extending over several years. Regular check-ins, tailored to individual needs, are a fundamental aspect of their support system. OR operates on grant funding and serves women aged 17 and up, as well as girls aged 11-17.



Oxford House

Phone Number: 337-207-1276

Email: hayden.mccleary@oxfordhouse.org

Website: www.oxfordvacancies.com

Address: 30+ homes in the GNO Area

Oxford House is a network of sober living houses in the major areas of Louisiana, Mississippi and Alabama, providing a safe and affordable living environment that is supportive of individuals in addiction recovery. Each house is self-run and financially selfsupported, with members of each house sharing expenses to keep individual costs low.

Plaquemines Parish ReEntry Program

Phone Number: 504-934-6000

Address:333 F Edward Hebert Boulevard Building 100 Belle Chasse, LA

The Plaquemines Parish ReEntry Program collaborates primarily with community providers and job placement resources to aid individuals reintegrating into society. Founded as an initiative to support reentry, it currently operates across four parishes under the guidance of an assistant director. Their entry process has no barriers, placing individuals based on assessments into classes tailored to their risk levels. These all-day classes cover a range of subjects, from substance abuse and anger management to GED preparation, facilitated by community providers on Mondays and case management sessions on Tuesdays. The program extends support by providing housing and job assistance, often utilizing platforms like Unite Us to find suitable employment opportunities. Duration varies, with the standard program lasting 12 weeks, while specialized tracks for substance abuse and new direction programs range from 6-9 months and 90 days respectively. Vocational training, such as carpentry, continues until completion, while GED programs support participants until they pass. Overall, the Plaquemines Parish ReEntry Program primarily assists individuals with diverse needs, offering a comprehensive range of classes, housing, job placement, and vocational training across four parishes to support successful reintegration into society.





Reaching for Success

Phone Number: 504-832-4989

Email: reachingforsuccess2@gmail.com

Website: under construction

Address: 8300 Hayne Blvd, New Orleans, LA 70126-1939

The purpose for Reaching for Success is to help individuals achieve goals with our help. The program provides goal-oriented and individualized support, focusing on improved self-sufficiency for all clients. This is done through assessment, planning, linkage, advocacy, coordination, and monitoring activities. Successful service results in community opportunities and increased independence for the person being served. Family programs are designed to maintain or improve the quality of life for children, adolescents, or other family members individually or in their relationships or their environments.



Reconcile New Orleans

Phone Number: 504-568-1157
Email: cbice@cafereconcile.org
Website: www.cafereconcile.org
Address:1631 Oretha Castle Haley Blvd., New Orleans, LA 70113

Cafe Reconcile collaborates primarily with the Department of Labor and the Children's Bureau of New Orleans to provide training, mental health resources, and employment opportunities for young individuals impacted by trauma, specifically those who were reincarcerated within a 10-year time frame. Founded as a program to support youth impacted by trauma, it currently functions as a vocational training initiative. The program offers a 14-week training course with comprehensive support, including work simulation, breakfast, lunch, transportation assistance, and subsidized daycare. They partner with educational institutions like Delgado for college prep classes and provide opportunities for culinary arts scholarships and partnerships with culinary establishments like Louisiana Culinary Arts. The initiative prioritizes holistic development, including mental health aid and child-informed practices. The program operates daily, offering tiers of training and internships with stipends ranging from \$5 to \$15 an hour, culminating in job placements with partner establishments like Ace Hotel, Sheraton, and Hyatt, focusing on longterm career growth and stability. Additionally, they aim to connect students with industries beyond the culinary field based on their interests and facilitate workshops with employers to build a supportive and growth-oriented work environment.



ReEntry Mediation Institute of Louisiana

Phone Number: 504-323-4590

Email: executivedirector@reentrymediation.org

Website: www.reentrymediation.org

Address: 4035 Washington Ave New Orleans, LA 70125

The ReEntry Mediation Institute of Louisiana collaborates primarily with prisons and social justice resources to facilitate healing and family reunification. The initiative's core focus lies in offering free mediations facilitated by trained mediators, supported by grantbased funding. Their services, provided free of charge, aim to mediate conflicts and facilitate healing among families. Mediators receive a stipend funded through grants, enabling them to conduct sessions that aim to bridge gaps and address issues, both pre- and post-release. Mediations, while successful in fostering personal connections and healing, can sometimes intensify emotions. However, they play a vital role in addressing barriers to domestic violence and promoting healing processes. The organization follows a structured process, including orientation, intake, and sessions before and after an individual's release, aiming for family reunification and healing. The institution serves as a vital bridge between the prison system and family members, employing mediation to foster healing, address domestic violence, and promote reunification upon an individual's release.



Rise After Release

Phone Number: 504-658-3945

Email: bjones@criminalcourt.org **Address:**2700 Tulane Ave, New Orleans, LA 70119

The organization Rise after Release collaborates primarily with reentry, housing, and legal resources by providing a comprehensive case management and peer support system for others. Founded as the "Second Trans Act" program through a grant initiative, it currently operates with a program director, a case manager, community navigators, and clinical workers. The initiative caters to individuals referred by supervising judges or grant partners, with a specific focus on re-entry support for those reentering society. They work in partnership with entities like the Louisiana Parole Project and the Freedom Foundation to offer intensive reentry support for the initial three weeks before participants transition to their services. However, their role extends beyond direct assistance, acting as a referral hub, connecting participants with various resources including Medicaid-accepting organizations, family resources, legal aid, substance abuse programs, veteran support, and housing services. The program aims to establish relationships with experts in these fields and doesn't impose a limit on the number of participants, maintaining a closed-loop system to support individuals, many of whom are facing life without parole or have mistrials.





Sexual Trauma Awareness and Response

Phone Number: 504-407-0711

Website: www.star.ngo

Address: 123 N. Genois Street, New Orleans, LA 70119

Sexual Trauma Awareness and Response® (STAR®) is a nonprofit organization committed to serving youth and adult survivors of sexual trauma and building institutional capacity to prevent and respond responsibly to sexual violence in the community. STAR® provides supportive services to survivors to reduce their experience of trauma. Their advocacy, counseling and legal services are available to youth and adult survivors of sexual violence at no cost, and are intended to assist you at any stage of your healing. STAR can assist with the following: Understanding and moving past the trauma of sexual assault, navigating the criminal and civil legal systems, developing plans to keep you safe, accompaniment to medical exams, law enforcement interviews and court proceedings, and legal representation and assistance in matters related to your sexual trauma. STAR serves primary and secondary survivors of sexual trauma; survivors must either live in or have been assaulted in one of STAR's service parishes.



Southeast Louisiana Legal Services

Phone Number: 504-658-9345

Email: ltuggle@slls.org

Website: www.slls.org

Address: 1340 Poydras St. Suite 600 New Orleans, Louisiana 70112

Southeast Louisiana Legal Services' mission is to help low-income and other vulnerable people achieve justice through civil legal aid, policy advocacy, and community legal education. They provide free civil legal services to low-income people experiencing a wide range of legal problems including landlord-tenant disputes, evictions, domestic violence cases, benefits, expungements, consumer debt, divorce, custody, tax, foreclosure prevention, successions, wills, and other critical civil legal problems. In order to recieve service, clients must meet federal poverty guidelines, be a US citizen or have other eligible non-citizen status, not be an ethical conflict with representation of another client, and have a case type within their priorities 31

State Probation and Parole- New Orleans District

Phone Number: 504-962-4401
Email: peter.pobocik@la.gov
Website: www.doc.louisiana.gov/location/new-orleans/
Address:1250 Poydras St. Suite 1000, New Orleans, LA 70113

The Second Chance Initiative collaborates primarily with housing, mental health, and employment resources to support individuals transitioning from incarceration back into society. Initially founded as a DOC initiative, it has evolved into a multi-faceted program managed by a re-entry program manager, formerly a probation parole officer, leveraging expertise in substance abuse and housing funding. The program's current operation involves working closely with the state, probation, and parole systems. Upon release, individuals are assessed and provided with referrals, including six months of paid housing and ongoing support to ensure stability. Monthly events, including housing workshops and job fairs, aim to facilitate re-entry success. With a focus on reducing recidivism, the initiative ensures continuous support, offering services like substance abuse treatment and counseling. The program's structure emphasizes case management, maintaining safe and livable housing, and facilitating referrals to various support services. The Second Chance Initiative remains committed to assisting individuals under supervision to ensure a smoother transition and reduced recidivism rates.





Start Corporation Community Health Clinic

Phone Number: 504-332-5713

Website: www.startcorp.org/chc

Address: 2300 S Galvez St New Orleans, LA 70125

Start Corporation Community Health Clinic provides health services to all individuals including those with mental disabilities, unhoused individuals, youth and veterans. The organization and the clinic work together to provide holistic care to its patients by addressing their basic needs. The clinic consists of physicians, nurse practitioners, and licensed social workers. Our primary care provider treats illnesses that range from minor injuries to major medical conditions. Additionally, referrals are made to behavioral health providers as needed. The behavioral staff provides psychiatric evaluations for all psychiatric disorders, oversees medication management, and offers supportive counseling. Lastly, dental exams and extractions are offered, as well as free legal advice or assistance.



The First 72 Plus

Phone Number: 504-324-8859
Email: info@first72plus.org
Website: www.first72plus.org
Address:2915 Perdido St., New Orleans, LA 70119

The First 72+'s mission is to stop the cycle of incarceration by fostering independence and self-sustainability through education, stable and secure housing & employment, health care, and community engagement. Through the leadership and wisdom of formerly incarcerated people themselves, the First 72+ transforms the re-entry experience into one that builds on the strengths and abilities of people returning home from prison and ensures that they, their families, and their communities are given the greatest opportunity to grow and thrive. The main services the organization provides to clients are: pre-release and referral support, an intake assessment to assess client needs and goals, reentry coaching and case management, transitional housing (up to 14 beds for clients, 90 day housing), client benefit services (clothing, food, public benefits, outside referrals), their policy fellowship for justice impacted individuals, economic empowerment (Fountain Fund small loan program, Ben Smith Welcome Home Center Cooking School, job training partnerships, financial literacy and more), and retention and alumni support. The organization serves individuals over 18.



Thrive Nola

Phone Number: 504-564-7739

Email:

Website: www.thrivenola.org

Address: 1433 N Claiborne Ave, New Orleans, LA 70116

Thrive New Orleans collaborates with workforce development and policy change resources to foster sustainability and resilience. Founded seven years ago, Thrive New Orleans focuses on a 12week program aimed at transitioning individuals into the green sector or helping them launch green businesses. The program encompasses comprehensive training, covering on-site technical skills and business development, typically beginning with construction and advancing to management. Boasting a remarkable 95% success rate, the program culminates in certifications, particularly assisting in re-entry, with half of their beneficiaries being individuals reintegrating into society. They additionally offer a green workforce program, an intense 15-week course featuring career coaches, behavioral therapists, and fieldwork through the Green Academy. Primarily catering to BIPOC companies, they aim to equip over 20 businesses to thrive in the green sector, preparing them for future opportunities. Over five years, they've gained significant traction, offering not just training but also a pipeline for job placements, striving to elevate both individuals and companies within the green economy.



Community Partners

Total Community Action

Phone Number: 504-872-0334

Email: vladimir.celius@tca-nola.org

Website: www.tca-nola.org

Address: 1420 S Norman C Francis Parkway, New Orleans, LA 70125

Total Community Action (TCA) wraps a community of support around individuals and families by tackling the issues that prevents people from becoming self-sufficient, removing barriers they may face, and creating hope so that goals can be achieved and dreams realized. Many of the people who come to TCA have struggles related to finding a job with a livable wage, affordable housing, quality child care options, as well as help pursing education without taking on more debt and managing their finances. TCA serves low income families within Orleans Parish.

Voice of the Experienced (VOTE)

Phone Number: 504-571-9599

Email: info@voiceoftheexperienced.org

Website: www.voiceoftheexperienced.org

Address: 4930 Washington Ave, New Orleans, LA 70125

Voice of the Experienced (VOTE) works tirelessly to advocate for the restoration of voting rights, access to healthcare, employment opportunities, and fair housing for formerly incarcerated individuals and those with convictions. By actively engaging in changing voting policies, conducting community canvassing, hosting voter registration drives, and promoting education on civil and human rights, VOTE endeavors to restore the voting rights of affected individuals. Their advocacy extends to housing rights, advocating for fair and just housing policies at federal, state, and local levels. Major victories include crafting progressive and least discriminatory public housing and Section 8 admissions policies, advocating for inclusive criminal background policies, and ensuring unanimous passage by the Louisiana Housing Corporation board. Their dedication to policy change, from the local legislative corner to influencing federal dialogues, stems from recognizing the diverse and pressing needs of communities impacted by mass incarceration.





The Provisional 01 Drivers License

In 2015, Louisiana passed a law that allows a person who has been released from incarceration to have their license reinstated for a period of one year, despite the existence of certain "blocks" that would otherwise suspend driving privileges. This one-year period is intended to give a person an opportunity to resolve the blocks that prevent full reinstatement of standard driving privileges while driving with a valid license. Under this law, only a **Class "E" driver's license** is available. Commercial, trucking, motorcycle, and other classes of licenses are not eligible for a PDL.

Eligability for PDL 02

- Only Applies to Class E Driver's License
- Can only have one in a lifetime
- Must have previously held a valid Driver's License, or have completed driving school and have sealed results
- Incarcerated for at least one year
- Driver's License not suspended for three or more convictions for driving under the influence, or for vehicular homicide
- No unresolved out-of-state Suspensions

PDL Remains valid for **one year**

How to Get a **Provisional License** 03

- Skip the lines and save time by scheduling an appointment online at *Expresslane.org*.
- Be prepared to pay between \$35- \$75
- Bring proof of residency* (must include applicant's name & LA resident address)
 - Ex: utility bill, financial statement, paycheck, etc.
- Proof of Identity (State ID)
- If you don't have a state ID:*
 - 1 primary document: Birth certificate, passport, military ID, permanent resident card, etc.
 - 2 Secondary documents: Social security verification, photo ID card, medical card, etc.
- Proof Of Incarceration (if it is DOC time then DOC#, if BOP or jail time, get a "letter of incarceration" from case manager at halfway house or probation officer.
- Driver's license number (from your suspended license)
 If you have never had a DL before, OR your DL number is so old it was purged, follow the instructions on page 4.

@THEFIRST72PLUS

Eligability if you have **never had** a valid driver's license 04

- If you have never had a valid driver's license or you had one so long ago that it has now been "purged" you have to go to complete driving school.
- In order to go to driving school, you need a "temporary instructional permit" (TIP).
- As of **7/14/23**, someone who is otherwise eligible for a PDL can now be issued a TIP to attend driving school.
- What this means: formerly incarcerated individuals (who have served at least 1 year), who have suspensions on their licenses, and who need to obtain a TIP are now able to access TIPs *before* getting their suspensions resolved (as in the case of obtaining a PDL)
- How to access a TIP: same process as PDL (look to pg. 3)

If you have an issue at the OMV office, tell the OMV employee to call the CDL Helpdesk at 225-925-6146

Need free legal help to resolve outstanding blocks?

Contact the Justice and Accountability Center!

JAC works to eliminate obstacles to opportunity for people harmed by the systemic racism and economic impacts of the criminal legal system through policy advocacy, public education, and legal representation.

* The PDL only lasts for **one year** and you can only get **one in a lifetime**, therefore, **act quickly** to get help resolving outstanding blocks on your license!



We help people recover from the criminal legal system

CALL JAC AT (504) 273-1091 FOR INTAKE, A REFERRAL, OR HELP

//www.jaclouisiana.org/

ABOUT THIS GUIDE

This guide provides basic information about how to seal (expunge) a record of arrest or conviction in Louisiana's Orleans Parish. In the limited circumstances where expungement is possible, the process is relatively simple and usually can be managed without the help of a lawyer. This guide is intended to provide support to people helping themselves.

PREFACE

The State of Louisiana arrests and incarcerates more people per capita than any other place in the world. A mere arrest creates a criminal record, regardless of whether any criminal charges were filed. These records are publicly available and widely used to deny employment, housing, education and training opportunities among others. Massive segments of our population face tremendous social and legal barriers to successful re-entry as a result of these discriminatory policies. The Justice and Accountability Center of Louisiana responds to the legal needs of previously incarcerated populations in Louisiana who are marginalized by social stigma while changing the way lawyers provide services to those unable to afford private representation.

CAUTION

The following information in this guide is not a substitute for legal advice nor does it give advice about a particular legal problem that you may have. This guide provides a non-specific overview of the expungement process. While an attorney is not needed to obtain an expungement, the help of a lawyer or someone who has experience guiding others through the process is recommended. Talk to a lawyer if you think you need the help.

You can also download our expungement app, Clean Jacket App, for FREE from Google Play or

iTunes, or visit the Clean Jacket App online at www.JACLouisiana.org. The app will let you know the situations in which you are unlikely to be successful in obtaining an expungement. Both the mobile and desktop Clean Jacket App will provide you with information and complete the forms necessary for you to file for an expungement.

The information in this guide is accurate as of June 2016, but laws often change. Please check our website, www.JACLouisiana.org, for updates or contact a lawyer for individual legal advice.

The following is a general overview to the expungement process. The expungement process can be broken up into several steps. The following guide will give you an overview of how the expungement process works in Orleans Parish Criminal District Court, Municipal Court, and Traffic Court. This is informational and does not constitute legal advice. Always consult with an attorney for advice on your particular situation.

□ STEP 1: GATHER YOUR PAPERWORK

You should start by requesting a copy of the minutes of your case from the Clerk of Court's office in the parish where you were arrested or convicted. The minutes are a record of what happened in court in shorthand. They contain valuable information that will allow you (or your attorney) to determine eligibility.

□ STEP 2: DETERMINE ELIGIBILITY

This step is important because the law does not allow a refund of expungement fees if the court denies the request for an expungement. There are a number of ways you can get assistance with this. You can use the FAQ's form to try to determine eligibility, call an attorney, call JAC, attend a JAC workshop or event, or use the mobile application "CLEAN JACKET" available as a free download in Google Play and iTunes stores. The Clerk of Court's office will not be able to assist you with this step.

□ STEP 3: WAIVER OF COSTS

Some people may be eligible for a fee waiver by the District Attorney. This waiver must be completed with a form certified by the District Attorney's office prior to filing a motion.

□ STEP 4: GET YOUR BACKGROUND CHECK

You must also obtain a background check before you file your expungement. If you are filing an expungement in Criminal District Court, you can get your background check in Room 104 of the court. If you are filing an expungement in Municipal or Traffic Court, you must get a background check from the New Orleans Police Department. Keep in mind that this document will expire in 30 days. A valid background check must be attached to your Motion for Expungement.

□ STEP 5: FILE THE MOTION & PAY THE FEES

You must file the motion in the court where the case was originally heard. You will need to pay the court costs (fees) to the Clerk of Court when you file for your expungement.

□ STEP 6: SERVICE & STATE OPPOSITION

The Clerk of Court will send your Motion for Expungement to the State police, the arresting agency, and the District Attorney. Each agency has an opportunity to object to your Motion for Expungement. The District Attorney, arresting agency (police or sheriff), and the State Police have 60 days to respond to the Motion for Expungement.

"Expungement" means an individual's criminal record is sealed, but not destroyed.

□ STEP 7: NOTICE TO APPEAR IN COURT

If one of the agencies responds with an objection, you will receive a subpoena to appear in court on your Motion for Expungement. It is likely that the Sheriff will provide you with this paperwork at the address you listed on your Motion for Expungement. (Go to Step 8). If none of the state agencies responded with an objection, you should receive a notice that your request for an expungement was granted. (Go to Step 9).

□ STEP 8: ADDRESS THE ISSUES

If one of the agencies objects to your Motion for Expungement and you received notice to appear in court, you will attend a "contradictory hearing." At this hearing, you will learn why an agency objected to your Motion for Expungement. It may be possible to fix the errors. In the event you are representing yourself and you do not understand what is happening in court, ask the judge to explain. If you still are not sure of what is happening or feel uncomfortable, you can ask the judge to set a new date so that you can seek the assistance of an attorney.

□ STEP 9: ORDER GRANTED!

If the order is granted, it will be sent to several State agencies. You will also receive an official copy of the Order granting your expungement. Do not lose or give this away because you will not be able to get another one. Keep it safely in a waterproof/fireproof place. You will also receive a letter from the Louisiana State Police called a Certificate of Compliance. It is proof that expungement process is complete.

DID YOU KNOW?

The poverty rate would drop by 20% but for mass incarceration. (1) Louisiana incarcerates more people, per capita, than anywhere else in the world. (2) One out of every 55 Louisiana residents is incarcerated. (3) African-American men are incarcerated with more frequency than any other racial group. (4) In 2015, 90% of arrests in Louisiana were for non-violent (5) crimes. (6) Nearly 92% of large employers checked for criminal histories of potential employees in 2010. (7) One in three Americans has been arrested by age 23. (8) The United States spends \$65 Billion per year on incarceration. (9)

- 2. Tim Morris. "Louisiana's incarceration rate is No. 1 in nation," Times-Picayune, March 2, 2009
- WAACL + Chiminal Justice Parce Sheet, Available at: http://goo.go/2Q0pAo. East Accessed April 2010.
 Violent offenses in Louisiana include 46 offenses that are listed under LA. REV. STAT. ANN. §14:2, which includes murder, rape, kidnapping, robbery, and similar offenses.
 Federal Bureau of Investigation, Unified Crime Reporting Index by State in 2014. Available at: https://goo.gl/20DIRP. Last Accessed April 2016.
 Society for Human Resources Management, Background Checking: Conducting Criminal Background Checks (Jan. 22, 2010,) at 3.
 The Wall Street Journal. "How Many Americans Have a Police Record? Probably More Than You Think." August 7, 2015.
 The Sentencing Project. "Americans with Criminal Records," November 2015.

^{1.} The Sentencing Project. "Americans with Criminal Records," November 2015.

GATHERING YOUR PAPERWORK

The following is a checklist for getting the required paperwork together before filing for an expungement. Multiple agencies have the paperwork that you will need to include in your request for an expungement. This is informational and does not constitute legal advice. Always consult with an attorney for advice on your particular situation.

Step 1: Get Certification from the District Attorney's Office

 $\hfill\square$ You will need to have the following information before completing the forms:

- 1. Your case number
- 2. The statute number(s) of the offense(s) for which you were arrested or convicted.
- 3. Your social security number and contact information

□ Go to the District Attorney's Office located at 619 South White Street (next to the courthouse) and request the certification paperwork from the front desk. Complete the forms and turn them in to the front desk. The District Attorney's Office will call you when your paperwork is ready to be picked up.

Step 2: Get Records from the Clerk of Court

□ Orleans Criminal District Court ONLY:

Go to Room 210 of the Orleans Parish Criminal District Court and request a "Record Request Form". The form will require that you know your case number and section of court. If you do not know, you can ask the clerk. Complete the form and turn it in to the clerk. The clerk will call you when your paperwork is ready to be picked up in Room 114.

□ Orleans Municipal and Traffic Courts ONLY:

Go to Room 107 in the Municipal Court Building (first door on your left after the metal detectors). Request a copy of the minutes from your case.

□ For all Orleans Parish Courts:

Review the minutes to determine whether you will need to file a Motion to Set Aside first. If you are unable to determine which forms you will need, seek the advice of an attorney. You may also attend a monthly workshop with JAC to ask questions about the paperwork you will need to complete. See JACLouisiana.org for dates and locations.

Step 3: Background Check

You MUST file your expungement within thirty (30) days from the date that you received your background check. JAC strongly recommends having filing fees available BEFORE getting a background check.



□ Orleans Criminal District Court ONLY:

Go to Room 104 of the Criminal Court. You will request a background check. Your first request for a background check for an expungement will be free. Additional requests will require a fee. Depending on how many people are ahead of you, you may need to return the next day to pick up your background check.

□ Orleans Municipal and Traffic Courts ONLY:

Get a background check from the NOPD. Go to the New Orleans Police Department Headquarters located at 715 South Broad Street (on the same square as Municipal Court). The Criminal Records Office is open Monday, Wednesday, and Friday from 8am - 3pm ONLY. At the reception desk, ask for a background check. The person at the desk will direct you to your right. A background check will cost \$5, unless otherwise posted.

Step 4: Complete Expungement Paperwork

If you are unable to determine which forms you will need, seek the advice of an attorney. Additionally, you must be certain that you do not need to file a Motion to Set Aside BEFORE filing your expungement. If you are unsure, seek the advice of an attorney. The Clerks in any court CANNOT answer any questions or assist you with completing your forms. You may attend a monthly workshop with JAC where your forms will be completed for you for free. See JACLouisiana.org for dates and locations. You can also download Clean Jacket mobile app or visit JACLouisiana.org for the desktop application.

Orleans Criminal District Court ONLY:

Room 210 of the Criminal Court has the expungement paperwork that you will need to fill out. Pick up a copy from that office. The packet has multiple forms in it. YOU WILL NOT NEED TO COMPLETE ALL THE FORMS PROVIDED. Determine which forms apply to your situation. Attach the certification from the District Attorney's Office, the record from the clerk, and your background check to the back of your completed motions.

□ Orleans Municipal and Traffic Courts ONLY:

Request the expungement form from the Clerk of Court. Complete the form. Attach the certification from the District Attorney's Office, the record from the clerk, and your background check to the back fo your completed motions.

You are now ready to file!

FILING YOUR EXPUNGEMENT

The following is a checklist for each stage of filing an expungement. This is informational and does not constitute legal advice. Always consult with an attorney for advice on your particular situation.

How to File a Motion to Set Aside Conviction

□ File the Motion to Set Aside in the Clerk's office of the court where your case was heard.

□ You should receive notice to appear in court. The notice will come from the Sheriff and be hand-delivered to you by a Deputy.

□ Appear in court on the date that the notice requires you to appear. When your name or case number is called, walk up to the podium and tell the judge that you are trying to get an expungement. If the judge grants your motion, proceed with filing an expungement. If the judge does not grant the motion, you may hire an attorney or attend JAC's next Expungement Hour held monthly at the Orleans Public Defenders' office to discuss your options. See JACLouisiana.org for details.

How to File a Motion for Expungement that does NOT Require Payment to the Court

□ File the Motion for Expungement in the Clerk's office of the court where your case was heard. Be sure you have attached your background check, DA certification, and the minutes from your case to your completed Motion for Expungement. It is best to take the original and one copy with you when you file. The Clerk will stamp your copy of the motion with a time and date and return it to you. The Clerk will keep the original for the record.

□ You must wait approximately sixty (60) days from the date that you file. If you do not get a response for your motion, take your copy of the motion to court and request an update on your expungement.

FILING YOUR EXPUNGEMENT

How to File a Motion for Expungement that Requires a Payment to the Court

□ File the Motion for Expungement in the Clerk's office of the court where your case was heard. Be sure you have attached your background check, DA certification, and the minutes from you case to your completed Motion for Expungement. In Criminal District Court, you will pay the Clerk \$550 in room 104 and the Clerk will stamp your Motion "Paid." If you are in Municipal or Traffic Court, the Clerk will accept your payment in the same room that you file your expungement, Room 107.

□ In Criminal District Court, you must take your motion that has been stamped "Paid" along with your background check upstairs to Room 210 of the Criminal Court. If you have an extra copy of your motion, the Clerk will stamp your copy of the motion with a time and date and return your copy to you. The Clerk will keep the original for the record.

□ You must wait approximately sixty (60) days from the date that you file. If you do not get a response for your motion, take your copy of the motion to court and request an update on your expungement.

EXPUNGEMENT GRANTED!

Congratulations! You successfully represented yourself in court proceedings! Here are a few tips as you continue to move beyond the bars.

Get a Certified Copy

Once the court has granted your expungement, ask for a certified copy. The Judge may direct you to the Clerk's Office to get it or tell you that a Deputy will deliver it to the address listed on your motion. When you receive it, be sure it is certified with an embossed stamp by the Clerk. It will be the best way for you to prove you had the arrest or conviction expunged while you wat for certification of the expungement from the State Police.

\square Be sure you get a Certificate of Compliance from the Louisiana State Police

After your expungement is granted, the Clerk will send you a copy of the order to the local law enforcement, the local District Attorney, the Parish Sheriff, and the Louisiana State Police. That is how the court directs each agency to seal your record from public view. After the State Police does what the judge has ordered them to do, they will sent you a letter. The letter is a "Certificate of Compliance." It verifies that your record has been sealed.

Understanding Louisiana's Fair Chance Hiring Act

Louisiana is an "at will" employment state. This means that a person can be fired or not hired for many reasons or no reason at all, but it is important to apply for jobs you are interested in and qualified for because you will never know until you try, AND employers make mistakes and you must protect your rights! For job seekers with criminal records, you should know that a criminal record = an arrest or citation/ticket, with or without conviction. Even if you have never been in a courtroom, or your case was dismissed, an employer may be able to see that record unless it is expunged. You have protections about when and how an employer can use your record for employment. These laws will give you a more FAIR CHANCE at being hired. What is a background check? A background check will almost always include your criminal history, but can sometimes include your credit or financial information as well. All of this is publicly available information that companies buy and sell. As of 2019, 94% of employers use background checks during the hiring process! Since 2021, Louisiana law (R.S. 23:291.2) does not allow an employer to deny a person a job based only on an arrest record.



What you should do when applying for jobs with a criminal record

- 1. Fill out the application and know your rights
 - For private jobs you only need to "check the box" on applications if you have been convicted of a crime and it has not been expunged. Employers are not allowed to consider "arrest only" records at all. If your entire record has been expunged, state law says you do NOT have to check the box that you have a criminal record because employers should never see this information.
 - For government jobs some cities/parishes, and the State of Louisiana have "banned the box" on job applications. This means they cannot ask you about your record until you are being offered a job. If you have a conviction, they may still legally deny you employment based on how serious the charge was, how long ago you were convicted, and the type of job you are applying for now.
 - It will be important throughout the hiring process to make a written record of everything that happens - when, where, what and who. WRITE EVERYTHING DOWN! Communicate with employers in writing (email or text) whenever possible. Make a document where you write down the dates and times of every phone call and in-person conversation and what was discussed.
- 2. Be prepared for the employer to run a background check
 - Employers must get your written permission before getting a background check.
 - Ask for a copy of the background check in writing the law
 - requires the employer to give you a copy. Review your background check carefully to be sure that all the information on it is complete and accurate.
 - If you were arrested but not convicted, or you pleaded to a less serious charge than you were arrested for, the background check should clearly show this.
- 3. Be prepared to answer questions about your record
 - Employers must consider the connection between your conviction and the job you are seeking:
 - What your conviction was for (e.g., felony vs. misdemeanor or "non-violent" vs. "violent")
 - How long it's been since your conviction (e.g., 1 year vs. 7 years)
 - What job responsibilities you will have if you are hired (if you have a theft conviction are you trying to work at a bank and handle money?)
 - REMEMBER: employers cannot deny you employment because of an arrest that did not result in a conviction

- 4. Be prepared to explain why YOU are the BEST person for the job
 - Does your application or resume list all your qualifications and experiences? What are your skills, experiences, schooling, or certifications that would help in this job?
 - Are you a different person now than you were then? How have you grown?
- 5. What if an employer denies you a job?
 - In most cases employers will not tell you why you didn't get the job, just that you didn't get it. That's allowed by law, BUT if you think it was because of your record you are allowed to:
 - Ask for your background check in writing. If there is incorrect information on your background check, you should let the employer know and ask for a chance to provide them with the correct information (such as an order of expungement, a minute entry showing that your charges were dismissed, or that you were convicted of a lesser charge). Employers are NOT required to accept such information or reconsider your application though.
 - If your background check had wrong information on it, YOU must dispute it with the company that provided the background check to the employer. Every background check company should have a process for disputing incorrect information. Get this information fixed before you apply to a different job!
 - If an employer tells you you didn't get the job because of your background, ASK FOR THE REASONS IN WRITING. You want to check that they followed the correct process and didn't violate the law.



Have you been fired, denied a promotion or denied employment because of your criminal record? JAC may be able to help! Call 504-273-1091.

FREQUENTLY ASKED QUESTIONS

?

What if a background check still has expunged charges on it?

This should NOT happen. Once a record is expunged you are NOT required to tell any public or private employers about it. You may still have to answer questions to law enforcement, government agencies, or state licensing boards - but those questions will tell you when to disclose expunged information. If your expunged information is on a background check you should immediately dispute the information with the company and send proof of your expungement to have it removed as soon as possible.

What if there are errors on my background check?

Errors are more common than most people think! Companies can mismatch your information with someone else, or report incomplete and inaccurate information (like not reporting the outcome of a case), or say that a charge is a felony when it was a misdemeanor. These mistakes happen because companies are buying A LOT of bulk data and are not careful to check full names, dates of birth, or other personal information before putting criminal records into a person's report.

What are my rights when it comes to a background check?

You have rights and protections under the Fair Credit Reporting Act (FCRA) against companies that buy and sell your background check information.

- You must give written permission to run your background check - this is usually a box or notice in an application that a background check will be run and you will initial or sign your name acknowledging that may happen
- You must be given a copy of your rights under FCRA. Did you get paperwork when you applied for the job? That paperwork probably has this information in it, so keep it and read it carefully in case you have background check issues.
- If you are denied a job because of your background check, the company/employer must provide you with notice of the name of the company that provided the information and your rights to "dispute" or challenge the results.

Correcting Information on Louisiana Computerized Criminal History Reports

What is a Computerized Criminal History Report?

A person's Computerized Criminal History Report, also known as an LACCH report, rap sheet, jacket or background check, is a document produced by the Louisiana State Police ("LSP") containing information about the person's arrests and convictions that courts and local law enforcement agencies provided to LSP. Criminal History Reports are organized by date of arrest and should list all the charges for which the person was arrested, the disposition of each charge (e.g., refused, dismissed, convicted) and the sentence for each conviction. However, they often contain only partial information about arrests and convictions, and may omit traffic violations, summons and other law enforcement interactions where the person was not fingerprinted.

Who can view my Criminal History Report?

You have a right to review your own Criminal History Report after paying a fee to LSP. Employers, local housing authorities and professional licensing boards can also request a copy of the report for any person who gives them permission to do so as part of an application for employment, public housing or a professional license. If a charge has been expunged, the Criminal History Report that most employers will receive should NOT contain any information about that charge. The Criminal History Report that LSP provides to the individual themselves, as well as to other law enforcement entities, government agencies, licensing boards, and certain types of employers (e.g., schools, daycares, casinos, private security companies, etc.) DOES contain information about expunged charges but should show that those charges have been expunged. The report should also list every request that LSP has received for a copy of the report from private companies, licensing boards and the person themselves.



Common Reasons for Inaccurate or Incomplete Information on Criminal History Reports

Failure to show that a charge was refused or dismissed

Failure to record a conviction, making it seem like a closed case is still open Duplicate charges appearing in the "Miscellaneous Dispositions" section Reporting charges for a different person (due to identity theft or administrative error)

Failure to remove charges that have been expunged

How to Obtain a Copy of Your Criminal History Report

The fastest way to obtain a copy of your Criminal History Report is to go to LSP headquarters in Baton Rouge. Bring a government-issued photo ID (e.g., state driver's license or ID card, U.S. Passport or military ID) and fill out a "Right to Review" authorization form. LSP will fingerprint you (\$10) and run your Criminal History Report (\$26). You can pay by credit card or by separate \$10 and \$26 money orders, cashier checks or business checks.

You or your authorized representative can also request a copy of your

Criminal History Report by mail, but you will first need to go a local sheriff's office and request to be fingerprinted for this purpose. The cost for fingerprinting varies by office. You must request two separate fingerprint cards and send them to BCII along with the "Right to Review Authorization Form" and the "Right to Review Disclosure Form" (as well as the "Right to Review Attorney or Authorized Representative Form" if applicable). Each of these forms is available at http://www.lsp.org/technical.html.



How to Correct Information on Your Criminal History Report

If your Criminal History Report fails to show that your charges were refused or dismissed, suggests that a closed case is still open, or lists duplicate charges:

- 1. Contact the clerk of court where the case was filed (or the district attorney's office if no case was filed after arrest) and request certified copies of the following information:
 - a. Date of arrest
 - b. Charges at time of arrest
 - c. Disposition (e.g., refused, dismissed, amended, pled guilty, etc.)
 - d. Sentence received for any charges of which you were convicted
- 2. If the basic information on the certified copies (date of arrest, arrest number, charges at time of arrest) matches the information on your Criminal History Report, LSP will update their records with the disposition of the case, combine duplicate charges, etc. If the information DOES match, ask the clerk to fax or email the certified copies to LSP. If the clerk refuses, bring your certified copies and Criminal History Report to LSP in Baton Rouge or mail them to BCII with a letter explaining what needs to be corrected.
- 3. If the information does NOT match, you will also need to obtain certified arrest records from the law enforcement agency that arrested you and ask them to fax or email those documents to LSP as well.

If your Criminal History Report lists expunged charges without noting

they are expunged:

1. If you received a "Certificate of Compliance" from LSP, call BCII and

let them know that the charges listed on the certificate are still appearing on your Criminal History Report. 2. If you did NOT receive a "Certificate of Compliance" from LSP, contact the clerk of court where your expungement was granted and ask them to fax or email the order to LSP. You can also bring a certified copy of the order to LSP in Baton Rouge or mail it to BCII.



How to Correct Information on Your Criminal History Report

If your Criminal History Report contains charges for a different person:

- 1. Contact the sheriff's office for the parish where the person was arrested and tell them that you are the victim of an identity theft or administrative error that is causing another person's charges to appear on your Criminal History Report.
- 2. Provide the sheriff's office with all the information you have about the arrest so they can locate the fingerprints of the arrested person in their records.

3. If the sheriff's office does not have records of the fingerprints taken at the time of arrest, and the arrest resulted in a conviction, contact the clerk of court and ask if they have a record of the fingerprints taken at the time of conviction.

- 4. Once you have located the fingerprints that were taken at the time of arrest/conviction, make an appointment with the sheriff's office to be fingerprinted yourself.
- 5. Ask the sheriff's office to compare the two sets of fingerprints. If they do not match, ask them to mail both sets of fingerprints to LSP along with a letter explaining that they have confirmed through fingerprint analysis that you are not the person who was arrested/ convicted. The sheriff's office can also fax or email these documents to LSP.

Follow up with LSP two weeks after submitting a correction request to

make sure BCII received your request and find out how long it will take them to correct the information.

Louisiana State Police, Bureau of Criminal Identification & Information

Physical address:	7919 Independence Boulevard in Baton Rouge (7:30-3:30, Mon-Fri)
Mailing address:	P.O. Box 66614 - Box A-6, Baton Rouge, LA 70896
Phone:	225-925-4110 or 225-925-7010

If you have taken the steps outlined in this brochure and are unable to

resolve the inaccuracy, please contact the Justice & Accountability Center at 504-273-1091.



Correcting Information on Your Consumer Report

What is a consumer report?

A consumer report, sometimes called a credit report, is information that consumer reporting agencies ("CRAs") collect about a person's credit worthiness (e.g., debts and bankruptcies), character and reputation (e.g., arrests and convictions), and other personal information. CRAs sell this information to potential employers, landlords, creditors and others.

Why should I care about the information on my consumer report?

Incorrect or outdated information about unpaid debts can make it more difficult to get a job, rent an apartment or obtain a loan. Incarceration makes a person vulnerable to identity theft, which may cause fraudulent debts to appear on your consumer report. Charges that have been expunged from your criminal record may improperly remain on your consumer report, creating additional barriers to housing and employment.

Reasons for Inaccurate or Outdated Information on Consumer Reports

- Identity theft
- Two people with similar names (known as a "mixed file")
- Failure to remove debts that were discharged in bankruptcy
- Failure to remove old debts (after 7 years have passed)
- Failure to remove old bankruptcy filings (after 10 years)
- Failure to remove old arrests (after 7 years)
- Failure to remove convictions that have been expunged



Your Rights Under the Fair Credit Reporting Act (FCRA)

A federal law known as FCRA requires CRAs to take reasonable steps to ensure the accuracy of the information contained in the reports they produce. After receiving a dispute from a consumer, CRAs have 30 days to:

- 1. consider the evidence that the consumer provided
- 2. conduct a reasonable investigation of the consumer's claims, and
- 3. correct the inaccurate or outdated information.

Additional Protections for Victims of Identity Theft

Under FCRA, when you inform a CRA that you have been the victim of an identity theft, the CRA must place a "Fraud Alert" on your consumer report. The purpose of this alert is to prevent others from fraudulently obtaining loans in your name. The Fraud Alert must remain on your consumer report for at least a year. CRAs must also issue a "Fraud Block" within four days after you dispute a transaction on the basis of fraud, if you provide proof of your identity as well as an identity theft report that was filed with law enforcement or the Federal Trade Commission (go to identitytheft. gov to file a report with the FTC). The purpose of this block is to prevent employers, landlords, creditors, etc. from accessing this information, so that the disputed information will not be held against you.

Additional Protections for Victims of Human Trafficking

Victims of human trafficking are often forced to open bank accounts or credit cards for the use of their traffickers, or their traffickers may simply steal their identities. FCRA protects victims of human trafficking, including those who have been forced to engage in sex work, factory work, agriculture, construction, housecleaning and other industries, by requiring CRAs to remove adverse information from consumer reports that are the result of human trafficking. Each CRA should have information on their website explaining how to file a dispute on this basis. You will likely be asked to provide documentation that you are a victim of human trafficking, including one or more of the following:

- A determination by a government agency or authorized nongovernment entity that you were a victim of human trafficking;
- Court documents (orders, transcripts, etc.), showing that the court
 considered you a victim of human trafficking;
- Your own statement attesting that you were a victim of human trafficking, certified by a government agency or authorized nongovernment entity.

The Consumer Report Dispute Process

How to Obtain a Copy of Your Consumer Reports

If you go to annualcreditreport.com, you can order a free consumer report from three CRAs (Equifax, TransUnion, and Experian) that focus on consumer debt. In order to access your reports online, you will need to answer a number of security questions to verify your identity, including information about old addresses, debts and payments. Each CRA asks different security questions, so if you are unable to access one report, try to access one of the others or request your free reports by mail as instructed on the website.

Some CRAs produce consumer reports that focus on areas of specialty other than consumer debt, such as employment history, insurance claims, bank account usage, criminal history, etc. If you have been denied a job or a promotion or have been fired or demoted due to something that appeared on a consumer report, Louisiana law requires the employer to give you a copy of that report if you request it in writing. If you have been denied housing, credit, a bank account, insurance, etc. due to something on your consumer report, you should also ask the landlord, creditor, bank or insurance company for a copy of that report.

How to Dispute Incorrect or Outdated Information

Reputable CRAs will have information on their websites that explain how to dispute information that appears on the consumer reports that they produce. Many will allow you to do so online. If you send a letter, be sure to use certified mail. Your dispute should:

- Be in writing;
- Be dated;
- Clearly explain the inaccuracy you want corrected;
- Include evidence to support your claim (e.g., a police report indicating identity theft or human trafficking, a court order expunging the criminal charge, an order of bankruptcy discharging the reported debts, etc.);
- Include proof of your identity (e.g., a copy of your Driver's License or ID Card);
- Include your contact information.

Keep a copy of everything you mail or submit online and follow up with the CRA after 30 days to find out whether your report has been corrected.

Consequences for Failure to Comply with FCRA

If a CRA fails to correct inaccurate information after you provide them with evidence of the inaccuracy or fails to institute a Fraud Alert or Fraud Block when required to do so, and that failure results in economic harm to you (e.g., you are denied employment, housing or a loan due to the incorrect information, additional fraudulent loans are obtained in your name, etc.), you may have a good case for bringing a lawsuit against that CRA.

If you follow the dispute process that the CRA has established and provide evidence that the information you are disputing is outdated or inaccurate or that you are a victim of fraud or human trafficking, and the CRA fails to correct your consumer report or institute the relevant Fraud Alert/Block, please contact the Justice & Accountability Center at 504-273-1091.





News Article & Mugshot Removal Process

An expungement in Louisiana requires certain court and law enforcement records to be sealed from public view. The law does NOT require news media like newspapers or online news sources to remove your information. In the digital age, we know nothing can truly be deleted, but many newspapers and online websites have recognized how easy it is for anyone to access this information with a simple name search - and it doesn't require paying the background check fees to companies or agencies.

Through the "Reviewing the Record" project, community members can request the removal of certain online stories and articles about criminal records from NOLA.com, the advocate.com and affiliated newspapers. To be eligible, the article you want removed must:

- 1. Be for a non-violent crime
- 2. Be completely closed and resolved in the court system
- 3. Not involve the death of another person

The person requesting the removal cannot be a "public figure" and you must also have completed any jail or prison sentence imposed by the court.

The record does NOT need to be expunged, but you can use that as one of the reasons to advocate for its removal. To request the removal of the record you must complete their online form: https://www.cognitoforms.com/TheTimesPicayune/ RequestForArticleRemoval



This form requires you to give your name, email address, and telephone number and to submit every link to every story you want removed. You can also choose to submit documents that explain or support your request - like court paperwork or your expungement packet - or provide an explanation of why the story should be removed. We STRONGLY encourage everyone to provide supporting reasons for removing the article.

Currently, there is no limit to the number of articles the person may request removed, and nola.com will reach out when they have made a decision on your request. If they choose not to remove the article, they may update the article to note a resolution or other information favorable to the person.

When requesting removal of an article about your criminal record, keep a copy of your request and the date you submitted it, as well as any additional correspondence between you and NOLA.com. If you have submitted an article removal request, and your request was denied or ignored, please contact the Justice & Accountability Center at 504-273-1091.



Voting Rights

YOU CAN VOTE!

People are eligible who are:

18 years old, U.S. citizens, and residents in Louisiana.

People convicted of a felony must be either:

- 1. No longer serving a sentence, or
- 2. On Probation, or
- 3. On parole for over 5 years.

The only people who are barred are either in prison, or actively on parole for less than 5 years.

To register:

You must register in the parish you call home.

If you were never registered, you can get registered just like anyone else.
 Visit this link to get started:

www.sos.la.gov/ElectionsAndVoting/Pages/OnlineVoterRegistration.aspx

- If you were previously registered, and spent time in prison, you will need a Voter Eligibility Certificate from any local Probation and Parole office. Bring that form to your local parish Registrar's office. You can register online, and bring in the Certificate, or you can fill out a registration form at the same time you bring in the Certificate.
- If you were sentenced to a probation sentence, it does not impact your current voter registration (if you are a registered voter), and you will not need any extra paperwork to get registered.
- You can also register at the Office of Motor Vehicles if you need to stop in for your driving or ID tasks.

Moving Forward

The New Orleans Reentry Task Force represents an active community of organizations and individuals ready to support our community members returning home from incarceration in the immediate days and weeks after release and throughout the rest of their lives. We encourage each and every person impacted by the criminal legal system to ask for help when you need it and know that you are not alone in the challenges you face. We believe that every person has inherent value and plays an integral part in our success as a community. Welcome home, we are glad you are here, and we are ready and waiting to help you succeed.



Have edits to the guide or want to be included in future iterations? Email Adrienne Tobler at adrienne.tobler@nola.gov