

**EXPUNGEMENT AND SEALING OF JUVENILE RECORDS**  
**LA.CH.C. Art. 901 and 903 INFORMATION SHEET**

**WHAT IS EXPUNGEMENT?**

Under Louisiana law it is possible to have most juvenile records expunged and sealed. If your record is expunged and sealed, no record of ever having been involved with the juvenile court system will exist. This includes records and reports from arresting agencies, such as sheriff's offices, and other departments. If a particular charge is expunged and sealed, you do not have to disclose it, such as on job applications, and you won't be guilty of perjury if you deny it under oath.

**WHAT KIND OF CASES/CHARGES/ARRESTS CAN BE EXPUNGED?**

A juvenile charge is expungable AT ANY TIME if it did not result in adjudication. Adjudication is when the judge makes a decision that a juvenile committed an act they are charged with, or when the judge accepts a plea - or admission- from a juvenile that they committed an act.

There are also some charges that are expungable at any time even if there was an adjudication, and those are charges concerning the following Louisiana Laws: L.A. R.S. 14:82, 14:83.3, 14:83.4, 14:89, 14:89.2.

A juvenile charge is expungable ONCE THE CASE IS CLOSED OR DISMISSED for charges that led to a finding of Families in Need of Services, or an adjudication for any charge *other than* murder, manslaughter, an offense requiring registration as a sex offender, kidnapping, or armed robbery. ALSO the juvenile must be free of any pending indictments or bills of information in adult court, adult court felony convictions, or adult court misdemeanor criminal convictions involving a firearm for an expungement to be granted.

Finally, if the juvenile does have an adjudication for murder, manslaughter, a sex offense requiring registration as an offender, kidnapping, or armed robbery, they may still be able to expunge and seal their record if AT LEAST FIVE YEARS HAVE PASSED since their last juvenile case was closed or dismissed, and they have no pending indictments or bills of information in adult court, adult court felony convictions, or adult court misdemeanor criminal convictions involving a firearm.

**HOW DO I GET MY RECORD EXPUNGED?**

You can begin the process by filling out and filing the attached form: Motion for Expungement and Sealing. After it is filed, notice is sent to different agencies or departments that are related to the charge in order to determine if they have any objection to the expungement.

The person moving for expungement is responsible for obtaining all necessary information. NO COURT PERSONNEL WILL OBTAIN THE INFORMATION FOR YOU.

This form must be completed and accurately filled out by the applicant before filing with the Clerk of Court. A copy of the motion must be served on any agency which may have copies of the records and reports.

This form must be either typed or clearly printed. If the motion to expunge includes several different charges, one motion may be filed; HOWEVER, A SEPARATE PAGE 3 MUST BE COMPLETED FOR EACH CHARGE LISTED.

The Louisiana Center for Children's Rights can help you fill out your papers. Contact them at (504) 658-6860; 1100-B Milton St., New Orleans, LA 70122 Monday-Friday, 9:00a.m. - 5:00p.m.

**WHAT HAPPENS AFTER I FILE?**

For some charges, you may receive an order granting the expungement without ever having to go to a court hearing. If a party objects to the expungement, a hearing will be held in order for the judge to determine whether or not an expungement may be granted. If an expungement is granted, notice is sent to all the departments and agencies involved, ordering them to expunge their records concerning that charge and/or arrest.



Orleans Parish Juvenile Court  
1100-B Milton St.  
New Orleans, Louisiana 70122

IN THE INTEREST OF: \_\_\_\_\_

CASE NO. \_\_\_\_\_

RE: \_\_\_\_\_

**LOUISIANA CHILDREN'S CODE ARTICLE 925**  
**MOTION FOR EXPUNGEMENT AND SEALING**

NOW INTO COURT COMES \_\_\_\_\_, in proper person  
or through undersigned counsel, and herein moves this Honorable Court:

- (1) To order the expungement and sealing of all records and reports, including but not limited to the record of arrest and order of disposition concerning the below-described conduct or condition, and directing all officials, agencies, institutions, boards, and systems, including their employees, agents, consultants, and special committees, to expunge and seal any record, in any form, concerning the arrest of Mover, and any other photographic, fingerprint, DNA, or any other information of any and all kinds or descriptions; and
- (2) To direct each agency and law enforcement office having any such records, including but not limited to the above named entities, to file a sworn affidavit with the clerk of court to the effect that such records have been expunged and sealed and that no notation or reference has been retained in any central depository which could or might lead to the inference that the expunged and sealed record was ever on file with that agency or law enforcement office, except as otherwise specifically provided by law.

I.

Full Name of Mover:

\_\_\_\_\_

SEX (circle one): Male      Female      Social      Security      Number:

\_\_\_\_\_

Race/Ethnicity: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: Street: \_\_\_\_\_ Apt. #: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

*NOTE: A separate page shall be completed for EACH of the charges for which expungement and sealing is sought. Failure to provide ALL of the requested information may result in dismissal of the motion for insufficiency.*

II.

Offense Report #: \_\_\_\_\_ Offense charged:

\_\_\_\_\_

Date of Arrest: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Arresting Agency: \_\_\_\_\_

City/ Parish of Arrest: \_\_\_\_\_

III.

Action taken: (Check appropriate action and insert date)

\_\_\_\_\_ Charges not filed

\_\_\_\_\_ Charges refused on \_\_\_\_/\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_ Informal Adjustment Agreement completed on \_\_\_\_/\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_ Adjudicated on \_\_\_\_/\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_ Dismissed on \_\_\_\_/\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_ Continued without date on \_\_\_\_/\_\_\_\_/\_\_\_\_\_

IV.

Court Docket and Complaint #: \_\_\_\_\_, # \_\_\_\_\_

V.

Authority for motion (Check one only)

\_\_\_\_\_ This matter did not result in adjudication.

\_\_\_\_\_ This matter resulted in a Families in Need of Services or delinquency adjudication.

AND the court which had exercised juvenile jurisdiction has ceased to exercise such in accordance with Children's Code Article 313.

AND:

\_\_\_\_\_ the adjudication was **NOT** for murder, manslaughter, an offense requiring registration as a sex offender under R.S. 15:542, kidnapping, or armed robbery.

\_\_\_\_\_ OR the adjudication was for murder, manslaughter, an offense requiring registration as a sex offender under R.S. 15:542, kidnapping, or armed robbery but at least five years has passed since the most recent judgment against the Mover

AND Mover has no adult felony conviction and no adult conviction for a misdemeanor against a person involving a firearm.

AND Mover has no pending indictment or bill of information against him.

VI.

Mover is indigent and unable to afford the costs and fees on the following grounds (check all that apply):

\_\_\_\_\_ Mover is a child under the age of 18, presumed indigent by Ch. C. art. 320(a)

\_\_\_\_\_ The Mover receives public assistance in the form of food stamps, Temporary Assistance to Needy Families, Medicaid, Disability Insurance, or other public assistance, resides in public housing, or earns less than two hundred percent (200%) of the Federal Poverty Guideline.

\_\_\_\_\_ The Mover is otherwise unable to afford the costs and fees which may be associated with expungement and sealing.

\_\_\_\_\_ Monthly Income

\_\_\_\_\_ Monthly expenses

**WHEREFORE**, Mover prays that after due proceedings are had, there be an order herein in favor of Mover, ordering the clerk of court and all other agencies, offices or organizations to expunge and seal their records or reports concerning the conduct or condition of Mover as a child as more fully described herein.

**WHEREFORE**, Mover further prays that this Court declare Mover indigent and order a waiver of costs and fees associated with expungement and sealing.

Respectfully Submitted,

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
AGENCY

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
PHONE NUMBER



**Orleans Parish Juvenile Court  
1100-B Milton St.  
New Orleans, Louisiana 70122**

IN THE INTEREST OF: \_\_\_\_\_

CASE NO. \_\_\_\_\_

RE: \_\_\_\_\_

**ORDER**

CONSIDERING the above and foregoing Motion for Expungement:

IT IS ORDERED that a contradictory hearing be and is hereby set for the \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ in Section \_\_\_\_\_.

New Orleans, Louisiana this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
JUDGE

*Note: Please add any additional necessary agencies below.*

**PLEASE SERVE**

**Superintendent Michael S. Harrison  
New Orleans Police Department  
715 S. Broad Street  
New Orleans, LA 70119**

**LA Bureau of Identification and  
Information  
Attn: Expungements  
7919 Independence Blvd  
Baton Rouge, LA 70806**

**Juvenile Division  
New Orleans Police Department  
ATTN: Administrator  
1100-B Milton St.  
New Orleans, LA 70122**

**Ella Peterson  
Department of Corrections  
504 Mayflower Street  
Baton Rouge, LA 70802**

**Orleans Parish District Attorney  
Juvenile District Attorney  
1100-B Milton St.  
New Orleans, LA 70122**

**Clerk of Court  
Orleans Parish Juvenile Court  
1100-B Milton St.  
New Orleans, LA 70122**



Orleans Parish Juvenile Court  
1100-B Milton St.  
New Orleans, Louisiana 70122

IN THE INTEREST OF: \_\_\_\_\_

CASE NO. \_\_\_\_\_

RE: \_\_\_\_\_

**ORDER OF EXPUNGEMENT**

**CONSIDERING** the Motion for Expungement and Sealing and the evidence adduced as to the following described matter, and as to the following described conduct or conditions:

<u>Item #s</u>	<u>Offense(s) charged</u>	<u>Date of Arrest(s)</u>	<u>Arresting Agencies</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**IT IS ORDERED** that the Clerk of Court expunge and seal all records and reports, in any medium, including but not limited to pleadings, exhibits, reports, minute entries, correspondence, and all other documents. The Court may maintain a confidential record of the fact of an adjudication, which may be released only upon written motion of a court exercising criminal jurisdiction over the Mover herein and then only for purposes authorized by the Code of Criminal Procedure.

**IT IS FURTHER ORDERED** that all officials, agencies, institutions, boards, systems, and law enforcement officers and their employees, agents, and consultants expunge and seal all records and reports, in any form, concerning the above-described matter, and any other photographic, fingerprint, DNA, or any other information of any and all kinds and descriptions. The custodian of records and reports of the agency or office may maintain a copy of this order. However, the custodian shall not disclose to anyone the fact that an order is maintained or that the expunged and sealed records or reports previously existed except upon written order of the Court.

**IT IS FURTHER ORDERED** that each agency and law enforcement office herein served and having any records or reports of the conduct or condition file a sworn affidavit with the clerk of court to the effect that the records and reports have been expunged and sealed and that no notation or references have been retained in any central depository which could or might lead to the inference that any report or record was on file with the agency or law enforcement office served, which affidavit shall be filed with the clerk of court within \_\_\_\_\_ days after service of this order.

Signed at New Orleans, Louisiana this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

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JUDGE

*Note: Please add any additional necessary agencies below.*

**PLEASE SERVE**

**Clerk of Court  
Orleans Parish Juvenile Court  
1100-B Milton St.  
New Orleans, LA 70122**

**Superintendent Michael S. Harrison  
New Orleans Police Department  
715 S. Broad Street  
New Orleans, LA 70119**

**LA Bureau of Identification and  
Information  
Attn: Expungements  
7919 Independence Blvd  
Baton Rouge, LA 70806**

**Juvenile Division  
New Orleans Police Department  
ATTN: Administrator  
1100-B Milton St.  
New Orleans, LA 70122**

**Ella Peterson  
Department of Corrections  
504 Mayflower Street  
Baton Rouge, LA 70802**

**Orleans Parish District Attorney  
Juvenile District Attorney  
1100-B Milton St.  
New Orleans, LA 70122**



Orleans Parish Juvenile Court  
1100-B Milton St.  
New Orleans, Louisiana 70122

**LOUISIANA CHILDREN'S CODE ARTICLE 925**  
**AFFIDAVIT OF RESPONSE**

Pursuant to Children's Code Article 919, the Respondent agency or office,  
\_\_\_\_\_, acknowledges the following:

\_\_\_\_\_ No Opposition. Respondent has no opposition to the motion and respectfully consents to waiver of the contradictory hearing.

\_\_\_\_\_ Opposition to the Motion of Expungement and Sealing with Reasons. Respondent respectfully requests a contradictory hearing.

As grounds for its objection, the Respondent asserts as follows:

\_\_\_\_\_ The court is still exercising jurisdiction.

\_\_\_\_\_ The adjudicated offense was for murder, manslaughter, an offense requiring registration as a sex offender under R.S. 15:542, kidnapping, or armed robbery and therefore a hearing is required by law.

\_\_\_\_\_ The adjudication was for a felony offense, and the applicant has an adult felony conviction.

\_\_\_\_\_ The adjudication was for a felony offense, and the applicant has an adult conviction for a misdemeanor against a person involving a firearm.

\_\_\_\_\_ The adjudication was for a felony offense, and the applicant has a pending indictment or bill of information filed against him.

Respectfully submitted,

\_\_\_\_\_  
Name of Respondent/Signature of Attorney

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Phone

*Note: Please add any additional necessary agencies below.*

**PLEASE SERVE**

**PETITIONER (Juvenile)**

**Superintendent Michael S. Harrison  
New Orleans Police Department  
715 S. Broad Street  
New Orleans, LA 70119**

**LA Bureau of Identification and  
Information  
Attn: Expungements  
7919 Independence Blvd  
Baton Rouge, LA 70806**

**Juvenile Division  
New Orleans Police Department  
ATTN: Administrator  
1100-B Milton St.  
New Orleans, LA 70122**

**Ella Peterson  
Department of Corrections  
504 Mayflower Street  
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**Orleans Parish District Attorney  
Juvenile District Attorney  
1100-B Milton St.  
New Orleans, LA 70122**

**Clerk of Court  
Orleans Parish Juvenile Court  
1100-B Milton St.  
New Orleans, LA 70122**

**Orleans Parish Juvenile Court  
1100-B Milton St.  
New Orleans, Louisiana 70122**

**Assistant District Attorney for Section**\_\_\_\_\_

**Date Received:**\_\_\_\_\_

**Delivered By:**\_\_\_\_\_

**Received by:**\_\_\_\_\_



**Orleans Parish Juvenile Court  
1100-B Milton St.  
New Orleans, Louisiana 70122**

**EXPUNGEMENT CHECKLIST**

€ PICTURE ID

€ EXPUNGEMENT APPLICATION COMPLETED

€ \$250.00 MONEY ORDER FOR THE BUREAU OF CRIMINAL INVESTIGATIONS

OR

€ COMPLETED AND NOTARIZED IN FORMA PAUPERIS PACKET OR REQUEST FOR PAUPERIS STATUS (PLEASE NOTE THAT FILLING OUT THE FORMA PAUPERIS APPLICATION DOES NOT GUARANTEE FILING FEE WILL BE WAIVED).

*Please use this page to identify additional agencies which are to be served*

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Name of Agency

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Attn:

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City/State/Zip

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