



Greg Vaccaro

LaSalle County Circuit Clerk

707 Etna Road Ottawa, IL 61350

815-434-8271 ~ www.lasallecounty.com

Expungement Information

To get started, go to the State Appellate Defenders website: www.illinois.gov/osad or call them at 866-787-1776.

PRINT OFF THE INSTRUCTIONS GUIDE AND READ COMPLETELY BEFORE YOU BEGIN.

After reading the Instruction Guide in full and filling out the appropriate forms as instructed in the Instruction Guide, you are ready to file your petition.

To file your petition, the following items should be mailed or brought to the LaSalle County Circuit Clerk's office at 707 Etna Road, Ottawa, IL 61350.

- 1) A check or money order in the amount of \$120.00 made payable to LASALLE COUNTY CIRCUIT CLERK
- 2) One (1) Original and five (5) copies of the "Petition to Expunge/Seal"
- 3) One (1) Original and five (5) copies of the "Notice of Hearing" - the date on the "Notice of Hearing" must be at least 60 days after the date the petition is filed
- 4) Self-addressed, stamped envelopes for the following agencies:
 - a. Arresting Agency – two (2) envelopes required
 - b. Illinois State Police – two (2) envelopes required
Bureau of Identification
260 N. Chicago Street
Joliet, IL 60432-4075
 - c. Chief Legal Officer (City Attorney) of the unit of local government where arrest was made – two (2) envelopes required

You (or your attorney) are required to be in court on the date set in the "Notice of Hearing". On this day, you are required to have one (1) Original of the "Order to Expunge/Seal", with the first page completely filled out. If there is no objection to the Petition, we will forward \$60.00 of the original filing fee and a copy of the Order to the Illinois State Police. We will also mail all other required copies.