



Orleans Parish Juvenile Court
421 Loyola Avenue
New Orleans, Louisiana 70112
504-658-9563 Office
504-658-9570 Fax

EXPUNGEMENT CHECKLIST

- PICTURE ID
- EXPUNGEMENT APPLICATION COMPLETED
- \$125.00 MONEY ORDER FOR THE BUREAU OF CRIMINAL INVESTIGATIONS
- \$300.00 CASH OR MONEY ORDER FOR FILING FEE

OR

- IF FILING IN FORMA PAUPERIS, THE FORMA PAUPERIS PACKET NEEDS TO BE COMPLETED AND NOTARIZED.
- **IF YOU'RE FILING IN FORMA PAUPERIS YOU STILL NEED TO PAY THE \$125.00 FEE FOR THE CRIMINAL BUREAU OF INVESTIGATIONS.**

PLEASE NOTE THAT FILLING OUT THE FORMA PAUPERIS APPLICATION DOES NOT GUARANTEE FILING FEE WILL BE WAIVED.



Orleans Parish Juvenile Court
421 Loyola Avenue
New Orleans, Louisiana 70112

IN THE INTEREST OF: JUVENILE'S NAME

CASE NO. LEAVE BLANK

RE: CASE NUMBER IF KNOWN

MOTION FOR EXPUNGEMENT

Pursuant to Chapter 18 of Title VIII of the Louisiana Children's Code, Article 917 et. Seq., defendant JUVENILE'S NAME, moves this Honorable Court for an order expunging the record of {his/her} arrest in the Parish of Orleans in Case No. CASE NUMBER IF KNOWN of Orleans Parish Juvenile Court.

JUVENILE'S NAME is a {male/female} whose date of birth is DATE OF BIRTH and social security number is SOCIAL SECURITY NUMBER. The date of arrest was DATE OF ARREST charging said defendant with: LIST CHARGES HERE

Respectfully Submitted,

YOUR NAME
PRINT NAME

SIGNATURE
SIGNATURE

STREET NUMBER AND NAME
ADDRESS

CITY, STATE, AND ZIP CODE
CITY, STATE, ZIP CODE

PHONE NUMBER
PHONE NUMBER



Orleans Parish Juvenile Court
421 Loyola Avenue
New Orleans, Louisiana 70112

IN THE INTEREST OF: _____

CASE NO. _____

RE: _____

MOTION FOR EXPUNGEMENT

Pursuant to Chapter 18 of Title VIII of the Louisiana Children's Code, Article 917 et. Seq., defendant _____, moves this Honorable Court for an order expunging the record of {his/her} arrest in the Parish of Orleans in Case No. _____ of Orleans Parish Juvenile Court.

_____ is a {male/female} whose date of birth is _____ and social security number is _____.

The date of arrest was _____ charging said defendant with:

Respectfully Submitted,

PRINT NAME

SIGNATURE

ADDRESS

CITY, STATE, ZIP CODE

PHONE NUMBER

Revised 3/17/11



**Orleans Parish Juvenile Court
421 Loyola Avenue
New Orleans, Louisiana 70112**

IN THE INTEREST OF: _____

CASE NO. _____

RE: _____

MOTION FOR EXPUNGEMENT ORDER

Considering the foregoing:

IT IS ORDERED that the District Attorney appear and show cause on the _____ day of _____, 20____, at _____m in Section _____ why the record of arrest _____ should not be expunged. The Clerk of Court of Orleans Parish Juvenile Court is directed to send certified copies of the motion and order to:

**Superintendent Ronal Serpas
New Orleans Police Department
715 S. Broad Street
New Orleans, LA 70119**

**Juvenile Division
New Orleans Police Department
715 S. Broad Street
New Orleans, LA 70119**

**Orleans Parish District Attorney
Juvenile District Attorney
421 Loyola Ave
New Orleans, LA 70112**

**LA Bureau of Criminal Identification
Expungements
P.O. Box 66614
Baton Rouge, LA 70896**

**Martha Morgan
Department of Corrections
504 Mayflower Street
Baton Rouge, LA 70802**

Signed this _____ day of _____, 20____.

JUDGE



Orleans Parish Juvenile Court
421 Loyola Avenue
New Orleans, Louisiana 70112

Assistant District Attorney for Section _____

Date Received: _____

Delivered By: _____

Received by: _____



Orleans Parish Juvenile Court
421 Loyola Avenue
New Orleans, Louisiana 70112

IN THE INTEREST OF: _____

CASE NO. _____

RE: _____

ORDER

It is ordered pursuant to Chapter 18 of Title VIII of the Louisiana Children's Code, Article 917 et. Seq., which the arrest and prosecution records of _____ born _____ in connection with the arrest of charges _____ dated _____

be expunged by the appropriate officials including but not limited to the following:

Clerk of Court
Orleans Parish Juvenile Court

Superintendent Ronal Serpas
New Orleans Police Department

Juvenile Division
New Orleans Police Department

Orleans Parish District Attorney

LA Bureau of Criminal Identification

Martha Morgan
Department of Corrections

These agencies and law enforcement officers will expunge and destroy the record of the arrest, photographs, fingerprints or any other information of any kind of description relating to the defendant, whether on microfilm, computer card or tape, or any other photograph, electronic or method of storing data. Further, such agencies, and law enforcement officers listed above shall file a sworn affidavit to the effect that such records have been destroyed and that no notations or references including the foregoing motion and this order have been retained in any of their files or central depository which will or might lead to the inference that any record ever was on file with any agency or law enforcement office, in particular the above named entities provided. However, the original of the affidavit called for herein shall be kept in this Court and a copy of such affidavit shall be retained by the agency, entity or law enforcement office making same, all in accordance with the Louisiana Children's Code, Article 917 et. Seq., as amended.



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Such agencies and law enforcement officers shall file said affidavit on or
before the _____ day of _____, 20____, with the Clerk of
Juvenile Court, Parish of Orleans, State of Louisiana.

Signed this _____ day of _____, 20_____.

JUDGE

Please Serve:

Superintendent Ronal Serpas
New Orleans Police Department
715 S. Broad Street
New Orleans, LA 70119

New Orleans Police Department
715 S. Broad Street
New Orleans, LA 70119

Orleans Parish District Attorney
Juvenile District Attorney
421 Loyola Ave
New Orleans, LA 70112

LA Bureau of Criminal Identification
Expungements
P.O. Box 66614
Baton Rouge, LA 70896
Juvenile Division

Martha Morgan
Department of Corrections
504 Mayflower Street
Baton Rouge, LA 70802



Orleans Parish Juvenile Court
421 Loyola Avenue
New Orleans, Louisiana 70112

Assistant District Attorney for Section _____

Date Received: _____

Delivered By: _____

Received by: _____