

Instructions for Expungement of Conviction or Diversion

Caution: Use of forms without the assistance of an attorney could harm your legal rights. You may want to have an attorney review your completed forms before you file them with the court. These are basic forms and may not cover every situation.

1. Complete the Motion for Expungement. Where your name is required, insert your full legal name. All sections must be filled out.
2. Sign the Motion for Expungement and have your signature notarized.
3. File the original motion with the Arkansas City Municipal Court and include the expungement fee in the form of a check or money order. The fee for filing an expungement is **\$75.00 per case.**
4. If you were charged with more than one offense on the case you are seeking expungement, you must include all the offenses on the Petition.
5. If you have multiple cases you are seeking expungement, complete an additional Motion for Expungement for each case.
6. The court clerk can provide you with your case information, i.e. offenses charged, date of offense, disposition/conviction, and termination of case. They cannot assist you in filling out forms.
7. Incomplete forms or forms with incorrect information will be returned.

**IN THE MUNICIPAL COURT OF ARKANSAS CITY
COWLEY COUNTY KANSAS**

CITY OF ARKANSAS CITY

vs

Docket No. _____

_____,

Petitioner (Defendant)

PETITION FOR EXPUNGEMENT OF CONVICTION OR DIVERSION

I respectfully request of the Court an order of expungement of my conviction and related arrest records **OR** diversion record and related arrest records. In support thereof, I state the following:

1. My full name is _____;
2. My full name at the time of my arrest or conviction, if different from #1 was:
_____.
3. I am a _____ [sex] with a date of birth of _____,
and Social Security Number of _____;
4. I was charged with the crime(s) of _____
in the Municipal Court of Arkansas City, Cowley County, Kansas, occurring on
_____;
5. I was convicted of _____ on _____;

OR

I was granted a diversion for the crime of _____
on _____;

6. The convicting court or diverting authority was the Municipal Court of Arkansas
City;

7. The date of final discharge was _____;
8. I have not been convicted of a felony in the past two years and no proceeding involving any such crime is presently pending or being instituted against me.

THEREFORE, I respectfully request that the Court set this matter for hearing and upon hearing, enter an Order of Expungement.

Petitioner (Defendant)

STATE OF KANSAS,

COUNTY OF COWLEY, ss:

This instrument was acknowledged before me on _____, 20__
by _____.

Notary Public
My appointment expires:_____