

## INSTRUCTIONS FOR MOTION TO EXPUNGE

If you have a misdemeanor offense on your criminal record and wish to file for a Motion to Expunge, please review the following instructions:

- You may do so by completing a [Motion to Expunge](#) and returning it to the Clerk's Office to receive a court date, or you may file your motion in person at the District Court Clerk's Office.
- When filing your Motion to Expunge, please note that there are two (2) pages to this motion. Both pages need to be returned to the District Court Clerk's Office in the county where the case is heard.
- You must file the motion at the county in which your case was heard. In some cases, your file may be stored at the Judicial Records Center.
- If your case was prior to 1990, you must provide a copy of the court disposition with your motion. Those documents are available at the Judicial Records Center. The telephone number, address, and directions to the Judicial Records Center are found on this website.
- Please note that the Clerk's Office is prohibited from assisting the public in filling out legal documents and from giving legal advice.
- If you need assistance filing your motion, please contact your own attorney or the Office of the Public Defender.
- Pursuant to G.L. 1956 § 12-1.3-3, a fee of \$100 may be applicable to your case.
  - This fee is not a filing fee and is only applied if your motion was granted by a judge and your case resulted in a conviction.
  - The judge's order may not be entered or sealed from the court database and you will receive no copies until this fee is paid in full.
  - If your case resulted in a dismissal or a one-year filing, no fees will be applied to your Motion to Expunge.