

APPLICATIONS TO SET ASIDE CONVICTION

Steps in the process:

- 1) File a Request for a Certified copy of the dispositional paperwork in your case(s). This may be a Judgment of Sentence, a Discharge from Probation, or a copy of the Register of Actions. The cost for a certified copy is \$10 each, plus \$1 per page.
- 2) Complete the Application. **CAREFUL** ~ be sure you are using the appropriate Application; there are different forms for marijuana convictions, as well as convictions if you were a victim of human trafficking!
- 3) File your Application with the Court. **DO NOT** make copies or send copies of the Application to anyone. The Application must be filed with the Court first; we will make the necessary copies and contact you when the Application is ready for distribution.
- 4) Get your fingerprints taken. We fingerprint people on the 2nd floor; the cost is \$25. Or you may be fingerprinted at the jail. Bring your fingerprint card with you when you come to pick up your Application.
- 5) Once we have set a hearing date (approx. 6 mo. out) for your case, and have made the necessary copies, we will contact you to visit our office. At that visit, we will review the final steps of the process with you and walk you through the distribution process.
- 6) Once you have distributed all the copies to the appropriate parties, file the **PROOF OF SERVICE** copy with our office.
- 7) Appear at your hearing.

Any questions, please contact our office at (517) 788-4260.