

GINA M. NOE
MARSHALL COUNTY CIRCUIT CLERK
MARSHALL COUNTY COURTHOUSE
122 N. PRAIRIE, PO BOX 328
LACON, IL 61540-0328
(309) 246-6435- OFFICE
(309) 246-2167- FAX
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EXPUNGEMENT INFORMATION FOR MARSHALL COUNTY, ILLINOIS

TO GET STARTED, GO TO THE STATE APPELLATE DEFENDERS WEBSITE: WWW.ILLINOIS.GOV/OSAD OR CALL THEM AT (866) 787-1776 TO CHECK FOR ELIGIBILITY FOR EXPUNGEMENT/SEALING OF YOUR CASE.

PRINT OFF INSTRUCTION GUIDE AND READ CAREFULLY BEFORE YOU BEGIN.

AFTER READING THE INSTRUCTION GUIDE IN FULL AND FILLING OUT THE APPROPRIATE FORMS AS INSTRUCTED IN THE GUIDE, YOU ARE READY TO FILE YOUR PETITION.

TO FILE YOUR PETITION, THE FOLLOWING ITEMS SHOULD BE MAILED OR BROUGHT TO THE MARSHALL COUNTY CIRCUIT CLERK'S OFFICE AT 122 N. PRAIRIE, PO BOX 328, LACON, IL 61540.

- 1) A CHECK, MONEY ORDER OR CASH IN THE AMOUNT OF \$60.00 MADE PAYABLE TO: MARSHALL COUNTY CIRCUIT CLERK.
- 2) A CHECK OR MONEY ORDER IN THE AMOUNT OF \$60.00 MADE PAYABLE TO: ILLINOIS STATE POLICE.

THESE PAYMENTS SHOULD ACCOMPANY YOUR PETITION AND NOTICE AT TIME OF FILING.

- 3) ONE (1) ORIGINAL AND FIVE (5) COPIES OF THE "PETITION TO EXPUNGE/SEAL".
ALL EXPUNGEMENT FORMS CAN BE FOUND AT WWW.ILLINOIS.GOV/OSAD OR WWW.ILLINOISLEGALAID.ORG.
- 4) ONE (1) ORIGINAL AND FIVE (5) COPIES OF THE "NOTICE OF HEARING"- THE DATE ON THE "NOTICE OF HEARING" MUST BE AT LEAST 65 DAYS AFTER THE DATE OF THE PETITION FILING.
- 5) INCLUDE ADDRESSED ENVELOPES, CERTIFIED MAILING FEES & POSTAGE TO THE FOLLOWING AGENCIES:
 - A. ARRESTING AGENCY- TWO (2) ENVELOPES REQUIRED.
 - B. ILLINOIS STATE POLICE- TWO (2) ENVELOPES REQUIRED.
ILLINOIS STATE POLICE
BUREAU OF IDENTIFICATION
260 N. CHICAGO STREET
JOLIET, IL 60432-4075
 - C. CHIEF LEGAL OFFICER (EX. STATE'S ATTORNEY OR 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 ON (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 THE ALREADY PROVIDED \$60.00 CHECK MADE PAYABLE TO THE ILLINOIS STATE POLICE AND A COPY OF THE ORDER TO THE ILLINOIS STATE POLICE. WE WILL ALSO MAIL ALL OTHER REQUIRED COPIES.

IF YOU HAVE ANY QUESTIONS, PLEASE DIRECT THEM TO THE APPELLATE DEFENDER'S OFFICE AT (866) 787-1776. BY LAW THE CIRCUIT CLERK'S OFFICE CANNOT PROVIDE ANY LEGAL ADVICE.