

Expungement Petition Mapping

The OTN and charges sections are the only hard requirements for the petition. If any of the other fields are unavailable, the generator should add Unknown or Unk instead of leaving the field blank.

Section	Format	Source	Notes
1. Attorney's Information			
1a. Organization	Alpha	User account	
1b. Name	Alpha	User account	
1c. ID Number	Numeric	User account	
1d. Address	Alphanumeric	User account	
1e. Non-profit declaration	Alpha	Default	Should be the same in all petitions.
2. Petitioner's Information			
2a. Name as it appears in court case	Alpha	Docket	Must match what is listed in the court case title exactly
2b. Name	Alpha	Manual entry	Possible to combine with above?
2c. Address	Alphanumeric	Manual entry	
2d. Aliases	Alpha	Docket	
2e. Date of Birth	MM/DD/YYYY	Manual entry	
2f. Social Security Number	###-##-####	Manual entry	
3. Case information			
3a. Docket Number	CP-##-CR-#####-YYYY MC-##-CR-#####-YYYY	Docket	There will frequently be multiple docket numbers per petition
3b. OTN	Alphanumeric	Docket	
3c. DC Number	Numeric	Docket	
3d. Arrest Date	MM/DD/YYYY	Docket	

3e. Arresting agency	Alpha	Docket	Not required but should be included when available
3f. Affiant's name	Alphanumeric	Docket	
3g. Judge's name	Alpha	Docket	Multiple judges' names will be listed in the docket but only one should be included in the petition. The judge who heard the
3h. Judge's address	Alphanumeric	Default	Address will be the same in all petitions.
3i. Fines/restitution owed	\$###.##	Docket	
3j. Fines/restitution paid	\$###.##	Docket	
3k. Reason for expungement	Alpha	Default based on disposition	Text will be the same in each petition based on the disposition of case.
3l. Agencies receiving copies	Alphanumeric	Default	Text will be the same in each petition
3m. Affiant's Address	Alphanumeric	Default	
<p style="text-align: center;">4. Charges</p> <p style="text-align: center;">NOTE: not all charges from the docket should be brought into the petition. Only charges with the following dispositions should be added: Accelerated Rehabilitative Disposition (ARD), Withdrawn, Dismissal, Nolle Prossed, and/or Not Guilty. Each charge should only appear once.</p>			
4a. Code section	## § ####	Docket	
4b. Statute description	Alpha	Docket	
4c. Grade	Alphanumeric	Docket	
4d. Disposition Date	MM/DD/YYYY	Docket	
4e. Disposition	Alpha	Docket	Only include dispositions listed above. Ignore dispositions of Guilty, Guilty Plea, or Nolo Contendere.

Default Text

1e. Non-profit declaration:

PLSE is a non-profit legal services organization that provides free legal assistance to low-income individuals. I, attorney for the petitioner, certify that petitioner meets the financial eligibility standards for representation by PLSE and that I am providing free legal service to petitioner.

3h. Judge's address:

Criminal Justice Center, 1301 Filbert Street, Philadelphia, PA 19107

3k. Reason for expungement

As a result of these arrests and subsequent photographing and fingerprinting, Petitioner has been caused to suffer embarrassment and irreparable harm and loss of job opportunities. Expungement is proper under 18 Pa.C.S. 9122 as the charges to be expunged were [DISPOSITIONS].

3l. Agencies Receiving Copies:

1. The Clerk of Courts of Philadelphia County, Criminal Division
2. The Philadelphia County District Attorney's Office
3. The Pennsylvania State Police, Central Records
4. A.O.P.C. Expungement Unit
5. Philadelphia Police Dept
6. Philadelphia County Department of Adult Probation and Parole

3m. Affiant's address:

Philadelphia Police Dept, Philadelphia County, PA