**FAIR SCREENING ACTION PLAN**

This action plan lists the issues you found with your screening report, and some tips on addressing those issues. If you have any questions about this action plan or Fair Screening, email [info@fairscreening.com](mailto:info@fairscreening.com).

**What are the issues in my report?**

{%p if report\_errors == True %}

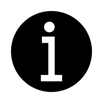
**Mistakes** in your report:

{%p for index in range (0, mistakes\_records.target\_number) %}

\* {{ mistakes\_records[index].nameofmistake }}

{%p endfor %}

Mistakes may be records that belong to you, with the wrong information. Or, mistakes may be records that belong to someone else with the same or similar name.



{%p endif %}

{%p if too\_old\_records == True %}

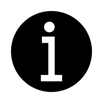
**Outdated records** in your report:

{%p for index in range (0, outdated\_records.target\_number) %}

\* {{ outdated\_records[index].nameofoutdated }}, {{ outdated\_records[index].dateofoutdated }}

{%p endfor %}

Outdated records may be evictions, criminal convictions, or bankruptcies that are too old to be included in your report.



{%p endif %}

{%p if report\_accurate\_sealed == True %}

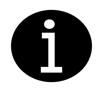
**Already sealed records** in your report:

{%p for index in range (0, sealed\_records.target\_number) %}

\* {{ sealed\_records[index].nameofsealed }}, {{ sealed\_records[index].dateofsealed }}

{%p endfor %}

If a record has already been sealed, a court has hidden the record from public viewing.



{%p endif %}

{%p if eviction\_to\_seal == True %}

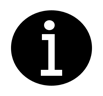
**Evictions to seal** in your report:

{%p for index in range (0, eviction\_records.target\_number) %}

\* {{ eviction\_records[index].nameofeviction }}, {{ eviction\_records[index].dateofeviction }}

{%p endfor %}

Once an eviction is sealed, the eviction will be hidden from public viewing.



{%p endif %}

{%p if records\_to\_expunge == True %}

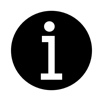
**Criminal charges or convictions to expunge** in your report:

{%p for index in range (0, criminal\_records\_expunge.target\_number) %}

\* {{ criminal\_records\_expunge[index].name\_of\_record }}, {{ criminal\_records\_expunge[index].date\_of\_record }}

{%p endfor %}

Once a criminal charge or conviction is expunged, the record should be destroyed.



{%p endif %}

{%p if criminal\_records\_to\_seal == True %}

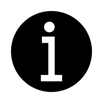
**Criminal convictions to seal** in your report:

{%p for index in range (0, criminal\_records\_seal.target\_number) %}

\* {{ criminal\_records\_seal[index].nameofcharge }}, {{ criminal\_records\_seal[index].dateofcharge }}

{%p endfor %}

Once a criminal conviction is sealed, the conviction will be hidden from public viewing.



{%p endif %}

**What can I do about these issues?**

{%p if report\_errors == True or too\_old\_records == True or report\_accurate\_sealed == True %}

* For **mistakes**, **outdated** **records**, and **records** **already** **sealed**, call the screening company to discuss each issue. When you talk to the screening company, use these notes of the problems you found to guide the conversation. The screening company may ask you to send them more paperwork about any issues.

{%p endif %}

{%p if records\_to\_expunge or criminal\_records\_to\_seal == True %}

* For **criminal records to expunge or seal**, ask the court to expunge or seal your record(s). The simplest way to do this is through the [Illinois Legal Aid Online Criminal Record Expungement/Sealing Program](https://www.illinoislegalaid.org/legal-information/criminal-record-expungement-or-sealing).
* Once the court has **expunged** or **sealed** your record(s), contact the screening company to tell them. The screening company may ask you to send them more paperwork about the records.

{%p endif %}

{%p if eviction\_to\_seal == True %}

* For **evictions to seal**, ask the court to seal your eviction record. The simplest way to do this is through the [Illinois Legal Aid Online Motion Program](https://www.illinoislegalaid.org/legal-information/motion).
* Once the court has **sealed** your eviction(s), contact the screening company to tell them. The screening company may ask you to send them more paperwork about the records.

{%p endif %}

* When the screening company has the paperwork they need about your issues, contact the screening company again. Ask them to update their records. Also ask them how long it will take for your report to be updated.
* When the report has been updated, use Fair Screening to [request another copy of your report](http://test.fairscreening.com). This way, you can make sure that your report has been updated correctly.