Expungement Clinic Checklist

Client name: **Client DOB:**
Advocate name:

Task	Yes	No	Notes/to-do
Review Client Documents: Look over record for eligibility, potential surcharges.			
Client Meeting (CM)—Introduction: Greet client, review and sign retainer agreement.			
CM—Review Charges: Verify record information, discuss eligibility including outstanding court fees. If necessary, complete record request form.			
CM—Draft Petitions**:** Ensure Notices of Appearance and Motions are completed and signed.			
CM—Filing Fees: If eligible, ensure IFP Fee Waiver is signed and notarized. If not, please note how much client can pay, priority cases, and whether client will file on own or get $ to VLA.			
Check-out: Accompany client to check-out desk and ensure all paperwork is properly completed.			
Follow-up: If any follow-up is needed, ensure client has proper contact information and/or an appointment scheduled			