

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF _____

Case No: _____

Plaintiff

v.

**MOTION TO SET ASIDE
and DECLARATION IN SUPPORT**
No filing fee

Defendant

DOB: _____

SID#: _____

Fingerprint number (FPN #) *if known*: _____

MOTION

I ask the court to set aside the:

☐ record of arrest with no charges filed

or

☐ record of arrest with charges filed and the associated: *(check all that apply)*

☐ conviction

☐ record of citation or charge that was dismissed/acquitted

☐ contempt of court finding

☐ finding of Guilty Except for Insanity (GEI)

STATEMENT OF POINTS AND AUTHORITIES

The court may set aside a conviction record or record of arrest, citation, charge, or finding of contempt as provided in ORS 137.225.

The court may set aside a judgment finding a person guilty except for insanity of an offense as provided in ORS 137.223.

DECLARATION IN SUPPORT

☐ I am not currently charged with a crime

☐ The arrest or citation I want to set aside is not for a charge of Driving Under the Influence of Intoxicants (DUII) that was dismissed because I completed a diversion program

~~~~~  
**CONVICTION OR FINDING OF CONTEMPT OR GEI**

Date of conviction, contempt finding, or judgment of GEI: \_\_\_\_\_

*or*

Date of release from prison or supervision by the Psychiatric Security Review Board (PSRB): \_\_\_\_\_

☐ ORS 137.225 does not prohibit a set-aside of this conviction (*see Instructions*)

I am eligible to have my conviction set aside because I was convicted or found GEI of a:  
(*check all that apply*)

Eligibility Date

- ☐ Felony – Class B *and*  
☐ 7 years have passed since the later of the conviction/judgment or release date *and*  
☐ I have not been convicted of any other offense or found guilty except for insanity in the past 7 years
- ☐ Felony – Class C *and*  
☐ 5 years have passed since the later of the conviction/judgment or release date *and*  
☐ I have not been convicted of any other offense or found guilty except for insanity in the past 5 years
- ☐ Misdemeanor – Class A *and*  
☐ 3 years have passed since the later of the conviction/judgment or release date *and*  
☐ I have not been convicted of any other offense or found guilty except for insanity in the past 3 years
- ☐ Misdemeanor – Class B or C *and*  
☐ 1 year has passed since the later of the conviction/finding/judgment or release date *and*  
☐ I have not been convicted of any other offense or found guilty except for insanity in the past year
- ☐ Violation or Contempt of Court *and*  
☐ 1 year has passed since the later of the conviction/finding/judgment or release date *and*  
☐ I have not been convicted of any other offense or found guilty except for insanity in the past year

Sentence (including sanctions for contempt)

- ☐ I have fully completed, complied with, or performed all terms of the sentence of the court
- ☐ I was sentenced to probation in this case ***and:***  
☐ My probation WAS NOT revoked  
*Or*  
☐ My probation WAS revoked *and* 3 years have passed since the date of revocation

~~~~~

RECORD OF ARREST, CITATION, OR CHARGE

Date of arrest: _____
If no arrest date, date of citation, booking, or incident: _____

Arresting Agency: _____

Charges (*list the charges you were arrested or cited for*): _____

I am eligible to have the record of arrest, citation, or charge set aside because:

☐ no accusatory instrument was filed and at least **60 days** have passed since the prosecuting attorney indicated that prosecution / contempt would not be pursued

or

☐ an accusatory instrument was filed and I was acquitted or the case was dismissed

Fingerprints

➤ I ☐ **have sent** ☐ **will send** a copy of my fingerprints to the Department of State Police

I hereby declare that the above statements are true to the best of my knowledge and belief. I understand they are made for use as evidence in court and I am subject to penalty for perjury.

Date

Signature

Name (typed or printed)

Address

City/State/Zip

Phone Number

Certificate of Mailing

I certify that on *(date)*: _____ I ☐ delivered or ☐ placed in the United States mail a true and complete copy of this *Motion to Set Aside and Declaration in Support* to the District Attorney at *(address)*: _____

Date

Signature

Name (typed or printed)

1
2
3 IN THE CIRCUIT COURT FOR THE STATE OF OREGON
4 FOR THE COUNTY OF _____

5 STATE OF OREGON,

6 Plaintiff,

7 vs.

8 _____,
9 Defendant.

)
)
)
)
)
)
)

No. _____

ORDER SETTING ASIDE CONVICTION
AND RECORDS OF ARREST

10
11 THIS MATTER having come before the Court upon the Motion of the defendant for an
12 Order Setting Aside the Conviction and Records of Arrest, pursuant to ORS 137.225, and the
13 Court having reviewed the records and file herein, and now being fully advised, the Court finds
14 as follows:

15 1.) That the defendant was arrested and convicted as follows:

16 Original Arrest Date: _____

17 Original Arrest Charge: _____

18 Arresting Agency: _____

19 Date of Conviction: _____

20 Conviction Charge: _____

21 2.) That positive identification of the defendant has been established as follows:

22 FBI Identification Number: _____

23 Oregon State Identification Number: _____

24 Arresting Agency Number: _____

25 3.) That the circumstances and behavior of the defendant since the date of conviction
26 are found to warrant setting aside records of that conviction and arrest;

1 4.) That the defendant has fully complied with and performed all provisions of the
2 sentence herein.

3 IT IS HEREBY ORDERED, ADJUDGED AND DECREED that the defendant's
4 conviction and arrest herein should be and the same is set aside, pursuant to

5 ORS 137.225, and hereafter the defendant, for all purposes of the law, shall be deemed
6 not to have been previously convicted or arrested.

7 IT IS FURTHER ORDERED that the Clerk of the Court shall forward a certified copy of
8 this Order to all law enforcement agencies mentioned in the Court's file, including the following:

- 9 a) Federal Bureau of Investigation,
10 b) Oregon State Police,
11 c) Oregon State corrections Division,
12 d) Arresting Agency.

13 IT IS FURTHER ORDERED that thereafter the record of conviction and arrest shall be
14 sealed together with all other official records in this case, including investigation reports of the
15 involved law enforcement agencies concerning the criminal episode.