



COMMONWEALTH OF KENTUCKY
OFFICE OF CIRCUIT COURT CLERK

WARREN COUNTY JUSTICE CENTER
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Pat Howell Goad
CIRCUIT COURT CLERK

WARREN CIRCUIT COURT
WARREN DISTRICT COURT

To Whom It May Concern:

RE: District Expungement Procedure

Please review and file the following documents:

- You need to file a petition/motion (AOC-496.2, For Misdemeanor or Violation Conviction (Guilty Plea) or AOC-497.2, For Acquittal or Dismissal With Prejudice) for **EACH** case you wish to expunge.
 - If there is a guilty and dismissed charge on one case, then only file the AOC-496.2, For Misdemeanor or Violation Conviction.
 - Ensure you sign the petition in front of a notary or clerk.
- Please use current Expungement order(s), AOC-496 or AOC-497.
 - If there is a guilty and dismissed charge on one case, file both orders relating to the charges.
- A current AOC criminal history (w/in last 60 days) must be attached to the petition
 - See AOC-RU-004 or go online to: www.courts.ky.gov; "Court Information Helpful Links – Obtain a Criminal Records Report.
- A \$100.00 expungement fee is collected up front on each case with a conviction.
- On a guilty plea, the motion should not be filed any sooner than five (5) years after completion of sentence or five years after the end of probation, whichever is later.
- On a dismissed charge the motion should not be filed earlier than 60 days from the date of dismissal.
- A Clerk will assign a court date, if required, for a hearing.
 - It is up to you to determine if an appearance is required to argue your motion.
 - Enclose a self-addressed/self-stamped envelope to receive your notification of the expungement hearing.

If you do not understand how to file a self-help motion with the court, please seek legal assistance.