

**Cause Number:** \_\_\_\_\_  
(The Clerk's Office gives you the Cause Number when you file the Petition.)

**Ex Parte:** \_\_\_\_\_  
(Your initials. Example: M.K.S.)

In the \_\_\_\_\_  
Court Number

District Court  
Municipal Court  
Justice Court

(The Clerk's Office gives you the Court Number when you file the Petition.)

**An Adult** \_\_\_\_\_ County, Texas  
(County where arrest/charges occurred)

## Order Granting Expunction of Criminal Records

Today, the Court considered Petitioner's Petition for Expunction of Criminal Records. The Court finds that it has jurisdiction over this case. The Court further finds and orders as follows:

### 1. Information about Petitioner

The Court finds that Petitioner's information is as follows:

- a. Full Name: \_\_\_\_\_.
- b. Race: \_\_\_\_\_.
- c. Gender:      Male              Female              Other \_\_\_\_\_
- d. Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_.
- e. Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_  
    **or**      Petitioner does not have a driver's license number.
- f. State identification (SID) number is: \_\_\_\_\_ State: \_\_\_\_\_  
    **or**      Petitioner does not have a state identification (SID) number.
- g. Social Security Number: \_\_\_\_\_  
    **or**      Petitioner does not have a social security number.

## 2. Information about Respondents

The Court finds that the following Respondents have been properly served by the Clerk of this Court as required by law:

(Only give one physical and one email address per office or program that you need to notify. If you cannot find an email address, write "N/A" in the email blank.)

### State Databases of Criminal Records

Texas Department of Public Safety, Crime Records Service (MSC0234) For itself and for:

Federal Bureau of Investigation, Identification Section

National Crime Information Center

Texas Crime Information Center

Governor's Division of Emergency Management

State Operations Center/Preparedness Section

Texas Fusion Center

Any other entity that purchases Department of Public Safety records

Attn: Expunction of Records

P.O. Box 4143

Austin, TX 78765

Texas Department of Criminal Justice

Community Justice Assistance Division

Attn: Expunction of Records

209 W. 14th Street, Suite 400

Austin, TX 78701

### Any Law Enforcement Agency Involved in the Arrest

(List the name and address of the arresting agency or agencies involved in your arrest.)

Name of Agency: \_\_\_\_\_

Attn: Expunctions

Physical Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Attn: Expunctions

Physical Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Attn: Expunctions

Physical Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Attn: Expunctions

Physical Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Attn: Expunctions

Physical Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

(Check these boxes **only** if the TABC was involved in the arrest. Include the address for the TABC District Office where the arrest took place.)

Texas Alcoholic Beverage Commission

Headquarters Facility

5806 Mesa Drive

Austin, TX 78731

Texas Alcoholic Beverage

Commission District Office

location: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **Any Jail Where You Were Taken**

(List the name and address of all jail(s) to which you were taken, if any.)

Name of Jail: \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Jail: \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Jail: \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Jail: \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **Prosecutor's Office Handling My Case**

(List the name and address of the prosecutor's office(s) involved in prosecuting your case.)

Name of Office: \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Office: \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **Any Court that Handled the Case**

(List the name and address of all courts that handled your case.)

Name of Court: \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Court: \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Court: \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **Court Clerk's Office**

(List the name and address for all Court Clerk's Offices for every court you listed above.)

Court Clerk Name: \_\_\_\_\_

Court Clerk Title (e.g., District Court Clerk): \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Court Clerk Name: \_\_\_\_\_

Court Clerk Title (e.g., District Court Clerk): \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Court Clerk Name: \_\_\_\_\_

Court Clerk Title (e.g., District Court Clerk): \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **Magistrates**

(List the name and address for all Magistrates that handled your case, if any.)

Magistrate Name: \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Magistrate Name: \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **County Information and Technology Services Department**

(List the name and address for IT Services Department for the County where you were arrested.)

IT Department Name (e.g., Travis County IT Services): \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

### County Treasurer

(List the name and address for the Treasurer of the County where you were arrested. This is to remove records of any fines or court costs you may have paid.)

County Treasurer Name: \_\_\_\_\_

County: \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Jail Release

(If you were interviewed for a personal bond, or if you received a personal bond or a cash deposit bond.)

Pretrial Services

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Community Supervision and Corrections Department / Adult Probation

(If you successfully completed a pre-trial diversion program.)

Program Name (e.g., Pre-trial Diversion Program): \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Program Name (e.g., Pre-trial Diversion Program): \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Counseling and Education Services

Program Name: \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **State Licensing Agency**

(If you had to report the arrest to any state licensing agencies, list those agencies here.)

Agency Name: \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **Public Employer**

(If you have any public employers that have your arrest record, such as a school district, list those employees here. Do not list private employers.)

Employer Name: \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **Additional Agencies**

(List any additional agencies involved in your **arrest #1**.)

Agency Name: \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Attn: Expunctions

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

(Check **only** if applicable.)

The Court finds that the Respondents listed in the attached **Additional Respondents Exhibit** have been properly served by the Clerk of this Court as required by law and orders that the attached **Additional Respondents Exhibit** is fully incorporated into this Order.



### 3. Expunction of the following Arrest

The Court finds that Petitioner is entitled to expunction of the following arrest:

a. Petitioner's DPS tracking incident number for this arrest is: \_\_\_\_\_

**or** No TRN assigned.

b. Petitioner was arrested on \_\_\_\_/\_\_\_\_/\_\_\_\_.

c. Petitioner was arrested in: \_\_\_\_\_  
City (if applicable) County State

d. Petitioner was arrested by this law enforcement agency:

\_\_\_\_\_

e. Petitioner's address **at the time of this arrest** was:

\_\_\_\_\_  
Street Address City State Zip

The Court finds that **all** charges arising from this arrest are listed and have been **dismissed**:

**1st Offense Charged:** \_\_\_\_\_

a. Cause number: \_\_\_\_\_

b. Court: \_\_\_\_\_

c. Date offense allegedly occurred: \_\_\_\_/\_\_\_\_/\_\_\_\_.

d. Date this charge was dismissed: \_\_\_\_/\_\_\_\_/\_\_\_\_.

**2nd Offense Charged:** \_\_\_\_\_

a. Cause number: \_\_\_\_\_

b. Court: \_\_\_\_\_

c. Date offense allegedly occurred: \_\_\_\_/\_\_\_\_/\_\_\_\_.

d. Date this charge was dismissed: \_\_\_\_/\_\_\_\_/\_\_\_\_.

**3rd Offense Charged:** \_\_\_\_\_

a. Cause number: \_\_\_\_\_

b. Court: \_\_\_\_\_

c. Date offense allegedly occurred: \_\_\_\_/\_\_\_\_/\_\_\_\_.

d. Date this charge was dismissed: \_\_\_\_/\_\_\_\_/\_\_\_\_.

**4th Offense Charged:** \_\_\_\_\_

a. Cause number: \_\_\_\_\_

b. Court: \_\_\_\_\_.

c. Date offense allegedly occurred: \_\_\_\_/\_\_\_\_/\_\_\_\_.

d. Date this charge was dismissed: \_\_\_\_/\_\_\_\_/\_\_\_\_.

#### **4. Expunction of Additional Arrest or Arrests**

(Check **only** if applicable.)

The Court finds that Petitioner is entitled to expunction of the arrest or arrests listed in the attached: (Check all that apply.)

**Additional Arrest Exhibit A** which is fully incorporated into this Order.

(Check #1 **or** #2)

1. **Charges dismissed:** The Court finds that all charges arising from Additional Arrest Exhibit A are listed and have been dismissed.
2. **No charges filed:** The Court finds that no charges arising from Additional Arrest Exhibit A have been filed and the statute of limitation expired before Petitioner filed its Petition for Expunction of Criminal Records.

**Additional Arrest Exhibit B** which is fully incorporated into this Order.

(Check #1 **or** #2)

1. **Charges dismissed:** The Court finds that all charges arising from Additional Arrest Exhibit A are listed and have been dismissed.
2. **No charges filed:** The Court finds that no charges arising from Additional Arrest Exhibit A have been filed and the statute of limitation expired before Petitioner filed its Petition for Expunction of Criminal Records.

**Additional Arrest Exhibit C** which is fully incorporated into this Order.

(Check #1 **or** #2)

1. **Charges dismissed:** The Court finds that all charges arising from Additional Arrest Exhibit A are listed and have been dismissed.
2. **No charges filed:** The Court finds that no charges arising from Additional Arrest Exhibit A have been filed and the statute of limitation expired before Petitioner filed its Petition for Expunction of Criminal Records.

## 5. Orders

For purposes of this Order, the phrase “all records and files pertaining to the arrest” includes records and files that were generated by Respondents during this expunction proceeding, including the copies of the Petition and of this Order that are served on each Respondent.

It is therefore **ordered, adjudged, and decreed** that all records and files pertaining to the arrest or arrests listed in this Order be expunged. Related arrests of the same or similar charge, date, or arresting agency not specifically listed herein are excluded from this Order. However, records of such unexpunged arrests that would not have been generated except for the expunged arrest are ordered expunged.

Records and files pertaining to the expunged arrest shall be expunged by delivering them to the Clerk of this Court, in a sealed envelope, by hand-delivery or mail to:

**District Clerk of \_\_\_\_\_ County, Texas**

**Address:** \_\_\_\_\_

Each Respondent named above shall attach a certificate to the sealed envelope certifying that the enclosed records are all the records that the Respondent possesses that are subject to the Order. If returning records expunged by this Order to the Clerk is impractical, records pertaining to the arrest may be expunged by the Respondent by obliterating or destroying said records; and then by deleting from its public records all index references to the records and files that are subject to this Order. The Respondent shall then send a certificate to the Clerk certifying that the records have been obliterated or destroyed.

Videotapes and audiotapes shall be expunged by erasure.

Records that pertain both to this arrest and to other arrests that are not included in this Order, and which would have been generated even if the expunged arrest(s) had not been made shall be obliterated by covering with tape, liquid paper, or other opaque substance insofar as they pertain to arrests that are the subject of this Order.

The Texas Department of Public Safety shall forward this Order to any and all central federal depositories of criminal records and request that they return or destroy the records pertaining to the expunged arrest(s). The Texas Department of Public Safety shall also certify that it has requested any and all central federal depositories of criminal records to return all records and files subject to this Order.

It is further **ordered** that the Texas Department of Public Safety, by secure electronic mail, electronic transmission, or facsimile transmission, provide notice of this Order, together with an explanation of this Order and instruction to the entity to destroy all records and information subject to this Order, to the following:

1. The current list of all customers who have purchased the Computerized Criminal History Database, as maintained by the Texas Department of Public Safety, Crime Records Service.
2. All private entities who have purchased criminal history record information from the Department of Public Safety within the ten (10) years preceding the date of this Petition.
3. Any private entity which notifies the Department of Public Safety that it sells or has sold any compilation of criminal history record information to another similar entity, and any similar entity as having purchased such information from a private entity. Texas Govt. Code Sec 411.0851(b)(2).
4. All entities listed in the attached "Private Entity List."

All state agencies that sent information concerning the instant arrest to a central federal depository are **ordered** to request that the depository return all records and files subject to this Order.

The Clerk of this Court shall certify when the Order is final and shall mail certified copies of the certification to:

1. The District or County Attorney's Office.
2. The Petitioner.
3. All other Respondents, by certified mail, return receipt requested.

It is further **ordered** that the Clerk of the Court maintain any and all records returned pursuant to this Order in a manner not subject to public view and provide the entire expunction file to Petitioner upon request. If Petitioner does not request the file, the Clerk shall destroy all such records, including the records of this expunction proceeding, when one year has passed from the date of this Order.

Pursuant to the Code of Criminal Procedure Article 55A.401, the maintenance, release, dissemination or use of the records, for any purpose, expunged herein, is prohibited. Petitioner may deny the occurrence of the arrest referred to herein and the existence of this Order of Expunction, unless questioned under oath in a criminal proceeding, in which case the Petitioner may state only that the matter in question has been expunged.

Signed on \_\_\_\_\_

\_\_\_\_\_  
Judge Presiding

**Approved as to form and substance:**

\_\_\_\_\_  
Petitioner