



4. The following criminal justice agencies shall be served with certified copies of this Order:
  - a. Ms. Linda Bender, Director of Juvenile Justice and Technology, Juvenile Court Judges Commission, Horton Hall, 1871 Old Main Drive, Shippensburg, PA, 17257
  - b. Philadelphia Police Department, Expungement Unit-Room 108, Philadelphia, PA, 19106
  - c. Pennsylvania State Police Department Headquarters, Expungement Unit, 1800 Elmerton Avenue, Harrisburg, PA, 17110
  - d. David Price, Esquire, Expungement Unit, Administrative Office of Pennsylvania Courts, 5035 Ritter Road, Mechanicsburg, PA, 17055
  - e. Philadelphia District Attorney's Office, Juvenile Unit-7<sup>th</sup> Floor, 1401 Arch Street, Philadelphia, PA, 19102
  - f. Eric Smith, Director, Scanning Unit, 1501 Arch Street, 11th Floor, Philadelphia, PA 19102

The defendant's arrest record regarding these charges shall be expunged. Further, it is ORDERED that the arresting agency shall destroy all criminal records, fingerprints, photographic plates and photographs pertaining to the charge(s) specified above, which resulted from the arrest(s) of \_\_\_\_\_ . In addition, all criminal justice agencies upon which this order is served shall expunge and destroy the official and unofficial arrest and other criminal records, files and other documents pertaining to the captioned proceedings. Lastly, the Administrative Office of Pennsylvania Courts shall remove the arrest record from the CPCMS computer indexes.

**BY THE COURT:**

\_\_\_\_\_  
**J.**

**Commonwealth of Pennsylvania** : **IN THE COURT OF COMMON PLEAS OF**  
v. : **PHILADELPHIA COUNTY, PENNSYLVANIA**  
: **Family Division – Juvenile Branch**  
**Defendant Name** : **PP#:**  
: **OTN#:**  
: **D.C. #:**  
: **JUVENILE DOCKET#:**  
: **SID#:**

**PETITION TO EXPUNGE JUVENILE RECORD**

TO THE HONORABLE JUDGES OF SAID COURT:

Petitioner respectfully represents:

1. Petitioner lives at \_\_\_\_\_ and is \_\_\_\_\_ years old; date of birth is \_\_\_\_\_
2. Petitioner was arrested by the Philadelphia Police Department on, and charged with \_\_\_\_\_
3. On \_\_\_\_\_, the outcome of the case is \_\_\_\_\_
4. The affiant in this case was \_\_\_\_\_
5. As a result of this arrest and subsequent photographing and fingerprinting, petitioner has been caused to suffer loss of employment opportunities, embarrassment and irreparable harm.
6. The Commonwealth of Pennsylvania will not be harmed by granting this petition.

WHEREFORE, your petitioner prays that the Court direct the Commissioner of the Philadelphia Police Department and the Commissioner of the Pennsylvania State Police to expunge the fingerprints, photographs and records of arrest of petitioner from the files of their respective Police Departments and deliver the same to your petitioner or their attorney, or in lieu thereof, proof that said data has been destroyed and that they request that the Federal Bureau of Investigation return all records pertaining to the same arrest for destruction by the Philadelphia Police Department or by petitioner, and further, that the Administrative Office of Pennsylvania Courts (AOPC) in Mechanicsburg, Pennsylvania have the same records removed from computer indexes maintained by the AOPC.

I, the undersigned petitioner, aver that the facts set forth in this petition are true and correct to the best of my personal knowledge or information and belief, and are made subject to the penalties of unsworn falsification to authorities under 18 Pa.C.S § 4904.

RESPECTFULLY SUBMITTED,

\_\_\_\_\_  
Signature of Petitioner