

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA  
COURT OF COMMON PLEAS  
TRIAL DIVISION**

**Administrative Docket No. 04 of 2016**

*In re: Petitions for Expungement - Young Lawyers Division of the Philadelphia Bar Association*

**ORDER**

AND NOW, this 29th day of September, 2016, the Court having been informed that volunteer attorneys who are members of the Young Lawyers Division of the Philadelphia Bar Association, in partnership with Community Legal Services, the District Attorney's Office and the City of Philadelphia, will hold an "Expungement Clinic" in November, 2016 and will thereafter be filing petitions for expungement on behalf of eligible criminal defendants who meet the income guidelines for proceeding *in forma pauperis*, it is hereby ORDERED and DECREED that, at the request of the Young Lawyers Division of the Philadelphia Bar Association, the Office of Judicial Records is authorized to accept Petitions for Expungement filed by attorneys who identify themselves as participating in the Expungement Clinic by filing a Praecipe in connection with each petition substantially as follows:

**(Caption)**

**PRAECIPE TO PROCEED IN FORMA PAUPERIS**

To the Office of Judicial Records:

Kindly allow Petitioner, \_\_\_\_\_, to proceed in forma pauperis in connection with the attached Petition for Expungement.

I, \_\_\_\_\_, attorney for the Petitioner, certify that I believe the Petitioner is unable to pay the costs and that I am providing free legal service to the Petitioner as part of the Expungement Clinic sponsored by the Young Lawyers Division of the Philadelphia Bar Association.

This Administrative Order is issued in accordance with the April 11, 1986 order of the Supreme Court of Pennsylvania, Eastern District, No. 55 Judicial Administration, Docket No. 1. This Administrative Order shall be filed with the Office of Judicial Records (formerly the *Prothonotary, Clerk of Courts and Clerk of Quarter Sessions*) in a docket maintained for Administrative Orders issued by the First Judicial District of Pennsylvania. Two certified copies of this Administrative Order, as well as one copy of the Administrative Order shall be distributed to the Legislative Reference Bureau on a computer diskette for publication in the *Pennsylvania Bulletin*. Pursuant to Pa.R.J.A. 103(d)(6) one certified copy of this Administrative Order shall be filed with the Administrative Office of Pennsylvania Courts, shall be published on the website of the First Judicial District at <http://courts.phila.gov>, and, if required, shall be incorporated in the compiled set of local rules no later than 30 days following publication in the *Pennsylvania Bulletin*. Copies of the Administrative Order shall also be published in *The Legal Intelligencer* and will be submitted to *American Lawyer Media, Jenkins Memorial Law Library*, and the Law Library for the First Judicial District.

**BY THE COURT:**

/s/ Jacqueline F. Allen

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**HONORABLE JACQUELINE F. ALLEN**  
Administrative Judge, Trial Division  
Court of Common Pleas, Philadelphia County