

Instructions for Motion for Expungement of Misdemeanor / Felony

1. All case numbers, court divisions, defendant's proper name, statutes and/or laws violated and dates of offense are located in a defendant's criminal court record located at Clerk of Court's Office, 301 Main Street, Belle Chasse, LA.
2. A case number is also referred to as a Docket Number. The arresting agencies will most likely be Plaquemines Parish Sheriff's Office, Louisiana Department of Wildlife and Fisheries or Louisiana State Police.

The item number or "AO" number can be found on the top of defendant's arrest report. The ticket number is the 6-digit number located on the traffic citation or misdemeanor summons.
3. If an attorney represented a defendant, contact him or her and inquire as to the disposition of the case.
4. A defendant must answer whether or not there has been a felony conviction.
5. For number 5, a defendant can obtain a. & b. from Plaquemines Parish Sheriff's Office, c. & d. can be obtained from the Clerk of Court's Office and e. can be obtained from the District Attorney's Office.
6. A filing fee \$ _____ is payable to the Clerk of Court . A fee of \$250.00 is payable to the Bureau of Criminal Identification (BCI), which will be refundable if expungement is not granted.
7. If expungement is granted, a fee of \$50.00 will be payable to the Plaquemines Parish District Attorney's Office, and a fee of \$50.00 will be payable to Plaquemines Parish Sheriff's Office. The order of Expungement will not come into effect unless these fees are paid.
8. On pleading caption, leave the "No., Division, Filed & Deputy Clerk" lines blank. The clerk of court will fill those in.