

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF NAPA
1111 THIRD STREET
NAPA, CA 94559**

INSTRUCTIONS FOR PREPARING EXPUNGEMENTS

All paperwork must be typed or printed.

Filing fees for an expungement must be paid at the time of initial filing of the petition.

\$120.00 for cases that included probation.

\$ 60.00 for cases without probation.

The *Petition to Withdraw Plea or Set Aside Verdict of Guilty and Dismissal of Case* must be completed and the box checked indicating whether the case included probation or if the defendant was not placed on probation. If the defendant is requesting a felony charge be reduced to a misdemeanor, please check two separate boxes indicating the request. Any research needed to complete the form should be done prior to the time of filing.

The *Transmittal and Agency Review* form must have the defendant's name and case number. Leave the remainder of the form blank.

The *Order for Dismissal* must have the defendant's name and case number.

If the Request for Expungement is contested, a court hearing will be scheduled and the defendant will be notified. This entire process may take several months.

PLEASE BE ADVISED THAT PURSUANT TO PENAL CODE SECTION 1203.4 THIS ORDER DOES NOT RELIEVE THE DEFENDANT OF THE OBLIGATION TO DISCLOSE THE CONVICTION IN RESPONSE TO ANY DIRECT QUESTION CONTAINED IN ANY QUESTIONNAIRE OR APPLICATION FOR PUBLIC OFFICE OR FOR LICENSURE BY ANY STATE OR LOCAL AGENCY.

THIS PROCESS DOES NOT SEAL YOUR RECORD