

Expungement Checklist

- 1. Find out if you are eligible to have any criminal convictions expunged
 - a. You need an iChat to make an initial decision on eligibility
 - b. Have the iChat reviewed by an attorney if possible

- 2. Get the Certified Record of Conviction
 - a. For all convictions eligible to be expunged
 - b. Get them from the court where you were convicted
 - c. There will likely be a cost, generally \$10, plus \$1 for each additional page

- 3. Get an official set of fingerprints
 - a. Can usually be done at any local police station, sheriff, or state police post
 - b. There might be a charge for the fingerprints
 - c. You might need to schedule a time, so call ahead to get more information
 - d. You need one set for each application packet you are sending in. This means you can send in one packet to the State Police with all applications you are filing at one time, even if you have applications from more than one court
 - e. Make sure the fingerprint card is complete, that all boxes have been filled out

- 4. Complete the Application to Set Aside (Court form MC 227)
 - a. There is a separate form for misdemeanor marijuana convictions (MC 227a)
 - b. When you sign the form, your signature must be notarized

- 5. File the Application with the court
 - a. File the Application in the court where you were convicted
 - b. Get a hearing date if the court will schedule at the time of filing
 - c. The notice of hearing is on page 3 of the application, make sure that is completed on all copies before sending out
 - d. You will need to make copies of your application

- 6. Send copies of the Application to (along with):
 - a. Michigan State Police (Certified Record of Conviction, fingerprints, \$50 fee):
 - Michigan State Police, CJIC
 - P.O. Box 30266,
 - Lansing, Michigan 48909-7766



b. Attorney General
Department of the Michigan Attorney General
G. Mennen Williams Building,
525 W. Ottawa Street
P.O. Box 30212
Lansing, MI 48909

c. Prosecuting Official – You need to provide notice to the prosecuting official on your case, if you don't know who that is, it should be listed on the certified record of conviction

County Prosecutor:
Muskegon County Prosecutor
990 Terrace Street, 5th Floor
Muskegon, MI 49442

If it is not the County Prosecutor, it would be the City/Village Attorney, so it will depend on where you were convicted

d. Make sure to keep a copy for yourself

7. Wait for the response from the Michigan State Police/Attorney General

8. Schedule a hearing date if you don't already have one

9. Prepare to appear at the hearing

- a. Be ready to explain to the court how your life has changed since the conviction
- b. Bring documents such as letters of support, records of degrees, proof of employment, etc.
- c. You may have witnesses testify to the court on your behalf (optional)

10. If you are successful

- a. Get a copy of the order the judge signs setting aside your conviction
- b. Make sure the court clerk has a copy of the order as well
- c. Find out if the court clerk is sending copies to the State Police and Prosecutor
- d. Conviction should be removed from your record in 1-2 months

11. If your request is denied

- a. You can ask the court to reconsider its decision within 21 days
- b. You can also appeal the court's ruling