



Checklist: Applying for Expungements through the Michigan Courts

While Michigan’s “Automatic Expungement” system expunges some old criminal conviction records automatically, people seeking record expungements may still want or need to go through courts. This list helps people track the steps to take while applying for adult criminal records expungements. This is not a legal advice. It does not cover juvenile adjudications.

- 1. Identifying Michigan criminal conviction records**
 - a. Use an [ICHAT \(criminal record\)](#). Sometimes ICHATS are incomplete, so think about whether any convictions are missing.
 - b. If possible, get legal advice on what records will be expungeable through the courts. Or visit: <https://michiganlegalhelp.org/resources/crime-traffic-and-id/expunging-setting-aside-adult-criminal-convictions>

- 2. Get certified record(s) of conviction**
 - a. Get records from the court(s) where you were convicted
 - b. Note: there is often a fee of \$10 per request, plus \$1 for each additional page

- 3. Get an official set of fingerprints**
 - a. You can do this at most local police and sheriff stations, or state police posts
 - b. There might be a charge
 - c. You might need to schedule an appointment time
 - d. Make sure the fingerprint card is complete, and that all boxes are filled out

- 4. Complete the expungement application (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
 - c. Michigan court forms are at: <https://www.courts.michigan.gov/SCAO-forms/Michigan-court-forms/>

- 5. File the application with the court**
 - a. File the application in the court where you were convicted, keeping a copy for yourself
 - b. Try to schedule a hearing date
 - c. The notice of hearing is on page 3 of the application, make sure that is completed on all copies before sending out

**6. Send copies of the application to:**

- a. Michigan State Police. Mail copies of your 1) application, 2) certified record of conviction, 3) fingerprint card, and 4) \$50 fee, to:

Michigan State Police, CJIC
P.O. Box 30266,
Lansing, Michigan 48909-7766

- b. Attorney General. Mail copies of your 1) application and 2) certified record of conviction.

Office of the Attorney General
Criminal Trials & Appeals Division
P.O. Box 30212
Lansing, MI 48909

- c. Prosecuting Official. Mail copies of your 1) application and 2) certified record of conviction to the prosecuting official on your case, whose name should appear on the certified record of conviction. This is usually the County Prosecutor but could also be the City or Village Attorney. Note: if your application contains multiple convictions, there may be a different prosecutor for each one.

- d. Keep copies of all your paperwork for yourself

**7. Look for a letter from the Michigan State Police and then a letter from the Attorney General****8. Schedule a hearing date if you don't already have one****9. Prepare for your hearing**

- a. Be ready to explain to the court how your life has changed since the conviction
- b. You may bring letters of support, records of educational degrees or work certifications earned, proof of employment, witnesses, etc.

**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 records in 1-2 months.

**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

DISCLAIMER: this checklist is a summary, intended to help people who are applying for criminal record expungements in Michigan. This is not legal advice, and it is not a substitute for a private consultation with an attorney.