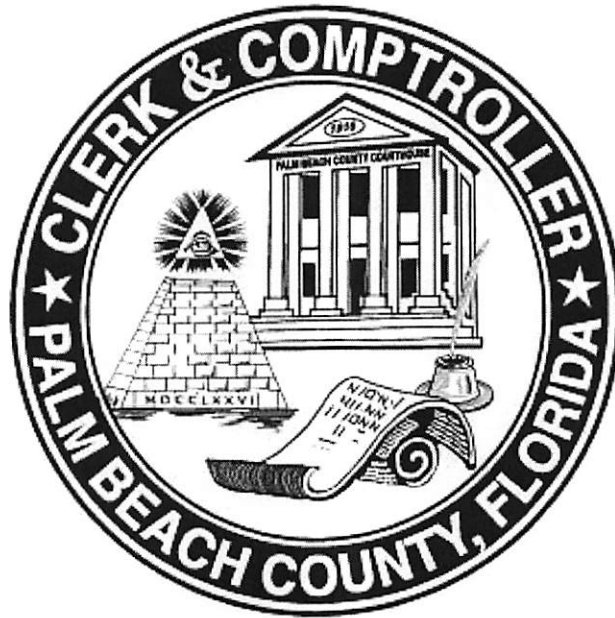


Sharon R. Bock
CLERK & COMPTROLLER
SELF SERVICE CENTER

Your Guide Through The Courts



Packet #50

Revised 01/2015

**PETITION TO SEAL OR EXPUNGE
JUVENILE DIVERSION OR
CRIMINAL RECORDS**

NON-REFUNDABLE

(44 PAGES)

\$5.00

SELF SERVICE CENTER SERVICES

All instructions and forms distributed by the Clerk & Comptroller are provided as a public service to persons seeking to represent themselves in court without the assistance of an attorney. These documents are meant to serve as a guide only, and to assist *pro se* (self-represented) litigants with their cases. Any person using these instructions and/or forms does so at his or her own risk, and the Clerk shall not be responsible for any losses incurred by any person in reliance on the instructions and/or forms.

Attorney Consultation*	\$15.00/15 minutes
Attorney Consultation*	\$30.00/30 minutes
Attorney Consultation*	\$60.00/60 minutes
Deputy Clerk Signing	\$3.50/signature
Notary signing	\$10.00/signature
Copies prior to filing	\$.15/page
Single Forms	\$1.00/page
Fax Services	\$1.00/page
Community Resource Referral- pamphlets	NO FEE

* Attorneys do not provide legal advice - will assist on procedural matters/filling out legal forms

****FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE****

You may file and obtain information at the following locations:

Palm Beach County Courthouse
205 N. Dixie Highway
West Palm Beach, Florida 33401
561-355-7048

North County Courthouse
3188 PGA Blvd
Palm Beach Gardens, Florida 33410
561-624-6650

South County Courthouse
200 W. Atlantic Ave.
Delray Beach, Florida 33444
561-274-1588

West County Courthouse
2950 State Road 15, Rm. #S-100
Belle Glade, Florida 33430
561-996-4843

The Self Service Information Line
Unified Family Court Dept. (for information regarding an existing case)
Visit us at our web site
Legal Aid Society (if you can't afford an attorney)
Lawyer Referral Service of the PBC Bar Association

(561) 355-7048
(561) 355-6511
www.mypalmbeachclerk.com
(561) 655-8944
(561) 687-3266
Revised 05/2013

PETITION TO SEAL OR EXPUNGE JUVENILE DIVERSION OR CRIMINAL RECORDS

Packet # 50

When should this form be used?

There are **TWO** different processes within this one packet.

- **Petition to Seal** should be used to request the court to **SEAL** a criminal history record
EFFECT OF CRIMINAL HISTORY RECORD SEALING.--A criminal history record which is ordered sealed by a court of competent jurisdiction is confidential and is available only to the person who is the subject of the record, to the subject's attorney, to criminal justice agencies for their respective criminal justice purposes, which include conducting a criminal history background check for approval of firearms purchases or transfers as authorized by state or federal law.
- **Petition to Expunge** should be used to request the court to **EXPUNGE** a criminal history record.
EFFECT OF CRIMINAL HISTORY RECORD EXPUNCTION.--Any criminal history record which is ordered expunged by a court of competent jurisdiction must be physically destroyed or obliterated by any criminal justice agency having custody of such record; except that any criminal history record in the custody of the department must be retained in all cases. A criminal history record ordered expunged that is retained by the department is confidential and not available to any person or entity except upon order of a court of competent jurisdiction. A criminal justice agency may retain a notation indicating compliance with an order to expunge.

Not all criminal history records can be sealed or expunged; please read the back of the FDLE "Application for Certificate of Eligibility" for additional information.

Forms that are in your packet: (see instruction on each form)	Page
FDLE Application for Certification of Eligibility, FDLE 40-021 (<i>Adult criminal cases</i>)	6
Fingerprints for Application for Certification of Eligibility, Form 40-024 (<i>Adult criminal cases</i>)	7
FDLE Application for Juvenile Diversion Expunction, FDLE 40-025 (<i>Juvenile Diversion</i>)	12
Fingerprints for Application for Juvenile Diversion Expunction, Form 40-024 (<i>for Juvenile Diversion</i>)	13
Designation of Current Mailing and E-Mail Address and Directions to Provide	
E-mail Address to Court Administration	41
Notice of Change of Address, (09/14) (<i>Must be filed whenever you change your address</i>)	44

Seal (To be used only after receipt of the Certification of Eligibility from the FDLE)

Petition to Seal	23
Affidavit in Support of Petition to Seal	25
Notice of Hearing	26
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Expunge (To be used only after receipt of the Certification of Eligibility from the FDLE)

Petition to Expunge	31
Affidavit in Support of Petition to Expunge	33
Notice of Hearing	34
Order to Expunge Records	36

Fees:

FDLE Processing Fee	\$ 75.00*
Filing fee	\$ 42.00**

* Money order or Cashier's check payable to **Florida Department of Law Enforcement (FDLE)**

* **May be paid by cash, credit card, your personal check or money order payable to **Sharon R. Bock, Clerk & Comptroller, Palm Beach County.**

It is your responsibility to file any change to your address on the attached form.

Instructions for Applying for a Certificate of Eligibility

In order to obtain a Certificate of Eligibility to petition the court to seal or expunge a criminal history record, the following requirements must be met pursuant to s.943.0585(2) and s.943.059(2), Florida Statutes.

- Section A of the application must be completed and signed in the presence of a notary public.
- The applicant must be fingerprinted by authorized law enforcement personnel or a criminal justice agency. The fingerprint form must include the applicant's name, race, sex, date of birth, *social security number (SOC), and signature, prior to submission to FDLE. A FDLE Fingerprint Form, FD 40-024, is supplied with the application package.
- The applicant must provide a certified disposition of the case that he/she is applying to have sealed or expunged. This may be obtained from the Clerk of Court in the county in which the charge(s) were brought. For Pre-trial Intervention cases and other Diversion programs, a certified letter of completion from the State Attorney's office may substitute for a certified disposition. Please provide a certified copy of Termination of Probation, if applicable.
- A **NONREFUNDABLE** money order or cashier's check for \$75.00 made payable to the FDLE must accompany the application.
- If you are requesting an expunction of a criminal history record, you must have the state attorney or statewide prosecutor complete Section B of the application. (If not completed, the application will be processed as a sealing of your criminal history record).

Special Note: All of the items listed above are required at the time that the application is submitted. If an item is missing or the application or fingerprint form is not completed, the application will be returned unprocessed.

* This information is voluntary; failure to disclose may delay the processing time of your application

Application Checklists

The following checklists should help you make sure your application for expunction or sealing is complete.

Items Necessary for an Application to be Accepted for Processing

- ☐ Completed, signed and notarized, Application for Certification of Eligibility
- ☐ A check or money order made payable to FDLE in the amount of \$75
- ☐ A certified copy of the disposition of the case to be sealed or expunged
- ☐ A legible set of fingerprints recorded by a law enforcement agency on an applicant card
- ☐ If the applicant is seeking to have the record expunged, Section B of the application must be completed and signed by the appropriate State Attorney or statewide prosecutor

If any of these items are not present, the application will be returned to the individual with a letter stating what items need to be included. Once all items are obtained and the application is resubmitted it will be accepted for processing. At the current time, due to backlog, our processing time is an average of 40 days from the date of receipt until an applicant receives either a certificate or a denial letter.

Things to double-check

- Signed and date your application in front of a notary
- Provide a certified disposition of your case
- Fill out your fingerprint card completely
- Provide a \$75 check or money order made payable to FDLE
- Have Section B completed by the State Attorney's Office if you are seeking an expunction

FDLE asks that you provide your social security number (SSN). The decision to provide your SSN is at your option, and if you provide your SSN, FDLE will use it for purposes of identification, and may share the information with other agencies for the same purpose. FDLE's request for your SSN is authorized by state law because use of it is imperative for FDLE to fulfill its lawful duties and responsibilities. Your failure to provide your SSN may result in a delay in processing your application or request.

GENERAL INSTRUCTIONS & INFORMATION:

1. **Applicable law:** Sections 943.0585 and 943.059, Florida Statutes, and Chapter 11C-7, Florida Administrative Code (FAC), govern the use of this application, for the expunction or sealing of non-judicial criminal history records by criminal justice agencies. These statutes and the implementing rules require that you obtain a **Certificate of Eligibility** from the Florida Department of Law Enforcement (FDLE) **prior** to requesting a court for an order to seal or expunge your non-judicial criminal history records, and that you provide the information required by this application process.
2. Please type or print all information, except signatures. Complete all required portions of the application and submit all required documents and the processing fee noted below, under Section A. Failure to disclose your social security number (SOC) may delay the processing time of your application. **If your application is submitted without all the required information, documentation, or the processing fee, FDLE may reject your application.**
3. **Mailing information:** Mail your completed application package and fee to the following address:

**Florida Department of Law Enforcement
ATTN: Expunge/Seal Section
P.O. Box 1489
Tallahassee, Florida 32302-1489**

4. **Contact Information:** FDLE's Expunge/Seal Section – (850) 410-7870.
5. **Optional Personal Review of your Florida criminal history record:** If you have questions about what appears in your Florida criminal history record maintained by FDLE, you may wish to obtain a Personal Review of your record from FDLE, pursuant to Chapter 11C-8, FAC, before submitting this application form. The Personal Review is **optional** and is not required for FDLE to process your Application for Certification of Eligibility for expunction or sealing of your record. To obtain a Personal Review, please complete and submit the enclosed FDLE **Fingerprint form** and a **letter** to FDLE at the address above. If you submit the fingerprint form and a letter for your **Personal Review**, please **DO NOT** send in the APPLICATION or the \$75.00 processing fee **until** the Personal Review is completed; the results of your personal review may influence your decision to request the expunction or sealing of your criminal history record.

SECTION A: FOR ALL APPLICANTS

1. Complete **every part** of **SECTION A**. Make sure your **signature**, as the applicant, is **notarized**.
2. If you were given a **Notice to Appear** and not physically arrested for the charge(s), indicate the date of the Notice to Appear in the box marked "Date of Arrest."
3. **NON-REFUNDABLE Processing Fee:** Submit with your application a **money order or Cashier's check** in the amount of **\$75.00**, made payable to the Florida Department of Law Enforcement (FDLE).
4. Submit the attached **fingerprint form** with your fingerprints, as part of your application packet. **This form must be completed by authorized personnel at a law enforcement or criminal justice agency**, using **only** the attached FDLE Fingerprint form. (If you have obtained a **Personal Review**; **send the fingerprint card back** with the enclosed fingerprint form, please resubmit the same form for the Expunge/Seal "Certificate of Eligibility" application.)
5. Provide a **certified copy of the final disposition(s)** for **each** of the charges you list on your application. Dispositions can usually be obtained from the office of the Clerk of Courts in the county where you were charged. For Pretrial Intervention and other Diversion programs, a **certified letter of completion** from the State Attorney or Statewide Prosecutor may substitute for a certified disposition. If you received probation for any of the charges, you must also submit a **certified copy of the termination of your probation**.

SECTION B: FOR EXPUNCTION APPLICANTS ONLY

1. **Submit the application to the State Attorney or Statewide Prosecutor for completion of SECTION B only if you are applying to have your records EXPUNGED.** NOTE: In addition to proper completion of Section B, you must also submit the certified copies of disposition(s) and termination of probation required under Section A.

SECTION C: FOR FDLE USE ONLY

**FLORIDA DEPARTMENT OF LAW ENFORCEMENT
APPLICATION FOR CERTIFICATION OF ELIGIBILITY
PLEASE TYPE OR PRINT ALL INFORMATION**

SECTION A - ALL APPLICANTS

Last Name		First Name		Middle Name	
Aliases: Maiden: Divorce		Residence Phone ()		Business Phone ()	
Date of Birth (DOB) MONTH DAY YEAR		Race	Sex	Social Security No.	
Mailing Address		City		State	Zip
Permanent Address		City		State	Zip
Arresting Agency	Date(s) of Arrest		Florida Drivers License No.		

Select One: ☐ **Expunge** ☐ **Seal** **NOTE:** For Expunction applications, the State Attorney or Statewide Prosecutor must complete Section B.

Charge(s)

1. _____

2. _____

3. _____

4. _____

I hereby certify that the information contained herein is true and correct to the best of my knowledge.

Signature _____ Date _____

NOTARY
(PLEASE STAMP WITH SEAL)
Sworn to and subscribed before me
This _____ Day of _____, 20_____

(Signature of Notary Public)

(Print, Type, or Stamp Commissioned Name of Notary or Deputy Clerk of the Court)

Personally Known _____ or Produced Identification _____

Type of Identification Produced: _____

State Attorney/Statewide Prosecutor	County	Circuit	Reviewing Officer
-------------------------------------	--------	---------	-------------------

Charge(s) Description	Statute Violation	Case Number	Action
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

If one of the paragraphs below is checked, my signature below indicates that, based on the disposition of all charges related to the above-referenced case, that case is eligible to be expunged, if the applicant is otherwise eligible to have his or her record expunged under law. My signature does not imply that the applicant has satisfied all other statutory eligibility criteria, or that this Office would not oppose a petition to expunge the above-referenced case. By checking paragraph 1, 2, or 3, I certify that the above-referenced case is presently eligible to be expunged, assuming that the applicant is otherwise eligible, because:

- ☐ 1. An indictment, information, or other charging document was not filed or issued in the case; OR
- ☐ 2. An indictment, information, or other charging document, if filed or issued in the case, was dismissed or nolle prosequi by the state attorney or statewide prosecutor, or was dismissed by a court of competent jurisdiction; OR
- ☐ 3. (a) None of the charges (acts) related to the arrest or alleged criminal activity to which the application for certificate of eligibility to expunge pertains resulted in an adjudication of guilt or of delinquency; AND
(b) The record of the arrest or alleged criminal activity to which the application for certificate of eligibility to expunge pertains has been sealed for at least 10 years; AND
(c) None of the charges (if any) for which adjudication of guilt or of delinquency was withheld relates to a violation of s. 393.135, s. 394.4593, s. 787.025, chapter 794, s. 796.03, s. 800.04, s. 810.14, s. 817.034, s. 825.1025, s. 827.071 chapter 839, s. 847.0133, s. 847.0135, s. 847.0145, s. 893.135, s. 916.1075, a violation enumerated in s. 907.041, or any violation specified as a predicate offense for registration as a sexual predator pursuant to s. 775.21, without regard to whether that offense alone is sufficient to require such registration, or for registration as a sexual offender pursuant to s. 943.0435.

The above-referenced case is not eligible to be expunged because:

- ☐ One or more of the charges (acts) related to the arrest or alleged criminal activity to which the application for certificate of eligibility to expunge pertains resulted in an adjudication of guilt or of delinquency;
- OR, BECAUSE OF ONE OR MORE OF THE FOLLOWING REASONS:
- ☐ The record of the arrest or alleged criminal activity to which the application for certificate of eligibility to expunge pertains has not been sealed for at least 10 years;
 - ☐ One or more of the charges for which an adjudication of guilt or of delinquency was withheld relate to a violation of s. 393.135, s. 394.4593, s. 787.025, chapter 794, s. 796.03, s. 800.04, s. 810.14, s. 817.034, s. 825.1025, s. 827.071, chapter 839, s. 847.0133, s. 847.0135, s. 847.0145, s. 893.135, s. 916.1075, a violation enumerated in s. 907.041, or any violation specified as a predicate offense for registration as a sexual predator pursuant to s. 775.21, without regard to whether that offense alone is sufficient to require such registration, or for registration as a sexual offender pursuant to s. 943.0435;
 - ☐ Records available to this Office disclose some other ground of statutory ineligibility (e.g., adjudication of guilt in a different case; previous expunction or sealing).

Signature _____ Title(Prosecuting Authority) _____ Date _____

Signature _____ Title(Prosecuting Authority) _____ Date _____

Acct/Budget Date Received _____ Check _____ Processed By _____	Expunge/Seal Section I.D.# _____ ORI _____ Certification Status Approved Denied Seal <input type="checkbox"/> <input type="checkbox"/> Expunge <input type="checkbox"/> <input type="checkbox"/>	Expunge/Seal Section Date Received _____ Date Entered _____ Date Mailed _____
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IMPORTANT: A CERTIFICATE OF ELIGIBILITY IS VALID FOR 12 MONTHS FROM THE DATE OF ISSUANCE. AFTER THAT TIME, A NEW CERTIFICATE MUST BE APPLIED FOR.

**SECTION B - STATE ATTORNEY
FOR EXPUNCTION APPLICATIONS ONLY**

**SECTION C
FDLE**

FINGERPRINTS FOR APPLICATION FOR CERTIFICATION OF ELIGIBILITY

Name: Last _____ First _____ Middle _____

Alias(aka)
Name: Last _____ First _____ Middle _____

RACE: __ SEX: __ DOB: _____ * SOC: _____ Place of Birth: _____

**Please mail completed application and fingerprints to:
FDLE, P.O. Box 1489, Tallahassee, FL 32302, Attn: Expunge/Seal Section**

Signature of official taking fingerprints: _____ ORI: _____

Signature of person fingerprinted: _____ Date: _____

1. R. Thumb	2. R. Index	3. R. Middle	4. R. Ring	5. R. Little
6. L. Thumb	7. L. Index	8. L. Middle	9. L. Ring	10. L. Little
Left Four Fingers Taken Simultaneously		L. Thumb	R. Thumb	Right Four Fingers Taken Simultaneously

- Social Security Number, this information is voluntary; failure to disclose may delay the processing time of your application.

☒ **DID YOU REMEMBER TO:**

- ☐ Complete the application? Did you Sign and date the application in front of a notary?
- ☐ Provide a certified (stamped copy) disposition of your case you want to have sealed/expunged?
- ☐ Include your name, race/sex, date of birth, social security number and signature on the fingerprint form?
- ☐ Provide a \$75.00 check or money order made payable to FDLE? Did you sign and completely fill out the check or money order?
- ☐ Include an Attorney's letterhead, if you (applicant) are represented by an attorney?
- ☐ Make copies of your application and documents for your records?
- ☐ For Expunge Applicants only: Is Section B completed and signed by the State Attorney's Office?
- ☐ For Juvenile Expunge Applicants only: Is Section B completed and signed by the State Attorney's Office?

FDLE asks that you provide your social security number (SSN). The decision to provide your SSN is at your option, and if you provide your SSN, FDLE will use it for purposes of identification, and may share the information with other agencies for the same purpose. FDLE's request for your SSN is authorized by state law because use of it is imperative for FDLE to fulfill its lawful duties and responsibilities. Your failure to provide your SSN may result in a delay in processing your application or request.

DISQUALIFYING CHARGES FOR EXPUNCTION/SEALING

A request for a certificate of eligible for an expunction or sealing of a criminal history record will be denied if the defendant was found guilty or pled guilty or nolo contendere, even if the adjudication was withheld, on any violation of the following:

Offenses listed in S.907.041, F.S.

1. Arson
2. Aggravated Assault
3. Aggravated Battery
4. Illegal use of explosives
5. Child abuse or Aggravated Child Abuse
6. Abuse of an elderly person or disabled adult, or aggravated abuse of an elderly person or disabled adult
7. Aircraft piracy
8. Kidnapping
9. Homicide
10. Manslaughter
11. Sexual Battery
12. Robbery
13. Carjacking
14. Lewd, lascivious, or indecent assault or act upon or in the presence of a child under the age of 16 years
15. Sexual activity with a child, who is 12 years of age or older but less than 18 years of age, by or at solicitation of a person in familial or custodial authority
16. Burglary of a dwelling
17. Stalking of Aggravated Stalking
18. Act of Domestic Violence, as defined in s.741.28
19. Home-invasion Robbery
20. Act of Terrorism as defined by s.775.30
21. Attempting or conspiring to commit any of the above crimes
22. Manufacturing any substances in violation of chapter 893

S.393.135, F.S.

Sexual misconduct with developmentally disabled person and related offenses

S.394.4593, F.S.

Sexual misconduct with mentally ill person and related offenses

S.787.025, F.S.

Luring or enticing a child

Chapter 794, F.S.

Sexual Battery and related offense

S.796.03, F.S.

Procuring person under 18 for prostitution

S.800.04, F.S.

Lewd or lascivious offenses committed upon or in the presence of persons less than 16 years of age

S.810.14, F.S.

Voyeurism

S.817.034, F.S.

Florida Communication Fraud Act

(Scheme to Defraud or Organized Fraud, as defined in s.817.034, F.S.)

S.825.1025, F.S.

Lewd or lascivious offense upon or in presence of elderly person or disabled adult

S.827.071, F.S.

Sexual performance by a child

Chapter 839, F.S.

Offenses by Public Officers and Employees

S.847.0133, F.S.

Showing, etc., obscene literature to minor

S.847.0135, F.S.

Computer pornography

S.847.0145, F.S.

Selling or buying of minors

S.893.135, F.S.

Trafficking in controlled substances

S.916.1075

Sexual misconduct with mentally deficient or mentally ill defendant and related offenses

A violation of any offense qualify for registration as a sexual predator under s.775.21 or for registration as a sexual offender under s.943.0435.

All references are from Florida Statutes

**REASONS AN APPLICATION FOR CERTIFICATE OF ELIGIBILITY TO SEAL OR
EXPUNGE A CRIMINAL HISTORY RECORD WILL BE DENIED**

Pursuant to Sections s.943.0585 and s.943.059, Florida Statutes, a Certificate of Eligibility to expunge or seal a criminal history record **cannot** be issued under any of the following circumstances:

1. The criminal history record reflects that you have been adjudicated guilty of a criminal offense or comparable ordinance violation or adjudicated delinquent for committing any felony or a misdemeanor specified in s.943.051(3)b. **Certain driving violations are classified as criminal, such as DUI, reckless driving, and (with some exceptions) driving while license is suspended/canceled/revoked.**
2. The criminal history record reflects that you have been adjudicated guilty of or adjudicated delinquent for committing one or more of the acts stemming from the arrest or alleged criminal activity to which the application pertains.
3. The criminal history record reflects that you have received a prior sealing or expunction of a criminal history record under s.943.0585, s.943.059, former s.893.14, former s.901.33, former s.943.058, or from any jurisdiction outside the state.
4. The criminal history record to which the application pertains relates to a violation of s.393.135, s. 394.4593, s.787.025, chapter 794, s.796.03, s.800.04, s.810.14, s.817.034, s.825.1025, s.827.071, chapter 839, s.847.0133, s.847.0135, s.847.0145, s.893.135, s.916.1075, a violation enumerated in s.907.041, or a violation of any offense qualifying for registration as a sexual predator under s.775.21 or for registration as a sexual offender under s.943.0435, Fla. Stat., with a finding of guilt, or a plea or guilty or nolo contender (without regard to whether adjudication was withheld).
5. The criminal history record reflects that you have another petition to seal or expunge pending before a court of competent jurisdiction.
6. The criminal history record reflects that the court supervision applicable to the disposition of the arrest or alleged criminal activity to which the application pertains has not been completed.
7. **[For expunction only]** The criminal history record reflects that some or all of the charges related to the arrest or criminal activity to which the application pertains were not dismissed prior to trial, adjudication, or the withholding of adjudication, If no other disqualification applies, the record would be eligible to be sealed.

PLEASE NOTE: The Governor and Cabinet of Florida, acting in the capacity of the Board of Executive Clemency, declared on June 10, 1999, that the granting of a full pardon does not remove any condition of ineligibility for sealing or expunging a criminal history record which would otherwise be imposed by a conviction or withholding of adjudication pursuant to Sections 943.0585 and 943.059, Florida Statutes, and, acting in the capacity of agency head of the Department of Law Enforcement, the Board directed FDLE to deny a Certificate of Eligibility to any person receiving a pardon who is otherwise ineligible for the sealing or expunging of the person's criminal history record.

Juvenile Diversion

INSTRUCTIONS

PLEASE TYPE OR PRINT ALL INFORMATION

GENERAL INFORMATION:

The laws and rules, which govern juvenile diversion expunction of criminal history record(s), include: Section 943.0582, Florida Statutes, and Chapter 11C-7009, Florida Administrative Code.

*For authorized juvenile diversion programs completed on or after October 1, 2001, the law requires the application to be submitted to FDLE no later than six months after completion of the diversion program.

THIS IS AN APPLICATION FORM FOR JUVENILE DIVERSION EXPUNCTION (F.S. 943.0582) WHICH IS AN ADMINISTRATIVE PROCESS AND IS COMPLETED BY THE AGENCIES CONCERNED. IT DOES NOT REQUIRE FILING A PETITION WITH THE COURT, AND DOES NOT REQUIRE OR AUTHORIZE THE ISSUANCE OF A CERTIFICATE OF ELIGIBILITY BY FDLE. PLEASE CONSULT THE APPLICABLE LAW OR SEEK LEGAL ADVICE IF YOU ARE UNCERTAIN OF THE DIFFERENCES BETWEEN JUVENILE DIVERSION EXPUNCTION AND COURT-ORDERED EXPUNCTION (F.S. 943.0585).

(SECTION A) APPLICATION INFORMATION

In order to obtain a juvenile diversion expunction of a criminal history record, the following documents must be provided to the FDLE pursuant to s. 943.0482, F.S.

1. Complete the reverse side of this application. Section A must be completed by the applicant and signed by the applicant or the applicant's parent or legal guardian if the applicant is under 18 years of age at the time of signing, and the applicable signature must be notarized.
2. A NONREFUNDABLE money order, Cashier's check, or a personal check in the amount of \$75.00 made payable to the Florida Department of Law Enforcement.
3. The applicant must be fingerprinted by authorized personnel with a law enforcement or criminal justice agency. The enclosed FDLE Applicant Fingerprint card FD 258 must be used.
4. You must have the state attorney complete Section B, on the reverse side of this application, certifying that you have successfully completed a prearrest or postarrest diversion program that allows for the expunction of the record upon completion as authorized by s. 943.0582, F.S.
5. You should be aware that eligibility for a juvenile diversion expunction is conditioned upon timely and successful completion of a prearrest or postarrest diversion program authorized by s. 985.3065, F.S., which program must be limited to first-time minor offenders charged with a nonviolent misdemeanor as the term "nonviolent misdemeanor" is defined in s. 943.0582, F.S.. You should also be aware that the term "expunction" as used in s.943.0582, F.S., differs significantly in operation and effect from term "expunction" as used in s.943.0585, F.S.

(SECTION B) STATE ATTORNEY INFORMATION ONLY:

Section 943.0582, Florida Statutes, states that an applicant seeking a juvenile diversion expunction of a criminal history record must obtain an official written statement from the appropriate state attorney as reflected in Section B on the reverse side of this form.

(SECTION C) (TO BE COMPLETED BY THE FDLE ONLY)

MAILING INSTRUCTIONS:

Once you have completed all applicable requirements as stated above, mail this application, all documents, and the \$75.00 processing fee to:

The Florida Department of Law Enforcement
Attn: Expunge/Seal Section
Post Office Box 1489
Tallahassee, Florida 32302-1489

If the application is not complete and all of the necessary documents are provided, the FDLE will return your package unprocessed. Any questions should be directed to the FDLE's Expunge Section at (850) 410-7870.

**FLORIDA DEPARTMENT OF LAW ENFORCEMENT
APPLICATION FOR JUVENILE DIVERSION EXPUNCTION**
PLEASE TYPE OR PRINT ALL INFORMATION

SECTION A - APPLICANT

Last Name		First Name		Middle Name	
Other Names (Maiden Name or Alias)		Residence Phone ()		Business Phone ()	
Date of Birth (DOB) MONTH DAY YEAR		Race	Sex	Social Security No.	
Mailing Address		City		State	Zip
Permanent Address		City		State	Zip
Arresting or Detaining Agency	Date(s) of Arrest or Detention		Date of Completion of Prearrest or Postarrest Diversion Program		
Charge(s) 1. _____ 2. _____ I hereby certify that the information contained herein is true and correct to the best of my knowledge. Applicant Signature _____ Date _____ Parent/Legal Guardian Signature _____ Date _____ (Required if Applicant is under 18 years of age)			NOTARY (Signature of Parent or Guardian must be notarized if Applicant is under 18 years of age) Sworn to and subscribed before me This ____ Day of _____, 20____ _____ (Signature of Notary Public) _____ (Print, Type, or Stamp Commissioned Name of Notary) Personally Known ____ or Produced Identification ____ Type of Identification Produced: _____		

SECTION B - STATE ATTORNEY

State Attorney		County	Circuit	Reviewing Officer
Charge(s) Description		Statute Violation	Case Number	Action
1. _____		_____	_____	_____
2. _____		_____	_____	_____
3. _____		_____	_____	_____
4. _____		_____	_____	_____

**SECTION C
FDLE**

I certify that the person named above has successfully completed a prearrest or postarrest diversion program in the above-named County as authorized by s.985.3065, that participation in this program is strictly limited to minors arrested for a nonviolent misdemeanor (as that term is defined in s.943.0582), and that to my knowledge and based on the information available to me this person has not otherwise been charged with or found to have committed any criminal offense or comparable ordinance violation. Therefore, pursuant to s.943.0582, this person is eligible to have his or her criminal history record expunged with the intent of and as limited by s.943.0582.		Date of completion of prearrest or postarrest diversion program (To be filled in by Prosecuting Authority)				
		_____ (Month) (Day) (Year)				
Signature _____ Title (Prosecuting Authority) _____ Date _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"> Acct/Budget Date Received _____ Check _____ Processed By _____ </td> <td style="width: 33%;"> Expunge Section I.D.# _____ ORI _____ Application Status Approved Denied Expunge <input type="checkbox"/> <input type="checkbox"/> </td> <td style="width: 33%;"> Expunge Section Date Received _____ Date Entered _____ Date Mailed _____ </td> </tr> </table>			Acct/Budget Date Received _____ Check _____ Processed By _____	Expunge Section I.D.# _____ ORI _____ Application Status Approved Denied Expunge <input type="checkbox"/> <input type="checkbox"/>	Expunge Section Date Received _____ Date Entered _____ Date Mailed _____
Acct/Budget Date Received _____ Check _____ Processed By _____	Expunge Section I.D.# _____ ORI _____ Application Status Approved Denied Expunge <input type="checkbox"/> <input type="checkbox"/>	Expunge Section Date Received _____ Date Entered _____ Date Mailed _____				

FDLE 40-025, pursuant to Rule 11C-7.009(1)(b)

Revised February 2008

FINGERPRINTS FOR APPLICATION FOR JUVENILE DIVERSION EXPUNCTION

Name: Last _____ First _____ Middle _____

Alias(aka)
Name: Last _____ First _____ Middle _____

RACE: __ SEX: __ DOB: ____ * SOCIAL SECURITY NUMBER (SOC): _____

**Please mail completed application and fingerprints to:
FDLE, P.O. Box 1489, Tallahassee, FL 32302, Attn: Expunge/Seal Section**

Signature of official taking fingerprints: _____ ORI: _____

Signature of person fingerprinted: _____ Date: _____

1. R. Thumb	2. R. Index	3. R. Middle	4. R. Ring	5. R. Little
6. L. Thumb	7. L. Index	8. L. Middle	9. L. Ring	10. L. Little
Left Four Fingers Taken Simultaneously		L. Thumb	R. Thumb	Right Four Fingers Taken Simultaneously

- This information is voluntary, failure to disclose may delay the processing time of your application.

DID YOU REMEMBER TO...

- ☐ Complete the application? Did you Sign and date the application in front of a notary?
- ☐ Provide a certified (stamped copy) disposition of your case you want to have sealed/expunged?
- ☐ Include your name, race/sex, date of birth, social security number and signature on the fingerprint form?
- ☐ Provide a \$75.00 check or money order made payable to FDLE? Did you sign and completely fill out the check or money order?
- ☐ Include an Attorney's letterhead, if you (applicant) are represented by an attorney?
- ☐ Make copies of your application and documents for your records?
- ☐ For Expunge Applicants only: Is Section B completed and signed by the State Attorney's Office?
- ☐ For Juvenile Expunge Applicants only: Is Section B completed and signed by the State Attorney's Office?

FDLE asks that you provide your social security number (SSN). The decision to provide your SSN is at your option, and if you provide your SSN, FDLE will use it for purposes of identification, and may share the information with other agencies for the same purpose. FDLE's request for your SSN is authorized by state law because use of it is imperative for FDLE to fulfill its lawful duties and responsibilities. Your failure to provide your SSN may result in a delay in processing your application or request.

Reasons for denial for Juvenile Diversion Expunction

Pursuant to section s. 943.0582 Florida Statutes, a Juvenile Diversion Expunction can not be granted under any of the following circumstances:

1. The application has been submitted more than six months after completion of a qualifying pre/post arrest diversion program.
2. The arrest for which the application was submitted qualifies as an act of (domestic violence) as that term is defined in section 741.28, Florida Statutes.
3. The arrest for which the application was submitted is not a (nonviolent misdemeanor) as that term is used in section 943.0582, Florida Statutes.
4. The applicant has been charged with or found to have committed a criminal offense or comparable ordinance violation, other than the offense to be expunged prior to the filing of the application for expunction.
5. The appropriate state attorney has declined to certify that the applicant has successfully completed a qualified pre/post arrest diversion program.

Entities That Get Sealed and Expunged Records

The subject of a criminal history record sealed under this section or under other provisions of law, including former s.893.14, former s.901.33, and former s.943.058, may lawfully deny or fail to acknowledge the arrests covered by the sealed record, except when the subject of the record:

1. Is a candidate for employment with a criminal justice agency;
2. Is a defendant in a criminal prosecution;
3. Concurrently or subsequently petitions for relief under s.943.0585 or s.943.059;
4. Is a candidate for admission to The Florida Bar;
5. Is seeking to be employed or licensed by or to contract with the Department of Children and Family Services, the Agency for Health Care Administration, the Agency for Persons with Disabilities, or the Department of Juvenile Justice or to be employed or used by such contractor or licensee in a sensitive position having direct contact with children, the developmentally disabled, the aged, or the elderly as provided in s.110.1127(3), s.393.063, s.394.4572(1), s.397.451, s.402.302(3), s.402.313(3), s.409.175(2)(i), s.415.102(4), chapter 916, s. 985.644, chapter 400, or chapter 429;
6. Is seeking to be employed or licensed by the Department of Education, any district school board, any university laboratory school, any charter school, any private or parochial school, or any local governmental entity that licenses child care facilities; or
7. Is seeking authorization from a Florida seaport identified in s.311.09 F.S. for employment within or access to one or more of such seaports pursuant to s.311.12 F.S. or s.311.125 F.S.
8. Is attempting to purchase a firearm from a licensed importer, licensed manufacturer, or licensed dealer and is the subject to a criminal history background check under state or federal law.

When the record is expunged the agency will only receive the subject's demographic information and a caveat statement stating that criminal history information has been expunged, but will be unable to receive the details.

Frequently Asked Questions

1. How do I have a criminal history record sealed or expunged?

Florida Statutes, s.943.0585 and s.943.059, set forth the criteria that must be met in order to be eligible to have **an adult** criminal history record sealed or expunged. In addition, these statutes also state that in order to have a criminal history record sealed or expunged within the State of Florida, an individual must first make application to the FDLE for a Certificate of Eligibility. Please note that the issuance of a Certificate of Eligibility does not mean that your criminal history record will be ordered sealed or expunged. It merely indicates that you are statutorily eligible for the type of relief that is being requested. **The criminal history record of a minor may also be eligible for other forms of expunction, as noted at Question No. 14, below.**

2. Where can I find the application for Certification of Eligibility?

The FDLE provides applications for Certification of Eligibility to the Clerk of Courts in all sixty-seven (67) counties throughout the State of Florida. These application packages may be obtained from the criminal division within each county courthouse. Please contact your local county Clerk's office for additional information. If you reside outside the State of Florida, you may request that an application package be mailed to you.

3. Why do I have a criminal history record when the charges against me were dropped/dismissed?

The Florida Legislature has determined that Florida criminal history records are public unless the record is sealed or expunged. See Section 943.053(3), Florida Statutes, which provides for public access to criminal history records. The term "criminal history information" is defined, tracking the federal definition, at Section 943.045(4), Florida Statutes. A criminal history record is created when a person is arrested and fingerprinted, and includes the disposition of that arrest, whether it is a conviction, acquittal, dismissal of charges before trial, or other disposition.

4. Should I obtain a copy of my criminal history record prior to applying for a Certificate of Eligibility?

Under Florida and federal law, an individual has the right to request a copy of his or her criminal history record for purposes of review, to ensure that it is both accurate and complete. This process is known as a Personal Review. The requestor may examine the record obtained through Personal Review for accuracy and to challenge any information contained within the criminal history record that the record subject believes is inaccurate or incomplete. No charge is assessed by FDLE for this service. See s.943.056, Florida Statutes. A Personal Review allows an individual to determine which, if any, date(s) of arrest the applicant will be eligible to have sealed or expunged. However, obtaining a personal review is not a prerequisite to applying for a certificate of eligibility to seal or expunge a criminal history record.

5. What is the difference between having a criminal history record sealed vs. expunged?

When a criminal history record is sealed, the public will not have access to it. Certain governmental or related entities, primarily those listed in s. 943.059(4)(a), Florida Statutes, have access to sealed record information in its entirety.

When a record has been expunged, those entities which would have access to a sealed record will be informed that the subject of the record has had a record expunged, but would not have access to the record itself without a court order. All they would receive is a caveat statement indicating that "Criminal Information has been Expunged from this Record".

6. When is my criminal history record sealed or expunged?

Once an order has been issued by the court of competent jurisdiction to seal or expunge your criminal history record and a certified copy of this order has been received by the FDLE, it will be complied with in accordance with state statutes.

7. How many dates of arrest can I have sealed or expunged?

The eligibility criteria for an applicant to have a record sealed or expunged include the requirement that the applicant be able to attest that he or she has never previously had a record sealed or expunged in Florida or in another jurisdiction. This means, in effect, that a person may only seal or expunge one arrest record in one proceeding. More than one record may be sealed or expunged in the same proceeding if the court, in its sole discretion, finds the arrests to be directly related.

A record that is initially ineligible for expunction (e.g., where adjudication is withheld) may become eligible after it has been sealed for 10 years. However, a person may not seal or expunge one arrest record and then, later and in a different proceeding, ask to have a different arrest record sealed or expunged. An expunction or sealing which occurs automatically or by operation of law, without any action on the part of the record subject, is not considered a prior expunction or sealing for this purpose. By law, s. 943.0582(8), Florida Statutes, a juvenile diversion expunge does not prevent the record subject from seeking a judicial expunction or sealing under s. 943.0585 or s. 943.059, Florida Statutes.

8. What charges may not be sealed?

A list of charges that may not be sealed when adjudication is withheld is included with the application package, and is also enumerated in s. 943.059, Florida Statutes. (The same listing is found in s. 943.0585, because the specified offenses may not be expunged either.) In addition, if a person has been adjudicated guilty of any criminal offense in any jurisdiction (or adjudicated delinquent for any felony or for certain specified misdemeanors), whether or not related to the charge(s) that the person is applying for, the record is ineligible for sealing and the application will be denied.

9. What charges may be expunged?

The same eligibility requirements which apply to sealing also apply to expunction, with certain additional requirements. Any charge, which resulted in a withholding of adjudication or in an acquittal (not guilty verdict) after trial, may not be expunged unless and until it has first been sealed for at least 10 years. See s. 943.0585(2)(h), Florida Statutes. A charge which was dismissed before trial (e.g., no information, nolle prosequi, no bill, etc.) may be expunged immediately provided all charges related to the arrest were so disposed of, and the record is otherwise eligible.

10. Can I appeal the denial of my application for a Certificate of Eligibility to seal or expunge my criminal history record?

If you believe that the denial of your application for Certification of Eligibility is in error, you may ask that the denial be reviewed. If the denial is based on information in your criminal history record that is believed to be in error or incomplete, the procedure for reviewing and correcting that record is given in Rule 11C-8.001, Florida Administrative Code. If you agree that the criminal history information is correct, but believe that the law has been incorrectly applied or interpreted in your case, you may appeal the decision of the FDLE. The appeal of a denial is to be handled within the court of competent jurisdiction.

11. If I receive a full pardon can I have my criminal history record sealed or expunged?

Unless the pardon indicates on its face that it entitles the record subject to seal or expunge his or her criminal history record, the granting of a full pardon does not remove any condition of ineligibility for sealing or expunging a criminal history record imposed by the disposition of the pardoned offense. See **R.J.L. v. State**, 887 So.2d 1268 (Fla. 2004).

12. If I receive clemency, will my record be automatically expunged?

No. Neither a full pardon, nor any other type of clemency, will automatically expunge or facilitate the expungement of your criminal record. You should contact the Florida Department of Law Enforcement at seal-expunge@fdle.state.fl.us for information on the expungement or sealing of records.

13. If I have my civil rights restored, will my criminal history record disappear?

No. In order to have your civil rights restored you had to have been convicted (adjudicated guilty) of a felony that was the basis for your loss of civil rights. Persons who have been convicted (adjudicated guilty) of a felony are not eligible for a seal or expunge of their criminal history under Florida law, regardless of whether their civil rights have been restored.

14. Do I have to apply for a Certificate of Eligibility to have my juvenile criminal history record sealed or expunged?

The following considerations are relevant to the decision whether to seek the judicial sealing or expunction of a juvenile criminal history record. Prior to October 1, 1994, juvenile arrest records were not maintained by FDLE in the criminal history record system. Juvenile arrests for felonies prior to October 1, 1994, and juvenile arrests for misdemeanors prior to July 1, 1996, are not available to the general public unless the juvenile was treated as an adult. Juvenile records are subject to an abbreviated retention schedule, if certain qualifications are met, which results in the automatic expunction of the record after a specified period, under s. 943.0515, Florida Statutes. Juvenile defendants who successfully complete a qualified diversion program, as set out in s. 943.0582, Florida Statutes, may be eligible for expunction of their record as the term is defined therein. If a person wishes to pursue the judicial sealing or expunction of his or her juvenile record, the eligibility criteria and procedure, which are similar to those for adults, are found in s. 943.059 and s. 943.0585, Florida Statutes.

15. If I have a criminal history record sealed or expunged in another state or jurisdiction, am I still eligible to have a criminal history record sealed or expunged within the State of Florida?

If the other record were sealed or expunged by operation of law (administratively or automatically, without intervention or action by the subject of the record), then the out-of-state sealing or expunction would not prevent you from being eligible to have a record in Florida sealed or expunged. However, if the record was sealed or expunged because you petitioned to have it done by a court order, or otherwise actively sought the sealing or expunction, then you would not be eligible to have another record sealed or expunged.

16. How long does it typically take to receive a response from my application for a Certificate of Eligibility?

The current processing time is thirty (30) working days or less from the date the application is received, processed, and mailed back to the customer.

Special Note: If the application is not complete at the time of submission the application will be returned. This will cause the application process to be delayed beyond the thirty (30) working day period.

17. If I had a criminal history record sealed or expunged, and then had it vacated, could I apply to have a new date of arrest sealed or expunged?

As s. 943.0585(2)(f) and s. 943.059(2)(e), Florida Statutes require that an applicant have never secured a prior sealing or expunction of a criminal history record under current or former law, having an earlier seal or expunge order vacated does not remove this disqualification.

18. Will FDLE notify the agencies involved with my case that the record has been sealed or expunged?

If the record is eligible and the court grants relief, FDLE will comply with the certified court order and seal or expunge the appropriate criminal history record. Once FDLE seals or expunges the criminal history record, a notification letter will be sent by FDLE to the arresting agency or agencies involved with your case. The notification letter is to inform the agencies that FDLE has received and has complied with the order in accordance with the seal or expunge statutes.

19. What type of background check is conducted by FDLE to determine my eligibility to have a criminal history record sealed or expunged?

FDLE conducts criminal history record checks in Florida through the Florida Crime Information Center (FCIC), national record checks through the National Crime Information Center (NCIC), local Court databases, and driving history checks through the Florida Department of Highway Safety and Motor Vehicles (DHSMV). These databases are utilized to determine the eligibility of an individual to have a criminal history record sealed or expunged.

20. Why is the Florida Department of Highway Safety and Motor Vehicles checked to determine my eligibility to have my criminal history record sealed or expunged?

A criminal offense such as DUI, Driving While License Suspended/canceled/revoked, or reckless driving may appear in the DHSMV database even though it may not be entered in the criminal history record system maintained by FDLE. Although non-criminal traffic offenses (such as careless driving) have no affect on eligibility to seal or expunge a criminal history record, an adjudication of guilty for any criminal offense renders the record ineligible for either form of relief.

21. Who should receive a copy of the order to seal or expunge a criminal history record?

If the record is eligible and the court grants relief, the Clerk of the Court by statute is responsible to certify a copy of the court order to the State Attorney's Office or the Statewide Prosecutors Office and the arresting agency or agencies. The arresting agency is then responsible for sending a certified copy of the court order to all agencies that are known to have received the criminal history information. In addition to FDLE, these agencies may include the Department of Corrections, Teen Courts, and Department of Juvenile Justice.

22. What do I do with my Certificate of Eligibility?

Once FDLE has issued the Certificate of Eligibility to seal or expunge a criminal history record, the next step is to file a petition for relief, along with the Certificate of Eligibility and the required affidavit, in the court in the county of the arrest. The issuance of the Certificate of Eligibility is not the final step in the Sealing/Expunction process, nor does it guarantee that a criminal history record will be sealed or expunged. The final decision to Seal/Expunge your criminal history is placed by law in the sound discretion of the court.

23. What information is required to complete the application for Certification of Eligibility?

In order to obtain a Certificate of Eligibility to petition the court to seal or expunge a criminal history record, the following requirements must be met pursuant to s.943.0585(2) and s.943.059(2), Florida Statutes:

- A. Section A of the application must be completed and signed in the presence of a notary public.
- B. The applicant must be fingerprinted by authorized law enforcement personnel or a criminal justice agency. The fingerprint card must include the applicant's name, race, sex, date of birth, social security number, and signature, prior to submission to FDLE.
- C. The applicant must provide a certified disposition of the case that he/she is applying to have sealed or expunged.
- D. A NONREFUNDABLE money order or cashier's check for \$75.00 made payable to the FDLE must accompany the application.
- E. If you are requesting an expunction of a criminal history record, the State Attorney or Statewide Prosecutor with jurisdiction over your case must complete Section B of the application. (If not completed, the application will be processed as a sealing of your criminal history record).

***Special Note:** All of the items listed above are required at the time that the application is submitted. If an item is missing or the application or fingerprint card is not completed, the application will be returned unprocessed.

Instructions for Petitioning the Court

***To be used after you receive the
“Certificate of Eligibility” from
the FDLE.**

READ THE INSTRUCTIONS/INFORMATION BEFORE COMPLETING THE FORMS FOR FILING

DO NOT SIGN ANY DOCUMENTS THAT REQUIRE A NOTARY OR DEPUTY CLERK UNTIL YOU ARE IN FRONT OF THE NOTARY OR DEPUTY CLERK

INSTRUCTIONS FOR FILING WITH THE CLERK & COMPTROLLER'S OFFICE (FELONY OR MISDEMEANOR DEPARTMENT)

- The forms should be typed or printed in black ink.
- Some of the forms must be signed before a notary or deputy clerk.

When you receive the "Certificate of Eligibility" from the FDLE you are ready to file your Petition to Seal or Petition to Expunge with the Clerk & Comptroller's Office.

- ☐ The Defendant who is requesting the Courts to Seal or Expunge their Criminal History Records must COMPLETE & FILE the all form(s) for seal or Expunge. On the top of each pleading there is a blank line that must be completed. It designates jurisdiction. The jurisdiction is where your case was filed: **Misdemeanors:** In The County Court of The Fifteenth Judicial Circuit of Florida in and for Palm Beach County Florida, **Felonies:** In The Circuit Court of The Fifteenth Judicial Circuit of Florida in and for Palm Beach County Florida
- ☐ The date and time for the hearing must be obtained from the judicial assistant of the presiding judge of the division that the case(s) are assigned to. You must contact the judicial assistant to schedule a hearing.
- ☐ **Once the hearing has been set**, you must send a copy of the Notice of Hearing to the Prosecuting Authority (State Attorney's Office or Special Prosecutor or Statewide Prosecutor) , and the Arresting Agency, (Sheriff of county in which defendant was arrested, if different) and the Florida Department of Law Enforcement .
- ☐ Make copies of all documents before filing or submitting (only ones that you are using). (Keep a copy for your records) You must provide a copy to the other parties in your case, Prosecuting Authority (State Attorney's Office or Special Prosecutor or Statewide Prosecutor), and the Arresting Agency, (Sheriff of county in which defendant was arrested, if different) and the Florida Department of Law Enforcement.
- ☐ The petitioner should file the originals with the Clerk & Comptroller's office and pay the filing fee. Each *original* form should have all pages clipped together before filing (copies may be stapled together).
- ☐ If you want your copies stamped with the date of filing, make sure you give the Clerk your copies. (If you mail your documents, make sure you provide an extra pre-addressed stamped envelope so they may return your copies)
- ☐ **IT IS YOUR RESPONSIBILITY TO KEEP TRACK OF YOUR CASE**

CAUTION:

Forms are to be completed in block letters or typed; **NO EXCEPTIONS!** Names must be the same on all forms completed by the parties; no full names on one document and initials on another. This packet may not contain all the forms you may need to file your case. Additional forms are available in the Clerk & Comptroller's Self Service Center at each courthouse location. The Clerk & Comptroller's Clerks cannot suggest specific information to be included in the blanks on your forms or fill out forms for you.

REMEMBER !

BRING OR SEND PRE-ADDRESSED (PRINT NAME AND ADDRESS) STAMPED ENVELOPE WITH YOUR PAPERS FOR A COPY TO BE MAILED BACK TO YOU.

ADDITIONAL INFORMATION

If the Judge grants your petition

The Judge will sign the order.

The Clerk will transmit a copy of the order to the agencies listed in the court order.

Clerk will seal or expunge the record as ordered.

The Clerk & Comptroller's Office can provide you with the certified copy of the signed order **BEFORE IT IS SEALED OR EXPUNGED** for a fee.

Forms for Petition to Seal

**IN THE _____ COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
OF FLORIDA, IN AND FOR PALM BEACH COUNTY, FLORIDA**

Case No. _____

Division _____

State of Florida

Plaintiff,

Vs.

Defendant/Petitioner

PETITION TO SEAL

The petitioner, _____, petitions this honorable court, under Florida Rule of Criminal Procedure 3.692 and section 943.059 Florida Statutes, to seal all criminal history record information in the custody of any criminal justice agency and the official records of the court concerning the petitioner's arrest on _____ (date), by _____ (arresting agency), _____ for _____ (charges), and as grounds therefor shows:

1. On _____ (date), the petitioner, _____, a _____ (race/sex), whose date of birth is _____ (date of Birth), was arrested by _____ (arresting agency), and charged with _____ (charges)

2. The petitioner has not been adjudicated guilty of nor adjudicated delinquent of committing any of the acts stemming from this arrest or alleged criminal activity.

3. The petitioner has not been previously adjudicated guilty of a criminal offense or a comparable ordinance violation nor adjudicated delinquent for committing a felony or a misdemeanor specified in section 943.051(3)(b), Florida Statutes.

4. The petitioner has not secured a prior records expunction or sealing under section 943.0585, or 943.059, Florida Statutes, former section 943.058, Florida Statutes, former section 893.14, Florida Statutes, or former section 901.33, Florida Statutes, or any other law, rule, or authority.

5. A Certificate of Eligibility for sealing of nonjudicial criminal history records issued by the Florida Department of Law Enforcement accompanies this petition.

PETITION TO SEAL

WHEREFORE, the petitioner moves to seal any criminal history record information and any official court records regarding his/her arrest by _____(arresting agency), for _____(charges), on _____(date)

I HEREBY CERTIFY that a true and correct copy of the foregoing has been served on _____(name of prosecuting authority), (check one) _____State Attorney for the _____Judicial Circuit, in and for _____County, _____Special Prosecutor, _____Statewide Prosecutor); _____(arresting agency); _____(Sheriff of county in which defendant was arrested, if different); and the Florida Department of Law Enforcement, on _____(date)

Name: _____
Address: _____
City/State: _____
Telephone Number: _____

PETITION TO SEAL

IN THE _____ COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
OF FLORIDA, IN AND FOR PALM BEACH COUNTY, FLORIDA

Case No _____
Division _____

State of Florida
Plaintiff,

Vs.

Defendant/Petitioner

Affidavit in Support of Petition to Seal

State of Florida
County of _____

I, _____, am the defendant/petitioner in the above-styled cause and I do hereby swear or affirm that:

1. I fully understand the meaning of all of the terms of this affidavit.
2. I have never been adjudicated guilty of a criminal offense or a comparable ordinance violation nor adjudicated delinquent for committing a felony or a misdemeanor specified in section 943.051(3)(b), Florida Statutes.
3. I was arrested on _____, by _____ (arresting agency), and I have not been adjudicated guilty of, nor adjudicated delinquent for committing, any of the acts stemming from that arrest or the alleged criminal activity surrounding my arrest.
4. I am eligible for the relief requested, to the best of my knowledge and belief, and do not have any other petition to expunge or seal pending before any court.
5. I have never secured a prior records expunction or sealing under any law.

Defendant / Petitioner

Sworn to and subscribed before me on _____ by _____

NOTARY PUBLIC or Deputy Clerk

Printed, typed, or stamped Commissioned name
of Notary Public

Personally known ____ or produced identification ____
Type of identification produced _____
My commission expires:

Affidavit in Support of Petition to Seal

IN THE _____ COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
OF FLORIDA, IN AND FOR PALM BEACH COUNTY, FLORIDA

STATE OF FLORIDA,

Vs

Case No. _____

Division. _____

Defendant

NOTICE OF HEARING

Please take notice that the defendant will call up a **PETITION TO SEAL**

RECORDS hearing before Judge _____, on _____,
20____, at _____ am/pm, Room _____, _____.

I HEREBY CERTIFY that a true and correct copy of the foregoing has been served on _____ (name of prosecuting authority), (check one) _____ State Attorney for the _____ Judicial Circuit, in and for _____ County, _____ Special Prosecutor, _____ Statewide Prosecutor); _____ (arresting agency); _____ (Sheriff of county in which defendant was arrested, if different); and the Florida Department of Law Enforcement, on _____ (date)

By: _____
Pro Se

Print Name: _____

Address: _____

City/State: _____

Telephone Number: _____

NOTICE OF HEARING: Petition to Seal

This notice is provided pursuant to Administrative Order No. 2.207-1/15

“If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Tammy Anton, Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.”

“Si usted es una persona minusválida que necesita algún acomodamiento para poder participar en este procedimiento, usted tiene derecho, sin tener gastos propios, a que se le provea cierta ayuda. Tenga la amabilidad de ponerse en contacto con Tammy Anton, 205 N. Dixie Highway, West Palm Beach, Florida 33401; teléfono número (561) 355-4380, por lo menos 7 días antes de la cita fijada para su comparecencia en los tribunales, o inmediatamente después de recibir esta notificación si el tiempo antes de la comparecencia que se ha programado es menos de 7 días; si usted tiene discapacidad del oído o de la voz, llame al 711.”

“Si ou se yon moun ki enfim ki bezwen akomodasyon pou w ka patisipe nan pwosedi sa, ou kalifye san ou pa gen okenn lajan pou w peye, gen pwovizyon pou jwen kèk èd. Tanpri kontakte Tammy Anton, kòòdonatè pwogram Lwa pou ameriken ki Enfim yo nan Tribinal Konte Palm Beach la ki nan 205 North Dixie Highway, West Palm Beach, Florida 33401; telefòn li se (561) 355-4380 nan 7 jou anvan dat ou gen randevou pou parèt nan tribinal la, oubyen imedyatman apre ou fin resevwa konvokasyon an si lè ou gen pou w parèt nan tribinal la mwens ke 7 jou; si ou gen pwoblèm pou w tande oubyen pale, rele 711.”

NOTICE OF HEARING: Petition to Seal

**IN THE _____ COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
OF FLORIDA, IN AND FOR PALM BEACH COUNTY, FLORIDA**

Case No _____
Division _____

State of Florida

Plaintiff,

Vs.

Defendant/Petitioner

**ORDER TO SEAL RECORDS UNDER SECTION 943.059, FLORIDA STATUTES, AND
FLORIDA RULE OF CRIMINAL PROCEDURE 3.692**

THIS CAUSE having come on to be heard before me this date on petitioner's petition to seal records concerning the petitioner's arrest on _____ (date), by the _____ (arresting agency), and the court having heard argument of counsel and being otherwise advised in the premises, the court hereby finds:

1. The petitioner has never been previously adjudicated guilty of a criminal offense or comparable ordinance violation nor adjudicated delinquent for committing a felony or a misdemeanor specified in section 943.051(3)(b), Florida Statutes.

2. The petitioner was not adjudicated guilty of nor adjudicated delinquent for committing any of the acts stemming from the arrest or criminal activity to which the instant petition pertains.

3. The petitioner has not secured a prior records expunction or sealing.

4. A Certificate of Eligibility issued by the Florida Department of Law Enforcement accompanied the instant petition for sealing nonjudicial criminal history records. Whereupon it is ORDERED AND ADJUDGED that the petition to seal records is granted. All court records pertaining to the above-styled case shall be sealed in accordance with the procedures set forth in Florida Rule of Criminal Procedure 3.692; and it is further

ORDERED AND ADJUDGED that the clerk of this court shall forward a certified copy of this order to the (check one) ____ state attorney, ____ special prosecutor, ____ statewide prosecutor, ____ (arresting agency), and the ____ Sheriff of _____ County, who will comply with the procedures set forth in section 943.059, Florida Statutes, and appropriate regulations of the Florida Department of Law Enforcement, and who will further forward a copy of this order to any agency that their records reflect has received the instant criminal history record information; and it is further

ORDERED AND ADJUDGED that _____ (arresting agency) shall seal all information concerning indicia of arrest or criminal history record information regarding the arrest or alleged criminal activity to which this petition pertains in accordance with the procedures set forth in section 943.059, Florida Statutes, and Florida Rule of Criminal Procedure 3.692. All costs of certified copies involved herein are to be borne by the _____

DONE AND ORDERED in Chambers at Palm Beach County, Florida, on _____
(date)

Circuit Court Judge

Forms for Petition to Expunge

**IN THE _____ COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
OF FLORIDA, IN AND FOR PALM BEACH COUNTY, FLORIDA**

Case No. _____
Division _____

State of Florida

Plaintiff,

Vs.

Defendant/Petitioner

PETITION TO EXPUNGE

The petitioner, _____, petitions this honorable court, under Florida Rule of Criminal Procedure 3.692 and section 943.0585 to Expunge all criminal history record information in the custody of any criminal justice agency and the official records of the court concerning the petitioner's arrest on _____ (date), by _____ (arresting agency), for _____ (charges), and as grounds therefore shows:

1. On _____ (date), the petitioner, _____, a _____ (race/sex), whose date of birth is _____ (date of birth), was arrested by _____ (arresting agency), and charged with _____ (charges)

2. The petitioner has not been adjudicated guilty of nor adjudicated delinquent of committing any of the acts stemming from this arrest or alleged criminal activity.

3. The petitioner has not been previously adjudicated guilty of a criminal offense or a comparable ordinance violation nor adjudicated delinquent for committing a felony or a misdemeanor specified in section 943.051(3)(b), Florida Statutes.

4. The petitioner has not secured a prior records expunction or sealing under section 943.0585, or 943.059, Florida Statutes, former section 943.058, Florida Statutes, former section 893.14, Florida Statutes, or former section 901.33, Florida Statutes, or any other law, rule, or authority.

5. The petitioner's record has been sealed under section 943.059, Florida Statutes, former section 943.058, Florida Statutes, former section 893.14, Florida Statutes, or former section 901.33, Florida Statutes, for at least 10 years; or there has not been an indictment, information, or other charging document filed against the petitioner who is the subject of this criminal history record information; or an indictment, information, or other charging document filed against the petitioner who is the subject of this criminal history information was dismissed by the prosecutor or the court.

PETITION TO EXPUNGE

6. A Certificate of Eligibility for expunction of nonjudicial criminal history records issued by the Florida Department of Law Enforcement accompanies this petition.

WHEREFORE, the petitioner moves to expunge any criminal history record information and any official court records regarding his/her arrest by _____ (arresting agency), for _____ (charges), on _____ (date)

I HEREBY CERTIFY that a true and correct copy of the foregoing pleading has been served on _____ (name of prosecuting authority), (check one) _____ State Attorney for the _____ Judicial Circuit, in and for _____ County, _____ Special Prosecutor, _____ Statewide Prosecutor); (arresting agency); _____ (Sheriff of county in which defendant was arrested, if different); and the Florida Department of Law Enforcement, on _____ (date)

Name: _____
Address: _____
City/State: _____
Telephone Number: _____

PETITION TO EXPUNGE

IN THE _____ COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
OF FLORIDA, IN AND FOR PALM BEACH COUNTY, FLORIDA

Case No _____
Division _____

State of Florida
Plaintiff,
Vs.

Defendant/Petitioner

Affidavit in Support of Petition to Expunge

State of Florida
County of _____

I, _____, am the defendant/petitioner in the above-styled cause and I do hereby swear or affirm that:

1. I fully understand the meaning of all of the terms of this affidavit.
2. I have never been adjudicated guilty of a criminal offense or a comparable ordinance violation nor adjudicated delinquent for committing a felony or a misdemeanor specified in section 943.051(3)(b), Florida Statutes.
3. I was arrested on _____, by _____ (arresting agency), and I have not been adjudicated guilty of, nor adjudicated delinquent for committing, any of the acts stemming from that arrest or the alleged criminal activity surrounding my arrest.
4. I am eligible for the relief requested, to the best of my knowledge and belief, and do not have any other petition to expunge or seal pending before any court.
5. I have never secured a prior records expunction or sealing under any law.
6. My record of arrest for this date has been sealed for at least 10 years; or an indictment, information, or other charging document was not filed against me for the above criminal transaction; or an indictment, information, or other charging document filed against me was dismissed by the prosecutor or the court.

Defendant / Petitioner

Sworn to and subscribed before me on _____ by _____

NOTARY PUBLIC or Deputy Clerk

Printed, typed, or stamped Commissioned name of
Notary Public

Personally known ____ or produced identification ____
Type of identification produced _____
My commission expires: _____
Affidavit in Support of Petition to Expunge

**IN THE _____ COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
OF FLORIDA, IN AND FOR PALM BEACH COUNTY, FLORIDA**

STATE OF FLORIDA,

Vs

Case No. _____

Division. _____

Defendant

NOTICE OF HEARING

Please take notice that the defendant will call up a **PETITION TO EXPUNGE RECORDS** hearing before Judge _____, on _____, 20____, at _____ am/pm, Room _____, _____.

I HEREBY CERTIFY that a true and correct copy of the foregoing has been served on _____ (name of prosecuting authority), (check one) _____ State Attorney for the _____ Judicial Circuit, in and for _____ County, _____ Special Prosecutor, _____ Statewide Prosecutor); _____ (arresting agency); _____ (Sheriff of county in which defendant was arrested, if different); and the Florida Department of Law Enforcement, on _____ (date)

By: _____

Pro Se

Print Name: _____

Address: _____

City/State: _____

Telephone Number: _____

NOTICE OF HEARING: Petition to Expunge

This notice is provided pursuant to Administrative Order No. 2.207-1/15

“If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Tammy Anton, Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.”

“Si usted es una persona minusválida que necesita algún acomodamiento para poder participar en este procedimiento, usted tiene derecho, sin tener gastos propios, a que se le provea cierta ayuda. Tenga la amabilidad de ponerse en contacto con Tammy Anton, 205 N. Dixie Highway, West Palm Beach, Florida 33401; teléfono número (561) 355-4380, por lo menos 7 días antes de la cita fijada para su comparecencia en los tribunales, o inmediatamente después de recibir esta notificación si el tiempo antes de la comparecencia que se ha programado es menos de 7 días; si usted tiene discapacidad del oído o de la voz, llame al 711.”

“Si ou se yon moun ki enfim ki bezwen akomodasyon pou w ka patisipe nan pwosedi sa, ou kalifye san ou pa gen okenn lajan pou w peye, gen pwovizyon pou jwen kèk èd. Tanpri kontakte Tammy Anton, kòdonatè pwogram Lwa pou ameriken ki Enfim yo nan Tribinal Konte Palm Beach la ki nan 205 North Dixie Highway, West Palm Beach, Florida 33401; telefòn li se (561) 355-4380 nan 7 jou anvan dat ou gen randevou pou parèt nan tribinal la, oubyen imedyatman apre ou fin resevwa konvokasyon an si lè ou gen pou w parèt nan tribinal la mwens ke 7 jou; si ou gen pwoblèm pou w tande oubyen pale, rele 711.”

NOTICE OF HEARING: *Petition to Expunge*

**IN THE _____ COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
OF FLORIDA, IN AND FOR PALM BEACH COUNTY, FLORIDA**

Case No. _____
Division _____

State of Florida

Plaintiff,

Vs.

Defendant/Petitioner

**ORDER TO EXPUNGE UNDER SECTION 943.0585, FLORIDA STATUTES,
AND FLORIDA RULE OF CRIMINAL PROCEDURE 3.692**

THIS CAUSE having come on to be heard before me this date upon a petition to expunge certain records of the petitioner's arrest on _____ (Date) by _____ (Arresting agency), for _____ (charges), and the court having heard argument of counsel and being otherwise fully advised in the premises, the court hereby finds the following:

1. The petitioner has never previously been adjudicated guilty of a criminal offense or a comparable ordinance violation nor adjudicated delinquent for committing a felony or a misdemeanor specified in section 943.051(3)(b), Florida Statutes.

2. The petitioner was not adjudicated guilty of nor adjudicated delinquent for committing any of the acts stemming from the arrest or criminal activity to which this expunction petition pertains.

3. The petitioner has not secured a prior records expunction or sealing.

4. This record has either been sealed for at least 10 years; or no indictment, information, or other charging document was ever filed in this case against the petitioner; or an indictment, information, or other charging document filed against the defendant was dismissed by the prosecutor or the court.

5. A Certificate of Eligibility issued by the Florida Department of Law Enforcement accompanied the petition for expunction of nonjudicial criminal history records. Whereupon it is

ORDERED AND ADJUDGED that the petition to expunge is granted. All court records pertaining to the above-styled case shall be expunged in accordance with the procedures set forth in Florida Rule of Criminal Procedure 3.692; and it is further

ORDERED AND ADJUDGED that the clerk of this court shall forward a certified copy of this order to the (check one) _____ state attorney, _____ special prosecutor, _____ statewide prosecutor, _____ (arresting agency), and the _____ Sheriff of _____ County, who will comply with the procedures set forth in section 943.0585, Florida Statutes, and appropriate regulations of the Florida Department of Law Enforcement, and who will further forward a copy of this order to any agency that their records reflect has received the instant criminal history record information; and it is further ORDERED AND ADJUDGED that _____ (arresting agency) shall expunge all information concerning indicia of arrest or criminal history record information regarding the arrest or alleged criminal activity to which this petition pertains in accordance with the procedures set forth in section 943.0585, Florida Statutes, and Florida Rule of Criminal Procedure 3.692. All costs of certified copies involved herein are to be borne by the _____

DONE AND ORDERED in Chambers at Palm Beach County, Florida, on _____ (date)

Circuit Court Judge



THE
15TH JUDICIAL CIRCUIT
OF FLORIDA
ADMINISTRATIVE OFFICE OF THE COURT

E-SERVICE INSTRUCTIONS FOR SELF REPRESENTED PARTIES

Pursuant to the Florida Rule of Judicial Administration 2.516, self-represented parties involved in any type of case in any Florida court, may, but are not required to, serve on the opposing party's attorney court documents by e-mail.

E-mail Service to/from an Opposing Party: Self-represented parties opting to serve court documents by e-mail may do so by designating a primary e-mail address (and up to 2 secondary e-mail addresses) for receiving service in that proceeding. This designation only informs the other side of your email address. Once a party has filed an e-mail address designation in a proceeding, all court documents required or permitted to be served on a party must be served by e-mail unless the parties otherwise agree or a court orders otherwise.

E-Mail Service from Participating Judges: Self-represented parties who want to receive court orders and other court documents from judges who use e-mail service **MUST** register with the 15th Judicial Circuit's online services system at **www.15thcircuit.com/html/online services**. You will **NOT** receive court documents from participating judges unless and until you register with the 15th Judicial Circuit's online system.

Form of Email: E-mail service is made by attaching a copy of the document to be served in PDF format to an e-mail. The e-mail's subject line must state "SERVICE OF COURT DOCUMENT" in all capital letters, followed by the case number of the relevant proceeding. The body of the e-mail must identify the: (1) court in which the proceeding is pending; (2) case number; (3) name of the initial party on each side; (3) title of each document served with that e-mail; (4) sender's name; (5) sender's telephone number. The e-mail and attachments together may not exceed 5 megabytes in size; e-mails that exceed the size requirement must be divided into separate e-mails (no one of which may exceed 5 megabytes) and labeled sequentially in the subject line. Documents served by e-mail may be signed by "/s/", "/s" or "s/" as long as the document filed with the Clerk's Office is signed in accordance with the applicable rule of procedure.

Service Dates: Service by e-mail is deemed complete on the date it is sent. E-mail service is treated as service by mail for the computation of time. When, in addition to service by e-mail, the sender also utilizes another means of service provided for in the Rules of Judicial Administration, the computation of time will be based on the method of service that has the shortest response time.

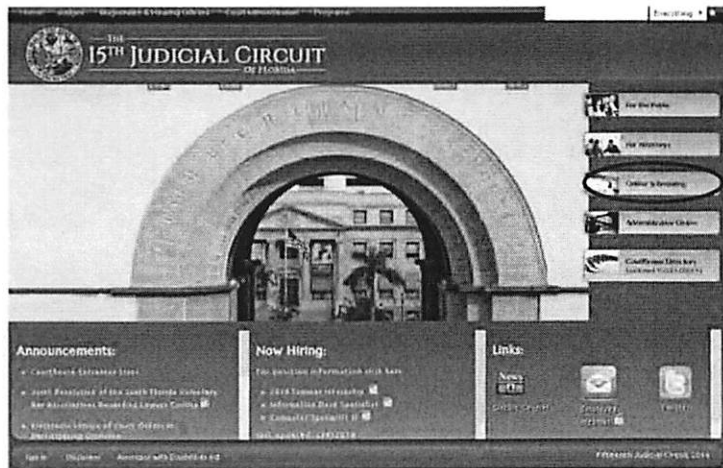
Filing of Documents: The Rules of Judicial Administration require that all documents be filed with the court either before service on the opposing party or immediately thereafter. Documents are deemed filed when they are filed with the clerk of court. If the sender learns that the e-mail did not reach the address of the person to be served, the sender must immediately send another copy by e-mail, or serve by a means authorized by subdivision (b)(2) of the Rules of Judicial Administration.

Instructions for E-Service Registration for Self Represented Litigants, (06/13)

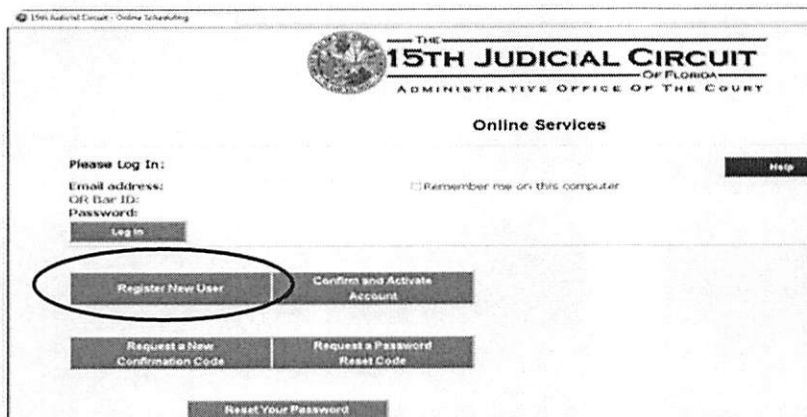


THE
15TH JUDICIAL CIRCUIT
OF FLORIDA
ADMINISTRATIVE OFFICE OF THE COURT

Instructions for E-Service Registration For Self Represented Litigants

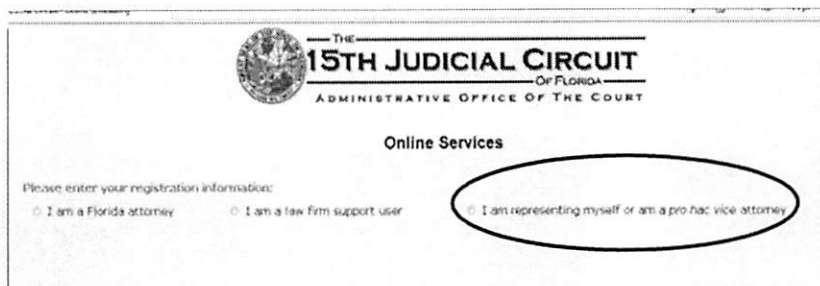


- Go to www.15thcircuit.com
- Select Online Scheduling
- Select Online Scheduling Application



This will take you to the Log In Screen.

First time users click on "Register New User".



Select the "Pro se/ Pro hac vice" button

THE 15TH JUDICIAL CIRCUIT
OF FLORIDA
ADMINISTRATIVE OFFICE OF THE COURT

E-Service/Online Scheduling Services

E-Service Online Scheduling Instructions
Frequently Asked Questions
eFiling Diagrams
eFiling Resources
E-Service Public List

Please enter your registration information:

☐ I am a Florida attorney ☐ I am a law firm support user ☐ I am representing myself or am a pro hac vice attorney

Please ensure that your registered party name matches your court documents exactly.

*Indicates required field.

Login Email Address: * (The login email is specific to the person registering and should not be a generic e-Service address)

Password: *

Confirm Password: *

Enter the information requested in the fields provided.

NOTE:

The e-mail address listed here is for logging into Court e-service applications. This address is NOT FOR USE as an e-service email address unless you want it to be.

15th Judicial Circuit - Online Scheduling

E-Service Online Scheduling Instructions
Frequently Asked Questions
eFiling Diagrams
eFiling Resources
E-Service Public List

First Name: *
Middle Name: *
Last Name: *
Suffix: *
System Greeting: *
Street Address: *
City: *
State Abbreviation: *
ZIP: *
Business Phone: *
Fax: *
Cell: *

Please enter the security code that is shown: uDy6d8

Click the speaker icon to read the letters aloud

Submit

Simply type the code in the space provided and press the green submit button.

The account has now been created.

A confirmation email will be sent to registered login email address.

IMPORTANT:

The user MUST accept and login within 24 hours.

Instructions for E-Service Registration for Self Represented Litigants, (06/13)

IN THE CIRCUIT/COUNTY COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY, FLORIDA

CASE NO.: _____

_____,
Plaintiff/Petitioner

v.

_____,
Defendant/Respondent.

**DESIGNATION OF CURRENT MAILING AND E-MAIL ADDRESS AND
DIRECTIONS TO PROVIDE E-MAIL ADDRESS TO COURT ADMINISTRATION**

I, (full legal name) _____, being sworn, certify that my current
mailing address is: {Street} _____

{City} _____, {State} _____, {Zip} _____

{Telephone No.} _____ {Fax No.} _____

I designate as my current e-mail address(es) (up to 3 different email address): _____

_____.

1. I understand that in order to receive court orders from participating judicial divisions in the Fifteenth Judicial Circuit/Palm Beach County, I must register my email address with Court Administration by going to www.15thcircuit.com/html/online services.
2. I further understand that simply listing an email address on this form will NOT inform the judge or case manager of my email address and that I MUST register on line with the Court's online e-registration system.
3. Once registered, I agree to accept email service of court orders or documents sent by the court.
4. By completing this form I am authorizing participating Judicial Divisions and the Court of the Clerk, of the Fifteenth Judicial Circuit Court of Florida to send copies of orders/judgment, notices or other written communications to me by e-mail and not through regular U.S. Mail.
5. I understand that I must keep the clerk's office and the opposing party or parties notified of my current mailing and e-mail address(es) and that all future papers in this lawsuit will be served at the address(es) on record at the clerk's office.

6. I will ensure the software filters have been removed from my computer, so it does not interfere with my ability to receive any of the above documents.

I certify that a copy of this document was {check all used}: () e-mailed () mailed () faxed () hand-delivered to the person(s) listed below on {date}_____.

Other party or his/her attorney

Name: _____

Address: _____

City, State, Zip: _____

Fax Number: _____

E-Mail Address(es): _____

Dated: _____

Signature of Party

STATE OF FLORIDA

COUNTY OF PALM BEACH

Sworn to or affirmed and signed before me on _____ by _____.

NOTARY PUBLIC or DEPUTY CLERK

[Print, type, or stamp commissioned name
of notary or clerk]

_____ Personally Known

_____ Produced Identification

Type of identification produced _____

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE
BLANKS BELOW:**

[fill in all blanks] This form was prepared for the: {choose only one} () Petitioner () Respondent

This form was completed with the assistance of:

{name of individual} _____

{name of business} _____

{street} _____

{city} _____, {state} _____ {telephone number} _____

Designation of Current Mailing and E-Mail Address and Directions to Provide E-mail Address to Court Administration (04/13)

INSTRUCTIONS FOR NOTICE OF CHANGE OF ADDRESS

When should this form be used?

This form should be used when you make any changes to your mailing/e-mailing address at anytime during the course of the case.

This form should be typed or printed in black ink. You should file the original with the clerk of the circuit court in the county where the petition was filed and keep a copy for your records.

What should I do next?

A copy of this form must be mailed or hand delivered to the other party in your case.

Where can I look for more information?

Before proceeding, you should read “General Information for Self-Represented Litigants” found at the beginning of these forms. The words that are in “**bold underline**” in these instructions are defined there. For further information, see chapter 742, Florida Statutes.

Special notes...

It is the party’s responsibility to timely update their address. If you do not update your address timely, you may not receive documents filed in your case.

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT,
IN AND FOR PALM BEACH COUNTY, FLORIDA

Case No.: _____

Division: _____

Plaintiff/Petitioner,

V.

Defendant/Respondent.

NOTICE OF CHANGE ADDRESS

Please be advised that the undersigned has changed their mailing address to:

Address: _____

City: _____

State: _____

Zip code: _____

Phone Number: _____

Please be advised that the undersigned has changed his/her email address to the following:

Email Address: _____

Signature

Printed Name

CERTIFICATE OF SERVICE

I certify that a copy of this document was mailed to the person listed below by U.S. Mail on the following date: _____.

Other party or his/her attorney:

Name: _____

Address: _____

City, State, Zip: _____

E-Mail: _____

Signature