

Instructions for Filing Expungement Paperwork

(Failure to complete any of the following steps may result in a denial of expungement request **OR** delayed results)

1. Complete the appropriate Petition for Expungement form:
 - a. Petition for Expungement of Arrest Record
 - OR**
 - b. Petition for Expungement of Conviction or Diversion

2. Print **BOTH** ORDERS: Leaving the *bodies* of the orders **BLANK**.
 - a. Order for Expungement
 - &**
 - b. Order Denying Expungement

3. On Each Order Complete Only:
 - a. Defendant Name & Case Number (top of pg. 1)
 - b. Defendant Signature Line (last pg.)
 - c. Defendant Information (last pg.)

4. Submit the completed Petition & 2 Order Forms to the Junction City Municipal Court by one of the four options below:
 - a. **In-Person:** 701 N. Jefferson St. Junction City, KS 66441
 - b. **Email:** mc@jcks.com
 - c. **Fax:** 785-238-4120
 - d. **Mail:** PO Box 287 Junction City, KS 66441

****Please Note:** If you are needing an expungement for both a conviction & arrest record, this process will need to be completed twice. Once per petition. **