

**EXPUNGEMENT CHECKLIST**  
Code of Criminal Procedure Article 971 et seq.  
(Act 145 or 2014)

**The Following Matters Can Be Expunged**

Arrest or conviction(s) in which any of the following results or actions occurred:

1. Not Guilty Verdict
2. Article 894 Imposed upon Guilty Plea or Verdict
3. Case Dismissed
4. Case not Prosecuted
5. Time Limit for Prosecution Expired
6. Defendant Entered Pre-Trial or Diversion Program

Arrest and convictions after time limitation has elapsed and Article 894 not imposed:

- |                                     |                               |
|-------------------------------------|-------------------------------|
| 1. Criminal Cases                   | 5 Years from Conviction Date  |
| 2. DWI Cases                        | 10 Years from Conviction Date |
| 3. Pre-Trial or Diversion/DWI Cases | 5 Years from Conviction Date  |

**THE FOLLOWING ITEMS MUST BE ATTACHED WHEN A MOTION IS FILED**

1. \$250 money order to the Louisiana State Police
2. \$200 money order to the Natchitoches City Court
3. \$ 50 money order to the arresting agency
4. \$ 50 money order to the district attorney
5. \$ 50 money order to OMV **if DWI**

**FEE EXEMPTION:** Must file with the motion for expungement if the following conditions have been met. Please see Article 983(F)

1. Acquitted after trial of all charges
2. DA consents the case was dismissed or DA declined to prosecute within the time limitations without participating in a pre-trial diversion.

**ONLY THE FORMS PROVIDED IN ARTICLES 987, 988, 989, 990, 991 and 992 SHALL BE USED FOR FILING MOTION FOR EXPUNGEMENT**

*After your motion is filed with the court, the following entities have a period of 60 days to file with the court an objection or no objection: The District Attorney, The Louisiana Bureau of Criminal Identification and Information, The Arresting Law Enforcement Agency*

*Should there be no objection, the order will be sent to the Judge for signature ex parte. Please allow 3 months for the completion of this process.*

*Should there be an objection, you will be notified by mail. It is your responsibility to notify the court of any change of address.*

**THE NATCHITOCHEs CITY COURT CLERKS ARE PROHIBITED BY LAW FROM PROVIDING LEGAL ADVICE. WE CANNOT**

*ASSIST THE APPLICANT IN COMPLETING FORMS. PLEASE SEEK LEGAL COUNSEL FOR ASSISTANCE.*