

USING THIS FORM

1. Copies
 - a. Original – to court.
 - b. Copy – arrange to have served on Commonwealth’s Attorney in the county or city in which the petition is filed.
2. Attachments
 - a. Copy of order granting absolute pardon.
 - b. Completed circuit court form CC-1416, Cover Sheet for Filing Civil Actions, if required by the clerk of court.
3. Preparation Details
 - a. Data Element Nos. 1-13 prepared by the petitioner or the attorney for the petitioner.
 - b. Data Element Nos. 14-16 prepared by the clerk of court or deputy clerk, who will also provide or complete the case number if unknown to the petitioner (Data Element No. 1).
 - c. Data Element No. 17 is provided for the use of the petitioner.

**PETITION FOR EXPUNGEMENT
FILED IN A CIRCUIT COURT –
ABSOLUTE PARDON**

Case No. **1**

Commonwealth of Virginia

..... **2** Circuit Court
CITY OR COUNTY

..... **3**
STREET ADDRESS OF COURT

..... **4** v. Commonwealth of Virginia
NAME OF PETITIONER

This petition to expunge the police and court records, including electronic records, relating to the charge(s) specified below is based on subsection I of § 19.2-392.2, as the petitioner has been granted an absolute pardon for the commission of a crime or offense that the petitioner did not commit.

I further state that:

Petitioner’s date of birth is: **5**

Petitioner’s full name at the time of arrest: **6**

Specific charge(s) to be expunged: **7**

Date of final disposition of charge(s): **8** Court disposing of charge(s): **8**

9 In support of this petition, the petitioner relies on [] the facts set forth on the attached document, which is incorporated herein [] the following facts: **9**

For this reason, I request that the police and court records, including electronic records, relating to the charge(s) be expunged and that a copy of any order of expungement be forwarded to the Department of State Police pursuant to subsection K of § 19.2-392.2.

..... **10**
DATE

..... **11**
SIGNATURE OF [] PETITIONER [] ATTORNEY FOR PETITIONER

..... **12**
PRINT NAME

..... **13**
ADDRESS/TELEPHONE NUMBER OF [] PETITIONER [] ATTORNEY FOR PETITIONER

Hearing date and time: **14**

..... **15**
DATE

..... **16**
CLERK

Checklist for petitioner:

- 17** [] File completed PETITION FOR EXPUNGEMENT FILED IN A CIRCUIT COURT – ABSOLUTE PARDON in the circuit court of the county or city in which the charge(s) was (were) disposed of, together with all applicable fees and costs and, if required by the clerk of the court, a completed COVER SHEET FOR FILING CIVIL ACTIONS, circuit court form CC-1416.
- [] Have a copy of this petition, including any attachments, served on the Commonwealth’s Attorney in the county or city in which the PETITION FOR EXPUNGEMENT FILED IN A CIRCUIT COURT – ABSOLUTE PARDON is filed.

DATA ELEMENTS

1. Court case number.
2. Court name.
3. Street address of court.
4. Name of petitioner.
5. Insert date of birth of petitioner.
6. Insert full name of petitioner at the time of arrest.
7. List criminal charge(s) and, if available, court case number(s), petitioner seeks to have expunged.
8. Insert date of final disposition of charge(s) sought to be expunged.
9. Check the appropriate box. If the petitioner will rely on an order granting absolute pardon, attach a copy of the order. If the petitioner will rely on something other than, or in addition to, an order granting absolute pardon, specify the facts on the blank lines.
10. Insert date petition is signed.
11. Signature of petitioner or attorney for petitioner. Check applicable box under the line.
12. Print name of individual signing the petition.
13. Insert address and telephone number of individual signing the petition and check applicable box under the line.
14. Clerk of court or deputy clerk insert hearing date and time.
15. Insert date of clerk or deputy clerk signature.
16. Signature of clerk or deputy clerk.
17. Petitioner may use the check boxes to indicate the steps completed.