

EXPUNGEMENT INSTRUCTIONS

- Sole responsibility for the correctness of the Expungement Order rests with the individual requesting the expungement. Questions regarding the preparation of an Expungement Order should be directed to an attorney. The Criminal Court Clerk and his staff are prohibited from providing legal advice.
- All assessed court costs must be paid before an Expungement can be completed.
- All of the Expungement Order's applicable lines must be filled out correctly.
- Please use blue or Black ink. Pencil is not acceptable.
- White out is not acceptable.
- Multiple arrests, not to exceed three, may be put on one order as long as the date of arrest is the same. Different arrest dates for the same person requires separate orders.
- A total \$100.00 fee must be paid to the Criminal Court Clerk for each Expungement Order where the defendant successfully completed a judicial diversion program pursuant to Tennessee Code Annotated § 40-35-313.
- A total \$100.00 fee must be paid to the Criminal Court Clerk for each Expungement Order where the defendant successfully completed a pretrial diversion program pursuant to Tennessee Code Annotated §§ 40-15-102 - - 40-15-107.
- A total \$100.00 fee must be paid to the Criminal Court Clerk upon the submission of an Expungement of Conviction Petition pursuant to Tennessee Code Annotated § 40-32-101(g).
- After approval by a Judge, the Expungement Order will be filed with the Court Clerk's Office. The fee must be paid, if applicable. Please provide an address and a phone number at the bottom of the Expungement Order.
- Only records listed on the Order will be expunged.
- The Office of The Criminal Court Clerk is only responsible for the expungement of their internal records. Copies of the Expungement Order will be distributed to the Tennessee Bureau of Investigation and the law enforcement agency listed on the Order. These other agencies are responsible

for the Expungement of their own records. You may want to contact these agencies to verify that they received and processed your Order.

- After a Judge issues an Expungement Order, the law allows the Court Clerk 60 days to remove the Court Clerk's records.
- As a courtesy, the Court Clerk provides arrest date information made available by law enforcement through the Knox County Justice Information Management System. However, this information is not a record maintained by the Court Clerk. To verify any information from your formal arrest record, please contact the arresting agency.
- **A self-addressed stamped envelope must be included with the order.**