

**DISTRICT COURT
OF
SEBASTIAN COUNTY, ARKANSAS**
FORT SMITH DIVISION
SEBASTIAN COUNTY COURTHOUSE
901 S. B STREET, SUITE 103
FORT SMITH, ARKANSAS, 72901

(479) 784-2420

FAX: (479) 784-2438



Application for Petition to Seal Record -District Court of Fort Smith

FULL NAME: _____ DATE OF BIRTH: _____
If convicted under another name please list name: _____
MAILING ADDRESS: _____
CITY _____ STATE _____ ZIP CODE _____
TELEPHONE NUMBER: (____) _____ SOCIAL SECURITY NO: _____
MESSAGE PHONE: (____) _____
CHARGE: _____ DATE OF ARREST _____
(If you are requesting more than one arrest to be expunged, you must file a separate petition for each arrest.)

****READ CAREFULLY**** You may apply for a Petition to Seal A Record through the District Court of Fort Smith if you meet the Following criteria: (1) Have not been granted an expungement in the past; (2) have no prior felony convictions; (3) entered a plea of guilty /nolo contendere to the charge; (4) were placed on probation or a suspended imposition of sentence; and (5) completed all of the requirements imposed by the Court as a condition of your probation or suspended imposition of sentence. **There is a \$50.00 filing fee for each petition. This fee cannot be waived and must be paid to the Court before your petition will be accepted.**

LETTERS REQUIRED:

- 1) FORT SMITH POLICE DEPARTMENT - 100 South 10th Street, Fort Smith, AR 72901 (479-709-5000)
 - 2) SEBASTIAN COUNTY SHERIFF'S OFFICE-800 South "A" Street, Fort Smith, AR 72901 (479-783-1051)
 - 3) SEBASTIAN CO. CIRCUIT CLERK OFFICE-901 S. B St., Suite 205, Fort Smith, AR 72901 (479-782-1046)
- These letters need to state that you have not been arrested during the time span of your probation or suspended imposition of sentence. Minor traffic violations will not be held against you.

****READ CAREFULLY****

After you have obtained these documents, bring them with this application, to the District Court Business Office, Sebastian County Courts Building, 901 South B Street, Suite 103, Fort Smith, AR 72901. You must pay a \$50.00 filing fee to file your petition with this Court. This \$50.00 filing fee is non-refundable and does not guarantee that your petition to seal will be granted. If your petition is denied, the filing fee will NOT be refunded to you. If you have questions regarding your eligibility, you may wish to speak to an attorney prior to paying the \$50.00 filing fee. Once your application has been filed with the Court, the petition paperwork will be prepared for you. You will then be **required to appear in the District Court Business Office, so that the information on the petition can be verified under oath, pursuant to A.C.A. 16-90-905(a)(3).** The Prosecuting Attorney and the arresting agency will be given thirty (30) days to file a notice of opposition before the Court grants the Petition. If an objection is not filed with the Court, the District Court Clerk's Office will prepare an ORDER TO SEAL for the Judge's consideration. Upon the Judge's approval and signature, a copy of the Order to Seal will be provided to you by mail. **If you are requesting that a record be sealed on a charge in which you were not fingerprinted, you will be required to submit for fingerprinting before the Judge signs the Order to Seal.**