

LEHI CITY JUSTICE COURT  
154 NORTH CENTER STREET  
LEHI, UTAH 84043

INSTRUCTIONS FOR EXPUNGEMENTS

1. Contact the Bureau of Criminal Identification (BCI), for a CERTIFICATE OF EXPUNGEMENT ELIGIBILITY.  
<http://www.publicsafety.utah.gov> AND/OR Bureau of Criminal Identification  
(Criminal Background) 3888 West 5400 South  
Salt Lake City, UT 84118  
801-965-4445

You may also find information at <http://www.utcourt.gov>  
(Self-Help Resources)  
(Court Forms and Instructions)

2. File the original Certificate of Expungement Eligibility with the court. Make a copy for yourself before filing. You must **file within 90 days** from the date at the bottom of your certificate. At this time, you will fill out a Petition to Expunge, and pay the court expungement fee. You must bring Proper Identification.

The Utah State Court fee for an expungement : \$135.00 / UCA Code 78 A-2-36

Later, there will be a fee for certified Order For Expungement copies, at \$5.00 each. Four to seven copies may be needed. You will file these copies with affected agencies.

3. The Court will file your Petition to Expunge with the City Prosecutor's office. If there were victims with your case, the Prosecutor will notify them. Once the Prosecutor has signed the Consent and Waiver Form, the Order to Expunge will be submitted to the Judge for final approval. After being signed by the Judge, you will be notified by phone.

If written objections are received, the Court will schedule a hearing and notify all parties.

4. When the Court phones you, please indicate the number of certified copies of the Order. to Expunge you will need. Most cases may require one for each of the following 1. The Bureau of Criminal Identification, 2. The arresting agency 3. The booking agency, 4. The Prosecutors Office, 5. A copy for your records. Also maybe 6. Attorney, and 7. Victim. Addresses for local agencies will be available when you pick up, and pay for your certified copies. Please pick up your certified Orders within 30 days from notification.

5. YOUR RESPONSIBILITIES: You, not the Court, are responsible for service of the certificate and Order to Expunge to the affected agencies. Until each agency receives this paperwork, the case is not expunged in that agency.