

ALACHUA COUNTY CLERK EXPUNGEMENT OR SEALING INSTRUCTIONS

After completion of the FDLE expunge/seal process and you have received your Certificate of Eligibility, you may proceed to file with the clerk's office.

1. Complete the petition and affidavit. The affidavit must be signed in the presence of a notary public.
 - Before completing the petition, search the Official Records at www.alachuaclerk.org to determine whether any documents in your case were recorded and need to be removed.
2. To obtain copies pertaining to case number, charges and disposition, contact the Central Files Division of the Clerk's Office, 201 E. University Avenue, Gainesville, Florida 32601 or by email at osr@alachuaclerk.org.
3. All charges on each case must have an arrest date and arresting agency listed on the petition.
4. When the forms are complete, make **four complete sets** of copies (Petition, Affidavit and FDLE Certificate) for distribution to the agencies listed in paragraph 7.
5. File **the ORIGINAL** with the Clerk of Court in the Criminal Division. The filing fee is \$42.00 plus the cost of certified copies required to be sent to the involved agencies, which will be billed to the email or address on the petition. The petition will be processed once payment is made, so be sure your email address, telephone number and address are correct on the petition.
6. Make payment in the form of a personal check, cashier's check, or money order made payable to the "Clerk of Court." We also accept Visa, MasterCard, American Express, and Discover card payments, which will include an added 3.5% service fee charged by our provider for all debit and credit card payments. Do not send cash in the mail.
7. Furnish **COPIES** to the Florida Department of Law Enforcement, Office of the State Attorney, Alachua County Sheriff's Office and the arresting agency if different from the Alachua County Sheriff's Office.

The following addresses and phone numbers may help in this process:

Clerk of Court
Mailing Address

Civil and Family Justice Center
201 E University Ave
Gainesville, FL. 32601
(352) 374-3681

Clerk of Court
Walk In Customer Service

Criminal Justice Center
220 South Main Street, 4th Fl
Gainesville, FL 32601
(352) 374-3681

Gainesville Police Department

721 NW 6th Street
Gainesville, FL 32601
(352) 334-2400

Alachua County Sheriff's Office

P.O. Box 5489
Gainesville, FL 32627-5489
(352) 367-4000

State Attorney's Office

120 W University Ave
Gainesville, FL 32601
(352) 374-3670

Florida Department of Law Enforcement

Expungement Section
P. O. 1489
Tallahassee, FL 32302
(850) 410-7870

After the order is signed by the court and filed with the clerk's office, the processing will take a week, at which time you will receive a copy of the order. Expunction orders require a 60-day delay before becoming effective. Certified copies are sent to all agencies having any record of the arrest.

The judge may require a hearing on your petition. If so, you will receive notice that a hearing is needed and you will need to contact the appropriate judge's office to set the hearing and notice all necessary parties.