

## ALACHUA COUNTY EXPUNGEMENT OR SEALING INSTRUCTIONS

**After completion of the FDLE expunge/seal process and you have received your Certificate of Eligibility, you may proceed with the process at the Alachua County Clerk of Court.**

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](http://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 fax to (352) 337-6158.
3. All charges on each case must have an arrest date and arresting agency listed on the petition.
4. Upon completion of the forms you will need to make **four complete sets** of copies of the Petition, Affidavit and FDLE Certificate to be distributed by you as follows:
  - A. File **the ORIGINAL** with the Clerk of Court in the Criminal Division along with the initial fee payment of \$42.00. There will be an additional cost for certified copies, usually about \$50.
  - B. 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.
5. You will be notified by email or mail for the costs of certified copies **shortly after the petition is filed, based on the size of the proposed order.** This payment must be made before the expunction or sealing can be completed.

The judge may require a **hearing**. You will be notified that a hearing needs to be set and it will be your responsibility to set the hearing with the appropriate judge and notice all necessary parties.

**After the order is signed** and filed with the clerk's office, you must pay the remaining costs, before the file will be expunged or sealed. After payment, the processing will take a week and you will receive a copy of the order. Expunction orders require a 60-day delay before becoming effective. All agencies having any record of the arrest will receive certified copies.

**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, however there is a 3.5% service fee charged by our provider for all debit and credit card payments. Do not send cash in the mail.

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) 374-3684

### **Alachua County Sheriff**

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

### **Clerk of Court**

#### Walk In Customer Service

Stephan P. Mickle Criminal  
Courthouse  
220 South Main Street, 4th Fl  
Gainesville, FL 32601  
(352) 374-3684

### **State Attorney**

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

### **Gainesville Police Department**

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