

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 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. After completing the forms, you will need to make **4 complete sets (or 3, if the Alachua County Sheriff was the arresting agency)** 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 (1) the Florida Department of Law Enforcement, (2) Office of the State Attorney, (3) Alachua County Sheriff's Office and (4) the arresting agency if different from the Alachua County Sheriff's Office. The addresses of these agencies are listed below.
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.

It is your responsibility to provide an order to the judge. A sample order form is on the Clerk's Forms Page where the sample petition and affidavit are located. The form order will need to be filled in and submitted to the judge's office following the instructions provided for submitting orders on the judge's procedure page. Information for judges and their court procedures can be found at www.circuit8.org.

The judge may require a **hearing**. The Court will notify you if a hearing needs to be set and you will need to follow the judge's procedures which can be found at www.circuit8.org, for setting a hearing and sending notice to 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) 337-6215

Clerk of Court

Walk In Customer Service

Stephan P. Mickle Criminal
Courthouse
220 South Main Street, 4th Fl
Gainesville, FL 32601

**Florida Department of Law
Enforcement**

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

Alachua County Sheriff

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

State Attorney

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

Gainesville Police Department

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