

Guidelines for filing Expunctions

Items needed:

Class C Misdemeanors filed in this court and that were pending on September 1, 2017 (a final order or judgment had not been signed) may be expunged by filing a Petition with this court. Juveniles and Minors charged under the Texas Alcohol Beverage Code have a different expungement process and need to contact the Court about that process.

Do not call the Court Clerks for advice on how to fill out the Petition or Order, they are not attorneys and cannot give out legal advice.

Forms are available on the Addison Municipal Court website or can be found at George Allen Courts Building in the Law Library located at 600 Commerce St., 2nd floor

1. Petition for Expunction

- * 1 Original
- * 1 Copies of Original

Original Petition for Expunction should have the following:

- * Original Signature for attorney (or pro-se defendant) on the last page of the Petition with the Original Notary Public Stamp/Seal on verification page
- * Current Mailing Address and email address with phone number

2. Order Granting Expunction

- * Original Only

Send Filing to:

Addison Municipal Court of Record
4799 Airport Parkway
Addison, TX 75001

The filing fee for Petition for Expunction is \$100.00

Make cashier's check, money order or law office check payable to **Addison Municipal Court**. Please include your Bar # or DL # on all checks. Cash and credit card payments accepted in person at the Court.

If filing an Affidavit of Inability to Pay Court Cost, the form must be filled out, signed and notarized.

Please contact an attorney for any legal assistance. You may also contact Legal Aid at (214)748-1234 for any legal assistance.

If you were arrested on our warrant by another jurisdiction (i.e. Police Dept.) you will need to include that departments name in your petition.

If you need help getting your DPS Tracking Number (TRN) you will need to contact the Department of Public Safety to obtain your criminal history. If you do not furnish this number it will delay your process. The Court does not maintain this number. Further information is available at <https://www.dps.texas.gov/internetforms/Forms/CR-42.pdf> and <https://www.dps.texas.gov/internetforms/Forms/CR-63.pdf>