



***Downtown***  
**535 North Main**  
**Wichita, Kansas 67203**

**Office of the District Attorney**  
***18<sup>th</sup> Judicial District of Kansas***

***Juvenile***  
**1900 East Morris**  
**Wichita, Kansas 67211**

The Kansas statute allows any person arrested in this state to petition the court for an expungement of such arrest record if: the arrest occurred because of mistaken identity; a court has found that there was no probable cause for the arrest; the petitioner was found not guilty in court proceedings; or the expungement would be in the best interest of justice and (A) charges have been dismissed or (B) no charges have been or are likely to be filed. (K.S.A 22-2410)

If an attorney is representing you, your attorney will prepare the necessary documents to petition for expungement of the arrest. If you are proceeding without an attorney (*pro se*) you will need to follow these instructions carefully.

The following documents are to be used in preparing the expungement pleadings. The forms include a personal information report, petition, affidavit and an order of expungement. You can fill out the forms online and print them to be submitted with your expungement packet.

When you have completed the forms, please send one copy of the affidavit, one copy of the petition, one copy of the personal information report, and the original of the order of expungement to the Office of the District Attorney at the downtown address shown above. Once the required record check has been completed and the attorney has reviewed the file, a decision will be made as to eligibility for expungement. If we agree to the expungement, the attorney will sign the Order and return it to you for further handling. At that time, you will need to obtain the judge's signature and then file the petition, affidavit and the order with the Clerk of Criminal Court. Please note that the judge's signature must be on the order before it can be filed with the clerk. The clerk's office will advise you regarding how many copies of each pleading they require.

If this office decides to object to the expungement, you will be so notified and the documents you submitted will be returned to you. You can then decide whether you wish to file the petition, schedule a hearing on the petition, and present your request to the Court.

In preparing the petition, affidavit, and order, all information presently set out in the forms should be contained in the original documents that are prepared. The information is needed by this office in conducting the record check and is also needed by the various law enforcement agencies which must identify the specific event which led to the arrest. Since the records are maintained by name and date of arrest and other identifying information, all of the information requested must be provided. A separate petition, affidavit, and order must be completed for each arrest you are petitioning the court to expunge.

Please feel free to contact our office if you have any questions.

## **RESOURCES FOR COMPLETING THE EXPUNGEMENT PROCESS**

For information on dates and charges, you can contact the District Court Clerk's Office, Records Department, on the 6<sup>th</sup> floor of the Sedgwick County Courthouse (316-660-5720)

For arrest records you must contact the agency under whom you were arrested -  
Sedgwick County Sheriff's Department, 141 West Elm, Wichita (316-660-3888)  
Wichita Police Department, Records, 455 North Main, Wichita (316-268-4186)

When the forms are completed and signed, you can either mail or hand deliver to the Office of the District Attorney, 535 North Main, Wichita KS 67203.

The Office of the District Attorney cannot give you legal advice. If you need legal assistance consider using the "Find a Lawyer Service" that can be found on the Wichita Bar Association website, [www.wichitabar.org](http://www.wichitabar.org).

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Personal Information Report for Expungement Applicants

**Note: all questions must be completed. If not applicable, put N/A in the box**

1. First Name	2. Middle Name	3. Last Name
4. Maiden Name/Other Name Used	5. Date of Birth	6. Race/Sex
7. Social Security Number	8. Drivers License Number	9. State of Issuance
10. Present Street Address	11. City, State, and Zip	12. Phone Number

13. Who do you live with? Full Name	14. Address	15. Relationship

16. How long have you lived at this address?	
17. Do you stay at other addresses?	

**18. List all addresses where you have lived or stayed since your convictions/arrests.**  
**If your conviction/arrest was more than 10 years ago, you need only list addresses for the last 10 years.**

Street Address	City , State and Zip Code	How long did you live there?

19. Have you had any law enforcement contact since your conviction on this case?	<input type="radio"/> YES	<input type="radio"/> NO
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**20. If yes, please list each occurrence, date of occurrence and the circumstances of the contact**  
**Attach additional sheets of paper if necessary.**

Law Enforcement Contact and Date	Nature of Contact

**21. List the names and addresses of your children or other minor dependents.**

Name	Address	Age	Relationship

**22. Educational and Vocational Training (include high school or highest grade completed, GED if not high school graduate, as well as education beyond high school).**

School	Description

**23. Present Employment**

Employer	Telephone Number	Address
Date of Employment	Occupation	Present Salary

**24. Employment History (List employment for the past ten years. Begin with last employer. If you need more space, use blank sheet of paper.)**

<b>1. Employer</b>	<b>Address</b>	<b>Dates of Employment</b>
<b>Reason for leaving:</b>		
<b>2. Employer</b>	<b>Address</b>	<b>Dates of Employment</b>
<b>Reason for leaving:</b>		
<b>3. Employer</b>	<b>Address</b>	<b>Dates of Employment</b>
<b>Reason for leaving:</b>		
<b>4. Employer</b>	<b>Address</b>	<b>Dates of Employment</b>
<b>Reason for leaving:</b>		

I swear or affirm that the above and foregoing information in support of my application for expungement is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

	)	
<div style="border: 1px solid black; height: 20px; width: 300px;"></div> ,	)	
<b>Petitioner,</b>	)	Case No. <div style="border: 1px solid black; height: 20px; width: 150px;"></div>
<b>vs.</b>	)	
<b>THE STATE OF KANSAS,</b>	)	
<b>Respondent.</b>	)	
	)	

COMES NOW the petitioner in the above-captioned matter and petitions the Court for an Expungement of his/her criminal arrest record pursuant to K.S.A. 22-2410. In support of this petition, Petitioner alleges and states:

3. **CHOOSE ONE OF THE FOLLOWING:**

--

- Attorney for Petitioner or Pro Se

## VERIFICATION

STATE OF KANSAS                    )  
  )        ss:  
SEDGWICK COUNTY                )

\_\_\_\_\_, of lawful age, being first duly sworn upon his/her oath, states:

I am the Petitioner in the above and foregoing action, I have read the foregoing Petition for Expungement, and the statements contained therein are true and correct.

Petitioner

SUBSCRIBED AND SWORN to before me, a Notary Public, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public

My Commission Expires: \_\_\_\_\_

## CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true and correct copy of the above and foregoing Petition for Expungement was delivered or mailed, postage prepaid and properly addressed, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to \_\_\_\_\_, Assistant District Attorney, Sedgwick County Courthouse, 535 North Main, Wichita Kansas 67203.

Attorney for Petitioner or Pro Se

<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 0.5em;"></div> <div style="text-align: center;">Petitioner,</div>	)	
vs.	)	
THE STATE OF KANSAS,	)	
Respondent.	)	
	)	

Case No.

STATE OF KANSAS )  
 ) ss:  
COUNTY OF SEDGWICK )

1. That I am the petitioner in the above-captioned matter and am making this Affidavit in support of my Petition for Expungement of my arrest record.

3. CHOOSE ONE OF THE FOLLOWING:

--

5. That I am:  and the parent of  children; and

FURTHER AFFIANT SAITH NOT.

Affadavit for Expungement  
Page 1 of 2

### ACKNOWLEDGMENT

BE IT REMEMBERED, that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public, in and for the county and state aforesaid, came , who is personally known to me to be the same person who executed the foregoing Affidavit and he/she duly acknowledged the execution of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year above written.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_



<div style="border: 1px solid black; height: 30px; margin-bottom: 5px;"></div> <div style="text-align: center;"><b>Petitioner,</b></div>	)	
<b>THE STATE OF KANSAS,</b>  <b>Respondent.</b>	)	Case No. <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div>

**NOW** on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, this case comes on for the Court's review of the Petition for Expungement filed herein. The State of Kansas is represented by \_\_\_\_\_, Assistant District Attorney.

The petitioner

**WHEREUPON**, the Court, upon agreement of the parties and reviewed the files and becoming knowledgeable in the premises, finds as follows:

- IT IS, THEREFORE, ORDERED, ADJUDGED, AND DECREED** that the petitioner's related arrest record and any subsequent court proceedings shall be and is hereby expunged and he/she shall be treated as not having been arrested.

**IT IS FURTHER ORDERED, ADJUDGED AND DECREED** that the Clerk of the District Court, receipt and filing herein, shall send a certified copy of the Order of Expungement to the Kansas Bureau of Investigation which shall notify the Federal Bureau of Investigation, the Secretary of Corrections, and any other criminal justice agency which may have a record of the arrest described herein.

\_\_\_\_\_  
JUDGE OF THE DISTRICT COURT  
EIGHTEENTH JUDICIAL DISTRICT

APPROVED:

\_\_\_\_\_  
Assistant District Attorney #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney for Defendant or Pro Se

\_\_\_\_\_  
Date