

26th Judicial District

SelfServe Center

EXPUNGEMENT

15A-145.2

Expunction of records for first offenders not over 21 years of age at the time of the offense of certain drug offenses.

DUE TO THE CHANGING NATURE OF THE LAW, the forms and information contained in this packet may become outdated. Therefore, you should review and research statutes and rules of procedure referenced in the instructions to ensure that the forms are accurate and current.

IN NO EVENT will the SelfServe Center staff, Clerk of Court or anyone contributing to the production of these forms, instructions, or guidelines be liable for any indirect or consequential damages resulting from the use of the forms or information provided to you by the Self Serve Center.

IF THERE ARE ANY QUESTIONS in your mind concerning these forms, the use of these forms, or your legal rights, it is strongly recommended that you consult with or retain an attorney.

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INTRODUCTION

What is this?

This packet of information is provided for individuals who wish to pursue a case without the assistance of an attorney. This is called a *pro se* or self represented case. If you are not sure that you want or need to go to court, please ask the Self Serve Center staff to direct you to a lawyer referral service or list of local attorneys willing to provide "unbundled services" (representation for a limited portion of a case at an hourly rate).

How will it help me?

If you do not plan to use an attorney, this packet will start the process for you by providing certain forms you will need. Since you are representing yourself, it is YOUR responsibility to ensure that these are the correct forms for the nature of your case. Therefore, you should review and research applicable laws and rules of procedure that apply to your type of case. If you are not able to do this, you should talk with an attorney. If at any point during the process you become confused or wish to proceed with the help of an attorney, contact the Mecklenburg County Bar Lawyer Referral Service at (704) 375-0120 or the North Carolina Bar Lawyer Referral Service at (800) 662-7660.

What does this mean?

Certain legal terms will be used throughout your case. A complete legal glossary is available for your convenience in the SelfServe Center. If you still do not understand the term, consult a legal dictionary or the SelfServe Center staff. Staff CANNOT provide legal advice, but can provide procedural information and definitions of legal terms.

IMPORTANT REMINDERS BEFORE YOU BEGIN

Your case involves complicated legal issues! This packet describes the general process, but it is impossible to cover everything that may affect your rights. If you get confused during the process, you should stop and seek advice from an attorney. The staff of the SelfServe Center, Clerk of Court, Judge, or the Trial Court Administrator's Office CANNOT GIVE YOU LEGAL ADVICE! PLEASE...if you are thinking of contacting an attorney, do so as soon as possible.

Print clearly and legibly, using only black ink. If you wish to submit a typed petition, the form is available electronically on the AOC's website at www.nccourts.org/Forms/FormSearch.asp. In the "Form Number" field, enter the number of the petition, AOC-CR-266. Searching by the form number will provide you with a link to a fillable PDF version of the form. It is the responsibility of the petitioner to determine when the AOC-CR-266 has been returned and to ask the clerk or DA to schedule the petition for hearing. The petitioner or attorney should complete all offense information on Side One of the form from the court file. Please pay special attention to correctly identifying the arresting agency (ies) and any other State or local agency that has a record of the case. Do not list the courts, the Division of Adult Correction or the Division of Motor Vehicles; if the order is granted, those agencies will be notified automatically. Do not list any private entity, like a company that provides criminal background checks. The clerk will not send a copy of the order to any entity that is not an agency of the State of North Carolina or one of its local governments. A private entity required to expunge records will be notified directly by the State or local agencies that distribute criminal justice information to that entity.

North Carolina General Statute §15A-145.2

(a) Whenever a person is discharged, and the proceedings against the person dismissed, pursuant to G.S. 90-96(a) or (a1), and the person was not over 21 years of age at the time of the offense, the person may apply to the court for an order to expunge from all official records, other than the confidential files retained under G.S. 15A-151, all recordation relating to the person's arrest, indictment or information, trial, finding of guilty, and dismissal and discharge pursuant to this section.

To Receive an Expungement Under N.C. General Statute

§15A-145.2 (a)

- You were NOT over twenty-one (21) years of age at the time of the offense.
- The offense has been discharged and dismissed under N.C. G.S. 90-96(a) or (a1)
- You HAVE NOT been previously convicted of any felony or misdemeanor other than a traffic violation under the laws of the United States or the laws of this State or any other state (other than traffic misdemeanors).

Documents Needed to Begin Expungement

- An affidavit by the petitioner that the petitioner has been of good behavior during the period of probation since the decision to defer further proceedings on the misdemeanor in question and has not been convicted of any felony or misdemeanor other than a traffic violation under the laws of the United States or the laws of this State or any other state;
- Verified affidavits by two persons who are not related to the petitioner or to each other by blood or marriage, that they know the character and reputation of the petitioner in the community in which the petitioner lives, and that his or her character and reputation are good;
- An application on a form approved by the Administrative Office of the Courts requesting and authorizing a name-based State and national criminal record check by the Department of Justice using any information required by the Administrative Office of the Courts to identify the individual and a search of the confidential record of expunctions maintained by the Administrative Office of the Courts. The application shall be forwarded to the Department of Justice and to the Administrative Office of the Courts, which shall conduct the searches and report their findings to the court.

BEFORE BEGINNING YOUR PETITION READ INSTRUCTIONS FIRST STEP 1

Filling out the documents

CHECKLIST

Review your forms to make sure you have the necessary documents to complete this expunction:

- Criminal Background Check (Obtained through Criminal Clerk's Office)
- Affidavit of Character (Self)
- Affidavit of Character (2)
- Form AOC-CR-266

Read the information on the Affidavits.

Affidavit of Character (Self) states:

You (The Petitioner) are a resident of Mecklenburg County, and you have been of good behavior during the period of probation since the decision to defer further proceedings on the offense in question. You have not been convicted of any felonies or misdemeanors (other than a traffic violation).

Affidavit of Character (2) states:

You (a person who is not the Petitioner) are a resident of Mecklenburg County and attest that You (The Petitioner) are a person of good character and good reputation in the community.

Note: THESE AFFIDAVITS MUST BE COMPLETED BY TWO PEOPLE WHO ARE NOT RELATED TO YOU

Note: ALL AFFIDAVITS must be signed in the presence of a Notary Public

WARNING: PERJURY IS AGAINST THE LAW

STEP 2

Obtain a Criminal Record Check

Obtain a Criminal Record Check from the Criminal Clerk's Office, Room 2132. There is a charge of \$25.00 dollars per record check payable by CASH or MONEY ORDER. If you live near Charlotte, you are able to come by the Mecklenburg County Courthouse and pay for the Criminal Record Check at the Cashier's Office, Room 1579. With your receipt, go back to the Criminal Clerk's Office, 2132, to obtain your Criminal Record Check.

If you live outside of Charlotte you are able to make your money order or CASHIER'S CHECK PAYABLE to "Clerk of Court". To mail your request, send a money order or cashier's check for \$25.00 and a self-addressed stamped envelope to:

Clerk of Superior Court Attn: Records 832 East Fourth Street Charlotte, NC 28202

STEP 3

Completing the AOC-CR-266

You must list a valid Social Security Number and your age on the date of the offense on this form for processing to continue. Please make sure that the correct CR (Criminal Number) is on the form under "File Nos." prior to submitting the Petition for processing. (For example: 08 CR 12345). Be sure to complete all boxes, including: The Name and Address of Arresting Agency, File Nos., Date of Offense, Date of Arrest, Offense Description, Disposition, and Date of Disposition (outcome of your case in court) or Conviction.

Request By Judge

THIS PORTION OF THE FORM IS COMPLETED BY A JUDGE.

After you have received your paperwork by mail from the District Attorney's Office you must bring the paperwork to the Mecklenburg County Courthouse to obtain a Judge's signature. Before you can obtain a Judge's signature, you must pay your filing fee for your petition. Go to the Cashier's Desk, 832 East Fourth Street, on the first floor in Room 1579. Specify which Expunction you are filing for and the amount of your filing fee. Once you receive your receipt attach it to your paperwork.

To obtain the Judge's signature, take the form, along with your criminal record, affidavits, and receipt, to the Criminal Clerk's Office, 832 East Fourth Street, Charlotte, NC 28202 on the second floor to Room 2115, then enter Room 2114. After you enter Room 2114

immediately to the right is a box label "Expungements-SBI", place your packet of paperwork in the box labeled "Expungements-SBI".

AFTER YOU HAVE SUBMITTED YOUR PAPERWORK

Your packet of information will be given to the State Bureau of Investigations (SBI) then it will be sent to the Administrative Office of the Courts (AOC) in Raleigh for processing.

THIS PROCESS MAY TAKE SEVERAL MONTHS FOR COMPLETION BY THE STATE BUREAU OF INVESTIGATION

The paperwork will be returned to the Criminal Clerk's Office in a sealed envelope. And then will be sent back to the judge who signed your petition.

Certification By Clerk

THIS PORTION OF THE FORM IS COMPLETED BY A CLERK

Once your paperwork is completed, a letter along with your paperwork will be sent to the address on the form AOC-CR-266. If an order of expunction is entered, you will be sent instructions regarding your expunction.

- Make 7 copies of your Petition and Order of Expunction document.
- Prepare a self addressed stamped envelope if you would like a certified copy mailed back to you with my signature for your records.
- Mail the original Petition and Order of Expunction document including all the additional papers attached, the 7 copies and your self addressed envelope to:

Clerk of Superior Court
Attn: Criminal Dept/B. Jones-Expungements
PO Box 37971
Charlotte, NC 28237

The clerk will complete the "Certification By Clerk" on each copy and send copies to the Division of Adult Correction, the Division of Motor Vehicles, to the arresting agency and any other State or local government agency identified on the petition, and to the AOC.

*NOTE: After filing your original order with the Criminal Clerk's office, it will take an additional three (3) to four (4) weeks for further agencies (State Bureau of Investigation, DMV, etc.) to remove the charges from their records.

STATE OF NORTH CAROLINA County NOTE: This petition requires the payment of a filing fee unless the petitioner is an indig.					File No. Scan No.(s) (Official Use Only) In The General Court Of Justice gent. District Superior Court Division					
STATE VERSUS Name And Address Of Petitioner (type or print full name)					PETITION AND ORDER OF EXPUNCTION UNDER G.S. 15A-145.2 (DRUGS/DRUG PARAPHERNALIA) G.S. 15A-145.2, 15A-150 Name And Address Of Petitioner's Attorney For Expunction Petition					
Drivers License No.		State	Race	Sex						
Date Of Birth	Full Social Security	No.	Age At Time	Of Offense	1					
clerk of superior court of State Bureau of Investi entity, like a company	will send a copy of this igation, the Departmen that provides criminal b e entity required to exp	order, if granted t of Public Safet ackaround ched	I, to the agency I ty, or the Divisior cks. The clerk wi ill be notified dire	name(s) and add n of Motor Vehic ll not send a cor	dress(es) ples; if the or by of this or or local ag	provided below. The order is granted, thos order to any entity that gencies that distribu	clerk will not provide address se agencies will be notified aut			
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To Any	Presiding	Judge In Th	Above-Named County	And Co	urt: (Confidential)						n Chairman Chail agus an aige an 1960 (1966).
L ther	I have searched the confidential file containing the names of all persons granted an expunction in North Carolina and certify that there is no record under the name of the petitioner of any expunction under any statute of North Carolina. there is a record under the name of the petitioner identified on the reverse side and it is attached to this form.										
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Therefore, the Court hereby ORDERS: 1. The petition is granted. It is ordered that any and all entries relating to the petitioner's arrest, indictment or information, trial, or conviction shall be expunged from the records of the court. All law enforcement agencies, the Division of Adult Correction and Juvenile Justice of the Department of Public Safety, the Division of Motor Vehicles, and any other State or local government agency identified on Side One and on any AOC-CR-285 form that is attached to this petition shall expunge from all official records any entries relating to the proceeding. The Division of Motor Vehicles shall not expunge records for which expunction is otherwise prohibited by G.S. 15A-151. 2. For the reason(s) identified in Finding No. 4, the petition is denied. NOTE TO CLERK: If denied, file this Order in the case file. Upon expiration of the deadline for appeal from a denial of this Order, destroy any documentation provided with the petition, such as a criminal history report and any NCAOC report of prior expunctions. If granted, send a certified copy of this Order to the petitioner at the address listed on Side One or an updated address as provided by the petitioner.											
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NOTE TO PETITIONER: If this petition is granted, the clerk of superior court will send you a certified copy of the final order for your records at the address listed on Side One. If you move, you must notify the clerk in writing of your change of address in order to receive a certified copy. After the case is expunged, the clerk of superior court will have no record of the case and will be unable to provide you with any documentation of the case. This includes the expunction order; it will be destroyed with the case file.

INSTRUCTIONS FOR PETITION AND ORDER OF EXPUNCTION UNDER G.S. 15A-145.2 (DRUGS/DRUG PARAPHERNALIA) FORM AOC-CR-266, Rev. 7/19

The procedure for completion of the AOC-CR-266, Petition And Order Of Expunction Under G.S. 15A-145.2, and obtaining a hearing on the petition is as follows:

- 1. **Print clearly and legibly, using only black ink.** If you wish to submit a typed petition, the form is available electronically on the NCAOC's website at www.nccourts.gov/documents/forms. In the "Contains" field, enter the number of the petition, AOC-CR-266. Searching by the form number will provide you with a link to a fillable PDF version of the form.
- 2. For petitions under G.S. 15A-145.2(a) or (c), no order should be entered until this form has been completed by the petitioner, a judge, the State Bureau of Investigation (SBI), and the Administrative Office of the Courts (NCAOC) and has been returned to the clerk of superior court as explained below. For petitions under G.S. 15A-145.2(b), reports from the SBI and NCAOC are not required and should not be requested, so the clerk should schedule a hearing on the petition upon filing and payment of the fee described below.
- 3. The petitioner or attorney should complete all offense information on Side One of the form from the court file. Please pay special attention to correctly identifying the arresting agency(ies) and any other State or local agency that has a record of the case. Do not list the courts, the State Bureau of Investigation, the Department of Public Safety, or the Division of Motor Vehicles; if the order is granted, those agencies will be notified automatically. Do not list any private entity, like a company that provides criminal background checks. The clerk will **not** send a copy of the order to any entity that is not an agency of the State of North Carolina or one of its local governments. A private entity required to expunge records will be notified directly by the State or local agencies that distribute criminal justice information to that entity.
- 4. Complete and sign the petition. If seeking an expunction under G.S. 15A-145.2(a), attach the affidavits required by that subsection. The affidavits are listed in No. 14 below. (NOTE: There are no NCAOC forms for expunction affidavits.)
- 5. For expungements under G.S. 15A-145.2, a fee of \$175.00 must be paid to the clerk at the time the petition is filed.
- 6. If seeking an expunction under G.S. 15A-145.2(a) or (c), follow the clerk's instructions for obtaining a judge's signature on the "Request By Judge" and for forwarding the petition to the SBI. If seeking an expunction under G.S. 15A-145.2(b), request that the clerk schedule the petition for hearing.
- 7. For petitions under G.S. 15A-145.2(a) or (c), the SBI will complete the Criminal History Record Information and forward it to the NCAOC.
- 8. The NCAOC will complete the record and mail it to the clerk in the county where the expunction is pending.
- 9. The clerk places the sealed envelope in the file, to be opened by the presiding judge when the application is heard.
- 10. It is the responsibility of the petitioner to determine when the AOC-CR-266 has been returned and to ask the clerk or DA to schedule the petition for hearing.
- 11. If an order of expunction is entered, the clerk makes copies of the order, completes "Certification By Clerk" on each copy, and sends certified copies to the petitioner, the State Bureau of Investigation, the Department of Public Safety, the Division of Motor Vehicles, the arresting agency and any other State or local government agency identified on the petition, and the NCAOC.
 NOTE: The clerk of superior court will send you a certified copy of the final order. If you move, you must notify the clerk in writing of your change of address in order to receive a certified copy. After the case is expunged, the clerk will have no record of the case and will be unable to provide any documentation of the case. This includes the expunction order; it will be destroyed with the case file.
- 12. The clerk retains the original order of expunction to be disposed of with the papers in this case.
- 13. If the petition is denied, the clerk will retain the original of the denied petition, but any information from the SBI or NCAOC shall be destroyed, unless the court orders otherwise.
- 14. List of required affidavits for an expungement under G.S. 15A-145.2(a):
 - (1) An affidavit by the petitioner that he or she has been of good behavior during the period of probation since the decision to defer further proceedings on the offense in question and has not been convicted of any felony or misdemeanor other than a traffic violation under the laws of the United States or the laws of this State or any other state; and
 - (2) Verified affidavits by two persons who are not related to the petitioner or to each other by blood or marriage, that they know the character and reputation of the petitioner in the community in which he or she lives, and that the petitioner's character and reputation are good.

NOTE TO PETITIONER: The expunction of your case information from the records of the court and of other State and local government agencies does not guarantee that the information will be expunged from all other sources. Private companies routinely acquire copies of criminal records from State and local criminal justice agencies. Certain private entities are required to expunge your case information upon receiving notice of the expunction order, but there may be a delay between entry of the order of expunction and deletion from the entity's records. Further, that duty to expunge does not apply to all private entities. If a private entity distributes information about your expunged case, contact the private entity to determine which government agency was the source of the information, and then contact that government agency to determine whether or not the expunction order was received. If the private entity claims that the NCAOC was the source of the information, contact the NCAOC's Remote Public Access office at rpa@nccourts.org or (919) 890-2220

STATE OF NORTH CAROLINA IN THE GENERAL COURT OF JUSTICE COUNTY OF MECKLENBURG DISTRICT COURT DIVISON _____ CR____ AFFIDAVIT OF **CHARACTER** , being first duly sworn, depose and say that (Petitioner insert full name here) I have read the foregoing Petition and that facts therein are true to my belief and knowledge. 1. I am a resident of Mecklenburg County, State of North Carolina. 2. I have been of good behavior during the period of probation since the decision to defer further proceedings on the offense in question and has not been convicted of any felony or misdemeanor other than a traffic. Dated: _____ Signature: Name: _____ Address: Sworn to and subscribed before me this _____ Notary Public

My commission expires:

STATE OF NORTH CAROLINA IN THE GENERAL COURT OF JUSTICE DISTRIC COURT DIVISON COUNTY OF MECKLENBURG _____ CR____ AFFIDAVIT OF CHARACTER I, being duly sworn, depose and say: 1. I am a resident of Mecklenburg County, State of North Carolina. 2. I have known the Petitioner for _____ years. I personally know the Petitioner to be a person of good character and that the Petitioner has a reputation as a person with good character and good standing in the community, Dated: Signature: Name: Address: Sworn to and subscribed before me this Day of _______, 20____.

Notary Public

IN THE GENERAL COURT OF STATE OF NORTH CAROLINA JUSTICE **COUNTY OF MECKLENBURG** DISTRIC COURT DIVISON _____ CR____ AFFIDAVIT OF CHARACTER I, being duly sworn, depose and say: 1. I am a resident of Mecklenburg County, State of North Carolina. 2. I have known the Petitioner for _____ years. I personally know the Petitioner to be a person of good character and that the Petitioner has a reputation as a person with good character and good standing in the community, Dated: Signature: Name: Address: Sworn to and subscribed before me this

Notary Public