

Becky P. Patin
Clerk of Court
St. Martin Parish

P. O. Box 308
St. Martinville, Louisiana 70582



(337) 394-2210
(337) 332-4136
Fax: (337) 394-7772

INSTRUCTIONS FOR FILING A MOTION FOR EXPUNGEMENT

If a cash property bond was posted for your release, please verify that the bond has been cancelled **PRIOR** to filing the Motion For Expungement. Further, if you missed a court date and had a Bond Forfeiture rendered, please verify that any issue concerning the judgment has been cancelled.

If you received a first offender pardon or have completed drug court, your record **IS NOT** automatically expunged. You must complete the expungement process.

A **SEPARATE** Motion for Expungement must be filed for **EACH ARREST DATE**. To obtain the **REQUIRED criminal background check** or for information regarding the arrest, arresting agency and offenses charged, contact the Clerk's office at (337) 394-2210 extension 1215.

All Expungement forms may be found on the Louisiana Clerk of Court's Office Association website at www.laclerksofcourt.org.

If you wish to file an Expungement without any legal advice, please make note that all money is non-refundable. It is recommended that you contact an attorney for assistance in completing a Motion For Expungement. **The St. Martin Parish Clerk of Court's Office is prohibited by law from providing legal advice.**

Once forms are completed, it is recommended but not necessary to file **ALL** paperwork together to prohibit any delays within the process.

NON-REFUNDABLE FEES REQUIRED WITH EACH FILING

Each Motion For Expungement must be accompanied by **FOUR SEPARATE U.S. POST OFFICE MONEY ORDERS** or a Certification of Fee Waiver from the District Attorney's Office. Motions For Expungement will not be accepted by the Clerk's office unless each money order is made out for the correct amount and made payable to the proper agency as indicted below **OR** a fee waiver is completed:

1	Bureau of Criminal Identification	\$250
2	St. Martin Parish District Attorney's Office	\$50
3	St. Martin Parish Sheriff's Office	\$50
4	St. Martin Parish Clerk of Court's Office	\$200
DWI ONLY	Department of Motor Vehicles	2 separate \$50

PLEASE ALLOW SIX MONTHS FOR THE COMPLETION OF AN EXPUNGEMENT.

Upon completion or denial of the expungement, certified copies will be forwarded to the address on the original motion.

Information regarding the status of an expungement, or address changes must be made by the applicant. Information regarding the status of an expungement may be given to any attorney of record. You may contact the Expungement Clerk directly at 337-680-6090 for any questions or concerns.