



EXPUNGEMENT AND SEALING CHECKLIST

Workers Center for Racial Justice has partnered with the UIC Law Pro Bono Litigation Clinic and the Raise the Floor Alliance Legal Department to provide expungement and sealing services for a limited number of community members. To get started with the process, you will need to complete the following three steps:

- Step 1:** Obtain copies of *both* your Chicago RAP Sheet and your Illinois State Police Statewide Criminal History Transcript
 - To request rap sheets, go to the Chicago Police Department Headquarters at 3510 S. Michigan Avenue, Chicago, IL. **Bring a valid DRIVER’S LICENSE and/or STATE ID.** Hours are from 8:30 A.M. through 12:00 P.M.
 - The cost for this service is \$16: cash, check or money order made payable to the Department of Revenue (NO CREDIT CARDS). Contact a WCRJ Organizer (organizing@center4racialjustice.org) if you need assistance paying this fee.
- Step 2:** Meet with a WCRJ Organizer to Provide your contact information and review and sign the Attorney Contact Request and Disclaimer. This allows for our legal team to represent you throughout the process. There is no fee for this service if you are a WCRJ Member. Contact a WCRJ Organizer to become a member.
- Step 3:** Both your City & State rap sheet will be mailed to you. **After you receive both documents**, contact a WCRJ Organizer to schedule a drop off, or email documents to expungement@center4racialjustice.org Subject: Attn Expungement
- Step 4:** Await a call from the UIC Pro-Bono Legal team. A WCRJ organizer will also be checking in with you throughout the process. Please note that these calls may come from outside of common area codes. **This process can take from 3-6 months**, depending on your case(s).
 - Communication is key in this stage. Please contact us if your email or phone number changes. Failure to do so may result in your case being dropped.

My WCRJ Expungement Organizer is:

Name: _____ Phone: _____ Email: _____

My Pro- Bono Legal Representative is:

Name: _____ Phone: _____ Email: _____



KNOW YOUR RIGHTS: SEALING AND EXPUNGEMENT¹



- **Expungement** - *erases* arrests and non-convictions from criminal record history.
- **Sealing** – *hides* record from the public, including most employers. Government employers and employers that are legally required to run background checks (hospitals, schools, etc.) can see sealed felony convictions.

Step 1: Get Copies of Your Record

Get fingerprinted at the Chicago Police Headquarters (3510 S. Michigan Avenue) and request copies of these two documents:

- **Chicago RAP Sheet** (Shows offenses from Chicago only); and
- **Illinois State Police Statewide Transcript** (Shows Illinois offenses from outside Chicago).²

Step 2: Determine If You Are Eligible

<u>Expungable Offense</u>	<u>Wait Period</u>
Released Without Charge (RWOC), including for minor traffic offenses	None
Finding of Not Guilty (FNG)	None
Finding of No Probable Cause	None
Non-Suit	160 days
Stricken with Leave to Reinstate (SOL)	160 days
Nolle Prosequi (NP)	None
Vacated, Reversed, or Pardoned Convictions	None
Supervisions Terminated Successfully <i>except</i> for sexual offense against a child, DUI, or Reckless Driving offense committed over age 25;	5 years for Domestic Battery Supervision; Criminal Sexual Abuse supervision; Insurance Supervisions; or Scrap Processors Supervision 2 Years for other Supervisions
Qualified Probations (e.g. "710", "1410", "TASC", "Second Chance", or "Offender Initiative" probations).	5 years (Must complete drug test in the 30 days before filing)
<u>Sealable Offense</u>	<u>Wait Period</u>
All Felony and Misdemeanor Convictions, Non-Qualified Probations, and Supervisions Not Successfully Completed	3 years (If drug related, must complete drug test in the 30 days before filing)
EXCEPTIONS: DUI / Reckless Driving over 25 years of age; Domestic Battery; Battery unborn child; Violation Order of Protection/ No Contact/ Stalking Order; Sexual Offenses (except misdemeanor or felony prostitution, misdemeanor public indecency); and crimes against animals	<i>Education Exception:</i> If you obtained vocational or educational certification during the period of your last sentence, you can seal immediately. <i>Subsequent Felonies:</i> If a new conviction occurs after a felony has been sealed, no sealing new offense.

Step 3: File Your Petition and Prepare for Hearing

- Some courts always schedule a hearing. In Chicago, hearings are only scheduled if law enforcement objects to the petition.

¹ **DISCLAIMER:** This guide is not intended as legal advice. You should consult directly with an attorney if you have specific questions regarding the laws contained in this guide and how they might apply to your specific situation.

² There is a \$16 total fee to obtain these documents. The worker center may be able to help you.