

DESTRUCTION OF JUVENILE COURT RECORDS

INSTRUCTIONS: HOW TO COMPLETE THE APPLICATION FORM

1. Determine if you meet the requirements for the request you are making. (See Legal Requirements for Destruction of Juvenile Records document.)
2. Complete the Application form **legibly**.
3. Sign the Application.
4. **You must file the original and two (2) copies** of the Application with the superior court clerk (clerk). The clerk will not charge a fee.
5. **The clerk will transmit a copy of the Application to the county attorney.** The county attorney may file a response to the Application regarding your juvenile records.
6. The clerk will return one copy of the Application for **your records**.
7. In **BLACK OR BLUE INK**, please complete the form following the instructions below.

If you have been adjudicated in more than one county, you must file a separate Application with the clerk in each county in which you were adjudicated.

You may obtain your case number from the clerk in the county in which you were adjudicated.

Heading: At the top of the form, please fill in your name, mailing address (if address is not protected), city, state, zip code, telephone number and email address. If you are an attorney filing on behalf of the applicant, fill in your State Bar Number.

Fill in your first and last name on the line above “Applicant’s Name.”

Fill in your date of birth on the line above “Applicant’s Date of Birth.”

Fill in your case number(s) on the line after “JV.”

If you are requesting that the court modify your fines, check the box before “Request to Modify Fines.”

STATEMENTS TO AND REQUEST(S) OF THE COURT

To determine whether you should complete Item A or Item B, refer to the Legal Requirements for Destruction of Juvenile Records document.

- A.** Complete this section if you are between **18 and 24 years of age** and no longer under the jurisdiction of juvenile court or the Department of Juvenile Corrections (not on probation or under community supervision of the Department of Juvenile Corrections).
Check all boxes that are **true**.

If fines are not paid in full, you may explain to the court in this section the reasons for requesting that the fines be modified.

- B.** Complete this section if you are at least **25 years of age**.

Check all boxes that are **true**.

If fines are not paid in full, you may explain to the court in this section the reasons for requesting that the fines be modified.

Date and sign the form.

IMPORTANT ADVISEMENT: Destroying your records means that your entire file will be destroyed, including the court's destruction order. After destruction, the court will no longer have any information regarding your juvenile case. You SHOULD keep the court's order destroying your record as you may need this order in the future for job applications, security clearances, entry into the military, further education, occupational licensing, or other reasons.