

**MUNICIPAL AND TRAFFIC COURT OF NEW ORLEANS  
EXPUNGEMENT CHECKLIST**

**BY LAW, THE CLERK OF COURT SHALL NOT PROVIDE LEGAL ADVICE ON  
HOW TO PREPARE LEGAL DOCUMENTS.  
IF YOU ARE UNABLE TO COMPLETE PRO SE, PLEASE CONSULT WITH AN  
ATTORNEY**

**REQUIRED AT FILING**

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**WITH FEE WAIVER**

\_\_\_\_ CRIMINAL BACKGROUND CHECK FROM LOCAL LAW ENFORCEMENT AGENCY  
OR LOUISIANA STATE POLICE (DATED WITHIN 60 DAYS)

\_\_\_\_ CERTIFICATION LETTER ISSUED IN ACCORDANCE WITH LA-C.Cr.P. Art. 983  
FROM THE DISTRICT ATTORNEY'S OFFICE (For convictions that have not been set  
aside AND more than five years has elapsed since the person completed any  
sentence, deferred adjudication, or period of probation or parole)

\_\_\_\_ CERTIFICATION OF FEE WAIVER ISSUED IN ACCORDANCE WITH LA-C.Cr.P.  
983 FROM THE DISTRICT ATTORNEY'S OFFICE

\_\_\_\_ COMPLETED EXPUNGEMENT PACKET [jaclouisiana.org/expungements](http://jaclouisiana.org/expungements)

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**THE FOLLOWING MUST BE INCLUDED IF FILED WITHOUT A FEE  
WAIVER**

\_\_\_\_ \$250.00 MONEY ORDER PAYABLE TO THE LOUISIANA STATE POLICE

\_\_\_\_ \$200.00 MONEY ORDER PAYABLE TO THE CITY OF NEW ORLEANS

\_\_\_\_ \$50.00 MONEY ORDER PAYABLE TO THE ORLEANS PARISH DISTRICT  
ATTORNEY

\_\_\_\_ \$50.00 MONEY ORDER PAYABLE TO THE ORLEANS PARISH SHERIFF'S OFFICE