

## INSTRUCTIONS FOR COMPLETING THE PETITION TO SET ASIDE A CRIMINAL CONVICTION

### HEADING

Once you have a copy of your criminal history, you will use the information from the original court order of the particular conviction you wish to have set aside.

- Choose the type of court (County or District) in the drop-down below the first blank.
- Choose the county in the drop-down list below the second blank.
- Enter the original case number that was assigned by the Clerk of the Court.
- Enter your name as the defendant in the original action.

The diagram shows the heading of the petition form with four callout boxes labeled a, b, c, and d. Callout 'a' points to the first drop-down menu labeled 'Choose the court'. Callout 'b' points to the second drop-down menu labeled 'Choose the county'. Callout 'c' points to the 'Case No.' text box. Callout 'd' points to the 'Defendant' text box. The form text is as follows:

IN THE \_\_\_\_\_ COURT OF \_\_\_\_\_ COUNTY, NEBRASKA  
STATE OF NEBRASKA, Case No. \_\_\_\_\_  
Plaintiff,  
vs.  
(your full name) Defendant.

**PETITION TO SET ASIDE  
CRIMINAL CONVICTION**

### BODY OF PETITION TO SET ASIDE CRIMINAL CONVICTION

- Enter conviction you want set aside.
- Enter the date of the original conviction.

The diagram shows the body of the petition form with two callout boxes labeled e and f. Callout 'e' points to the first text box in the first line. Callout 'f' points to the second text box in the second line. The form text is as follows:

1. I was convicted of \_\_\_\_\_ on  
(Type of conviction)  
\_\_\_\_\_.  
(Date of conviction)

## SIGNATURE

- a. Sign your name.
- b. Enter the date you are signing the form.
- c. Print your first, middle, and last names.
- d. Enter your street address.
- e. Enter the city, state, and ZIP code where you live.
- f. Enter your telephone number, including the area code.
- g. Enter your email address if any.
- h. Carefully read the statement.
  - i. Check the box if you do not have the ability to receive emails.
  - ii. You must give the reason you don't have the ability to receive emails on the line provided.

The diagram illustrates the mapping of form fields to the instructions listed above. Red arrows point from instruction boxes (a-g) to the corresponding fields on the form. Box 'a.' points to the 'Signature:' line. Box 'b.' points to the 'Date:' line. Box 'c.' points to the 'Printed Name:' line. Box 'd.' points to the 'Street Address/P.O. Box:' line. Box 'e.' points to the 'City/State/ZIP Code:' line. Box 'f.' points to the 'Telephone Number:' line. Box 'g.' points to the '\*Email address:' line.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Street Address/P.O. Box: \_\_\_\_\_

City/State/ZIP Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

\*Email address: \_\_\_\_\_

*\*Nebraska Supreme Court Rule § 2-208 requires individuals who are not attorneys and representing themselves to provide their email address. The court will use the email address to send notices from the court about this case **except** for items that require another type of service as directed by statute or Nebraska Supreme Court Rule.*

If you no longer have email capability or if your email or other contact information changes, you must complete a [Change of Contact Information Form](#).

☐ By checking this box, I am letting the court know that I do not have the ability to receive emails. The reason I cannot receive email is: \_\_\_\_\_