

## **INSTRUCTIONS FOR COMPLETING THE MOTION 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 and again in the body of the Motion to Set Aside.

### **BODY OF MOTION TO SET ASIDE CRIMINAL CONVICTION**

- 1 – Enter conviction you want set aside. Also enter the day, month, and year of the original conviction.
- 2 & 3 – You are agreeing to these.
- 4 – Enter any other information you wish the court to know: the reasons why you want to get the conviction set aside, any difficulties you are having due to the conviction, etc.

### **SIGNATURE SECTION**

- Sign your name and enter the date.
- Print your name.
- Enter your street address.
- Enter the city, state, and zip code of your address.
- Enter your telephone number with area code and e-mail address.