



Jason R. Williams  
 Orleans Parish District Attorney  
 619 South White Street  
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STATE OF LOUISIANA,  
 CRIMINAL DISTRICT COURT FOR THE PARISH OF ORLEANS;  
 CITY OF NEW ORLEANS TRAFFIC AND MUNICIPAL COURT;  
 CITY OF NEW ORLEANS JUVENILE COURT

STATE OF LOUISIANA vs. \_\_\_\_\_

No. \_\_\_\_\_

Section " \_\_\_\_\_ "

**CERTIFICATION LETTER**

*To be completed by defendant and submitted to the District Attorney's Office prior to filing.  
 Append completed form to Motion for Expungement at filing only if eligible.*

DEFENDANT NAME		
DATE OF BIRTH	DOB	SSN: XXX-XX-____
SEX		
RACE		
TELEPHONE NUMBER		
DATE OF ARREST		
DOCKET NUMBER		
CHARGE(S)		
SIGNATURE		

*In accordance with Article 971 et seq. of the Louisiana Code of Criminal Procedure Article 983, the Office of the District Attorney of Orleans Parish has reviewed the available databases and determined that (Check all that apply):*

- This office REFUSED A CHARGE in connection with the arrest listed above.
- The arrestee listed above DID NOT PARTICIPATE IN A PRE-TRIAL DIVERSION PROGRAM in connection with the arrest listed above.
- The arrestee listed above has NOT BEEN CONVICTED OF A CRIMINAL OFFENSE during the ten-year period since the arrestee completed his or her sentence, deferred adjudication, or period of probation or parole based on conviction for the arrest listed above.
- The arrestee listed above has NOT BEEN CONVICTED OF A FELONY OFFENSE during the five-year period since the arrestee completed his or her sentence, deferred adjudication, or period of probation or parole based on conviction for the arrest listed above.
- The arrestee listed above currently has NO CRIMINAL CHARGE PENDING UNDER A BILL OF INFORMATION OR INDICTMENT.
- The arrestee listed above currently has NO FELONY CHARGE PENDING UNDER A BILL OF INFORMATION OR INDICTMENT.

\_\_\_\_\_  
 Investigator's Name

\_\_\_\_\_  
 Investigator's Signature and Date



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STATE OF LOUISIANA vs. \_\_\_\_\_

No. \_\_\_\_\_

Section " \_\_\_\_\_ "

**CERTIFICATION OF FEE WAIVER**

*To be completed by defendant and submitted to the District Attorney's Office prior to filing.  
 Append completed form to Motion for Expungement at filing only if eligible.*

DEFENDANT NAME	
DATE OF BIRTH	
SSN#	XXX-XX-____
DATE OF ARREST	
DOCKET/CASE NUMBER	
CHARGE(S)	

*In accordance with Louisiana Code of Criminal Procedure Article 983, the Office of the District Attorney has reviewed the Available databases and determined that (Check all that apply). To be completed by authorized personnel from the District Attorney's Office and returned within 15 days to defendant):*

The arrestee listed above has NO FELONY CONVICTIONS.

AND

The arrestee listed above has NO PENDING FELONY CHARGES UNDER A BILL OF INDICTMENT OR INFORMATION

AND

The arrestee listed above WAS ACQUITTED after trial of all charges derived from the arrest listed above, including any lesser and included offenses.

OR

The arrestee listed above was NOT PROSECUTED WITHIN THE TIME LIMITATIONS Prescribed in Chapter 1 of Title XVII of the Code of Criminal Procedure and the arrestee did not participate in a pretrial diversion program for the arrest listed above.

OR

The case involving the arrestee listed above was dismissed or the district attorney declined to prosecute the case prior to the time limitations prescribed in Chapter 1 of Title XVII of the Code of Criminal Procedure, and the arrestee did not participate in a pretrial diversion program.

OR

The arrestee listed above has been determined to be factually innocent and entitled to compensation for a wrongful conviction pursuant to the provisions of R.S. 15:572. 8.

OR

The arrestee listed above is a juvenile who has successfully completed any juvenile drug court program and is exempt from fees pursuant to Code of Criminal Procedure Article 983(G).

\_\_\_\_\_  
 District Attorney or his Designee

\_\_\_\_\_  
 Print Name