



Jason R. Williams
 Orleans Parish District Attorney
 619 South White Street
 New Orleans, Louisiana 70119
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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

Instructions: Applicant should complete the top section of the form and submit it to the District Attorney’s Office prior to filing. OPDA will complete the bottom section of the form within two weeks of submission, and return it to the applicant via email and have it available for pick-up at the front desk. Include completed form with your Motion for Expungement. Questions can be directed to expungements@orleansda.com.

NAME (FIRST MI LAST)			
DATE OF BIRTH (MM/DD/YYYY)		SSN (Last Four Digits)	XXX-XX-_____
RACE		SEX	
PHONE NUMBER		EMAIL ADDRESS	
ARREST DATE		ITEM # (Ex: A-12345-20)	
DOCKET NUMBER			
CHARGES			
APPLICANT SIGNATURE			

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

- The arrest resulted in a **conviction of a misdemeanor**, and the applicant has no felony convictions during the five-year period, and no pending felony charges under a bill of information or indictment [Art 977(A)(2)]
- The arrest resulted in a **conviction of a felony**, and the applicant has no convictions during the ten-year period, and no pending charges under a bill of information or indictment [Art. 978(A)(2), 978(E)(2)]
- Based on review by the DA’s office, **certification is unnecessary** for a motion for expungement (e.g., conviction was set aside pursuant to Art 977(A)(1) or Art 978(A)(1), person is entitled to a first offender pardon, or the arrest did not result in a conviction and time limitations for prosecution have expired, see Art 976, etc.).

 ADA/Investigator Name

 ADA/Investigator Signature and Date



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 COURT

STATE OF LOUISIANA vs. _____

No. _____

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FEE WAIVER CERTIFICATION

Instructions: Applicant should complete the top section of the form and submit it to the District Attorney's Office prior to filing. OPDA will complete the bottom section of the form within two weeks of submission, and return it to the applicant via email and have it available for pick-up at the front desk. Include completed form with your Motion for Expungement, only if eligible. Questions can be directed to expungements@orleansda.com.

NAME (FIRST MI LAST)			
DATE OF BIRTH (MM/DD/YYYY)	SSN (Last Four Digits)	XXX-XX-_____	
RACE	SEX		
PHONE NUMBER	EMAIL ADDRESS		
ARREST DATE	ITEM #		
DOCKET NUMBER			
CHARGES			
APPLICANT SIGNATURE			

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).

The applicant listed above has **NO FELONY CONVICTIONS**.

AND

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

AND

(Choose one of the following)

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

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

The case involving the applicant listed above was **DISMISSED AFTER THE INSTITUTION OF PROSECUTION BY THE DISTRICT ATTORNEY 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 **applicant did not participate in a pretrial diversion program**, OR

The applicant 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 applicant 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).

Based on review by the DA's office, **we are unable to certify** that the applicant's arrest and/or conviction meet the above criteria, and cannot certify that the applicant is eligible for a fee waiver.

 ADA/Investigator Name

 ADA/Investigator Signature and Date