

Expungement Generator User Guide

Prerequisites: What you need before you can start to use the Expungement Generator

- [Open Office](#) or Word 2007 or later
- A login, which you can get by [emailing mhollander@clsphila.org](mailto:mhollander@clsphila.org).
- Access to the website: <http://www.expungementgenerator.org>
- Mozilla Firefox, Safari, or Google Chrome (*Internet Explorer does not work*)

Step 1: Create a folder on your computer for your clients

Navigate to a place that makes sense to store client files and make a folder for your client. You will be placing all of your docket sheets and the expungement petitions in this folder through these instructions.

Step 2: Go to the court website

The court website can be found here:

<http://ujportal.pacourts.us/DocketSheets/CP.aspx>.

Step 3: Search for your client on the court website

You can search for your client in any number of ways:

- **Docket Number:** Select "CP/MC Docket Number." If you know your client's docket number, you can find an individual case by inputting it.
- **OTN:** If you know a case's OTN number, you can search directly with that number. An OTN number is commonly found on a Pennsylvania State Police Report.
- **Name:** Select "Participant Name" in the dropdown. You should search not only for your client's full name, but you should search for spelling variations or just partials of your client's name. This is because whoever entered your client's name into the online database may have spelled your client's name incorrectly.

As an example, you might want to enter "Julius Ceasar" as "Jul Ceas" in order to capture misspellings of his name.

Entering a date of birth is optional. You may want to leave it off because dates of birth are sometimes mis-entered as well.

You should leave the other fields blank except for Date Filed. To capture all cases, enter the range 01/01/1900 to today's date:

in the dropdown (default search type is by Docket Number)

Search Type:

Click Search (available search criteria changes based upon the type selected above)

* Last Name:
(Example: Smith or Sm) (Exact Using 1 Letter)

* First Name:
(Example: James or Ja)(Exact Using 1 Letter)

Date of Birth:

and any combination of

County:

Docket Type:

Case Category:

Case Status:

Date Filed: through

- **SID:** If you have your client's SID, you can find all cases associated with that SID by searching for it directly. This may pull cases where the client has used a name different from his real name when arrested. The SID for an individual can usually be obtained by contacting your local clerk of courts.

Step 4: Download your client's docket sheets from the court website

- Place your mouse cursor over the document/magnifying glass icon at the left hand side of the each row:

Docket Number	Short Caption
 CP-35-CR-0000767-2012	Comm. v. Smith, John W.
 Docket Sheet	
 Court Summary	18-2012 Comm. v. Smith, John
 CP-54-CR-0000310-2012	Comm. v. Smith, John Kyle

- Click "Docket Sheet." Your computer will open a new page and download the docket sheet for the case that you selected.
- Repeat this process for each case associated with your client

- Save each of the PDFs that is downloaded into the folder that you created in step one.
- **Tip:** If you want to speed up the process, you can hold the "control" key while you click on each docket sheet. This will open each docket in a new "tab" on your web browser and will allow you to download all of the docket sheets more quickly.

Step 5: Download the summary docket sheet from the court website

- On one of your client's cases (it generally doesn't matter which one as long as the case is newer than around 1990), place your mouse cursor over the document/magnifying glass icon at the left hand side of the each row:

	Docket Number	Short Caption
	CP-35-CR-0000767-2012	Comm. v. Smith, John W.
	18-2012	Comm. v. Smith, John
	CP-54-CR-0000310-2012	Comm. v. Smith, John Kyle

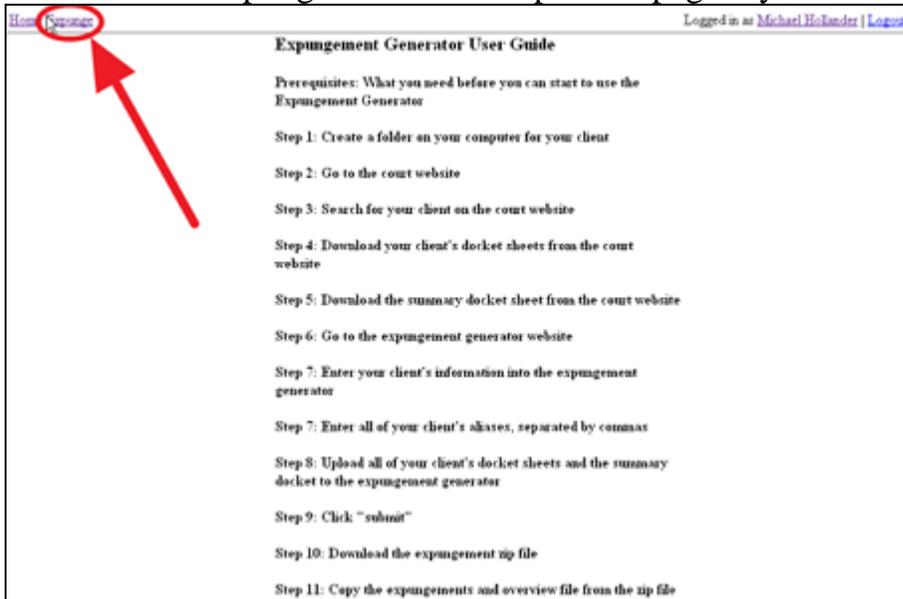
- Click "Court Summary." Your computer will open a new page and download a summary of all of the arrests that your client has. You only need to download this file one time.
- Save this court summary into the folder that you created in step one.

Step 6: Go to the expungement generator website

The expungement generator website can be found at <http://www.expungementgenerator.org>

- If you aren't already logged in, log in.

- Click on the "Expunge" link at the top of the page if you aren't already there:



Step 7: Enter your client's information into the expungement generator

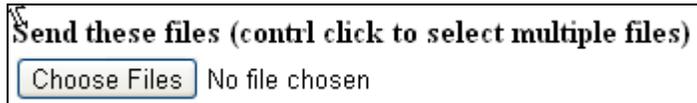
- Put in as much information as you have. Expungements will be rejected if you are missing any information that is readily obtainable.
- For the name field, enter the person's real name. Do not enter any aliases.
- If there is no SID or PID available for the person, you can leave SID and/or PID blank and the generator will put "N/A" in for them.
- If you don't know the SID or PID, try calling your local clerk of courts to see if they will give you that information.
- If you have access to the "Secure Summary" you can include that with the files, below, and skip typing in the SID and PID. The generator will pick up the SID and PID from the Secure Summary and include them on all petitions.

Step 8: Enter all of your client's aliases, separated by commas

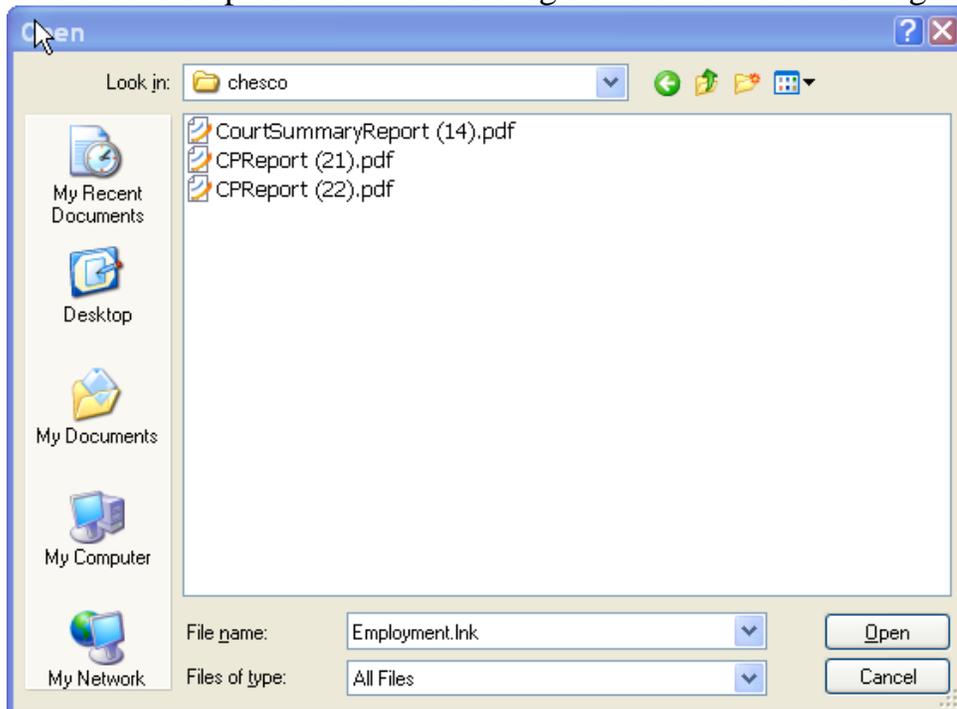
This is pretty self explanatory. It is a good idea to include the client's real name (as typed in the first two fields) in the list of aliases as well.

Step 9: Upload all of your client's docket sheets and the summary docket to the expungement generator

- Click on the "Choose Files" at the bottom of the page.



- You should be presented with a dialog box that looks something like this:



- Use the navigation tools to find the folder where you downloaded your docket sheets and court summary.
- When you have found the correct folder, click on the first docket sheet, hold shift and click on the last docket sheet. This should highlight all of the docket sheets from the first to the last one. Be careful to not include non-docket sheets. You can alternatively hold the "ctrl" key on your keyboard and click on each docket sheet you want to upload.
- Press "open" and you should be returned to the form used to input information about your client

Step 10: Click "Send Files" and wait for the magic to happen

This is self explanatory. Click only once. In a few seconds (to as long as 20-30 seconds if you have a slow internet connection), you should be taken to a confirmation page.

Step 11: You should see the expungement confirmation page

The expungement confirmation page contains some basic information that is helpful to understanding your case, including:

- Whether the generator combined docket sheets that were related to the same case (MC and CP cases with the same OTN or DC number)
- What cases the generator created expungements and redactions for, and for what cases no expungement or redaction was possible
- What types of cases the generator still has problems with. Look at the right sidebar for this information

The confirmation page should look something like this:

Home Expunge

combining CP-51-CR-XXXXXXXX-2003 | MC-51-CR-XXXXXXXX-2003
combining CP-51-CR-XXXXXXXX-2006 | MC-51-CR-XXXXXXXX-2006

Performing expungement on case: CP-51-CR-XXXXXXXX-2003
No expungement possible on case: MC-51-SU-XXXXXXXX-2010
Performing expungement on case: MC-51-SU-XXXXXXXX-2008
Performing expungement on case: MC-51-CR-XXXXXXXX-2009
No expungement possible on case: MC-51-CR-XXXXXXXX-2003
Performing redaction on case: CP-51-CR-XXXXXXXX-2006
Performing expungement on case: CP-51-CR-XXXXXXXX-2003
Performing expungement on case: MC-51-CR-XXXXXXXX-2005
Performing expungement on case: MC-51-CR-XXXXXXXX-2005

Download Petitions and Overview: [133417898.zip](#)

Logged in as [Michael Hollander](#) | [Logout](#)

DISCLAIMER!
The following is a list of known limitations of the expungement generator:

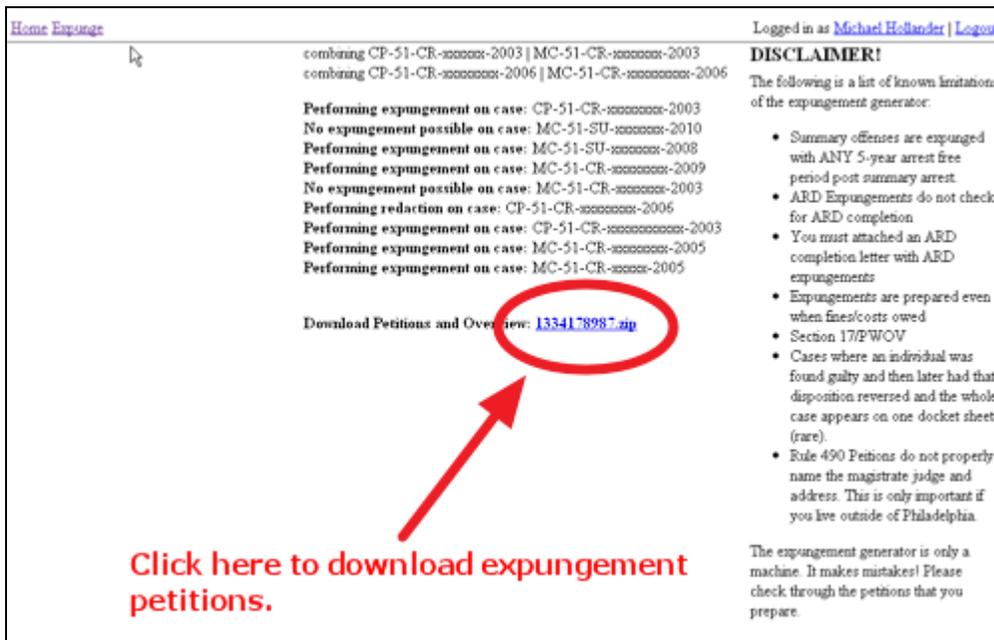
- Summary offenses are expunged with ANY 5-year arrest free period post summary arrest
- ARD Expungements do not check for ARD completion
- You must attach an ARD completion letter with ARD expungements
- Expungements are prepared even when fines/costs owed
- Section 17P/WOV
- Cases where an individual was found guilty and then later had that disposition reversed and the whole case appears on one docket sheet (rare).
- Rule 490 Petitions do not properly name the magistrate judge and address. This is only important if you live outside of Philadelphia.

The expungement generator is only a machine. It makes mistakes! Please check through the petitions that you prepare.

Step 12: On the expungement confirmation page, download the expungement zip file

All of the expungements performed for your client have been placed into a zip file. This zip file also contains an overview of all of your client's cases, whether each case can be expunged or redacted, and whether any fines, costs, or bail are owed to the court.

To download the petition, click the link just after the text "Download Petition and Overview":



The screenshot shows a web page with a header "Home Expunge" and a user login "Logged in as Michael Hollander | Logout". The main content area lists several case entries with their expungement status. A red circle highlights the link "1334178987.zip" in the "Download Petitions and Overview" section. A red arrow points from the text "Click here to download expungement petitions." below to the highlighted link. To the right, there is a "DISCLAIMER" section with a list of limitations and a note about the machine's accuracy.

combining CP-51-CR-XXXXXXXX-2003 | MC-51-CR-XXXXXXXX-2003
combining CP-51-CR-XXXXXXXX-2006 | MC-51-CR-XXXXXXXX-2006

Performing expungement on case: CP-51-CR-XXXXXXXX-2003
No expungement possible on case: MC-51-SU-XXXXXXXX-2010
Performing expungement on case: MC-51-SU-XXXXXXXX-2008
Performing expungement on case: MC-51-CR-XXXXXXXX-2009
No expungement possible on case: MC-51-CR-XXXXXXXX-2003
Performing redaction on case: CP-51-CR-XXXXXXXX-2006
Performing expungement on case: CP-51-CR-XXXXXXXX-2003
Performing expungement on case: MC-51-CR-XXXXXXXX-2005
Performing expungement on case: MC-51-CR-XXXXXX-2005

Download Petitions and Overview: [1334178987.zip](#)

Click here to download expungement petitions.

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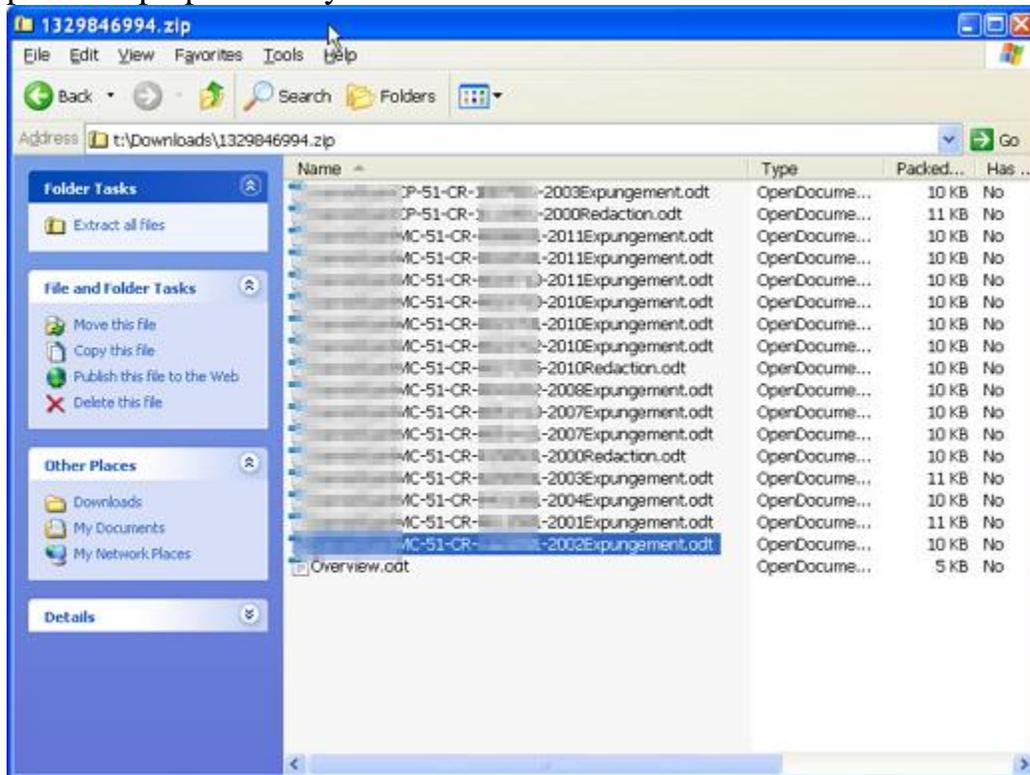
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- ARD Expungements do not check for ARD completion.
- You must attach an ARD completion letter with ARD expungements.
- Expungements are prepared even when fines/costs owed.
- Section 17P/WOV.
- Cases where an individual was found guilty and then later had that disposition reversed and the whole case appears on one docket sheet (rare).
- Rule 490 Petitions do not properly name the magistrate judge and address. This is only important if you live outside of Philadelphia.

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Step 13: Copy the expungements and overview file from the zip file to your computer

- Clicking the link above will download the file. Click on the file once it has been downloaded to see the contents of the zip file.
- When you open the zip archive, you should see all of the expungement petitions prepared for your client as well as an overview file:



- Select all of the files in this folder by clicking the first file, pressing and holding the shift key, and clicking the last file.
- In the "edit" menu at the top of the dialog box, select "copy."
- Open the folder that you previously downloaded all of your expungement petitions into. In the "edit" menu of this folder, select "paste." This will copy all of the files from the zip file to your computer.

Step 14: Open the individual expungement files and check their accuracy.

Remember, the expungement generator is only a computer. While it is very accurate, it does make mistakes, especially with more complicated docket sheets. **You should always check the expungement petitions that the generator prepares against the downloaded docket sheets to make sure that they are accurate before printing them out.**