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## Background and Overview

### *Rationale for the Program*

In 2010, 714 young people successfully completed consent decrees in Philadelphia County. An additional 270 cases were successfully adjusted at intake and 599 petitions were diverted through Youth Aid Panels. Typically young people who complete such pre-adjudicatory diversion programs are automatically eligible for expungement of their juvenile records after six months if certain statutory conditions are met.<sup>1</sup> However in that same year, there were only 285 juvenile cases expunged in the Philadelphia. Additionally, only a portion of those expunged cases involved pre-adjudicatory diversion matters.

Despite provisions for the expungement of juvenile records in the Pennsylvania Juvenile Act, Criminal Code and Rules of Juvenile Court Procedure, the majority of qualified juvenile cases are not being expunged. This issue of non-expungement of eligible cases is not limited to Philadelphia County. In fact in some Pennsylvania counties expungement of juvenile records rarely occurs. According to the Final Memo on Model Procedures for the Juvenile Criminal Record Expungements by the Interbranch Commission for Gender, Racial and Ethnic Fairness, in 2007 there were 14,915 consent decrees and informal adjustments in Pennsylvania. However in 2006 there were only 662 expungement orders state-wide reported to the Juvenile Court Judges' Commission.

The collateral consequences of a juvenile arrest record even without adjudication can be steep. A mere arrest may limit a young person's employment and educational opportunities. The importance of expungement is not only in the MacArthur Foundation Diversion Guide but also in the Performance Guidelines for Quality and Effective Juvenile Delinquency Representation which discussed counsels' responsibility to file expungement petitions (Guideline 8.3). The Guidelines have been adopted by the Interbranch Commission on Juvenile Justice, the Public Defender Association and the Juvenile Defenders Association of Pennsylvania. Ultimately the expungement of eligible juvenile records provides youth with greater access to pro-social employment and educational opportunities.

Moreover the greatest incentive for young people to participate in pre-adjudicatory diversion programs such as consent decrees and informal adjustments is the promise of a clean record and a fresh start. If a young person successfully completes a diversion program but their record is not expunged, it undermines the primary purpose of such programs.

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<sup>1</sup> 18 Pa.C.S. § 9123

## ***Overview of Project***

Prior to the diversion expungement program, Philadelphia County had a significant backlog of eligible diversion cases for which no expungement petitions had been filed. In fact, there were over 5000 diversion juvenile cases in Philadelphia Family Court which were potentially eligible for expungement. The goal of the Philadelphia Juvenile Diversion Expungement Project was to address this issue of the non-expungement of eligible juvenile cases and to give thousands of young people a fresh start to pursue educational and career goals.

In order to reach our goal, the expungement team needed to find a way to:

- 1) Identify diversion cases eligible for expungement and;
- 2) Devise an approach that would allow the expungement of large numbers of cases at one time.

In addition, looking forward, the expungement program needed to create an automated system whereby certain types of cases, including diversion cases, could be expunged as soon as they became statutorily eligible.

To solve the issue of identifying cases, the expungement team collaborated with the Administrative Office of Pennsylvania Courts (AOPC) to target Philadelphia County diversion cases for possible expungement. The AOPC was able to cull cases by disposition and time of completion for possible expungement. In addition, the Information Services Unit within the Defender Association of Philadelphia was able to target a large number diversion cases through its database. Finally, youth who called the Defender Association to request an expungement for a diversion case were referred to the grant expungement attorney.

Due to the large backlog of cases that the diversion expungement program wanted to eliminate, we had to overcome potential logistical and personnel barriers to expunging such a large number of cases. First, there were limitations on the number of expungement hearings which could be listed during a given month. Second, under the traditional system a motion and order had to be prepared, filed and docketed manually for each individual case leading to potential staffing issues especially within the Defender Association of Philadelphia and the Philadelphia Clerk of Courts office.

Therefore, the diversion expungement program developed an electronic system of expungement which bypassed actual expungement hearings if possible and utilized a blanket motion and order of expungement for multiple cases.

### ***Service Area of Program***

The expungement program targeted pre-adjudicatory diversion cases in Philadelphia County.

### ***Legislative Provisions and Rules***

18 Pa.C.S. §9122. Expungement

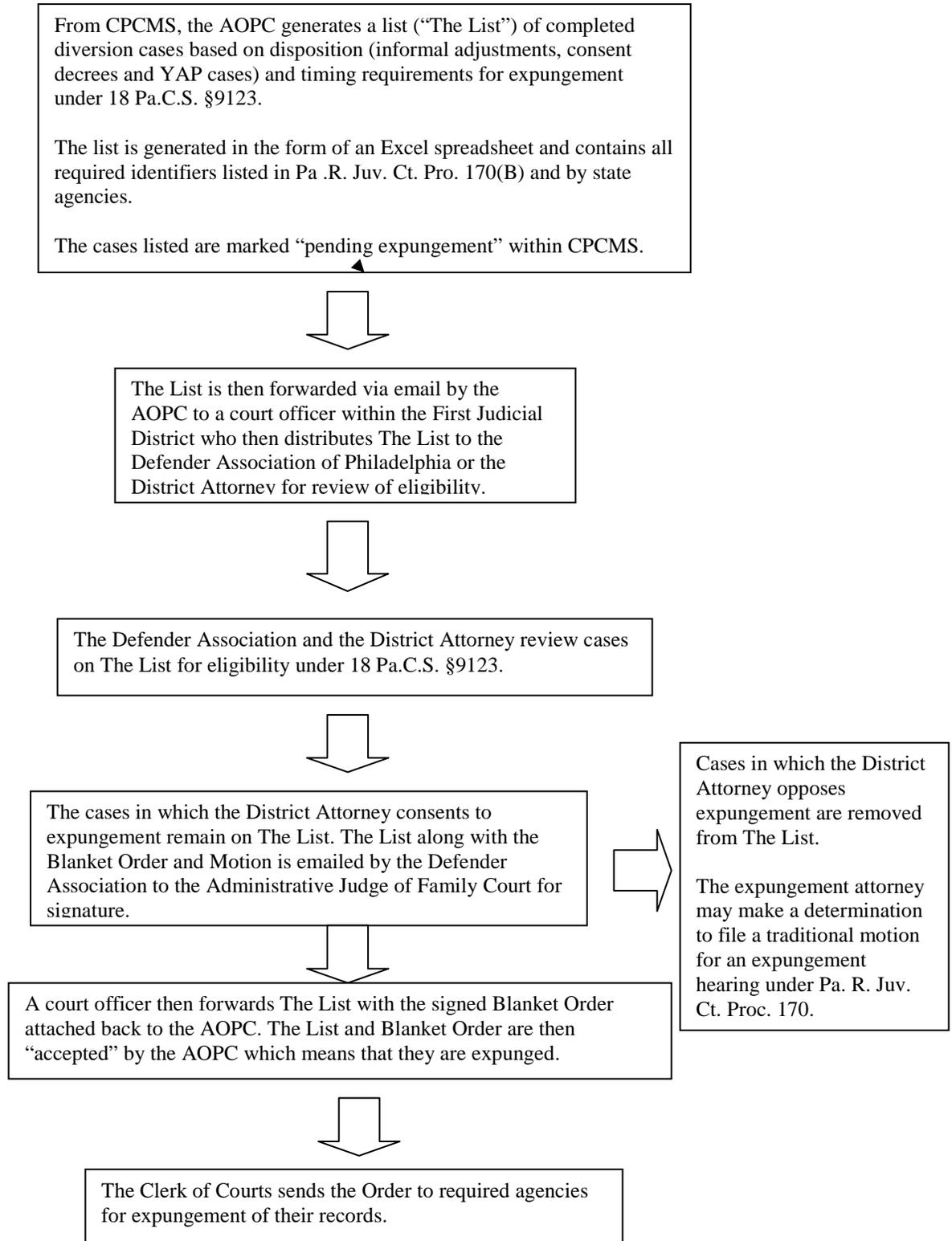
18 Pa.C.S. §9123. Juvenile Records

42 Pa.C.S. §§ 6307, 6308, 6309

Pa. R. Juv. Ct. Proc. 160, 170, 172, 330

# Policies and Procedures

## Flow Chart



## ***Program Participants***

First Judicial District of Pennsylvania, Family Division  
Defender Association of Philadelphia  
Office of the District Attorney- Philadelphia  
Administrative Office of Pennsylvania Courts  
Management Information Systems, First Judicial District of Pennsylvania

## ***How Youth were Selected and Eligibility Criteria***

The program focused on the expungement of records for juveniles who had completed pre-adjudicatory diversion programs in Philadelphia. Those programs included consent decrees, informal adjustments and cases which had been referred to a Youth Aid Panel. Under 18 Pa. C.S. §9123, in Pennsylvania young people who have completed consent decrees, informal adjustments or have gone before a Youth Aid Panel are eligible to have their records expunged six months after final discharge of their case as long as no proceeding seeking adjudication or conviction is pending. Therefore juvenile diversion cases in which at least six months have elapsed since final discharge were targeted for this program.

Based on the eligibility parameters as outlined in 18 Pa.C.S. §9123, the Administrative Office of Pennsylvania Courts (AOPC) generated lists from the Common Pleas Case Management System (Pennsylvania Unified Judicial System) or CPCMS of potential diversion cases for expungement. The lists were generated in the form of an Excel spreadsheet and contained all information and identifiers required under Pa .R Juv. Ct. Proc. 170(B) and by state agencies which were repositories for juvenile criminal data. The AOPC then marked those identified cases as “pending expungement” within CPCMS and forwarded the spreadsheet electronically to a court officer within the First Judicial District of Pennsylvania- Family Division.

The spreadsheet was then distributed to the Defender Association and the District Attorney for review of eligibility under 18 Pa.C.S. §9123.

## ***Who Determined Whether a Youth was Accepted in the Expungement Program***

The Defender Association and the District Attorney determined whether cases were accepted into the expungement program. Both juvenile and adult criminal extracts were reviewed to determine eligibility for expungement.

After review, cases in which the District Attorney consented to expungement were able to bypass an expungement hearing<sup>2</sup> and were included in the electronic expungement process. The Defender Association then forwarded via email the agreed upon

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<sup>2</sup> Pa. R. Juv. Ct. Proc. 170(E)

expungement list as well as the blanket order and motion (see Appendices C and D) to the Administrative Judge for the Family Division of the First Judicial District for approval and signature. The Court then forwarded the expungement list and signed blanket order to the AOPC for expungement. Once the list was accepted by the AOPC, the Clerk of Courts in the Family Division sent a copy of the blanket order to other repository agencies to expunge their records. Those additional agencies include:

- 1) Pennsylvania State Police
- 2) Philadelphia Police Department
- 3) Juvenile Court Judges' Commission
- 4) Philadelphia Juvenile Probation Department

In cases where the District Attorney did not consent to expungement, the Defender Association had the option to file a traditional motion for an expungement hearing before a Family Court Judge.<sup>3</sup> (See Appendix A).

## **Program Administration and Management**

### ***Description of Personnel with the Program***

In order to further the goals of the juvenile diversion expungement program, all stakeholders in the juvenile expungement process were identified and included in the formulation of the electronic expungement process. Those stakeholders included but were not limited to:

- 1) First Judicial District of Pennsylvania- Family Division
- 2) Defender Association of Philadelphia
- 3) Office of the District Attorney- Philadelphia
- 4) Administrative Office of Pennsylvania Courts
- 5) Management Information Systems of the First Judicial District of Philadelphia
- 6) Pennsylvania State Police
- 7) Philadelphia Police Department

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<sup>3</sup> See The Juvenile Law Center, [Juvenile Records Expungement: A Guide for Defense Attorneys in Pennsylvania](http://www.jlc.org/resources/publications/juvenile-records-expungement-guide-defense-attorneys-pennsylvania), <http://www.jlc.org/resources/publications/juvenile-records-expungement-guide-defense-attorneys-pennsylvania>

8) Juvenile Court Judges' Commission

9) Philadelphia Juvenile Probation Department

The Defender Association and the Office of the District Attorney were responsible for reviewing the criminal records of youth to determine their eligibility for expungement. The Defender Association of Philadelphia was responsible for providing oversight for the diversion expungement program and maintaining statistics on outcome measurements for the program.

**Budget**

The total budget for the Philadelphia Juvenile Diversion Expungement Project was \$124,973. The entire proposed budget for the program went toward costs for additional personnel needed to carry out the goals of the expungement project.

Specifically the Defender Association needed an expungement grant attorney to target potentially eligible diversion cases for expungement, research and review both adult and juvenile criminal histories of the targeted cases and file necessary motions. That attorney was also charged with the responsibility of working with juvenile stakeholders to create an expedited method of expunging diverted juvenile cases.

Initially the proposed budget contained a line item for a part-time clerk with the Clerk of Courts within the Juvenile Division for 2011-2012 in anticipation of thousands of expungement being filed and docketed manually. However due to the expedited expungement system that the expungement team developed, it was determined that no additional staff was needed to carry out the goals of the diversion expungement grant. As a result, the project will be more sustainable after the grant expires.

	<b>Proposed Budget 2011-2012</b>	<b>Proposed Budget 2013</b>	<b>Actual Totals July 1, 2011- June 30, 2013</b>
<b>Personnel Salaries</b>			
<b>Grant Attorney- Defender Association of Philadelphia</b>	48,500	36,100	93,339
<b>Part-time Clerk- Clerk of Quarter Sessions</b>	13,000	0	0
<b>Personnel Benefits</b>	14,000	13,373	27,373
<b>Supplies and Other</b>	0	0	0
<b>Total</b>	75,000	49,473	120,712

## Outcome Measurements

### *Outcomes the Program Tracked*

The diversion expungement program tracked five outcome measurements.

- 1) Number of completed juvenile diversion cases reviewed for possible expungement;
- 2) Number of completed juvenile cases ordered expunged;
- 3) Number of juvenile diversion cases expunged utilizing the electronic expungement system;
- 4) Number of completed juvenile cases determined to be ineligible for expungement;
- 5) Number of juvenile diversion cases reviewed and determined to be eligible but not yet expunged.

### *Outcome Data July 1, 2011 to June 30, 2013<sup>4</sup>*

<b>Number of completed juvenile diversion cases reviewed for possible expungement<sup>5</sup></b>	6932
<b>Number of completed juvenile diversion cases expunged</b>	3744
<b>Number of completed juvenile diversion cases expunged utilizing the electronic expungement system</b>	3255
<b>Number of completed juvenile cases determined to be ineligible for expungement<sup>6</sup></b>	1792
<b>Number of juvenile diversion cases reviewed and determined to be eligible for expungement but not yet expunged</b>	558

<sup>4</sup> Numbers provided are accurate through June 30, 2013. However the project will continue until December 31, 2013 and final project numbers will be available January 2014.

<sup>5</sup> The number of completed juvenile diversion cases reviewed for possible expungement may not reflect the actual total number of Youth Aid Panel cases reviewed.

<sup>6</sup> The number of completed juvenile cases determined to be ineligible for expungement does not include Youth Aid Panel cases which were reviewed and not eligible.

## Looking Ahead

Thus far under the Philadelphia Juvenile Diversion Expungement Project, 3744 juvenile diversion cases have been expunged with 3255 of them by way of an expedited electronic expungement process. However, the diversion expungement team is still working to streamline this new protocol for expungement. The process continues to evolve as we continue to seek ways to further automate the expungement process for juvenile diversion cases and problem-solve.

A few immediate issues that the expungement team is now addressing include formulating a protocol to expunge lists which have been generated by the Defender Association of Philadelphia and approved by the Office of the District Attorney electronically. In addition, the team is working with stakeholders resolve issues involving the coding of final dispositions within the Pennsylvania Juvenile Case Management System to facilitate the expungement of those records.

Looking toward the future, while beyond the scope of this grant, we believe an automated system of quality-control should be developed to cross-check and validate that all records ordered expunged have in fact been expunged. Currently such validation is done manually and only on a small random subset of cases. Also we do not have an automated method of notifying youth that their cases have been expunged.

At this point within the juvenile diversion program, our team believes that we have addressed the backlog of Youth Aid Panel cases and most Informal Adjustment cases. The expungement team will next turn its focus to the backlog of juvenile consent decree cases in Philadelphia. We are hopeful that at the end of the grant, the entire backlog of juvenile diversion cases will have been addressed. Then, looking ahead to when pilot funding ends for the program, the new more automated expungement protocol should facilitate the expungement of cases as soon as they become statutorily eligible.

## Appendix A. Sample Traditional Expungement Motion and Orders

[Attorney Name]

Attorneys for

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**IN THE INTEREST OF** : **COURT OF COMMON PLEAS**  
: **COUNTY OF PHILADELPHIA**  
: **FAMILY DIVISION-JUVENILE BRANCH**  
: Docket #:  
: DC#:  
PP#: : OTN #:  
SID #: : Charges:

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### **ORDER FOR AN EXPEDITED EXPUNGEMENT HEARING WITHIN 30 DAYS**

**AND NOW**, this                    day of                    2013, it is **HEREBY**  
ORDERED and DECREED that this Expungement Motion will be listed for an  
Expungement Hearing within 30 days of the date of the filing of this Motion.

**BY THE COURT:**

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**J.**

[Attorney Name]

Attorneys for

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**IN THE INTEREST OF** : **COURT OF COMMON PLEAS**  
: **COUNTY OF PHILADELPHIA**  
: **FAMILY DIVISION-JUVENILE BRANCH**  
J #: : Docket #:  
: DC#:  
PP#: : OTN #:  
SID #: : Charges:

**ORDER TO EXPUNGE A JUVENILE RECORD**

**AND NOW**, this                    day of                    2013, upon consideration of counsel for the above, it is hereby **ORDERED** that all records pertaining to the arrest, delinquency petition and otherwise regarding the above are **EXPUNGED**, in accordance with the law. This order for expungement shall include, but not limited to all records kept by electronic means and all computer data. It shall also include all official and unofficial arrest files and all other documents pertaining to the above-captioned matter. Each person and/or agency referenced below shall request the return of such records which it has made available to local, state and federal agencies, and shall destroy such records immediately upon receipt. Official records of such requests shall be maintained until such time as the complete record has been retrieved and destroyed.

**IT IS FURTHER ORDERED** that the Clerk of Courts, Family Court Division, Juvenile Branch, shall serve a certified copy of this expungement Order, hereby incorporated as part of this Order, upon the following persons, and keepers of records pertaining to the above captioned proceeding:

- 1. Director of Juvenile Justice and Technology**  
Juvenile Court Judges Commission  
Horton Hall  
1871 Old Main Drive  
Shippensburg, PA 17257
- 2. Philadelphia Police Department**  
750 Franklin Square  
Expungement Unit—Room 108  
Philadelphia, PA 19106
- 3. Pennsylvania State Police Department Headquarters**  
Expungement Unit  
1800 Elmerton Avenue  
Harrisburg PA 17110
- 4. Administrative Office of Pennsylvania Courts**  
Expungement Unit  
5035 Ritter Road  
Mechanicsburg, PA 17055
- 5. City of Philadelphia District Attorney's Office**  
Juvenile Unit—3rd Floor  
3 South Penn Square  
Philadelphia, PA 19102
- 6. Chief Probation Officer**  
Philadelphia Juvenile Probation Department  
1801 Vine Street—Room 214  
Philadelphia, PA 19103

It Is Further **ORDERED** that the Clerk of Courts shall provide Counsel for Petitioner with an official, signed Expungement Order and copies of the official Expungement Order once they have been sent to the above referenced parties in order to facilitate compliance with the expungement process.

**BY THE COURT:**

**[Attorney Information]**

Attorneys for

---

**IN THE INTEREST OF** : **COURT OF COMMON PLEAS**  
: **COUNTY OF PHILADELPHIA**  
: **FAMILY DIVISION-JUVENILE BRANCH**

J #: : Docket #:  
: DC#:  
PP#: : OTN #:  
SID #: : Charges:

**MOTION FOR AN EXPEDITED EXPUNGEMENT HEARING WITHIN 30 DAYS**

**TO THE HONORABLE JUDGES, PRESIDING IN THE COURT OF COMMON PLEAS, COUNTY OF PHILADELPHIA, FAMILY COURT DIVISION - JUVENILE BRANCH:**

Petitioner, \_\_\_\_\_, by his attorneys, \_\_\_\_\_, respectfully represents that:

1. Petitioner, \_\_\_\_\_, was born on \_\_\_\_\_.
1. Petitioner was arrested by Philadelphia Police Department on \_\_\_\_\_ and was charged with the above referenced charges.
2. Petitioner's arrest is documented under district control number \_\_\_\_\_.
3. The Petitioner's case is documented under offense tracking number \_\_\_\_\_.
4. On \_\_\_\_\_, the Petitioner appeared before the Honorable Master, at which time the Petitioner informal adjustment.

5. At disposition on, \_\_\_\_\_, the Petitioner appeared before \_\_\_\_\_, at which time the Petitioner's case was discharged.
6. Petitioner is eligible for an expungement pursuant to 18 Pa. C.S. Section 9123.
7. At least six months have passed since the discharge date.
8. Petitioner is presently \_\_\_\_\_ years of age, having been born on \_\_\_\_\_.
9. Petitioner has no adult record.
10. Petitioner fears that this juvenile record will be detrimental to his future success.

**WHEREFORE,** Petitioner, by his counsel, respectfully requests that this Honorable Court expunge all records, including all information kept by electronic means and all computer data and that the aforementioned keepers of juvenile records shall expunge and destroy the official and unofficial arrest, files, computer records, and other documents pertaining to the above-captioned proceedings, and that each shall request the return of such records, which its agency made available to state or federal agencies, and immediately upon receipt thereof shall destroy such records.

Respectfully submitted,

\_\_\_\_\_  
NAME

**ATTORNEYS FOR PETITIONER**

# Appendix B. Sample Expungement List

Microsoft Excel - ExcelSpreadsheet.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

Calibri 11 B I U

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q			
1	DocketNo	ShortCaption	FilingDt	DispositionDt	CaseStatus	ArrestDt	DispoCreate	DispoCreate	DisplayNm	DOB	PID	District	Control Nc	HasPajments	NotDisburs	EscrowBd	HasChecksNotClear	OTN	Date
2	CP-51-JV-	In the Interest of:	2/2/2010	6/15/2010	Closed	2/2/2010	smarkowitz	6/16/2010						0	0	0			
3	CP-51-JV-	In the Interest of:	5/10/2010	8/10/2010	Closed	5/10/2010	smarkowitz	8/10/2010						0	0	0			
4	CP-51-JV-	In the Interest of:	1/7/2011	8/25/2011	Closed	1/7/2011	smarkowitz	8/25/2011						0	0	0			
5	CP-51-JV-	In the Interest of:	4/2/2011	8/8/2011	Closed	4/20/2011	smarkowitz	8/8/2011						0	0	0			
6	CP-51-JV-	In the Interest of:	7/7/2011	3/12/2012	Closed	7/7/2011	smarkowitz	3/12/2012						0	0	0			
7	CP-51-JV-	In the Interest of:	1/1/2011	2/8/2012	Closed	10/3/2011	smarkowitz	2/8/2012						0	0	0			
8	CP-51-JV-	In the Interest of:	1/12/2011	2/29/2012	Closed	1/2/2011	smarkowitz	2/29/2012						0	0	0			
9	CP-51-JV-	In the Interest of:	12/7/2011	1/13/2012	Closed	12/7/2011	monjackson	1/13/2012						0	0	0			
10	CP-51-JV-	In the Interest of:	1/4/2012	1/13/2012	Closed	1/4/2012	monjackson	1/13/2012						0	0	0			
11	CP-51-JV-	In the Interest of:	1/6/2012	10/11/2012	Closed	1/5/2012	smarkowitz	10/11/2012						0	0	0			
12	CP-51-JV-	In the Interest of:	1/11/2012	1/7/2012	Closed	1/11/2012	monjackson	1/7/2012						0	0	0			
13	CP-51-JV-	In the Interest of:	1/20/2012	12/6/2012	Closed	1/20/2012	monjackson	12/6/2012						0	0	0			
14	CP-51-JV-	In the Interest of:	2/2/2012	1/26/2012	Closed	2/2/2012	monjackson	1/26/2012						0	0	0			
15	CP-51-JV-	In the Interest of:	2/11/2012	10/12/2012	Closed	2/11/2012	smarkowitz	10/12/2012						0	0	0			
16	CP-51-JV-	In the Interest of:	4/5/2012	10/12/2012	Closed	4/4/2012	smarkowitz	10/12/2012						0	0	0			
17	CP-51-JV-	In the Interest of:	3/27/2012	1/27/2012	Closed	3/27/2012	monjackson	1/27/2012						0	0	0			
18	CP-51-JV-	In the Interest of:	4/16/2012	10/18/2012	Closed	4/16/2012	monjackson	10/18/2012						0	0	0			
19	CP-51-JV-	In the Interest of:	4/18/2012	10/2/2012	Closed	4/18/2012	smarkowitz	10/2/2012						0	0	0			
20	CP-51-JV-	In the Interest of:	5/8/2012	12/12/2012	Closed	5/8/2012	monjackson	12/12/2012						0	0	0			
21	CP-51-JV-	In the Interest of:	5/18/2012	12/4/2012	Closed	5/18/2012	monjackson	12/4/2012						0	0	0			
22	CP-51-JV-	In the Interest of:	7/6/2012	10/11/2012	Closed	7/5/2012	smarkowitz	10/11/2012						0	0	0			
23	CP-51-JV-	In the Interest of:	7/21/2012	10/23/2012	Closed	7/21/2012	monjackson	10/23/2012						0	0	0			
24	CP-51-JV-	In the Interest of:	7/21/2012	10/23/2012	Closed	7/21/2012	monjackson	10/23/2012						0	0	0			
25	CP-51-JV-	In the Interest of:	8/11/2012	1/13/2012	Closed	8/11/2012	monjackson	1/13/2012						0	0	0			
26	CP-51-JV-	In the Interest of:	8/18/2012	1/20/2012	Closed	8/17/2012	monjackson	1/20/2012						0	0	0			
27	CP-51-JV-	In the Interest of:	8/29/2012	1/29/2012	Closed	8/28/2012	monjackson	1/29/2012						0	0	0			
28	CP-51-JV-	In the Interest of:	9/11/2012	12/11/2012	Closed	9/11/2012	monjackson	12/11/2012						0	0	0			
29	CP-51-JV-	In the Interest of:	7/8/2011	6/7/2012	Closed	7/7/2011	smarkowitz	6/7/2012						0	0	0			
30	CP-51-JV-	In the Interest of:	1/7/2011	12/6/2012	Closed	1/7/2011	monjackson	12/6/2012						0	0	0			
31	CP-51-JV-	In the Interest of:	1/23/2012	8/15/2012	Closed	1/23/2012	smarkowitz	8/15/2012						0	0	0			
32	CP-51-JV-	In the Interest of:	4/25/2012	10/3/2012	Closed	4/25/2012	smarkowitz	10/3/2012						0	0	0			
33																			
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Sheet1 Sheet2 Sheet3

Ready NUM

## Appendix C. Sample Blanket Order

**PHILADELPHIA COURT OF COMMON PLEAS  
FAMILY DIVISION - JUVENILE BRANCH  
ORDER FOR EXPUNGEMENT OF A JUVENILE RECORD**

**AND NOW**, this        day of        **2013**, upon consideration of the motion for expungement filed by The Defender Association of Philadelphia, it is **ORDERED** that all records pertaining to the arrest, delinquency petition and otherwise regarding the attached list of names that have successfully completed Informal Adjustments

<b>List I.D.</b>	<b>Total Pages</b>	<b>Total Number of Defendants</b>	<b>Date Printed</b>
	6	187	4/25/2013

are **EXPUNGED**, in accordance with the law.

This order for expungement shall include, but not limited to all records kept by electronic means and all computer data. It shall also include all official and unofficial arrest files, criminal records, fingerprints, photographs, photographic plates and all other documents pertaining to the above-captioned matter. Each person and or agency referenced below shall request the return of such records which it has made available to local, state, and federal agencies, and shall destroy such records immediately upon receipt. Official records of such requests shall be maintained until such time as the complete record has been retrieved and destroyed.

**IT IS FURTHER ORDERED** that the Clerk of Courts, Family Court Division, Juvenile Branch shall serve a certified copy of this expungement Order, hereby incorporated as part of this Order, upon the following persons, and keepers of records pertaining to the proceedings:

**Director of Juvenile Justice and Technology**

Juvenile Court Judges Commission  
Horton Hall  
1871 Old Main Drive  
Shippensburg, PA 17257

**Philadelphia Police Department**

750 Franklin Square  
Expungement Unit-Room 108  
Philadelphia, PA 19106

**Pennsylvania State Police**

Department Headquarters Expungement Unit  
1800 Elmerton Avenue  
Harrisburg PA 17110

**Administrative Office of Pennsylvania Courts**

Expungement Unit  
5035 Ritter Road  
Mechanicsburg, PA 17055

**City of Philadelphia District Attorneys Office**

Juvenile Unit- 3<sup>rd</sup> Floor  
3 South Penn Square  
Philadelphia, PA 19102

**Chief Probation Officer**

Philadelphia Juvenile Probation Department  
1801 Vine Street-Room 214  
Philadelphia, PA 19103

BY THE COURT:

## Appendix D. Sample Blanket Motion

[Attorney Information]

Attorneys for Petitioners

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**IN THE INTEREST OF** : **COURT OF COMMON PLEAS**  
: **COUNTY OF PHILADELPHIA**  
: **FAMILY DIVISION-JUVENILE BRANCH**

[see attached list dated 4/25/2013]

### **MOTION FOR EXPUNGEMENT**

**TO THE HONORABLE JUDGES, PRESIDING IN THE COURT OF COMMON  
PLEAS, COUNTY OF PHILADELPHIA, FAMILY COURT DIVISION –  
JUVENILE BRANCH:**

Petitioners, above, by attorneys, \_\_\_\_\_ respectfully represent that:

1. Petitioners were arrested by the Philadelphia Police Department and charged with criminal offenses.
2. Petitioners appeared before the Intake Unit at the Youth Study Center for possible adjustment of his/her case.
3. At disposition, Petitioners appeared before the Intake Unit at the Youth Study Center at which time the Petitioners' cases were adjusted.
4. At least six months have passed since this disposition.

5. Petitioners are eligible for an expungement pursuant to 18 Pa. C.S. Section 9123.

6. Petitioners fear that this juvenile record will be detrimental future success.

**WHEREFORE,** Petitioners, by counsel, respectfully request that this Honorable Court expunge all records, including all information kept by electronic means and all computer data and that the aforementioned keepers of juvenile records shall expunge and destroy the official and unofficial arrest, files, computer records, and other documents pertaining to the above-captioned proceedings, and that each shall request the return of such records, which its agency made available to state or federal agencies, and immediately upon receipt thereof shall destroy such records.

Respectfully submitted,

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**ATTORNEYS FOR PETITIONER**

