

# JUVENILE EXPUNCTION INFORMATION

## Juvenile cases are violations which occurred under the age of 17

(Age requirement may not apply for some Alcohol and tobacco related charges.)

### Instructions:

- A. Please wait 30-days after your case is disposed to file for expungement.
- B. Document must be notarized before submitting. Our Public Service Division provides this service for a fee of \$6.

1. Please contact MCD Public Information office at (713) 837-0311, or in person at 1400 Lubbock, Room N203, to confirm that the case you wish to have expunged is on file. (please submit this document with petition)

Cause #(s) \_\_\_\_\_

2. Submit Petition for Juvenile record expunction to 1400 Lubbock, Room N203, Houston, Texas 77002. (The petitioner is the juvenile, not the parent)

#### IN PERSON

3. Bring completed petition, \$30 fee and a picture ID to 1400 Lubbock. (\$30 fee per case) ID not required for attorney filing on behalf of client.
  - Pay \$30 fee at the Public Service Counter on 1<sup>st</sup> floor. (payment must be made before petition can be processed)
  - Take payment receipt and petition to Room N203 between hours of 8:00am – 4pm, Monday-Friday.

#### BY MAIL

4. Mail petition and check or money order to City of Houston Municipal Courts, Attn: Expunction Coordinator, 1400 Lubbock, Room N203, Houston, Texas 77002. (\$30 fee per case)
  - Please include a copy of your picture ID.  
(Not required for attorney filing on behalf of a client)

If you have questions regarding your record, please call (713) 837-0311. For questions regarding the status of your petition call (713) 247-5623.

This information is being offered as a courtesy. We hope that you find it helpful and that it will make the expunction process easier for you. **We are not able to provide additional guidance and counseling.** As an expunction petitioner without an attorney you will have to function as your own attorney. Of course you have a right to hire an attorney if you feel that you need additional guidance. Good luck.