

San Marcos, TX 78666  
(512) 245-2370 • Fax (512) 245-9053

## DOCUMENTS NEEDED

I cannot begin the expunction process until I receive the items listed below. These may be mailed to our office or dropped off at the Attorney for Students Office in the LBJ Student Center, Room 5.1.5. Please supply all of the documents.

If you have questions, please contact our office at (512) 245-2370.

1. Completed Expunction Worksheet (attached): If there are questions to which you do not know the answer, mark these "Unknown, but this WILL delay your application."
2. A copy of your criminal history record information,
  - a. Your personal criminal history record may be obtained from the Texas Department of Public Safety **online**.  
To obtain your record go to: [records.txdps.state.tx.us/dpsWebsite/CriminalHistory/](https://records.txdps.state.tx.us/dpsWebsite/CriminalHistory/), click "New User Sign Up," fill out your user account, and search your name. The fee for this online service is \$3.58 per name searched.
3. Copies of your COURT records. These may be obtained from the court clerk where your case took place. If your case took place in a municipal court or justice of the peace, contact the court directly. If your case took place in a county court, you should contact the County Clerk's Office: Ask the cleric assisting you for "a copy of my court file". If your case is more than a few months old your file may be in storage and it will take a few days to obtain.
  - a. Once you have your court file, check to be sure that it contains all "Order of Dismissal" (Examples are attached to this document). If an **order** is not included in the paperwork that you are provided, tell the cleric that you need one and show them the example we have provided.
  - b. We will need a copy of the entire court file, including the Order of Dismissal.
4. Filing fee and notification costs. There is a filing fee for every expunction petition in Hays County of \$287 and in Travis County of \$292. Depending on the county, there are also \$10 to \$15 notification costs for each agency that must be notified about your petition. In Hays County there is a \$13.40 notification cost per agency, by certified mail, and in Travis County it is \$15 by certified mail. Generally, notification fees do not cost more than an additional \$100.

ATTORNEY FOR STUDENTS  
TEXAS STATE UNIVERSITY  
**EXPUNCTION WORKSHEET**  
(For Arrests OR Tickets)

For Office Use Only: \_\_\_\_\_

Not: Please be as clear & specific as possible. Lack of information or clarity may delay the process.

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
(First) (Middle name) (last)

Current complete Address: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Soc. Sec. # \_\_\_\_\_ Driver's License No. & State: \_\_\_\_\_

Phone # \_\_\_\_\_ Gender:  Male  Female Race: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Offense charged: \_\_\_\_\_

Level of offense charged (Misdemeanor: Class C, B, A Felony: State Jail, 3<sup>rd</sup>, 2<sup>nd</sup>, 1<sup>st</sup>)

Date of Offense: \_\_\_\_\_ Date of Arrest or Ticket: \_\_\_\_\_

Arresting/Ticketing law enforcement agency & address \_\_\_\_\_

City and County where charged: \_\_\_\_\_

If you were jailed, which jail? \_\_\_\_\_

Your complete address at time of arrest/ticket \_\_\_\_\_

Case/Cause # \_\_\_\_\_ Presiding Court: \_\_\_\_\_

Date your case was dismissed: \_\_\_\_\_ Pre-trial Diversion/Intervention?  Yes  No

Did the arrest/ticket or charge occur on the Texas State campus?  Yes  No

Name of Magistrate who set bail at the jail & address (might need to call jail to find out (if an arrest):  
\_\_\_\_\_

Name of Bonding Company & address (if any): \_\_\_\_\_

Did you have an attorney?  Yes  No If yes, who? \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No

Because of this charge, did you meet with Student Justice (Dean of Students)?  Yes  No

Time Frame: from the date of filing, the courts have to wait at least 4 weeks for your case to be heard. Six weeks is more typical. You will have to appear in person for that hearing.

PLEASE CONTINUE TO NEXT PAGE 

**EXPUNCTIONS – PAGE 2**

As part of this charge, were you required to perform community service?  Yes  No

If yes, please list the name(s) and address(es) of each organization you worked for:

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Organization	Complete Address
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Organization	Complete Address
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As part of this charge, were you required to take any sort of class (i.e. Alcohol Awareness, Nature of Marijuana, Theft, etc.)?  Yes  No

If yes, please list the name(s) and address(es) of each organization you took a class with:

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Organization	Complete Address
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Organization	Complete Address
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**ADDITIONAL CHARGES**

If you were charged with **ANY** other offense(s) at the time of your ticket/arrest, REGARDLESS of whether the charges were later dropped, please list them here:

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Charge	Level	Cause No. (if any)	Result
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Charge	Level	Cause No. (if any)	Result
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For additional information about an arrest (if in Hays County) please go to <http://public.co.hays.tx.us/default.aspx> and look at *both* Criminal Case Records and Jail Records. This will show you what is on line in Hays County (and what needs to be expunged).