

# Expunging a Case:

[Watch Video](#)

To expunge a case once you have received an Order telling you to do so, you must click on the case that is to be expunged. If there are multiple cases, you must do this process with each case.

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Before you expunge a case, make sure that the Order Expunging has been sent to the parties, if there was one. If the Order still says Pending, most likely the person who does the Print Pending Notices report to mail out the orders won't have access to view expunged cases, so the order will never be sent to the parties.

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## Document Detail

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Document date/time: 10/20/2017 10:59:11 AM Stamped: 10/20/2017 10:59:33 AM  
Template: BLANK - Order Granting Petition for Expungement  
Status: Complete By: Karlene Thompson  
 Send notice  Normal  Confidential  Sealed  
Approval status: Approved Date: 10/20/2017 10:59:11 AM By: Karlene Thompson  
Order book:  Page:

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### Document names/cases

[Laura Ingalls \(2; Case: 1; 59JC1-2016-JS-2\)](#)

[Person detail](#)

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### Notices

[Caroline Ingalls \(Service by US Mail - Pending\)](#)

[Charles Ingalls \(Service by US Mail - Pending\)](#)


[Laura Ingalls \(Service by US Mail - Pending\)](#)



PENDING SERVICE


Once notice has been sent, you can proceed.

Best Practice would be to add a case status of “Expunged” before you expunge the case. Someone may ask “how many cases do you normally expunge in a year?” It is very easy to pull this data if we added a case status. To pull that data go to Menu | Miscellaneous | Local | Local Options | Custom Queries Menu | List case statuses for a date range.



- Case status history	Close case	Top	Add
10/20/2017 - Expunged			
11/4/2016 - Closed; Informal Adjustment Terminated			
11/3/2016 - Informal Adjustment			
11/3/2016 - Case Filed			

After adding the case status, go to the top of the Document Detail screen and click the Expunged Yes button.



Case type:\* JS - Status/Unruly Cover sheet  
 Access:\*  Normal  Confidential  Sealed Expunged:\*  Yes  No  
 Assigned/home court: JC1 - Juvenile Court

If you have authority to see Expunged Cases, this is what you will see:

- Cases	Top
<b>Delinquency - 59JC1-2016-JD-5 (Case Filed)</b>	
Ingalls, Laura(Case 4) - Defendant from 12/28/2016 thru present	
<b>Status/Unruly (Expunged) - 59JC1-2016-JS-2 (Expunged)</b>	
Ingalls, Laura(Case 1) - Defendant from 11/3/2016 thru 11/4/2016	
- Incidents	Top
<b>12/28/2016 11:27:07 AM - Law Enforcement referred by 17th District Drug Task Force</b>	
1 - Aggravated Assault (TCA 39-13-102), a Felony	
<b>11/3/2016 7:39:19 AM - Parent Referral referred by Parent</b>	
1 - Unruly Behavior (TCA 37-1-102), a Status Offense	

If you do NOT have authority, this is what you will see.

- Cases	Top
<b>Delinquency - 59JC1-2016-JD-5 (Case Filed)</b>	
Ingalls, Laura(Case 4) - Defendant from 12/28/2016 thru present	
- Incidents	Top
<b>12/28/2016 11:27:07 AM - Law Enforcement referred by 17th District Drug Task Force</b>	
1 - Aggravated Assault (TCA 39-13-102), a Felony	