

**CAUTION:** If the court dismissed a charge, **do not** use this form to ask for expunction.

Use this form **only** to ask the courts to expunge a **NOT GUILTY** charge record or records.

● **Where to get court forms.** You may get free forms from the Office of the Clerk of Superior Court in any county. The blank form petition is posted on the internet at this address:

<https://www.nccourts.gov/assets/documents/forms/cr288-en.pdf?R.LUGAmIZIE3blx4pUSVO9YH3jlg25Zh>

● **Use of the form petition.** Use one form AOC-CR-288 to ask the courts to expunge all of your **Not Guilty** charge records in **one county**.

● **Where to file a petition.** A petition must be filed in the county where the court case was decided. If you have **Not Guilty** charge records in more than one county, you must file a separate petition in each county.

● **When to file a petition.** There is no deadline. You may file a petition to expunge Not Guilty charge records at any time.

● **Separate court divisions in one county.** In each county, the district court and the superior court are separate *divisions*. You must use one petition to ask the courts to expunge **district** court records.

You must use a separate petition to ask the courts to expunge **superior court** records.

You may file the separate petitions at the same time, or at different times, or at any time.

● **Full information is required.** The State of North Carolina requires full and correct information on each petition. If the petition information is not correct, it will be returned to you.

● **Expunction Petition Attachment form.** You might have many *Not Guilty* decision records in a county. If there is not enough space on petition form AOC-CR-288, you must use an attachment form. That is form number AOC-CR-285, the *Expunction Petition Attachment*.

● **Confidential information.** An expunction petition is not a public record. Expunction petitions are private, and are kept in a private area at the courthouse.

● **Write or type the information.** PRINT if you write on the petition. Use black ink.

► **The courthouse staff cannot help you complete any form.** ◀

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**► File Number**

In the space, type or write the first or earliest **case file number** of the Not Guilty offense record(s) that you ask the courts to remove.

A **superior court** case number has an **S** in the file number.  
*Example:* 09**CRS**1234

A **district court** case number does not.  
*Example:* 09**CR**1234

**County**

Type or write the county where the case(s) was decided.

**In The General Court Of Justice**  
 **District**     **Superior Court Division**

At this part, be sure to check **one** box.

**Name And Address Of Petitioner (type or print full name)**

In this space, write or type your full name exactly as it is stated on the offense record(s). If there is a mistake about your name in an offense record, or if your name has changed, write or type your correct full name below your offense record name(s).

Below the name, write or type your mailing address. Be sure that the address is a place where you are certain that you will get mail from the courts. Do not use another person's address if that person gets any kind of housing assistance.

*Examples:*    *First, put the name that is on the offense record. Below, put your correct name.*

Maryjane A. Jones	Maria D. Rodriguez	Morris Gold, Morris L. Gold
Mary Jane Ann Jones	Maria Diaz Rodriguez	Maurice Levy Gold
1234 Example Street Apt. # G-4	1234 Example Street	1234 Example Street
Yourtown, NC 22222	Yourtown, NC 22222	Yourtown, NC 22222

**Name And Address Of Petitioner's Attorney For Expunction Petition**

In the space, write or type your full name again. Then write or type the words **Pro Se**. Then write or type your **telephone contact information**. Be sure to state the telephone numbers where the courts can reach you or leave a message for you.

*Example:*            Mary Jane A. Jones, Pro Se (336) 333-3333 or (336) 333-5555

**Drivers License No.**

In the space, type or write your drivers license number. If you do not have a license, type or write your State ID number.

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**State**

In the space, type or write the state that issued your license or ID.

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**Race**

In the space, type or write your race. If that information is not right on the offense record(s), type or write your correct information.

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**Sex**

In the space, type or write your sex. If that information is not right on the offense record(s), type or write your correct information.

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**Date of Birth**

In the space, type or write your correct date of birth. If that information is not right on the offense record(s), type or write your correct information.

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**Full Social Security Number**

This is required. The information will be kept confidential.

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**Age at time of offense**

In the space, type or write N/A.

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**Name And Address Of Arresting Agency** The courts will send the expunction order to a local law enforcement agency ***only if*** you type or write the information on the petition.

Be sure to type or write the name of each law enforcement agency that gave you the warrant or summons in your case(s) that was dismissed in the county.

● **If your petition is for expunction of more than one dismissed charge record in the county, be sure to state the information for every Arresting Agency.**

● **Recommendation.** It is in your interest to have the courts send the expunction order to all law enforcement agencies in **(1)** the county where your case was decided, **and (2)** the county or parish where you live, if that is different.

It is likely that you will need more space to list all of the agencies. You may use form **AOC-CR-285** to list all the agencies.

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**Name And Address Of Arresting Agency, continued**

- **If you do not know the name of an Arresting Agency**, ask the clerk of court for the agency name.

The clerk does not have law enforcement agency address information. The court staff cannot help you get address information.

- **How to find North Carolina Arresting Agency addresses.** Address information is posted at several sites on the internet. You may wish to visit the following sites.

<https://ncja.ncdoj.gov/Criminal-Justice-Links/NC-Police-Departments.aspx>

[https://en.wikipedia.org/wiki/List\\_of\\_law\\_enforcement\\_agencies\\_in\\_North\\_Carolina](https://en.wikipedia.org/wiki/List_of_law_enforcement_agencies_in_North_Carolina)

<http://www.cjin.nc.gov/Website%20Test%20-%20Law%20Enforcement%20Agencies%2001242015%20A-1.pdf>

<https://www.usacops.com/nc/>

**In the space for Name And Address of Arresting Agency** Write or type the name and address of the law enforcement agency that gave you the warrant or summons in your case(s) that was dismissed.

*Example:* Blue Ridge Police  
123 Main Street  
Blue Ridge NC 22222

*Do not write:* City Police Department

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**In the spaces for Name And Address Of Other Agency (if any)** Type or write the name and address of other law enforcement agencies that are in the county where the case(s) was decided.

*Example:* The county sheriff gave you a warrant, and the court dismissed the charge. In these spaces, type or write the names and addresses of police departments in the county.

If you live in a different county or parish, you may also list the law enforcement agencies that are in the place where you live.

It is likely that you will need more space to list all of the agencies. You may use form **AOC-CR-285** to list all the agencies.

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**Check here to indicate that additional agencies and/or additional file nos. and offenses are listed on an AOC-CR-285 form that is attached to this petition. (attach the form)**

Check this box if you use form **AOC-CR-285** to list all of your **Not Guilty** records in the county, and if you use it to list more law enforcement agencies.

**File No.(s)** In the space, write or type the case file number for each **Not Guilty** charge record in the county.

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**Date of Arrest** In the space, write or type the date when you got the criminal summons or warrant. It is the same as the *date served*.

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**Offense Description** In the space, write or type the offense that you were charged with.

*Example:* Misdemeanor larceny

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**Date of offense** In the space, write or type the date of the offense as that is stated in the court record.

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**Disposition** In the space, write or type this: **Not Guilty**

*Disposition means what the court decided.*

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**Date of Disposition** In the space, write or type the date when the court decided that you were not guilty of the charge.

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**4. There is a civil revocation record that resulted from the offense(s) I am seeking to expunge.**

*Check this box* if your license was revoked because of the **Not Guilty** charge.

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**Date** In this space, write or type the date when you give the petition to the clerk of court.

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**Name (Type or Print)** In this space, write or type your correct full name.

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**Signature** In this space, sign the petition.

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**Petitioner** Check this box.

**OTHER, incorrect case status information.** The offense record print-out might state that a charge is *Pending*.

*Pending* means that a case is active. If you believe that a case is closed and is not active, ask the clerk of court for help.

If a case or charge is pending, the record cannot be expunged.

**OTHER, incorrect defendant information.** The offense record print-out might have information that is not yours. In that situation, do nothing. You can only ask the courts to expunge your own offense record(s).

**OTHER, missing information.** The offense record print-out might not be complete.

*Example:* An arrest date or “date served” might be missing. In that situation, write or type **unknown**. Attach the offense record to the petition.

*Example:* A disposition might be missing. In that situation, you do not know whether a charge was dismissed. Ask the clerk of court for help in getting the disposition information.

If you are not certain that a charge was dismissed, do not include the case on your petition.

**OTHER, offense codes.** The offense record information might list an offense code number instead of an offense description.

To find the description that matches a code number, please visit the following website:

[https://casedetail.com/Content/pdf/CaseGreenScreen/offense\\_codes\\_and\\_classes20101217.pdf](https://casedetail.com/Content/pdf/CaseGreenScreen/offense_codes_and_classes20101217.pdf)

The offense codes are on the far left side of each page. The codes are in number order. Look to the right to find the offense description.