

## **INSTRUCTIONS FOR MOTION TO SET ASIDE A CRIMINAL CONVICTION**

### **HEADING**

Once you have a copy of your criminal history, you will use the information from the original court order of the particular conviction you wish to have set aside.

- Enter the County where the original action was filed.
- Enter the original case number that was assigned by the Clerk of the Court.
- Enter your name as the Defendant in the original action and again in the body of the Motion to Set Aside.

### **BODY OF MOTION TO SET ASIDE CRIMINAL CONVICTION**

- 1 – Enter conviction you want set aside. Also enter the day, month, and year of the original conviction.
- 2 & 3 – You are agreeing to these.
- 4 – Enter any other information you wish the court to know: the reasons why you want to get the conviction set aside, any difficulties you are having due to the conviction, etc.

### **SIGNATURE SECTION**

- Enter the date you are filling out the form, with the day, month, and year.
- Sign your name with your signature.
- Enter your full address including city, state, and zip code.
- Enter your telephone number with area code.