

**INSTRUCTIONS FOR PETITION AND ORDER OF EXPUNCTION UNDER G.S. 15A-145.4
(NONVIOLENT FELONY UNDER AGE 18)
FORM AOC-CR-279, Rev. 5/13**

The procedure for completion of the AOC-CR-279, Petition And Order Of Expunction Under G.S. 15A-145.4, is as follows:

1. **Print clearly and legibly, using only black ink.** If you wish to submit a typed petition, the form is available electronically on the AOC's website at www.nccourts.org/Forms/FormSearch.asp. In the "Form Number" field, enter the number of the petition, AOC-CR-279. Searching by the form number will provide you with a link to a fillable PDF version of the form.
2. No order should be entered until this form has been completed by the petitioner, a judge, the State Bureau of Investigation (SBI), and the Administrative Office of the Courts (AOC) and has been returned to the clerk of superior court as explained below.
3. The petitioner or attorney should complete all offense information on Side One of the form from the court file. Please pay special attention to correctly identifying the arresting agency(ies) and any other State or local agency that has a record of the case. Do not list the courts, the Division of Adult Correction or the Division of Motor Vehicles; if the order is granted, those agencies will be notified automatically. Do not list any private entity, like a company that provides criminal background checks. The clerk will not send a copy of the order to any entity that is not an agency of the State of North Carolina or one of its local governments. A private entity required to expunge records will be notified directly by the State or local agencies that distribute criminal justice information to that entity.
4. Complete and sign the petition. Attach the affidavits required by G.S. 15A-145.4(c), and serve a copy of the petition on the district attorney. The affidavits are listed in No. 12, below. (**NOTE: There are no AOC forms for these affidavits.**) Thereafter, follow the clerk's instructions for obtaining a judge's signature on the "Request By Judge" and for forwarding the petition to the SBI.
5. The SBI will complete the Criminal History Record Information and a search for outstanding warrants and pending criminal cases and forward it to the AOC.
6. The AOC will complete the record and mail it to the clerk in the county where the expunction is pending.
7. The clerk places the sealed envelope in the file, to be opened by the presiding judge when the petition is heard.
8. It is the responsibility of the petitioner to determine when the AOC-CR-279 has been returned and to ask the clerk or DA to schedule the petition for hearing.
9. If an order of expunction is entered, the clerk makes copies of the order, completes "Certification By Clerk" on each copy, and sends copies to the Division of Adult Correction, the Division of Motor Vehicles, to the arresting agency and any other State or local government agency identified on the petition, and to the AOC.

NOTE: The petitioner should obtain a certified copy of the final order from the clerk. After the case is expunged, the clerk will have no record of the case and will be unable to provide any documentation of the case. This includes the expunction order; it will be destroyed with the case file. The clerk must charge a fee for certified copies.

10. The clerk retains the original order of expunction to be disposed of with the papers in this case. No other copy is made or kept.
11. If the petition is denied, the clerk will retain the original of the denied petition, but any information from the SBI or AOC shall be destroyed, unless the court orders otherwise.
12. List of required affidavits under G.S. 15A-145.4(c):
 - (1) An affidavit by the petitioner that the petitioner has been of good moral character since the date of conviction of the nonviolent felony in question and has not been convicted of any other felony or any misdemeanor other than a traffic violation under the laws of the United States or the laws of this State or any other state.
 - (2) Verified affidavits of two persons who are not related to the petitioner or to each other by blood or marriage, that they know the character and reputation of the petitioner in the community in which the petitioner lives and that the petitioner's character and reputation are good.
 - (3) An affidavit by the petitioner that no restitution orders or civil judgments representing amounts ordered for restitution entered against the petitioner are outstanding.
 - (4) An affidavit by the petitioner that the petitioner has performed at least 100 hours of community service since the conviction for the nonviolent felony. The affidavit shall include a list of the community services performed, a list of the recipients of the services, and a detailed description of those services.
 - (5) An affidavit by the petitioner that the petitioner possesses a high school diploma, a high school graduation equivalency certificate, or a General Education Development degree.

NOTE TO PETITIONER: *The expunction of your case information from the records of the court and of other State and local government agencies does not guarantee that the information will be expunged from all other sources. Private companies routinely acquire copies of criminal records from State and local criminal justice agencies. Certain private entities are required to expunge your case information upon receiving notice of the expunction order, but there may be a delay between entry of the order of expunction and deletion from the entity's records. Further, that duty to expunge does not apply to all private entities. If a private entity distributes information about your expunged case, contact the private entity to determine which government agency was the source of the information, and then contact that government agency to determine whether or not the expunction order was received. If the private entity claims that the AOC was the source of the information, contact the AOC's Remote Public Access office at rpa@nccourts.org or (919) 890-2220 to investigate the entity's claim.*