

Please send certified copy of expungement order with this completed form and return with payment or proof of exemption to:

Crime Scene Investigations Division – Attention: Expungements
Caddo Sheriff's Office
501 Texas, Room 101
Shreveport, LA 71101

Client Name _____ DOB _____

Civil Docket Number _____ Criminal Docket Number _____

Attorney _____ Contact Phone () _____

Address _____
Street or PO Box City State Zip Code

Please check appropriate blocks below:

Enclosed is a payment of \$50 processing fee payable to the Caddo Sheriff's Office.

OR

My client is exempt from processing fees, attached is a certificate from the Caddo District Attorney's Office verifying the applicant has no felony convictions, no pending felony charges, is not under a bill of information or indictment **AND** the following apply:

The applicant was acquitted, after trial, or all charges derived from the arrest, including any lesser and included offense **OR**

The applicant was arrested and was never prosecuted within the time limitations prescribed in Chapter 1 of Title XVII of the Code of Criminal Procedure and did not participate in a pretrial diversion program.