



RECORD MODIFICATION REQUIREMENTS

For Expungements, Misdemeanor Reduction, and Certificates of Rehabilitation and Pardons, you **must** provide the Public Defender with mitigating documents.

Required Documents:

A. Your personal statement – the personal statement will go to the judge as part of your petition packet. (*This statement is to let the judge get to know the person you are today. **We are NOT re-litigating the facts underlying your convictions.***)

Your personal statement should include:

1. A short summary of your life story.
2. Why you were involved in the crimes.
3. An admission of why they were bad choices
4. What you learned from your experience.
5. Details of all the things you've done to rehabilitate yourself and others.
6. Explain your employment over the years and any volunteer activities, church etc.
7. Describe your family and health situation.
8. Anything else you think helpful.
9. In the last paragraph you need to tell the judge why you are seeking this relief. (Example: because of job opportunities, promotions, access to housing etc.)

B. Three Letters of Support – letters should be written by people who know you and can tell the judge why you deserve to have your petitions granted.

Your Support Letters Should Include:

1. They should describe who they are (their relationship to you as friend, teacher, co-worker, etc.) They should **sign** their letters and **provide their address and phone number** should there be a need for anyone to confirm the information.
2. They should describe significant good things you have done for them or others. A detailed story serves letters well.
3. They can state their opinion of your good character – hard worker, friendly, considerate, helpful, etc.
4. They can also describe problems they know you suffered during your lifetime and how you overcame them or how the problems were made better.
5. They should recommend the court grant the dismissal based on your present good moral character and behavior conforming to the laws because you changed your life.

Other helpful documents: Certificates, diplomas, and educational transcripts or grades, documents showing community work or jobs, and all things that show you've attempted to better yourself after the crimes from your past.

Note: Your petitions will not be filed until all the required documents are received.

There is a high demand for record modification services in Sacramento. If you become unresponsive for a period lasting over 2 months and/or fail to provide the required mitigation within a reasonable time, we will close your file. Upon request, closed files are eligible to be reopened at a later date.



RECORD MODIFICATION PROCESS

Step 1: You must fill out an Intake Form

Step 2: After we process your intake form, your case will be assigned to an attorney or LRA in the Record Modification Unit.

Step 3: Your assigned LRA or attorney will review your information to see what options are available to you.

Step 4: Your assigned LRA or attorney will notify you of the type of relief that you are eligible to petition.

Step 5: You **MUST** provide your assigned LRA or attorney with your mitigating documents (See Record Modification Requirements Flyer). If you fail to provide this information to your assigned attorney or LRA, your relief process stops here.

Step 6: After **ALL** your documents have been received, your assigned LRA or attorney will prepare the required petition forms and file them with the court.

Step 7: After your petition(s) are filed, the court will assign you a hearing date and notify your assigned LRA or attorney.

Step 8: Your assigned LRA or attorney will inform you of the court date.

Step 9: The court date- You are encouraged to come to the hearing with your assigned attorney or LRA. However, if you are unable to attend, they will make the court appearance for you.

Step 10: If the court grants the petitions, your assigned attorney or LRA will provide you copies of the signed orders from the judge. (Please discuss this with them before the court date. The orders can be sent to you via email, regular mail, or both)

Step 11: 120 days from the date of your hearing, your record should be updated to reflect the relief that was granted.

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