

# CONTACT US

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749 Commercial St # 6, Astoria, OR 97103

(503) 325-8555

Hours:  
Monday-Friday  
8am-5pm



*YOU GOT THIS.*

## ARRESTED AND CHARGED IN COURT BUT LATER DISMISSED OR ACQUITTED OF CHARGES

Clatsop County Set Aside: Section B

### ITEMS NEEDED TO COMPLETE THIS PROCESS:

- The necessary forms to request this action (see "Prior to Filing")
- A complete set of fingerprints for the State Police
- A clear understanding of the law in the matter (carefully read ORS 137.225)
- The Court filing fee

# PRIOR TO FILING

## FORMS

There should be three pages in the packet; Motion to Set Aside Record of Arrest with Declaration (two pages) and the Order to Set Aside and Seal Record of Arrest. These must all be completely filled out.

## FINGERPRINTS

You will need to provide a complete set of your fingerprints. Fingerprinting is done at the Clatsop County Sheriff's Office, 1190 SE 19th Street Warrenton, OR 97146. There is a fee for this service. Please contact the sheriff's office at (503) 325-8635, or check their web site for hours, fees, and other instructions. The fingerprint card should contain the note: "Motion for Setting Aside Arrest Record."

## COPIES

In addition to the original forms you will file with the Court, you will need a copy for the District Attorney's Office. It is advised to make a copy for yourself as you will be filing the originals with the Court.

## SERVICE ON THE DISTRICT ATTORNEY

When you have a complete set of your fingerprints, completed the forms, and have made copies, take the District Attorney copies to their office on the 3rd floor of the Clatsop County Courthouse located at 749 Commercial Street, Astoria, OR 97103, or mail the copies to them at PO Box 149 Astoria, OR 97103.

# WHAT HAPPENS NOW?

The district attorney has the right to object to your request to have the records of your arrest set aside. They will send your fingerprints to the State Identification Bureau to confirm your identity and to see if there have been any other incidents that would cause them to want to object to your request. This process can take up to 90 days. The court will then decide, based on the information submitted by the district attorney's office, whether to grant or deny your request. If the court grants your request, a judge will sign the Order to Set Aside that you submitted and order that copies be sent to those agencies that have your arrest records. The court will also order that the court file be sealed. You will be notified if the court denies your request, or if a hearing will be scheduled to consider your motion.

# FILING YOUR PAPERS

File your original documents at the Clatsop County Courthouse, 749 Commercial Street, Astoria, OR 97103, or by mail to Clatsop County Courthouse, PO Box 835 Astoria, OR 97103. Make sure you have filled in all the blanks on the Motion including your case number.