

Section C: Set Aside and Seal Conviction and Record of Arrest

You must have every  before you can file your form:

THE NECESSARY FORMS TO REQUEST THIS ACTION



- 1.) Motion to Set Aside and Seal Conviction and Record of Arrest with Declaration
 - 2.) Order to Set Aside and Seal Conviction and Record of Arrest/Criminal Charge
- ⚠️ These forms must be completely filled in ⚠️**
- 3.) When the forms are completed you will need to **make 2 copies** for the following:
 - a.) The original forms will be filed with the Court
 - b.) One copy will be for the District Attorney
 - c.) One copy will be for your own records




A COMPLETE SET OF FINGERPRINTS FOR THE STATE POLICE

- 1.) Fingerprinting is done at the **Clatsop County Sheriff's Office** which is located at **1190 SE 19th Street Warrenton, OR 97146.**
- 2.) There is a **fee** for this service 💰



 Contact the sheriff's office at (503) 325-8635, or check their website for hours, fees, and other instructions 

- 3.) Make sure your fingerprint card contains the notation:
"Motion for Setting Aside Arrest Record."
- 4.) Attach a **certified check for \$80.00** made payable to the Department of State Police in order to request your background to your fingerprint card. 

 Contact State of Oregon Criminal Justice Information Service at (503) 378-5565 for additional information 

A CLEAR UNDERSTANDING OF THE LAW IN THE MATTER

- 1.) Carefully read the relevant law ORS 137.225

THE COURT FILING FEE 💰

- 1.) This can be paid in three ways:
 - a.) cash
 - b.) debit or credit card
 - c.) personal check or money order made payable to the State of Oregon

☑ Double check that you have done the following:

- 1.) Have gotten a complete set of your fingerprints
- 2.) Finished the forms and made the necessary copies
- 3.) Paid the court filing fee
- 4.) Brought copies to the right place, **either A or B:**
 - a.) IN PERSON: District Attorney's Office
☐ Clatsop County Courthouse (3rd floor)
749 Commercial Street, Astoria, OR 97103 ☐
 - b.) BY MAIL: ☒ PO Box 149 Astoria, OR 97103 ☒

Everything done? Now you can file your forms

Filing your forms:

File your original documents, **either A or B:**

- a.) At the Clatsop County Courthouse, 749 Commercial Street, Astoria, OR 97103
- b.) By mail to Clatsop County Courthouse, PO Box 835 Astoria, OR 97103

⚠ Fill in ALL the blanks on the motion ⚠

What's Next? ✕ or ✓

Your fingerprints will be sent to the State Identification Bureau to confirm your identity and to see if there are any other incidents that would cause your request to not be granted.

Checking your fingerprints can take up to 90 days. ⚠ The District attorney is able to question your request and have your arrest record set aside ⚠

✕ District attorney objects to your request

A written objection will be filed by the court. A copy will be sent to you by mail. The court will schedule a hearing (meeting) to decide what to do. The date and time of the hearing will be sent to the address you gave them. You have to go to the hearing or the court will deny your request.

OR

✓ District attorney does not object to your request

A document will be filed with the court. The court will decide if they want to grant your request. If they grant it, a judge will sign it. Copies will be sent to the places that have your arrest records. The court will also close your file. A signed copy will be sent to you by mail. **⚠ Keep this copy in a safe place in case you need it later ⚠** If you lose the certified copy, you will not be able to get a new one unless you request that the judge sign an order allowing the closed file be reopened.