

## SET ASIDE CONVICTION

Setting aside a conviction will make your case non-public. It will NOT be available to the general public. However, it may still be available to law enforcement and governmental agencies.

**DETERMINE YOUR ELIGIBILITY to have your conviction set aside according to MCL 780.621.** You may also find further information at [www.michiganlegalhelp.org](http://www.michiganlegalhelp.org). This is an online interview which can help determine if you qualify to apply to have your conviction set aside.

You need to obtain four certified copies of the Judgment of Sentence from the Clerk's Office. Certified copy charges are \$10.00 plus \$1.00 per page. (These copies are for the Prosecutor, Attorney General, State Police and one for your records.)

Go to the Sheriff's Department and get fingerprinted on the applicant card (RI-8). (Some local police departments will do it, but you should call and check first.) Fill out the card completely.

Fill out the Application to Set Aside Conviction (**you MUST fill in your date of birth and address**) and file it with the Clerk's Office. This application MUST be signed in front of a notary public (notaries are available at the County Clerk's Office). The Clerk's Office will then give you time stamped copies and a hearing date, which will be 90 days after you file the application on the next available Wednesday. The hearing will be at 8:30 a.m. You will need to fill out two praecipe forms (used to set the hearing on the Judge's docket). You MUST send one to the Case Flow Office and one to the Prosecutor's Office.

After filing the application with the Clerk's Office, you must send:

- ◆ **Attorney General** - a copy of the application to set aside conviction and Judgment of Sentence.  
The address is: Office of the Attorney General  
Criminal Appellate Division  
P.O. Box 30217  
Lansing, MI 48909
- ◆ **Michigan State Police** - a copy of the application to set aside conviction, \$50.00 application fee (check or money order only) made payable to the STATE OF MICHIGAN, copy of the Judgment of Sentence and fingerprint card.  
The address is: Michigan State Police  
Criminal Justice Information Center-Criminal History  
P.O. Box 30266  
Lansing, MI 48909
- ◆ **Prosecutor** - a copy of application to set aside conviction, Judgment of Sentence and praecipe.  
The address is: Oakland County Prosecutor's Office  
1200 N. Telegraph  
Pontiac, MI 48341
- ◆ **Case Flow** - a praecipe (no later than TWO weeks prior to the hearing).  
The address is: Oakland County Case Flow Office  
1200 N. Telegraph  
Pontiac, MI 48341

**Once the application is filed with the Oakland County Clerk's Office, contact the judge's chambers assigned to your case to see if they require any additional information supporting your application.**

On the day of the hearing, go to the courtroom of your assigned judge. After the hearing, if the judge signs an order, go to the Clerk's Office and file it. ***If you do not file the original order with the Clerk's Office, your case will not be given the non-public status granted by the judge.*** The Clerk's Office will send copies to the District Court, the arresting agency and the State Police.