

## STEP-BY-STEP EXPUNGEMENT PROCESS

### 1. ESTABLISH ELIGIBILITY

- You **MUST** meet **ALL** eligibility standards before submitting any documentation requesting an expungement.
- Please refer to the **Expungement Eligibility Requirements** (see below) for the eligibility requirements and more information.
- Use [CCAP](#) to get more information on your criminal record and convictions.
- You can also call us at 414-278-2046 to verify that you meet all the requirements.

### EXPUNGEMENT ELIGIBILITY REQUIREMENTS

**§973.015(a)**- Expungement went into effect in 2009; crimes before July 1st, 2009 are not eligible for expungement under this statute.

1. Must be **24 years or younger** (not having attained your 25th birthday) at the time of the offense
2. Maximum penalty for imprisonment must be **6 years or less**
  - Felonies (Class H or I)
  - Misdemeanors (Class A, B or C)
3. Judge must have determined/stated you were eligible for expungement **at the time of sentencing**.
4. Must have **successfully completed** your entire sentence

**Note:** You can only expunge a criminal conviction. If your case was reduced to an ordinance or a municipal violation, it is not a criminal conviction and not eligible.

### THINGS TO CONSIDER

- If you were sentenced to probation or had a term of extended supervision (ES), to have *successfully completed* the sentence, you **MUST** have fulfilled and completed **ALL** of the ordered conditions.
  - They must have been completed during the time of probation, NOT after the discharged date
- **ALL** fees, fines, surcharges and restitution (including court costs and supervision fees) **MUST** be paid, in full, during the time of supervision.
- If a case was entirely dismissed, it should be removed from CCAP after two years automatically.

### WHAT ARE THE EFFECTS OF AN EXPUNGEMENT?

- An expungement seals the physical court case file from public viewing. No one can physically go into the file, nor look it up online via CCAP.
- It does **NOT** vacate the conviction. An individual is still convicted of the offense.
- It does **NOT** reinstate your 2nd Amendment if it was taken away upon conviction

## 2. REQUEST AN EXPUNGEMENT

- You can submit a letter requesting that the Order of Expungement be enforced. Mail any written request to:  
Milwaukee County Criminal Division  
Criminal Clerk of Court- Safety Building  
821 W. State Street, Room 117  
Milwaukee, WI 53233
- You can request (in-person) the Order of Expungement at the Milwaukee County Criminal Division Clerk of Courts.
  - You will have to provide your current name, date of birth and mailing address.
  - The Post-Conviction Office and the Court will only communicate with you through mail.
- You can also request an appointment with the Expungement/Pardon Clinic where you can meet with a legal team to assist you in filling out an Affidavit for Motion to Expunge Record of Conviction and an Order for Expungement.

## 3. WHAT NOW?

- It may take 4-6 weeks to hear back from the courts. You will receive notice via USPS mail.
- Be sure to update your contact information with the courts if it changes.

If you have any questions or concerns, contact us at 414-278-2046 or [expungemke@gmail.com](mailto:expungemke@gmail.com)