

DOROTHY BROWN
Clerk of the Circuit Court of Cook County, Illinois

NACo

EXPUNGEMENT SUMMIT TOOLKIT OUTLINE

Helping Counties to Bring Second Chance Opportunities

2014 JUSTICE & PUBLIC SAFETY COMMITTEE SYMPOSIUM

January 23, 2014

www.cookcountyclerkofcourt.org



EXPUNGEMENT SUMMIT TOOLKIT OUTLINE

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EXPUNGEMENT SUMMIT TOOLKIT OUTLINE

EXECUTIVE SUMMARY

This presentation provides a comprehensive, step-by-step outline for developing an Expungement Summit Toolkit, which may be used by counties throughout the United States to organize full service Expungement Summits for the purpose of assisting customers with criminal histories.

The proposed Expungement Summit Toolkit is modeled on the annual Full Service, Adult & Juvenile Expungement Summit, created and produced by the Clerk of the Circuit Court of Cook County, Illinois.



WHAT IS EXPUNGEMENT AND SEALING?

Expunge-when a record of criminal conviction is destroyed by the arresting agency. The clerk of the court removes name references from the electronic docket, however, retains the official court record, which can only be viewed pursuant to a court order.

Seal- the act or practice of officially preventing access to particular records, in the absences of a court order, except that the law allows police agencies and prosecutors certain access to sealed records. If a record is sealed, the party's name will be removed from the clerk's office electronic record.

For example, in Illinois, expunged records are physically destroyed by police departments, except for certain offenses that require a five-year waiting period (Note: In Cook County, the Clerk's Office does not destroy the official court record.) Also, in Illinois, sealed records are not accessible to the public but can be viewed by law enforcement. More specifically, sealed felony convictions can be accessed by any employer authorized by law to conduct fingerprint-based checks through the Illinois State Police, i.e., schools, park districts, health care agencies, child service organizations, etc.

WHAT IS EXPUNGEMENT AND SEALING?

- In Illinois, it is a statutory remedy, which comes from the Criminal Identification Act (20 ILCS 2630/5.2).
- Requires an affirmative act, a court filing by a person to remove eligible records from public view.
 - Court records from the Clerk of the Circuit Court
 - Arrest records from the arresting agency
 - Arrest and Conviction from the Illinois State Police
 - Records from FBI background checks
- Provides protection from employment discrimination under the Illinois Human Rights Act. Allow individuals to not have to disclose prior existence of a criminal record.



WHY IS EXPUNGEMENT IMPORTANT TO COUNTIES?

- 1. Offers “Second Chances” within confines of the law.**
- 2. Increases employment opportunities, thereby impacting the county’s unemployment rate.**
- 3. It is a win-win situation when counties help ex-offenders become employable, self-supporting, stable citizens of communities.**

ECONOMIC IMPACT TO COUNTIES

- **Collateral Consequences**

There are collateral consequences of criminal arrests/conviction: civil disabilities imposed on the defendant, which produce barriers to long-term self-sufficiency.

These collateral consequences may be the inability to obtain:

- Welfare
- Student Loans
- Mortgage
- Voting Privileges
- Stable Employment



WHAT TO DO BEFORE PLANNING AN EXPUNGEMENT SUMMIT

Review the Laws/Statutes of your State:

- If your State has comprehensive Expungement/Sealing Laws:
 - Understand how the laws work in order to determine the required functions of your Expungement Summit.
 - Identify the agencies that are involved in the Expungement/Sealing process(es) of your state.
 - **These are the key stakeholders in the process** and they should be the partners in producing an Expungement Summit. For example, in Cook County, Illinois, key stakeholders are: Cook County State's Attorney, Chicago Police Department, local arresting agencies, the Chief Legal Officer of Local Government and the judiciary.



WHAT TO DO BEFORE PLANNING AN EXPUNGEMENT SUMMIT

☑ Review the Laws/Statutes of your State:

- If your State has comprehensive Expungement/Sealing Laws (con't):
 - Determine all available resources for your county.
 - For example, An “Expungement & Sealing Procedural Guide” is available in Cook County, IL, as an important educational tool. The Guide is accessible via the Internet, at courthouse locations and public information forums.

CRIMINAL & TRAFFIC EXPUNGEMENT & SEALING PROCEDURAL GUIDE



This packet also contains information on Executive Pardons; Criminal Identity Theft; and on Certificates of Innocence, Certificates of Good Conduct, Certificates of Relief from Disabilities, Certificates of Eligibility for Sealing, and Certificates of Eligibility for Expungement

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1. How much does it cost to file my petition?	
2. What if I can't afford the filing fee?	
3. Do I have to attach a copy of my rap sheet and certified copies of my dispositions to my petition?	
4. Do I have to attach the results of a drug test to my petition?	
5. Where do I file my petition?	
6. What information do I need to bring with me to the courthouse to file my petition?	
7. How many copies should I have of the notice of filing and expungement petition?	
8. Can I expunge or seal an Order of Protection?	
9. Am I eligible for expungement or sealing if there was an order entered for supervision or conviction of reckless driving?	
10. Can the Clerk's Office help me fill out my petition?	
11. What is a conviction?	
12. What is NOT a conviction?	
13. Someone else was arrested using my identity. How can I clear my record?	
14. What if I was charged as a juvenile?	
15. If I wait long enough, isn't my record automatically expunged?	
16. If I was found not guilty, do I still need to file a petition?	
17. I was pressured into pleading guilty even though I was innocent. Does that qualify me for expungement?	
18. My case could be expunged but the time period has not passed yet. If it is also eligible for sealing, can I seal it now and expunge it later?	
19. I live out of town. Can I do this by mail?	
20. How do the police agency that arrested me, the prosecutor who prosecuted me, and any other required parties find out that I filed my petition?	
21. What happens if an objection to my petition is filed with the court?	
22. Do I have to appear in court?	
23. How long does it take?	
24. What is the difference between expungement and sealing?	
25. How do I find out if the judge has granted or denied my petition?	
26. If the court orders my record expunged or sealed, do I have to take any action?	
27. Once my petition is granted, should I get a certified copy of the court's order?	
28. Once my record is expunged or sealed, do I have to tell employers about it?	
29. Once my petition is granted, do I have to disclose my expunged or sealed record when I get an occupational license or certificate?	
30. What if my petition is denied?	
31. What is a pardon?	

Revised Date 12.30.2013

WHAT TO DO BEFORE PLANNING AN EXPUNGEMENT SUMMIT

- **If your state does not have Expungement/Sealing Laws, or its laws have limited provisions,** then identify potential advocates within the community who may assist in the creation of new laws or the expansion of existing laws.
 - **Potential people and entities to contact include:**
 - ✓ State Representatives
 - ✓ State Senators
 - ✓ Lobbyists
 - ✓ Community-Based Organizations
 - ✓ Church-Based Organizations
 - ✓ Legal Service Providers
 - ✓ Ex-offender Service Organizations
- **Review Expungement/Sealing Laws from other jurisdictions to consider as models, such as:**
 - Criminal Identification Act 20 ILCS 2630/5.2
 - Utah Expungement Act 77 Chapter 40 Sec. 101-113

WHAT TO DO BEFORE PLANNING AN EXPUNGEMENT SUMMIT

☑ Identify other available legal relief for Ex-Offenders that should be made available at the Expungement Summit.

For example:

- **Petition for Certificate of Innocence**
735 Illinois Compiled Statutes 5/2-702
- **Certificates of Good Conduct**
730 Illinois Compiled Statutes 5/5-5.5-25
- **Certificate of Relief from Disabilities**
730 Illinois Compiled Statutes 5/5-5.5-15

WHAT TO DO BEFORE PLANNING AN EXPUNGEMENT SUMMIT

☑ Determine the state's Executive Clemency/Pardon Relief.

- A pardon is a type of executive clemency granted by the governor. It only applies to cases that have resulted in a conviction. The clemency process is administered by the **Prisoner Review Board** and is requested by means of a typewritten petition, with specific requirements.
- Consider having members of your state's Prisoner Review Board available at the Expungement Summit to meet with citizens who have criminal convictions that do not qualify for either expungement or sealing.

PLANNING AN EXPUNGEMENT SUMMIT

CREATE A PROJECT PLAN

Action items should include:

- ✓ Engage Key Stakeholders/Partners
- ✓ Select the Project Manager for Project Team
 - Make Project Team Assignments
 - Establish Meeting Schedule
- ✓ Identify Site and establish Site Visit Schedule
- ✓ Create a Site Plan
- ✓ Assess Technology Requirements
- ✓ Create a Budget
- ✓ Develop a Marketing and Community Engagement Plan

[\(more\)](#)



PLANNING AN EXPUNGEMENT SUMMIT

CREATE A PROJECT PLAN (CON'T)

Action items should include:

- ✓ Recruit Attorney volunteers
- ✓ Organize Training Sessions for Attorney volunteers
- ✓ Request approval from Chief Judge, re: official court day
- ✓ Solicit Event Sponsors
- ✓ Solicit Exhibitors
- ✓ Identify judicial volunteers
- ✓ Solicit businesses to organize an Ex-Offender Information Forum
- ✓ Expungement Summit Day Execution
- ✓ Debrief After Summit: "Perfecting the Summit"

PLANNING AN EXPUNGEMENT SUMMIT

- **PARTNERS/KEY STAKEHOLDERS-** these are the entities that share in the vision and advocacy of the Summit. In most cases, these agencies are identified from the state's Expungement laws. Contact them via phone call, letters etc., to obtain buy-in. The partners should participate in planning meetings.
 - **Partners for the Expungement Summit produced by the Clerk of the Circuit Court of Cook County, Illinois, include: Cook County State's Attorney, Cook County Public Defender, Illinois Attorney General, Illinois Prisoner Review Board, Illinois State Appellate Defender, Illinois State Police, Cook County Sheriff's Department, Chicago Police Department, and local police departments.**



PLANNING AN EXPUNGEMENT SUMMIT

- **PROJECT TEAM** - First, designate a **Project Manager** who will organize a Project Team that consists of individuals representing the various pertinent components of the Expungement Summit. The Project Manager will establish a team meeting schedule and determine team assignments.



PLANNING AN EXPUNGEMENT SUMMIT

- **SITE SELECTION** is critical to the success of an Expungement Summit. The facility should be large enough to accommodate the anticipated numbers of customers, volunteers and required services. When selecting a site, the logistical flow of the facility layout should allow for the logical flow of the expungement process. Also, the site should be accessible via public transportation and major highways.

General questions to ask:

- How much parking is available?
- Is there an auditorium? How many people may be accommodated?
- Is there a space for overflow seating?



PLANNING AN EXPUNGEMENT SUMMIT

- **SITE SELECTION (CON'T)**
- Is there a large space for a disposition review room?
- Is there a large space for volunteer attorneys?
- Is the space large enough to showcase exhibitors and their services?
- Can the space accommodate the judiciary (mock courtrooms)?
- What type of technology is available (WiFi)?
- Are there any security concerns?

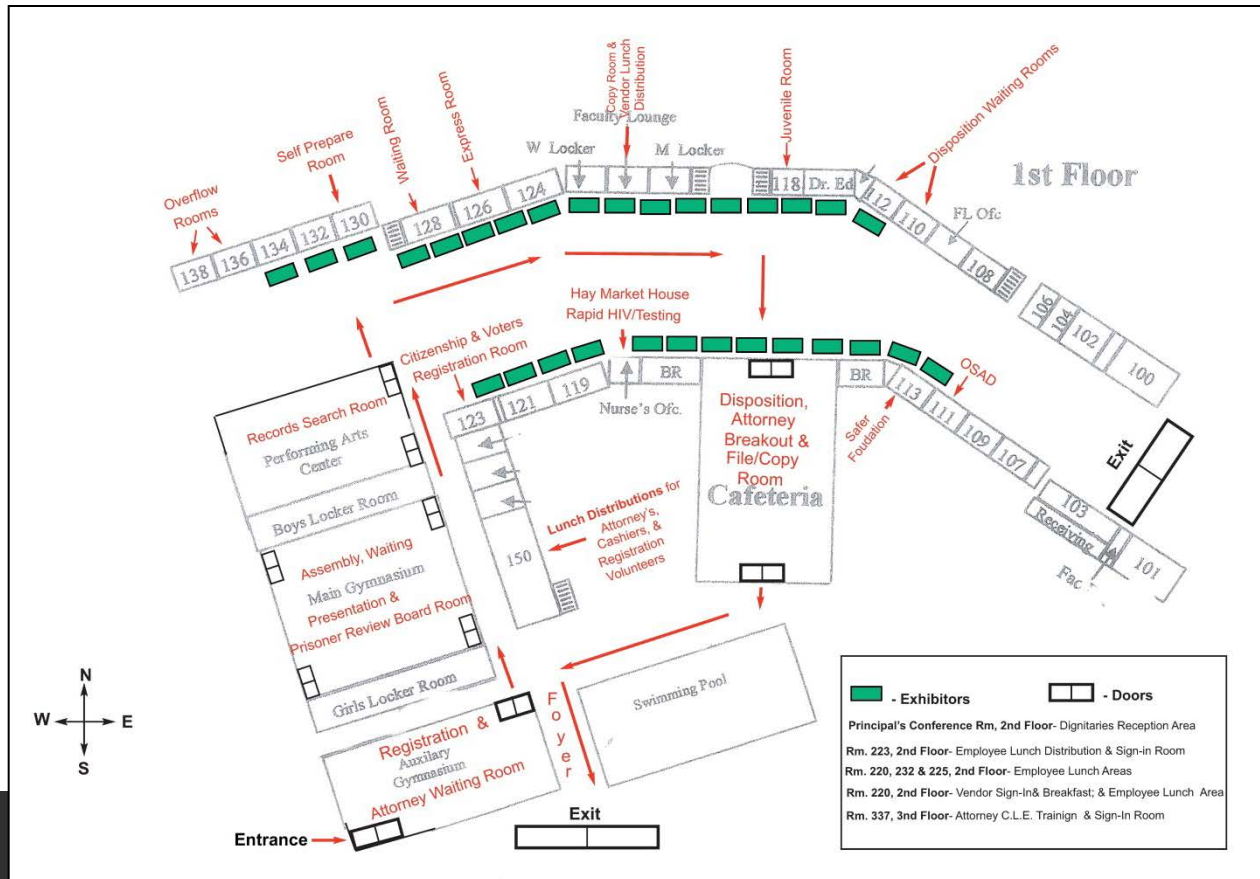


- Is the facility located near major highways?
- What public transportation is available?



PLANNING AN EXPUNGEMENT SUMMIT

☑ Create a Site Plan that details the logistical flow of the Expungement Summit.



PLANNING AN EXPUNGEMENT SUMMIT

- **TECHNOLOGY** is not only important, but it is also a necessity that allows the Clerk's Office to replicate the Expungement/Sealing process at a site within the community. It is imperative to have a knowledgeable **Network/Hardware/Software Services Specialist** as part of the core team. The Specialist should also have a Technology Support Team. The Tech Team will be responsible for handling issues related to: network access, hard wiring versus wireless connectivity, monitoring the main server, and determining equipment needs. During the Summit, the Tech Team oversees cash registers and credit card acceptance transactions, printers, copiers and computer terminals used by staff and volunteer attorneys to look-up criminal histories from the Clerk's Office information system.

On the day of the Summit, technological equipment is used during the **Opening Presentation**, in the **Criminal Disposition Look-Up Room**, **Attorney Review Room**, **Cashier Room**, **Juvenile Expungement Review Room**, **Prisoner Review Board area**, at **Information Kiosks**, and in the **State Appellate Defender Room**.



PLANNING AN EXPUNGEMENT SUMMIT

- **PREPARATION OF A BUDGET**

Line items to consider:

- ✓ Site Location-attempt to negotiate as gratis
- ✓ Food & Drinks-for employees and volunteers
- ✓ Rental of tables, chairs other equipment
- ✓ Transportation
- ✓ 2-Way Radios
- ✓ Insurance
- ✓ Printing of market materials
- ✓ Miscellaneous Expenses



PLANNING AN EXPUNGEMENT SUMMIT

- **MARKETING and COMMUNITY ENGAGEMENT** are extremely critical to the success of the Summit. If your customers are unaware of the opportunity, then why have the event? A Media Relations and Promotions Strategic Plan must be created and executed. The mission must be communicated prior to and up to the date of event. As a recommendation, once the site is selected, the marketing activities should commence with the creation and dissemination of a "Save the Date" flyer. Also, 3-4 months prior to the Summit, the detailed information flyer should be created and disseminated. Within the informational flyer, information should be included advising the target audience of what documentation is required the day of the Summit.
 - Marketing activities may include: creating Expungement Summit web page, design information flyer/poster for dissemination, create public service announcements, target schools and youth organizations, solicit print and radio outlets to become media partners, reach out to elected officials and social service organizations.



PLANNING AN EXPUNGEMENT SUMMIT

- **LEGAL PARTNERS** - Having participation from the Legal Community is vital to the success of an Expungement Summit. Must have volunteer attorneys who are knowledgeable about the applicable Expungement/Sealing laws, and are able to review criminal histories and make determinations regarding Expungement/Sealing eligibility. Volunteer attorneys may also assist in the review of juvenile criminal histories, clemency petitions, Certificate of Innocence, petitions for Certificates of Relief from Disabilities, and petitions for Certificates of Good Conduct. Attempt to partner with a legal clinic that provides legal service to low- income persons. All legal partners should participate in planning meetings.

PLANNING AN EXPUNGEMENT SUMMIT

- LEGAL PARTNERS** - For the Cook County Clerk of the Circuit Court's annual Expungement Summit, Cabrini Green Legal Clinic (CGLC) has been a major legal partner. CGLC organizes expungement review training for other volunteers attorneys, and manages the legal advice provided to customers during the Summit. As an incentive to attract attorney participation, volunteer attorneys are given Continuing Legal Education (CLE) credits for participating in the Expungement Summit training course. As part of outreach efforts, target law firms, corporate legal departments, local bar associations, legal clinics, and local law schools to solicit volunteer attorneys.

THE HONORABLE DOROTHY BROWN
CLERK OF THE CIRCUIT COURT OF COOK COUNTY


TRAINING for VOLUNTEER ATTORNEYS
for 2013 EXPUNGEMENT SUMMIT



FREE 2.5 HOUR MCLE CREDIT

Volunteer attorneys are needed to review the criminal records of Expungement Summit attendees, determine whether they qualify for adult or juvenile expungement or adult sealing and assist with the filing of court forms. Attorneys may also advise on Executive Clemency/Pardons, Identity Theft Petitions, Certificates of Innocence, Certificates of Good Conduct and Certificates of Relief from Disabilities. Attorneys must attend a training course in order to volunteer at the Expungement Summit.

Training is provided by Cabrini Green Legal Aid Clinic and the Cook County Public Defender's Office. The Clerk of the Circuit Court is an accredited MCLE Provider. All attorneys may earn up to 2.5 General MCLE credits.



THE MCLE TRAINING COURSES WILL BE HELD AT
69 W. Washington, 17th Floor
Chicago, IL 60602

(CHOOSE ONE TO ATTEND!)

Wed., May 1, 2013
3:00 - 5:30 p.m.

Wed., May 15, 2013
3:00 - 5:30 p.m.

Wed., May 22, 2013
3:00 - 5:30 p.m.

* Please RSVP for the MCLE Training by e-mailing your name, agency/employer, phone number, and the course date you wish to attend to: mnoel@cookcountycourt.com

YOU WILL NOT RECEIVE A CONFIRMATION E-MAIL.

If you cannot attend on your scheduled date, you may attend another session.

Call (312) 603-6565 or 6946 with any questions

THE EXPUNGEMENT SUMMIT WILL BE HELD ON
SATURDAY, JUNE 8, 2013

At New Faith Baptist Church Int'l, 25 S. Central Ave., Matteson, IL 60443

Presented by


THE HONORABLE DOROTHY BROWN, CLERK OF THE CIRCUIT COURT OF COOK COUNTY

Along with the Honorable Abie's C. Cunningham Jr., Cook County Public Defender; Rox. D. Tunell D. Felder, Paetz; New Faith Baptist Church International; Honorable Thomas J. Day, Cook County Sheriff; Baptist Ministers Conference of Chicago & Vicinity; Black Women Lawyers' Association; Cabrini Green Legal Aid; CAPS; Chicago Alumnae Chapter, Delta Sigma Beta, Sorority, Inc.; Chicago Police Department; Chicago Public Schools; Cook County Bar Association; Hispanic Lawyers Association of Illinois; Illinois Attorney General's Office; Illinois Department of Employment Security; Illinois Prisoner Review Board; Illinois State Appellate Defender; Illinois State Child Support; Illinois State Police; Journey to Empowerment; NAAAP; Paetz United for Change; Safer Foundation; Westside Ministers Coalition



PLANNING AN EXPUNGEMENT SUMMIT

- **REQUEST "OFFICIAL COURT DAY" APPROVAL-** When hosting an Expungement Summit on a day that is not an official court day, approval must be obtained from the Chief Judge of the respective jurisdiction to conduct court.



State of Illinois
Circuit Court of Cook County

Chambers of
Timothy C. Evans
Chief Judge

50 West Washington Street
Suite 2600
Richard J. Daley Center
Chicago, Illinois 60602
(312) 603-6000

April 1, 2013

Executive Clerk
Court Operations
50 West Washington Street, Room 100
Chicago, Illinois 60602

Dear Clerk:

Enclosed please find a copy of your attention in this matter. If you have any questions, please contact me at [redacted].

TCE:pak
Enclosure

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

SPECIAL ORDER NO: 2013-65

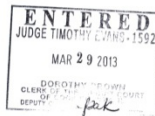
SUBJECT: Clerk of the Circuit Court of Cook County

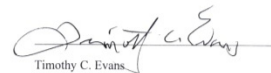
IT IS HEREBY ORDERED that:

The Clerk of the Circuit Court of Cook County is granted the express and limited authority to accept the filing and requisite fees for both petitions to expunge and petitions to seal criminal convictions, on Saturday, June 8, 2013, at the New Faith Baptist Church International, 25 S. Central Avenue, Matteson, Illinois 60443.

Dated this ¹⁴ day of March 2013. This order shall be spread upon the records of this Court and published.

ENTERED:





Timothy C. Evans
Chief Judge
Circuit Court of Cook County



PLANNING AN EXPUNGEMENT SUMMIT

- **SPONSORS and MEDIA PARTNERS** - Solicit companies who have a vested interest in giving back to the community in any capacity. Sponsorships may take the form of monetary donations, services, food/water and volunteers. Create a sponsor solicitation letter for distribution.

For the 2013 Cook County Expungement Summit, sponsors included: Dell Computers, New Faith Baptist Church International, Walgreens, Sam's Club, Starbucks, Verizon, Entenmanns, and private donations.

Bringing Expungement Services to the Community

2013 EXPUNGEMENT SUMMIT

SATURDAY, JUNE 8, 2013 • NEW FAITH BAPTIST CHURCH INTERNATIONAL • 25 S. CENTRAL AVE. • MATTESON, ILLINOIS

EVENT SPONSORS

DOROTHY BROWN
Clerk of the Circuit Court of Cook County

ABISHI C. CUNNINGHAM, JR
Cook County Public Defender

NEW FAITH BAPTIST CHURCH INTERNATIONAL

SAFER FOUNDATION
A Road Back

Walgreens

Starbucks
4728 W. Lincoln Hwy.

PROGRAM AGENDA

- I. **REGISTRATION**
- II. **OPENING REMARKS, RECOGNITION OF SPECIAL GUESTS & SPONSORS**
Hon. Dorothy Brown, Clerk of the Circuit Court of Cook County
- III. **REMARKS**
Rev. Dr. Alexis L. Felder, First Lady, New Faith Baptist Church International
- IV. **GREETINGS**
Hon. Andre Ashmore, President, Village of Matteson
Hon. Robin Kelly, Congresswoman, 2nd District
Hon. Danny K. Davis, Congressman, 7th District
Hon. Chris Rodgers, President, National Association of Counties; Commissioner, Douglas County, Nebraska
- V. **PANEL DISCUSSION**
MODERATOR: Hon. Dorothy Brown, Clerk of the Circuit Court of Cook County
 - Mr. Patrick Reardon, 1st Deputy Assistant, Cook County Public Defender, representing Hon. Abishi C. Cunningham, Jr.
 - Ms. Christie Fischer, Staff Attorney, State Appellate Defender
 - Mr. Skip Gonsoulin, Community Relations Liaison, Illinois Attorney General
 - Mr. Adam P. Monreal, Chairman, Illinois Prisoner Review Board
 - Lieutenant John Rattigan, Illinois State Police
- VI. **DIRECTIONS TO BREAKOUT ROOMS and EX-OFFENDER JOB INFORMATION SEMINAR**
Hon. Dorothy Brown, Clerk of the Circuit Court of Cook County

SPECIAL GUESTS: Hon. Tol Hutchison, Illinois State Senator, 40th District; Hon. Joan Murphy, Cook County Commissioner, 6th District; Hon. Deborah Sims, Cook County Commissioner, 5th District; Mr. Norris Stevenson, Deputy Director of Field Operations, Division of Child Support Services, Illinois Department of Healthcare and Family Services; Mr. Jay Rowell, Director, Re-Entry Employment Security Program, Illinois Department of Employment Securities; Ms. Veronica Cunningham, Vice President, Public Policy and External Relations, Safer Foundation; and Mr. Paul Haidle, Supervising Attorney, Criminal Records Program, Cabrini Green Legal Aid Clinic.

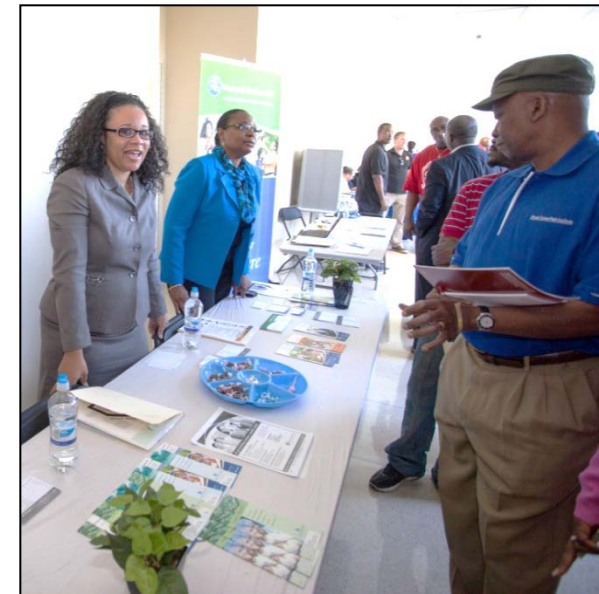
PARTICIPATING MEDIA

Citizen News Group Soul Notebook WCFJ 1470 WOJO La Ley 107.9 FM WPWX Power 92 FM
 CBS-2 Chicago Comcast Newsmakers Channel 60 Telemundo Univision WBGX 1570 AM
 Zona PM 1590 AM Polskie Radio 1030 AM Polvision WSSD 88.1FM Radio Poloni 2000 1080 AM
 WKCC-FM89.3 WYCA 102.5FM WGCI 107.5 FM WGRB 1390 AM V103 102.7 FM
 Global News Forum Extra Newspaper La Raza Newspaper Gozamos.com
 Broadcast Ministers Alliance (BMA), CAN-TV

2013 EXPUNGEMENT SUMMIT JUNE 8, 2013

PLANNING AN EXPUNGEMENT SUMMIT

- **EXHIBITORS/AGENCY SERVICES** -There is an unlimited number of services that may be provided during an Expungement Summit. When selecting, consider your audience base and then decide what types of services best meet their needs (short-term and long-term). Depending upon the nature of services provided, certain exhibitors should attend the planning meetings.
 - Exhibitors on site during the 2013 Cook County Expungement Summit included: Illinois Secretary of State, Illinois Department of Healthcare Services, Illinois Department of Employment Security, Illinois State Police, Illinois State Appellate Defender, Illinois Prisoner Review Board; Chief Judge's Office, Safer Foundation, United Services Chicago, and the Chicago Transit Authority.



PLANNING AN EXPUNGEMENT SUMMIT

- **IDENTIFY JUDICIAL VOLUNTEERS** -
If your Expungement Summit is organized to provide on-site review of fee waivers for parties, then judges are needed to conduct hearings and to enter orders. While planning the Summit, identify how many judges are needed and request volunteers.





PLANNING AN EXPUNGEMENT SUMMIT

- **EX-OFFENDER INFORMATIONAL FORUM-** This component of the Summit may be designed to educate not only ex-offenders but those attendees who need assistance with preparing for a job interview, workplace etiquette, dressing for success, learning life and work skills. This forum should afford access to companies who have Apprenticeship Programs for ex-offenders as well as identify those companies that hire ex-offenders. Also, have institutions of higher learning and social service organizations represented onsite. The targeting agencies for this forum should attend the planning meetings.



PLANNING AN EXPUNGEMENT SUMMIT

DAY-BEFORE ACTIVITIES

1. Delivery Team arrives at negotiated time to deliver equipment and supplies (e.g. copiers, printers, Expungement packets, signage, tables, chairs, stanchions, water, etc.);
2. The Project Lead and Team members perform the final walk-thru;
3. Tech Team set-ups technological equipment in designated rooms and conducts testing;
4. Designated Team Leads are responsible for setting up and organizing rooms;
5. Signage is posted throughout facility
6. Any additional testing is performed (audio,visual equipment)



EXPUNGEMENT SUMMIT DAY ACTION PLAN

1. The Project Team, volunteers, exhibitors, partners, attorneys, and judges arrive at assigned times and report to assigned areas.
2. Customers arrive and are organized into lines by **Registration Team** members.
3. The **Registration Team** reviews customers' rap sheets or criminal dispositions (if available) and makes a determination as to category (Juvenile cases, Felony conviction, Misdemeanor conviction, Out-of-County cases, etc.) (*Note: some customers come prepared with paperwork, which results in quicker processing.*)
4. Upon review of available information, the customer is given a color-coded designation card.
5. As customers enter the facility, they are given an informational packet and seated within the auditorium according to color-coded designations.
6. A panel presentation is made by the Clerk of the Court and selected partners.
7. After the presentation, customers are directed and escorted to required service areas: **Prisoner Review Board for clemency petition presentation; Disposition Room; Juvenile Petition Review Room; Attorney Review Room; State Appellate Defender; Ex-Offender Information Forum.**

EXPUNGEMENT SUMMIT DAY ACTION PLAN

8. Customers who have criminal histories but do not come prepared with any type of paperwork, they will go through the following process; Obtain criminal history information from the Disposition Room; Pay for disposition information within the same room; Meet with a volunteer attorney who will review entire criminal history and make a determination as to whether the customer qualifies for expungement or sealing. If eligible, the customer is escorted to the Cashier Room and the petition is filed and filing fees are collected. **(Note: the Clerk's Office is responsible for serving notice of the filing to the designated agencies.)**
9. In some instances when the customer is at the stage of filing his/her petition, the Clerk's Office staff is informed that the filer does not have the means to pay. At that time, the customer is escorted to the **Indigent Petition Review Hearing Room** to explain circumstances to an available judge. If the judge determines that the filer is indigent, then the applicable filing fees are waived and an order is entered. (See Illinois Supreme Court Rule 298). After the hearing the customer is escorted back to the Cashier Room and the Petition is filed. The customer is given a file-stamped copy and then advised of additional information about the process.



PERFECTING AN EXPUNGEMENT SUMMIT

DEBRIEF AFTER SUMMIT- The Lead Agency should schedule a meeting with the core committee to discuss the successes as well as areas for improvement. This meeting should be scheduled at least a month after the event and the Summit Lead is responsible for reporting on final statistics (e.g., number of attendees, number of filings, revenue generated) customer service issues, logistical issues, unforeseen circumstances, etc.



EXPUNGEMENT SUMMIT Toolkit Outline
Helping Counties to Bring Second Chance Opportunities

QUESTIONS?

www.cookcountyclerkofcourt.org