

**ASCENSION PARISH CLERK OF COURT
828 So. Irma Blvd.
Gonzales, LA 70737
(225) 621-8400, ext. 7**

IT IS RECOMMENDED that you contact an attorney for assistance in completing a Motion for Expungement and/or Motion to Set Aside Conviction & Dismiss Prosecution. The Clerk of Court cannot give advice on procedures for filing any Expungement or Motion to Set Aside Conviction & Dismiss Prosecution forms. You may obtain copies of forms by visiting our website at www.ascensionclerk.com

**MOTION TO SET ASIDE CONVICTION AND DISMISS PROSECUTION
(Articles 893 & 894)**

Motion to Set Aside Conviction & Dismiss (Misdemeanor non-traffic & felony):

- \$ 50.00 Clerk fee (attorney check, cash or money order ONLY)
Note: If motion for expungement is filed an additional \$150.00 will be due at filing of expungement for a total cost of \$200.00.

Motion to Set Aside Conviction & Dismiss (DWI):

- \$ 75.00 Clerk fee (attorney check, cash or money order ONLY)
Note: If motion for expungement is filed an additional \$125.00 will be due at filing of expungement for a total cost of \$200.00.
- \$ 50.00 Office of Motor Vehicle fee (cashier's check or money order ONLY)
- DWI's must have FINGERPRINT CARD attached
Note: A fingerprint card and OMV fee is not required if defendant was placed on Pre-trial Intervention and not convicted.

ALL FEES ARE NON-REFUNDABLE

A **SEPARATE** Motion must be filed for **EACH ARREST DATE**

MOTION FOR EXPUNGEMENT

Each Motion for Expungement must be accompanied by all fees listed below or a Certification of Fee Waiver from the District Attorney's Office. Motions for Expungement will not be accepted by the Clerk's Office unless each money order is issued in the correct amount and made payable to the proper agency as indicated below:

- | | | |
|---|----------|---------------------------------------|
| 1) Bureau of Criminal Identification | \$250.00 | (Money Order ONLY) |
| 2) 23 rd JDC District Attorney | \$ 50.00 | (Money Order ONLY) |
| 3) Ascension Parish Sheriff | \$ 50.00 | (Money Order ONLY) |
| 4) Ascension Parish Clerk of Court | \$200.00 | (Attorney check, cash or money order) |
| 5) OMV Fee (<u>DWI convictions only</u>) | \$ 50.00 | (Money Order ONLY) |
| (Art. 984) | | |

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