

# Step 5:

**Fill out your Confidential Case Filing  
Information Sheets**

Form can be found here: <https://www.courts.mo.gov/file.jsp?id=34052>

Some counties will fill these sheets out for you. If your county requires you to fill it out, you will largely use the same information that you included in your service instructions for your Respondents.


### Step 5.1 – Header Information

How to Fill Out the Header portion:

- Leave the case number blank
- Filing Date = Day you take your documents to the Court to have them filed.
- County/City of St. Louis: The County you are filing your case in (City of St. Louis is an independent city and, in many respects, operates as a county).
- Style of Case = Your Name + Name of Your First-Listed Defendant + et al
  - Example: Wiley J Coyote vs. Missouri State Highway Patrol, et al.
- Case Type Code = X5
- Case Type Description = Expungement of Criminal Records (610.140 RSMo)
  - Note: do NOT check this box:

<input type="checkbox"/> The unredacted document is attached to this filing sheet in place of listing the redacted information identifiers below.
---

Here is an example of how the header might look:

Case Number (For Court Use Only) _____	
 <b>Confidential Case Filing Information Sheet – Non-Domestic Relations</b>	
Filing Date: 1-1-2024	County/City of St. Louis: Jackson
Style of Case: Wiley J Coyote vs. Missouri State Highway Patrol, et al. <small>(i.e. In the Estate of; In the Matter of; Petitioner v. Respondent.)</small>	<input type="checkbox"/> The unredacted document is attached to this filing sheet in place of listing the redacted information identifiers below.
Case Type Code: X5	Case Type Description: Expungement of Criminal Records (610.140 RSMo)

## Step 5.2 – Party Information

How to Fill Out the Party Portions:

- You will list yourself first.
  - Party Type Code = PETP
  - Party Type Description = Petitioner
  - Fill in your Name, Address, City, State, Zip, Contact Number, DOB, Gender, and SSN.
- Next list your Defendants
  - Party Type Code = RES
  - Party Type Description = Respondent
    - Note: A respondent is essentially the same thing as a defendant.
  - Leave the Name blank
  - Fill in the Organization line with the name of your Defendant
  - List their address, city, state, and zip.
  - Leave the rest blank
- Fill in an entry for **each** of your Defendants.

Here is an example of how the Party fields might be filled in:

Party Type Code: <u>PETP</u>		Party Type Description: <u>PETITIONER</u>	
Name (if a person): (Last) <u>COYOTE</u>		(First) <u>WILEY</u>	(Middle) <u>J</u>
Organization (if non-person): _____			
Address: <u>4618 Dynamite Road, Apt. 2B</u>			
City: <u>Kansas City</u>	State: <u>MO</u>	Zip: <u>64193</u>	Contact Telephone Number: <u>555-555-1234</u>
Email Address: <u>wileycoyote78@gmail.com</u>			
DOB/DOD: <u>01/01/1911</u>		Gender: <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	SSN: <u>123-45-6789</u>
Attorney Name (if represented by counsel): _____		Bar ID: _____	Party Type Code: _____
Party Type Code: <u>RES</u>		Party Type Description: <u>RESPONDENT</u>	
Name (if a person): (Last) _____		(First) _____	(Middle) _____
Organization (if non-person): <u>MISSOURI STATE HIGHWAY PATROL CRIMINAL RECORDS REPOSITORY</u>			
Address: <u>1510 EAST ELM STREET</u>			
City: <u>JEFFERSON CITY</u>	State: <u>MO</u>	Zip: <u>65101</u>	Contact Telephone Number: _____
Email Address: _____			
DOB/DOD: _____		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	SSN: _____
Attorney Name (if represented by counsel): _____		Bar ID: _____	Party Type Code: _____

Be sure to fill in an entry for EACH of your Defendants/Respondents. Use as many sheets as necessary.

### **Step 5.3 – Redacted Information**

As of July 2023, many court filings are available to the PUBLIC once they are filed.

In some counties this includes expungement petitions.

If your petition contains personal identifying information, such as your date of birth, address, or driver's license number, you should redact it.

You can do this through a number of applications, such as Adobe Pro. However, we do not recommend doing this with a black marker as the information can often still be deciphered.

If you redact any portion of your expungement petition, you will also need to fill out the second page of Confidential Case Information Filing Sheet

Doing this allows the court and your Defendants to know what your personal information is (which they need to know to properly identify your record), without it being broadcast to the public at large.

Tips:

- Under the Redacted Information Identifier column, put the title of the box containing your personal identifying information.
- In the Redacted Information column, put your personal identifying information.
  - Note that this document will NOT be available to the public – only to the Court and the Defendants in your case.

On the next page is an example of how to fill out this portion of the form.

