

Service Instructions

In re Petition to Expunge Criminal Records

Dear Clerk,

I, _____, am filing a prose petition for expungement pursuant to § 610.140 RSMo. Below I have identified the following agencies as Respondents in my case for expungement. On the second page of these instructions, I have indicated how I have elected for service to be made.

Missouri State Highway Patrol (required)
CJIS Division – Records Repository
1510 East Elm Street
Jefferson City, MO 65101

Missouri Department of Corrections
2729 Plaza Drive
Jefferson City, MO 65101

Missouri Department of Revenue
301 West High Street
Room 670
Jefferson City, MO 65101

**Arresting/Citing
Law Enforcement Agency** (required)

Agency Name

Address Line 1

Address Line 2

City MO
State *Zip Code*

Prosecuting Agency (required)

Agency Name

Address Line 1

Address Line 2

City MO
State *Zip Code*

Convicting Court (required)

Agency Name

Address Line 1

Address Line 2

City MO
State *Zip Code*

Additional Agency (optional)

Agency Name

Address Line 1

Address Line 2

City *State* *Zip Code*

Additional Agency (optional)

Agency Name

Address Line 1

Address Line 2

City *State* *Zip Code*

I elect for service to be completed on all identified Respondents in the manner indicated below:

- By Certified Mail – Sent by Court - Fee Paid**
 - I agree to pay \$10.00 for each respondent I checked off. I checked off _____ (#) Respondents and therefore I agree to pay a total of \$_____ (\$10 x #) for service of process by certified mail.
 - Please prepare copies of the petition and summons and send to each of the identified respondents by certified mail.

 - By Certified Mail – Sent by Court - Fee Waived.**
 - I have requested a waiver of fees under § 514.040.1 RSMo., as I am unable to prosecute this suit and pay all or any portion of the costs and expenses thereof, including the cost of service of process.
 - Please prepare copies of the petition and summons and send to each of the identified respondents by certified mail, costs to be paid by the court.

 - By First-Class Mail – Sent by Petitioner.**
 - Please prepare a copy of the petition and summons for each of the identified Respondents above and notify me when I can pick up the documents. I will then personally mail a copy of the petition and summons to each of the identified Respondents. I agree to promptly file the return receipts with the Court.
- By Certified Mail – Sent by Me, the Petitioner.**
- Please prepare a copy of the petition and summons for service by certified mail for each of the identified Respondents above and notify me when I can pick up the documents. I will then personally mail a copy of the petition and summons to each of the identified Respondents. I agree to promptly file the return receipts with the Court..

If you have any questions or need any further information, please contact me at:

Phone Number: _____ or

Email Address: _____.

Thank you for your assistance.

Signature: _____

Print Name: _____, Pro Se Petitioner

Date: _____