

*This is a supplemental resource to the Justice & Accountability Center's How to Handle Your Expungement guide, and should be used in conjunction with that guide, which contains crucial information on the expungement process. You can download the guide at [JACLouisiana.org/expungements](http://JACLouisiana.org/expungements).*

*This form is not a substitute for legal advice, nor does it give advice about your particular situation. It provides general information on the requirements for filing for expungement in Plaquemines Parish, 25th Judicial District Court. Policies often change, so contact the Clerk of Court for updates.*

## **PLAQUEMINES PARISH - 25th JUDICIAL DISTRICT COURT**

### **Cost to File:**

- \$550
- \$600 if DWI

Paperwork you will need from the **LA Clerk of Court's Website** ([laclerksofcourt.org](http://laclerksofcourt.org)) under "Expungement Forms Index", or on the **JAC website** ([JACLouisiana.org](http://JACLouisiana.org)) under "Expungements."

- Expungement Forms (Only fill out those that apply to your situation).

Paperwork you will need from the **District Attorney**, 102 Avenue G, Belle Chasse, LA 70037 (504) 934-6630 (M-F 8:00am- 5:00pm)

- Certified fee waiver, if applicable.

Paperwork you will need from **Plaquemines Parish Sheriff's Office**, 8022 Highway 23, Belle Chasse, LA 70037 (504) 934-6776

- Background Check. Cost: \$50, money order only. (JAC recommends having filing fees before background check).

### **Where to File:**

- Motion to Set Aside Conviction (if necessary): **Clerk of Court**, Plaquemines Parish 25th JDC, 301 Main St, Suite 108, Belle Chasse or Courthouse, 18055 Hwy 15, Pointe-a-la-Hache
- Motion for Expungement: **Clerk of Court**, Plaquemines Parish 25th JDC, 301 Main St, Suite 108 Belle Chasse or Courthouse, 18055 Hwy 15, Pointe-a-la-Hache

If you do not qualify for a fee waiver, have your filing fees with you when you file:

- **Plaquemines Parish Clerk of Court**  
Fee Amount: \$200.00  
Method of Payment: Money Order made payable to: PLAQUEMINES PARISH CLERK OF COURT

### **MY PAPERWORK CHECKLIST!**

In Plaquemines Parish 25th Judicial District Court, my Motion for Expungement includes the following paperwork:

- ☐ My completed expungement forms.
- ☐ My background check.
- ☐ My fee waiver, if applicable.

**Remember: Make an extra copy of all of your paperwork to keep for your records!**



- **Plaquemines Parish District Attorney**  
Fee Amount: \$50.00  
Method of Payment: Money Order made payable to: PLAQUEMINES DISTRICT ATTORNEY
- **Plaquemines Parish Sheriff's Office**  
Fee Amount: \$50.00  
Method of Payment: Money Order made payable to: PLAQUEMINES PARISH SHERIFF
- **Bureau of Criminal Identification and Information/Louisiana State Police**  
Fee Amount: \$250.00  
Method of Payment: Money Order made payable to: BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION / LOUISIANA STATE POLICE
- **DWI ONLY**  
OMV Fee Amount: \$50  
Method of Payment: Money Order made payable to: LA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS / OFFICE OF MOTOR VEHICLES  
\* Be sure to include docket number(s) on money orders!

RESOURCES FOR LEGAL ASSISTANCE:

**Southeast Louisiana Legal Services | [slls.org](http://slls.org) (3 Locations)**

521 Roussell Street, Houma, LA 70360 | (985) 851-5687

1340 Poydras Street, Suite 600, New Orleans, Louisiana, 70112 | (504) 529-1000

2439 Manhattan Blvd, Suite 103, Harvey, LA 70058 | (504) 374-0977

**Justice and Accountability Center of Louisiana**

4035 Washington Avenue, Suite 203, New Orleans, LA 70125

(504) 322-4050 | [jaclouisiana.org](http://jaclouisiana.org)

**Louisiana Civil Justice Center**

Hotline for Legal Advice: 1-800-310-7029 (M-F 9am-4pm) | [laciviljustice.org](http://laciviljustice.org)

**Louisiana State Bar Association**

601 Saint Charles Ave, Ste 200, New Orleans, LA 70130

(504) 566-1600 | [lsba.org](http://lsba.org)

**The ProBono Project**

615 Baronne St, New Orleans, LA 70113

(504) 581-4043 | [probono-no.org](http://probono-no.org)