



**THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE TWELFTH JUDICIAL DISTRICT**

Heidi Bittick
Trial Court Administrator

Polk County Courthouse, Room 301
850 Main Street, Dallas, OR 97338

Phone: 503.623.3154
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Suggested Instructions for Completing Paperwork for Setting Aside Conviction or Record of Arrest

You will need to request a copy of your criminal history and have your fingerprints taken at the Oregon State Police Bureau of Criminal Identification. There is a fee to have your fingerprints taken. Your fingerprints are mandatory for having your record set aside. There is also a fee for a copy of your criminal history record. A copy of your criminal record will assist you in preparing the attached Motion and Affidavit. Operating hours for fingerprinting are: Monday to Friday from 8:00AM to 4:00PM

The Oregon State Police Bureau of Criminal Identification is located at:

3772 Portland Road N.E.
Salem, OR 97301-0312

Mail or hand-deliver the **ORIGINAL** attached Motion and Affidavit to Set Aside Arrest and/or Conviction AND the filing fee of \$252.00 (for a conviction **ONLY**) made payable to State of Oregon to:

Polk County Circuit Court
Polk County Courthouse, Room 301
850 Main Street
Dallas, Oregon 97338

Mail or hand-deliver a **COPY** of the Motion and Affidavit, your criminal history, **ORIGINAL** fingerprint card, and a certified check for \$80.00 (for a conviction **ONLY**) made payable to Oregon State Police Bureau of Identification to:

Polk County District Attorney's Office
Polk County Courthouse
850 Main Street
Dallas, Oregon 97338

After your **completed** paperwork has been filed with the court, you will receive a notice of your hearing date. Note: your hearing date will be set approximately 90 days out.

Important:

You may have more than one case arising from a single arrest. Please file separate motions for each case that you are requesting to be set aside. If you do not have your case numbers, you will need to contact the Polk County Criminal Court records office at 503-831-1778 and ask for a records search. If your arrest/conviction was prior to January 15, 1998, ask for any case number that may have been filed in Polk County District Court related to your arrest. Once you have filed documents with the court, the court will not search for related case numbers. You must have all case numbers that you are requesting to be set aside listed on your documents at the time of filing with the court. *District courts were abolished and consolidated with circuit courts on January 15, 1998.*

If you are successful in having your records set aside, the court will notify certain agencies that your arrest/conviction has been set aside and order that agency to seal their records. This does not include any public databases that may have information regarding your arrest and/or conviction.