

Instructions for the Expungement of Criminal History Records
(Human Trafficking Victim)

Pursuant to Florida Statute 943.0583, a person who is a victim of human trafficking may petition for the expunction of a criminal history record resulting from the arrest or filing of charges for an offense committed or reported to have been committed while the person was a victim of human trafficking.

For complete definitions, qualifications and requirements visit the Florida Legislature website:
http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0900-0999/0943/Sections/0943.0583.html

The required forms may be downloaded at <https://www.hillsclerk.com/Court-Services/Expungement-and-Sealing>. Each form must have all of the sections accurately completed. The petition and proposed order must include the primary case number and the case numbers for each related case, if any. Once you have completed the forms you may file by mail or in person.

Attorneys filing through the Florida Courts E Filing Portal are not submit them through- Documents for Judicial Review. Clerk staff will submit all required documents to the respective Circuit or County court administrative judge for review.

By mail: Clerk of Court and Comptroller, Attn: Expungement and Sealing Unit, P.O. Box 3360, Tampa, Florida 33601

In person:

Clerk of Court and Comptroller
Customer Service Center
800 E. Twiggs St. Rm 101
Tampa, FL 33602
(813) 276-8100, ext. 3800

Clerk of Court and Comptroller
Plant City Courthouse
301 N. Michigan St. Rm 1071
Plant City, FL 33563
(813) 276-8100, ext. 3800

Required Documents:

- **Sworn Statement:** Must be completed and signed before a notary.
- **Petition to Expunge/Human Trafficking Victim:** Must be completed and signed.
 - **Arrest charges must include all charges at the time of arrest as listed in the criminal report affidavit & any subsequent arrests for the case(s)**
- **Proposed Order to Expunge/Human Trafficking Victim F.S.943.0583:**
 - Must be completed except for judge's signature block
 - **Arrest charges must include all charges at the time of arrest as listed in the criminal report affidavit & any subsequent arrests for the case(s)**

Processing fees must be paid at the time you file your petition. Contact the Expungement and Sealing Unit at 813-276-8100, Ext. 3800 or Seal_ExpungementTeam@hillsclerk.com for the amount due. Acceptable forms of payment are cash, money order, cashier's checks or law firm checks (must be from the law firm representing the defendant). **Personal checks will not be accepted.** A copy of the Petition must be delivered to the Office of the State Attorney (813-272-5400), and the arresting agency at the same time it is filed with the Clerk.

The Clerk will submit your petition and unsigned order to the Court for review after 15 business days has lapsed from the date of filing. If corrected or modified forms are requested, you will be advised of the due date by which they must be filed with our office. The parties and agencies involved in the case will receive certified copies of the court's ruling by mail or encrypted e-mail.