

**E-Portal Instructions for the Sealing or Expungement
of Criminal History Records**

Pursuant to Administrative Order S-2020-014:

“All petitions to expunge or seal criminal records in accordance with sections 943.0578, 943.0583, 943.0585, or 943.059, Florida Statutes, will be filed in the division in which the underlying criminal case was last pending. Petitions must include all applicable case numbers. The state may file a response to the petition in accordance with Florida Rule of Criminal Procedure 3.692, 3.693, or 3.694. The clerk will present the petition and any filed response to the administrative judge for review and entry of an appropriate order.”

The assigned letter division, as indicated in our case maintenance system (verify through <https://hover.hillsclerk.com>), must be included on all documents filed. Clerk staff will submit all required documents to the respective Circuit or County court administrative judge for review, please do not submit them through the Documents for Judicial Review.

The petitions to seal or expunge and the unsigned order filed with the Clerk will be submitted to the Court for review by the Clerk. After the Court has ruled on the petition, if granted, a certified copy of the signed Order and FDLE certificate will be e-mailed via encrypted e-mail to the attorney as well as the agencies involved in the case.

Each of the applicable document titles listed below are available at the portal. It is important that the correct document titles are selected to ensure the documents are received in the appropriate queue for processing, as well as the assessment of the required fees. Additionally, the packet, including all of the documents listed below, must be filed on the primary case and to each related case. **All case numbers must be listed on the petition and order as only 1 petition and order is submitted to the Court for review.** The processing fees will be assessed and collected at the time of filing.

- \$49 Primary case (includes 1 certified copy of the 2 page order & certified copy of certificate)
F.S. 28.24(3);(5)(a);(25)
- \$42 For each related case F.S. 28.24(25)

e-Portal: **Affidavit:** Must be completed and signed before a notary.
 Petition to Seal or Expunge: 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 Seal or Order to Expunge depending on your Certificate of Eligibility:
 • 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)**
 Certificate of Eligibility

**When filing a petition that involves related case numbers use the following document title for the related cases:

Petition to Seal or Expunge Related Cases

**When filing an amended petition on any previously filed petition, use the following document title:

Amended Petition to Expunge or Seal

Processing fees as well as any outstanding fines, fees or court costs must be paid. Please contact the Expungement and Sealing Unit at 813-276-8100, Ext. 3800 or Seal_ExpungementTeam@hillsclerk.com to find out the amount due for any outstanding fines, fees or court costs. Acceptable forms of payment for any outstanding court costs, fines and fees 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 for payment of these fees.**

Mail in the payment for any outstanding court costs, fines and fees to Clerk of the Circuit Court, Attn: Expungement and Sealing Unit, P.O. Box 3360, Tampa, Florida 33601. **In person:** Clerk of the Circuit Court Customer Service Center, 800 East Twiggs St., Rm 101 in downtown Tampa and Plant City Courthouse 301 N. Michigan St. Rm 1071.