



THE HONORABLE  
**GWEN MARSHALL**

CLERK OF THE CIRCUIT COURT AND COMPTROLLER

CLERK OF COURTS • COUNTY COMPTROLLER • AUDITOR • TREASURER • RECORDER

**SERVING THE STATE ATTORNEY'S OFFICE  
WHEN SEALING/EXPUNGING A CRIMINAL HISTORY RECORD**

Sections 943.0585 and 943.059, Florida Statutes, require a person seeking to seal or expunge a criminal history record to serve the State Attorney's Office:

(3) PROCESSING OF A PETITION OR ORDER TO EXPUNGE.--

(a) In judicial proceedings under this section, a copy of the completed petition to expunge shall be served upon the appropriate state attorney or the statewide prosecutor and upon the arresting agency; however, it is not necessary to make any agency other than the state a party. The appropriate state attorney or the statewide prosecutor and the arresting agency may respond to the court regarding the completed petition to expunge.

Make sure to provide the State Attorney's Office with a copy of your petition before filing it with our office. For Leon County, the address of the State Attorney's Office is 301 South Monroe Street, Fourth Floor, Tallahassee, FL 32301.

You may leave this instruction sheet with their office, and that office may file this sheet with our office to indicate whether they will be filing a response in your case. Make sure to note your name and case number below.

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Defendant Name: \_\_\_\_\_

Case Number: \_\_\_\_\_

- The State Attorney's Office will be filing a response to the Petition to Seal or Expunge.
- The State Attorney's Office will not be filing a response to the Petition to Seal or Expunge.