

Instructions for Requesting Relief from Drug Offender Registration

You will need the following forms:

- Criminal Cover Sheet
- Petition for Relief from Offender Registration
- Notice of Hearing
- Order of Relief from Offender Registration
- Order Denying Relief from Offender Registration
- Order of Relief from Offender Registration Cover Sheet

Caution: Use of forms without the assistance of an attorney could harm your legal rights. You may want to have an attorney review your completed forms before you file them with the court. These are basic forms and may not cover every situation.

Read Directions Completely – Please Type or Print Neatly

1. Complete a Criminal Cover Sheet. Give this form to the Clerk of the Court when you file your petition.
2. Complete the Petition for Relief from Offender Registration. Where your name is required, write your full legal name.
3. Sign the Petition for Relief from Offender Registration. Your signature is your confirmation that all of the information in the petition is true and accurate to the best of your knowledge.
4. File the original petition and required number of copies with the Clerk of the Court in the county in which you were convicted of the offense requiring registration. Pay the required docket fee. (You will need to call the Clerk to find out how many copies are required.) If you are registering because of an out-of-state conviction, file in the county where you are required to register.
5. The Clerk of the Court will give you the case number when you file.
6. Call the Clerk of the Court or the Administrative Assistant of the judge assigned to the case and ask for a date and time for a hearing before the court. Ask for the division or room number of the hearing as well.
7. Fill out the Notice of Hearing and make one additional copy. File the original notice *and the copy* with the Clerk of the Court who will send the copy to the county or district attorney.
8. Fill out the Order of Relief from Offender Registration Cover Sheet.
9. Fill out paragraphs numbered 1 through 6 of the Order of Relief from Offender Registration and paragraphs numbered 1 through 4 of the Order Denying Relief from Offender Registration (just in case).
10. Take the Order of Relief from Offender Registration Cover Sheet, Order of Relief from Offender Registration, and Order Denying Relief from Offender Registration with you to the hearing.
11. Attend the hearing and answer any questions the court may have.