

**DISTRICT COURT  
OF  
SEBASTIAN COUNTY, ARKANSAS  
FORT SMITH DIVISION**

SEBASTIAN COUNTY COURTS BUILDING  
901 S. B STREET, SUITE 103  
FORT SMITH, ARKANSAS, 72901

(479) 784-2420

FAX: (479) 784-2438



Application for Petition to Seal Record -District Court of Fort Smith

FULL NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

If convicted under another name please list name: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ SOCIAL SECURITY NO: \_\_\_\_\_

MESSAGE PHONE: (\_\_\_\_) \_\_\_\_\_

CHARGE: \_\_\_\_\_ DATE OF ARREST \_\_\_\_\_

(If more than one charge you may use back of application to list all charges)

**\*\*READ CAREFULLY\*\*** You may apply for a Petition to Seal A Record through the District Court of Fort Smith if you meet the Following criteria: (1) Have not been granted an expungement in the past; (2) have no prior felony convictions; (3) entered a plea of guilty /nolo contendere to the charge; (4) were placed on probation or a suspended imposition of sentence; and (5) completed all of the requirements imposed by the Court as a condition of your probation or suspended imposition of sentence.

**LETTERS REQUIRED:**

- 1) FORT SMITH POLICE DEPARTMENT - 100 South 10<sup>th</sup> street  
Fort Smith, AR 72901 (479-709-5000)
- 2) SEBASTIAN COUNTY SHERIFF'S OFFICE - 800 South "A" Street  
Fort Smith, AR 72901 (479-783-1051)
- 3) SEBASTIAN CO. CIRCUIT CLERK'S OFFICE - 2nd Floor, Sebastian Cty Courts Building  
Fort Smith, AR 72901 (479-782-1046)

These letters need to state that you have not been arrested during the time span of your probation or suspended imposition of sentence. Minor traffic violations will not be held against you.

**\*\*READ CAREFULLY\*\***

After you have obtained these documents either mail or bring them, together with this application, to the District Court Business Office, Sebastian County Courts Building, 901 South B Street, Suite 103, Fort Smith, AR 72901.

Verification that you meet the criteria for this application will be made and a Petition to Seal will be prepared for your signature. **You will be required to appear in the District Court Business Office, so that the information on the petition can be verified under oath, pursuant to A.C.A. 16-90-905(a)(3).** The Prosecuting Attorney and the arresting agency will be given thirty (30) days to file a notice of opposition before the Court grants the Petition. If an objection is not filed with the Court, the District Court Clerk's Office will prepare an ORDER TO SEAL for the Judge's consideration. Upon the Judge's approval and signature, a copy of the Order to Seal will be provided to you by mail. **If you are requesting that a record be sealed on a charge in which you were not fingerprinted, you will be required to submit for fingerprinting before the Judge signs the Order to Seal.**