

# FOR YOUR PARDON APPLICATION

## WHAT YOU NEED TO GET FROM THE COURTHOUSE FOR EACH CONVICTION

### PAPERS YOU NEED TO GET FROM THE CLERK'S OFFICE:

The Clerks are VERY helpful. Tell them: **“I am applying for a pardon and need all the papers I am supposed to get from you.”**

Here are the **six things you need to get** – you can give this paper to them. When they are done, circle anything that they don't have:

- “Secure Court Summary” – all cases, all charges
- Criminal Complaint
- Affidavit of Probable Cause
- Criminal Information/Indictment
- Final Plea or Verdict
- Sentencing Order

You should expect to pay something for the copies, so bring money.

**If they do not have all these documents, you need a letter from them that confirms what they give you is all they have.** It does NOT have to be “certified” or notarized.

### YOUR “LEGAL FINANCIAL OBLIGATIONS”

You also need to get a current print-out of how much you owe in fines, restitution, costs, and so on; **one for each case where you were a defendant.** The Clerk might or might not have this; if not, ask where you should go in the courthouse to get it. ***The Board of Pardons expects pardon applicants to have paid off all of their fines, fees, costs and restitution by the time of your hearing.*** If you have unpaid LFOs, think about setting up a payment plan now. You'll have two years (or so) before your hearing, so do your best before then!



[www.PardonMePA.org](http://www.PardonMePA.org)

The Pardon Project is an initiative of Philadelphia Lawyers for Social Equity

[www.PLSEPhilly.org](http://www.PLSEPhilly.org)