

FOR YOUR PARDON APPLICATION

WHAT YOU NEED TO GET FROM THE COURTHOUSE FOR EACH CONVICTION

IN PHILADELPHIA: CRIMINAL JUSTICE CENTER, 1301 FILBERT STREET

You have to go to three places inside the Courthouse: 3rd Floor, 2nd Floor, and basement

1. PAPERS YOU NEED TO GET FROM ROOM 310:

The Clerks in Room 310 are VERY helpful. They have helped HUNDREDS of people who have applied for pardons. THEY KNOW what papers the Board of Pardons wants to get from you.

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 should try 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 \$0.25 per page for the papers they give you.

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.

2. WHAT YOU NEED TO GET FROM THE SECOND FLOOR FILING WINDOW:

- Motion to Defer, Reduce or Waive Supervision Fees – it's a form; one per case

3. WHAT YOU NEED TO GET FROM THE BASEMENT:

- Current print-out of how much you owe in fines, restitution, costs, and so on; one per case.