

State of South Carolina

Charleston County
101 Meeting Street, Suite 400
Charleston, SC 29401
Phone (843) 958-1900
Fax (843) 958-1905



Berkeley County
300-B California Avenue
Moncks Corner, SC 29461
Phone (843) 723-3800 ext. 4529
Fax (843) 719-4588

SCARLETT A. WILSON
Solicitor, Ninth Judicial Circuit

DIRECTIONS FOR EXPUNGEMENT

The expungement process will take approximately 12 to 16 weeks to complete if the following steps are complete and SLED approves your Order. If any of the following directions are omitted, it will result in the Order being returned to you.

1. Complete all of the **highlighted** areas. Do not sign or print in the area that states: "Name of Defense Counsel (if represented)" unless you are the attorney submitting the request.
2. Complete and sign the attached Authorization for Destruction of Arrest Records Procedure.
3. Obtain a copy of the final disposition from the Clerk of Court in which your case was handled and submit with the Expungement Order.
4. Fees:
 - a. Administrative Fee: \$250.00 payable to: **Ninth Circuit Solicitor's Office**
 - b. Clerk of Court Filing Fee: \$35.00 made payable to: **Clerk of Court**
 - c. SLED Filing Fee: \$25.00 made payable to: **SLED**.

**Fees are different for expungements under Sections 17-22-150(a) and/or 44-53-450(b)*

***Fees: All fees must be paid by money orders or certified checks** and should be purchased at the time of submission of your Expungement Application. No money orders or certified checks with an issue date of greater than six months from the receipt of the Expungement Application will be accepted or processed. Additionally, no money orders or certified checks that are modified in any way (i.e., whited out, scratched out, etc.) will be accepted.

Fee Exemption: General Sessions charges pursuant to Section 17-1-40 are expunged at no cost to the Defendant unless the charge was dismissed, discharged, or nolle prossed as part of a plea agreement under which the Defendant pled guilty and was sentenced on charges.

5. Include a self-addressed and stamped envelope for your copy of the final Order to be returned to you.
6. Mail the Order with all of the information above and fees to:

Charleston County

Solicitor, Ninth Judicial Circuit
Expungement Clerk
101 Meeting Street, Suite 400
Charleston, SC 29401

Berkeley County

Solicitor, Ninth Judicial Circuit
Expungement Clerk
300 California Ave #B
Moncks Corner, SC 29461

****Please be advised that Expungement Orders do NOT destroy records of public information obtained by 3rd Parties (i.e. Mugshots.com; People Finder; Spokeo; etc.) and it is not the responsibility of this office to have the information deleted or corrected****

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PLEASE PRINT NAME, MAILING ADDRESS & E-MAIL:

Receipt Date: _____

Case Number: _____

Tracking the Expungement Order

The expungement process has many steps and takes weeks to complete. You may track the progress of your expungement application online via our website www.scsolicitor9.org "Expungement Case Inquiry" link. Click the link and then type in your case number to see when each step in the process is cleared. Personal information such as name, warrant number, arrest information, etc. will not be displayed to maintain confidentiality in the process and to protect your identity.

AUTHORIZATION FOR DESTRUCTION OF ARREST RECORDS PROCEDURE

I hereby authorize the Ninth Circuit Solicitor's Office to process an Order for the Destruction of Arrest Records with the information provided on the attached order. I understand there is a mandatory administrative fee of \$250.00 made payable to the Solicitor's Office by money order unless the fee is exempted by State Code. The administrative fee is per Order and per Warrant. In the event there are multiple Warrants on the same day of arrest, there will only be one administrative fee however I must complete separate Orders for each Warrant. I further understand that the fees for the Solicitor's Office and SLED are for an administrative fee to determine if my charge is eligible for expungement and the fees will not be refunded back to me if my charge is deemed ineligible for expungement.

Signature

Date

Phone Number