

# 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 JUVENILE EXPUNGEMENT

The expungement process will take approximately 8 to 12 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 marked areas and sign your expungement order where it states: **“Juvenile/ Attorney for Juvenile”**. Also complete and sign the attached Authorization for Destruction of Arrest Records Procedure.
2. Obtain a copy of the final order from Family Court’s Clerk of Court or the Successful Completion Letter, depending on how your juvenile case was handled and attach it to this Order.
3. Fees:
  - a. **Administrative Fee:** \$250.00 Money Order made payable to: Ninth Circuit Solicitor’s Office
  - b. **Clerk of Court Filing Fee:** \$35.00 Money Order made payable to: Clerk of Court
  - c. **SLED Filing Fee:** \$25.00 Money Order made payable to: SLED.  
\*Fee is not required for Arbitration or Juvenile Diversion Services

***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 arrangement under which the defendant pled guilty and was sentenced on other charges.*

4. Include a self-addressed and stamped envelope for your copy of the final Order to be returned to you.
5. Mail the Order with all of the information from above and fees to:  
Solicitor, Ninth Judicial Circuit  
Expungement Clerk  
101 Meeting Street, Suite 400  
Charleston, SC 29401

**\*Fees:** All money orders and certified checks 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.

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**PLEASE PRINT NAME AND MAIL ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Case Number: \_\_\_\_\_ Receipt Date: \_\_\_\_\_

**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](http://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**