

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 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 the juvenile case was handled and attach it to the 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.
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 the information from 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

***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 "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