

SHREVEPORT CITY COURT

ITEMS REQUIRED WHEN FILING A MOTION FOR EXPUNGEMENT

1. FILING FEE (NON-REFUNDABLE)

Choose ONE:

A. Standard Expungement

- **\$350.00** — Cash or Money Order
Payable to: **Shreveport City Court**

B. DWI Expungement (Article 894 imposed)

- **\$400.00** — Cash or Money Order
Payable to: **Shreveport City Court**
- **PLUS:** Proof from the *Department of Public Safety & Corrections* showing compliance with **C.Cr.P. Article 556**

C. First Offense Possession of Marijuana (THC) or Chemical Derivatives

- **\$150.00** — Cash or Money Order
Payable to: **Shreveport City Court**

Filing Fees are subject to change according to legislation.

2. LOUISIANA STATE POLICE BACKGROUND CHECK

- Must be **dated within 60 days** of filing
- Louisiana State Police
 - Phone: **225-925-6095**
 - Website: www.lsp.org

3. CERTIFIED COPY OF COURT MINUTES

4. FEE WAIVER (IF ELIGIBLE)

A fee waiver **must be signed by the District Attorney.**

- District Attorney Phone: **318-226-6780**
- Refer to **Article 983(F)**

Fee waiver may apply ONLY if:

- You were **found NOT GUILTY** after trial, OR
- The City Attorney **dismissed the case (Nolle Prosequi)** or **declined prosecution**
- No participation in a **pre-trial diversion program**

AFTER THE MOTION IS FILED

The following agencies have 60 DAYS to file with the court an affidavit of response:

- District Attorney
- Louisiana Bureau of Criminal Identification & Information
- Arresting Law Enforcement Agency

If NO OBJECTION is filed:

- Order is sent to the Judge for **ex parte review** after 60 days of filing
- Allow **up to 6 months** for completion

If an OBJECTION is filed:

- You will be notified by mail at the address listed in your motion

NOTE: You must notify the court if your address changes.

IMPORTANT NOTICE

The Clerk's Office **cannot provide legal advice** or assist with completing forms.

Please seek legal counsel for legal advice or assistance.

~ fees are accurate as of 02/05/2026 and are subject to change.

LEGAL REFERENCES

Louisiana Code of Criminal Procedure Articles **971-986**

Available at: <http://www.legis.la.gov/Legis/Law.aspx?d=919662>

SHREVEPORT CITY COURT
1244 Texas Avenue
Shreveport, LA 71101
Website:
shreveportcitycourt.org