

NAME YOU WERE ARRESTED UNDER OR AS WRITTEN BY THE COURT :

FIRST NAME	MIDDLE NAME IF NONE, LEAVE BLANK	LAST NAME

YOUR CURRENT NAME :

FIRST	MIDDLE	LAST

CONTACT INFORMATION :

CELLULAR PHONE NUMBER	
OTHER PHONE NUMBER (IF ANY)	
EMAIL ADDRESS	

YOUR PERMANENT MAILING ADDRESS (PLEASE NOTIFY US IF IT CHANGES) :

STREET :
CITY, STATE, ZIP CODE :

PERSONAL INFORMATION (REQUIRED) :

DATE OF BIRTH								
ETHNICITY (CIRCLE)	WHITE	BLACK	BLACK/HISP	WHITE/HISP	ASIAN	MIDDLE EAST	NATIVE AMER	
GENDER	(CIRCLE) MALE OR FEMALE							
SOCIAL SECURITY NUMBER	() - () - () OPTIONAL							
FLORIDA DRIVER'S LICENSE NUMBER	(LEAVE BLANK IF NONE)							

ARREST INFORMATION (IF UNSURE, LEAVE BLANK)

DATE OF ARREST	
NAME OF ARRESTING AGENCY	
CHARGES YOU WERE ARRESTED FOR	
COUNTY WHERE ARRESTED	

COURT INFORMATION (IF UNSURE, LEAVE BLANK)

COUNTY WHERE COURT WAS	
COURT CASE NUMBER	
HOW WAS CASE RESOLVED	<input type="checkbox"/> DISMISSED; <input type="checkbox"/> ADJUDICATION WITHHELD; <input type="checkbox"/> ADJUDICATION GUILTY/DELINQUENT
DO YOU OWE ANY MONEY TO COURT	<input type="checkbox"/> YES; <input type="checkbox"/> NO; <input type="checkbox"/> UNSURE

OTHER ARRESTS, INFORMATION :

LIST ALL PAST ARRESTS, APPROXIMATE DATE AND LOCATION :	
HAVE YOU EVER BEEN CONVICTED?	<input type="checkbox"/> YES; <input type="checkbox"/> NO; <input type="checkbox"/> UNSURE

Ma'am/Sir:

Thank you for considering my office for representing you in this important legal request. I strive to process everything timely and appropriately to ensure the fastest completion of this action so that your record is sealed or expunged in the shortest time.

The first page is the worksheet page. I need you to read the questions on the worksheet page carefully. Please provide all the requested information. If you are unsure about any answer to "arrest" or "court" related questions, please leave the space blank. Please PRINT legibly.

Please return the completed worksheet page and this page (signed, below) to me by fax (407-841-9090) or by scanning to .pdf format and emailing it back to me. You can also mail it to the address listed below. Once both are received, I will see if you qualify to have your record expunged or sealed and will notify you by email.

If you have multiple Florida arrests and are unsure of the number OR outcomes of your prior arrests, I strongly suggest that you order a Florida criminal history search (background check) through the Florida Department of Law Enforcement (internet search "FDLE Criminal History Check"). If you have arrests outside of Florida, you may need to contact the FBI (online) for an Identity History Summary Check.

Any conviction for any criminal offense will prevent you from sealing or expunging your record. *Understand, in Florida, being found guilty or entering a plea does not necessarily mean you were convicted.* It is confusing and this is why it is important to determine if you qualify before we start.

Please know that I utilize commercial grade internet services. I attempt to limit all client information access to myself only. I do this by not sharing my passwords, changing my passwords, staying up-to-date on cyber-threats, and utilizing services that encrypt information to prevent disclosure of all personal information. However, you need to understand that new, as yet unknown, threats may overcome all efforts to protect your data and you agree to hold Eric J. Dirga, PA harmless for any loss of personal data due to nefarious cyber attacks that may defeat all precautions taken on my behalf.

I have read and understood each of the questions and requests for information listed above and I have answered them accurately or, if I was unsure, I left the space for my response blank. Eric J. Dirga, PA may rely on the information I have provided when determining my eligibility to have my record either sealed or expunged. If I hire Eric J Dirga, PA, I understand that the legal fee only covers the process to obtain a certificate of eligibility and petition the court for specified relief. It does not cover extraordinary writs, motions, or appeals, or any other legal proceedings.

SIGNATURE

Printed Name

RETURN INSTRUCTIONS

If you can scan to PDF format, please email me the worksheet and pay authorization. Or you can fax them to me at 407-841-9090. If you cannot do either of those, please mail these documents to:

Attorney Eric Dirga
P. O. Box 3591
Orlando, FL 32802-3591