



**Superior Court of the District of Columbia
Criminal Division
500 Indiana Ave NW, Room 4001, Washington DC 20001
202-879-1373 | www.dccourts.gov**

How to File a Motion to Seal/Expunge Your Criminal Record

1. First, you will need to call 202-727-4245 to make an appointment with the Metropolitan Police Department (MPD) to request a copy of your arrest history report.
2. Next, you will need to request your case(s) disposition from DC Superior Court. Email your request for your case(s) disposition to CriminalCustomerService@dcsc.gov.
3. After you receive your arrest history report from MPD and your disposition from DC Superior Court, you then will either prepare the motion yourself or hire an attorney.

The following organizations can help you with record sealing:

- Christian Legal Aid: 202-710-0592
- Rising for Justice: 202-638-4798
- Neighborhood Legal Services: 202-832-6577
- Public Defender Service: 202-824-2801 (Ask to speak to the duty day attorney for seal cases)

Once you have completed all three steps, email all documents (MPD arrest record, case disposition and motion to seal) to criminalmotionsealteam@dcsc.gov.

The Seal Team will assign your motion a case number if it doesn't have a case number and assign it to a judge to be ruled on. The entire process can take up to six months. If you have questions, please email criminalmotionsealteam@dcsc.gov and/or call the Seal Team at 202-879-1362.