



# ERIE COUNTY CLERK OF RECORDS

## CLERK OF COURTS, CRIMINAL DIVISION

Aubrea Hagerty-Haynes,  
Clerk of Records

### LIMITED ACCESS INSTRUCTIONS

***The Petition and top portion of the Order must be completed in their entirety.***

You must obtain a Pennsylvania State Police ACCESS AND REVIEW background check. The form and instructions are attached. ***The background check must be dated within 60 days of the date you file your Petition and Order with the Clerk of Courts.***

If the case was completed at the Lower Court (District Justice), please provide a Disposition Sheet/OTN Sheet. These documents can be obtained from the District Judge's Office that handled your case.

If the case is at the Common Pleas Court, the Clerk of Courts can provide you with a Docket Sheet.

***The Petition and top portion of the Order must be filled out completely and correctly or the Petition will be rejected.*** You must list the reason(s) for requesting the LIMITED ACCESS. You may attach any additional information and/or reasons if necessary.

Once you complete the Petition & Order and attach all necessary documentation, you must file it with the Clerk of Courts at the above address and ***pay any applicable filing fee.*** Please be aware that this is a very lengthy process. There are several specific rules, timelines, and procedures that have to be followed and involve local, state, and federal agencies.

You will receive notification and/or copies pertaining to the LIMITED ACCESS when it is either granted or denied. **IT IS VERY IMPORTANT THAT YOU KEEP THIS PAPERWORK, AS IT IS THE ONLY COPY YOU WILL RECEIVE.**

***Please note: Handwriting must be legible.*** If your Petition is granted, these documents will be sent to reporting agencies. If those agencies cannot read the information you provide on your Petition and Order, your paperwork could be delayed and/or incomplete.

Should you have any questions regarding this matter, please feel free to call the Office of the Clerk of Courts at 814.451.6221.

**\*\*THERE IS A \$132.00 FILING FEE PER EACH EXPUNGEMENT FILED.**

***To obtain Dockets Sheets online, you can go to <http://ujportal.pacourts.us>***

The Docket Sheets are accessible to the public on the UJS Portal under Docket Sheets → Magisterial District Courts or Common Pleas Court.

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