

**THE FIRST JUDICIAL DISTRICT OF PENNSYLVANIA  
COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY**

**ADMINISTRATIVE DOCKET No. 05 of 2018**

**In re: Diversified Community Services and Unity in the Community  
Expungement Clinic Fee Waivers**

**ORDER**

**AND NOW**, this 24<sup>th</sup> day of July 2018, upon consideration of the application of Diversified Community Services and Unity in the Community (hereinafter, “the Applicants”) for a waiver of court costs and fees for any petitions for expungement and any petitions for limited access orders that may be filed by the *pro bono* attorney volunteers working with the Applicants in connection with an expungement clinic that the Applicants expect to hold for low income individuals on August 1, 2018 (hereinafter, “the Expungement Clinic”), it is hereby **ORDERED** that the application is **GRANTED** as follows:

1. The First Judicial District of Pennsylvania shall waive the court costs and fees for any and all petitions for expungement (filed pursuant to Rules 490 or 790 of the Pennsylvania Rules of Criminal Procedure) and petitions for limited access orders (filed pursuant to Rule 790.1 of the Pennsylvania Rules of Criminal Procedure) that may be filed by the Applicants’ attorney volunteers in connection with the Expungement Clinic; ***provided*** that each such petition shall be accompanied by a praecipe, signed by an attorney volunteer, in the form substantially set forth under Rule 240 of the Pennsylvania Rules of Civil Procedure.
2. The Applicants and/or their attorney volunteers shall collect financial information from the Expungement Clinic participants regarding their respective incomes and debts. No attorney volunteer shall seek a waiver of court costs and fees under this Order for any Expungement Clinic participant whom the attorney volunteer reasonably determines, based upon the available financial information, is not otherwise eligible to proceed *in forma pauperis*.
3. Each petition filed under this Order shall include a designation in the caption stating: “**DIVERSIFIED COMMUNITY SERVICES AND UNITY IN THE COMMUNITY EXPUNGEMENT CLINIC**”.
4. Each petition filed under this Order shall be filed electronically via the Court’s Electronic Filing System.
5. Prior to filing any petitions under this Order, an attorney-representative for the Applicants shall coordinate with the Court’s Criminal Motions Unit to block off a pre-approved day (or days) in which petitions filed under this Order are to be heard by the Court. The Court’s Criminal Motions Unit shall provide the attorney-representative for the Applicants with a Scheduling Notice outlining, *inter alia*,

what day (or days) have been pre-approved for hearing petitions filed under this Order.

6. Prior to filing any petitions under this Order, an attorney-representative for the Applicants shall confer with the Office of the District Attorney to discuss the Expungement Clinic. In connection therewith, the attorney-representative for the Applicants shall serve a copy of this Order on the Office of the District Attorney.
7. An attorney-representative for the Applicants shall provide the Court and the Office of the District Attorney with a list of all petitions filed under this Order.

**BY THE COURT:**

/s/ Jacqueline F. Allen

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**HON. JACQUELINE F. ALLEN**  
Administrative Judge Trial Division  
Court of Common Pleas  
Philadelphia County