

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

ADMINISTRATIVE DOCKET No. 13 of 2019

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

ORDER

AND NOW, this 18th day of September, 2019, upon consideration of the application of Unity in the Community (hereinafter, "the Applicant") for a waiver of the filing 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 Applicant in connection with an expungement clinic that the Applicant held for low income individuals on July 30, 2019 (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 filing 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 791 of the Pennsylvania Rules of Criminal Procedure) that may be filed by the Applicant's 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(i) of the Pennsylvania Rules of Civil Procedure.
2. The Applicant and/or its 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 filing 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: "**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 Applicant 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.

6. An attorney-representative for the Applicant 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

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