

GETTING CERTIFIED COPIES FOR THE PARDON APPLICATION*

When you submit your finalized pardon application, you need to include a certified copy of each of the following court documents for each felony case you are seeking a pardon on:

(1) Criminal Complaint; (2) Felony Information; & (3) the Judgment of Conviction

The Pardon Board will reject applications that do not include the required certified documents.

If you are eligible for a pardon on 1 or more *felony convictions from Milwaukee County*:

- After you've confirmed your eligibility with our clinic (either by attending a "Part A" meeting or establishing eligibility by email/phone), **we can help you order and pay for your certified copies.**
- We will contact you when the documents are ready for you to pick up at the courthouse (usually within a week or two).
- We will also contact you at that time to schedule your "Part B" pardon application appointment.

If you are eligible for a pardon on 1 or more felony convictions (*WI cases outside of Milwaukee County*):

STEP 1: Find out how to request certified documents in the county of your felony conviction.

- You can usually find this information by contacting the Clerk of Courts (criminal division) in that county (either by phone, in person, or online)
- In many counties, you can order certified documents online (there may be an extra fee).

STEP 2: Request and pay for the documents.

- Per state law, the cost of copies is \$1.25 per page. The cost to get each document certified is \$5.00.
- The process for getting criminal copies may be different than for getting civil copies; make sure you are requesting copies through the **criminal** division.
- Make sure you are requesting **certified** copies—this is where the clerk takes the extra step of certifying/stamping them.

STEP 3: After you get the certified documents, email scanned copies or clear pictures to us at expungeMKE@gmail.com. We will contact you at that time to schedule your "Part B" pardon application appointment.

Use one of the options below to send us proof that you got your certified copies:

- Scan and email the documents to us from your smartphone. There are many free mobile PDF scanner apps available to download (Adobe Scan, Tiny Scanner, CamScanner, etc.).
- Scan and email the documents to us from a local library or print shop (FedEx, UPS, etc.). Libraries shouldn't charge for this. Note: We do not have the ability to accept faxed documents.
- Take CLEAR pictures of all the documents and email them to us. Please only use this method if you can't scan them and send them to us, as sometimes there are issues with seeing or downloading images. Make sure to take a picture of each page individually.
- If you don't have access to email, you can call the MJC general civil legal helpline (414-278-3965). Let them know you're working with the Expungement/Pardon clinic and you got your certified copies. Helpline staff will contact us with your information.