

# County of Butler, Pennsylvania

## Office of Clerk of Courts

Tammy D. Thibodeau, Clerk of Courts

Tiffany L. Wilson, *Chief Deputy*

Ashley L. Cammisa, *Second Deputy* • Matthew F. Marshall, *Solicitor*

124 West Diamond Street

P.O. Box 1208

Butler, PA 16003-1208

Phone: 724-284-5233

tthibode@co.butler.pa.us



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### BUTLER COUNTY A.R.D. DISMISSAL/EXPUNGEMENT INSTRUCTIONS Pa.R.Crim.P. 319 and 320

Please fill out the form completely and obtain the required certification from the Probation Department that you have successfully completed the A.R.D. (Accelerated Rehabilitative Disposition) Program. All costs, fines, and restitution assessed to your court case must be paid in full. You may utilize the public website for docket number information:

<http://ujportal.pacourts.us>

The original Motion for Dismissal/Expungement along with the *fee of \$92.75* (check or money order made payable to the Butler County Clerk of Courts) should be filed at the Clerk of Courts' Office, Main Street, PO Box 1208, Butler, PA 16003-1208, and a copy served on the D.A.'s Office. The D.A.'s Office has 30 days to consent or object to the Expungement. If the D.A. files his Consent, the motion will be forwarded to the Motion Court Judge for signature. If there is an Objection, most likely a hearing will be requested by the D.A.

Once an Order of Court is signed and after the 30 day appeal period, your name will be removed from our computer database (CPCMS) after notification to the AOPC (Administrative Office of PA Courts). Certified copies of the Order will be mailed to each of the keepers of record that have a copy of your criminal record. Each of these offices will return an Affidavit of Expungement of compliance to the Clerk's Office indicating they have removed your name from their database and have destroyed the information pertaining to the case. Sometimes it may take several months to retrieve all of the affidavits. **Note: The Expungement is not final until we have received all affidavits.** Once all copies of each Affidavit are returned to Clerk's Office, a Final Certificate of Expungement will be mailed.

12/22/25

IN THE COURT OF COMMON PLEAS OF BUTLER COUNTY, PENNSYLVANIA

COMMONWEALTH OF PENNSYLVANIA  
V.

CP-10-CR-\_\_\_\_\_-\_\_\_\_\_

\_\_\_\_\_  
(Defendant's Name)

**MOTION FOR DISMISSAL OF CHARGES  
UPON SUCCESSFUL COMPLETION OF THE A.R.D. PROGRAM AND  
EXPUNGEMENT  
PURSUANT TO PA.R.CRIM.P. 319 & 320**

AND NOW COMES Defendant \_\_\_\_\_ requesting Dismissal of  
Charges and Expungement due to successful completion of the A.R.D. Program evidenced by  
affidavits below and upon payment of the appropriate filing fee.

Respectfully Submitted,

\_\_\_\_\_  
Signature of Petitioner or Counsel if Represented  
\_\_\_\_\_  
(Address)

*I, the undersigned Petitioner, avers that the facts set forth in this petition are true and  
correct to the best of my personal knowledge or information and belief, and are made subject to  
the penalties of unsworn falsification to authorities under 18 Pa.C.S. § 4904.*

\_\_\_\_\_  
*Signature of Petitioner/Counsel*

\_\_\_\_\_  
*Date*

**I, \_\_\_\_\_, County Probation Officer, hereby  
certify that the above-captioned defendant has successfully completed the A.R.D. Program.**

\_\_\_\_\_  
**Signature of County Probation Officer**

\_\_\_\_\_  
**Date**

**CERTIFICATE OF SERVICE**

I served a copy of this Motion for Dismissal on the District Attorney at the Government Center  
Building, PO Box 1208, Butler, PA 16003-1208 on\_\_\_\_\_.

\_\_\_\_\_  
Signature of Petitioner/Counsel

\_\_\_\_\_  
Date

**MOTION FOR DISMISSAL TO BE PRESENTED TO THE COURT UPON RECEIPT OF  
DISTRICT ATTORNEY FILING CONSENT OR OBJECTION OR, AFTER 30 DAYS,  
WHICHEVER COMES FIRST.**

Commonwealth Consents to this Motion for Dismissal \_\_\_\_\_(Date)

Commonwealth Objects with Objections to be filed with the Judge \_\_\_\_\_(Date)