



STANDPOINT

Attorneys & advocates against domestic & sexual violence

Eviction Expungement Checklist

1. _____ Complete In Forma Pauperis (fee waiver) form: <https://www.standpointmn.org/s/IFP-Affidavit.pdf>.
 - Instructions for completing and filing the fee waiver can be found here: <http://mncourts.gov/GetForms.aspx?c=19&p=69>
 - Attach an [Expenses and Debts Table](#) if tenant's income exceeds 125% of the federal poverty guidelines.
2. _____ Complete Standpoint's [Expungement Motion form](#).
3. _____ File both the fee waiver and expungement motion with the court.
4. _____ Wait for the court to approve or deny the fee waiver/pay court fees.
5. _____ Once the fee waiver is approved (or the court fees are paid), the court will return the motion form with the date and time of the expungement hearing added to it.
6. _____ Serve the expungement motion form (the version with the date and time of the hearing on it) on the landlord/plaintiff by mailing a copy of the form to:
 - _____ The address the court has on file for the plaintiff/landlord;
 - _____ The attorney on record, if there is any;
 - _____ For plaintiff/landlords that are businesses, do a business search on the Minnesota Secretary of State's website (<https://mblsportal.sos.state.mn.us/Business/Search>) and mail a copy to the Registered Agent listed on the report. (This step is recommended, but not required.)
7. _____ File affidavit of service by mail with the court at least three days before the hearing.
 - Hint: do NOT wait until the last minute to mail and file the affidavit of service!
8. _____ Attend the hearing.
9. _____ If the court orders the expungement:
 - Send a copy of the expungement order to tenant screening agencies with a written request for removal of your eviction from their database.
 - **Keep multiple copies of the expungement order.** This is VERY important! Keep a copy, scan a copy and email it to yourself and someone else who will hold a copy for you. This will be the only proof of the expungement you will be able to get.
10. _____ If the court does not order the expungement:
 - Read the order. The court will list the reason(s) for the denial. If possible, resolve these things listed in the order, and file a new expungement motion.

**This form is not legal advice. If you have specific questions about your situation or need legal advice, please contact Standpoint's Housing Attorney, Ann, at 612-343-9846.