

## **54-B District Court (City of East Lansing) Set Aside Conviction (Expungement) Information**

Set aside conviction applications must be filed in the court where the conviction occurred. If applying for multiple set asides, within multiple courts, you must use a separate application for each court.

For questions regarding expungement laws or an online interview that will help you create forms, go to [MichiganLegalHelp.org](http://MichiganLegalHelp.org).

You may check criminal history using [Internal Criminal History Access Tool \(ICHAT\)](#). There is a fee to use this service.

Public records for 54-B District Court may be viewed online at [Court Case Lookup](#). Due to a recent change in MCR 1.109(D)(9)(a) regarding personal identifying information the date of birth is not displayed in the online record search. Courts are required to verify a person's identity and must be provided their state-issued identification.

1. Requests for certified copy of conviction(s) may be sent to [54BCriminal@cityofeastlansing.com](mailto:54BCriminal@cityofeastlansing.com). There is a fee to obtain these certified copies. The request must include the following.
  - Name of Requestor
  - Address
  - Contact Number
  - Case Number (if available)
  - Party Name
  - Date of Birth
  
2. Application to set aside conviction must be submitted on the form applicable to the offense.
  - a. If you are asking to have a **misdemeanor marihuana related conviction** set aside under MCL 780.621e, you must use form [MC 227a](#)
  
  - b. If you are asking to have an eligible conviction set aside under MCL 780.621(3) because the offense committed was a direct result of you being a **victim of human trafficking**, you must use form [MC 227b](#).
    - i. [MC 227 Application to Set Aside Conviction\(s\)](#)
    - ii. [MC 227a Application to Set Aside Misdemeanor Marihuana Convictions\(s\)](#)
    - iii. [MC 227b Application for Human Traffic Victim to Set Aside Conviction\(s\)](#)

3. First Violation of Operating while Impaired/Intoxicated
  - a. Only one operating while impaired/intoxicated offense can be set-aside in a person's lifetime.
  - b. If a person has more than one operating while intoxicated conviction, they are ineligible to set aside any of those convictions, including their first-time operating while intoxicated conviction.
  - c. If the operating while intoxicated caused an injury or death it is ineligible to be set aside.
  - d. The waiting period to have a first-time operating while intoxicated offense expunged from your record is 5 years.
  - e. At the hearing a judge can consider whether the individual has "benefitted from rehabilitative or educational programming. [MCL 780.621c\(4\)](#)
  - f. Pursuant to [MCL 257.732\(22\)](#) - OWI conviction information will remain on the driving record with Secretary of State.
4. Go to the local law enforcement agency for a fingerprint card and get fingerprinted on the applicant card (RI-008). There is a fee for fingerprinting. Do not fold this card.  
**Fingerprints are NOT required to set aside misdemeanor marijuana conviction(s)**
5. Complete the application completely. You must list all convictions and case numbers you want set aside on EACH copy of the application.
6. Get a certified copy of each conviction and attach it to your application.
7. Submit the original application and certificate of conviction (s), along with five (5) copies of the completed application and certificate of convictions(s) to the court. Take all copies to the court clerk
8. Swear to the truth of the statements in this application and then sign it in the presence of the court clerk or a notary public.
9. The court clerk will set a hearing date at the time of filing and complete the Notice of Hearing.
10. Request must include a self-addressed stamped envelope to return the five packets to be served by the applicant.

11. Submit a money order or check made payable to the **State of Michigan** for processing. The background check fee is \$50.00. This fee is sent to Michigan State Police with a copy of the application packet including the fingerprint card and certified copy of conviction. This step is not required for setting aside misdemeanor marihuana related convictions.

**Michigan State Police  
CJIC  
P.O. Box 30266  
Lansing, Michigan 48909-7766**

12. Mail a copy of the application packet to the Attorney General of the State of Michigan by first-class mail to

**Office of the Attorney General  
Criminal Trials and Appeals Division  
PO Box 30212  
Lansing, Michigan 48909**

13. Mail a copy of the application packet to the prosecuting official by first-class mail.

[Carol A. Siemon](#)  
**Ingham County Prosecuting Attorney  
303 W. Kalamazoo St., 4R  
Lansing, MI 48933**

14. On both remaining copies of the application, fill in the Proof of Service on page 3. **After you fill out and sign the Proof of Service, mail or take one of the remaining application packets with the completed Proof of Service to the court.** Keep the other copy of the application packet for your records.

**Associated fees for setting aside conviction(s)**

<u><a href="#">ICHAT</a></u> (Internet Criminal History Access Tool)	\$10.00	
Background Check from Michigan State Police <b>Not required to set aside misdemeanor marihuana conviction(s)</b>	\$50.00	Make check/money order payable to State of Michigan.
Certified Copy of Conviction	\$1.00 per page plus a 10.00 certification fee	Cost is for each conviction
Fingerprint card <b>Not required to set aside misdemeanor marihuana conviction(s)</b>	Determined by law enforcement agency	
Notary fee	Determined by notary public	Court clerk can witness signature for free
Postage for each application packet	Determined by U.S. Postal Service	

**Questions?** Contact the court using the following methods.

**Email:** [54BCriminal@cityofeastlansing.com](mailto:54BCriminal@cityofeastlansing.com)

**Online:** [Virtual Counter](#) (on Zoom) Meeting ID: 749 617 6888

**Phone:** (517) 336-8630

Court business hours are 9 a.m. – 12 p.m. and 1 – 4 p.m., Monday – Friday, except holidays.

### **Adult Conviction Set Aside Conviction Resources**

- [Capital Area Michigan Works! Clean Slate Program](#)
- [Michigan Attorney General Expungement of Criminal Offenses in Michigan](#)
- [Michigan Attorney General Expungement Checklist Misdemeanor/Felony Adult Offenses](#)
- [Michigan Attorney General Expungement Checklist Misdemeanor Marijuana Adult Offenses](#)
- [Michigan Attorney General Prosecutor Directory](#)
- [Michigan Legal Help Setting Aside an Adult Criminal Conviction](#)
- [Michigan State Police Conviction Set Aside Public Information](#)
- [Michigan State Police Criminal History Records](#)
- [Michigan State Police Internet Criminal History Access Tool \(ICHAT\)](#)
- [Michigan Trial Court Directory](#)
- [State Bar of Michigan Attorney Search](#)