



THE CITY OF
OXFORD

MARC BOUTWELL
MUNICIPAL COURT JUDGE

NICKIE DENLEY
MUNICIPAL COURT CLERK

Expungement Filing and Processing Instructions

The Oxford Municipal Court processes expungement filings as efficiently as possible. Expungements are reviewed and processed in the order received. There is no automatic same-day processing of expungement petitions or orders.

Filing a petition for expungement does not mean the expungement has been granted or processed. The expungement is not processed until an Order of Expungement has been reviewed, signed by the Judge, and returned to the Clerk's Office.

To begin the expungement process, the attorney or petitioner should file the following with the Clerk's Office:

- Petition for Expungement;
- Required expungement processing fee; and
- Proposed Order of Expungement for review and signature.

After the petition, fee, and proposed order are received, the Clerk's Office will file the petition, receipt the processing fee, pull the court file, and prepare the file for review.

The file is then routed to the Prosecutor's Office for review. Once the Prosecutor's Office has reviewed and approved the proposed order, the file is routed to the Judge for review. If the Judge approves and signs the Order of Expungement, the signed order is returned to the Clerk's Office for processing.

The Clerk's Office processes signed expungement orders weekly and in the order in which they are received back from the Judge's Office.

Once processed, certified copies are distributed as required, including to the appropriate law enforcement and criminal records agencies. This may include the Oxford Police Department, Lafayette County Detention Center, the Mississippi Criminal Information Center, and any other required agency depending on the case.

A certified copy of the processed order will also be provided to the attorney of record or petitioner, as applicable.

Processing times may vary depending on the completeness of the filing, prosecutor review, judicial review, required corrections, agency requirements, and court workload. The Clerk's Office cannot guarantee a specific completion date.

Questions regarding the status of an expungement may be directed to the Clerk's Office. However, repeated status inquiries do not expedite processing. Expungements are processed as quickly as possible. However, expungements are not processed on Wednesdays.