



OFFICE OF THE
COMMONWEALTH'S ATTORNEY
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Reference: Waiver of Service of Process on Petitions for Expungement

Dear Expungement Petitioner:

The Code of Virginia requires you to serve a copy of your petition for expungement on the Office of the Commonwealth's Attorney. Official "service of process" under the law requires you to engage a third-party to serve the petition. This may be burdensome to some individuals and prevent or delay their ability to expunge a charge.

In recognition of this potential financial impact, the Office of the Commonwealth's Attorney will henceforth waive the requirement that a third-party serve your expungement petition on our Office. You, the petitioner, will be able to serve the petition yourself. This waiver will save you the effort and possible expense of locating and paying for a third-party to serve your expungement petition on our Office. You must still provide a complete copy of your petition to our Office. Failure to do so may result in a delay in processing your petition. Please follow the steps below:

1. Make two (2) complete copies of your petition.
2. File the original petition with the Circuit Court Clerk's Office (Suite 102). If the clerk is able to provide you with your case number when you are filing the petition, write the case number on the top right corner of the first page of the petition.
3. Proceed to our Office in Suite 100 (down the hall from the Clerk's Office) and provide one copy of the petition to the receptionist. Keep the second copy for your records.
4. You must file your petition with the Clerk's Office first, then provide a copy to our office, not the other way around. Providing a copy to our Office without filing the original with the Clerk's Office does not constitute filing, and the Court will not act on your petition.
5. The above procedure is voluntary. You may choose to utilize a third-party service processor if you prefer.

Please make sure that your petition includes your complete contact information, including your postal mailing address. If you would like us to communicate with you via electronic mail, please include your e-mail address on the copy of the petition that you deliver to the Commonwealth's Attorney's Office.

I hope that this expedited procedure makes a stressful process somewhat easier.

Sincerely,

Colette Wallace McEachin
Richmond Commonwealth's Attorney

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