

INSTRUCTIONS FOR COMPLETING THE PETITION TO SET ASIDE A CRIMINAL CONVICTION

HEADING

Once you have a copy of your criminal history, you will use the information from the original court order of the particular conviction you wish to have set aside.

- a. Choose the type of court (County or District) in the drop-down below the first blank.
- b. Choose the county in the drop-down list below the second blank.
- c. Enter the original case number that was assigned by the Clerk of the Court.
- d. Enter your name as the defendant in the original action.

IN THE _____ COURT OF _____ COUNTY, NEBRASKA
Choose the court Choose the county

STATE OF NEBRASKA, Case No. _____
Plaintiff,

vs.

(your full name) Defendant.

**PETITION TO SET ASIDE
CRIMINAL CONVICTION**

Callout 'a.' points to the first blank. Callout 'b.' points to the second blank. Callout 'c.' points to the Case No. field. Callout 'd.' points to the defendant name field.

BODY OF PETITION TO SET ASIDE CRIMINAL CONVICTION

- e - Enter conviction you want set aside.
- f - Enter the date of the original conviction.

1. I was convicted of _____ on _____
(Crime convicted of)

(Date of conviction)

Callout 'e.' points to the conviction description field. Callout 'f.' points to the date of conviction field.

SIGNATURE

- a. Sign your name.
- b. Enter the date you are signing the form.
- c. Print your first, middle, and last names.
- d. Enter your street address.
- e. Enter the city, state, and ZIP code where you live.
- f. Enter your telephone number, including the area code.
- g. Enter your email address if any.
- h. Carefully read the statement.
 - i. Check the box if you do not have the ability to receive emails.
 - ii. You must give the reason you don't have the ability to receive emails on the line provided.

a.

b.

c. Signature: _____ Date:

Printed Name:

d.

e.

f. Street Address/P.O. Box: _____

City/State/ZIP Code: _____

g.

Telephone Number:

i. *Email address:

[*Nebraska Supreme Court Rule § 2-208](#) requires individuals who are not attorneys and representing themselves to provide their email address. The court will use the email address to send notices from the court about this case **except** for items that require another type of service as directed by statute or Nebraska Supreme Court Rule. If you no longer have email capability or if your email or other contact information changes, you must complete a [Change of Contact Information Form](#).

By checking this box, I am letting the court know that I do not have the ability to receive emails. The reason I cannot receive email is:

ii.