



Maricopa County Justice Courts, Arizona

STATE OF ARIZONA
vs.

CASE NUMBER: _____

APPLICATION TO SET ASIDE CONVICTION

HEARING REQUESTED

Defendant(s) Name / Address / E-mail / Phone Date of Birth

This Application to Set Aside Judgment of Guilt is made pursuant to [ARS 13-905](#) and is addressed to the court in which the applicant was convicted.

PLEASE PRINT ALL INFORMATION

Applicant Name / Address / Email / Phone

Attorney Name / Address / Email / Phone

Applicant is: Defendant Attorney for Defendant Other: _____

Criminal Offense(s) only ([ARS 13-905A](#)): _____

Date of Conviction: _____ Sentence Imposed: _____

SENTENCE COMPLIANCE

1. I have complied with all required terms of sentence (including all probation, employment, classes, community restitution, victim restitution, jail or other court order monetary obligations, drug/alcohol testing, or other requirements.)

2. I have not complied with all terms of my sentence. Explain: _____

3. Have you paid victim restitution in full? Yes No If not and you believe you have extraordinary circumstances, explain and attach any documents you think is relevant for the court's consideration. _____

4. Have you paid all other court-ordered monetary obligations in this case (criminal fines and fees) in full? Yes No If not, please explain: _____

PRIOR SET ASIDE(S)

1. Have you previously applied to set aside any conviction? Yes No. If Yes, what was the date of your application? _____

2. Have you previously been granted a set aside? Yes No

3. Have you previously been denied a set aside? Yes No

4. Have you previously received a Certificate of Second Chance? Yes No

PENDING CASES AND ACTIVE WARRANTS

1. Are there any open criminal cases against you? Yes No

2. Do you have an active warrant? Yes No If Yes, Please explain: _____

PRIOR OR SUBSEQUENT CONVICTION(S)

Do you have any prior or subsequent criminal convictions? Yes No

If yes, include date(s) and describe the offense(s): _____

Name _____ Case Number: _____

OTHER INFORMATION FOR THE COURT

- 1. Is there anything you would like the court to consider? _____

- 2. Attach any other information you would like the court to consider and list attached documents: _____

- 3. The court may decide on this application without a hearing unless a hearing is requested by you, the prosecutor's office, or the victim.

I understand that this application may be denied if information in this application is found to be inaccurate.
I declare under penalty of perjury that the information provided in this application and any attachments is true and correct.

Date: _____
Defendant/Applicant Name Printed Defendant/Applicant Signature

Address: _____

AUTHORIZATION TO PROCEED ON BEHALF OF DEFENDANT

I authorize _____ Attorney Probation Officer to Justice Court In Maricopa County, to take the above-indicated action.

Date: _____
Defendant's Signature

I CERTIFY that a copy of this document has been or will be provided on _____ to:
 The State Defendant at the above address in court Defendant's Attorney at the above address in court DPS
 Date: _____ Clerk _____

VICTIM/STATE INPUT

Did the victim opt-in for post-conviction notification? Yes No
If yes, did the prosecuting authority provide a copy of the application to the victim? Yes No
If yes, did the victim offer input? _____

- I have no objection to the above application
- I object to the above application because:

Date: _____
 State Defendant's Attorney Defendant

I CERTIFY that a copy of this document has been or will be provided on _____ to:
 The State Defendant at the above address in court Defendant's Attorney at the above address in court DPS
 Date: _____ Clerk _____

**THE FOLLOWING RIGHTS ARE APPLICABLE IN CRIMINAL CASES ONLY
NOTICE OF RIGHT OF SETTING ASIDE CONVICTION ARS 13-905**

Setting aside judgment of convicted person on discharge; application; release from disabilities; certificate of second chance; firearm possession; exceptions.

- A. Except as provided in subsection N of this section, every person convicted of a criminal offense, on fulfillment of the conditions of probation or sentence and discharge by the court, may apply to the court to have the judgment of guilt set aside. The convicted person shall be informed of this right at the time of sentencing. The court may issue an order that includes a certificate of second chance to a person whose judgment of guilt is set aside pursuant to subsection K or L of this section.
- B. The person or the person's attorney or probation officer may apply to set aside the judgment. The clerk of the court may not charge a filing fee for an application to have a judgment of guilt set aside.
- C. The court shall consider the following factors when determining whether to set aside the conviction:
1. The nature and circumstances of the offense that the conviction is based on.
 2. The applicant's compliance with the conditions of probation, the sentence imposed and any state department of corrections' rules or regulations, if applicable.
 3. Any prior or subsequent convictions.
 4. The victim's input and the status of victim restitution, if any.
 5. The length of time that has elapsed since the completion of the applicant's sentence.
 6. The applicant's age at the time of the conviction.
 7. Any other factor that is relevant to the application.
- D. If the application is granted, the court shall set aside the judgment of guilt, dismiss the complaint, information or indictment and order that the person be released from all penalties and disabilities resulting from the conviction except those imposed by:
1. The department of transportation pursuant to section 28-3304, 28-3305, 28-3306, 28-3307, 28-3308, 28-3312 or 28-3319.
 2. The game and fish commission pursuant to section 17-314 or 17-340.
- E. A conviction that is set aside may be:
1. Used as a conviction if the conviction would be admissible had it not been set aside.
 2. Alleged as an element of an offense.
 3. Used as a prior conviction.
 4. Pleaded and proved in any subsequent prosecution of the person by this state or any political subdivision of this state for any offense.
 5. Used by the department of transportation in enforcing section 28-3304, 28-3305, 28-3306, 28-3307, 28-3308, 28-3312 or 28-3319 as if the judgment of guilt had not been set aside.
- F. The clerk of the court must notify the department of public safety if a conviction is set aside. The department of public safety must update the person's criminal history with an annotation that the conviction has been set aside and, if applicable, a certificate of second chance has been issued but may not redact or remove any part of the person's record.
- G. This section does not:
1. Require a law enforcement agency to redact or remove a record or information from the record of a person whose conviction is set aside.
 2. Preclude the department of public safety or the board of fingerprinting from considering a conviction that has been set aside when evaluating an application for a fingerprint clearance card pursuant to section 41-1758.03 or 41-1758.07.
- H. If the state or the victim objects to an application to have a judgment of guilt set aside, an objection to the application must be filed within thirty days after the application is filed with the court. If an objection is filed, the court may set a hearing.
- I. If the court denies an application to have a judgment of guilt set aside, the court shall state its reasons for the denial in writing and on the record.
- J. A victim has the right to be present and be heard at any proceeding in which the defendant has filed an application to have a judgment of guilt set aside pursuant to this section. If the victim has made a request for postconviction notice, the attorney for the state shall provide the victim with notice of the defendant's application, whether the person is eligible for a certificate of second chance and of the rights provided to the victim in this section.
- K. If the court grants the application to set aside the judgment of guilt, the court's order must include a certificate of second chance if the person has not previously received a certificate of second chance and the person was convicted of a misdemeanor, if the person was convicted of a class 4, 5 or 6 felony and at least two years have elapsed since the person fulfilled the conditions of probation or sentence or if the person was convicted of a class 2 or 3 felony and at least five years have elapsed since the person fulfilled the conditions of probation or sentence. The certificate of second chance:
1. Unless specifically excluded by this section, releases the person from all barriers and disabilities in obtaining an occupational license issued under title 32 that resulted from the conviction if the person is otherwise qualified.
 2. Provides an employer of the person with all of the protections that are provided pursuant to section 12-558.03.
 3. Provides another person or an entity that provides housing to the person with all of the protections limiting the introduction of evidence that are provided to an employer pursuant to section 12-558.03, subsection B.
 4. Is not a recommendation or sponsorship for or a promotion of the person who possesses the certificate of second chance when applying for an occupational license, employment or housing.

- L. If the court does not issue an order that includes a certificate of second chance when the person's conviction is set aside, the person may apply to the court for a certificate of second chance after meeting the requirements prescribed in subsection K of this section. If a victim has made a request for postconviction notice, the attorney for the state shall provide the victim with notice of the person's application for a certificate of second chance and the victim's rights under this section.
- M. Notwithstanding section 13-910, if a conviction is set aside, the person's right to possess a firearm is restored. This subsection does not apply to a person who was convicted of a serious offense as defined in section 13-706.
- N. This section does not apply to a person who was convicted of any of the following:
 - 1. A dangerous offense.
 - 2. An offense for which the person is required or ordered by the court to register pursuant to section 13-3821.
 - 3. An offense for which there has been a finding of sexual motivation pursuant to section 13-118.
 - 4. A felony offense in which the victim is a minor under fifteen years of age.

NOTE: Pursuant to ARS 13-905, an Application to Set Aside Conviction does not mean that the court will seal the record of your arrest or conviction or restrict public inspection of the record, nor respond to inquiries relating to your conviction as though the conviction never occurred. You may be required to disclose a conviction which has been set aside in applications for certain licenses. The court cannot deny anyone the right to look at the court file or obtain a copy of the original citation, complaint, sentence or conviction.

The Motor Vehicle Department has no authority to suppress convictions and suspensions from the driving record. The Motor Vehicle Department will not remove any points from your driving record and the information is available to an insurance agency.

If the conviction is set aside, the record of the original sentence or conviction will be followed by a court entry indicating that an application to set aside the conviction was granted. However, the conviction will not be removed from your record.