

ARIZONA BOARD OF FINGERPRINTING

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COURT DOCUMENTS

Supplying complete and correct court documents is one of the more challenging—but also one of the more important—application requirements. The challenge lies in knowing what to provide and where to get it from. These instructions should help you understand what the Board is looking for. In addition, we've attached examples of the kinds of court documents you might have to submit.

Court documents show the Board one of two things. First, they show the disposition of certain charges. Second, they show whether you completed your sentence, if you were convicted.

"Disposition" means what finally happened after you were arrested or charged. Examples are conviction, acquittal, dismissal, or dropped charges.

Ask yourself the following questions for each of your criminal charges when deciding what documents to submit.

- Were you convicted (found guilty or pleaded no contest)? If you were convicted, you must
 provide court documents that show whether you completed your sentence, even if the
 sentence was minor and even if the offense occurred a long time ago.
- In its letter denying or suspending your fingerprint clearance card, did the Department of Public Safety (DPS) say that it could not determine the disposition of a charge? If so, you must provide court documents showing the disposition; if you were convicted, you must also provide documents that show whether you completed your sentence. (Normally, the DPS letter says something like, "The Department was unable to determine the disposition within the statutorily prescribed time frame.")

To get the court documents, you must go to the court that would have dealt with your criminal case. Under state law, you have the burden of proving that you're rehabilitated or, if DPS could not determine the disposition of the charge, that you were not convicted. That means it's your responsibility to contact the court and get the documents. The Board staff will not do that for you. If the court is out of state or far away, you usually can call or write to the court and get the appropriate documents.

Applicants sometimes say that they don't remember which court they appeared in. Although that might be true in a few cases, be careful: the Board is very skeptical when applicants make this claim. The Board usually assumes that a criminal proceeding would be a memorable event, even if it occurred a long time ago, so the applicant should remember what court he or she appeared in.

If your offense or charge occurred a long time ago, the appropriate court may not have a record anymore. Courts often get rid of their records to save archive space, so the court may not have a record of your proceedings anymore. If the court doesn't have a record, you should ask the court for documentation that it searched its records and could not find your case. Courts won't purge a record unless it has been closed, so a statement from the court that it could not find a record for you shows the Board either (1) that you were not convicted or (2) if you were convicted, you completed your sentence.

City of Phoenix Court Management System Defendant Pending/Concluded Information

09/20/07 12:22PM Page # 1

DOB Ht Eyes Hair Origin Lang Sex Wt Total Due Warrants VT Defaults Boot & Tow Drivers License User ID 0.00 \$ \$0.00 RECORDS Comments:

CONCLUDED CASES

Case: Charge

V

CR Hearing: NSA Viol 13-1502A1 TRESPASS 13-2904A3 DISORDLY

4-244.9 MNR POSS

CONC CONC CONC

G

D

D

Ctrm: J1 Loc: RECC Viol Date Stat Find AOC Conc Dt SA Drug Acc

EXPLANATION OF CODES:

Stat CONC CONCLUDED

Find G

Guilty By Plea

D

Dismiss Without Prejudice

****END OF REPORT****

RECEIVED

SEP 2 7 2007

IN THE IOWA DISTRICT COURT FOR Story COUNTY

THE STATE OF IOWA. **Plaintiff** Cause #: ORDER OF DISCHARGE FROM PROBATION IMPOSED Defendant FOR: D Felony Defendant has heretofore received a suspended sentence of imprisonment and was placed on formal probation to the Second Judicial District Department of Correctional Services for a period of three (3) years. Defendant's probation officer has reported to the Court that since being placed on probation,

In view of the foregoing, the Court

FINDS

Defendant has satisfactorily complied with the conditions of supervision. The probation officer recommends that probation be discharged and the County Attorney does not resist the recommendation.

That the purposes of probation have been fulfilled and Defendant should be discharged from probation.

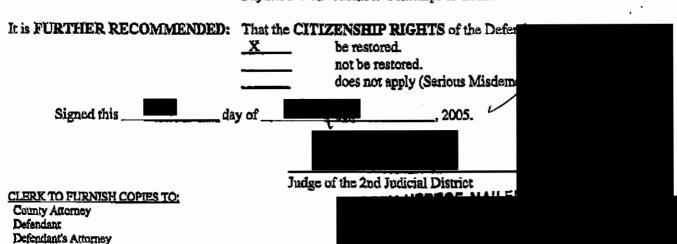
It is THEREFORE ORDERED:

That the Defendant is hereby granted a final discharge from the

probation imposed herein.

It is **FURTHER ORDERED**:

That the Clerk of Court enter a Civil Judgment against the Defendant for the restitution balance, if any, owed by the Defendant to the victim(s) of the crime. The defendant is ordered to make payments DIRECTLY to the Clerk of Court of this county in the amount previously ordered in the Plan of Payment. Failure of the Defendant to comply with the Plan of Payment shall constitute Contempt of Court.



Discharge Report PB#4

Department of Correctional Services, 509 Main, Ames, IA 50010

Mesa M	unicipal Court 245 \ (480) 644-2255 or	West 2nd Street Me WWW.CityofMesa.or	esa, AZ 85201 g	
HA DE LEGAT DE CORRECT DE LOS ESTADOS DE LA CONTROL DE	O SO LEGIBLI I IBILI E BILLON	HOLV 1 / SA 1 / SA 1 / SA	0 ((3 (5)	
STATE OF ARIZONA Plaintiff, VS))) nt)	DOES	A MUNICIPAL COU S NOT HAVE RECO EQUESTED INFOR	ORD
Litigant's Name:				
Litigant's Date of Birth:			- -	
Case Number:	Unknown		_	
Complaint Number:	Unknown		_	
Date of Hearing:	Unknown			
Judge:	Unknown			
Courtroom:	Unknown			
The Mesa Municipal Court re staff have researched the int				
Enclosed is the request for r	ecords you submitted.			
You may contact the Record you have any questions.	ls Management Center	for the Mesa Municipa	l Court at (480) 644	-3811, if
Court Clerk:		·		
ID Number:				