

## Instructions for Filling Out & Submitting a Motion to Remove Link Between Personal Identifying Information and Dismissed Criminal Court Case

### Filling out the Form:

When you open the form pages 1-3 of motion that will be sent to the court. Pages 4-5 is a copy of the application to send the prosecutor. NOTE: Be careful, if using Chrome or Safari Internet browsers when filling out these forms because the programs will sometimes fill out the wrong information. Double check all entries before proceeding.

1. Fill out as many of the yellow highlighted fields as you are able. Click on the form fields to reveal helpful tool tips to guide you in completing the packet.
2. On Page 3, in box titled "Person's Name" fill in the name of the Prosecutor's office.
3. Select how you will deliver forms to the Prosecutor in the "Service Method" field.
4. List the Prosecutor's Office Address in the "Service Address" field. This is where you will deliver pages 4-5 of this packet. [View Prosecutor Directory](#).
5. List the date you will deliver the forms to the Prosecutor in the "Service Method" field.
6. When the entire packet is filled out, remember to double-check all entries before proceeding. Once you click the blue "Click to Sign" button at the bottom of the form, you will not be able to go in again and make changes to your forms.
7. You will receive an automatic email from Adobe Sign ([adobesign@adobesign.com](mailto:adobesign@adobesign.com)) asking you to confirm your email address. If you don't see the email in your inbox, be sure to check your "Junk and/or Spam" folder.
8. After confirming your email address, you will receive an email from SALT LAKE COUNTY UTAH ([adobesign@adobesign.com](mailto:adobesign@adobesign.com)) with your completed packet attached. NOTE: You have finished filling out the form. You need to print and mail it. Follow the instructions under "Submitting the Form" to file the motion with the court.

### Submitting the Form:

1. Download the attached .pdf that accompanied the email from SALT LAKE COUNTY UTAH ([adobesign@adobesign.com](mailto:adobesign@adobesign.com)). Do not click on the "Open Agreement" link in the email body. It is the attachment you want to print out.
2. Print the attachment, single-sided only.
3. Send the required documents (as indicated on the bottom, left – of each printed page) to the Prosecutor's Office; using the method you selected on the form and by the date you agreed. [View Prosecutor Directory](#).
4. Send the required documents (as indicated on the bottom, left – of each printed page) to the Courts. [View Court Directory](#).