

## **Instructions for Application to Designate an Offense:**

Please read the following instructions before filling out your paperwork. Any information required to fill out the form can be obtained in Legal Records at the Clerk of the Superior Court's office in the Superior Court Building, 110 W. Congress, on the 2<sup>nd</sup> floor.

You must fill out the form entirely and sign it. Verify that there is an Order of Discharge in the Court file for the judge to refer to. If your court file does not have an Order of Discharge, you must contact the probation office and ask to have one filed.

You will file your application in the Criminal Unit of the Clerk of the Superior Court's office in the Superior Court Building, 110 W. Congress, on the 1<sup>st</sup> floor. A Notice if Hearing must accompany your Application.

To be eligible to have an offense reduced to a misdemeanor all of the following must apply:

- 1) The offense you were convicted of must be a:
  - a. Class 6 undesignated offense
  - b. Class 6 undesignated felony
  - c. Class 6 open-ended offense
  - d. Class 6 open offense

AND

- 2) You must have been discharged from probation



