

Automated Record Clearing Tools for Your Legal Aid Practice

Why You Need Them and How to Get Them

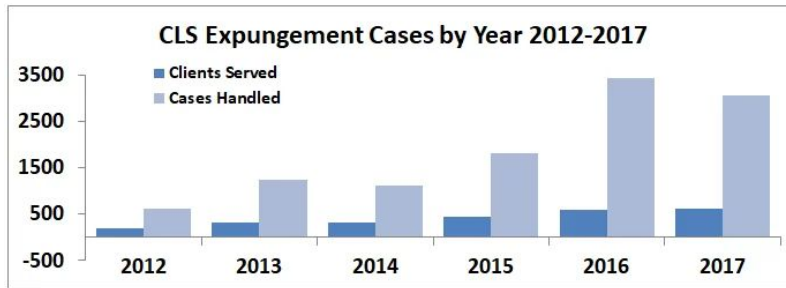


Why use automation tools?



Expungement Generator

Developed in 2011, the Expungement Generator reduced production time for a record clearing petition from several hours to several minutes. The software has been shared freely with non-profit attorneys and with pro bono clinics around the state and has been used to generate over 30,000 petitions statewide.



Client's Name

First Name

Last Name

Date of Birth

MM/DD/YYYY

Address

Street Name, Number

City

State

Zip

Social Security Number

####

Search CPCMS for me

I would like to upload my own dockets

Sign Up to Learn How Your Record Can Be Cleared

How it works

1. Fill out our form using your full name and other required information.
2. Our automated tool will use the information you provide to find and analyze your Pennsylvania criminal record.
3. Our automated tool will send you an email with personalized information. This may take up to 24 hours.
4. We may send you emails in the future with record clearing news and other helpful information.

Prefer to do it yourself? Follow our [step-by-step](#) guide to find your record.



GET HELP - SIGN UP TODAY

Sign up here for personalized information about clearing your Pennsylvania criminal record

First Name

Last Name

Email

Date of Birth

County of Residence

I affirm that I am over 18 years old and I agree to the following: This is an automated service provided by Community Legal Services, a non-profit legal services organization. I am submitting my own information into this form. After submitting my information, I will receive an e-mail with information about my record clearing eligibility. I may also receive email communications periodically with record clearing news and other helpful information. Community Legal Services will never share or sell information about me to others. The information I submit may be stored and reviewed for the purpose of providing and improving this service.

SIGN UP

MyCleanSlatePA Screener

We are contacting you because you signed up for help on MyCleanSlatePA.com. We were able to find cases related to your name and date of birth. This email contains detailed information about your record and explains how you might be able to clear it.

[CP-XX-CR-000XXXX -1999 \(Summary\)](#)

Charges

- **Charge: Driving Under The Influence Of Alcohol**
- Grade: M2
- Disposition: Guilty Plea
- Disposition Date: 1999-XX-24
- *Next Steps: It looks like this conviction is eligible now for [sealing](#), but a petition must be filed in court. Speak to a lawyer about filing a sealing petition.*
- **Charge: Dr W/BI Alc Lev .10% Or Greater 6th Off**
- Grade: Could not determine grade
- Disposition: Guilty Plea
- Disposition Date: 1999-XX-24
- *Next Steps: Unfortunately we could not find important information about this charge. You will have to speak with a lawyer about your record.*

JanuaryAdvisors

Data science consulting for public and nonprofit sector clients

Services

- Research & data analysis
- Web application development
- Program evaluation
- Consulting
- Data visualization
- Data training



PRINCETON
UNIVERSITY



Tool Example: Harris County Public Defender's Office Clean Slate

Application Questions

Configure which application questions and pages to show, and adjust question descriptions.

Personal Info Page 👁 ⌵

Primary Questions

Legal Name 👁
Asks for first, middle (optional), last name, and suffix (optional)

Other Names 👁
Asks for other first and last names the applicant has used.

Date of Birth 👁
Asks for date of birth (month, date, and year)

Contact Info

Phone
Asks for user's phone number

Email
Asks for user's email address

Ready applications

Applications that are assigned to you and are ready for you to make progress on.

[Search & filter](#) [Reset filters](#) [Assign me to a new application +](#)

Client Name	Client SPN	Assignees	Date created	Stage
Skyler Doe	44556677	👤	01-09-23	2 - Initial Case Eligibility Review

1 of 1

Other assigned applications

All other applications assigned to you, with tasks currently waiting on other users.

[Search & filter](#) [Reset filters](#)

Client Name	Client SPN	Assignees	Date created	Stage
Jo Jessie Doe	11223355	👤 👤	01-09-23	3 - Agreement and Fee Waiver

1 of 1

Application 63bcd9b9970be1454729cbb8

[Show activity history](#)
[Close application](#)
[Delete application](#)

Assignees [Edit](#)

Initial reviewer: Attorney User 👤
 Attorney: Attorney User 👤
 Paralegal: Paralegal User 👤

Client information [Edit](#)

Name: Jo Jessie Doe
 SPN: 11223355
 SSN:
 Date of Birth: 01-01-1990
 Veterans:
 ID Number:
 Address: 123 Central Ave
 HOUSTON
 TX 77026
 Email: jessie@demo.com
 Phone: 1234567899

Cases [Add new case +](#)

🔍 Search cases ...

Case ID	Offense	Level	Filing Date	Eligibility	NDO Form	SOL End	Same episode includes felon conv.
033554901020003	CRIM MISCHIEF \$750-\$20000	felony 3	2012-01-01	expunction			
053759892010001	THEFT-\$20-200	misdemeanor A	2010-01-01	nondisclosure	411.0735		
025145318100003	THEFT AUTO \$750-20000	felony 3	2010-01-01	ineligible			

CURRENT TASK

Send legal services agreement & fee waiver 👤 [complete task](#), [view list](#)

Documents

[Upload document +](#)

No documents have been uploaded

Notes

[Add New Note](#)

No notes have been added yet for this application

Tasks

Initial Case Eligibility Review (1/1) 👤 Complete

Task list Assignee

Review case eligibility 👤
 An attorney has reviewed & updated all cases for this applicant so that they contain the correct eligibility.

Agreement & Fee Waiver Tasks (0/2) 👤

Task list Assignee

Send legal services agreement & fee waiver 👤
 The legal services agreement and fee waiver have been sent to the client.

[Send form](#)

Upload legal services agreement & fee waiver 👤
 The legal services agreement and fee waiver have been received from the client.

CURRENT TASK

Send legal services agreement & fee waiver 👤 [complete task](#), [view list](#)



Rasa is a new public benefit corporation with a mission to make the expungement process simple and affordable for everyone.

OUR SERVICES INCLUDE:

- \$15 Rasa eligibility tool
- \$500 representation in up to 3 cases (\$250 per additional case)*
- \$500 offense reductions

*Compared to 2-3K for most other lawyers. Does not include the cost of government fees.

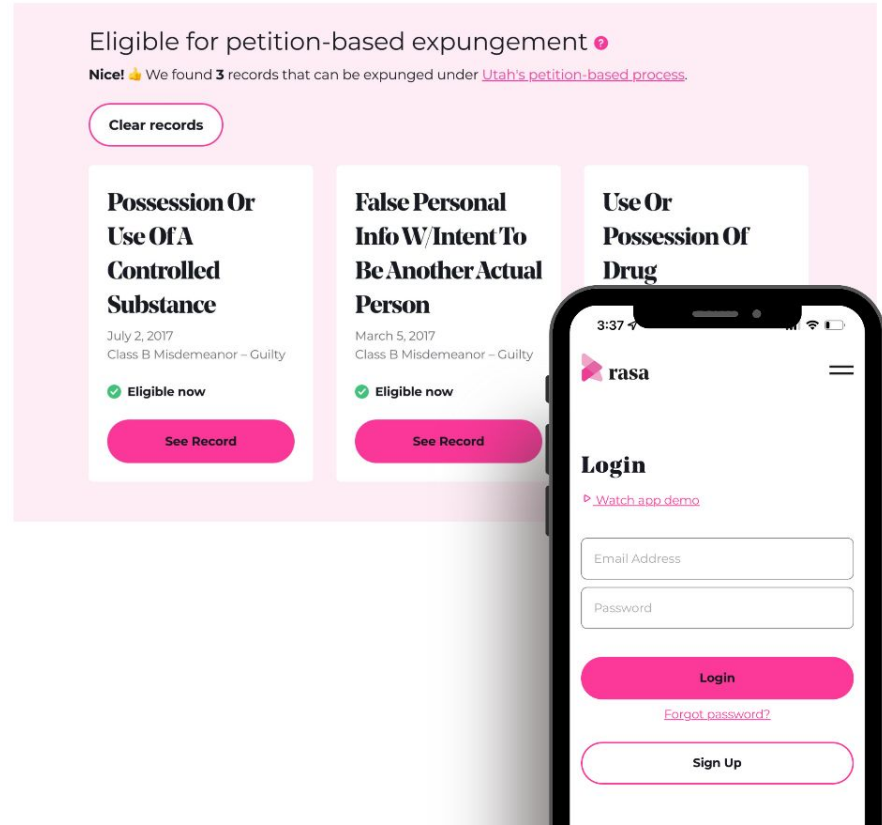


For more information visit
www.rasa-legal.com>



RASA ELIGIBILITY TOOL:

- Powered by court data
- Does not replace state police or court determination
- Tells you what is on your record
- Tells you whether you are likely to be eligible for expungement now or in the future
- Need last four digits of SSN for identity verification





document automation

STREAMLINES THE FOLLOWING:

- Drafting and filing expungement petitions
- Drafting and filing offense reductions
- Building in workflow automation and electronic filing (where possible)



Go to ▾

Create Expungement Documents

Petition Type*

Dismissal ▾

Title

Ms. ▾

First Name*

Jane

Last Name*

Smith

Birth Month*

January ▾

Birth Day*

1 ▾

Birth Year*

1990 ▾

Case Number*

22222222

BCI Certificate Number

11111111

Judge's Full Name

Imma B Judge

Personal Statement

Ms. Smith is currently seeking an expungement of this case in order to eliminate the barriers of a criminal record...

[View Petition](#)

RecordSponge

Oregon status quo: private lawyers offering record expungement often charge ~\$1000 per case

Software Features:

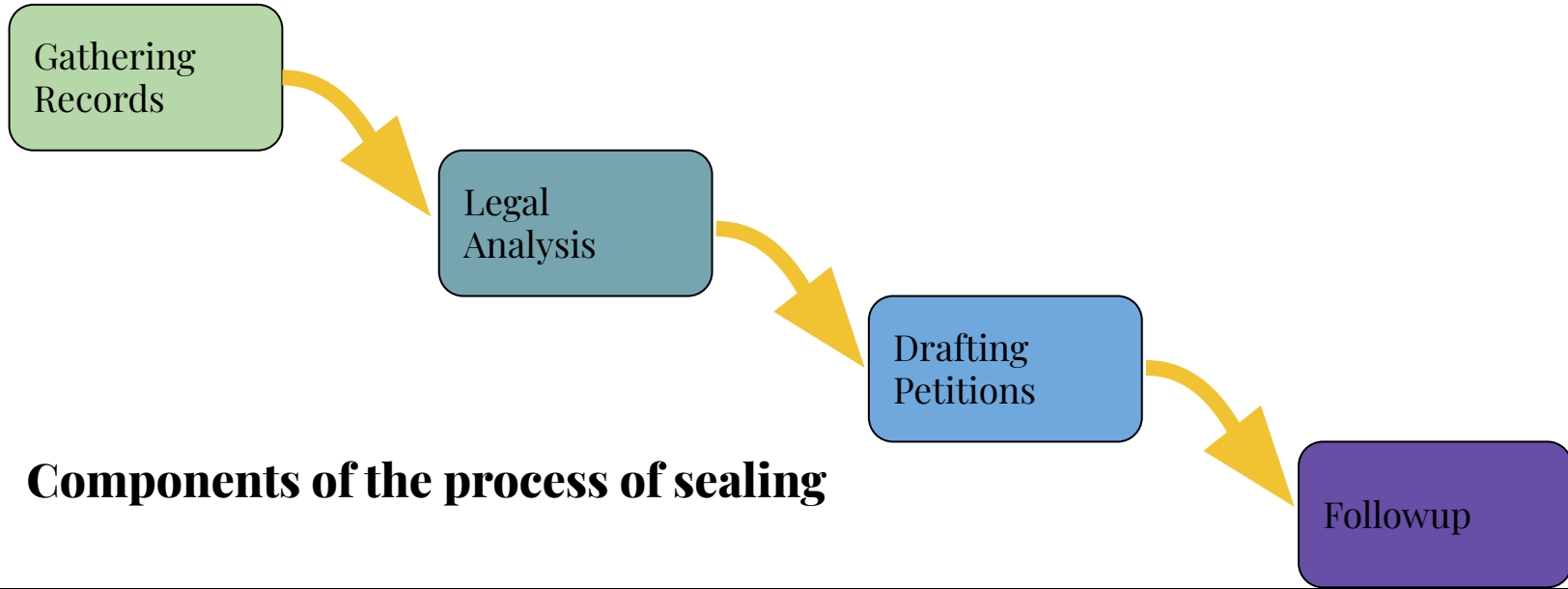
- Performs record search, eligibility analysis, and generates petition paperwork
- Empowers a statewide legal aid network to administer expungement service, usually for free

Why RecordSponge works:

- Oregon Expungement rules and application are highly objective and thus automatable
- Criminal records are searchable with online subscription

Automating in Pieces:
Where could you use
automation?

The Sealing Pipeline



Gathering Records

- Web Scraper
- Court System Contract
- Manual Data Entry into a web application

Legal Analysis

- Flowchart
- Custom Code

Drafting Petitions

- Mail Merge in Excel and Word
- Specialized Document Assembly Software

Followup

- Calendar Reminders for advocates
- SMS Chatbots with a job queue

86%

2020 survey: 86% of surveyed legal aid organizations are not utilizing technology to help with petition-based record clearing processes

What is holding us back?

Hiring Experts

Technology projects cost money!

That shouldn't scare you away. It just requires good planning, including:

- Clear **requirements** and a business case/cost benefit
- Clear and achievable **scope** for the first phase
- Accurate **budget** for development and maintenance
- Strong **value proposition** to funders / budget holders
- Good vendor/**partner**
- **Time** you spend managing the project
- Budget for **phase two**

Other Options?

Volunteer Tech Help

- Find & entice a volunteer programmer
- Limitations
- Upkeep

In-House Expertise

- Cultivating expertise
- Simpler tools

Project Management and Communication

Effective communication

Mutual understanding

Tips

Questions?
