

# FAQs

## **I do not live in the City of Detroit. Can PCS help?**

PCS can only assist Detroit residents with a valid ID that contains a Detroit address. You must remain in Detroit during the expungement process. If you do not live in the City of Detroit, there are other options available.

- [Lakeshore Legal Aid](#)
- [Safe & Just Michigan](#)

## **I do not live in the City of Detroit, but I work for the City of Detroit. Can PCS help?**

If you are a current employee of the City of Detroit, but do not live in the City of Detroit, PCS can still help you! Please email [projectcleanslate@detroitmi.gov](mailto:projectcleanslate@detroitmi.gov) from your City email and we will provide you with a unique registration link.

## **My email, phone, or address changed. How do I update PCS?**

It is important to ensure PCS has your current contact information. If PCS loses contact with you, your file will be closed. To update your contact information, please click [HERE](#).

## **What is an ICHAT?**

An ICHAT is the Michigan State Police's publicly maintained criminal history. PCS retrieves an ICHAT to determine expungement eligibility.

## **Why does an arrest appear on my ICHAT (criminal record) if I was released and never charged?**

Either the arresting agency did not complete the filing in a timely fashion or the case was postponed or moved to inactive status due to external delays.

## **How do I correct an arrest on my ICHAT if I was released and never charged?**

Under Michigan law, the arresting agency is required to update your ICHAT. If you register for PCS, we will help you with this. To do this yourself, contact the arresting agency directly to have the incorrect data removed. To correct arrests by the Detroit Police Department, contact the Identification Unit at (313) 596-5392. Hours are Mondays, Tuesdays, Wednesdays, and Fridays between 8 am and 3:30 pm.

## **My ICHAT shows an open case, but that case is closed. How do I have my ICHAT updated?**

Under Michigan law, the court is required to update your ICHAT immediately, regardless of the case disposition. Contact the charging court and ask them to update the case disposition with the Michigan State Police CJIC team.

**My case was supposed to be dismissed/sealed after completion of probation/diversion, but it shows on my ICHAT. Who do I contact?**

Return to the charging court and have the court resubmit the paperwork to the Michigan State Police CJIC team.

**Can PCS assist me with closing open cases and/or handling active warrants?**

Project Clean Slate can only provide legal assistance regarding expungement. If you have an open or outstanding criminal case(s), you will need to close the case(s) before PCS can determine your expungement eligibility.

**Can PCS help with my out-of-state conviction(s)?**

No. PCS cannot assist with out-of-state convictions.

**Can PCS help with my federal conviction(s)?**

No. Federal convictions cannot be expunged. You may request a pardon from the President, but PCS cannot assist you with that. Click [HERE](#) for more information.

**Can PCS help with traffic tickets?**

PCS can only expunge criminal convictions (felonies and misdemeanors). Some traffic offenses may be misdemeanors, such as driving while license suspended or failure to display a valid license. PCS cannot assist with civil infractions, such as speeding, impeding traffic, etc.

**Can PCS help with driver's license restoration?**

No. If you need assistance with your driver's license, the State of Michigan offers a [Road to Restoration clinic](#). Please note that an expungement does NOT remove the offense from your driving record maintained by the Secretary of State.

**Will I be able to obtain a firearm/Concealed Pistol License after expungement?**

Project Clean Slate can only provide legal assistance regarding expungement. Questions regarding your eligibility for a firearm or Concealed Pistol License (CPL) should be directed to the issuing agency.

**Am I eligible for expungement?**

Eligibility for expungement is reviewed on a case-by-case basis and depends on things like the number of convictions you have, the type of convictions, and the dates of conviction and case closure. After you register and qualify for PCS, attorneys review your criminal record (ICHAT) and your eligibility is determined based on that information.

### **What is the process for expungement and when will I speak with an attorney?**

1. Register for PCS online.
2. If you qualify for PCS, an attorney will review your criminal record (ICHAT) to determine eligibility.
3. If eligible, you will be provided an appointment to meet with the PCS team, including attorneys, for application signing and free fingerprinting.
4. PCS orders and pays for a certified copy of conviction from each court in which you have an expungement-eligible conviction. This may take several weeks, depending on the court and payment methods available.
5. After PCS has your signed application(s), fingerprint card(s), and certified court record(s), the PCS team will assemble your paperwork and obtain a \$50 check payable to the State of Michigan, which is required at the time of service.
6. PCS will file your Application to Set Aside Conviction with the court and serve the appropriate parties.
7. The Michigan State Police provide the parties with your Criminal History Report (CHR). Once available, the Attorney General's Office provides the parties with an opinion letter or opposition brief. After both documents are received, you can proceed to a hearing.
8. A hearing is scheduled. Your assigned hearing attorney will contact you prior to the hearing to prepare you for the hearing. Your hearing may be in person or it may be held via Zoom, depending on the court/judges. (In some circumstances, you may not be required to attend a hearing. If that is true, you will be notified.)
9. You and your assigned hearing attorney attend the hearing and obtain a decision from the judge.
10. The Court provides the Order to the Michigan State Police for sealing of the conviction on your criminal record (ICHAT). This process takes between 3-8 weeks. The Court seals its Register of Actions and/or makes the expunged conviction non-public. PCS confirms those two requirements have been handled appropriately and notifies you.

### **Can I register in person?**

Yes. Online registration is easy, but if you prefer to register in person, visit a Detroit at Work center listed below:

- Monday: E Warren DAW Center
- Wednesday: DAW @ Durfee Society on Collingwood
- Friday: NW Activities Center on Meyers

### **What am I responsible for during the expungement process?**

- Be responsive! If we call or email, respond.
- Ensure PCS has current contact info (email, phone, address).
- Monitor email inbox regarding eligibility results, appointment information, hearing date information, and case status.
- Attend your appointment with the PCS team for application signing and fingerprinting. If you miss two appointments, your file may be closed.
- Attend your hearing prep and hearing with attorney.

### **How will I know the part of the process I am in for each of my convictions?**

#### Tuesday Emails

Every Tuesday morning, PCS' case management system sends case status updates for each **open** case. If you do not receive Tuesday emails, your file may be closed. You may request your current case status by clicking [HERE](#).

#### PCS Client Portal

You may view your case status at any time by visiting the PCS Client Portal ([www.detroitmi.gov/PCScients](http://www.detroitmi.gov/PCScients)). If you do not have access to the Client Portal, you may request access by clicking [HERE](#). To access the portal for the first time, visit [www.smartsheet.com](http://www.smartsheet.com). Create a free account using the email address you use for PCS. After you create an account, close your tab/browser. Visit [www.detroitmi.gov/PCScients](http://www.detroitmi.gov/PCScients).

If you do not receive Tuesday emails, your file may be closed. You may request your current case status by clicking [HERE](#).

### **Will all my convictions be expunged?**

Eligibility for expungement is reviewed on a case-by-case basis and depends on things like the number of convictions you have, the type of convictions, and the dates of conviction and case closure. Not every conviction is eligible for expungement. After you register and qualify for PCS, attorneys review your criminal record (ICHAT) and your eligibility is determined based on that information. The final decision regarding expungement lies with the judge. Courts must look at the circumstances and behavior of the applicant from the date of the conviction to the filing of the application. This is balanced against determining whether setting aside the conviction is consistent with the public welfare.

### **How long does the expungement process take?**

Typically, expungement of one case takes nine months if there are no delays. However, if you have multiple convictions/cases for which you are seeking expungement, the process could take longer. The length of time is impacted by: (1) courts and their record-ordering processes; (2) time it takes the Michigan State Police to retrieve and provide your official criminal record; (3) time for the Attorney General to review your criminal record and file a response; and (4) the time it takes the court to schedule a hearing.

### **Will my expungement be granted?**

Even if you are eligible for expungement, the final decision lies with the judge. Courts must look at the circumstances and behavior of the applicant from the date of the conviction to the filing of the application. This is balanced against determining whether setting aside the conviction is consistent with the public welfare.

### **What is the difference between a set aside and an expungement?**

Set aside is the legal term used in Michigan statutes for a process commonly known as expungement. In Michigan, setting aside a conviction is the process of expungement. This process hides public record convictions from background checks for housing, employment, and licensing.

### **Can an employer see an expunged conviction?**

After your conviction has been expunged and the MSP and court have made the conviction non-public, an employer should not be able to see that conviction. If an expunged conviction appears on a background company report, please fill out this [form](#) so we can investigate and assist you.