

OBTAINING A CERTIFICATE OF DISCHARGE

This packet will assist you if you are a person convicted of a felony offense, and desire to obtain a Certificate of Discharge to restore your civil rights.

Please note:

1. You must file a separate Petition for Discharge on each criminal case in which there is a conviction. You must use the case number for that specific conviction. You must file the original with the County Clerk/Department of Judicial Administration.
2. You can only file the Petition for Discharge for Adult cases filed in this County Superior Court. If your case is in another county, you must go to that county.
3. A Certificate only restores civil rights such as the right to vote or the right to serve on a jury. It is not a certificate of rehabilitation. **It does not restore your right to possess firearms or ammunition under state and federal law.**
4. A Certificate **does not remove a conviction from your record.**
5. A Certificate **does not remove any domestic violence restrictions** such as no contact provisions in the sentence.
6. A Certificate **does not relieve any obligations you have to register as a sex offender.**
7. To show that you have completed all of the conditions of your sentence, such as community service hours, substance abuse treatment, etc. you may have to go to the Department of Corrections office where your Community Custody or Community Supervision was handled. If you cannot obtain the signature of a Department of Corrections officer, you may submit other proof that you have completed your conditions (example: certificate of completion of substance abuse treatment program).
8. If your sentence required you to pay fines, costs, restitution or other legal financial obligations, you must obtain a signature from the County Clerk/Department of Judicial Administration Financial Dept. confirming that you have paid all outstanding principal, interest and any applicable collection fees.
9. IN SPOKANE COUNTY, please provide a copy (signed by the defendant) of your proposed Order for Discharge with the documents you serve on the Spokane County Prosecutor's Office. In addition, please provide a current phone number and address. If the Prosecutor's Office agrees to your order, you will be contacted.

10. You must obtain the signature of the County Prosecuting Attorney on the Proposed Certificate of Discharge. If the Prosecutor refuses to sign, you must note a hearing with the County Superior Court Department in which your conviction was entered. You must serve the Prosecutor with a Notice of Hearing.

11. After the Superior Court Judge has signed your Certificate and Order of Discharge, you must file the original with the County Clerk/Department of Judicial Administration of the sentencing county, and if you wish to register to vote, you may need to give a copy to the County Auditor. You may wish to obtain a copy for your personal records. The County Clerk/Department of Judicial Administration will collect from you all applicable copying fees.