

# Laser Fax

Modification 5  
Modification 5.15  
April 21, 2005

## **CONSTABLE CENTRALIZATION**

In the continuing effort to standardize the maintenance of names and addresses in the MDJS, AOPC will now be responsible for maintaining a centralized list of all Pennsylvania certified constables beginning April 23. In addition to constable records, AOPC will place one sheriff record for each county in the server file so you can select the sheriff's office as a server. Since you will no longer be able to add or modify server records, please contact the MDJS Help Desk, and press 3 for any issues regarding server maintenance.

AOPC will receive timely constable record updates from PCCD. Only certified constables and sheriffs will display in the Other Server field pop-up window for the issuance of documents. Constables, who are currently not certified, however, can still be issued checks from the MDJS since they were certified when they completed the work.

As a reminder, when you have any requests for a centralized name, please complete the form on the DJS portal and click submit. It is not necessary to call the Help Desk prior to submitting a names request form.

## **EXPUNGEMENT REQUEST FORM**

A copy of the Request for Expungement (AOPC 101) has been placed on the MDJS Portal in both a Microsoft Word and Adobe PDF format. Opening the document in Word allows you to complete the form online, print the form, and send it to the AOPC with a copy of the court order and any other supporting documentation.