

# **Proof of Service**

*Please read Petitioner's Instructions for Expungement for more information on the process for service.*

## **Proof of Service: REQUIRED Address for Ramsey County:**

4. **Ramsey** County Attorney's Office  
360 Wabasha St. N., Suite 100  
St. Paul, MN 55102
5. **Ramsey** County Dept. of Corrections (Probation)  
Metro Square  
121 East 7<sup>th</sup> Place, Suite 1200  
St. Paul, MN 55101
6. **Ramsey** County Sheriff's Office  
425 Grove St.  
St. Paul, MN 55101

## **Proof of Service: Other Addresses for Ramsey County:**

7. **Police Department** (city where the offense occurred)
8. **Prosecuting City Attorney's Office** (city where the offense occurred)

*\* Use the Additional Address List to find the Police Department and Prosecuting City Attorney's Office that may be needed for your case.*

THE FOLLOWING ARE ADDRESSES OF AGENCIES WHICH MAY HAVE YOUR RECORD ON FILE. FROM THE LIST BELOW, FIND THE CITY WHERE YOUR OFFENSE OCCURRED. THE TWO ADDRESSES LISTED FOR THAT CITY MUST BE ADDED TO THE PROOF OF SERVICE.

**ARDEN HILLS**

Ramsey County Sheriff  
425 Grove Street  
St. Paul, MN 55101

Kelly and Lemmons P.A.  
City of Arden Hills Prosecutor  
2350 Wycliff Street, Suite 200  
St. Paul, MN 55114

**GEM LAKE**

Ramsey County Sheriff  
425 Grove Street  
St. Paul, MN 55101

GDO LAW  
City of Gem Lake Prosecutor  
4770 White Bear Parkway – Suite 100  
White Bear Lake, MN 55110

**LITTLE CANADA**

Ramsey County Sheriff  
425 Grove Street  
St. Paul, MN 55101

Kelly and Lemmons P.A.  
City of Little Canada Prosecutor  
2350 Wycliff Street, Suite 200  
St. Paul, MN 55114

**MOUNDS VIEW**

Mounds View Police Department  
2410 County Road 10  
Mounds View, MN 55112

HJ Law  
City of Mounds View Prosecutor  
1400 Van Buren Street NE, Suite 200  
Minneapolis, MN 55413

**NORTH OAKS**

Ramsey County Sheriff  
425 Grove Street  
St. Paul, MN 55101

Kelly and Lemmons P.A.  
City of North Oaks Prosecutor  
2350 Wycliff Street, Suite 200  
St. Paul, MN 55114

**FALCON HEIGHTS**

Ramsey County Sheriff  
425 Grove Street  
St. Paul, MN 55101

Kelly and Lemmons P.A.  
City of Falcon Heights Prosecutor  
2350 Wycliff Street, Suite 200  
St. Paul, MN 55114

**LAUDERDALE**

St. Anthony Police Department  
3301 Silver Lake Road NE  
Minneapolis, MN 55418

HJ Law  
City of Lauderdale Prosecutor  
1400 Van Buren Street NE, Suite 200  
Minneapolis, MN 55413

**MAPLEWOOD**

Maplewood Police Department  
1830 E. County Road B  
Maplewood, MN 55109

Kelly and Lemmons P.A.  
City of Maplewood Prosecutor  
2350 Wycliff Street, Suite 200  
St. Paul, MN 55114

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**NEW BRIGHTON**

**New Brighton Police Department**  
785 Old Highway 8 NW  
New Brighton, MN 55112

**GDO Law**  
**City of New Brighton Prosecutor**  
4770 White Bear Parkway – Suite 100  
White Bear Lake, MN 55110

**NORTH ST. PAUL**

**North St. Paul Police Department**  
2400 Margaret Street N  
North St. Paul, MN 55109

**Erickson, Bell, Beckman & Quinn, P.A.**  
**City of North St. Paul Prosecutor**  
1700 W. Hwy 36 – Suite 110  
Roseville, MN 55113

**ROSEVILLE**

**Roseville Police Department**  
2660 Civic Center Drive  
Roseville, MN 55113

**Erickson, Bell, Beckman & Quinn, P.A.**  
**City of Roseville Prosecutor**  
1700 W. Hwy 36 – Suite 110  
Roseville, MN 55113

**SAINT PAUL**

**St. Paul Police Department**  
Criminal History/Record Checks  
367 Grove Street  
St. Paul, MN 55101

**St. Paul City Attorney's Office**  
15 West Kellogg Blvd., Suite 500  
St. Paul, MN 55102

**STATE FAIR**

**Ramsey County Sheriff**  
425 Grove Street  
St. Paul, MN 55101

**GDO Law**  
**City of State Fair Prosecutor**  
4770 White Bear Parkway – Suite 100  
White Bear Lake, MN 55110

**WHITE BEAR LAKE**

**White Bear Lake Police Department**  
4701 Hwy 61  
White Bear Lake, MN 55110

**GDO Law**  
**City of White Bear Law Prosecutor**  
4770 White Bear Parkway – Suite 100  
White Bear Lake, MN 55110

**MN STATE PATROL (WEST METRO)**

ATTN: RECORDS  
2005 Lilac Drive North  
Golden Valley, MN 55422

**SAINT ANTHONY**

**St. Anthony Police Department**  
3301 Silver Lake Road NE  
Minneapolis, MN 55418

**Steve Carlson**  
\*Steve Carlson handles MISD/ GM for  
Hennepin County.  
2633 Innsbruck Drive, Suite A  
New Brighton, MN 55112

Ramsey County Attorney Office handles Felony cases.  
360 Wabasha St N. Suite 100  
St Paul, MN 55102

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**SHOREVIEW**

Ramsey County Sheriff  
425 Grove Street  
St. Paul, MN 55101

Kelly & Lemmons, P.A.  
City of Shoreview Prosecutor  
2350 Wycliff Street, Suite 200  
St. Paul, MN 55114

**VADNAIS HEIGHTS**

Ramsey County Sheriff  
425 Grove Street  
St. Paul, MN 55101

Erickson, Bell, Beckman & Quinn, P.A.  
City of Vadnais Heights Prosecutor  
1700 W. Hwy 36 – Suite 110  
Roseville, MN 55113

**WHITE BEAR TOWNSHIP**

Ramsey County Sheriff  
425 Grove Street  
St. Paul, MN 55101

Erickson, Bell, Beckman & Quinn, P.A.  
City of White Bear Township Prosecutor  
1700 W. Hwy 36 – Suite 110  
Roseville, MN 55113

**MN STATE PATROL (EAST METRO)**

ATTN: RECORDS  
3489 Hadley Ave N  
Oakdale, MN 55128



The Self-Help Center (SHC) gives information, not legal advice. There is no attorney-client relationship between you and SHC staff and communications you have with SHC staff are not confidential. We must be neutral and may help any party to a case. We are not responsible for the outcome of your case.

You should talk to an attorney if you want specific advice, confidential conversations, or to be represented by an attorney in court. If you need help finding an attorney you can call the Hennepin County Bar Association at (612) 752-6699. If you cannot afford an attorney you can contact Legal Aid at (612) 334-5970 or Volunteer Lawyers Network at (612) 752-6677 to see if you qualify for free legal services.

**Criminal Expungement – Agency Addresses**

<b>Hennepin County Agencies</b>	<b>Hennepin County Juvenile Court Agencies</b>
Hennepin County Sheriff's Office PSF – Records Manager 401 South 4 <sup>th</sup> Avenue, #100 Minneapolis, MN 55415	Hennepin County Attorney's Office Juvenile Prosecution Division 525 Portland Avenue South Minneapolis, MN 55415
Hennepin County Attorney's Office Attention: Expungement Unit 300 South 6 <sup>th</sup> Street, C-2100 Minneapolis, MN 55487	Hennepin County Department of Corrections (Probation) Attention: Intake Records Unit 590 Park Avenue, MC 872 Minneapolis, MN 55415
Hennepin County Community Corrections A-1100 Government Center 300 South 6 <sup>th</sup> Street Minneapolis, MN 55487	
<b>State Agencies</b>	
MN Bureau of Criminal Apprehension Attention: CJIS-CCH-Court Orders/Petitions 1430 Maryland Avenue East St. Paul, MN 55106	
Minnesota Dept. of Corrections Attention: Records 1450 Energy Park Drive, Suite 200 St. Paul, MN 55108	
MN Attorney General 445 Minnesota Street, Suite 1800 St. Paul, MN 55101	

<b>Agencies by City</b>	
<b>Prosecuting Attorney</b>	<b>Police Department</b>
Bloomington City Attorney 1800 West Old Shakopee Road Bloomington, MN 55431-3027	Bloomington Police Department 1800 West Old Shakopee Road Bloomington, MN 55431-3027
Brooklyn Center City Attorney Carson, Clelland & Schreder 6160 Summit Drive, Suite 345 Brooklyn Center, MN 55430	Brooklyn Center Police Department 6645 Humboldt Avenue North Brooklyn Center, MN 55430
Brooklyn Park Prosecuting Attorney Colich & Associates 420 Lumber Exchange 10 South 5 <sup>th</sup> Street Minneapolis, MN 55402	Brooklyn Park Police Department 5400 85 <sup>th</sup> Avenue North Brooklyn Park, MN 55443
Champlin Prosecuting Attorney Barna, Guzy & Steffen, Ltd. 400 Northtown Financial Plaza 200 Coon Rapids Blvd. Coon Rapids, MN 55433-5894	Champlin Police Department ATTN: Expungements 11955 Champlin Drive Champlin, MN 55316
Corcoran Prosecuting Attorney Carson, Clelland & Schreder 6160 Summit Drive, Suite 345 Brooklyn Center, MN 55430	Corcoran Police Department 8200 County Road 116 Corcoran, MN 55340
Crystal Prosecuting Attorney Eckberg Lammers 1809 Northwestern Avenue Stillwater, MN 55082	Crystal Police Department 4141 Douglas Drive North Crystal, MN 55422
Dayton Prosecuting Attorney Carson, Clelland & Schreder 6160 Summit Drive, Suite 345 Brooklyn Center, MN 55430	Dayton Police Department 12260 South Diamond Lake Road Dayton, MN 55327
Deephaven Prosecuting Attorney Gregerson, Rosow, Johnson & Nilan 100 Washington Ave South, Suite 1550 Minneapolis, MN 55401	Deephaven Police Department 20225 Cottagewood Road Deephaven, MN 55331
Eden Prairie Prosecuting Attorney Gregerson, Rosow, Johnson & Nilan 100 Washington Avenue South, Ste 1550 Minneapolis, MN 55401	Eden Prairie Police Department 8080 Mitchell Road Eden Prairie, MN 55344
Edina Prosecuting Attorney Leach Law Office 6465 Wayzata Blvd, Suite 115 St. Louis Park, MN 55426	Edina Police Department 4801 West 50 <sup>th</sup> Street Edina, MN 55424

<b>Agencies by City</b>	
<b>Prosecuting Attorney</b>	<b>Police Department</b>
Excelsior Prosecuting Attorney Kenneth Potts Law Firm 5101 Thimsen Avenue, Suite 200 Minnetonka, MN 55345	South Lake Minnetonka Public Safety 24150 Smithtown Road Shorewood, MN 55331
Golden Valley Prosecuting Attorney Berglund, Baumgartner & Glasser 333 Washington Ave N, Suite 405 Minneapolis, MN 55401	Golden Valley Police Department 7800 Golden Valley Road Golden Valley, MN 55427
Greenfield, Hanover, and Hassan Pros. Carson, Clelland & Schreder 6160 Summit Drive, Suite 345 Brooklyn Center, MN 55430	Hennepin County Sheriff's Office PSF – Records Manager 401 South 4 <sup>th</sup> Avenue, #100 Minneapolis, MN 55415
Greenwood City Attorney Campbell Knutson PA 860 Blue Gentian Road, Suite 290 Eagan, MN 55121	South Lake Minnetonka Public Safety 24150 Smithtown Road Shoreview, MN 55331
Hopkins City Attorney Chestnut Cambronne PA 100 Washington Avenue South, Ste 1700 Minneapolis, MN 55401	Hopkins Police Department 1010 First Street South Hopkins, MN 55343
Independence City Attorney Carson & Clelland & Schreder 6160 Summit Drive, Suite 345 Brooklyn Center, MN 55430	West Hennepin Public Safety Dept. 1918 County Road 90 Maple Plain, MN 55359
Long Lake City Attorney Carson & Clelland & Schreder 6160 Summit Drive, Suite 345 Brooklyn Center, MN 55430	Wayzata Police Department 600 Rice Street Wayzata, MN 55391
Loretto Prosecuting Attorney Gregerson, Rosow, Johnson & Nilan 100 Washington Avenue South, Ste 1550 Minneapolis, MN 55401	Medina Police Department 600 Clydesdale Trail Medina, MN 55340
Maple Grove Prosecuting Attorney Andrew Draper Maple Grove Government Center 12800 Arbor Lakes Parkway N Maple Grove, MN 55369	Maple Grove Police Department 12800 Arbor Lakes Pkwy Maple Grove, MN 55331-6180
Maple Plain Prosecuting Attorney Carson, Clelland & Schreder 6160 Summit Drive, Suite 345 Brooklyn Center, MN 55430	West Hennepin Public Safety Dept. 1918 County Road 90 Maple Plain, MN 55359

<b>Agencies by City</b>	
<b>Prosecuting Attorney</b>	<b>Police Department</b>
Medicine Lake City Attorney Chestnut & Cambronne PA 100 Washington Avenue South, Ste 1700 Minneapolis, MN 55401	Hennepin County Sheriff's Office PSF – Records Manager 401 South 4 <sup>th</sup> Avenue, #100 Minneapolis, MN 55415
Medina Prosecuting Attorney Gregerson, Rosow, Johnson & Nilan 100 Washington Avenue South, Ste 1550 Minneapolis, MN 55401	Medina Police Department 600 Clydesdale Trail Medina, MN 55340
Minneapolis City Attorney ATTN: Criminal Division – Expungement City Hall, Room 210 350 South 5 <sup>th</sup> Street Minneapolis, MN 55415	Minneapolis Police Department Attention: Records 350 South 5 <sup>th</sup> Street, Room 31 Minneapolis, MN 55415
Minnetonka Beach City Attorney Kenneth Potts Law Firm 5101 Thimsen Avenue, Suite 200 Minnetonka, MN 55345	Orono Police Department 2730 Kelley Parkway Orono, MN 55356
Minnetonka City Attorney 14600 Minnetonka Blvd Minnetonka, MN 55345-1502	Minnetonka Police Department 14600 Minnetonka Blvd Minnetonka, MN 55345-1502
Minnetrista City Attorney Kenneth Potts Law Firm 5101 Thimsen Avenue, Suite 200 Minnetonka, MN 55345	Minnetrista Public Safety Department 7651 County Road 110W Minnetrista, MN 55364
Mound City Attorney Kenneth Potts Law Firm 5101 Thimsen Avenue, Suite 200 Minnetonka, MN 55345	Orono Police Department 2730 Kelley Parkway Orono, MN 55356
New Hope City Attorney Jensen, Sondrall, Persellin & Woods, PA 8525 Edinbrook Crossing, Suite 201 Brooklyn Park, MN 55443	New Hope Police Department 4401 Xylon Avenue North Minneapolis, MN 55428
Orono City Attorney Gregerson, Rosow, Johnson & Nilan 100 Washington Avenue South, Ste 1550 Minneapolis, MN 55401	Orono Police Department 2730 Kelley Parkway Orono, MN 55356
Osseo City Attorney Berglund, Baumgartner & Glaser 333 Washington Ave N, Suite 405 Minneapolis, MN 55401	Osseo Police Department 415 Central Avenue Osseo, MN 55369
Plymouth City Attorney Campbell Knutson, P.A. 860 Blue Gentian Road, Suite 290 Eagan, MN 55121	Plymouth Police Department 3400 Plymouth Blvd Plymouth, MN 55447-1482

<b>Agencies by City</b>	
<b>Prosecuting Attorney</b>	<b>Police Department</b>
Richfield City Attorney Greg Holly HJ Law, LLC 6700 Portland Avenue South Richfield, MN 55423	Richfield Police Department 6700 Portland Avenue South Richfield, MN 55423
Robbinsdale Prosecuting Attorney Eckberg Lammers 1809 Northwestern Avenue Stillwater, MN 55082	Robbinsdale Police Department 4101 Hubbard Avenue North Robbinsdale, MN 55422
Rockford Prosecuting Attorney Berglund, Baumgartner & Glaser 333 Washington Ave N, Suite 405 Minneapolis, MN 55401	Hennepin County Sheriff's Office PSF -- Records Manager 401 South 4 <sup>th</sup> Avenue, #100 Minneapolis, MN 55415
Rogers Prosecuting Attorney Carson, Clelland & Schreder 6160 Summit Drive, Suite 345 Brooklyn Center, MN 55430	Rogers Police Department 21860 Industrial Court Rogers, MN 55374
Shorewood Prosecuting Attorney Campbell Knutson PA 860 Blue Gentian Road, Suite 290 Eagan, MN 55121	South Lake Minnetonka Public Safety 24150 Smithtown Road Shorewood, MN 55331
Spring Park City Attorney Carson, Clelland & Schreder 6160 Summit Drive, Suite 345 Brooklyn Center, MN 55430	Orono Police Department 2730 Kelley Parkway Orono, MN 55356
St. Anthony Prosecuting Attorney Steven P. Carlson Attorney at Law, PLLC 2633 Innsbruck Drive, Suite A New Brighton, MN 55112	St. Anthony Police Department Attention: Records 3301 Silver Lake Road NE St. Anthony, MN 55418
St. Louis Park City Attorney Colich & Associates 420 Lumber Exchange 10 South 5 <sup>th</sup> Street Minneapolis, MN 55402	St. Louis Park Police Department 3015 Raleigh Avenue South St. Louis Park, MN 55416
St. Bonifacius City Attorney Kenneth Potts Law Firm 5101 Thimsen Avenue, Suite 200 Minnetonka, MN 55345	Minnetrista Public Safety Department 7651 County Road 110W Minnetrista, MN 55364
Three Rivers Park Prosecutor c/o Hennepin County Attorney 300 South 6 <sup>th</sup> Street Floor C-2100, Suite C2168 Minneapolis, MN 55487	Three Rivers Park Police Department 4301 County Road 24 Medina, MN 55359

<b>Agencies by City</b>	
<b>Prosecuting Attorney</b>	<b>Police Department</b>
Tonka Bay City Attorney Campbell Knutson PA 860 Blue Gentian Road, Suite 290 Eagan, MN 55121	South Lake Minnetonka Public Safety 24150 Smithtown Road Shorewood, MN 55331
Wayzata City Attorney Jeffrey W. Lambert, PA 1000 Twelve Oaks Center Dr., Suite 100 Wayzata, MN 55391	Wayzata Police Department 600 Rice Street East Wayzata, MN 55391
Woodland Prosecuting Attorney Gregerson, Rosow, Johnson & Nilan 100 Washington Avenue South, Ste 1550 Minneapolis, MN 55401	Deephaven Police Department 20225 Cottagewood Road Deephaven, MN 55331

<b>Miscellaneous Agencies</b>	
MN Board of Barber Examiners MN Health Licensing Board Building 335 Randolph Avenue, Suite 120 St. Paul, MN 55102	MN Board of Cosmetology 1000 University Avenue W., Suite 100 St. Paul, MN 55104
MN Board of Nursing 1210 Northland Drive, Ste. 120 Mendota Heights, MN 55120	Department of Education Professional Educator Licensing and Standards Board 1021 Bandana Blvd East, Suite 222 St. Paul, MN 55108
MN Department of Health 85 East Seventh Place, #220 P.O. Box 64970 St. Paul, MN 55164-0970	MN Department of Commerce ATTN: Carrie Briggs 85 7 <sup>th</sup> Place East, Suite 280 St. Paul, MN 55101
MN Department of Human Services Office Of Inspector General P.O. Box 64953 St. Paul, MN 55164-0953	DNR Enforcement 500 Lafayette Road P. O. Box #47 St. Paul, MN 55155-4047
Lake Minnetonka Conservation District Prosecutor Gregerson, Rosow, Johnson & Nilan 100 Washington Avenue South, Ste 1550 Minneapolis, MN 55401	Lake Minnetonka Conservation District HCSO Water Patrol 4141 Shoreline Drive Spring Park, MN 55384
Metropolitan Airport Commission (MAC) Prosecuting Attorney Chestnut Cambronne, P.A. 100 Washington Avenue South, Suite 1700 Minneapolis, MN 55401	Metropolitan Airport Commission (MAC) Police 4300 Glumack Drive LT 3255 St. Paul, MN 55111
Metro Transit Police 560 Sixth Ave North Minneapolis, MN 55411	MN Financial Crimes Task Force c/o – MN BCA 1430 Maryland Ave. East St. Paul, MN 55106
Minneapolis Inspections Division Public Service Center, #300 250 South Fourth Street Minneapolis, MN 55415	University of Minnesota Police Transportation and Safety Building 511 Washington Ave SE, Room 100 Minneapolis, MN 55455
Minneapolis Park Police Department 3800 Bryant Avenue South Minneapolis, MN 55409-1029	
Minnesota State Highway Patrol 445 Minnesota Street, Suite 130 St. Paul, MN 55101	