

RECORDS SEALING & EXPUNCTION I

5277-18245 FALL 2026

2 Credits

Clinic Director: Julie B. Rogers

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Phone: 281-460-9214

Office: 3700 N. Main Street, Houston, TX 77009

Office Hours: By appointment. Available via phone, video conference, or in-person.

Class Sessions: Schedule below.

Class location: Various. As outlined below and/or as announced.

ORIENTATION/CLASS SCHEDULE

All classes will be 1:00 pm – 3:00 pm on Fridays. All classes are mandatory. Class will be held in-person in a UHLC Clinic conference room, unless noted or announced otherwise. The class schedule below is subject to change. Additional class meetings may be required and will be scheduled as needed. Any additionally scheduled classes will be scheduled between 1:00 pm-3:00 pm on Fridays, so please leave this time open in your schedule. One-on-one student-professor meetings may be scheduled by student or professor, as needed, to discuss cases or clinic matters.

August 28, 2026	Orientation/First class. Class will be held on campus in one of the clinic area conference rooms. Room number will be emailed to students. Initial cases will be assigned.
September 4, 2026	Practice client interviews.
September 18, 2026	Check-in class: Discuss client interviews and drafted pleadings. Location: Remote
September 25, 2026	Meet at Harris County Juvenile Courthouse to file petitions and schedule hearings for all assigned cases. Bring three (3) printed copies of each approved application and proposed order to be filed.
October 9, 2026	Check-in class: status of cases, hearing opposed/unopposed. Substantive discussion re: hearing arguments. Location: Remote

- October 23, 2026* Mock Presentation of Hearing Arguments. Students will orally present hearing arguments in a mock hearing.
- November 20, 2026 Final Class. Check-in regarding service of final orders, case-status, and housekeeping matters for closing cases.
- *Date subject to change based on docketed hearing dates

DEADLINES

The following deadlines apply to all cases assigned on August 28, 2026. Separate deadlines may apply to cases assigned after August 28, 2026.

- September 4, 2026 **First weekly memo due.** Weekly memos are due by 5:00 pm each subsequent Friday, concluding on December 4, 2026.
First time sheet check. Time sheets must be updated by 5:00 pm each subsequent Friday, concluding on December 4, 2026.
- September 11, 2026 **First draft pleadings due.** Sealing Applications and Proposed Orders must be drafted and added to Pleadings subfolder of each assigned case folder by 5:00 pm.
- September 16, 2026 **Client interviews** must be completed and all draft **pleadings updated** with any previously missing client personally identifying information, or other updates/corrections required after client interview. Finalized student draft pleadings and client interview forms must be completed and uploaded to client folder in SharePoint by 5:00 pm.
- September 23, 2026 **Final pleadings due.** All corrections must be made and approved by this date.
- October 2, 2026 **Service of Application and Notice of Hearing** must be completed for all cases. Proof of service for each agency must be uploaded to client folder in SharePoint by 5:00 pm.
- TBD **Hearings on Applications.** As scheduled.
- One week post-hearing: **Final, signed orders must be picked up in-person from the court house** within one week of hearing. This is the student's responsibility and will not be done as a class. **Signed orders must**

be scanned and uploaded to client folder in Sharepoint. Don't forget to send a copy to your client.

Two weeks post-hearing: **Service of final, signed orders** must be completed within two weeks of the hearing. Proof of service must be uploaded to client folder for each agency.

October 23, 2026: **Orally present hearing argument**

December 4, 2026: **All materials must be uploaded to client file in Sharepoint.** All paper documents and hard-copy client files must be turned in. All final orders must be served (should be done within one (1) week of picking up final order) and **final client letters sent**. Students must not keep any hard copies or digital copies of any client files. **Final weekly memo due. Final time sheets due.**

TEXT/SUPPLEMENTAL MATERIALS

Class materials will be available via SharePoint. Students will be invited to join a clinic SharePoint folder, in which digital materials and templates can be found. Each student will have an assigned folder with case folders inside for each client. Students are responsible for maintaining case records in these folders, per instructions.

CLASS REQUIREMENTS/GRADING

The Law Center uses a mandatory grading curve for this course. Students must complete all work arising on their cases by **Friday, December 4, 2026** unless otherwise approved by Professor Rogers in advance. To receive a passing grade, students must meet each of the following requirements for each case assigned:

- **WEEKLY MEMO.** Students will email a weekly memo to Professor Rogers to document activities and provide case summaries and status updates. **First weekly memo is due Friday, September 4, 2026.** Weekly memos should show what case work and/or other assignments have been completed that week. Weekly memo should itemize the task/activity, how much time was spent on each task or activity, and the associated case, if any. Each weekly memo must also include a summary and the status of each case or assignment. **MEMOS ARE DUE BY 5:00 PM FRIDAY.** Final weekly memo is due December 4, 2026.
- **TIME SHEET.** Students must update their timesheet by 5:00 pm Friday each week. First time sheet check will be September 4, 2026. Final time sheets are due at 5:00 pm

on Friday, December 4, 2026.

- Complete all assignments and/or casework by the communicated deadlines.
- Communicate effectively with clients. Regular client communication is expected. Diligence and exerted efforts must be exercised to contact and communicate with clients. All communication must be logged in the “communication” folder of the appropriate client file. Phone calls should be documented with a memo to file in the communications folder for that case. **Professor Rogers must be copied on all written correspondence.**
- Hold all necessary client meetings and draft all necessary pleadings.
- File all necessary pleadings, either in person or by e-filing (as applicable) by the communicated deadlines.
- **Copy Professor Rogers on all correspondence** (e.g., emails to clients, service on agencies, or any other correspondence regarding a case).
- Keep clients updated on all relevant case issues by following and meeting all client communication procedures and deadlines. This includes sending client a copy of all filed court documents, including signed orders. Prepare client for hearing.
- **Complete service on all required agencies within the required timelines:**
 - **Application must be served no later than one week after filing;**
 - **Final order must be served no later than one week after order is received.**
- **FINAL ORDER MUST BE SERVED BY DECEMBER 4, 2026. Failure to serve final order may result in grade deduction.**
- **Final client letters must be sent by December 4, 2026.** Final client letters should update your client on the status of their case, inform them that you have completed your duration in the clinic, and inform them who is taking over their case, if necessary.
- Attending all scheduled hearings in your clients’ cases, unless attendance is excused in advance by Professor Rogers.
- **100 hours of case work, class preparation, class attendance must be performed and entered into student time sheet for passing grade. Additional hours may be obtained through special research projects and/or special assignments.**
- **All closed digital case files and final timesheets due Friday December 4, 2026.**

Grades will be determined by quality of student work, timeliness, diligence, and professionalism displayed by student. **Students are expected to dress professionally for court and client**

meetings. Failure to dress professionally for court or client meetings may impact student's final grade.

LEARNING OUTCOMES

After participating in this clinic, students will have assisted real clients in seeking to clear eligible records from their juvenile delinquency and/or criminal histories, thereby removing significant barriers to obtaining employment, financial aid, housing, public benefits, educational and licensing opportunities, and more. Specifically, students will learn how to practice the three main types of records clearing procedures. Students will gain experience in conducting client meetings and explaining rights, responsibilities, and legal procedures and expectations to clients; drafting pleadings; both e-filing and in-person filing procedures; attending court hearings; and, for students eligible for student bar cards, presenting arguments to the judge in favor of sealing your client's record(s).

CAPS NOTICE

The University of Houston has a number of resources to support students' mental health and overall wellness, including CoogsCARE and the UH Go App. UH Counseling and Psychological Services (CAPS) offers 24/7 mental health support for all students, addressing various concerns like stress, college adjustment and sadness. CAPS provides individual and couples counseling, group therapy, workshops and connections to other support services on and off-campus. For assistance visit uh.edu/caps, call 713-743-5454, or visit a Let's Talk location in-person or virtually. Let's Talk are daily, informal confidential consultations with CAPS therapists where no appointment or paperwork is needed.

The Student Health Center offers a Psychiatry Clinic for enrolled UH students. Call 713-743-5149 during clinic hours, Monday through Friday 8 a.m. - 4:30 p.m. to schedule an appointment.

The A.D. Bruce Religion Center offers spiritual support and a variety of programs centered on well-being.

Need Support Now? - If you or someone you know is struggling or in crisis, help is available. Call CAPS crisis support 24/7 at 713-743-5454, or the National Suicide and Crisis Lifeline: call or text 988, or chat 988lifeline.org.

The Texas Lawyers' Assistance Program ("TLAP") also supports law students who are dealing with stress, anxiety, depression, substance abuse, and other mental health problems. You can reach TLAP at any time at 1-800-343-8527. TLAP's website includes a page with links to sources about mental health that are of interest to law students: <https://www.tlaphelps.org/law-students>.

ANTI-DISCRIMINATION AND SEXUAL MISCONDUCT POLICIES

Per the UHS Sexual Misconduct Policy, your instructor is a “responsible employee” for reporting purposes under Title IX regulations and state law and must report incidents of sexual misconduct (sexual harassment, non-consensual sexual contact, sexual assault, sexual exploitation, sexual intimidation, intimate partner violence, or stalking) about which they become aware to the Title IX office. Please know there are places on campus where you can make a report in confidence. You can find more information about resources on the Title IX website at <https://uh.edu/equal-opportunity/title-ix-sexual-misconduct/resources/>.

DIVERSITY, INCLUSION AND WELLNESS

This is an inclusive learning space.

At UHLC, we are committed to ensuring inclusive online and classroom learning spaces, where you’ll be treated with respect and dignity, and where everyone is provided the equitable opportunity to participate, to contribute, and to succeed.

In this course, all students are welcome regardless of socio-economic status, age, race, ethnicity, disability, religion, national origin, veteran’s status, sex, sexual orientation, gender identity, gender expression, political affiliation, marital status and other diverse identities that we each bring to class. Our class is richer for this diversity.

Inclusive learning spaces facilitate the innovation and creative thought that enhance student success. This success arises from the participation, support, and understanding of you and your colleagues. I encourage you to speak up and to share your views, but also understand that you are doing so in a learning environment in which we’re all expected to engage respectfully and with regard to the dignity of all others.

If you feel like your class performance is impacted in any way by your experiences inside or outside of class, please reach out to me. I want to be a resource for you. If you feel more comfortable speaking with someone besides me, the UHLC Office of Student Affairs is an excellent resource.

Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of this course for you personally, or for other students or student groups.

REASONABLE ACADEMIC ADJUSTMENTS/AUXILIARY AIDS

The University of Houston is committed to providing an academic environment and educational programs that are accessible for its students. Any student with a disability who is experiencing barriers to learning, assessment or participation is encouraged to contact the Justin Dart, Jr. Student Accessibility Center (Dart Center) to learn more about academic accommodations and support that may be available to them. Students seeking academic accommodations will need to register with the Dart Center as soon as possible to ensure timely implementation of approved accommodations. Please contact the Dart Center by visiting the website: <https://uh.edu/accessibility/> calling (713) 743-5400 or emailing jdcenter@Central.UH.EDU.

CHOSEN NAMES AND PREFERRED PRONOUNS

I want to address each of you in a manner that corresponds to your identity. Chosen names and preferred pronouns will be respected in my classroom. Please feel free to reach out to me at any time if you want to make me aware of your chosen name or preferred pronoun or if you have concerns about how I or your classmates address you.

HONOR CODE

The UHLC Honor Code applies to all aspects of this course. You are responsible for knowing all Honor Code provisions and for complying with the Honor Code. Please inquire if you have any questions regarding how the Honor Code's provisions apply to specific activities or situations related to this course. Your continuing enrollment in this course is deemed to be a pledge by you under the Honor Code to comply with the Honor Code in relation to this course and to comply with the instructions in the course syllabus.

Other UH Resources:

- [Center for Students with Disabilities](#)
- [Cougars in Recovery](#)
- [Counseling and Psychological Services](#)
- [Veterans Services](#)
- [Cougar Cupboard](#)
- [DACA: What You Need to Know](#)
- [Wellness](#)
- **Coogs Care:** <https://uh.edu/dsa/coogscare/>
- **Student Health Center:** <https://www.uh.edu/healthcenter/>
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RECORDING OF CLASS

Students may not record all or part of class, livestream all or part of class, or make/distribute screen captures, without advanced written consent of the instructor. If you have or think you may have a disability such that you need to record class-related activities, please contact the [Justin Dart, Jr. Student Accessibility Center](#). If you have an accommodation to record class-related activities, those recordings may not be shared with any other student, whether in this course or not, or with any other person or on any other platform. Classes may be recorded by the instructor. Students may use instructor's recordings for their own studying and notetaking. Instructor's recordings are not authorized to be shared with *anyone* without the prior written approval of the instructor. Failure to comply with requirements regarding recordings will result in a disciplinary referral to the Dean of Students Office and may result in disciplinary action.

SYLLABUS CHANGES

Please note that the instructor may need to make modifications to the course syllabus. Notice of such changes will be announced as quickly as possible via email.

RESOURCES FOR ONLINE LEARNING

The University of Houston is committed to student success, and provides information to optimize the online learning experience through our [Power-On](#) website. Please visit this website for a comprehensive set of resources, tools, and tips including: obtaining access to the internet, AccessUH, and Blackboard; requesting a laptop through the Laptop Loaner Program; using your smartphone as a webcam; and downloading Microsoft Office 365 at no cost. For questions or assistance contact UHOnline@uh.edu

UH EMAIL

Please check and use your CougarNet email for communications related to this course. To access this email, [login](#) to your Microsoft 365 account with your CougarNet credentials.

WEBCAMS

Access to a webcam is required for students participating remotely in this course. Webcams must be turned on during any class meetings.

SECURITY ESCORTS AND COUGAR RIDE

UHPD continually works with the University community to make the campus a safe place to learn, work, and live. Our Security escort service is designed for the community members who have safety concerns and would like to have a Security Officer walk with them, for their safety, as they make their way across campus. Based on availability either a UHPD Security Officer or Police Officer will escort students, faculty, and staff to locations beginning and ending on campus. If you feel that you need a Security Officer to walk with you for your safety please call [713-743-3333](tel:713-743-3333). Arrangements may be made for special needs.

Parking and Transportation Services also offers a late-night, on-demand shuttle service called Cougar Ride that provides rides to and from all on-campus shuttle stops, as well as the MD Anderson Library, Cougar Village/Moody Towers and the UH Technology Bridge. Rides can be requested through the UH Go app. Days and hours of operation can be found at <https://uh.edu/af-university-services/parking/cougar-ride/>.