

Procedure for Sealing Misdemeanor Cases

1. Under Ohio law, certain types of convictions can never be sealed. Generally speaking, and with a number of exceptions, the following types of offenses are ineligible:
 - a. Any first degree misdemeanor or felony offense where the victim was under 18 years old (except for non-support of dependents);
 - b. Any offense of violence (as defined by Ohio Revised Code §2901.01(A)(9));
 - c. Any sexual-related offenses;
 - d. Several automobile-related offenses; and
 - e. All traffic convictions

If you have questions about whether your offense can be sealed, you should consult with an attorney.

4. If you believe you meet all the criteria to have your conviction(s) sealed, complete this form. You must submit it to the Clerk of this Court with two (2) copies. You must send a copy to the prosecutor(s) for your case(s). A list of prosecutor addresses can be obtained from the Clerk.
5. You must pay a \$50.00 filing deposit at the time you file your application.
6. The Court will review your application. Our Special Services Department will conduct an investigation to see if you are eligible to have your record sealed.
7. If you are eligible, the Judge will conduct a hearing. At the hearing the Judge will consider whether your request to seal your record is appropriate, and will decide whether to grant your request. You should attend this hearing and be prepared to explain why you want your record sealed. If you do not attend, your request may be denied.

WRITE CLEARLY ON THE FORM. WE HAVE TO BE ABLE TO READ IT .

**IN THE CLINTON COUNTY MUNICIPAL COURT
WILMINGTON, OHIO**

THE STATE OF OHIO

CASE NO. _____

Plaintiff

v

Defendant

**APPLICATION TO SEAL RECORD
FOR MISDEMEANOR CONVICTIONS**

Defendant in this action moves the Court for an order sealing the record of conviction under the terms of section 2953.31 through 2953.35 of the Ohio Revised Code for the reason that more than one year has passed since the final discharge of the Defendant from each sentence. There are no pending criminal proceedings against Defendant. The sealing of Defendant's record is consistent with public interest.

Respectfully submitted,

Applicant Signature

Printed Name

Street Address

City/State/Zip

Working Phone Number