

## **Procedure for Sealing (Expunging) Misdemeanor Cases**

1. Check your record. How many convictions do you have? You may seal one or two misdemeanor convictions OR one felony conviction.
2. If you have one or two misdemeanor convictions, and NO convictions anywhere else, you may be eligible. The most recent conviction must be at least ONE YEAR old before you can apply. This means after all parts of the sentence (including probation) are completed, you can file an application.
3. 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 either of the two forms (one is for a single offense, and the other is for two offenses). 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.

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

THE STATE OF OHIO

CASE NO. \_\_\_\_\_

Plaintiff

v.

\_\_\_\_\_  
*Applicant Name*

**APPLICATION FOR EXPUNGEMENT OF  
RECORD FOR MISDEMEANOR CONVICTION  
(One Conviction)**

DOB \_\_\_\_\_

SSN \_\_\_\_\_

Defendant

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Defendant in this action moves the Court for an order expunging 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 this sentence. There are no pending criminal proceedings against Defendant. The expungement of Defendant's record is consistent with public interest.

Respectfully submitted,

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City/State/Zip*

\_\_\_\_\_  
*Working Phone Number*

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

THE STATE OF OHIO

CASE NO. \_\_\_\_\_

Plaintiff

CASE NO. \_\_\_\_\_

v.

\_\_\_\_\_  
*Applicant Name*

**APPLICATION FOR EXPUNGEMENT OF  
RECORD FOR MISDEMEANOR CONVICTION  
(Two Convictions)**

DOB \_\_\_\_\_

SSN \_\_\_\_\_

Defendant

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Defendant in this action moves the Court for an order expunging the record of conviction for two unrelated offenses 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 the later sentence. There are no pending criminal proceedings against Defendant. The expungement of Defendant's record is consistent with public interest.

Respectfully submitted,

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City/State/Zip*

\_\_\_\_\_  
*Working Phone Number*