

PROCEDURE FOR SEALING A RECORD

“Seal a record” means to remove a record from the main file of similar records and to secure it in a separate file that contains only sealed records accessible only to the juvenile court.

APPLICATION TO SEAL A RECORD

The juvenile court shall consider sealing records of juveniles who have been adjudicated as follows:

1. Delinquent for committing an act other than aggravated murder, murder or rape.
2. Unruly
3. Juvenile traffic offender

If a person has not yet attained the age of eighteen he or she may apply for an order to seal his or her record if six months have passed after all orders made by the court have ended. This includes but is not limited to orders to pay fines, court costs, and restitution as well as orders mandating the completion of probation, community service, stay-away orders and registration.

If a person is eighteen years of age or older, he or she may apply for an order to seal his or her record any time after the later of the following:

The person’s attainment of the age of eighteen years of age;

After all orders made by the court have ended. This includes but is not limited to orders to pay fines, court costs, and restitution as well as orders mandating the completion of probation, community service, stay-away orders and registration.

A person cannot be under the jurisdiction of the court in relation to any complaint alleging the person to be a delinquent child.

The applicant must file one of the following for each case number:

An Application to Seal a Record

A Sealing and Records Information Sheet

No filing fee will be assessed to apply to have a record sealed.

Applying to seal a record does not automatically mean that it will be sealed. The juvenile court must find that the applicant has been rehabilitated to a satisfactory degree. The court will consider the applicant's age, education and employment history, the nature of the offense, the cessation or continuation of delinquent, unruly, or criminal behavior, and any other circumstances that may relate to the applicant's rehabilitation. It is critical that this information be included on the Application to Seal and that any supporting documents be attached to the Application.

The prosecutor will be notified of the applicant's request to seal his or her record and may object to the request. The court may schedule a hearing on the application to seal a record. The applicant should bring any witnesses or evidence to the hearing that may assist the court in making its determination.

After a record is sealed, it will automatically be expunged five (5) years after is sealed or when the applicant reach twenty-three (23) years of age, whichever occurs sooner. If the applicant is already twenty-three (23) years of age when his or her record is sealed, the record will automatically be expunged.

IN THE COURT OF COMMON PLEAS
JUVENILE COURT DIVISION
CUYAHOGA COUNTY, OHIO

IN THE MATTER OF:

CASE NO.: _____

JUDGE: _____

APPLICATION TO SEAL A RECORD

The undersigned Applicant, _____, having been adjudicated delinquent unruly a juvenile traffic offender in the above-captioned case, pursuant to R.C. 2151.355(C) hereby applies to this Court for the sealing of his or her record in the above-referenced case as permitted by R.C. 2151.356.

The Applicant represents that he she has not been adjudicated delinquent for committing an act that is a violation Sections 2903.01, 2903.02 or 2907.02 of the Revised Code. The Applicant also represents that he she is not under the jurisdiction of the Court with respect to a complaint alleging that he she is a delinquent child and that the Applicant has been rehabilitated to a satisfactory degree.

The applicant further represents that he or she is eighteen years or older.

That he or she has not attained the age of eighteen and that it has been six months since the later of the following:

1. The termination of any order made by the Court relative to the adjudications.
2. Since being unconditionally discharged from the Department of Youth Services with respect to a dispositional order made as a result of the adjudication, or from an institution or facility to which the Applicant was committed pursuant to a dispositional order made in relation to the adjudication.

The applicant also submits the attached Sealing Records Information sheet to support his or her application to seal a record.

The applicant also authorizes the release of any school and or police reports that may aid the Court in making a finding in this matter.

The Applicant prays for a finding that he or she has been rehabilitated to a satisfactory degree; that the Applicant's record in the above matter is sealed; that index references pertaining to the above-referenced matter are deleted and that henceforth it be deemed that the proceedings in the aforesaid cause never occurred.

Applicant (if 18 or older)

Date

Applicant's Phone Number

Parent/Guardian/Custodian

Parent/Guardian/Custodian

Attorney

SEALING AND RECORDS INFORMATION SHEET

Applicant's Name: _____ D.O.B. _____ Age _____

Address: _____

Years at current address: _____ If less than one years, previous address: _____

Currently employed at: _____

How long have you been employed at this employer: _____

If not employed, last employment and current means of income:

Military Service: _____ Entry Date: _____

Discharged Date: _____ Type of discharged: _____

Last grade level of education completed: _____

Degree or Certification completed _____

Are you currently under investigation, on probation or parole, or incarcerated? _____ If yes, explain: _____

Other information you want to share with the court to show that you have been rehabilitated to a satisfactory degree: _____

