

APPLICATION INFORMATION FOR
SEALING/EXPUNGMENT OR A RECORD

Because you were charged with an offense as a juvenile, Ohio law allows you to have your juvenile record sealed or expunged. The following is an explanation of the process that you must follow to seal or expunge your record.

1. If your offense was aggravated murder, murder or rape, your record cannot be sealed.
2. For other delinquency, unruly and juvenile traffic offenses, you may apply for an order to seal your record if six months have passed after any order made by the court has ended. This includes orders such as fines, court costs, restitution, probation, community service, etc. If you have been placed in a juvenile institution or other facility, you may not apply until six months after you have received an unconditional discharge from the institution or facility. Your record cannot be sealed if you are under the jurisdiction of the court for any complaint alleging you to be a delinquent or unruly child. If you have obtained the age of eighteen you may apply to have your record sealed as soon as all orders made by the court have ended. You are not required to wait six months.
3. Applying to seal your record does not automatically mean that it will be sealed. The juvenile court must find that you have been rehabilitated to a satisfactory degree. The court will consider your age, the nature of the case, the cessation or continuation of delinquent, unruly or criminal behavior, your education and employment history and any other circumstances that may relate to your rehabilitation. The court will notify the prosecutor of your application and may schedule a hearing. You should bring any witnesses or evidence to the hearing that may assist the court in making its determination.
4. "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. The record is accessible to the juvenile court and some other persons in limited circumstances.
5. After your record has been sealed, your record will automatically be expunged after a period of 5 years or when you reach age 23, whichever occurs sooner. You may apply to the court to have your sealed record expunged sooner. If you are already 23 years old, when your record is approved to be sealed it will also automatically be expunged.
6. How is "expunging a record" different than "sealing a record"? Though a sealed record is separated and not accessible in most circumstances, it physically exists. To "expunge a record" means to destroy, delete and erase a record as appropriate for the record's physical or electronic form or characteristic. This means that the record is physically destroyed and permanently irretrievable.
7. If your record is sealed or expunged by the juvenile court and someone asks you if you have a record, you may properly reply that no record exists. If asked, the Court will also reply that no record exists.

You may wish to read portions of the Ohio Revised Code, Sections 2151.355; 2151.356; 2151.257 and 2151.358, available online and at most libraries for more information.

IN THE COMMON PLEAS COURT OF CLARK COUNTY, OHIO
DOMESTIC RELATIONS DIVISION
JUVENILE SECTION

IN THE MATTER OF:

APPLICATION FOR SEALING
OF JUVENILE RECORD

NAME

DATE OF BIRTH _____ CURRENT AGE _____

SOCIAL SECURITY NUMBER _____ PHONE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

CASE NUMBER(S) REQUESTED TO BE SEALED (The juvenile court clerk can help
you if you do not know the case number(s))

I hereby request that my record(s) be sealed. I am not currently under the
jurisdiction of the court and at least six months have passed since the termination of any
order made by this court.

DATE _____

SIGNATURE