

## INFORMATION ON SEALING OF RECORDS

### **PLEASE READ BEFORE FILING A SEALING OF RECORDS REQUEST WITH THIS COURT**

The attached form is used to request a sealing of the record of a conviction and/or charge, which occurred in this Court. Once you file your sealing of record request, a background check will be conducted by the Court Probation Department. When the check is completed, the matter will be set for an oral hearing and the Court will notify you of the hearing date.

Please be advised of the following before you file your request:

- That there are issues other than prior record, which may prevent the court from granting the sealing. Again, please consult with an attorney if you have any questions regarding this issue.
- The fee to file for Sealing of your record with Bedford Municipal Court is \$50.00 if you were convicted of any offense. The fee is \$30.00 if all counts were dismissed or found Not Guilty. The fee is charged only once for each filing, regardless of the number of offenses included.
- The fee to file the request is **NON REFUNDABLE**.
- Even if the sealing is granted, please be aware some agencies or professions may have access to the information (i.e. Federal government, nursing, health care, teaching (this is not an exhaustive list). If you think this may be an issue, it is strongly suggested that you contact the state board, which deals with your profession.
- The one year time period does not begin until any and all probation time has been completed and/or terminated.
- A Motion for Sealing of Records may be filed immediately only on cases which have been dismissed or have a finding of Not Guilty.
- As a general rule, a conviction for a **traffic** violation cannot be expunged. However, Ohio law allows a single traffic offense to be sealed/expunged when: **1)** it occurred at the same time as a criminal charge, **2)** the criminal charge was later dismissed, **3)** the dismissed criminal charge is eligible for expungement.
- **A Motion for Sealing of Records of a conviction MUST be served upon the Prosecutor for that municipality by the Petitioner (Defendant).**

**PLEASE BE ADVISED THAT THE COURT STAFF CANNOT PROVIDE LEGAL ADVICE REGARDING YOUR SPECIFIC CHARGE AND THE PROBABILITY OF YOUR MOTION BEING APPROVED. PLEASE CONSULT AN ATTORNEY WITH ANY QUESTIONS YOU MAY HAVE**

## **BEDFORD MUNICIPAL COURT PROSECUTOR'S**

### **BEDFORD**

John Montello  
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### **BEDFORD HEIGHTS**

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### **ORANGE**

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### **SOLON**

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### **WARRENSVILLE HTS.**

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### **CLEVELAND METRO PARKS**

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### **WOODMERE**

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**IN THE BEDFORD MUNICIPAL COURT  
CUYAHOGA COUNTY, OHIO**

STATE OF OHIO )	)	CASE NO. _____
CITY/VILLAGE OF _____ )	)	
Plaintiff )	)	APPLICATION FOR SEALING
	)	OF CONVICTION PURSUANT
vs. )	)	TO O.R.C. 2953.32
	)	OR
_____ )	)	APPLICATION FOR SEALING
Defendant )	)	OF DISMISSAL PURSUANT
	)	TO O.R.C. 2953.52A1

Defendant makes application to this Court, pursuant to:

\_\_\_\_\_ Ohio Revised Code Section 2953.32 for the sealing of his/her official record of  
Conviction in the within styled case.  
\_\_\_\_\_ Ohio Revised Code Section 2953.52A1 for the sealing of his/her official record of  
Dismissal in the within styled case.

Application provides the following information for use of the Probation Department and  
Prosecutor in determining whether the provisions of the sealing of records statute are satisfied  
and sealing of the record should be granted:

Defendant Name: \_\_\_\_\_

Birth Name (if different): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Charge(s): \_\_\_\_\_

Date of Conviction: \_\_\_\_\_

or

Date of Dismissal: \_\_\_\_\_

Defendant makes the following additional representations:

1. He/She is:

\_\_\_\_\_ A first offender

\_\_\_\_\_ An "eligible offender" as defined by Ohio Revised Code Section 2953.31

\_\_\_\_\_ Has no more than one other felony conviction

\_\_\_\_\_ Has no more than two other misdemeanor convictions

\_\_\_\_\_ Has no more than one felony conviction and one misdemeanor conviction

\_\_\_\_\_ Has only misdemeanor convictions

2. There are no criminal proceedings currently pending against him/her.
3. More than one year has elapsed since the final disposition of the misdemeanor charge for which he/she was convicted (final disposition includes sentencing and satisfactory completion of any period of probation, whether active or inactive).
4. His/Her interest in having the record of conviction sealed is not outweighed by any legitimate governmental need to maintain those records.
5. He/She has been satisfactorily rehabilitated.
6. He/She is prepared to pay the costs of this period.
7. He/She understands filing fees are non-refundable.
8. He/She understands, even if granted, some agencies or professions may have access to the information.

\_\_\_\_\_  
Signature of Defendant

\_\_\_\_\_  
Typed or Printed Name of Defendant

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

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number

**PETITIONER SHALL SERVE A COPY OF HIS/HER APPLICATION FOR SEALING OF A CONVICTION UPON THE PROSECUTOR FOR ABOVE NAMED MUNICIPALITY.**