

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 or case after a finding of not guilty or dismissal, 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 your 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 \$100.00 if you were convicted of any offense. There is no charge 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**.
- If you were convicted of a 1st, 2nd, 3rd, or 4th degree misdemeanor, you must wait until one (1) year after your final discharge to apply to have your record of conviction sealed.
- If you were convicted of minor misdemeanor, you must wait until six (6) months after your final discharge to apply to have your record of conviction sealed
- The one-year time period for sealing records of a conviction does not begin until any and all probation time has been completed and/or terminated, and all other conditions of your sentence have been satisfied.
- 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.
- 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 sealed. However, Ohio law allows certain traffic offense(s) to be sealed when it occurred at the same time as a criminal charge and the criminal charge is eligible for sealing.
- **A Motion for Sealing of Records 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 edit ATTORNEY WITH ANY QUESTIONS YOU MAY HAVE

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