

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 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

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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 sealings 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
 - _____ 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
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.