

This form is used for filing a request to have a criminal case sealed. It is strongly suggested that you speak with an attorney or do research on your own to verify you are eligible for this process BEFORE filing the application. Additional information regarding the Sealing/Expungement process can be found at OhioLegalHelp.org.

Download the form and type in the Case Number you are seeking to have sealed. You will need to fill out your name, current address and all other applicable information. If you are filing on multiple cases, please use a separate form for each case.

Once the form is filled out you will then need to print it and sign your name on the signature line.

The application and filing fee must then be filed with the Clerk's Office in one of the following ways:

- 1) Hand delivered to the Clerk's Office.
- 2) Mail the motion to the Clerk's Office.
 - a. Address mail to: Findlay Municipal Court, PO BOX 826, Findlay, OH 45839.

Please call the Clerk's Office at 419-424-7141 to find out the current filing fee. The filing fee may be paid using cash, check, money order, credit card or online payment. Online payments can be submitted at www.GovPayNow.com. Please use the option to apply to fines and costs and put "Filing Fee for Expungement" in the comments box to help with processing.

Once the application is filed it will be set for hearing 60 – 90 days out. A hearing notice will be sent to the address listed on the application. If you have not received a notice and a few days have passed since you filed your application please contact the Court at 419-424-7144.

IN THE MUNICIPAL COURT OF FINDLAY, OHIO

<u>STATE OF OHIO/CITY OF FINDLAY</u>	:	Case No. _____
PLAINTIFF,	:	
	:	Expungement No. _____
-vs-	:	
	:	
_____	:	
DEFENDANT,	:	<u>APPLICATION TO SEAL A CRIMINAL RECORD</u>
_____	:	<u>PURSUANT TO ORC 2953.32 or ORC 2953.52</u>
ADDRESS	:	
_____	:	
	:	
Phone #: _____	:	
	:	
Last 4 Digits of SSN: _____	:	
	:	
Date of Birth: _____	:	

Now comes the Defendant, pro se, and moves for an order sealing the record of this case pursuant to Ohio Revised Code 2953.32 or 2953.52. By filing this motion the Defendant is asserting there are no criminal or traffic charges currently pending against them in any jurisdiction and that they have reviewed Ohio Revised Code 2953.31 and 2953.51 and meet the definition of an eligible offender.

The Defendant further asserts: (Check the one that applies to your situation)

- They were found not guilty of the offense charged or it was dismissed and have paid all court costs.
- They were found guilty of a criminal offense that was not a traffic offense and not an offense of violence (other than an assault) and not an offense otherwise excepted by section 2953.36 of the Ohio Revised Code. The defendant further notes that it has been more than one year since they have completed all orders of the court and that they have been rehabilitated.

The defendant believes their interest to have this case sealed outweighs the legitimate interest of the government to maintain the record and therefore requests that the records in this case be sealed.

Defendants Signature