

## **PROCEDURE FOR EXPUNGING A RECORD**

“Expunging a record” means to destroys, delete, and erase a record, as appropriate for the record’s physical or electronic form or characteristic. Expunging a record means that the record is physically destroyed and permanently irretrievable.

### **APPLICATION TO EXPUNGE A RECORD**

The juvenile court will only consider expunging a record if the record is sealed.

The applicant must file:

An Application to Expunge a Record

A “Sealing and Record Information Sheet”

A Fifty (\$50.00) Dollar filing fee must be paid for each Application to Expunge a Record filed with the court.

Applying to expunge a record does not automatically mean that it will be expunged. The juvenile court must find that the applicant has been rehabilitated to a satisfactory degree. The court will consider the applicant’s age, education and employment history, the nature of the offense, the cessation or continuation of delinquent, unruly, or criminal behavior, and any other circumstances that may relate to the applicant’s rehabilitation. It is critical this information be included on the application to expunge and any supporting documents be attached to the application.

The prosecutor will be notified of the applicant’s request to expunge his or her record and may object to the request. The court may schedule a hearing on the application to expunge a record. The applicant should bring any witnesses or evidence to the hearing that may assist the court in making its determination.

IN THE COURT OF COMMON PLEAS  
JUVENILE COURT DIVISION  
CUYAHOGA COUNTY, OHIO

IN THE MATTER OF:

CASE NO.: \_\_\_\_\_

\_\_\_\_\_

JUDGE: \_\_\_\_\_

APPLICATION TO EXPUNGE RECORD

The undersigned Applicant, \_\_\_\_\_, having had his or her record in the above captioned case sealed pursuant to R.C. 2151.356, hereby applies to this Court for the expunging of his or her record in the above-referenced case pursuant to R. C. 2151.358(B).

The Applicant represents that a civil action is not pending based on the above-referenced case.

The Applicant urges that he or she has been rehabilitated to a satisfactory degree.

The Applicant prays for a finding that he or she has been rehabilitated to a satisfactory degree; that the Applicant's record in the above matter is expunged; that all records are erased, deleted and destroyed and that henceforth it be deemed that the proceedings in the aforesaid cause never occurred.

\_\_\_\_\_  
Applicant (if 18 or older)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Phone Number

\_\_\_\_\_  
Parent/Guardian/Custodian

\_\_\_\_\_  
Parent/Guardian/Custodian

\_\_\_\_\_  
Attorney

