

IN THE SOUTH EUCLID MUNICIPAL COURT  
CUYAHOGA COUNTY, OHIO  
1349 South Green Road  
South Euclid, Ohio 44121  
Phone:(216) 381-2280  
Fax: (216) 381-1195

STATE OF OHIO, or )  
City of South Euclid )  
Plaintiff ) **CASE NO.** \_\_\_\_\_  
)  
) Judge Gayle Williams-Byers  
vs )  
) **Application To Seal A Criminal**  
) **Record Pursuant To O.R.C 2953.31**  
)  
\_\_\_\_\_ )  
Defendant )

Now comes the Defendant \_\_\_\_\_ pro se, and moves for an order sealing the record of Defendant's conviction(s) including the sealing of all criminal records pursuant to Ohio Revised Code 2953.31. Defendant seeks sealing of the following conviction(s).

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

Case No(s): \_\_\_\_\_

Date of Conviction(s): \_\_\_\_\_

Date of Termination of Probation: \_\_\_\_\_

Signature of Probation Officer: \_\_\_\_\_

The applicant as stated above qualified as an eligible offender as defined in ORC 2953.31(A). No criminal or traffic charges are pending against Defendant . (Check the one that applies to your situation.

- This was defendant's first and only conviction. Defendant has never been convicted of the same crime or any other crime in this or any other state.
- Defendant seeks sealing of record on more than one conviction, and all convictions arise from the same set of facts, that occurred on the same date.
- Defendant has other convictions, but they are minor misdemeanors.

The record of the defendant's conviction(s) should be expunged and all records should be sealed because Defendant has ben rehabilitated, as evident by the following facts:

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Respectfully submitted,

\_\_\_\_\_  
Defendant's signature

\_\_\_\_\_  
Defendant's printed name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Phone

## ADDITIONAL INFORMATION

- Even if all information is true for you, the Judge can still refuse to seal your record.
- Once the sealing of a record is granted, it can take up to (5) five weeks for the case record to be taken out of the Bureau of Criminal Identification and Information (BCI & I) system.
- By completing these forms you are serving as your own attorney. The purpose of this packet is to help you represent yourself in the sealing of your record. In no way is any legal service office representing you in this action. No attorney/client relationship has been created and this material is not to be considered legal advice.
- If you don't know the crime for which you were convicted, check with the Clerk of Court. Remember, your case was "Criminal," so be sure to mention this to the clerk.
- Even though the court may grant the sealing of your record/arrest, there are certain occupations which require a background check and fingerprinting. In those instances, BCI&I will be required to provide this information. Examples of occupations that require this information even if you have it expunged include teaching, nursing, law enforcement and child or elderly care.

### ADDITIONAL INFORMATION RECORD

For purposes of identification of the record to be sealed, the following information will be provided to arresting agencies and any known custodians of arrest and conviction records.

This information must be filled out to the best of your knowledge. Please type or print all information.

Applicants full name: \_\_\_\_\_

Applicant's maiden name: \_\_\_\_\_

Applicant's Full Address: \_\_\_\_\_

Applicant's Gender: \_\_\_\_\_

Applicant's date of birth \_\_\_\_\_

Court Case Number: \_\_\_\_\_

Charge at arrest: \_\_\_\_\_

Charge convicted of: \_\_\_\_\_

Ohio BCI number (if known): \_\_\_\_\_

FBI number (if known): \_\_\_\_\_

Social Security Number: \_\_\_\_\_