

IN THE CIRCUIT COURT OF THE STATE OF OREGON  
FOR THE COUNTY OF \_\_\_\_\_

State of Oregon

**Case No:** \_\_\_\_\_  
(leave blank if no court case)

Plaintiff

vs

**MOTION TO SET ASIDE AND SEAL  
AND  
DECLARATION OF ELIGIBILITY**

\_\_\_\_\_  
Defendant

DOB: \_\_\_\_\_

*No Filing Fee*

SID# if known: \_\_\_\_\_

Citing/arresting law enforcement agency: \_\_\_\_\_  
(Example: Salem Police Dept. or Coos County Sheriff)

Arrest Date: \_\_\_\_\_  
(If no arrest date, list date of citation, booking, or incident)

Fingerprint number (FPN #) if known: \_\_\_\_\_

**ELGIBILITY STATEMENT AND LEGAL BASIS**

I am eligible and move for a set aside of my record because the following is true (**check one option only**):

**Option 1:** ☐ There was a court case, and **I was convicted on at least one charge** (or found guilty except for insanity (GEI) or in contempt of court), and:

☐ I believe all the charges in this case are eligible, and I am moving to set aside all charges, including charges which were dismissed or acquitted

or

☐ Not all the charges on this case are eligible. I am moving to set aside only the following charges:

Name of Charges	Count #

☐ I have additional charges to provide, and they are attached on a separate page

**Option 2:** ☐ There was a court case, and I am not moving to set aside any convictions. I am moving to set aside all eligible **dismissed or acquitted charges only**.

**Option 3:** ☐ I was **cited or arrested** and there was **no court case**. I am moving to set aside the citation or arrest records.

Name of Citation/Arrest Offenses
•
•
•

•
•

☐ I have additional offenses to provide, and they are attached on a separate page

### DECLARATION OF ELIGIBILITY

*These 4 statements must be true to be eligible. Check all that apply:*

- ☐ I have waited the required period under law to file this *Motion*
- ☐ I believe I am legally eligible for a set aside
- ☐ I have filed fingerprints with the Oregon State Police
- ☐ I will serve a copy of this *Motion* on the prosecuting attorney

*And*

*If you selected **Option 1** above, all of the following must also be true. Check all that apply:*

- ☐ I am not currently charged with a crime or contempt of court related to abuse or a person crime
- ☐ I have paid the Oregon State Police background check fee
- ☐ I have fully complied and performed all terms of the sentence of the court

**I hereby declare that the above statements are true to the best of my knowledge and belief. I understand they are made for use as evidence in court and I am subject to penalty for perjury.**

Date	Signature
Email	Name (typed or printed)
Address	City, State, ZIP
Phone	

### **Certificate of Mailing**

I certify that on *(date)*: \_\_\_\_\_ I placed a true and complete copy of this *Motion* in the United States mail to the prosecuting attorney at *(address)*: \_\_\_\_\_

Date	Defendant (signature)
Defendant Name	

IN THE CIRCUIT COURT OF THE STATE OF OREGON

FOR THE COUNTY OF

STATE OF OREGON,

Plaintiff,

vs.

\_\_\_\_\_,'

Defendant

) Case No.: \_\_\_\_\_  
)  
) ORDER SETTING ASIDE ARREST RECORD  
)  
)  
)  
)  
)  
)  
)

THIS MATTER having come before the Court upon the Motion of the defendant for an Order Setting Aside all official records of this case pursuant to ORS 137.225; and the Court having reviewed the records and file herein, and now being fully advised, the Court hereby finds as follows:

1.) That the defendant was arrested as follows:

Original Arrest Date:

Original Arrest Charge: \_\_\_\_\_

Arresting Agency: \_\_\_\_\_

Date of Dismissal or Acquittal: \_\_\_\_\_

2.) That positive identification of the defendant has been established as follows:

FBI Identification Number:

Oregon State Identification Number:

Arresting Agency Number:

1           3.) That the circumstances and behavior of the defendant since the  
2           date of arrest are found to warrant setting aside the arrest records;

3           IT IS HEREBY ORDERED, ADJUDGED AND DECREED that the defendant's arrest  
4           record herein should be and the same is set aside, pursuant to ORS 137.225,  
5           and hereafter the defendant, for all purposes of the law, shall be deemed not  
6           to have been previously arrested.

7           IT IS FURTHER ORDERED that the Clerk of the Court shall forward a  
8           certified copy of this Order to all law enforcement agencies mentioned in the  
9           Court's file, including the following:

- 10                   a) Federal Bureau of Investigation,  
11                   b) Oregon State Police  
12                   c) Oregon State corrections Division,  
13                   d) Arresting Agency.

14           IT IS FURTHER ORDERED that thereafter the record of arrest herein shall  
15           be sealed together with all other official records in this case, including  
16           investigation reports of the involved law enforcement agencies concerning the  
17           criminal episode.

18  
19                                   DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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21                                   \_\_\_\_\_  
22                                   Circuit Court Judge  
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