



JUDGE DAVID M. MCNAMEE

Xenia Municipal Court

937-376-7294 • 937-376-7288 (fax)

## ***PROCEDURE FOR SEALING OF RECORDS***

Dear Applicant,

You have asked about applying for Sealing of Records through the Xenia Municipal Court. IF YOU HAVE AN ATTORNEY, he/she will instruct and guide you through the process, but in every case, a Signed Application must be filed.

In order to complete this investigation thoroughly, it is vital that you complete all the requested information that is attached. This information is to be reviewed and then completed to the best of your knowledge. Please do not leave any question boxes empty. If during the course of this investigation it is determined that you have provided false information or have failed to cooperate in any fashion with the investigator, your application **will be denied**. Please type or write legibly on the application.

In order to begin the process you will need to complete and return...

- 1) **\$50.00 filing fee per application**
- 2) **Signed Application. The defendant MUST provide the case number(s) requesting to be sealed.**

**IF YOU ARE REQUESTING THE SEALING OF A RECORD AND YOU WERE FOUND NOT GUILTY OR YOUR CASE WAS DISMISSED.**

- 1) **No filing fee for Dismissed cases or cases with finding of "not guilty"**
- 2) **Signed Application. The defendant MUST provide the case number(s) requesting to be sealed.**

As part of this process, you will be contacted by a representative of Xenia Municipal Court regarding an interview. This should take place within approximately 3-4 weeks of filing, depending upon the number of applications currently under review, daily court docket, etc. Any questions regarding the Sealing of Records process may be addressed to the Court at 937-376-7289 or 937-376-7297.

**IN THE MUNICIPAL COURT OF XENIA, OHIO  
CRIMINAL DIVISION**

STATE OF OHIO  
CITY OF \_\_\_\_\_  
Plaintiff,

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

SSN: \_\_\_\_\_

vs.

\_\_\_\_\_  
Defendant,

**APPLICATION FOR  
ORDER OF SEALING RECORD**  
(Conviction(s) or Bond Forfeiture)

Defendant hereby makes application to the Court pursuant to Section 2953.3.31 to 2953.36 of the Ohio Revised Code for the sealing of the conviction(s) record in this case.

Defendant hereby provides the following information:

- (1) Charge(s) convicted of \_\_\_\_\_  
\_\_\_\_\_
- (2) Date of Conviction: \_\_\_\_\_
- (3) Date of termination of probation, if probation was imposed: \_\_\_\_\_
- (4) Defendant's current address: \_\_\_\_\_
- (5) Defendant's Telephone: \_\_\_\_\_
- (6) Defendant's Date of Birth: \_\_\_\_\_

Defendant states that he/she is an eligible offender and has no criminal proceedings pending; that any rehabilitation has been attained to the satisfaction of the court; and, that the interests of defendant in having the records pertaining to this conviction are not outweighed by any legitimate governmental needs to maintain those records. Defendant further states that at least one year has passed since completion of the case, including payment of fines and costs.

\_\_\_\_\_  
Signature of Defendant

\_\_\_\_\_  
Typed or Printed Name of Defendant