



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,

vs.

Defendant,

CASE NO. _____

SSN: _____

**APPLICATION FOR
ORDER OF SEALING RECORD
(Not Guilty or Dismissal)**

Undersigned hereby makes application to the Court pursuant to Section 2953.51 and 2953.52 of the Ohio Revised Code for the sealing of official records after a not guilty finding or dismissal of proceedings in this case.

Applicant hereby provides the following information:

- (1) Original Charge(s) _____

- (2) Date of Arrest/Incident _____
- (3) Date of Not Guilty finding or dismissal: _____
- (4) Applicant's current address: _____
- (5) Applicant's Telephone: _____
- (6) Applicant's Date of Birth: _____

Applicant states that he/she was found not guilty in this case or the case was dismissed; that he/she has no criminal proceeding pending; and that the interests of applicant in having the records pertaining to this case sealed are not outweighed by legitimate governmental needs to maintain those records.

Signature of Defendant

Typed or Printed Name of Defendant