

**CLERMONT COUNTY MUNICIPAL COURT  
CLERMONT COUNTY, OHIO**

**APPLICATION FOR SEALING OF RECORD INVOLVING CONVICTION**  
Pursuant to Ohio Revised Code Section 2953.32

<b>Full Name:</b>	<b>Alias/Maiden Name:</b>	
<b>Address:</b>	<b>Phone Number:</b>	
<b>City:</b>	<b>State:</b>	<b>ZIP:</b>
<b>Date of Birth:</b>	<b>SSN (Last Four):</b>	

The above named defendant respectfully makes application to the Court for sealing of his/her criminal record of conviction. Applicant represent that he/she is an eligible offender, that one year has passed since the final discharge following conviction of a misdemeanor offense and that no criminal proceedings are pending against him/her.

Applicant further represents that he/she has been rehabilitated.

CASE NO. \_\_\_\_\_ Date of Sentence: \_\_\_\_\_

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

CASE NO. \_\_\_\_\_ Date of Sentence: \_\_\_\_\_

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

CASE NO. \_\_\_\_\_ Date of Sentence: \_\_\_\_\_

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

\_\_\_\_\_  
Applicant or Attorney Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Defendant's Attorney

\_\_\_\_\_  
Supreme Court #

\_\_\_\_\_  
Defendant's Attorney's Address

\_\_\_\_\_  
Telephone Number

## **GUIDELINES FOR SEALING OF RECORD**

Convictions – An applicant is eligible for the sealing of their criminal record in a case where they were convicted of an offense in the Clermont County Municipal Court if they meet the following criteria:

1. The applicant has any number of misdemeanor convictions from any Ohio court inside or outside of Clermont County (the 2 Misdemeanor limit was removed on October 29, 2018).
  - a. Defendant may not have more than 5 felony convictions and the felonies cannot be F1-F3, sexual offenses, or violent offenses.
2. Violent offenses classified as an M1, Traffic offenses (R.C. 45\_\_ - including OVI's), and sexual offenses are **not** sealable.
3. At least one year has passed since the date of conviction, pay out date, payment of fines/costs, or the last day of a probation sentence - whichever comes last.
4. The applicant does not have any other criminal charges pending at the time of the application.
5. Payment of a \$50 fee. An applicant may request the sealing of multiple records in the same application without an additional fee.

Dismissals/Acquittals – An applicant is eligible for the sealing of their criminal record in a case that was dismissed or they were found not guilty in the Clermont County Municipal Court. No fee required. An applicant may request the sealing of multiple records in the same application.

Appearance – The applicant must appear in court for a hearing on their application at a date and time scheduled by the assignment commissioner. The court may waive appearance if the applicant is represented by an attorney, who appears for the hearing, and the applicant's failure to appear is justified by good cause (i.e. live out of town, hospitalized, etc.) as found by the court.

## **SEALING OF RECORD APPLICATION INFORMATION**

1. **A \$50.00 non-refundable filing fee** is to be paid to the Clerk of Court Office at the time of application for the sealing of record of a conviction. No filing fee is required for Dismissals.
2. A Court appearance is required for a Sealing of Record Hearing. The date and time will be sent by mail by the assignment office after a record check is completed by the Prosecutor's Office.

**IN THE CLERMONT COUNTY MUNICIPAL COURT  
CLERMONT COUNTY, OHIO**

**APPLICATION FOR EXPUNGEMENT – R.C. 2953.38**

<b>Full Name:</b>	<b>Alias/Maiden Name:</b>	
<b>Address:</b>	<b>Phone Number:</b>	
<b>City:</b>	<b>State:</b>	<b>ZIP:</b>
<b>Date of Birth:</b>	<b>SSN:(Last Four):</b>	

**I have been convicted of:**

☐ R.C. 2907.24 (soliciting)      ☐ R.C. 2907.241 (loitering)      ☐ R.C. 2907.25 (prostitution)

Case Number(s): \_\_\_\_\_

Date of Sentence: \_\_\_\_\_

**On the back of this form, describe why you engaged in the acts that resulted in the listed conviction/guilty plea. Attach copies of any supporting documentation showing that you are entitled to an expungement.**

The above-named applicant states that her/his participation in the offense(s) listed above was the result of the applicant having been a victim of human trafficking. S/he has satisfied the requirements of R.C. 2953.38 for the expungement of records and requests that the Court expunge all official records in the case(s) referenced above.

\_\_\_\_\_  
Applicant or Attorney Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Defendant's Attorney

\_\_\_\_\_  
Supreme Court #

\_\_\_\_\_  
Defendant's Attorney's Address

\_\_\_\_\_  
Telephone Number

**CERTIFICATE OF SERVICE**

I hereby certify that a copy of this Application for Expungement was served upon the Prosecutor's Office on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Applicant / Clerk Signature

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

**OATH**  
(Do not sign until notary is present.)

Applicant Signature

Notary Public / Deputy Clerk

My Commission Expires: \_\_\_\_\_

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## APPLICATION FOR SEALING OF RECORD INVOLVING NON - CONVICTION

Defendant's Attorney's Address	Telephone Number
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