

# Instructions for Sealing a Criminal Record

This page is to be used to assist you in filing an application to seal your criminal record.

The staff of the Sandusky Municipal Court Clerk's Office, by law, is prohibited from offering ANY legal advice. Please contact an attorney with any questions regarding the sealing/expungement application process.

## \*\*\*\*\*SEALING OF A RECORD\*\*\*\*\*

In Ohio, many records of conviction, bail forfeiture, not guilty, or dismissal may be sealed. Sealing of a record is the act or practice of officially preventing access to court records. In most instances after sealing, the record of conviction is treated as if it never occurred. ([See R.C. 2953.32\(A\) for conviction records that cannot be sealed.](#))

If you wish to seal a case/record where ALL of the charges have been dismissed or you were found not guilty to ALL of the charges, please refer to [OHIO REVISED CODE SECTIONS 2953.33 for information on sealing a record of not guilty or dismissal.](#)

If you wish to seal a case/record where you were convicted of one or all of the charges PLEASE REFER TO OHIO REVISED CODE SECTIONS [2953.32](#) and [2953.61](#) for information on sealing a record of conviction.

There is no guarantee that your application will be approved and your case sealed. Further, there is no guarantee that the case, once sealed, cannot be re-opened for inspection (refer to the appendix and the other sections of the Ohio Revised Code).

**\*\*\*\*SEALING A NOT GUILTY OR DISMISSED RECORD \*\*\*\***

If you were found not guilty to ALL CHARGES in your case, or your case was dismissed, you will need to completely fill out the [application form](#) and pay the (\$100.00) filing fee. You will be notified of the hearing date.

**\*\*\*SEALING A RECORD OF CONVICTION OR BOND FORFEITURE\*\*\***

**Please read this page carefully. Once you file your [application form](#) and pay the application fee of (\$50.00) and a court filing fee of (\$50.00) - totaling (\$100.00), there is no refund.**

If all of the following statements are true, your record may be considered for sealing.

1. The conviction you are trying to seal is NOT for one of the crimes or categories listed [in Ohio Revised Code Section 2953.32\(A\)](#).

Exceptions to sealing or expungement of record [Effective April 4, 2023]

(A) Sections [2953.32](#), [2953.33](#), and [2953.34](#) of the Revised Code do not apply to any of the following:

(1) Convictions under Chapter 4506., 4507., 4510., 4511., or 4549. of the Revised Code, or a conviction for a violation of a municipal ordinance that is substantially similar to any section contained in any of those chapters;

(2) Convictions of a felony offense of violence that is not a sexually oriented offense;

(3) Convictions of a sexually oriented offense when the offender is subject to the requirements of Chapter 2950. of the Revised Code or Chapter 2950. of the Revised Code as it existed prior to January 1, 2008;

(4) Convictions of an offense in circumstances in which the victim of the offense was less than thirteen years of age, except for convictions under section 2919.21 of the Revised Code;

(5) Convictions of a felony of the first or second degree or of more than two felonies of the third degree;

(6) Convictions for a violation of section 2919.25 (Domestic Violence) or 2919.27 (Violation of Protection Order) of the Revised Code or a conviction for a violation of a municipal ordinance that is substantially similar to either section.

2. You were convicted of a misdemeanor, and more than one year has passed since your "final discharge" on a first-degree – fourth-degree misdemeanor, and six months have passed since your "final discharge" on a minor misdemeanor. Final discharge means completion of jail and all probation requirements, full payment of any restitution or fines and costs ordered as part of a sentence, future good behavior, including any period in which a suspended sentence may be reimposed.

3. There are no fines or costs owed on cases.

**\*\*\*\*\* THE PROCESS FOR SEALING THE RECORD \*\*\*\*\***

1. Fill out an [application form](#) included in this packet.
2. File the application with the Clerk of Sandusky Municipal Court.
3. Pay the \$100 filing fee.  
(Multiple cases may be included in each application).
4. You will be notified of the hearing date.
5. Appear in court for your hearing.
6. If the application is approved, the court will order your case sealed.

The clerk's office cannot give you an estimate of the time it will take to seal your record. Once the court approves your application and orders your record sealed, all agencies involved will be notified. The amount of time these agencies need to process a request is beyond the control of the clerk's office or the court.

**SANDUSKY MUNICIPAL COURT**  
**APPLICATION TO SEAL THE RECORD**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ CURRENT PHONE NUMBER: \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_

**APPLICATION FOR ORDER SEALING RECORD OF CONVICTION(S), BAIL FORFEITURE, FINDING(S) OF NOT  
GUILTY AND/OR DISMISSAL(S)**

Applicant hereby makes application to the Court pursuant to Ohio Revised Code 2953.32 and/or 2953.33 for the sealing of the conviction, bail forfeiture, finding of not guilty, and/or dismissal record in the below-stated case(s). Applicant hereby provides the following information:

<u>Case Number</u>	<u>Charge</u>	<u>Date of Conviction/Dismissal/Not Guilty</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have open cases? If yes, with what Court \_\_\_\_\_

And for what offense \_\_\_\_\_.

Why do you believe your case/cases should be sealed? Include any programs or changes in your life that would indicate that you have been rehabilitated and have moved on from your prior conviction: (Use additional paper if needed).

Applicant states that he/she is an eligible offender and has no criminal proceedings pending; is Rehabilitated; that the appropriate time has passed since his/her final discharge; and the interests of the Applicant in having the records sealed pertaining to this conviction, finding of not guilty or dismissal are not outweighed by any legitimate governmental need to maintain those records.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

NOTICE: If the Court grants your request to seal this record, the Court will order the public records to be sealed including, but not necessarily limited to the Prosecutor's Office, Police Departments, The Ohio Bureau of Criminal Identification and Investigations. The Court records are public documents and as such available to the general public in persona and online. Certain organizations may have obtained these public records concerning your particular case prior to any Order sealing them. The Court has no way of knowing whether that occurred and has no control over the use of those records.