

# Sealing & Expungement

## *Juvenile Records in Juvenile Court*

Ohio law allows you to have your juvenile record sealed and/or expunged. As a practical matter, however, the younger you are the less likely you are to have your case sealed and/or expunged at the same time. Oftentimes, the Court will allow a record to be sealed, but you will have to petition the Court to have it expunged once you get closer to age 18. While that may seem unfair to some, you have to remember that our Court engages in graduated sanctions, and graduated rewards. To utilize graduated sanctions, or progressive discipline, we have to rely on prior history. To utilize graduated rewards, we first like to seal a record, but maintain it until you get closer to age 18 because fairness and justice demands information and history. In this process, we must weigh the reasons for maintaining the records against a juvenile's desire to have unrestricted access to life, school, military and future employment without the worry of having a juvenile record. In the end, if successful, your record will not only have been sealed, but it will have been expunged as well.

There is no filing fee to seal or expunge juvenile records. You may wish to read portions of the Ohio Revised Code, sections 2151.355, 2151.356, 2151.357, and 2151.358 for further details, available at most libraries or online here: [codes.ohio.gov](http://codes.ohio.gov).

Aggravated murder, murder and rape are charges that are not eligible to be sealed.

The following is an explanation of the process you must follow in order to seal and/or expunge your record(s). This applies to charges involving delinquency, unruly, or traffic offenses you have had in this Court. It is a two-step process: first a record may be sealed, then, second, it may be expunged.

### **STEP 1: SEALING A RECORD**

“Sealing” a record means the record still exists, but the file is hidden from public view. If someone asks you if you have a record, you may properly reply that no record exists. That's what we will say if someone asks us. It is as if it never occurred. A sealed record can be inspected in extremely limited circumstances (i.e. the Court, you, law enforcement and prosecutor, party in a civil action that is based on the case, and the attorney general).

Automatic Sealing: we will promptly order the immediate sealing of records, without an application, hearing or prosecutor input in certain situations including:

- Unofficial cases;
- Situations where there was police contact but no complaint was filed and the juvenile was not brought to court;
- Cases that were referred to a diversion program and there was successful completion; - Cases that were dismissed after a trial where the juvenile was found not guilty;
- Unruly cases where the juvenile has turned 18 and has no pending delinquency matters.

Discretionary Sealing: in these cases, the Court is permitted to seal records but is not required to. These are cases where a person was adjudicated as being delinquent, unruly or a juvenile traffic offender. You must follow these steps to have your record sealed in such cases:

1. Wait at least six (6) months from: the termination of the case (all court costs, fines and restitution paid, and community service completed); unconditional discharge from DYS/other facility in relation to a dispositional order (not on probation or parole); or the Court enters sex offender declassification order. Then you may file an application with the Court. (Note: a person over 18

does not need to wait 6 months and may file after their case is concluded.) An application is found on the Court's website.

2. Provide any information that the Court requests.
3. Appear in Court upon request from the Court.

Prohibited Sealing: we are not permitted to seal a record if there is a civil lawsuit pending involving the case. Also, we are prohibited from sealing records in cases where a juvenile is adjudicated delinquent for committing an act that would be an aggravated murder, murder, or rape offenses if the act had been committed by an adult.

#### THE PROCESS INVOLVED FOR SEALING A RECORD

1. An application to seal must be filed.
2. Any documentation requested must be submitted.
3. The Court could order an investigation be made to determine if the person has been rehabilitated to a satisfactory degree; and/or
4. The prosecutor's office shall be promptly notified of the application to seal has been filed.
  - The prosecutor's office may file a response with the Court within 30 days of receiving notice of the application;
  - If the prosecutor does not file a response with the Court or does not object to the application to seal, the Court may order the record sealed without conducting a hearing;
  - If the prosecutor files a response with the Court objecting to the sealing of the records, the Court shall conduct a hearing.
5. If the Case involves a victim, the victim shall be notified of the application.

#### THE STANDARD TO DECIDE THE APPLICATION

In making a determination about whether to seal a record, the Court may consider any information that it believes is relevant, including:

- The person's age;
- The person's education or employment history;
- The nature of the case;
- The person's subsequent delinquent, unruly or criminal behavior;
- New juvenile offender classifications; and
- Any other circumstance that may relate to the rehabilitation of the person.

Records that are "sealed" are eligible for "expungement".

#### STEP 2: EXPUNGING A RECORD

"Expunging" a record means the record is completely destroyed, and it is as if it never existed.

Automatic Expungement: we shall promptly order the immediate expungement of any case that has been previously sealed. This must occur either five years after the date on which the records are sealed or on the person's twenty-third birthday, whichever is earlier.

Discretionary Expungement: in these cases, the Court may expunge a case at an earlier time upon application of the person whose record it is. An application is found on the Court's website.

Prohibited Expungement: we are not permitted to seal a record if there is a civil lawsuit pending involving the case. Also, since the Court is prohibited from sealing records in cases where a juvenile is adjudicated delinquent for committing an act that would be an aggravated murder, murder, or rape offenses if the act had been committed by an adult, then it is also true that juvenile court is not permitted to expunge these offenses as well.

The Court will employ the same procedure explained above to determine if you have been rehabilitated to the extent your record should be expunged.

### **SEALING OF ADULT RECORDS IN JUVENILE COURT**

You may request the Williams County Juvenile Court issue an order to seal and expunge your record whether you are found guilty or not guilty, or your case is dismissed. This will erase your record in the eyes of the law and will make it not publicly available.

There is a filing fee of \$50.00 for applications in which you were found guilty. There is no filing fee for any case that was dismissed, or you were found not guilty.

There are several exceptions to this law, which are outlined in detail in Ohio Revised Code Chapter 2953; namely any misdemeanor of the first degree or higher when the victim is a child under the age of 16.

If this application is being made to expunge a conviction, the Defendant states that they have fulfilled all sentencing provisions and that more than one year has passed since the Defendant was released from the Court's jurisdiction (all fines and costs have been paid and community service has been served). Further, by submitting the application, Defendant contends that he/she is entitled to the relief requested because he/she meets all of the prerequisites provided in the Ohio Revised Code; to wit, (1) Defendant is an eligible offender; (2) that there are no criminal proceedings pending against the Defendant; (3) that the Defendant's rehabilitation has been attained; and (4) that the expungement of this record is consistent with the public interest.

If there is a finding of not guilty or the complaint is dismissed, the application to seal may be filed at any time after the finding or dismissal is entered upon the court journal.

Upon the filing of an application for the sealing of a record, the Court shall set a date for a hearing and notify the prosecutor for the case of the hearing on the application. The prosecutor may then object to the granting of the application and shall specify in the objection the reasons for believing a denial of the application is justified.

**IN THE COMMON PLEAS COURT OF WILLIAMS COUNTY, OHIO  
JUVENILE DIVISION**

In the Matter of:  
\_\_\_\_\_

Case No. \_\_\_\_\_

**APPLICATION TO SEAL RECORD  
(ORC.2151.356)**

Name:		DOB:	Age:
Address:	City:	State:	Zip:
Phone #:	SSN:	Driver's License #:	
Email Address:			
Type of Case (Check One)	<input type="checkbox"/> Delinquency	<input type="checkbox"/> Traffic	

Were you on probation or parole as a result of the charge you are attempting to seal?

Yes  No

If yes, name of probation or parole officer: \_\_\_\_\_

Have you been adjudicated or convicted of any juvenile and/or adult criminal or traffic offenses since your last contact with the court?  Yes  No

If yes, please complete the following:

DATE	OFFENSE	CASE NUMBER

Is your driver's license currently suspended?

Yes  No

Are you attending school?

Yes  No

Have you been suspended from school since your conviction?

Yes  No

If yes, for what? \_\_\_\_\_

If yes, what school issued the suspension? \_\_\_\_\_

Are you employed?

Yes  No

If yes, where? \_\_\_\_\_

If yes, how long have you been employed? \_\_\_\_\_

Please list your employment history:

DATE	LOCATION	REASON FOR LEAVING

What other activities are you involved in?

DATE	ORGANIZAION	ACTIVITY

Please indicate other information you would like the Court to know in reviewing your application. You may attach separate sheets if necessary.

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**PLEASE ATTACH:**

1. If in school, latest report card
2. Copy of latest pay stub

**PLEASE NOTE:** complete the attached application and a Court hearing may be scheduled for consideration. You will be notified of the hearing date or direction by the Court.

**BY SUBMITTING THIS APPLICATION, I AM REQUESTING THAT THE WILLIAMS COUNTY JUVENILE COURT SEAL MY RECORD PURSUANT TO OHIO REVISED CODE §2151.356.**

**The applicant further states that the applicant is not currently under the jurisdiction of the Court in relation to a delinquency complaint and that at least six months have passed since the termination of any order made by the court in relation to the case, or any unconditional discharge from any institution or facility if the applicant was committed to an institution or facility in relation to the case.**

**The applicant also authorizes the release of any school and/or police report that may aid the Court in making a finding in this matter.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
DATE

(If a Minor)