

**NOTIFICATION REGARDING SEALING AND EXPUNGEMENT OF A
CASE/RECORD**

Ohio Revised Code, Section 2151.356(D)(2) and Juvenile Rule 34(J)

Ohio law allows juveniles the opportunity to apply to have their unruly, delinquent or traffic case/record with the Court sealed. The following is an explanation of the process.

- 1. You may file an application with this Juvenile Court to have your case/record sealed two years after any order made by the Court has concluded. If you have been placed in a juvenile institution or other facility, you may not apply until two years after you have received an unconditional discharge from such institution or facility. (For example, if you are placed on probation or parole, you must wait two years after being released from probation or parole.)**
- 2. “Seal a case/record” means to remove a case/record from the main file and to secure it in a separate file that contains only sealed cases/records which are only accessible to the Juvenile Court.**
- 3. The Court must find that the juvenile has been rehabilitated to a satisfactory degree in order for your case/record to be sealed.**
- 4. You must request that each case be sealed. Just because one case is sealed does not mean that your entire record with the Court is sealed.**
- 5. Your case/record cannot be sealed if the offense was aggravated murder, murder, rape, sexual battery or gross sexual imposition.**
- 6. You may properly reply that no record exists if your entire record with the Court is sealed and you are asked if you have a record. If asked, the Court will also reply that no record exists. However, any records maintained by the Bureau of Criminal Identification and Investigation will not be sealed. These records are available to Law Enforcement personnel and the Armed Services.**
- 7. After your case/record has been sealed, it will automatically be expunged after a period of 5 years or when you reach age 23, whichever occurs sooner. You may apply to the Juvenile Court to have your sealed case/record expunged at an earlier date if you wish.**
- 8. “Expunging a Case/Record” means to destroy, delete, and erase a case/record. This means that the record is permanently irretrievable.**
- 9. You may obtain an application to either seal or expunge your case/record from the Receptionist. You will be required to pay a filing fee at the time of application.**
- 10. You may wish to read portions of the Ohio Revised Code, § 2151.355; 2151.356; 2151.357 and 2151.358 for further details, available at most libraries and on the internet.**

If you have a case or charge that is dismissed in Court, that case or charge is automatically sealed by the Court at the time of dismissal. If you wish to have this case or charge expunged, you must follow the procedures outlined in paragraph 7 above.