

**COURT OF COMMON PLEAS
JUVENILE DIVISION
CLERMONT COUNTY, OHIO**

**GENERAL INFORMATION REGARDING FILING FOR TERMINATION OF
COMMUNITY CONTROL, SEALING AND/OR EXPUNGEMENT OF YOUR RECORD**

- **Attached you will find the following:**
 - 1) **Notification Regarding Sealing and Expungement of a Case/Record – please review this document carefully to understand the process.**
 - 2) **Application to Terminate Community Control (non-reporting probation)**
 - 3) **Application to Seal Juvenile Record**
 - 4) **Application to Expungement Juvenile Record**
- **There is no charge to file any of the above applications.**
- **You may list more than one case number on each application.**
- **Once the Court receives your application(s), your file(s) will be pulled. The Court will then conduct a criminal record check. This information will be forwarded to the Assistant Prosecutor for review. If the Assistant Prosecutor has no objection to the application(s), they will sign an Entry stating they agree to the request filed. At that time, the files are given to the Judge for review. If the Judge approves, he will sign the Entry approving the application(s) and you will be sent a copy of the Entry by ordinary mail.**

If the Assistant Prosecuting Attorney objects to the application(s), the matter(s) will be set for hearing and you will be notified of the date and time by ordinary mail.
- **Please contact Teresa Boothby at tboothby@clermontcountyohio.gov or at (513) 732-7155 for a list of your case numbers or if you have any questions.**

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. If you are under the age of 18, you may file an application with this Juvenile Court to have your case/record sealed six months after any order made by the Court has concluded. If you have been placed on probation/community control and/or placed in a juvenile institution or other facility, you may not apply until six months after you have received an unconditional discharge from probation/community control and/or such institution or facility. (For example, if you are placed on community control/probation/parole, you must wait six months after being released.) If you are 18 or older, you may file at any time after the later of the following: reaching age 18 or after any order by the Court has concluded (i.e. probation/community control and/or released from an institution or facility).
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 or rape.
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. There is no filing fee.
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.

**COURT OF COMMON PLEAS
JUVENILE DIVISION
CLERMONT COUNTY, OHIO**

In Re:

Applicant Name

Case No(s). _____

Judge James A. Shriver

Application to Terminate Community Control

The Applicant moves the Court to terminate the order of Community Control. In support of this application, the Applicant provides the following information.

1. Type of Case: Delinquency Traffic Unruly
2. Were you on probation or parole as a result of this charge? Yes No

If yes, name of probation or parole officer _____

3. Are you aware of any civil case that has been filed regarding the case? Yes No
If yes, name of Court where filed: _____

4. To the best of your knowledge, have you been adjudicated or convicted of any other juvenile and/or adult criminal or traffic offense since your last contact with Court for this offense or this case? Yes No

If yes, please complete the following (you may attach additional pages if necessary)

<u>Date</u>	<u>Offense</u>	<u>Court or Location</u>
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5. If you have a driver's license, is it currently suspended? Yes No
6. Please provide your education and employment history below (you may attach additional pages if necessary):

<u>Employer</u>	<u>Dates Employed</u>	<u>Reason for Leaving</u>
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7. Please indicate any other information you would like the Court to know in reviewing your application (you may attach additional pages if necessary).

The Applicant hereby certifies all requirements for terminating community control are met.

Applicant further certifies that once community control is terminated, applicant may file an Application to Seal the record under R.C. 2151.356.

Wherefore, Applicant requests that the court terminate community control.

Name of Applicant

Name of Attorney (if applicable)

Signature of Applicant (if pro se)

Signature of Attorney (if applicable)

Street Address of Applicant

Attorney Registration No. (if applicable)

City, State and Zip Code of Applicant

Street Address of Attorney (if applicable)

Telephone Number of Applicant

City, State and Zip Code of Attorney (if applicable)

Email address of Applicant

Telephone No. of Attorney (if applicable)

Email address of Attorney (if applicable)

CERTIFICATE OF SERVICE

A copy of this application was served by this Court on the Clermont County Juvenile Probation Department as well as any of the following individuals/organizations as applicable _____

on this _____ day of _____, 20_____.

Deputy Clerk

**COURT OF COMMON PLEAS
JUVENILE DIVISION
CLERMONT COUNTY, OHIO**

In Re:

Applicant Name

Case No(s). _____

Judge James A. Shriver

**Application to Seal Juvenile Record
Pursuant to R.C. 2151.356**

The Applicant moves the Court to order the sealing of records pursuant to R.C. 2151.356. In support of this application, the Applicant provides the following information.

1. Type of Case: Delinquency Traffic Unruly
2. Were you on probation or parole as a result of this charge? Yes No

If yes, name of probation or parole officer _____

3. Are you aware of any civil case that has been filed regarding the case? Yes No
If yes, name of Court where filed: _____

4. To the best of your knowledge, have you been adjudicated or convicted of any other juvenile and/or adult criminal or traffic offense since your last contact with Court for this offense or this case? Yes No

If yes, please complete the following (you may attach additional pages if necessary)

<u>Date</u>	<u>Offense</u>	<u>Court or Location</u>
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5. If you have a driver's license, is it currently suspended? Yes No

6. Please provide your education and employment history below (you may attach additional pages if necessary):

<u>Employer</u>	<u>Dates Employed</u>	<u>Reason for Leaving</u>
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7. Please indicate any other information you would like the Court to know in reviewing your application (you may attach additional pages if necessary).

The Applicant hereby certifies all requirements for sealing the records are met. The Court informed the Applicant that sealing a record means removing a record from the main file of similar records and to secure it in a separate file that contains only sealed records accessible only to juvenile court and others as provided by law.

Applicant further certifies that once the record is sealed, applicant may file an Application to Expunge the record under R.C. 2151.358. Expunge means to destroy, delete, and erase a record so it is permanently irretrievable.

Wherefore, Applicant requests that the court seal the records.

Name of Applicant

Name of Attorney (if applicable)

Signature of Applicant (if pro se)

Signature of Attorney (if applicable)

Street Address of Applicant

Attorney Registration No. (if applicable)

City, State and Zip Code of Applicant

Street Address of Attorney (if applicable)

Telephone Number of Applicant

City, State and Zip Code of Attorney (if applicable)

Email address of Applicant

Telephone No. of Attorney (if applicable)

Email address of Attorney (if applicable)

CERTIFICATE OF SERVICE

A copy of this application was served by this Court on the Office of the Clermont County Prosecutor on this _____ day of _____, 20____. The Prosecutor shall provide timely notice to a victim and a victim's representative, if applicable, if the victim or victim's representative requested notice of the proceedings in the underlying case.

Deputy Clerk

COURT OF COMMON PLEAS
JUVENILE DIVISION
CLERMONT COUNTY, OHIO

In Re:

Applicant Name

Case No(s). _____

Judge James A. Shriver

**Application to Expunge Juvenile Record
Pursuant to R.C. 2151.358**

The Applicant moves the Court to order the expungement of records pursuant to R.C. 2151.358. In support of this application, the Applicant provides the following information.

1. Type of Case: Delinquency Traffic Unruly

2. Date of Sealing Order: _____

3. Name of the Offense(s) for the which the records were sealed: _____

4. Are you aware of any civil case that has been filed regarding this case that has been sealed?

Yes No

If yes, name of Court where filed: _____

5. To the best of your knowledge, have you been adjudicated or convicted of any other juvenile and/or adult criminal or traffic offense since your last contact with the Court for this offense or this case? Yes No

If yes, please complete the following (you may attach additional pages if necessary):

<u>Date</u>	<u>Offense</u>	<u>Court or Location</u>
_____	_____	_____
_____	_____	_____

6. Please provide your education and employment history below (you may attach additional pages if necessary):

<u>Employer</u>	<u>Dates Employed</u>	<u>Reason for Leaving</u>
_____	_____	_____
_____	_____	_____

Name of School Date of Graduation Area of Study/Degree

7. Please indicate any other information you would like the Court to know in reviewing your application (you may attached additional pages if necessary):

The Applicant hereby certifies all requirements for expunging the records are met.

WHEREFORE, Applicant requests that the Court expunge his/her record(s) in the above-captioned referenced case(s); order that the proceedings be deemed never to have occurred and that the Court take any other required action consistent with this application.

Name of Applicant

Name of Attorney (if applicable)

Signature of Applicant (if pro se)

Signature of Attorney (if applicable)

Street Address of Applicant

Attorney Registration No. (if applicable)

City, State and Zip Code of Applicant

Street Address of Attorney (if applicable)

Telephone Number of Applicant

City, State and Zip Code of Attorney (if applicable)

Email address of Applicant

Telephone No. of Attorney (if applicable)

Email address of Attorney (if applicable)

CERTIFICATE OF SERVICE

A copy of this application was served by this Court on the Office of the Clermont County Prosecutor on this _____ day of _____, 20_____. The Prosecutor shall provide timely notice to a victim and a victim's representative, if applicable, if the victim or victim's representative requested notice of the proceedings in the underlying case.

Deputy Clerk