

**INSTRUCTIONS FOR APPLICATION FOR SEALING OF RECORDS AND EXPUNGEMENT-  
O.R.C. 2953.32/2953.33**

-There is a one-time \$100.00 application fee for an unlimited number of guilty convictions. This application fee is to be paid when filing and is non-refundable. The Court accepts cash, credit card or money orders. NO CHECKS.

-The filing fee is \$50.00 if your case was dismissed.

-You must fill out the following when applying for a record sealing/expungement:

1. Application for Sealing or Expungement. This form must be filled out by you. The clerks in the office are not allowed to help you in completing the application.

2. Judgment Entry

-Bring all of this information, along with your payment, to the Clerk's office for processing.

-When we receive your application and payment, where necessary, we will process your application, and you will receive a notice in the mail with a hearing date.

**-THERE WILL BE A MANDATORY HEARING DATE AND YOUR ABSENCE COULD RESULT IN YOUR REQUEST BEING DENIED**

*\*\*AGAIN, please note that the Clerk's office cannot help in this process as we are unable to give legal advice. If you need assistance, you can either contact Legal Aid at 740-383-2161 or an attorney.*

# IN THE MARION MUNICIPAL COURT

APPLICATION FOR SEALING CRIMINAL  
RECORD PURSUANT TO ORC 2953.32/33

Case Nos. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Applicant Information (Must provide all information requested)

|  |         |                       |  |
|--|---------|-----------------------|--|
| <b>Full Name:</b><br>*Include maiden name if applicable. |         |                       |  |
| <b>Address:</b>  |         |                       |  |
| <b>City, State and Zip:</b>                              |         |                       |  |
| <b>Phone Number:</b>                                     |         |                       |  |
| <b>Last 4 of Social Security No:</b>                     | XXX-XX- | <b>Date of Birth:</b> |  |

Please list all convictions, bond forfeitures, or dismissed/acquitted charges that you wish to have sealed?

### Offense #1

Case Number \_\_\_\_\_

Offense Description \_\_\_\_\_

Ohio Revised Code or City Code section \_\_\_\_\_

Conviction or dismissal? \_\_\_\_\_

Date of Conviction or Dismissal \_\_\_\_\_

Probation discharge date \_\_\_\_\_

Fines or Court Costs owed? \_\_\_\_\_

Restitution owed? \_\_\_\_\_

Did this charge or case involve a victim? \_\_\_\_\_

**Offense #2**

Case Number \_\_\_\_\_

Offense Description \_\_\_\_\_

Ohio Revised Code or City Code section \_\_\_\_\_

Conviction or dismissal? \_\_\_\_\_

Date of Conviction or Dismissal \_\_\_\_\_

Probation discharge date \_\_\_\_\_

Fines or Court Costs owed? \_\_\_\_\_

Restitution owed? \_\_\_\_\_

Did this charge or case involve a victim? \_\_\_\_\_

**Offense #3**

Case Number \_\_\_\_\_

Offense Description \_\_\_\_\_

Ohio Revised Code or City Code section \_\_\_\_\_

Conviction or dismissal? \_\_\_\_\_

Date of Conviction or Dismissal \_\_\_\_\_

Probation discharge date \_\_\_\_\_

Fines or Court Costs owed? \_\_\_\_\_

Restitution owed? \_\_\_\_\_

Did this charge or case involve a victim? \_\_\_\_\_

**Offense #4**

Case Number \_\_\_\_\_

Offense Description \_\_\_\_\_

Ohio Revised Code or City Code section \_\_\_\_\_

Conviction or dismissal? \_\_\_\_\_

Date of Conviction or Dismissal \_\_\_\_\_

Probation discharge date \_\_\_\_\_

Fines or Court Costs owed? \_\_\_\_\_

Restitution owed? \_\_\_\_\_

Did this charge or case involve a victim? \_\_\_\_\_

**\*If more than four cases or offenses, please use additional forms to complete the application, one for EACH case and charge that you wish to have sealed**

Please answer completely and honestly all questions below:

1. Do you have any convictions, BEFORE those listed above? If yes list the charges, court, and final disposition of each charge and case:

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2. Do you have any convictions, AFTER those listed above? If yes list the charges, court, and final disposition of each charge and case:

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3. Do you have any cases pending NOW? If yes list the charges, court, and status of each case:

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4. Why do you want these records sealed?

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Under penalties of perjury and falsification I, \_\_\_\_\_ (Applicant), state that the above information is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Applicant's Signature / Date

\_\_\_\_\_  
Applicant's Email

\_\_\_\_\_  
Applicant's Phone Number

\_\_\_\_\_  
Attorney's Name

\_\_\_\_\_  
Attorney's Signature / Date

\_\_\_\_\_  
Attorney's Email

\_\_\_\_\_  
Attorney's Phone Number

**Certificate of Service**

I, the undersigned, do hereby certify that a copy of this Application for Sealing of Records was served upon the prosecutor(s) on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Deputy Clerk

**IN THE MUNICIPAL COURT  
of MARION COUNTY, OHIO**

STATE OF OHIO, City of Marion

CASE(S): \_\_\_\_\_

vs.

\_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT**

**JUDGE: TERESA BALLINGER**

**JUDGMENT ENTRY**

The Applicant, having applied to the Court for sealing of his/her record of conviction or dismissal, and the Court being sufficiently informed, finds as follows:

- 1) Applicant's cases are eligible to be sealed / expunged under R.C. Chapter 2953.
- 2) No criminal proceedings are pending against the Defendant.
- 3) The Defendant's interests in having the records pertaining to his/her case(s) sealed are not outweighed by the government's legitimate need to maintain these records.
- 4) The Court finds Applicant eligible to seal his/her records on case number(s) \_\_\_\_\_.

Therefore, Defendant's petition for record sealing/ expungement is **granted**. It is hereby **ordered** that all official records pertaining to this case shall be sealed/expunged and all indexed references thereto shall be deleted, except as otherwise provided in R.C. Chapter 2953. The proceedings of the case will be considered not to have occurred and the case(s) shall be sealed/expunged, subject to the exceptions set forth in R.C. Chapter 2953.

It is further **ordered** that none of the foregoing persons shall inspect or use said records nor permit the inspection or use of said records except as provided in R.C. Chapter 2953.

It is further **ordered** that copies of this Entry shall be served by Clerk of Court on the following by certified mail, return receipt requested (check all that apply):

- Applicant
- The Ohio State Highway Patrol
- The Prosecuting Attorney of MARION County, Ohio
- The Adult Probation Department of this court and Marion County Common Pleas Court
- The Bureau of Criminal Investigation of the Ohio Attorney General

(continued on next page)

- Records Department of MARION County Sheriff's Department
- Records Department of MARION City Police Department/Division
- Federal Bureau of Investigation, Washington, D.C.
- Common Pleas Court of MARION County, Ohio
- Municipal Court of MARION, Ohio
- \_\_\_\_\_ County Court
- Other: \_\_\_\_\_

**Approved:** \_\_\_\_\_

\_\_\_\_\_  
**JUDGE**