

# **COMMON PLEAS COURT OF LICKING COUNTY**

## **INFORMATION ON EXPUNGING/SEALING RECORD OF NOT GUILTY FINDING, DISMISSAL OF PROCEEDINGS, OR NO BILL 2953.52**

JUDGE W. DAVID BRANSTOOL      JUDGE THOMAS MARCELAIN



**ADULT COURT SERVICES DEPARTMENT  
LICKING COUNTY COURTHOUSE  
GROUND FLOOR, NEWARK, OHIO 43055  
740-670-5733 or FAX: 740-670-5885  
CONTACT PERSON: LISA BATES**

## COMMON PLEAS COURT OF LICKING COUNTY EXPUNGING/SEALING RECORD OF DISMISSAL

### WHO IS ELIGIBLE TO EXPUNGE/SEAL A RECORD?

- Pursuant to applicable sections of the Ohio Revised Code, to qualify for an expunging/sealing of non-conviction, you must have had a felony charge dismissed by the prosecutor's office, a jury, the Court, or the Grand Jury.

### WHEN CAN THE APPLICATION BE FILED?

- The application can be filed any time after the dismissal.

### IS THERE A COST INVOLVED?

- There is no fee involved to expunge/seal a record of non-conviction.

### WHAT NEEDS TO BE DONE TO EXPUNGE/SEAL A RECORD?

- Use the sample form as provided or contact an attorney.
- Fill in the personal information and all applicable data required. If any lines are left blank, your case will not be sealed.
- Sign the application where indicated.
- Completed the attached form explaining why you want the record sealed. List what you have accomplished; changes that have been made in your life, employment, marriage, or anything that shows you have been rehabilitated.
- Proceed to the Judges Office with the application and request a non-oral hearing date.
- Once a Court date has been assigned and recorded at the bottom of the application, file it in the Clerk's Office. Request three copies. There cannot be outstanding court cost on this case. If there are, it will not be sealed.
- Deliver one copy of the application to the Probation Department (Courthouse, ground floor), and one copy to the Prosecutor's Office, (Administration building, fourth floor). Keep the third copy for your records.
- **You do not need to attend the non-oral hearing. It is usually scheduled about 30 days from the filing date.**
- If the record is sealed, you will receive notice in the mail.

**Remember: The Court cannot seal Private Databases.**

IN THE COURT OF COMMON PLEAS OF LICKING COUNTY, OHIO

State of Ohio,  
Plaintiff,  
vs.

Case No. :

\_\_\_\_\_  
Defendant.

APPLICATION FOR EXPUNGING/SEALING RECORDS OF NON-CONVICTION

Now comes the defendant, pursuant to Ohio Revised Code, Section 2953.52, and makes application to this Court for an Order expunging/sealing the official records in this case.

MEMORANDUM IN SUPPORT

1. The indictment was dismissed.
2. There are no criminal proceedings pending against the defendant.
3. The interests of the defendant in having the records pertaining to the case sealed are not out weighed by any legitimate governmental needs to maintain such records.

Municipal Court Case #: \_\_\_\_\_ Date of arrest: \_\_\_\_\_  
 You can find this case number on the Licking County Municipal Court's website.  
 Arrest charge: \_\_\_\_\_ Dismissed charge: \_\_\_\_\_  
 Date indicted: \_\_\_\_\_ Indictment dismissed: \_\_\_\_\_  
 DOB: \_\_\_\_\_ SSN: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

CERTIFICATE OF SERVICE

I hereby certify that a copy of the forgoing Application for Expunging/Sealing of Records and Memorandum in Support of Application for Expunging/Sealing Records was served, by hand delivering or certified mail, to Kenneth Oswalt, Prosecuting Attorney, 22 South Second Street, Newark, Ohio 43055, this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Signature of Applicant

NOTICE OF HEARING

The foregoing motion shall come on for a non-oral hearing before the Honorable Thomas Marcelain or David W. Branstool on the \_\_\_\_\_ day of \_\_\_\_\_ 2011, at \_\_\_\_\_.

**In addition to the application, please provide the following information:**

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

1. Have you been arrested since this offense? Yes No If yes, please list the offense, the date of arrest, and the county/state where you were arrested \_\_\_\_\_

\_\_\_\_\_

2. Were you convicted of the above offense? Yes No NA

3. Are you employed? Yes No If yes, where \_\_\_\_\_

\_\_\_\_\_

4. If employed, how long have you been working? \_\_\_\_\_

5. If unemployed, for how long and how do you support yourself? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Why do you want your record sealed? \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. What positive changes have been made in your life since this offense occurred? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_