

# **THE SUMMIT COUNTY SEALING PROCESS**

(Sealing of records of convictions, dismissals, not guilty findings, and bail forfeitures)

The following has been provided to assist you with the sealing application process. Every effort is made to keep this information current and up to date; however, keep in mind that changes in legislation may affect the outcome of your sealing request. The laws that are in effect at the time of your sealing application will apply and may supersede any information provided in this document. Although professional public service is offered to assist you in filing an application for sealing of records, employees of the Clerk's Office and employees of the Probation Department cannot give you legal advice. Our goal is to help you through the process in an impartial way by delivering excellent service while complying with state legal requirements.

## **1. WHAT IS "SEALING OF RECORDS"?**

Sealing of records is a way to have your criminal record removed and your court file sealed. This means that a sealed prior conviction is no longer in the public record.

However, even if your record is sealed, the record is not destroyed. Your record can still be used by a limited number of persons and/or agencies for a limited number of reasons, according to Ohio law. Law enforcement agencies, prosecutors, some prospective employers and some other agencies can still look at your sealed record. Also, if you commit another crime, your sealed record can still be used against you when you are sentenced.

## **2. WHAT IS THE FILING FEE FOR A SEALING OF RECORD?**

For Summit County Court of Common Pleas cases, there is a \$100.00 filing fee for each motion involving a conviction or bail forfeiture. There is no charge for a motion to seal to seal a dismissal, a not guilty finding, or a No Bill. Cash, checks, money orders, certified checks and credit cards are accepted with proper ID. Checks and money orders shall be made payable to Summit County Clerk of Courts.

Please provide the original plus four (4) copies of the Motion to Seal to the Clerk of Courts for Filing.

If you are mailing your documents to the Clerk of Courts, please include a self-addressed stamped envelope so that we can return a filed copy of your Motion to Seal for your records. Please mail all documents with payment (if applicable) to: Summit County Clerk of Courts, 205 South High Street, Akron, OH 44308.

\*There are no guarantees that a sealing of record will be granted. Your filing fee is not refundable.

## **3. WHAT HAPPENS AFTER THE SEALING APPLICATION IS FILED?**

After you have filed your sealing application with the Summit County Clerk of Courts Office, you will be contacted by the Summit County Adult Probation Department. It is necessary to complete an interview with the Probation Department before your application will be considered.

The Adult Probation Department must complete a thorough background report for all applicants seeking a sealing of record. It is in your best interest to respond promptly to communication from the Adult Probation Department. Failure to do so can result in delay or even denial of your sealing request.

After your application has been processed by the Adult Probation Department and a report has been completed, your file will be sent to the assignment office to be set for a court date. The Court will communicate with you and/or your attorney either by:

- a) Informing you directly that your sealing request has been approved or denied

**Or**

- b) Sending a notice to appear in court for a sealing hearing

Please note that once a sealing has been granted, your records have been sealed. You will be mailed a certified copy of the Journal Entry sealing your case. It is recommended that you keep this certified copy indefinitely because once your case is sealed, access to documents in your file is no longer available. If you would like a copy of any records prior to sealing of record, you may obtain copies from the Summit County Clerk of Courts File Room.

**IF YOU HAVE ANY QUESTIONS, OR NEED ASSISTANCE, PLEASE CONTACT THE AKRON LAW EXPUNGEMENT CLINIC AT (330) 972-7462**

**IN THE COURT OF COMMON PLEAS  
SUMMIT COUNTY, OHIO**

STATE OF OHIO

COMMON PLEAS CASE # \_\_\_\_\_

vs.

MUNICIPAL CASE # \_\_\_\_\_

MUNICIPAL JURISDICTION \_\_\_\_\_

\_\_\_\_\_

**MOTION TO SEAL CRIMINAL RECORD**

Now comes the Defendant in the above case and requests that the Court seal the (circle one) CONVICTION, NO BILL, or DISMISSAL of the charge(s) of \_\_\_\_\_.

The Defendant represents the following:

1. His/Her sentence was final on \_\_\_\_\_.
2. He/She is eligible as defined in O.R.C. 2953.32(A).
3. He/She has no criminal or traffic charges pending at this time.
4. The conviction does not fall within the exceptions, pursuant to ORC 2953.36.

Defendant further requests that a date for a hearing be set upon such Motion, and that an investigation be conducted pursuant to statute to determine that he/she has attained rehabilitation to the satisfaction of the Court.

S.S.N. \_\_\_\_\_

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

D.O.B. \_\_\_\_\_

\_\_\_\_\_  
Street Address

Phone (    ) \_\_\_\_\_

\_\_\_\_\_  
City, State, Zip Code

THE FILING OF THIS MOTION DOES NOT AUTOMATICALLY GUARANTEE THAT YOUR RECORD WILL BE SEALED BY THE COURT.

THE FILING FEE PAID AT THE TIME OF FILING IS NON-REFUNDABLE EVEN IF THE SEALING IS DENIED.