



**FRANKLIN COUNTY
COURT OF COMMON PLEAS
JUVENILE BRANCH**

373 S. High Street
Columbus, Ohio 43215

JUDGES

**KIM A. BROWNE
DANA S. PREISSE
ELIZABETH GILL
TERRI B. JAMISON
JAMES W. BROWN**

**INSTRUCTIONS AND PROCEDURE FOR SEALING AND
EXPUNGING JUVENILE RECORDS**

TRAFFIC

1. Fill out the Application completely.
2. File the completed Application with the Juvenile Traffic Clerk of Courts at:

399 S. Front St.
Columbus, OH 43215

3. Your case/cases will be scheduled for hearing before a magistrate to determine whether the application should be granted. You will receive the hearing date after filing your application.

The Prosecutor will receive a copy of the Application and will be present at the hearing.

4. You have the right to be represented by an attorney at the hearing. A parent or attorney must accompany you to the hearing if you are under 18.

When you attend your hearing, make sure to bring any relevant information or documentation with you, beyond what was referenced in your Application.

5. If you fail to appear for your hearing, your Application will be dismissed.
6. After the hearing, you can expect a Judgment Entry within a week.
7. If you have any questions, please contact the Juvenile Traffic Clerk at 614-525-5279.

DELINQUENCY/UNRULY

1. Fill out the Application completely.
2. Bring the completed Application to the Juvenile Prosecutor's Intake Department at:

399 S. Front St.
Columbus, OH 43215

3. If the Prosecutor does not oppose your Application, it will be granted. You can expect a Decision and Judgment Entry within 2 weeks.

4. If the Prosecutor opposes your Application, your case/cases will be scheduled for hearing before a magistrate to determine whether the application should be granted. A notice of hearing will be mailed to you once the hearing is scheduled.

5. You have the right to be represented by an attorney at the hearing. A parent or attorney must accompany you to the hearing if you are under 18.

When you attend your hearing, make sure to bring any relevant information or documentation with you, beyond what was referenced in your Application.

6. If you fail to appear for your hearing, your Application will be dismissed.

7. After the hearing, you can expect a Decision and Judgment Entry within 2 weeks.

8. If you have any questions, please contact the Juvenile Prosecutor at 614-525-4440.

**IN THE COURT OF COMMON PLEAS OF FRANKLIN COUNTY, OHIO
DIVISION OF DOMESTIC RELATIONS AND JUVENILE BRANCH**

IN THE MATTER OF:

CASE NO: _____

JUDGE: _____

MAGISTRATE: _____

APPLICATION TO SEAL AND EXPUNGE RECORD

_____ HEREBY APPLIES TO HAVE THIS CASE **SEALED**

- PURSUANT TO O.R.C. 2151.356(B):** On _____, the Court
 - Dismissed the Complaint after a trial on the merits of the case.
 - Found the Applicant not to be delinquent, unruly, or a juvenile traffic offender.

- PURSUANT TO O.R.C. 2151.356(C)(1):** On _____, the Applicant was adjudicated delinquent, unruly, or a juvenile traffic offender. On _____, the Court's Orders were terminated, or the Applicant was unconditionally discharged from the Department of Youth Services or other facility, such date being six or more months past, or the Applicant attained the age of eighteen.

- UNDER O.R.C. 2151.01, ET SEQ:** On _____, the case was dismissed or the informal case was closed, such date being six or more months past, or the Applicant attained the age of eighteen.

FURTHERMORE, APPLICANT HEREBY APPLIES TO HAVE THIS CASE **EXPUNGED**

- PURSUANT TO O.R.C. 2151.358(B):** At the Court's discretion upon sealing of the record.

- PURSUANT TO O.R.C. 2151.358(A).** On _____,
 - This case was sealed, such date being five or more years past.
 - The Applicant turned 23 years old.

Applicant's Signature

Date

THIS MATTER WILL COME FOR HEARING ON _____, 20____ AT _____,
BEFORE MAGISTRATE _____ IN COURTROOM _____,
373 SOUTH HIGH STREET, COLUMBUS, OH, 43215.