

SEALING OF DISMISSALS/NOT GUILTY CHECKLIST

1. Sealing of Dismissals (2953.51 to 2953.60)
 - Not guilty findings with prejudice-Any time
 - Dismissals with prejudice-Any Time
 - Not guilty finding or dismissals without prejudice
 - must wait until Statute of Limitations expires:
 - (a) 2 years Misdemeanors
 - (b) > 6 months for minor misdemeanors
2. Fee \$50.00 mandatory per Application PLUS \$100.00 investigation fee.
3. Set for hearing (testimony optional)
 - (a) Notify Prosecutor
 - (b) Prosecutor may file written objections before hearing
4. Eligibility
 - All cases may be sealed including traffic
 - Clerk's Office checks statute of limitations has passed if dismissed without prejudice
 - Entire case has to have been dismissed to be sealed
(If within the case there are pending charge or charges not dismissed case cannot be sealed)
 - Verify no pending criminal cases (not traffic)
5. Court Hearing- State bears Burden of Proof, Government needs outweighs applicants' interest.

If sealed.

Clerk's Office

- Seals all official records
- Notice to Ohio BCI&I and all other applicable public agencies
- Prosecutor
- Applicant

