

IN THE COURT OF COMMON PLEAS

CARROLL COUNTY OHIO

\_\_\_\_\_  
Plaintiff

Case No: \_\_\_\_\_

**ORDER TO SEAL/EXPUNGE RECORD**

\_\_\_\_\_  
Defendant

The Defendant having applied to the Court for sealing of record of conviction and the Court being sufficiently informed, finds as follows:

1. The applicant is a first time offender.
2. No criminal proceedings are pending against the applicant
3. The applicant has been rehabilitated to the satisfaction of this Court.
4. It is in the best interests of the applicant to have the records pertaining to his/her convictions(s) Sealed and there is no legitimate need for the government to maintain these records.

Therefore, **it is hereby ordered** that all official records pertaining to this case shall be sealed and all indexed references thereto shall be deleted, except as otherwise provided in ORC Section 2953.32. The proceedings of the case will be considered not to have occurred and the conviction of \_\_\_\_\_ shall be sealed, subject to the exceptions set forth in ORC Chapter 2953.

**It is further ordered** no officer or employee of the State, or any political subdivision thereof, except as authorized by Division (D) and (E) Section 2953.32 of the Ohio Revised Code, shall release disseminate, or make available for any purpose involving employment, bonding, or licensing in connection with any business, trade or profession to any person, or to any department, agency or other instrumentality of the State's Government or any political subdivision thereof, any information or other data concerning any arrest, indictment, trial hearing, conviction or correctional supervision.

**It is further ordered** the Clerk of Courts shall serve a certified copy of this entry upon the following by regular U.S. mail. (Prosecutor and Adult Probation may be hand delivered)

- ☐ The Bureau of Criminal Investigation (BCI & I)
- ☐ Carroll County Prosecuting Attorney
- ☐ Carroll County Adult Probation Department

Also please serve a copy of the entry upon the following additional agencies  
(Please check **ALL** that apply or service will not be made)

- ☐ Records Department of the \_\_\_\_\_ Police Department
- ☐ Records Department of the \_\_\_\_\_ County Sheriff's Department

- ☐ Carroll County Municipal Court
- ☐ Records of the Penal Institute
  - Name of Institute \_\_\_\_\_
  - Address of Institute \_\_\_\_\_
- ☐ The Ohio State Highway Patrol
  - Address \_\_\_\_\_
- ☐ Other: \_\_\_\_\_
  - Address \_\_\_\_\_
- ☐ Other: \_\_\_\_\_
  - Address \_\_\_\_\_

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

For purposes of identification of the records to be expunged, the following information is provided for arresting agencies and any and all custodians of arrest and conviction records:

Applicant's full name: \_\_\_\_\_

Applicant's maiden name (or aliases) \_\_\_\_\_

Applicant's address: \_\_\_\_\_

Applicant's date of birth: \_\_\_\_\_

Applicant's sex: \_\_\_\_\_

Applicant's race: \_\_\_\_\_

Applicant's charge: \_\_\_\_\_

Convicted of: \_\_\_\_\_

Court Case No: \_\_\_\_\_

Applicant's SS#: \_\_\_\_\_

**By Court Order, Defendant requests that all fingerprint cards, and other identifying indexes be destroyed.**

\_\_\_\_\_  
Judge

Approved by:

\_\_\_\_\_  
Carroll County Prosecutor

\_\_\_\_\_  
(Name) (SC#)  
Attorney for Defendant