

**IN THE COURT OF COMMON PLEAS
CARROLL COUNTY OHIO**

Plaintiff

Case No: _____

ORDER TO SEAL 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 of 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 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
 - o Name of Institute _____
 - o Address of Institute _____
- The Ohio State Highway Patrol
 - o Address _____
- Other: _____
 - o Address _____
- Other: _____
 - o 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 sealed, 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

DISCLAIMER

WHEN A COURT ORDERS A RECORD SEALED, IT IS EFFECTIVE ON THE DATE OF THE ORDER TO SEAL THE OFFICIAL RECORD AND THE RECORD OF THE ARRESTING AGENCY AND JAIL, IF APPLICABLE. WHILE A CASE IS PENDING AND UNTIL A RECORD IS ORDERED SEALED, IT IS A PUBLIC RECORD. WHILE A PUBLIC RECORD, INDIVIDUALS AND PRIVATE BUSINESSES MAY DOWNLOAD INFORMATION FROM COURT, POLICE OR JAIL FILES. THE COURT ORDER TO SEAL DOES NOT UNDO SUCH DISSEMINATION OR APPLY TO PRIVATE BUSINESSES THAT MAY HAVE DOWNLOADED YOUR CASE INFORMATION BEFORE THE SEALING. THEREFORE, PRIVATE BUSINESSES MAY STILL HAVE YOUR CASE INFORMATION EVEN AFTER YOUR OFFICIAL RECORD IS SEALED. IF YOU BECOME AWARE OF SUCH KNOWLEDGE, IT IS YOUR RESPONSIBILITY TO NOTIFY THE HOLDER OF THE INFORMATION AND REQUEST THAT THEY COMPLY WITH THE SPIRIT OF SEALING LAW AND DELETE THEIR RECORDS. YOU SHOULD BE AWARE THAT UNDER CURRENT LAW, THEY ARE NOT REQUIRED TO DO SO.