

## **WRITTEN NOTICE REGARDING SEALING AND EXPUNGEMENT OF RECORDS**

Because you were charged with an offense as a juvenile, Ohio law allows you to have your juvenile record sealed or expunged. The following is an explanation of the process that you must follow to seal or expunge your record.

1. You may apply to this Juvenile Court for an order to seal your record six (6) months after any order made by the Court has ended. If you have been placed in a juvenile institution or other facility, you may not apply until six (6) months after you have received an unconditional discharge from such institution or facility.
2. "Seal a record" means to remove a record from the main file of similar records and to secure it in a separate file that contains only sealed records accessible only to the Juvenile Court.
3. Applying to seal your record doesn't automatically mean that it will be sealed. The Juvenile Court must find that you have been rehabilitated to a satisfactory degree. If your offense was aggravated murder, murder or rape, your record cannot be sealed.
4. If your record is sealed by the Juvenile Court and someone asks you if you have a record, you may properly reply that no record exists. If asked, the Court will also reply that no record exists.
5. After your record has been sealed, your record will automatically be expunged after a period of 5 years or when you reach age 23, whichever occurs sooner. You may apply to the Juvenile Court to have your sealed record expunged sooner.
6. How is "expunging" a record different from "sealing" a record? "Expunge a record" means to destroy, delete, and erase a record, as appropriate for the record's physical or electronic form or characteristic. This means that the record is permanently irretrievable.

You may obtain an application to either seal or expunge your record from the Juvenile Court Clerk's Office at 221 Clinton Street, Defiance, Ohio. That is also the location to file the application after you have completed filling it out.