

**Cleveland Municipal Court Earle B. Turner, Clerk Office of the
Clerk of Courts Criminal Division**

Sealing of Record Information Form

Is this case related to a case of human trafficking? Yes ☐ No ☐

Defendant's Name: _____

Case Number(s): _____

Date of Birth: _____ Last Four Digits of SSN: XXX-XX-_____

Current Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Defendant Phone Numbers: _____
Home Work

Cell Phone Number Alternate (Relative or Friend) E-Mail Address

Text/Phone Notification Approved: YES ☐ NO ☐

Attorney's Name and Phone Number: _____
Name Phone Number

Arresting Law Enforcement Agency(s): _____

Date(s) of Arrest: _____ Charge(s): _____

Please submit this form along with your application for Expungement and \$50.00 filing fee
to:

**Cleveland Municipal Clerk of Courts Office
Justice Center - Level 3
1200 Ontario Street Level Three
Cleveland, Ohio 44113**

Failure to provide the above information may result in the inability of certain agencies to
accept and process the order if granted by the court.

The mission of the Clerk of Courts is to record and process all matters decided in the
Cleveland Municipal Court. "WE CARE"

**IN THE CLEVELAND MUNICIPAL COURT
CUYAHOGA COUNTY, OHIO**

City of Cleveland
PLAINTIFF

Case No(s): a. _____

b. _____

c. _____

VS.

DEFENDANT

JUDGE: _____

D.O.B.

XXX-XX-_____
SSN

**APPLICATION TO SEAL RECORD OF NOT
GUILTY OR DISMISSED**

Applicant hereby makes an application to the Court pursuant to the Court pursuant to O.R.C. § 2953.33 for an order sealing the official records after a dismissal or finding of not guilty in this case.

Applicant hereby provides the following information:

1a. Case No: _____ Original Charge: _____

1b. Case No: _____ Original Charge: _____

1c. Case No: _____ Original Charge: _____

2. Date of Arrest or Incident:

a. _____ b. _____ c. _____

2. Date of Not Guilty Finding or Dismissal:

a. _____ b. _____ c. _____

Applicant states:

1. The Defendant was found not guilty in the case; **OR** the case was dismissed;
 - a. If the case was dismissed without prejudice, the relevant statute of limitations has expired;
 - b. If the case was dismissed, the case does not involve any of the prohibited offenses contained in O.R.C. § 2953.33 (C)(1);
2. There are no criminal proceedings currently pending against the Defendant;
3. The interest of the applicant and the subject offender is not outweighed by any legitimate government need to maintain the records.

Respectfully submitted,

Certificate of Service

A copy of the foregoing has been sent via regular, U.S. Mail, postage prepaid on this _____ day of _____, 20____, to the Prosecuting Attorney for the City of Cleveland.

Defendant's Signature

Name (Please Print)

Signature

Address

Phone

Email