

**VILLAGE OF BRATENAHL CLERK OF COURTS
CUYAHOGA COUNTY, OHIO**

STATE OF OHIO/VILLAGE OF BRATENAHL	*	CASE NO. <input style="width: 100%;" type="text"/>
Plaintiff,	*	
-vs-	*	Judge <input style="width: 100%;" type="text"/>
Defendant/Applicant	*	<u>APPLICATION FOR SEALING OF RECORD INVOLVING CONVICTION</u>
<input style="width: 100%;" type="text"/>		
Social Security Number		
<input style="width: 100%;" type="text"/>		

I respectfully request the Court seal my criminal record pursuant to Ohio Revised Code 2953.32. I am an eligible offender, one year has passed since the final discharge of my misdemeanor conviction, and no criminal proceedings are pending against me.

Charge to be Sealed:

Date of Sentence:

If Probation, Date Terminated:

Current Address of Applicant:

Phone:

D.O.B:

Defendant/Applicant Signature

CERTIFICATE OF SERVICE

I hereby certify, that a true copy of the above Application was delivered by hand or mail (circle one) to the Office of the Clerk on the _____ day of _____, 20____.

Defendant/Applicant Signature

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As required by Ohio State Law, a Criminal Record investigation will be conducted by the Bratenahl Police Department and presented to the Court. Please provide the information listed below completely and accurately in order to avoid delay in the investigation. Most cases will be heard within 30 days of submittal of application.

1) Current home address (if moving before your Record Sealing hearing date, please note the new address).

2) Date of Birth:

3) List any aliases, maiden name, and/or legal name changes since the age of 18.

4) List any cities/states that you have lived since the age of 18. Include locations of colleges and/or other schools attended, military assignments, employment locations, etc.

5) Current place of employment:

6) List any pending charge(s) in this or any other Court.

7) Reason for requesting Record Sealing:
 Employment Purposes
 Housing Purposes
 Educational Purposes
 Other

I, the undersigned, acknowledge that the above information is true and correct to the best of my ability.

Signature of Applicant

Date

MOTION FOR RECORD SEALING

Name:

Date:

Please provide a brief explanation to the court as to why you are requesting your record to be sealed by this court.

Defendant/Applicant Signature

If the Court grants the sealing of the record, the Clerk shall notify the Police Department to forward all information on that Defendant for that specific case number, to the Court. The Clerk shall notify the Police Department by sending a copy of the Magistrate's order, and a brief letter of instruction.

Once received, the Clerk shall place all information in a sealed envelope. The envelope shall be labeled with the Defendant's name, case number, and sealing date. This envelope is then filed appropriately.

After your Record Sealing is granted, it may take up to 5 weeks for your record to be removed from the Ohio Bureau of Criminal Identification and Information.

However, your record can still be seen by prosecutors, parole or probation officers and the police if you are involved in a criminal investigation in the future for another crime. Also, state law permits several types of employers, including police departments, child-care providers, any medical-care providers, schools, and nursing homes, to see your sealed record if you apply for a job with them.

Bratenahl Mayor's Court
411 Bratenahl Road
Bratenahl, Ohio 44108

If applicable:

COURT HEARING SET FOR: _____ **Month,** _____ **Day, 20** _____ **Year,**
_____ **Time**