



**James E. Sherron**  
Judge  
**Kip Lang**  
Chief Probation Officer  
**Justin Wright**  
Probation Officer

**MIDDLETOWN MUNICIPAL COURT**  
**PROBATION DEPARTMENT**  
ONE DONHAM PLAZA  
MIDDLETOWN, OH 45042  
(513) 425-7803  
Fax (513) 705-1630



**Steven P. Longworth**  
Director of Court Services  
**Jalessa Martin**  
Probation Officer  
**Bill Orsborne**  
Probation Officer

### **EXPUNGEMENT AND SEALING INFORMATION**

The Court has provided this packet of materials for the purpose of facilitating the filling and processing of applications for expungement or sealing of records. The Court requires this packet of materials to complete the expungement or sealing process. All the documents in this packet are to be completed by the Attorney for the applicant or by the applicant, if acting without advice of counsel. **(THE OFFICE CLERKS ARE NOT RESPONSIBLE FOR HELPING YOU COMPLETE THIS PACKET. THIS OFFICE CANNOT LEGALLY GIVE YOU ANY ASSISTANCE ON COMPLETING THIS PACKET.)** Upon completion, this entire packet, including all documents, is to be given or mailed to the Clerk of Courts in which the application is filed. A \$100.00 filing fee must accompany the application (no checks are accepted).

Upon receipt of the appropriate application and payment, where necessary, we will process your application. The application will then be submitted to the Probation Department for a background check and recommendation. Once the assigned Judge's office receives the recommendation, a notice of hearing date and time will be mailed to applicant.

**NOTICE:** There is no guarantee that by submitting an application, your record will be sealed/expunged. If it is determined that you are not eligible or your request is denied, you are not eligible for a refund.



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THE STATE OF OHIO  
 CITY OF MIDDLETOWN  
 Plaintiff

**CASE NO:** \_\_\_\_\_

**CHARGE:** \_\_\_\_\_

**FINAL DISCHARGE DATE:** \_\_\_\_\_

VS.

**APPLICATION FOR SEALING A CRIMINAL RECORD**  
**[R.C. 2953.52(A)]**

\_\_\_\_\_  
 Defendant/Applicant

\_\_\_\_\_  
 Applicant's Social Security Number

\_\_\_\_\_  
 Applicant's Date of Birth

\_\_\_\_\_  
 Applicant's Street Address

\_\_\_\_\_  
 Applicant's City, State Zip

\_\_\_\_\_  
 Applicant's Phone Number

**Initial ONE of the options below.**

**\_\_\_\_\_ DISMISSAL OR NOT GUILTY FINDING**

Defendant/Applicant, in the above-captioned action, applies to the Court for an order sealing the record of dismissal or not guilty finding. Pursuant to R.C. 2953.52(A), the Application was filed after the journalization of the finding of not guilty or dismissal, no criminal proceedings are pending against the Applicant, and the Applicant's interests in having the record sealed are not outweighed by any legitimate governmental needs to maintain the record.

**\_\_\_\_\_ MISDEMEANOR CONVICTION**

Defendant/Applicant, in the above-captioned action, moves the Court for an order sealing the record of misdemeanor or minor misdemeanor conviction(s). Pursuant to R.C. 2953.32(A)(1), more than one year has passed since the final discharge of the Defendant from sentence, no criminal proceedings are pending against the Applicant, and the Applicant's interests in having the record sealed are not outweighed by any legitimate governmental needs to maintain the record.

**Respectfully submitted,**

\_\_\_\_\_  
 Applicant's Printed Name

\_\_\_\_\_  
 Applicant's Signature