

Sealing a Juvenile Record
Ohio Revised Code §2151.356

These forms are intended for those who request to have their Juvenile (charges obtained while under the age of 18) Delinquent, Unruly and/or Traffic record Sealed. A record that has been Sealed will automatically be Expunged after a period of five (5) years, or when the applicant reaches the age of 23, whichever first occurs.

§2151.355 (A) "Expunge" means to destroy, delete, and erase a record, as appropriate for the record's physical or electronic form or characteristic, so that the record is permanently irretrievable.

§2151.335(B) "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.

There is no fee to Seal Juvenile Records.

You may file the attached Application to Seal Juvenile Record, provided that:

- At least six (6) months has passed since the termination of the case, including:
 - all court costs, fines, and restitution paid
 - community service completed
 - Probation supervision completed
- Unconditional discharge from DYS/ other facility
 - Applicant is not on probation/ parole
- The Court enters a Sex Offender Declassification Order.

Applicant shall:

- Complete the attached application.
 - Any requested/ additional documentation must be submitted with the Application.
- Provide any information that the Court requests.
- Appear in Court upon notice.

Upon the filing of an application for the sealing of a record, the Court shall:

- Schedule a hearing.
- Scheduled an evaluation with the Juvenile Probation Department to determine if the person has been rehabilitated to a satisfactory degree.
- Promptly notify Prosecutor's Office
 - The Prosecutor's Office may file an Objection to the Application

The Court is not permitted to seal a record if there is a civil lawsuit pending involving the case.

The Court is prohibited from sealing records in cases where a juvenile is adjudicated delinquent for committing an act of Aggravated Murder, Murder, or Rape.

You may wish to read portions of the Ohio Revised Code, §2151.355 to §2151. 358 for further details, available at most libraries or online: codes.ohio.gov

WARREN COUNTY JUVENILE COURT

900 Memorial Drive, Lebanon, Ohio 45036
 Phone: 513-695-1160 | Fax: 513-695-2948

APPLICATION TO SEAL JUVENILE RECORD

Ohio Revised Code §2151.356

Name:	DOB:	Age:
Address:		
City:	State:	Zip Code:
Email Address:	Phone No:	

Case Number(s) you request to be Sealed <small>(The Juvenile Court Clerk will help if you do not know the case numbers.)</small>	Delinquency Case	Traffic Case	Were you On Probation? YES NO	Name of Probation Officer
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	

Have you been adjudicated or convicted of any juvenile and/or adult criminal or traffic offense since your last contact with the court?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, please complete the following:

Date	Offense	Case Number

Are you attending school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you been suspended from school since your adjudication or conviction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, for what?			
If yes, what school issued the suspension?			

IN THE COURT OF COMMON PLEAS
WARREN COUNTY, OHIO
JUVENILE DIVISION

Applicant Name : Case No(s). _____
: Judge Joseph Kirby
:
: Confidential Disclosure of Personal Identifiers
: For Applications to Seal Record under
: O.R.C. §2151.356
:
: (Rule 45(D) of the Rules of Superintendence for
: the Courts of Ohio)

The following personal identifiers are omitted from the Application to Seal Record under O.R.C. §2151.356. In accordance with Rule 45(D) of the Rules of Superintendence for the Courts of Ohio, this information is submitted separately on this form.

Full Legal Name of Applicant

SSN of Applicant

Driver's License Number of Applicant (if applicable)

SIGNATURE OF APPLICANT **DATE**

SIGNATURE OF PARENT/ GUARDIAN **DATE**