

HAMILTON COUNTY CLERK OF COURT
COMMON PLEAS COURT EXPUNGEMENT APPLICATION

How much does it cost to seal or expunge a case?

- There is no fee for non-convictions.
- There is a \$50 non-refundable fee for convictions. Under the Revised Code, an applicant may request to have the records of more than one case in a single application. However, the application has to include only cases from that court.

Example: If you apply to seal three misdemeanors and two felonies in Hamilton County, you would need to file an application in the Hamilton County Municipal Court for the three misdemeanors with a \$50 non-refundable fee and file an application in the Hamilton County Common Pleas Court for the two felonies with the \$50 non-refundable fee.

- If you feel you cannot afford the fee, you can ask the Court to find you indigent by filing an Affidavit of Indigency.

Where can I find more information about my cases?

You can search for your records online on the Clerk's Office website - <https://www.courtclerk.org/records-search/>

You can also visit the Sheriff's Office at the Justice center where you can get a list of all of your charge(s) and case(s) in Hamilton County (cost is \$5.00).

Where do I file?

Felony	Hamilton County Court House Room 315	1000 Main Street Cincinnati, OH 45202	8AM – 4PM Monday – Friday	(513) 946-5697
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Where can I get more information about sealing and expungement?

- Ohio Revised Code sections 2953.31-2953.34
- For additional self-help resources: <https://www.ohiolegalhelp.org/>
- For answers to specific questions, it's best to consult with an attorney. The Ohio Justice and Policy Center and Hamilton County Public Defender Office both offer free legal advice and legal clinics for individuals seeking record sealing or expungement support.
 - The Ohio Justice and Policy Center - <https://ohiojpc.org/> or 513-421-1108 or email: secondchance@ohiojpc.org
 - Hamilton County Public Defender's Office - <https://www.hamiltoncountypd.org/fresh-start/>

**HAMILTON COUNTY COURT OF COMMON PLEAS
CRIMINAL DIVISION**

STATE OF OHIO

Common Pleas Case Number:

Plaintiff,

Municipal Case Number:

v.

Defendant.

Judge_____

In Re: CRIMINAL RECORD APPLICATION FOR ☐ **SEALING** ☐ **EXPUNGEMENT**
(check only one)

Full Name:		Alias/Maiden Name/Name changes (Since the age of 18):	
Address:		If moving before hearing date, please note new address:	
City:	State:	Zip:	
Date of Birth:	Social Security #:		Phone #:
List any/all cities in which you have lived since the age of 18 (including locations of colleges, schools, military assignments, employment locations, etc):		Current Place of Employment:	
		If not employed, current source(s) of income:	
		Reason(s) for requesting this sealing/expungement: <input type="checkbox"/> Employment <input type="checkbox"/> Housing <input type="checkbox"/> Education <input type="checkbox"/> Other _____	
Email Address:			

Case Number	Result	Date of Result	Charge(s)
	<input type="checkbox"/> Conviction <input type="checkbox"/> Not Guilty / Dismissal <input type="checkbox"/> Bail forfeiture		

I, the undersigned, acknowledge that the above information is true and correct to the best of my ability and that I have no criminal proceedings are pending against me. I further certify that all applicable sealing or expungement requirements under R.C. Chapter 2953 are met.

Signature of Applicant

Date

Applicant's Attorney Supreme Court # Attorney's Address Phone Number

FOR OFFICE USE ONLY: B.C.I. No.: _____ F.B.I. No.: _____ Control No

Municipal Case Number: _____ Judge: _____

Notes: _____