

HAMILTON COUNTY CLERK OF COURT **MUNICIPAL COURT EXPUNGEMENT APPLICATION**

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

- There is no fee to file an application 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?

Misdemeanor	Hamilton County Justice Center Room 112	1000 Sycamore Street Cincinnati, OH 45202	8AM – 3PM Monday – Friday	(513) 946-6021
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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 MUNICIPAL COURT
CRIMINAL DIVISION
HAMILTON COUNTY, OHIO**

STATE OF OHIO

Plaintiff,

vs

CASE NO. _____

JUDGE _____

**APPLICATION FOR CRIMINAL
SEALING/EXPUNGEMENT AND
REQUIRED INFORMATION FOR
INVESTIGATION**

[CHECK ONLY ONE BELOW]

☐ Application to **expunge** a record of **conviction** or **bail forfeiture**, pursuant to R.C.2953.32

Date of conviction: _____

☐ Application to **seal** a record of **conviction** or **bail forfeiture**, pursuant to R.C.2953.32

Date of conviction: _____

☐ Application to **expunge** a record of **non-conviction** (dismissal/acquittal), pursuant to R.C.2953.33

Date of dismissal/acquittal: _____

☐ Application to **seal** a record of **non-conviction** (dismissal/acquittal), pursuant to R.C.2953.33

Date of dismissal/acquittal: _____

Charge(s): _____

Address (if moving before hearing date, please note new address): _____

City: _____ State: _____ Zip: _____

Phone: _____ DOB: _____ Social security number: _____

List any aliases, maiden name, and/or legal name changes since the age of 18: _____

List all cities/states that you have lived in 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: _____

I, the undersigned, acknowledge that the above information is true and correct to the best of my ability. I also state that no criminal proceedings are pending against me. **If I am requesting expungement on a sealed case, I further acknowledge the above-captioned case will be temporarily unsealed and blocked from public view in order to process this application.**

SIGNATURE OF APPLICANT

DATE

APPLICANT'S ATTORNEY

SUPREME COURT #

ATTORNEY'S ADDRESS

PHONE #

For Office Only: Control Number _____