

**WRITTEN NOTICE REGARDING  
SEALING AND EXPUNGEMENT OF RECORDS**

See the Ohio Revised Code, § 2151.356(D)(2) and Juvenile Rule 34(J)

Because you were charged with an offense as a juvenile, Ohio law allows you to have your juvenile record sealed or expunged. The following is an explanation of the process that you must follow to seal or expunge your record.

1. If you are **under** 18 years old, you may apply to this Juvenile Court for an order to seal your record if the following apply:
  - You are not currently under the jurisdiction of the Court in relation to a delinquency complaint,
  - You have paid your fines in full,
  - and at least six (6) months have passed since:
    - the termination of any order made by the Court in relation to the adjudication;
    - any unconditional discharge from the Department of Youth Services or any institution or facility if the applicant was committed to such in relation to the case;
    - or the Court's order determining that the applicant is no longer a juvenile sex offender registrant.
2. If you are **18 years** of age **or older**, you may apply to this Juvenile Court for an order to seal your record if the following apply:
  - You are not currently under the jurisdiction of the Court in relation to a delinquency complaint,
  - You have paid your fines in full,
  - and there has been:
    - a termination of any order made by the Court in relation to the adjudication;
    - any unconditional discharge from the Department of Youth Services or any institution or facility if the applicant was committed to such in relation to the case;
    - or the Court's order determining that the applicant is no longer a juvenile sex offender registrant.
3. **“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.
4. **“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.
5. Applying to seal your record doesn't automatically mean that it will be sealed. The Juvenile Court must find that you have been rehabilitated to a satisfactory degree. If your offense was aggravated murder, murder, or rape, your record cannot be sealed.
6. If your record is sealed by the Juvenile Court and someone asks you if you have a record, you may properly reply that, “No record exists.” If asked, the Court will also reply that, “No record exists.”
7. After your record has been sealed, your record will automatically be expunged after a period of 5 years or when you reach age 23, whichever occurs sooner. You may apply to the Juvenile Court to have your sealed record expunged sooner.
8. You may obtain an application to either seal or expunge your record from the Juvenile Court Clerk's Office at 1801 Spielbusch Avenue, Toledo, OH 43604. That is also the location to file the application after you have completed it.
9. You may wish to read portions of the Ohio Revised Code, §§ 2151.355; 2151.356; 2151.357 and 2151.358 for further details.

## **WRITTEN NOTICE REGARDING OBJECTIONS, MOTIONS, AND APPEALS**

**Motion to Set Aside a Magistrate's Order:** A party may file a written motion requesting that the Judge set aside a Magistrate's Order within 10 days of the order being entered. The motion must state the specific reasons for the request. See Juv. R. 40(D)(2)(b) and Civ. R. 53(D)(2)(b).

**Objection to a Magistrate's Decision:** A party may file written objections to a Magistrate's Decision within 14 days of the decision being entered. The objection must state the specific reason(s) for the objection. If the objection is to a factual finding, a party must provide a transcript of the proceedings, if available, within 30 days of filing the objection. See Juv. R. 40(D)(3)(b) and Civ. R. 53(D)(3)(b).

**A party shall not assign as error on appeal the Court's adoption of any factual finding or legal conclusion, whether or not specifically designated as a finding of fact or conclusion of law under Juv. R. 40(D)(3)(a) (ii), unless the party timely and specifically objects to that factual finding or legal conclusion as required by Juv. R. 40(D)(3)(b).** See Juv. R. 40(D)(3)(b)(iv) and Civ. R. 53(D)(3)(b)(iv).

**Appeal of a Judge's Final Order or Judgment:** A party may appeal to the 6<sup>th</sup> District Court of Appeals by filing a notice of appeal in the Juvenile Court Clerk's Office within 30 days of the order or judgment.