

Marysville Municipal Court Expungement/Sealing of Record Process

\$150.00 Filing Fee



General guidelines for filing an Application for Sealing Criminal Record

This guide is a general source of information about criminal records and record sealing. It is not a substitute for individualized legal advice. For answers to specific questions, it is best to consult an attorney.

Read through the guide before completing and filing the Application for Sealing Criminal Record located at the end of this booklet. Once the Application and filing fee of \$150.00 has been filed, no refund will be made, so please review the guide completely to confirm that you are an “eligible offender”.

1. Complete the Application for Sealing Record. Make sure that all information is completed. If you do not know the information concerning your case(s), most information can be found at our website – municourt.co.union.oh.us.
2. File the Application for Sealing Record with 1 copy of the application and the filing fee of \$150.00 with the Marysville Municipal Court’s Clerk of Court. The file-stamped copy will be returned to you for your files.
3. The Clerk will transmit to the prosecutor for review and a mandatory hearing is scheduled. Failing to appear for the hearing could result in your application being denied and you would be required to refile the Application and deposit another \$150.00.
4. If your Application for Sealing Record is granted, the court will transmit the order to agencies known by the court to have a record of the case(s).
5. Included in this packet is information concerning your option to request the Law Firm of Higbee & Associates to contact consumer reporting agencies with databases that include publically available convictions of crimes. There is a \$45.00 cost for this service. If you request the service, the \$45.00 cost would be deducted from the \$150.00 filing fee.
6. After sealing is granted, the \$50.00 filing fee required by ORC, the \$45.00 fee for Higbee and Associates (if requested) and any postage associated with processing the Entry Sealing Record is deducted from the \$150.00 filing fee. Any balance remaining will be returned to you.

As stated above, the clerk’s office is only able to answer basic questions and cannot give you legal advice. The Court always recommends that any person with a legal issue contact an attorney.

IN THE MARYSVILLE MUNICIPAL COURT, UNION COUNTY, OHIO

APPLICANT'S NAME

CASE NO(s). _____

APPLICANT'S ADDRESS

APPLICANT'S PHONE NUMBER(S)

**APPLICATION FOR SEALING
CRIMINAL RECORD
PURSUANT TO RC 2953.32**

SS#

DOB

Applicant's Maiden Name (if applicable)

Applicant requests that this Court seal Applicant's criminal record because of the facts and reasons stated below:

Offense #1

Case No. _____

Offense Description _____

ORC or City Code _____

Conviction or Dismissal? _____

Conviction/Dismissal Date _____

Probation Ending Date: _____

Offense #2

Case No. _____

Offense Description _____

ORC or City Code _____

Conviction or Dismissal? _____

Conviction/Dismissal Date _____

Probation Ending Date: _____

(If more than 2 offenses, use an additional sheet)

- 7) Any previous convictions: Yes _____ No _____ (if Yes, list the charges, the convicting court(s), and the final disposition on each case: _____

- 8) Any convictions since the conviction(s) noted in 3) above? _____

- 9) Any pending cases? Yes _____ No _____ (if Yes, list the charges and the court(s) in which the cases are pending? _____

- 10) State why you want this conviction sealed? _____

Under the penalties of perjury and falsification I, _____
(Applicant), state that the above foregoing information is true to the best of my knowledge and belief.

Applicant's Signature

Applicant's Printed Name

Date