

PORTAGE COUNTY MUNICIPAL COURT

STATE OF OHIO  
CITY/VILLAGE  
Plaintiff  
Vs.

CASE NO. \_\_\_\_\_

PETITION/APPLICATION TO  
EXPUNGE/SEAL RECORDS

\_\_\_\_\_  
Defendant

\_\_\_\_\_  
S.S.N.                      D.O.B.

Applicant makes the following representation to the Court: (Mark appropriate line)

- \_\_\_ 1. The applicant is a first time offender, having been convicted of or plead guilty to a misdemeanor on (date) \_\_\_\_\_, in the above captioned case.
  - A. More than one year has passed since the Defendant's final discharge in the above titled case.
  - B. There are no criminal proceedings now pending against the Defendant.
  - C. Applicant has been rehabilitated.
  - D. Expungement/sealing of the record is consistent with the public interest.
  - E. This offense was not a violation of Chapter 4507 or 4510, 4511 or 4545.
  - F. Fine and Costs are paid in full.
- \_\_\_ 2. The original charge was a Felony but re-filed as a misdemeanor.
- \_\_\_ 3. Other case numbers connected with this same incident: \_\_\_\_\_.
- \_\_\_ 4. The case against Defendant was dismissed and there are no criminal charges pending against the Defendant.
- \_\_\_ 5. The Defendant was FOUND NOT GUILTY and there are no criminal charges pending against the Defendant.

Applicant petitions the Court for an order of expungement and sealing of the record pursuant to ORC 2953.31-2953.36, or 2953.51-2953.55, and 2953.61.

\_\_\_\_\_  
Attorney for Defendant (if filing this Application)

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Attorney Complete Mailing Address

\_\_\_\_\_  
Applicants Complete Mailing Address

\_\_\_\_\_  
email:

\_\_\_\_\_  
email:

\_\_\_\_\_  
Attorney Phone

\_\_\_\_\_  
Applicant phone

**\*\*\*Notice to Applicant: After the application has been filed, you must contact the Adult Probation Department at (330)297-3650 or via email [pcexpungements@portageco.com](mailto:pcexpungements@portageco.com). Investigation of this application will not proceed until you have contacted the Adult Probation Department. The Court will not rule on your request until the investigation is completed and filed with the Court.**