

This form is used for filing a request to have a criminal case sealed. It is strongly suggested that you speak with an attorney or do research on your own to verify you are eligible for this process BEFORE filing the application.

Download the form and type in the Case Number you are seeking to have sealed. You will need to fill out your name, current address, and all other applicable information.

Once the form is filled out you will then need to print it and sign your name on the signature line.

The application and \$50.00 filing fee must then be filed with the Clerk's Office in one of the following ways:

1. Hand delivered to the Clerk's Office.
2. Mail the motion to the Clerk's Office.
 - a. Address: Lima Municipal Court, 109 N Union St, Lima, OH 45801.

IN THE LIMA MUNICIPAL COURT, LIMA, ALLEN COUNTY, OHIO

STATE OF OHIO / CITY OF LIMA
VILLAGE OF _____ PLAINTIFF

-vs-

DEFENDANT

ADDRESS

Last 4 Digits of SSN: _____

Date of Birth: _____

Case No. _____

**APPLICATION TO SEAL A CRIMINAL RECORD
PURSUANT TO ORC 2953.32 OR ORC 2953.52**

Now comes the Defendant, pro se, and moves for an order sealing the record of this case pursuant to Ohio Revised Code 2953.32 or 2953.52. By filing this motion, the Defendant is asserting there are no criminal or traffic charges currently pending against them in any jurisdiction and that they have reviewed Ohio Revised Code 2953.31 and 2953.51 and meet the definition of an eligible offender.

The Defendant further asserts: (Check the one that applies to this case)

_____ They were found not guilty of the offense charged or it was dismissed and have paid all court costs.

_____ They were found guilty of a criminal offense that was not a traffic offense and not an offense of violence (other than an assault) and not an offense otherwise excepted by section 2953.36 of the Ohio Revised Code. The defendant further notes that it has been more than one year since they have completed all orders of the court.

The defendant believes their interest to have this case sealed outweighs the legitimate interest of the government to maintain the record and therefore requests that the records in this case be sealed.

Defendant's Signature