

Portage County Common Pleas and Municipal Court

Application Fee to Seal Records

\$50.00 filing fee Portage County Common Pleas Court.

\$50.00 filing fee Portage County Municipal Court.

Cash, Personal checks, money orders, and attorney checks are accepted in all courts, payable to Portage County Clerk of Courts. All major credit cards accepted.

Filing fees are non-refundable and must be paid at the time you file the application

Common Pleas Court
203 W. Main St. PO Box 1035
Ravenna, OH 44266

Portage County Municipal Court
Ravenna Branch
203 W. Main St. PO Box 958
Ravenna, OH 44266

Portage County Municipal Court
Kent Branch
303 East Main Street
Kent, OH 44240

PORTAGE COUNTY MUNICIPAL COURT

STATE OF OHIO
CITY/VILLAGE
Plaintiff

CASE NO._____

Vs.

**PETITION/APPLICATION TO
SEAL RECORDS**

Defendant

S.S.N.

D.O.B.

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

- ___ **1. The applicant is an eligible 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 (all terms of sentence are complete) 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 to seal the above caption 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

City State Zip

City State Zip

Email

Email

Phone

Phone

NOTICE TO APPLICANT

***This application must be filed with the Clerk of Courts. If you have question regarding the application, you must contact an Attorney. Neither the Clerk's office nor the Adult Probation Department can give legal advice regarding this application.**

***The Adult Probation Department will conduct an investigation and contact you if any additional information is required. pccexpungements@portageco.com**