

**INSTRUCTIONS AND INFORMATION FOR SEALING RECORDS**

1. **The sealing of a conviction is for eligible offenders only as defined by the Ohio Revised Code Chapter §2953.31 to §2953.61.**
  - If you have questions about the law you should consult an attorney, as we cannot advise you in this regard. Further information on record sealing eligibility can be found at: [www.stowmunicipalcourt.com/info/recordsealing](http://www.stowmunicipalcourt.com/info/recordsealing)
2. **Attached is the application you will need to complete for the sealing of a record of conviction OR the sealing of a dismissal of a criminal charge. Make sure you have the correct application AND read these instructions carefully before beginning.**
  - All questions must be answered completely. If you need additional space to properly answer, you may attach additional pages. If you fail to provide accurate and complete answers, your application may be dismissed.
  - All information such as case numbers, dates, charges, and sentencing regarding your case(s) can be accessed online at [www.stowmunicipalcourt.com](http://www.stowmunicipalcourt.com). Click "Search Records" and enter your name.
3. **When you have completed the form, return it for filing to the Clerk of Court's office. DO NOT sign the affidavit box until you show ID and sign the application in the presence of a Clerk. The filing fee is \$50 and is non-refundable.**
4. **Upon submission of your application, the court will also notify the prosecutor of the jurisdiction which brought the charge(s) in the particular case(s).**
  - The court will allow 7 days for the prosecutor to communicate an objection to the sealing. After 7 days have elapsed, and your record sealing investigation has been completed, your request will go in front of the Judge of record. At that time, the judge may grant the sealing of your case.
  - If at any point the Judge or the prosecutor requests a hearing, you will need to be present at a scheduled hearing. If a hearing is requested, you may have legal counsel present.
5. **Please note that even if your record of conviction or dismissal is sealed, certain governmental agencies will still be able to access this information.**
  - Also, third party entities (internet databases and news agencies) may have secured information concerning your conviction or dismissal prior to any sealing which may be accessible.
  - From the date of when the sealing is granted by the Judge, it normally takes 3 months for all government databases to update records.