

**In The Toledo Municipal Court  
Toledo, Lucas County, Ohio**

\_\_\_\_\_

Plaintiff

Case No. \_\_\_\_\_

Judge \_\_\_\_\_

Vs.

**Pro Se Motion to Seal Official  
Record Pursuant to R.C. §2953.52**

\_\_\_\_\_

Defendant

Now comes Defendant, \_\_\_\_\_, pro se, and respectfully moves this Court for an Order pursuant to R.C. § 2953.52 sealing the record of following:

Charge(s): \_\_\_\_\_

Case Numbers: \_\_\_\_\_

Date of Dismissal(s): \_\_\_\_\_

The applicant, \_\_\_\_\_, qualifies under R.C. §2953.52 for the following reason:

- Defendant was named in a **dismissed** complaint, indictment or information.
- Defendant was found **not guilty** by a jury or a court.
- A **no bill** was entered after a grand jury and it has been **at least two years** since the no bill was issued.

No Criminal or traffic offenses are pending against Defendant. The interest of the Defendant in having Defendant's record sealed outweighs the legitimate needs, if any, of the government to maintain the record(s).

The Defendant gives the following reason(s) for filing a motion for expungement of his/her official record

**WHEREFORE,** Defendant prays the Court order a sealing of his/her record(s) herein.

Respectfully Submitted,

---

Defendant

---

Printed name

---

---

---

Address and Phone

In The Toledo Municipal Court  
Toledo, Ohio

Case No. \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

Judge \_\_\_\_\_

V.

**JUDGMENT ENTRY**

\_\_\_\_\_  
Defendant

The Defendant, \_\_\_\_\_, pro se, having applied to the Court for sealing of record of conviction pursuant to §2953.52 and it appears to this Court that the defendant is entitled to the sealing of the record and:

1. The case against the Defendant was dismissed or Defendant was acquitted or
  2. A no bill was entered and it has been at least two years since then
  3. No criminal proceedings are pending against Defendant
- It is in the best interest of the application to have the records pertaining to his/her conviction(s) sealed and there is no legitimate need for the government to maintain these records.

**Therefore, it is hereby ordered** that all official records pertaining to this case shall be sealed and all indexed references thereto shall be sealed, that the proceedings in said case shall be deemed not to have occurred, and that the Applicant's record shall be sealed, subject to the exceptions and provisions set forth in Revised Code Chapter 2953,52 as now enacted and hereinafter amended.

**It is further ordered** that no officer or employee of the State, or any political subdivision thereof, excepts as authorized by Division (D) and (E) of § 2953.52 of Ohio Revised code, shall release, disseminate, or make available for any purpose involving employment, bonding, or licensing in connection with any business, trade, or profession to any person, or to any department, agency, or other instrumentality of the State Government or any political subdivision thereof, any information or other data concerning any arrest, indictment, trial hearing, conviction, or correctional supervision.

**It is further ordered** that copies of this Entry shall be served by Clerk of Courts on the following by certified mail:

- Ohio State Highway Patrol
- The Bureau of Criminal Investigation in the office of the Attorney General of the State of Ohio
- Records of the \_\_\_\_\_ Police Department
- Records of the Department of the \_\_\_\_\_ County Sherriff's Department

**It is further ordered** that none of the foregoing persons shall inspect or use said records nor permit the inspection or use of said records except as provided in Revised Code Chapter 2953 as now enacted and as hereinafter amended.

For purposes of identification, the information is provided for the arresting agency and any custodians of arrest and conviction date:

Applicant's full name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Sex: \_\_\_\_\_ Applicant's Race: \_\_\_\_\_

Applicants date of Birth: \_\_\_\_\_

Court Case No.: \_\_\_\_\_

Charge(s): \_\_\_\_\_

Dismissal date:: \_\_\_\_\_

Ohio BCI No.: \_\_\_\_\_

FBI No.: \_\_\_\_\_

Applicant's Social Security No: \_\_\_\_\_

By court order, Defendant requests that all fingerprint cards and other identifying indexing be destroyed.

\_\_\_\_\_  
Judge