

The Toledo Municipal Court  
Lucas County, Ohio

\_\_\_\_\_  
Plaintiff

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

Judge \_\_\_\_\_

Vs.

\_\_\_\_\_  
Defendant

**Pro Se Motion to Seal Record of  
Conviction for Expungement**  
Pursuant to R.C. § 2953.32

Now comes Defendant, \_\_\_\_\_, pro se, and respectfully moves this Court for an Order pursuant to R.C. § 2953.32 sealing the record of following convictions:

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

Case Number: \_\_\_\_\_

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

Date of Termination of Probation/Sentence: \_\_\_\_\_

The applicant, \_\_\_\_\_, qualifies as an eligible offender as deemed in R.C. § 2953.31(A). No criminal or traffic charges are pending against Defendant.

- The Defendant has no more than two *misdemeanor* convictions. It has been at least one (1) year since Defendant's final discharge.
- This was Defendant's only *felony* conviction. It has been at least three (3) years since Defendant's final discharge
- Defendant has only one felony conviction and one misdemeanor conviction. It has been at least three (3) years since the Defendant's final discharge on the felony and at least one (1) year since the Defendant's final discharge on the misdemeanor.
- Defendant seeks sealing of *more than one* conviction which qualifies under R.C. § 2953.31 which reads: "When *two or more convictions result from or are connected with the same act* or result from offenses committed *at the same time* they shall be counted as *one conviction*. When *two or three convictions result from the same indictment, information or complaint, from the same plea of guilty or from the same official proceeding, and result from relating criminal acts that were committed within a three-month period but do not result from the same act or from offenses committed at the same time* they shall be *counted as one conviction*." (Emphasis added).

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 sealing of his/her official record

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

Respectfully Submitted,

\_\_\_\_\_  
Defendant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Address and Phone Number

The Toledo Municipal Court  
Lucas County, Ohio

\_\_\_\_\_  
Plaintiff

Case \_\_\_\_\_

Judge \_\_\_\_\_

Vs.

**JUDGMENT ENTRY**

\_\_\_\_\_  
Defendant

The Defendant, \_\_\_\_\_, pro se, having applied to the court for sealing of record of conviction pursuant to §2953.32 and it appears to this Court that the defendant is entitled to the sealing of the record and:

1. The applicant satisfies the requirements under the statute.
2. No criminal proceedings are pending against Defendant
3. The applicant has been rehabilitated to the satisfaction of this Court
4. 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, 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 § 2953.32 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): \_\_\_\_\_

Convicted of: \_\_\_\_\_

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

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

Applicants Social Security No: \_\_\_\_\_

\_\_\_\_\_  
Judge