



Lebanon Municipal Court
50 S. Broadway
Lebanon, OH 45036

Judge Martin E. Hubbell

MOTION TO SEAL RECORD

The Court has provided this paperwork for the purpose of assisting individuals who want to apply to have a record sealed in this Court, commonly known as expungement. The Motion must be completed prior to the case being set for a hearing.

Return the completed motion to the Lebanon Municipal Court Clerk's office. If you were convicted, you must pay a filing fee of \$50.00. If your case was dismissed, or you were found not guilty, you will not be charged a filing fee.

The Clerk will return a time-stamped copy of the motion to you, with a hearing date included. Your presence is not required at this hearing, but it is encouraged. A copy of the final decision will be forwarded to the address you list on this application if you choose not to appear.

Prior to the hearing, you may be contacted by the Court's Probation Department or Clerk to obtain additional information. You must respond promptly to any request for information from a Court representative.

At no time can any employee of the Court or the probation department give you legal advice. Questions should be forwarded to an attorney or the State of Ohio Attorney General's BCI division at (740) 845-2000. You may also reference Ohio.gov's webpage:

<http://www.reentrycoalition.ohio.gov/>

Click on the link: "Instructions for sealing a criminal record."

LEBANON MUNICIPAL COURT
LEBANON, OHIO

City of Lebanon/State of Ohio,)
)
Plaintiff,) Case No. _____
)
vs.) Judge Hubbell
)
_____,)
) Motion to Seal of Record; Entry
Defendant/Applicant.)

Now comes Defendant/Applicant, who hereby states as follows:

1. I am the Defendant in this case.
2. I believe I am an “eligible offender” as defined in R.C. Chapter 2953.
3. (Select one) _____ The case against me was dismissed. R.C. 2953.52.
_____ I was convicted of the following of the following:

Conviction offense(s) and case number(s): _____

Date of conviction(s): _____

Date sentence completed: _____

Attach additional sheets if necessary.

4. I am requesting this Court to seal my record and/or bail forfeiture.
5. It has been at least one year since the “final discharge” in my case. (It has been at least one year since having completed any jail sentence, term of community control, court orders, and payment of all financial obligations to the Lebanon Municipal Court).
6. I have no traffic or criminal cases pending against me.

7. Since my conviction, I have been fully rehabilitated, because:

_____ (attach more sheets if necessary).

8. My interests in having my conviction records and/or bail records sealed outweighs any needs of the government to maintain records of same.

9. I understand I may attach additional documents in support of this Motion, such as letters from a school, business or individual, certificates, etc.

10. I understand that I am not required to attend the hearing on my application, but that it is highly encouraged that I do so.

11. I certify that the information provided in this Motion is true and accurate to the best of my knowledge. I understand that filing a false document with the Court is a criminal offense.

Respectfully submitted,

Signature: _____

Printed Name: _____

Address: _____

Cell #: _____

Email: _____

Driver's License # and State: _____

This form must be completely filled out prior to filing.

PRAECIPE

To the Clerk: Please serve a copy of this application by hand delivery to the Prosecuting Attorney.

ENTRY

This case is before the Court upon Defendant's Motion to Seal Records pursuant to R.C. 2953.32/R.C. 2953.52.

A hearing on the motion shall take place on _____,
_____, at 2:30 p.m.

The Prosecuting Attorney shall file written objections, if any, to Defendant's motion prior to the hearing date. The Prosecuting Attorney shall notify the victim, if any, according to law.

So Ordered.

Judge Martin E. Hubbell

Distribution:

Defendant or Attorney for Defendant by ordinary mail
Prosecuting Attorney by hand delivery
Community Control Department by hand delivery