



LEBANON
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Lebanon Municipal Court
50 S. Broadway
Lebanon, OH 45036

Judge Martin E. Hubbell

MOTION TO SEAL OR EXPUNGE RECORD

The Court has provided this paperwork for the purpose of assisting individuals who want to apply to have a record sealed or expunged in this Court. This Motion must be completed prior to the case being set for a hearing. The time for filing a motion is set forth in R.C. 2953.31.

Return the completed motion to the Lebanon Municipal Court Clerk's office. If you were convicted, you must pay a filing fee of \$100.00. You will not be charged a filing fee if your case was dismissed, or you were found not guilty,

The Clerk will return a time-stamped copy of the motion to you, with a hearing date included. Your presence IS REQUIRED at this hearing.

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."

DEFENDANT

Full Name: _____ Phone: _____
 First Middle Last

List any other name you go by or the name you had (if different than above) at the time of this case: _____

Current address: _____
 Street City and State Zip Code

Previous Addresses since time of offense: _____

Date of Birth: _____ Age _____ Place of Birth: _____

SSN# _____ Race: _____ Sex: _____

Height: _____ Weight _____ Color of Hair: _____ Color of Eyes: _____

Are there any pending charges in this court or **any other court**. If so list: _____
_____.

Prior Record: Include Juvenile, Adult, Traffic, DUI, and Out of State. A record check will be completed to verify this information, so answer completely and honestly.

Type	City and State	Date	Disposition(outcome)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LEBANON MUNICIPAL COURT
LEBANON, OHIO

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

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

1. I am the Defendant in this case.
2. _____ I move this Court to SEAL my record.
3. _____ I move this Court to EXPUNGE my record.
3. _____ The case against me was dismissed or I was found NOT GUILTY.
---OR---
_____ I was convicted of the following:

Offense(s) and case number(s): _____

Date of conviction(s): _____

Date sentence completed: _____

Attach additional sheets if necessary.

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 and/or expunged 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 required to attend the hearing on my application.
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.