

**IN THE COMMON PLEAS COURT OF SENECA COUNTY, OHIO**  
**JUVENILE DIVISION**  
Judge Jay A. Meyer

**NOTICE REGARDING SEALING & EXPUNGEMENT**

You can obtain an application for Sealing or Expungement of Records from the Seneca County Juvenile Court at 108 Jefferson St., Tiffin, Ohio 44883 between the hours of 8:30 a.m. & 4:30 p.m. Monday-Friday (except legal holidays and the Friday after Thanksgiving). The Court telephone number is (419) 447-4912

**SEALING AND EXPUNGEMENT EXPLAINED**

--You are Eligible to have Your Court Record **Sealed** IF You Meet the Following Requirements of Section 2151.356 of the Ohio Revised Code:

You were adjudicated an unruly child, a juvenile traffic offender, or you were adjudicated a delinquent child EXCEPT FOR: 2903.01 AGGRAVATED MURDER; 2903.02 MURDER; 2907.02 RAPE;

**YOUR RECORD CAN BE SEALED:**

Six months after termination of any order made by this Court or six months after unconditional discharge of a person from the Department of Youth Services or any other institution/facility to which the person may have been committed.

**SEALING A COURT RECORD MEANS, THE COURT WILL:**

Remove your record from the Court's main file of similar records and send notice to arresting agencies regarding the sealing of your records. Upon your written request and presentation of the Court Order to seal your record, other public agencies, with limited exception, will destroy the records of your arrest and adjudication. Exceptions are felony offenses of violence which are accessible by law enforcement officers and prosecutor.

**IF YOUR APPLICATION FOR SEALING IS APPROVED AND AN ORDER IS ENTERED:**

1. You may properly reply that no records of the case exists;
2. The Court may reply to all inquires that no records of the case exists;
3. All index references to the case and person shall be deleted.

**AUTOMATIC SEALING BY THE COURT:**

The following types of cases are automatically sealed by the Court: Records from cases when a juvenile is held in custody but never charged; records from cases that were resolved before charges are filed, or were filed but latter dismissed; were referred into a diversion program, or, in unruly cases where the child turns 18 with no other pending delinquency matters.

**BEFORE YOU MAKE APPLICATION FOR SEALING, YOU MUST HAVE ALL FINES, COURT COSTS, RESTITUTION, COURT PROGRAMS. DIVERSION PROGRAMS AND ALL COURT ORDERS MUST BE COMPLIED WITH AND COMPLETED.**

--You are Eligible to have Your Court Record **Expunged** IF You Meet the Following Requirements of Section 2151.358 of the Ohio Revised Code:

The Matter was dismissed by the Court or you were found not guilty of the charges at the trial AND all Court Orders, Restitution, Diversion Program, and Court costs related to the cases have been satisfied.

Expunging a court record means your court record will be:

Removed from the Court's main file of similar records, and destroyed by all persons and governmental bodies holding records.

If your application for Expungement is granted and an Order is entered, the case is considered never to have occurred, and you may properly reply that no record of the case exists.

**IN ANY APPLICATION FOR EMPLOYMENT, LICENSE, OR OTHER RIGHT OR PRIVILEGE, ANY APPEARANCE AS A WITNESS, OR ANY OTHER INQUIRY, A PERSON MAY NOT BE QUESTIONED WITH RESPECT TO ANY ARREST FOR WHICH THE RECORDS WERE EXPUNGED. IF SUCH INQUIRY IS MADE, YOU MAY RESPOND AS IF THE EXPUNGED ARREST HAD NOT OCCURRED AND WILL NOT BE SUBJECT TO ANY ADVERSE ACTION BECAUSE OF THE ARREST OR YOUR RESPONSE.**