EUCLID MUNICIPAL COURT
555 EAST 222ND STREET
EUCLID, OHIO 44123
PHONE: (216)289-2888
FAX: (216)289-8254

PATRICK J. GALLAGHER
JUDGE

MITCHELL PERUSEK
CLERK OF COURT

SEALING OF RECORD INFORMATION AND INSTRUCTIONS
SEALING RECORD OF CONVICTION

A Defendant, if eligible by law pursuant to Ohio Rev. Code 2953.32, may apply for the Sealing of Record one (1) year after conviction and the completion of their sentence conditions or completion of their probation term, which includes final payments of all court costs and fines.

1. You will need to acquire the Application for Order Sealing Record of Conviction and Packet from the Euclid Municipal Court, Clerk of Courts Department located at 555 East 222nd Street, Euclid, Ohio 44123, request by e-mail at info@euclidmunicourt.com, or call (216)289-8888 if you are unable to obtain the application in person in order to receive further instructions.

2. You must pay a filing fee of fifty dollars ($50.00) to file an Application for Order Sealing Record of Conviction. This payment should be made to the Euclid Municipal Court, Clerk of Courts Department in person or over the phone at the time of filing. If paying in person with cash, it must be the exact amount. Other forms of payment accepted include: Credit Card, Money Order or Check.

3. If unable to pay the fifty dollar ($50.00) filing fee you can inquire about the Application to Proceed without Payment of Fees and Affidavit. Once you submit your application, it will be reviewed and a decision will be sent to you via USPS mail indicating if you can proceed without payment or if you need to contact the Euclid Municipal Court, Clerk's Office to make payment.

4. After you have submitted your Application for Order Sealing Record of Conviction and your filing fee, you must fill out the Investigation Interview forms provided in your packet. These forms must be completed in their entirety and submitted to the Euclid Municipal Court, Probation Department. You can submit your Investigation Interview forms with all of your paperwork to the Clerk of Courts Office, return it by mail to the Euclid Probation Department Attention: Chief P.O. India George, at 555 East 222nd Street, Euclid, Ohio 44123 or submit via e-mail to i.george@euclidmunicourt.com within thirty (30) days of filing the application. If you need assistance with the Investigation Interview forms, please contact Chief Probation Officer India George at (216)289-8296.

5. After all forms are submitted, you will be contacted by the Euclid Police Department once your background check is complete, to conduct your phone interview and receive a reminder of your scheduled court date for sealing. You will receive a formal summons in the mail with your scheduled hearing date. The entire process may take up to 90 days from the date of filing.

IN THE EUCLID MUNICIPAL COURT
CUYAHOGA COUNTY, OHIO

CITY OF EUCLID / STATE OF OHIO	)	CASE NUMBER(S) _____
	)	
VS.	)	
	)	
_____	)	APPLICATION FOR ORDER
DEFENDANT		SEALING RECORD OF CONVICTION

Defendant hereby makes application to the Court pursuant to Ohio Revised Code Section 2953.32 for the sealing of the conviction record in this case.

Defendant hereby provides the following information:

1. Charge(s) convicted of: _____
2. Date of conviction: _____
3. Date of termination of probation, if probation was imposed: _____
4. Defendant's current address: _____

   _____
5. Defendant's telephone number: _____
6. Defendant's social security number: _____
7. Defendant's date of birth: _____

Defendant states that (s)he is an eligible offender and has no criminal proceedings pending; that any rehabilitation has been attained to the satisfaction of the court; and that the interests of the defendant in having the records pertaining to this conviction are not outweighed by any legitimate governmental needs to maintain those records.

_____
Signature of Defendant Date

_____
Printed Name of Defendant Date

Filing Date: _____ Case No(s): _____

Interview Date: _____

EUCLID MUNICIPAL COURT

Probation Department

Investigation Interview

Name: _____ Alias: _____

Last First Middle Last First Middle

Current Address: _____

(Number and Street) (Apt. No.) (City) (State) (Zip Code)

Cell Phone: _____ Alternative Phone No: _____

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

Social Security No: _____ Race: _____ Sex: _____

What is your marital status? Single Married Divorced Widowed Common-Law

What is your spouse's name? _____

List the name and ages of your children?

_____

_____

EDUCATION: (Please Circle One)

Last School Attended: _____ Year _____ H.S. Diploma/Certificate/Degree

EMPLOYMENT/SOURCE OF SUPPORT: ___ Employed ___ Unemployed

Job Title: _____

_____

(Current Employer) (Address) (How Long Employed) (Wage)

Reason If Unemployed: _____

MILITARY: Branch of Service _____ Date Entered _____ Date Discharged _____

Discharge Type _____

CURRENT LEGAL:

Have you been arrested outside of the State of Ohio? __ No __ Yes

If Yes, When? And what were the charges?

_____

Do you have any outstanding warrants or pending cases against you? __ No __ Yes

If Yes, Explain: _____

Are you currently on Probation or Parole? __ No __ Yes (if yes, where?) _____

_____

(Name of Probation Officer) (Phone No.)

Filing Date: _____ Case No(s): _____

Interview Date: _____

DEFENDANT'S VERSION OF EVENTS

1. If the incident was drug/alcohol related, please indicate if you are currently sober and if you have a current sobriety date? _____

2. If this incident was a (domestic violence, child endangerment, menacing, violation of protection order etc.) related incident even if the charge was amended what is the current relationship with the victim/complainant involved?

_____

_____

Explain For each Offense Requested:

In your own words what happened on the day of the incident that you are requesting to seal?

Case No: _____

Case No: _____

Case No: _____

Filing Date: _____

Case No(s): _____
Interview Date: _____

Please Explain the Reason for Your Sealing Request Below

Please Indicate If There is Additional Information You Would like to Submit

You can return this form once complete **in person to the Euclid Probation Department**
By mail to Euclid Probation Department: Attn: CPO I. George, 555 East 222nd Street., Euclid, OH 44123
By Fax of Email to the following: 216-289-8254 or igeorge@euclidmunicourt.com

Please contact Chief Probation Officer India George (216)289-8296 or igeorge@euclidmunicourt.com if you have questions or need further instructions.

DISCLAIMER

When a court orders a record sealed, it is effective on the date of the order to seal the official record and the record of the arresting agency and jail, if applicable. While a case is pending and even after the conviction or dismissal, the case is a public record. While a public record, individuals and private businesses may download information from court, police or jail files. The court order to seal does not undo such dissemination nor does it apply to private individuals or businesses that may have downloaded your case information before the sealing.

Therefore, be advised that private individuals or businesses may still have your case information even after your official record is sealed. If you become aware of such information, it is your responsibility to notify the holder of the information of the existence of the order to seal the record and request that they comply with the spirit of the sealing law and delete their records. However, you should be aware that, under current law, they are not required to do so.