

## **Sealing Adult Criminal Record(s)**

### **There is a \$50.00 filing fee to file the Sealing Packet**

If sealing or expunging a record of not guilty finding, dismissal, no bill, or criminal record of applicant who has been granted a pardon there will be no charge to applicant; see RC 2953.33 generally.

For information on sealing (expunging) your adult criminal record(s), please visit Southeastern Ohio Legal Service's website [www.seols.org/other-cases/](http://www.seols.org/other-cases/).

Click on: "Understanding and Sealing Criminal Records" link to access The Ohio Justice & Policy Center's Criminal Records Manual to determine if your conviction records can be sealed. This guide is a great resource to answer most of your questions on records sealing.

To find case information, you may search the online docket available via the Clerk of Courts Legal Department website at: [www.coshocounty.net/coc](http://www.coshocounty.net/coc). Records information is available online beginning January 1, 1999 thru present. For information on records 1998 and older, please contact the Clerk of Courts office at (740) 622-1456.



| <u>Case Number</u> | <u>Charge(s)</u> | <u>Level of Offense</u> | <u>Result</u>  | <u>Date of Result</u> |
|--------------------|------------------|-------------------------|--|-----------------------|
|                    |                  |                         | <input type="checkbox"/> Conviction<br><input type="checkbox"/> Not Guilty / Dismissal<br><input type="checkbox"/> Bail Forfeiture |                       |
|                    |                  |                         | <input type="checkbox"/> Conviction<br><input type="checkbox"/> Not Guilty / Dismissal<br><input type="checkbox"/> Bail Forfeiture |                       |
|                    |                  |                         | <input type="checkbox"/> Conviction<br><input type="checkbox"/> Not Guilty / Dismissal<br><input type="checkbox"/> Bail Forfeiture |                       |
|                    |                  |                         | <input type="checkbox"/> Conviction<br><input type="checkbox"/> Not Guilty / Dismissal<br><input type="checkbox"/> Bail Forfeiture |                       |
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|                    |                  |                         | <input type="checkbox"/> Conviction<br><input type="checkbox"/> Not Guilty / Dismissal<br><input type="checkbox"/> Bail Forfeiture |                       |

IN THE COURT OF COMMON PLEAS  
COSHOCTON COUNTY, OHIO

STATE OF OHIO, :  
 :  
 Plaintiff, : Case No: \_\_\_\_\_  
 :  
 vs. :  
 : **ORDER**  
 \_\_\_\_\_ :  
 :  
 Defendant. :

The above named defendant, \_\_\_\_\_, of  
\_\_\_\_\_, D.O.B. \_\_\_\_\_,  
(Street – **NO P.O. BOX**) (City) (State)  
has made application for sealing of his/her record of conviction on \_\_\_\_\_, 20\_\_, pro se.  
(Date of Filing)

Pursuant to the requirements of Section 2953.32(C), the Court hereby orders the  
Probation Department to prepare a written report as to the applicant's background and record and  
and make all inquiries as required by law.

IT IS SO ORDERED.

\_\_\_\_\_  
Robert J. Batchelor, Judge

Serve: Prosecuting Attorney  
Probation Department  
Defendant

IN THE COURT OF COMMON PLEAS, COSHOCTON COUNTY, OHIO

State of Ohio, :

Plaintiff :

vs :

Case No. \_\_\_\_\_  
**JUDGMENT ENTRY**  
Order to Seal Records

\_\_\_\_\_, :

Defendant :

\*\*\*\*\*

This matter came before the Court for hearing on the application for expungement of the applicant's conviction. Upon consideration thereof, the evidence and arguments of counsel, the Court finds that the applicant is a first offender, that there is no criminal proceeding against the applicant, that the applicant's rehabilitation has been attained to the satisfaction of the Court, and that the expungement of the record of applicant's conviction is consistent with the public interest.

**THEREFORE, IT IS HEREBY ORDERED** that all official records pertaining to this case shall be sealed and all indexed references thereto shall be deleted, *including reference to any related arrest records*, that the proceedings in said case shall be deemed not to have occurred, and that the applicant's conviction shall be expunged, subject to the exceptions

and provisions set forth in Revised Code Section 2953.32, as now enacted and is herein amended.

**IT IS FURTHER ORDERED** that the applicant is hereby restored to all rights and privileges nor otherwise restored by termination of sentence or probation or by final release on parole.

**IT IS FURTHER ORDERED** that no officer or employee of the State, or any political subdivision thereof, except as authorized by Division (D) and (E) of Section 2953.32 of the 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 the **Clerk of Courts on the following by certified mail return receipt requested:**

1. The Prosecuting Attorney of Coshocton County, Ohio  
500 N 3rd Street, Suite A Coshocton, Ohio 43812

2. Records Department of the Coshocton County Sheriff's Office, 500 N 3rd Street, Suite B Coshocton, Ohio 43812.
3. BCI & I, P.O. Box 365, London, Ohio 43140.
4. Ohio Department of Rehabilitation and Corrections, Bosco Division, *Attn. Records Officer and internet Web Site Administrator* Melissa Adams, 770 West Broad Street, Columbus, Ohio 43222.
5. Federal Bureau of Investigation (FBI), 1000 Custer Hollow Road, Clarksburg, WV 26306-0001
6. Pursuant to Ohio Revised Code Section 2953.53, to any public office or agency that the Court knows or has reason to believe may have any record of the case, whether or not it is an official record.

**IT IS FURTHER ORDERED** that none of the foregoing persons inspect or use said records not permit the inspection or use of said records except as provided in Revised Code Section 2953.32 as now enacted and as hereinafter amended.

For purpose of identification, the information is provided for the arresting agency and any custodians of arrest and conviction data:

Applicant's full name:  
Sex:  
Race:  
Date of Birth:  
Coshocton County Common Pleas Court  
Case No.:  
Charge(s):  
Ohio BCI Number: Unknown

**FBI Number: N/A**

**IT IS SO ORDERED**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**ROBERT J. BATCHELOR, JUDGE**

**CERTIFICATE OF SERVICE**

**I hereby certify that a true copy of the Judgment Entry was served upon Ben Hall Prosecuting Attorney, 500 N 3rd St Suite A, Coshocton, Ohio 43812, and upon the Court PSI Officer, 318 Main Street, Coshocton, Ohio 43812, by placing such copies in their office mail slots located in the Courthouse, and upon Defendant, \_\_\_\_\_ by regular US Mail, postage prepaid, this \_\_\_\_\_**

**Day of \_\_\_\_\_ 202\_\_\_\_.**

**\*\*\*\* IMPORTANT NOTICE \*\*\*\***

SHOULD THE COURT ORDER YOUR RECORD SEALED, WE STRONGLY SUGGEST THAT YOU FAX THE FOLLOWING COMPANIES YOUR CERTIFIED COPY OF THE COURT ORDER SO YOUR CASE WILL BE REMOVED FROM THEIR DATABASE. THESE COMPANIES CONDUCT BACKGROUND CHECKS FOR MANY EMPLOYERS, SO IT IS IMPORTANT THAT YOU CONTACT THEM DIRECTLY.

COURT VENTURES  
ATTN: KIM JARAMILLO  
FAX (714)459-8272  
1211 N LAS BRISAS ST  
ANAHEIM, CA 92806

CORELOGIC SAFERENT  
CONSUMER RELATIONS  
FAX (888)560-6729  
7300 WESTMERE ROAD, STE 3  
ROCKVILLE, MD 20850  
[WWW.RESIDENTSCREENING.COM](http://WWW.RESIDENTSCREENING.COM)

CBC COMPANIES  
ATTN: CHERYL MCMAHAN  
FAX (614)538-6102  
1651 NW PROFESSIONAL PLAZA  
COLUMBUS, OHIO 43220-3866

INTELLICORP RECORDS INC  
ATTN: COMPLIANCE DEPARTMENT  
FAX (216)450-5279  
3000 AUBURN DR  
SUITE 410  
BEACHWOOD, OH 44122

ASURINT  
ATTN: COMPLIANCE DEPARTMENT  
FAX (800)906-2034  
1501 EUCLID AVE  
SUITE 900  
CLEVELAND, OH 44115

LEXIS NEXIS  
Call for further instructions: 866-491-0873