

**INSTRUCTIONS FOR “APPLICATION FOR SEALING OF RECORDS – (R.C. 2953.32/2953.52)**

There is a \$50.00 filing fee for a Guilty Conviction or a Bail Forfeiture (*paid when filing application, must be a money order NO checks of any kind*)

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If filing on more than one case- i.e. If 1 case has a Guilty conviction and 1 case was dismissed there is a \$50.00 filing fee

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There is NO filing fee if your case was dismissed

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Make money order payable to “Franklin County Municipal Court”

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**THERE WILL BE A MANDATORY HEARING DATE, YOUR ABSENCE COULD RESULT IN YOUR EXPUNGEMENT BEING DENIED**

1. **Applicant information worksheet** – this is required if you were convicted of a Misdemeanor of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> Degree only.
2. Mail to the Clerk’s office or file in person. The Clerk’s office will need the Application, the \$50.00 filing fee if applicable and the Applicant information worksheet if applicable.

**FRANKLIN COUNTY MUNICIPAL COURT  
ATTN: EXPUNGEMENTS  
375 S HIGH ST 2<sup>ND</sup> FLOOR  
COLUMBUS OH 43215  
(614) 645-1706**

Upon receipt of the appropriate documents and payment where necessary, we will process your application and you will receive a notice in the mail with a hearing date.

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For additional assistance with completing your application and any questions regarding eligibility, please visit the Self Help Resource Center:

**375 S HIGH ST 6<sup>TH</sup> FLOOR  
COLUMBUS OH 43215  
WALK-IN HOURS ONLY, MONDAY THROUGH FRIDAY 9 AM TO 3 PM**

Please note that the Clerk’s office is unable to assist you in the application process or answer any questions regarding eligibility.