

INSTRUCTIONS FOR APPLICATION FOR SEALING OF RECORDS AND EXPUNGEMENT – (R.C. 2953.32/2953.33)

There is a one-time \$50.00 filing fee for any number guilty convictions or a bail forfeitures (paid when filing application, NO checks of any kind)

Make money orders payable to “Franklin County Municipal Court”

There is NO filing fee if your case was dismissed

1. An Application for Sealing of Record and/or Expungement is required in all instances. You must complete the application completely and accurately.
2. Mail your application to the Clerk’s office or file in person. The Expungement Department hours are Monday through Friday, 8:00 AM to 3:00 PM.
The mailing address is:

**FRANKLIN COUNTY MUNICIPAL COURT CLERK
ATTN: EXPUNGEMENTS
375 S HIGH ST FL 2
COLUMBUS OH 43215
(614) 645-1706**

***** NO APPLICATIONS ARE ACCEPTED IN PERSON AFTER 3:00 PM *****

3. Upon receipt of your application and payment, where necessary, we will process your application and you will receive a notice in the mail with a hearing date.
4. **THERE WILL BE A MANDATORY HEARING DATE, AND YOUR ABSENCE COULD RESULT IN YOUR EXPUNGEMENT BEING DENIED**

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

**375 S HIGH ST 16TH FLOOR
COLUMBUS OH 43215
WALK-IN HOURS ONLY, MONDAY THROUGH FRIDAY 8 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.