

**Instruction Sheet For Motion To Seal / Expunge the Record**

Any person who has had a prior delinquency, unruly, and/or traffic case in Juvenile Court may be entitled to request that the record be sealed / expunged.

All pleadings shall be delivered or mailed (with all necessary copies) to Ashtabula County Juvenile Court, 4717 Main Ave., Ashtabula, Ohio, 44004.

Hours: Monday through Friday from 8:00 a.m. to 4:00 p.m.

1. **Type or print** your responses in **blue ink**.
2. The motion may be set for hearing by the Court. You shall receive a hearing notice in the mail. If your hearing notice is returned as undeliverable as addressed and you have not notified the Court of your new address in writing, the complaint/motion shall be dismissed without further action. All current and prior court costs must be paid before your application to Seal / Expunge the Record may be considered by the Court.
3. The Ashtabula County Prosecutor's Office must be served with the motion.

**IN THE COURT OF COMMON PLEAS  
JUVENILE DIVISION  
ASHTABULA COUNTY, OHIO**

STATE OF OHIO

\* CASE NO.

\*

VS

\* JUDGE ALBERT S. CAMPLESE

\*

\* **MOTION TO SEAL / EXPUNGE THE RECORD**

Now comes Movant, \_\_\_\_\_, and moves this Court to Seal /  
Expunge the Record under the above captioned case number.

For cause, Movant states that it has been at least six months since the termination of any  
court order, and that all fines and court costs have been paid herein.

Additionally, Movant submits that this Sealing / Expunging is deserved because

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\_\_\_\_\_  
Signature

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

cc: Instructions for service:

I hereby direct the Clerk of Court to serve a copy of this Motion to Seal the Record upon  
the Ashtabula County Prosecutor at 25 West Jefferson St., Jefferson, Ohio 44047.

\_\_\_\_\_  
Signature