

WILLOUGHBY MUNICIPAL COURT  
LAKE COUNTY, OHIO

S/ \_\_\_\_\_ )  
City ) CASE NO(s):  
 )  
vs. )  
 ) JUDGE MARISA L. CORNACHIO  
 )  
\_\_\_\_\_ )  
Defendant/Applicant (Print Name)

Defendant makes application to the Court for one of the following:

- Sealing of a record of conviction or bail forfeiture as provided in Sections 2953.31 to 2953.36 of the Ohio Revised Code - \$100.00 PER JURISDICTION FILING FEE REQUIRED
- Sealing of official records after a not guilty finding or dismissal of proceedings as provided in section 2953.52 of the Ohio Revised Code – NO COST

Defendant states that he/she is an eligible offender, there is no criminal proceeding pending against me; more than one (1) year has elapsed since my final discharge from an eligible misdemeanor conviction; three (3) years have elapsed since final discharge of one (1) F4/F5 felony or four (4) years has elapsed since final discharge of two (2) F4/F5 felonies or five (5) years has elapsed since final discharge of three (3) to five (5) F4/F5 felonies; all fines and costs as well as all requirements of probation have been completed to the satisfaction of the Court.

Also: (list briefly the reasons for requesting that records of conviction or bail forfeiture be sealed and/or records which resulted in a finding of not guilty or nolle prosequi be expunged).

\*\* You may be asked to be processed (fingerprinted) prior to granting Motion to Seal.

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Case No.: \_\_\_\_\_

Date of Conviction, Dismissal, Not Guilty: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Last 4 digits – Social Security: \_\_\_\_\_

City in which violation took place: \_\_\_\_\_

If probation, date terminated: \_\_\_\_\_

\_\_\_\_\_  
Defendant/Applicant Signature