



Applicant's Name: \_\_\_\_\_

**20. Household Assets (Total amounts for applicant, spouse and all other residents)**

Please write the amount in each space or write "none"

Real Estate equity (not including residence)	\$ _____	Cash on hand	\$ _____
Equity in vehicles not used for transportation	_____	Checking Account	_____
Household goods (value in excess of \$3000)	_____	Savings Account	_____
Wearing apparel (value in excess of \$1500)	_____	CD's, Money Mkt, etc.	_____

**For office use: Household assets are listed and are within financial eligibility guidelines.**

21. Is your income likely to change significantly in the near future?  Yes  No  
(If yes, explain how income is likely to change: \_\_\_\_\_)

22. If you listed no income above, how are you supporting yourself? \_\_\_\_\_  
\_\_\_\_\_

23. Please tell us what you pay each month for: rent/mortgage: \_\_\_\_\_ medical care/insurance: \_\_\_\_\_  
child care: \_\_\_\_\_ other (what is it?): \_\_\_\_\_

24. If your mailing address is different from your street address, please tell us your street address:  
\_\_\_\_\_  
Street City, State County

25. How did you hear about our program? \_\_\_\_\_

26. If you own a home, please tell us how much equity you have in your home: \$ \_\_\_\_\_

27. \_\_\_\_\_  
Person filling out application (if not Applicant) Phone Relationship to Client

**YOUR LEGAL PROBLEM:**

28. Brief Description of Your Legal Problem: \_\_\_\_\_  
\_\_\_\_\_

29. Name(s) of Adverse/Opposing Party \_\_\_\_\_

30. Deadlines (Court dates, Answer dates, etc.)? \_\_\_\_\_

31. What County is your legal problem in? \_\_\_\_\_

32. Please tell us what you would like to do about your legal problem: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR LEGAL SERVICES USE: Is this client eligible for services?  yes  no**

## SEALING A CRIMINAL RECORD QUESTIONNAIRE

---

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. Why do you want to seal your criminal record? \_\_\_\_\_

---

2. What is the date of your most recent criminal charge? \_\_\_\_\_

a. What were you charged with on that date? \_\_\_\_\_

3. What criminal charge are you seeking to have sealed? \_\_\_\_\_

a. On what date were you charged? \_\_\_\_\_

b. Where is the record located? \_\_\_\_\_

For example, Pueblo County Court, or Pueblo County Sheriff's Arrest Record, etc.

c. What was the result of the charge?

\_\_\_\_\_ Conviction \_\_\_\_\_ Dismissal \_\_\_\_\_ Acquittal \_\_\_\_\_ Deferred Judgment

Other \_\_\_\_\_

d. Was this charge reduced as a result of a plea bargain? \_\_\_\_\_ Yes \_\_\_\_\_ No

e. Were you ordered to pay restitution, fines or fees relating to this charge? \_\_\_\_\_ Yes \_\_\_\_\_ No

4. f. If yes, have you paid 100% of that money? \_\_\_\_\_ Yes \_\_\_\_\_ No

5. Do you have additional criminal charges that you want to seal? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, fill out a Seal Criminal Record Additional Charges sheet for each additional charge.

6. Additional information: \_\_\_\_\_


---

**You will need to bring in a copy of your arrest records as well as any other documents involving the criminal record listed in this questionnaire.**

## HOW TO OBTAIN YOUR RECORDS

In order to have your file reviewed for eligibility to seal/expunge and file a Petition to Seal Criminal Conviction Records, **you must obtain the proper case report numbers, court case numbers, and arrest numbers from the original arrest or criminal records. This information is necessary to ensure that your case is sealed properly, if ordered by the Court. A fee may be required to obtain this information.** The records may be found in the following locations:

- Court Records. County and district court files are available from the clerk of court's office for each respective court.
- Municipal Court Records. These can be found at each Municipal Court. Contact the specific court for assistance.
- Arrest or Police Records. Contact the arresting agency. Their files have the arresting agency and arrest numbers.



A more accurate record can be found at Colorado Courts Online ([www.cocourts.com](http://www.cocourts.com)) and CBI. CoCourts charges \$7.00 or so for a complete record of court cases – including dispositions. CBI charges a similar amount for an official arrest record (with dispositions in most instances), but CBI online reports only include data on cases in which the subject was fingerprinted in connection with the offense. If you were fingerprinted you can use the CBI and if not I recommend the CoCourts to get your official record before a decision can be rendered if you are eligible pursuant to Colorado law to seal/expunge your records.

# CLIENT RIGHTS AND DUTIES

Revised 0909

THIS AGREEMENT is between you and Colorado Legal Services, and Northwest Colorado Legal Services Project (a local office of Colorado Legal Services). You are applying for help with a civil legal problem.

This agreement is for the legal problem that you told us about in your application. If you have another legal problem and want help with it, you must fill out a new application with us.

We help people whose income and assets are within the limits set for our program by federal rules. If your income and assets are within our limits, we are allowed to help you. If your income or assets increase while we are helping you, you must tell us. We may have to stop helping you if your income or assets become too high.

We do not have enough staff lawyers and paralegals, or volunteer lawyers and paralegals, to help everyone who applies. We will look at your case to see if we can give you advice or if we can find a lawyer to represent you.

If we help you, you will not have to pay any fees to us or to a volunteer lawyer or paralegal. But you may have to pay any costs of your case such as court filing fees or other costs. We will check to see if court costs can be waived for you.

Once we have your application, while we are deciding if we can help you, you are responsible for your case, and must take care of any deadlines or notices. You must tell us about any deadlines that you know about in your case.

We can't make any promises to you about how your case will be handled, or how it will end. You may win or lose, or you may settle with the other side. You have the right to decide if you want to settle your case or not. We have the right to tell you what we can do for you, and we can refuse to do what you want us to do—if we don't think it's the best thing for you, or if we don't think it's ethical, or if we don't have any staff or volunteers to help with your case. We can also stop helping you if you don't cooperate with us or with your volunteer lawyer or paralegal.

## YOUR RIGHTS:

1. To receive respect, courtesy and professionalism from us and from anyone who helps you.
2. That we will keep everything about your case confidential (private), although we can talk to volunteer lawyers or paralegals about your case to see if they will help you.
3. That we will handle your case in an ethical manner and not break any rules or laws.
4. That we will answer your questions and concerns as quickly as possible.
5. That we will keep you informed of the status of your case.
6. To make your own decision about how your case is handled, if a lawyer or paralegal is helping you.
7. To be told about what might happen if you lose your case, including if you might owe attorney fees to the other side.
8. To receive help without regard to race, creed, color, religion, gender, sexual orientation, age, national origin or disability.
9. To ask us to explain anything in this form or any other paper we give you.
10. To tell us to stop helping you, if you change your mind or don't like what we are doing for you. If your case has been filed in court, the judge must allow your staff lawyer or volunteer lawyer to stop helping you.
11. To complain if you don't like how we handle your case, or how you are treated by us.

## YOUR DUTIES:

1. To give us respect and courtesy. This includes both staff and volunteers who work with you.
2. To give us all the information we need to decide if we can help you, and all the information needed to help you if we accept your case.
3. To tell us the truth about your case, without exception.
4. To work with us on your case, and keep in touch. If your address or phone number changes, you must tell us. If you are referred to a volunteer lawyer, you must work with and respect your lawyer just as we ask you to work with and respect our staff. This includes anyone in your volunteer lawyer's office or anyone you are asked to work with while you are being helped with your case.
5. To read this form, and any other form we ask you to sign, and to ask questions if you don't understand it.

I HAVE READ AND UNDERSTOOD THE *CLIENT RIGHTS AND DUTIES*.

\_\_\_\_\_  
You sign here

\_\_\_\_\_  
Date

\_\_\_\_\_  
We will sign here

\_\_\_\_\_  
Date