

SEALING OR EXPUNGING A CRIMINAL RECORD ADDITIONAL CHARGE INFORMATION

Applicant name _____ **Date** _____

1. What additional criminal charges are you seeking to have sealed? _____
- a. On what day were you charged? _____
- b. Where is this record located? (Include all police, counties and courts involved in your arrest, holding, and case filing) _____
- c. What was the result of the charge? Conviction Dismissal Acquittal Deferred Judgment
 Diversion Program OR Other _____
- d. Was this charge reduced as a result of a plea bargain? Yes No
- e. Were you sentenced for this charge as a juvenile (under 18)? Yes No
- f. Were you ordered to pay restitution, court fees, or fines related to this charge? Yes No
- g. If yes, have you paid 100% of that money? Yes No
- h. If the charge you seek to seal/expunge had a victim(s), what is their full name: _____
2. Do you have additional criminal records you want to seal or expunge? Yes No

If yes, fill out a Criminal Record Additional Charge sheet for each additional record.

**** You will need to bring in a copy of your criminal records, as well as, any other documents involving the criminal charge record(s) discussed above.**

HOW TO OBTAIN YOUR RECORDS

In order to have your file reviewed for eligibility to seal/expunge your record and to file a petition to seal or expunge your 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:

You can immediately access & print all records Online at www.cocourts.com – each search is \$7.00

- 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.
- Arrest or Police Records. Contact the arresting agency. Their files have the arresting agency and arrest numbers.