

Willoughby Hills Mayor's Court  
35405 CHARDON ROAD  
WILLOUGHBY HILLS, OH 44094  
(440) 942-5050

Lawrence R. Hupertz  
Magistrate

Christopher Hallum  
Mayor

Debra Blankenship  
Clerk of Court

Date: \_\_\_\_\_

Dear Magistrate:

I, \_\_\_\_\_, wish to apply 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

Sealing of official records after a not guilty finding or dismissal of proceedings as provided in section 2953.52 of the Ohio Revised Code

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; all fines and costs have been paid to the satisfaction of the Court.

List briefly the reasons for requesting that records of conviction and/or records which resulted in a finding of not guilty or nolle prosequi be expunged:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Case No. \_\_\_\_\_ Violation Date \_\_\_\_\_

Date of Birth \_\_\_\_\_ Last 4 digits of Social Security No. \_\_\_\_\_

NOTE: \$50.00 FILING FEE REQUIRED