

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

Lawrence R. Hupertz
Magistrate

G. Andrew Gardner
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

This violation was a first offense; there is no criminal proceeding pending against me; more than one (1) year has elapsed since my final discharge from conviction; all fines and costs as well as all requirements of probation have been completed to the satisfaction of the Court.

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

Name _____

Address _____ City, State, Zip _____

Phone _____ Case No. _____ Date of Violation _____

Date of Birth _____ Last 4 digits of Social Security No. _____

NOTE: \$60.00 FILING FEE REQUIRED