

IN THE COURT OF COMMON PLEAS, OTTAWA COUNTY, OHIO  
JUVENILE DIVISION  
JUDGE KATHLEEN L. GIESLER

**NOTICE OF YOUR RIGHT TO APPLY  
FOR THE SEALING OF YOUR JUVENILE COURT RECORD**

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**You are Eligible to have Your Court Record Sealed IF You Meet the Following Requirements of Section 2151.358 of the Ohio Revised Code:**

1. You were adjudicated an unruly child, or
2. You were adjudicated a delinquent child **EXCEPT FOR:**  
**2903.01 AGGRAVATED MURDER; 2903.02 MURDER; OR 2907.02 RAPE, or**
3. You were a juvenile traffic offender.

**YOUR RECORD CAN BE SEALED:**

1. Six months after termination of any order made by this Court or
2. Six months after unconditional discharge of a person from the Department of Youth Services or any other institution/facility to which the person may have been committed.

**SEALING A COURT RECORD MEANS, THE COURT WILL:** Remove your record from the Court's main file of similar records and send notice to arresting agencies regarding the sealing of your records.

Upon your written request and presentation of the Court Order to seal your record, other public agencies, with limited exception, will destroy the records of your arrest and adjudication.

Exceptions are felony offenses of violence which are accessible by law enforcement officers and prosecutor.

**IF YOUR APPLICATION FOR SEALING IS APPROVED AND AN ORDER IS ENTERED:**

1. You may properly reply that no records of the case exists;
2. The Court may reply to all inquires that no records of the case exists;
3. All index references to the case and person shall be deleted.

**BEFORE YOU MAKE APPLICATION FOR SEALING, ALL FINES, COURT COSTS, RESTITUTION, COURT PROGRAMS, DIVERSION PROGRAMS AND COURT ORDERS MUST BE COMPLIED WITH AND COMPLETED.**

THE POSSIBLE CONSEQUENCES OF NOT HAVING YOUR RECORD SEALED MAY INCLUDE: loss of employment opportunities – loss of opportunity to enlist in the military – loss of the licensing opportunities.

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**NOTICE OF YOUR RIGHT TO APPLY  
FOR THE EXPUNGEMENT OF YOUR JUVENILE COURT RECORD**

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**You are Eligible to have Your Court Record Expunged IF You Meet the Following Requirements of Section 2151.358 of the Ohio Revised Code:**

1. The Matter was dismissed by the Court or
2. You were found not guilty of the charges at the trial AND
3. All Court Orders, Restitution, Diversion Program, and Court costs related to the cases have been satisfied.

**Expunging a court record means your court record will be:**

1. Removed from the Court's main file of similar records;
2. Destroyed by all persons and governmental bodies holding records.

**IF YOUR APPLICATION FOR EXPUNGEMENT IS APPROVED AND AN ORDER IS ENTERED:**

The Proceedings in the case are deemed never to have occurred; you may properly reply that no record of the case exists.

**IN ANY APPLICATION FOR EMPLOYMENT, LICENSE, OR OTHER RIGHT OR PRIVILEGE, ANY APPEARANCE AS A WITNESS, OR ANY OTHER INQUIRY, A PERSON MAY NOT BE QUESTIONED WITH RESPECT TO ANY ARREST FOR WHICH THE RECORDS WERE EXPUNGED. IF SUCH INQUIRY IS MADE, YOU MAY RESPOND AS IF THE EXPUNGED ARREST HAD NOT OCCURRED AND WILL NOT BE SUBJECT TO ANY ADVERSE ACTION BECAUSE OF THE ARREST OR YOUR RESPONSE.**

**\*\*Please note: applicants seeking to practice law in Ohio are required to provide information regarding expunged juvenile court records.**