



**PATRICIA M. CLANCY  
CLERK OF COURTS  
CRIMINAL DIVISION  
HAMILTON COUNTY COURTHOUSE  
1000 MAIN STREET, ROOM 315  
CINCINNATI, OHIO 45202  
(513) 946-5697**

SEALING OF RECORD (EXPUNGEMENT) PURSUANT TO O.R.C. 2953.31 THROUGH 2953.61

**1. WHERE TO GO FOR AN APPLICATION / MOTION FOR EXPUNGEMENT:**

MISDEMEANOR	JUSTICE CENTER	ROOM 111
FELONY	COURTHOUSE	ROOM 315
FELONY REDUCED TO A MISDEMEANOR	COURTHOUSE	ROOM 315

**2. ELIGIBILITY:**

NO D.U.I.'s  
NO LIMIT FOR IGNORED, DISMISSED OR ACQUITTED FINDINGS  
ONLY **ONE** CONVICTION\*\*\* (1st Offender)

\*\*\*NOTE – EACH CRIMINAL CASE (CASE NUMBER BEGINNING WITH A “B”) APPLIED FOR REQUIRES A SEPARATE MOTION.

**3. WAITING PERIOD:**

MISDEMEANOR – ONE (1) YEAR AFTER COMPLETION OF SENTENCE.  
FELONY – THREE (3) YEARS AFTER COMPLETION OF SENTENCE.  
IGNORED CASE – TWO (2) YEARS AFTER GRAND JURY REPORT IGNORING CASE.  
DISMISSAL OR ACQUITTAL – NO WAITING PERIOD.

**4. FILING FEE:**

NO FEE FOR NON-CONVICTIONS.  
\$50.00 NON-REFUNDABLE FEE FOR CONVICTIONS.

**5. DOCUMENTS NEEDED:**

AN ORIGINAL MOTION OR APPLICATION FOR EXPUNGEMENT. (APPLICATIONS ARE AVAILABLE AT THE ABOVE ADDRESS.)

**6. PROCESS:**

ALLOW FOUR TO SIX WEEKS FOR PROCESSING PERIOD. NOTIFICATION OF THE HEARING WILL BE MAILED TO THE APPLICANT.

**EXPUNGEMENT ENTRIES:**

THE APPROPRIATE ENTRY WILL BE GIVEN TO YOU WHEN YOU APPLY FOR AN EXPUNGEMENT. TAKE THE ENTRY AND YOUR COMPLETED APPLICATION TO YOUR HEARING WITH YOU.

**WHEN MOTION TO EXPUNGE HAS BEEN GRANTED:**

ASK THE JUDGE TO SIGN THE ENTRY THAT WAS GIVEN TO YOU AND RETURN THE ORIGINAL TO THE EXPUNGEMENT DEPARTMENT IN ROOM 315 OF THE COURTHOUSE TO BE JOURNALIZED AND CERTIFIED.

**IF YOU DO NOT RETURN THE ENTRY TO THE  
EXPUNGEMENT DEPARTMENT,  
YOUR CASE CANNOT BE EXPUNGED**