

STEP-BY-STEP COMMON PLEAS COURT EXPUNGEMENT GUIDELINES:

- 1. Begin by completing an Expungement Application form which is available:**
 - In person from the Clerk of Courts office located in the Hamilton County Courthouse, 1000 Main Street, Room 315, Cincinnati, Ohio 45202.
 - Via mail by calling the Expungement Department at (513) 946-5697.
 - Or you may download the form here:

Expungement Application: <http://www.courtclerk.org/forms/expungement.pdf>

- 2. Fee:** If you are requesting the expungement of a non-conviction, no fee is required and you should proceed to step 3. Otherwise, you must pay a \$50.00 non-refundable fee to the Clerk of Courts located in the Hamilton County Courthouse, 1000 Main Street, Room 315, Cincinnati, Ohio 45202. The telephone number is (513) 946-5697. However, if you indicate to the clerk that you cannot afford the \$50.00 fee, an Affidavit of Indigency form will be given to you for completion or you may download the form here:

Affidavit of Indigency: <http://www.courtclerk.org/forms/indigency.pdf>

- 3. If your request for expungement is granted and you have filed an Affidavit of Indigency, but the judge finds you are NOT indigent, sealing of your record will not take place until the \$50.00 fee is paid. If your request for expungement is granted and the judge finds you are indigent, the record will be sealed without payment of a fee.**

- 4. The Application to Expunge will be set for consideration by the judge before whom you originally appeared. The expungement request is usually scheduled for hearing in about four (4) to six (6) weeks. You will receive a postcard from the Hamilton County Assignment Commissioner's office informing you where and when to appear. Pending the hearing, your application is checked by the Probation Department for initial eligibility. Be sure to respond promptly to any request for information from the Probation Department. The Probation Department reports its findings to the judge for consideration at the expungement hearing. If you do not respond to the Probation Department, it is likely the department will report that you do not qualify for expungement.**

- 5. If you are unable to appear for your scheduled hearing and you are being represented by counsel, contact your attorney as soon as possible. If you are filing pro se (representing yourself without an attorney), contact the courtroom directly to reschedule your hearing. You may access the Common Pleas courtroom numbers here: (add hot button to Court of Common Pleas Judges). Or you may contact the Assignment Commissioner's office at (513) 946-5930.**

- 6. If your request for expungement is granted, you MUST return the SIGNED Entry to the Expungement Department in the Clerk of Courts' office in room 315 of the Courthouse. IF THE ENTRY IS NOT RETURNED, YOUR CASE CANNOT BE EXPUNGED.**