

IN THE COMMON PLEAS COURT OF WILLIAMS COUNTY, OHIO  
JUVENILE DIVISION  
JUDGE KAREN K. GALLAGHER

In the Matter of: \_\_\_\_\_

Case No. \_\_\_\_\_

**APPLICATION TO SEAL RECORD  
(ORC §2151.356)**

Full name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

SSN: \_\_\_\_\_ Driver's license #: \_\_\_\_\_

Type of Case: ☐ Delinquency ☐ Traffic

Were you on probation/community control as a result of the charge you are attempting to seal?

☐ No ☐ Yes If yes, name of probation officer: \_\_\_\_\_

Have you been adjudicated or convicted of any juvenile and/or adult criminal or traffic offenses

since your last contact with the Court? ☐ No ☐ Yes If yes, please complete the following:

| Date  | Offense | Case Number |
|-------|---------|-------------|
| _____ | _____   | _____       |
| _____ | _____   | _____       |
| _____ | _____   | _____       |

Is your driver's license currently suspended? ☐ No ☐ Yes

Are you attending school? ☐ No ☐ Yes

Have you been suspended from school since your conviction? ☐ No ☐ Yes

If yes, for what: \_\_\_\_\_

If yes, what school issued the suspension? \_\_\_\_\_

Are you employed? ☐ No ☐ Yes

If yes, where? \_\_\_\_\_

If yes, how long have you been employed? \_\_\_\_\_

Your employment history:

| Date  | Employer | Reason for leaving |
|-------|----------|--------------------|
| _____ | _____    | _____              |
| _____ | _____    | _____              |
| _____ | _____    | _____              |

Other activities you are involved in:

| Date  | Organization | Activity |
|-------|--------------|----------|
| _____ | _____        | _____    |
| _____ | _____        | _____    |
| _____ | _____        | _____    |

Please indicate other information you would like the Court to know in reviewing your application. You may attach additional sheets if needed.

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**PLEASE ATTACH:**

- If in school, attach latest report card
- Copy of latest pay stub

Complete the application and a Court hearing may be scheduled for consideration. You will be notified of the hearing date or direction by the Court.

**BY SUBMITTING THIS APPLICATION, I AM REQUESTING THE WILLIAMS COUNTY JUVENILE COURT SEAL MY RECORD PURSUANT TO OHIO REVISED CODE §2151.356.**

**The applicant further states that the applicant is not currently under the jurisdiction of the Court in relation to a delinquency complaint and that at least six (6) months have passed since the termination of any Order made by the Court in relation to the case, or any unconditional discharge from any institution or facility if the applicant was committed to an institution or facility in relation to the case.**

**The applicant also authorizes the release of any school and/or police report that may aid the Court in making a finding in this matter.**

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

\_\_\_\_\_  
Signature of Applicant

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

\_\_\_\_\_  
Signature of Parent/Guardian (if applicant is a minor)