

PREBLE COUNTY CLERK OF COURTS  
COURT OF COMMON PLEAS

EXPUNGEMENT/SEALING OF MULTIPLE CASES PROCEDURE

ORC Section 2953.32 Sealing of conviction record or bail forfeiture record.

(A)

- (1) Except as provided in section 2953.61 of the Revised Code, an eligible offender may apply to the sentencing court if convicted in this state, or to a court of common pleas if convicted in another state or in a federal court, for the sealing of the record of the case that pertains to the conviction. Application may be made at one of the following times:
  - (a) At the expiration of three years after the offender's final discharge if convicted of one felony;
  - (b) When division (A)(1)(a) of section 2953.31 of the Revised Code applies to the offender, at the expiration of four years after the offender's final discharge if convicted of two felonies, or at the expiration of five years after final discharge if convicted of three, four, or five felonies

If you qualify for a multiple case expungement as listed above, the following are guidelines that **MUST** be followed for filing the applications:

**ALL** case numbers must be listed on **ALL** Applications. If there are 3 case, all applications must have all three case numbers

There **MUST** be an original Application for each case. (original means original signature)

The Application for each case number must list **ALL** charges for that case. (Note: If you have 3 cases, there will be 3 applications that will have all three case numbers listed on them. All 3 applications will have the case numbers listed in the exact same order with **the most recent case to be listed first**, and only the charges for that case are listed on the application. The second application will again have all 3 case numbers in the same order as the first application, but only list the charges for the second case. Likewise, the third application will have all 3 case numbers listed in the same order as application 1 and 2, but will only list the charges for the third case.)

IN THE COURT OF COMMON PLEAS  
PREBLE COUNTY, OHIO

STATE OF OHIO,

PLAINTIFF

CASE # \_\_\_\_\_

VS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
DEFENDANT

APPLICATION TO SEAL AND EXPUNGE CRIMINAL RECORD

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Now comes the Defendant \_\_\_\_\_, pro se, and moves the Court for an Order sealing the record of the Defendant's convictions including the sealing of all criminal records pursuant to Ohio Revised Code 2953.32. Defendant seeks expungement of the following conviction(s):

Charges:

\_\_\_\_\_  
\_\_\_\_\_

Case Number: \_\_\_\_\_

Date of Conviction: \_\_\_\_\_

Date of Termination of Probation: \_\_\_\_\_

(check one)

\_\_\_ The applicant qualifies under ORC Section 2953.32(A)(1)(b) for a multiple case expungement, and has no criminal or traffic charges pending against Defendant.

\_\_\_ This was defendant's first and only conviction. Defendant has never been convicted of any other crime in this or any other state and has no criminal or traffic charges pending against Defendant.

\_\_\_ Defendant seeks expungement of more than one conviction and all convictions arise from the same set of facts, that occurred on the same date.

\_\_\_ Defendant has other convictions, but they are misdemeanors.

The record of the Defendant's conviction should be expunged and all records should be sealed because Defendant has been rehabilitated.

\_\_\_\_\_  
Defendant Signature

\_\_\_\_\_  
Defendant Name Printed

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number

**CERTIFICATE OF SERVICE**

I certify that a copy has been served on the Preble County Prosecuting Attorney on \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Defendant Signature