

**IN THE COURT OF COMMON PLEAS OF WOOD COUNTY, OHIO  
JUVENILE DIVISION**

**IN THE MATTER OF:** \_\_\_\_\_ : **CASE NO.(S)** \_\_\_\_\_  
: :  
: :  
: **JUDGE DAVID E. WOESSNER**  
: :  
: **APPLICATION TO SEAL**  
: **JUVENILE RECORD**  
: **PURSUANT TO R.C. 2151.356**  
: **UNDER THE AGE OF 18**

I, \_\_\_\_\_, request this Court for an order sealing my juvenile record(s) in accordance with Ohio Revised Code 2151.356. I am under the age of 18 and am not currently under the jurisdiction of the court and at least six months have passed since the termination of any order made by this court.

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
SSN: \_\_\_\_\_ DRIVER'S LICENSE #: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

The applicant also submits the attached Sealing Records Information Sheet to support his or her application to seal a record. **This is required.**

Have you been adjudicated or convicted of any juvenile and/or adult criminal or traffic offenses since your last contact with the Wood County Juvenile Court?     Yes                       No

If yes, please complete the following:

Date	Offense	Court

The undersigned applicant prays for a finding that he or she has been rehabilitated to a satisfactory degree; that the applicant's record in the above matter is sealed; that index references pertaining to the above-referenced matter are deleted and that henceforth it be deemed that the proceedings in the aforesaid cause never occurred.

The applicant further states that they are **under 18 years of age**, not currently under the jurisdiction of the Court in relation to a delinquency complaint, have paid their fines in full, and that at least six (6) months have passed since 1) the termination of any order made by the Court in relation to the adjudication; 2) any unconditional discharge from the Department of Youth Services or any institution or facility if the applicant was committed to such in relation to the case; 3) the Court's order determining that the applicant is no longer a juvenile sex offender registrant.

**OR**

The applicant further states that they **18 years of age or older**, not currently under the jurisdiction of the Court in relation to a delinquency complaint, have paid their fines in full, and that there has been 1) the termination of any order made by the Court in relation to the adjudication.

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

**Applicant's  
Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Parent/Guardian's Signature**  
\_\_\_\_\_

**Date**  
\_\_\_\_\_

**Attorney's Signature**  
\_\_\_\_\_

**Date**  
\_\_\_\_\_

**IT WILL TAKE AT LEAST 30 DAYS AFTER YOU FILE YOUR APPLICATION BEFORE YOU WILL RECEIVE A RESPONSE FROM THE COURT.**

For any question you may have regarding your application, contact the Juvenile Court Clerk's Office at (419) 352-3554

**Wood County Court of Common Pleas  
Juvenile Division**

1032 S. Dunbridge Rd., Bowling Green, OH 43402

**Sealing Records Information Sheet**

**Name**

**DOB**

**Address**

**City**

**State**

**Zip**

**E-mail**

**Phone Number**

**SSN - -**

**Driver's License #**

Has it been at least six months since you were terminated from probation or completed ALL Court Orders.

YES

NO

If no, please consult an attorney as you may not be eligible for sealing your record.

Why are you requesting a seal/expungement? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will a seal/expungement benefit you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you currently attending school?      YES         NO  

If YES: What school/college? \_\_\_\_\_ Major? \_\_\_\_\_

Anticipated graduation date: \_\_\_\_\_

If NO: Where did you attend high school? \_\_\_\_\_

Graduation date or date of GED if applicable: \_\_\_\_\_

What is your employment history since your case was closed?

Position Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Employer: \_\_\_\_\_

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Position Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Employer: \_\_\_\_\_

-----  
Position Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Employer: \_\_\_\_\_

Have you had any further court involvement?      YES         NO  

If YES:

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

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

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

Is there anything else you like the court to be aware in support of your request:

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

**Additional Information Required with Application to Seal Record**

- Copy of your diploma or transcript
- Copy of your most recent paystub
- Sealing and Records Information Sheet completed (this form)

Return to the Wood County Juvenile Court  
Attn: Ronda Downard  
1032 S. Dunbridge Road  
Bowling Green, Ohio 43402