

Willoughby Hills Mayor's Court  
35405 CHARDON ROAD  
WILLOUGHBY HILLS, OH 44094  
(440) 942-5050

Lawrence R. Hupertz  
Magistrate

G. Andrew Gardner  
Mayor

Janeen M. Mullin  
Clerk of Court

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

Dear Magistrate:

I, \_\_\_\_\_, wish to apply to the Court for one of the following:

- Sealing of a record of conviction or bail forfeiture as provided in Sections 2953.31 to 2953.36 of the Ohio Revised Code
- Sealing of official records after a not guilty finding or dismissal of proceedings as provided in section 2953.52 of the Ohio Revised Code

This violation was a first offense; there is no criminal proceeding pending against me; more than one (1) year has elapsed since my final discharge from conviction; all fines and costs as well as all requirements of probation have been completed to the satisfaction of the Court.

List briefly the reasons for requesting that records of conviction be sealed and/or records which resulted in a finding of not guilty or nolle prosequi be expunged.

Name \_\_\_\_\_

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

Phone \_\_\_\_\_ Case No \_\_\_\_\_ Date of Violation \_\_\_\_\_

Date of Birth \_\_\_\_\_ Last 4 digits of Social Security No. \_\_\_\_\_

**NOTE: \$60.00 FILING FEE REQUIRED**