

CLERMONT COUNTY MUNICIPAL COURT  
CLERMONT COUNTY, OHIO

STATE OF OHIO  
(PLAINTIFF)

CASE NO. \_\_\_\_\_

VS.

JUDGE \_\_\_\_\_

\_\_\_\_\_  
(DEFENDANT)

**APPLICATION FOR EXPUNGEMENT OF  
RECORD INVOLVING NON-CONVICTION**

SSN# (last four numbers): \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

D.O.B. \_\_\_\_\_

Defendant, \_\_\_\_\_, respectfully makes application to the Court for expungement of his/her criminal record. Applicant states the following pursuant to the addendum to the Administrative Rules of Clermont County Municipal Court.

Charge: \_\_\_\_\_

Date of Sentence: \_\_\_\_\_

Current Address of Applicant: \_\_\_\_\_  
\_\_\_\_\_

Current Phone#: \_\_\_\_\_

Employment: \_\_\_\_\_

\_\_\_\_\_  
Signature of Defendant/Applicant

\_\_\_\_\_  
Date

## **GUIDELINES FOR EXPUNGEMENT**

An individual is eligible for the expungement process if he/she meets the following criteria:

1. Only one conviction exists in lifetime inside or outside Clermont County, or
  - A) There are companion convictions where the arrests occurred at the same date/time, or a related
  - B) There are a series of offenses occurring consecutively
2. One year must pass from the last date of action of court case. For example, One (1) year from the conviction date or pay out date, or one (1) year from the last day of a probation sentence.
3. There can be no charges pending before the Court.
4. Convictions for misdemeanor traffic such as D.U.I., Leaving the Scene, Drag Racing, or any serious traffic offense, makes the applicant not eligible for the expungement process.

## **EXPUNGEMENT APPLICATION INFORMATION**

1. A \$50.00 non-refundable per case filing fee is to be paid to the Clerk's Office at the time of application for expungement of a conviction. No filing fee is required for Dismissals.
2. A Court appearance is required for an expungement hearing. The date and time will be sent by mail by the assignment office after a record check is completed by the Clerk's Office.