

**ZANESVILLE MUNICIPAL COURT  
ZANESVILLE, OHIO**

**CITY OF ZANESVILLE  
PLAINTIFF,**

**VS**

**APPLICATION TO SEAL A  
CRIMINAL RECORD**

\_\_\_\_\_  
**DEFENDANT**

**JUDGE W. ANDREW JOSEPH**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**CITY/STATE**

\_\_\_\_\_  
**PHONE**

**Defendant moves for an order sealing the record of Defendant's conviction including the sealing of all criminal records pursuant to Ohio Revised Code 2953.32.**

**CHARGE:** \_\_\_\_\_

**DATE OF CONVICTION:** \_\_\_\_\_

**DATE OF TERMINATION OF PROBATION:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_

**The record of Defendant's conviction should be sealed and all records should be sealed because:** \_\_\_\_\_

\_\_\_\_\_  
**Respectfully Submitted,**

\_\_\_\_\_  
**DEFENDANT**

**ZANESVILLE MUNICIPAL COURT  
ZANESVILLE, OHIO**

**ENTRY**

**CITY OF ZANESVILLE  
PLAINTIFF**

\_\_\_\_\_  
**CASE NUMBER**

**VS**

\_\_\_\_\_  
**JUDGE W. ANDREW JOSEPH**

**This matter came before the Court upon application of the defendant, \_\_\_\_\_, for sealing of his /her conviction pursuant to Ohio Revised Code Section 2953.31 to 2953.36. The Court after consideration of the matter finds the Defendant is a first time offender, and that there is no criminal proceeding against the applicant.**

**Defendant was convicted of \_\_\_\_\_, a misdemeanor, and moves for an order sealing the record of his conviction. The defendant states that it has been more than one year since the final discharge of the defendant from his sentence.**

**IT IS FURTHER ORDERED that a copy of this Entry shall be served by the Clerk of Courts on the following by certified mail:**

- 1) Records Department, Zanesville Police Department, 332 South Street, Zanesville, Ohio 43701; and**
- 2) Bureau of Criminal Identification, P. O. Box 365, London, Ohio 43140; and**
- 3) Ohio Department of Rehabilitation and Corrections, 770 West Broad Street, Columbus, Ohio 43222**
- 4) Zanesville Municipal Court, 332 South Street, Zanesville, Ohio 43701.**

**IT IS FURTHER ORDERED that none of the foregoing persons or agencies shall inspect or use said records, nor permit the inspection of or use of said records except as provided in the Ohio Revised Code Section 2953.53 and 2953.54. By Court ORDER, defendant requests that all fingerprint cards and other identifying indexes be destroyed.**

**IT IS SO ORDERED.**

\_\_\_\_\_  
**JUDGE W. ANDREW JOSEPH**