

**GARFIELD HEIGHTS MUNICIPAL COURT
CUYAHOGA COUNTY, OHIO**

CITY OF _____

Plaintiff

v.

Defendant

) CASE NO(S). _____

)

)

)

)

) JUDGE: _____

)

)

)

**MOTION TO SEAL RECORD(S) OF
CONVICTION AND/OR BAIL FORFEITURE(S)**

NOW COMES the Defendant and states as follows:

1. I am a Defendant in the above case numbers in the Garfield Heights Municipal Court.
2. I have read the instructions and definitions provided by the court **BEFORE** filling out this motion and I believe I am eligible for sealing of the conviction(s) and/or bail forfeiture(s) in my cases.
3. I have been convicted of the following offenses (list all convictions including those in all courts whether in or out of this state. If more space is needed, attach an additional sheet):

Conviction (Offense name)	Degree	Case No.	Date of Conviction

4. I am requesting sealing of my conviction(s) and/or bail forfeiture(s) in my cases before the Garfield Heights Municipal Court. If I have multiple convictions listed above that occurred within a short period of time, and my number of convictions would otherwise prevent me from sealing my record under R.C. 2953.31(A)(1)(b), I am requesting the court treat those multiple convictions as one conviction, if allowable under the law.

5. It has been one year since the “final discharge” in my cases that I am asking the court to seal; **MEANING** it has been one year since my having completed (if applicable) any/all jail sentences, probation, court orders, and full payment of any collectible fines and restitution.

6. I have no traffic or criminal cases pending against me at this time.

7. Since my conviction(s) I have shown that I am rehabilitated in that:

8. My interests in having my conviction record(s) and/or bail forfeiture(s) sealed outweighs any needs of the government to maintain records of the same.

9. ☐ I have attached additional pages in support (e.g. letter from employer, school certificates, etc). If so, please write the number of extra pages: _____.

10. I certify that the information provided in this motion is true and accurate to the best of my knowledge. I understand that filing a false document with the court is a criminal offense.

11. I ask this Honorable Court make all necessary findings and issue an order to seal my record(s) of conviction and/or bail forfeiture(s) in the above captioned matters.

Respectfully submitted,

Signature: _____

Name: _____

Address: _____

Cell/Text No.: _____

Email: _____

CERTIFICATE OF SERVICE

As required by law, I have sent a copy of my Motion to Seal to the City Prosecutor at the address checked below on _____ *(put the date you are sending a copy to the prosecutor) by*

☐ **regular mail** ☐ **fax** ☐ **in person** *(pick one; this is how you are sending it to the prosecutor):*

(Check the Prosecutor(s) for the City or cities where you were charged. This is who you are required to send a copy of your motion to seal to):

- ☐ **Garfield Heights** Prosecutor, Edward Fadel, 5407 Turney Rd., Garfield Heights, OH 44125
- ☐ **Maple Heights** Prosecutor, Frank Consolo, 5353 Lee Rd., Maple Heights, OH 44137.
- ☐ **Brecksville** Prosecutor, Lisa Sabol, 8748 Brecksville Road, Brecksville, OH 44141.
- ☐ **Cuyahoga Heights** Prosecutor, Gregory Gentile, 323 W. Lakeside Ave. #210 Cleveland OH 44113
- ☐ **Independence** Prosecutor, William T. Doyle, 6800 Brecksville Rd., Independence, OH 44131.
- ☐ **Metroparks** Prosecutor, Marisa Maniella, 4600 Valley Parkway, Fairview Park, OH 44126.
- ☐ **Newburgh Heights** Prosecutor, Vince Ruffa, 1000 W. Wallings Rd., Suite A, Broadview Hts, OH 44147.

- ☐ **Valley View** Prosecutor, Michael Giordillo, 21055 Lorain Rd., Cleveland, OH 44126.
- ☐ **Walton Hills** Prosecutor, Marty Mason, Kelly & Ferraro, LLP, Ste. 1300, 950 Main Ave., Cleveland, OH 44113.

Your Signature: _____

Your Name: _____