

You may be eligible for a sealing or expunging of your record only after a waiting period following the final discharge of the case.

Final discharge means after you completed any sentence, including probation, or community control and have paid all outstanding fines.

SEALING WAITING PERIODS:

If applying to seal minor misdemeanor	6 months after discharge
If applying to seal misdemeanor	1 year after the misdemeanor is discharged
If applying to seal fourth or fifth degree felony	1 year after the fourth or fifth degree felony is discharged
If applying to seal one or two third degree felonies	3 years after the third degree felony is discharged

EXPUNGEMENT WAITING PERIODS:

If applying to expunge minor misdemeanor	6 months after discharge
If applying to expunge misdemeanor	1 year after the misdemeanor is discharged
If applying to expunge felony	10 years after the specified time (above) at which the offender may file an application for sealing the record

VISIT US:

41 N. Perry Street, Room 104
Dayton, OH 45422

CALL US: (937) 496-7623

EMAIL US:

Clerkhelpcenter@mcoho.org

HOURS:

Monday-Friday 8:30AM - 4:30PM
WWW.COURTHOUSETOYOU.COM

SCAN ME FOR FURTHER INFORMATION AND APPLICATIONS



OUR DIVISIONS:

Civil: (937) 225-4512
Criminal: (937) 225-4536
Domestic Relations: (937) 225-4562
Records: (937) 496-7762
Auto Title: (937) 225-4480
Eastern Municipal Court (Huber Heights): (937) 496-7231
Western Municipal Court (Trotwood): (937) 687-9099



CLERK OF COURTS MIKE FOLEY
BRIDGING THE JUSTICE GAP ONE
CONSTITUENT
AT A TIME.

SEALING OF RECORD AND EXPUNGEMENT

MIKE FOLEY

MONTGOMERY COUNTY
CLERK OF COURTS



FREEDOM

SEALING/ EXPUNGEMENT OF CRIMINAL RECORDS

Individuals who meet certain criteria, such as those who have been convicted of a criminal offense, charged and had their cases dismissed, or found not guilty, may apply to the court to have their records sealed and/or expunged under Ohio law.

HOW CAN I REVIEW MY CRIMINAL RECORD?

You can review your case by searching online using the Public Records Online system <https://pro.mcoho.org/>.

Enter either your name or your case number to view the docket on your case. You can also review the Clerk of Courts file on a Common Pleas Court case by going to the Records Section of the Clerk of Courts located at the Montgomery County Courts Building, 41 N. Perry St., Room 104, Dayton, OH 45422.

You can review a Montgomery County Municipal Court case by going to the Eastern Division located at 6111 Taylorsville Road, Huber Heights, OH 45424 or the Western Division located at 875 E. Main St., Trotwood, OH 45426.

HOW TO FILE

You may submit an application to the court where the original conviction occurred. This may be done without the assistance of an attorney if you choose.

Deputy Clerks in the Clerk of Courts Office are not permitted to give legal advice. If you are uncertain regarding your eligibility to have your criminal case sealed or expunged by a Court, you should consult with an attorney before paying any filing fee. If you cannot afford to hire an attorney, you may call the Legal Aid Society of Dayton at (937) 228-8088 to see if you qualify for their services.



WHO IS ELIGIBLE?

YOU MAY NOT BE AN ELIGIBLE OFFENDER IF YOU HAVE PENDING CRIMINAL CHARGES.

NOT ALL CONVICTIONS MAY BE SEALED OR EXPUNGED UNDER OHIO LAW. INELIGIBLE OFFENSES INCLUDE BUT ARE NOT LIMITED TO:

- 1st or 2nd degree felonies
- 3 or more 3rd degree felonies
- Traffic convictions
- Felony offenses of violence that are not sexually oriented offenses
- Sexually oriented offenses when the applicants subject to the requirements of Chapter 2950 O.R.C. (sex offender registry)
- Offenses in which the victim of the offense was less than 13 years old (Note: This does not apply to nonsupport of dependents.)
- Domestic Violence convictions
- Violating Protection Order convictions

This is not an exclusive list of ineligible offenses. However, a conviction for any ineligible offense does not preclude someone from having other convictions on their record sealed and expunged.