

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:

| | |
|--------------------------------|--------------------------|
| Minor Misdemeanor | 6 months after discharge |
| Misdemeanor | 1 year after discharge |
| 4th or 5th Degree Felony | 1 year after discharge |
| One or Two 3rd Degree Felonies | 3 years after discharge |

EXPUNGEMENT WAITING PERIODS:

| | |
|-------------------|--|
| Minor Misdemeanor | 6 months after discharge |
| Misdemeanor | 1 year after discharge |
| Felony | 10 years after eligibility for sealing |

CONTACT US:

-  41 N. Perry Street, Room 104, Dayton, OH 45422
-  937-496-7623
-  Clerkhelpcenter@mcoho.org
-  Monday-Friday 8:30AM to 4:30PM

To view our outreach schedule or find out more information, please visit our website at WWW.COURTHOUSETOYOU.COM.



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 a 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.



MIKE FOLEY
Montgomery County
Clerk of Courts

Moving Justice Forward ▶▶▶

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 OFFENSE 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: 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.

SCAN THE CODE FOR MORE DETAILS AND APPLICATION INSTRUCTIONS.

