

Willoughby Municipal Court

4000 Erie Street
Willoughby, OH 44094
(440) 953-4150

Judge Harry E. Field

Lisa B. Mastrangelo
Clerk of Court

Date: _____

Dear Judge Field:

I, _____, wish to apply to the Court for one of the following:

- Sealing of a record of conviction or bail forfeiture as provided in Sections 2953.31 of 2953.36 of the Ohio Revised Code
- Sealing of official records after a not guilty finding or dismissal of proceedings as provided in section 2953.52 of the Ohio Revised Code

This violation was a first offense; there is no criminal proceeding pending against me; more than one (1) year has elapsed since my final discharge from conviction; all fines and costs as well as all requirements of probation have been completed to the satisfaction of the Court.

Also: (list briefly the reasons for requesting that records of conviction or bail forfeiture be sealed and/or records which resulted in a finding of not guilty or nolle prosequi be expunged).

Name: _____

Address: _____

City: _____ Telephone: _____

Case No. _____ Date of Violation: _____

Date of Birth: _____ Last 4 digits - Social Security No. _____

City in which violation took place: _____

NOTE: \$75.00 FILING FEE REQUIRED.