



# The Village of Lexington, Ohio

*A Growing Community For Families*

44 West Main Street ▪ Lexington, OH 44904

Phone: 419-884-0765 ▪ Fax: 419-884-1640

[LexingtonOhio.us](http://LexingtonOhio.us)

## IN THE MAYOR'S COURT OF THE VILLAGE OF LEXINGTON, RICHLAND COUNTY

_____	:	_____
Applicant Name	:	
	:	_____
	:	Case Number(s)
	:	_____
	:	Mayor

### APPLICATION TO EXPUNGE OR SEAL RECORD(S) PURSUANT TO R.C. 2953.32 & 2953.52

Now comes \_\_\_\_\_ and applies to the Court for the expungement or sealing of all official records of conviction or dismissal in the above case(s). Pursuant to R.C. 2953.32, a fee of \$50.00 is due with the application for the expungement or sealing of a record that holds a conviction. The fee is non-refundable. Pursuant to R.C. 2953.52, a fee is not due with the application to expunge or seal a record after a dismissal of proceedings. It is the applicant's duty to review the criteria of an eligible offender for sealing your record. The applicant hereby certifies all requirements for expungement or sealing the record of conviction or dismissal are met.

_____	_____
Signature of Applicant, if pro se	Name of Attorney, if applicable
_____	_____
Street Address of Applicant	Signature of Attorney
_____	_____
City, State, and Zip Code of Applicant	Attorney Registration Number
_____	_____
Telephone Number of Applicant, if pro se	Street Address of Attorney's Office
_____	_____
Driver's License/State I.D. # of Applicant	City, State, and Zip of Attorney's Office
_____	_____
Do you have pending charges? (circle) YES NO	Telephone Number of Attorney's Office

[TO BE COMPLETED BY COURT] A copy of this application was served by this Court on the Office of the Law Director this \_\_\_\_\_ date of \_\_\_\_\_, 20\_\_\_\_.



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Name \_\_\_\_\_ Case Number \_\_\_\_\_

Address \_\_\_\_\_ City, State, and Zip Code \_\_\_\_\_

If you are requesting the sealing or expungement of a record, a letter of request must be written to the mayor.

The letter must include your name, case number, current mailing address, and telephone number. There is a \$50 non-refundable filing fee that is to be submitted with your letter and application. The fee is not applicable in cases that were dismissed or found not guilty. **If your case still has an outstanding balance due, you must pay the amount in full.**

You will be notified when the court has set a hearing for your motion to seal/expunge an offense. The hearing notice is sent via US Mail. After the hearing, a decision will be made, and an entry of the same will be issued by the court. Please contact our office if you have any questions.

For further information, please see Ohio Revised Code 2953.31 – 2953.34