**Sandusky County Adult Probation**

**2511 Countryside Drive, Suite E**

**Fremont, Ohio 43420**

**Phone (419) 334-6174**

**Fax (419) 334-6179**

In response to your request to seal case(s) in Sandusky County Common Pleas Court, enclosed you will find three forms:

1. **Application to seal record**. (Select the appropriate form).
   1. The ***Application to Seal Records of Conviction*** requires a filing fee of $100.00 per case.

**OR**

* 1. The ***Application to Seal Records of Nonconviction*** does not have a filing fee.
* **Your signature must be NOTARIZED.**

**Do not sign the application until you are in the presence of a notary public.**

Your application can be notarized in the Probation Department, or by any notary public.

* **Your application to seal should be filed with the Sandusky County Clerk of Courts** located on thesecond floor of the Sandusky County Courthouse, 100 N. Park Avenue, Fremont, Ohio 43420. Phone number (419) 334-6161.

Please refer to the online docket on the Sandusky County Clerk of Courts’ website, <https://sandusky-county.org/clerk/>, for assistance in obtaining information needed to complete the application to seal. Case activity can also be monitored there.

1. **Information Sheet.**

Complete and return to Probation to assist in making a recommendation to the Court.

1. **Consent to Release Information**.

Complete, **sign in front of an adult who will sign the form as a WITNESS,** and return to Probation to assist in making a recommendation to the Court.

**After the sealing application is filed.**

If the judge grants a hearing on your application to seal, the judge’s assignment clerk will mail a hearing notice to you. If you have any questions, please contact the judge’s office.

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