

MORE ABOUT FINDING YOUR RECORD

The Clerk of Courts is the official who is responsible for all of the files for every court case in a particular court, including criminal cases.

You can go in person, call by phone, or search the Clerk's website. You can search the Franklin County Municipal Court records at: <http://www.fcmclerk.com/case>.

Franklin County Municipal Court
375 South High Street
Columbus, OH 43215

Criminal/Traffic Department (2nd Floor)

Information and Assistance
614-645-8186

Sealing or Expungement of Records
614-645-1706

Criminal/Traffic Department TTY Line
614-645-8656

? DO YOU HAVE QUESTIONS?

The FCMC Self Help Resource Center is a free walk-in service to help you represent yourself in court without a lawyer. We cannot offer legal advice, but can point you to helpful resources. The Center is open on a walk-in basis – no appointment necessary.

About the Franklin County Municipal Court Self Help Resource Center

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WALK IN

375 S. High St., 6th Floor
Columbus, OH 43215
Monday – Friday, 9:00 AM – 3:00 PM
(last visitors accepted at 2:30 PM)

VISIT OUR WEBSITE

www.fcmselfhelpcenter.org

Includes helpful legal and research resources and materials on various legal issues.

This guide is for informational purposes only and should not be relied on for legal advice. If you need legal advice, contact an attorney.

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Franklin County Municipal Court (FCMC)
Self Help Resource Center

CHECKLIST:

HOW TO SEAL YOUR RECORD

Certain records and arrests are eligible to be sealed, meaning that they cannot be accessed without a court order.

The checklist below will help you with the record sealing process set by the Court.

- **Obtain a copy of your record/convictions.**
 - **Online:** <http://www.fcmcclerk.com/case/>
 - **By phone:** 614-645-8186 (Franklin County Court Municipal Court Clerk's Office Criminal/Traffic Department Information and Assistance)
 - **In person:** Clerk's office on the 2nd Floor of the Municipal Court building (375 South High Street, Columbus, OH 43215)
- **Pick up an **application for sealing of records** from the Sealings and Expungements Section window on the 2nd Floor of the Franklin County Municipal Court building.**
- **Complete the application. Figure out if you need to pay the \$50 application fee.**
 - **Were your charges dismissed or no conviction?** The terms to look for on your record include:
All of the charges in the case must have been dismissed, acquitted, no billed, nolle, ignored, or otherwise gotten rid of. The term used can be found in your record. If YES, then there is NO fee.
 - **Can you afford the fee?** If NO, you can apply to have it waived. Visit us at the Self Help Center to receive the forms and assistance in completing the paperwork. The judge will then decide if you qualify to have the fee waived.
 - If you received a conviction and are not eligible to have fee waived, then you must pay the application fee.
- **If you qualify to have the \$50 application fee waived, fill out the Financial Disclosure Affidavit of Indigency but **do not sign it**. Then, take it to the Duty Room for review, which is on the 10th Floor of the Municipal Court building.**
- **Make a copy of all forms to keep for yourself.**
- **Take your forms and the \$50 application fee (cash preferred, personal checks not accepted) or the approved indigency form to the Sealings and Expungements Section window on the 2nd Floor of the Municipal Court building.**
- **Fill out the Sealing of Record Worksheet and mail, fax, or hand deliver the forms to the Franklin County Municipal Court within 10 days after filing the expungement application.**
 - Franklin County Municipal Court
Department of Probation Services
Investigation Unit – Sealing of Records
375 South High Street, 8th Floor
Columbus, Ohio 43215-4520
Fax Number: 614-645-8646
 - Open all of the mail sent to you regarding your application and follow all directions.
 - Go to court on the day of your hearing. Get there early and dress neatly.

■ PLEASE NOTE

Completing the steps on this checklist does not guarantee that your application to seal your record will be approved.