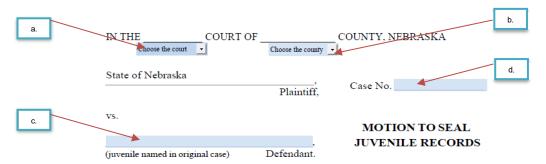
## INSTRUCTIONS FOR COMPLETING THE MOTION TO SEAL RECORD OF A JUVENILE IN COUNTY COURT

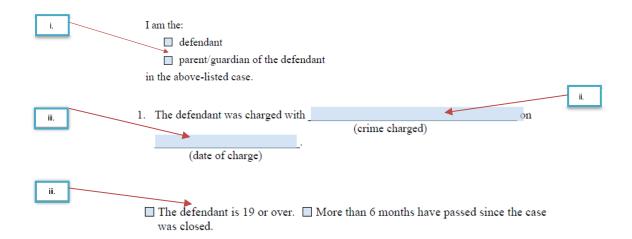
## **HEADING**

- a. Choose the type of court in the drop down box below the first blank. (County/Juvenile)
- b. Choose the county in the drop down box below the second blank. This is the county in which the record is located.
- c. Enter the defendant's first, middle, and last names.
- d. Enter the case number assigned to the original case..



## **BODY OF THE PETITION**

- i. Mark the box that correctly states your role as the defendant or as the parent/guardian of the defendant.
- ii. Enter the crime the defendant was charged with.
- iii. Enter the date of the charge.
- iv. check the box that correctly completes the statement.



## **SIGNATURE**

- a. Sign your name.
- b. Enter the date you are signing the form.
- c. Print your first, middle, and last names.
- d. Enter your street address.
- e. Enter the city, state, and ZIP code where you live.
- f. Enter your telephone number, including the area code.
- g. Enter your email address if any.
- h. Carefully read the statement.
  - i. Check the box if you do not have the ability to receive emails.
  - ii. You must give the reason you don't have the ability to receive emails on the line provided.

