

## **INSTRUCTIONS FOR FILLING OUT MOTION TO SEAL RECORD OF A JUVENILE IN COUNTY COURT**

### **HEADING**

- Enter the name of the county in which your record is located.
- Enter your first, middle, and last names.
- The Clerk of the Court will give you a case number when you file the motion. You must include the case number on all paperwork.

### **BODY OF THE PETITION**

Using the checkboxes on the form, complete the statements. If you are the parent/guardian, use the second set of boxes. If you are completing the form for yourself, use the first set of boxes.

The final checkbox offers an opportunity for additional explanation. For example, you may want to make a statement regarding the hardship caused by the existing record if you are unable to apply for college scholarships, unable to gain entrance into an educational program or unable to find work because of your record.

### **SIGNATURE**

- Sign and date the form
- Write your first, middle, and last names.
- Enter your street address.
- Enter the city, state, and ZIP code where you live.
- Enter your telephone number, including the area code. Add your email address if you use email.