



MEDINA COUNTY COMMON PLEAS COURT

Probate and Juvenile Divisions

225 E. Washington Street, 4th Floor, Medina, Ohio 44256

KEVIN W. DUNN

Judge

INSTRUCTIONS AND PROCEDURE FOR SEALING JUVENILE RECORDS

1. Completely fill out the application form. If the applicant is under the age of 18, a parent must also sign the application. Upon receipt of the application, the Court will determine all cases eligible for sealing.

Submit the completed application form to:

Medina County Juvenile Court
225 E. Washington St., 4th Floor
Medina, OH 44256

2. Upon receipt of the application, your case(s) will be scheduled for a hearing before the Judge to determine whether the application should be granted. You will receive a hearing notice by mail. Please note on the application any dates you will not be available.
3. The Prosecutor will have 30 days to file any objection pertaining to the sealing of your case.
 - a. If an objection is not filed, the Court may order the case to be sealed without conducting a hearing.
 - b. If an objection is filed, the Court shall proceed with the hearing that has been set. It is recommended to call the Medina County Juvenile Court 24 hours prior to your hearing to confirm there are no changes. You must attend the hearing or your case will not be sealed.
4. When you attend the hearing, please bring any further information you would like to submit to the Court. If you are under the age of 18, your parents must attend. You will find out in the hearing if the case will be sealed.
5. If the application to seal is approved, you will receive a Judgment Entry Sealing Record. If the application to seal is denied, the case will not be sealed.
6. The Judgment Entry Sealing Record will be sent to any office or agency that the Court has reason to believe may have a record of the complaint. The sealed record will be stored in a separate area within the court. The Court will respond to inquiries that “no record” exists with respect to the person.

If you have any questions, please call the Medina County Juvenile Court at 330-725-9709.

MEDINA COUNTY, OHIO

