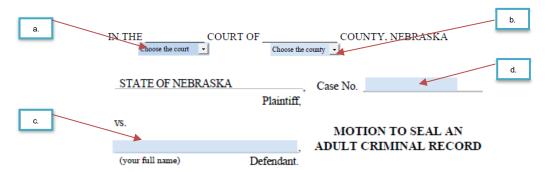
INSTRUCTIONS FOR COMPLETING THE MOTION TO SEAL AN ADULT CRIMINAL RECORD

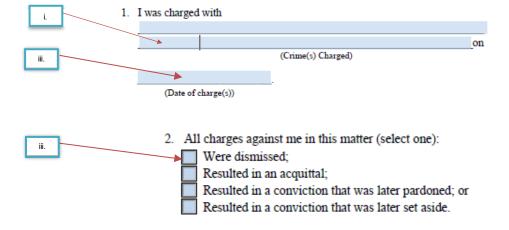
HEADING

- a. Choose the type of court in the drop down box below the first blank.
- 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. Enter the crime(s) the defendant was charged with.
- ii. Enter the date of the charge(s).
- iii. 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.

