

BRIEF EXPLANATION OF THE JUVENILE RECORD SEAL PROCESS:

Your Petition and Request to Seal Juvenile Records will be assigned to a Deputy Probation Officer to complete a report and provide the Court with a recommendation regarding your request to seal your juvenile records.

Usually within 2 weeks after submitting your record seal application, you will receive a letter from the Probation Department with the name and telephone number of the Deputy Probation Officer that has been assigned to complete your record seal report/recommendation. This is the person that you should communicate with if you have questions about the timeline for completion of your record seal report, what days/times you can/cannot appear, to provide information to the deputy for the report, etc.

Upon completion of the report, your record seal petition will be calendared with Contra Costa County Juvenile Court. Record Seal Petitions are heard on Mondays and Wednesdays. Hearings are generally calendared out two weeks from the date your report/recommendation is completed by the Deputy Probation Officer. You will be notified with a copy of the Record Seal report/recommendation which will include the hearing date/time/location, and whether or not your appearance at the hearing is mandatory.

At the record seal hearing, the court will grant or deny your petition to seal records, or continue the record seal hearing until another date.

If your record seal petition is granted by the court:

1. The Probation Department has 60 days to comply with the order and seal your Contra Costa County juvenile probation record.
2. The Probation Department will notify you in writing when your Juvenile Probation record with Contra Costa County Probation Department has been sealed.
3. The Probation Department cannot verify the compliance timeline of other agencies that were included on the order to seal your juvenile record.
4. Contra Costa County Superior Court **may be** able to provide details on the court's compliance process by other agencies, as well as the Court's sealing of juvenile court records.

If your record seal petition is denied by the court:

1. There will be no future hearing dates associated with your case.
2. The Probation Department will notify you with a copy of the record seal minute order. The reason for the denial may or may not be explained on the record seal minute order, and re-calendaring your case for an explanation is not an option. Therefore, although your appearance may not be mandatory, this may be your only opportunity to ask questions regarding the record seal decision.

If your record seal petition is continued by the court:

1. The Probation Department will notify you with a copy of the record seal minute order which will include the next record seal hearing date/time/location. The record seal minute order will state whether or not your appearance is mandatory at the hearing.

CONTRA COSTA COUNTY PROBATION DEPARTMENT

RECORD SEALING INFORMATION

PLEASE READ THIS INFORMATION SHEET CAREFULLY. (KEEP FOR YOUR RECORDS)

ELIGIBILITY:

BEFORE APPLYING FOR THE SEALING OF YOUR JUVENILE RECORD, YOU MUST MEET THE FOLLOWING REQUIREMENTS (PER SECTION 781 OF THE CALIFORNIA WELFARE AND INSTITUTION CODE):

IF YOU ARE UNDER 18 YEARS OF AGE (WHEN YOU APPLY TO SEAL YOUR JUVENILE RECORD):

FIVE (5) YEARS MUST HAVE ELAPSED SINCE YOU WERE TAKEN BEFORE ANY OFFICER OF A LAW ENFORCEMENT AGENCY, CITED TO APPEAR BEFORE A PROBATION OFFICER, OR YOU WERE TERMINATED BY THE JUVENILE COURT.

IF YOU ARE OVER 18 YEARS OF AGE (WHEN YOU APPLY TO SEAL YOUR JUVENILE RECORD):

- A. YOU MUST NOT HAVE BEEN CONVICTED OF A FELONY SINCE ATTAINING THE AGE OF 18.
- B. YOU MUST NOT HAVE BEEN CONVICTED OF A MISDEMEANOR INVOLVING MORAL TURPITUDE (GENERALLY: THEFT; FRAUD OR SEXUAL OFFENSES) SINCE ATTAINING THE AGE OF 18. (REHABILITATION MUST HAVE BEEN ATTAINED TO THE SATISFACTION OF THE COURT)

INVESTIGATION:

RECORD CHECKS WILL BE MADE WITH THE APPROPRIATE AGENCIES TO VERIFY YOUR ELIGIBILITY. IF YOU FAIL TO REPORT A CONTACT, THAT AGENCY MAY BE OMITTED FROM THE SEALING PROCESS.

FEE REQUIREMENT: (RECORD SEAL PROCESSING FEE IS NON-REFUNDABLE)

THE PROBATION DEPARTMENT CHARGES A \$150 PROCESSING FEE (BOARD OF SUPERVISORS RESOLUTION #2004/559). PAY THIS AMOUNT TO THE CONTRA COSTA COUNTY PROBATION DEPARTMENT AT THE TIME YOU SUBMIT YOUR RECORD SEAL APPLICATION. **ACCEPTABLE METHOD OF PAYMENT: CASHIERS CHECK OR MONEY ORDER, MADE PAYABLE TO CONTRA COSTA COUNTY PROBATION DEPARTMENT. PERSONAL CHECKS WILL NOT BE ACCEPTED.**

PLEASE SEE ATTACHED "APPLICATION FOR FINANCIAL EVALUATION" FORM. PLEASE COMPLETE THE AFOREMENTIONED FORM IF YOU WOULD LIKE THE PROBATION DEPARTMENT TO EVALUATE YOUR ABILITY TO PAY THE \$150 PROCESSING FEE. IF YOU COMPLETE THE FINANCIAL EVALUATION PAGE, PLEASE DO NOT SEND THE \$150 RECORD SEAL PROCESSING FEE

YOUR RESPONSIBILITY:

PLEASE RETURN COMPLETED REQUEST FOR PETITION TO SEAL JUVENILE RECORD/RECORD SEAL QUESTIONNAIRE/AND/OR APPLICATION FOR FINANCIAL EVALUATION FORM TO:

CONTRA COSTA COUNTY PROBATION DEPARTMENT
50 DOUGLAS DRIVE, SUITE 200
MARTINEZ, CA 94553

IF YOU HAVE ANY **QUESTIONS REGARDING YOUR ELIGIBILITY**, CONTACT THE JUVENILE OFFICER OF THE DAY AT (925) 313-4000.

IF YOU HAVE ANY **QUESTIONS REGARDING THE APPLICATION AND COURT PROCESS**, CONTACT THE CLERICAL SUPERVISOR AT (925) 313-4060.

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THE EFFECT OF SEALING YOUR RECORD

1. ALL RECORDS, REPORTS, EXHIBITS, DOCUMENTS, ETC., LISTED WITH CONTRA COSTA COUNTY LAW ENFORCEMENT AGENCIES AND THE JUVENILE COURT WILL BE ORDERED SEALED. THIS IN ESSENCE MEANS THAT THE COURT, PROBATION DEPARTMENT, POLICE AGENCY AND ANY OTHER AGENCY (EXCEPT THE FEDERAL GOVERNMENT) HAVING INFORMATION REGARDING ANY TYPE OF BEHAVIOR CLASSIFIED AS CRIMINAL OR DELINQUENT, WILL PHYSICALLY SEAL THOSE RECORDS AND THEREAFTER RESPOND TO ANY REQUEST FOR INFORMATION, THAT THEY HAVE NO RECORD.
2. POLICE AGENCIES IN COUNTIES OTHER THAN CONTRA COSTA WILL BE REQUESTED TO SEAL THEIR RECORD.
3. THE DEPARTMENT OF MOTOR VEHICLES WILL BE NOTIFIED OF THE COURT'S ORDER TO SEAL ALL RECORDS RELATING TO PAST VIOLATIONS AND CONVICTIONS AS A JUVENILE. THIS SEALING, HOWEVER, WILL NOT SEAL FINANCIAL RESPONSIBILITY REPORTS. ALSO, ANY INSURANCE CARRIER CAN OBTAIN YOUR COMPLETE TRAFFIC HISTORY, INCLUDING CITATIONS ISSUED, CONVICTION DATES, ACCIDENTS, AND COURT DISPOSITIONS. INSURANCE CARRIERS HAVE ACCESS TO THIS INFORMATION FROM SOURCES OTHER THAN THE DEPARTMENT OF MOTOR VEHICLES. YOUR ELIGIBILITY FOR INSURANCE AND YOUR INSURANCE RATE MAY BE AFFECTED BY THE INFORMATION THEY OBTAIN FROM THESE OTHER AGENCIES.
4. THE FEDERAL GOVERNMENT, INCLUDING ALL BRANCHES OF THE MILITARY SERVICE AND RECRUITERS, DO NOT RECOGNIZE THE SEALING OF JUVENILE RECORDS PURSUANT TO SECTION 781 OF THE CALIFORNIA WELFARE AND INSTITUTIONS CODE. YOU MAY BE ASKED TO DIVULGE YOUR RECORD, EVEN IF SEALED, WHEN APPLYING FOR A JOB OR POSITION REQUIRING A FEDERAL GOVERNMENT SECURITY CLEARANCE, OR EMPLOYMENT WITH A PRIVATE COMPANY DOING BUSINESS WITH THE FEDERAL GOVERNMENT. TO NOT DIVULGE YOUR PRIOR RECORD TO THESE DESIGNATED AGENCIES IS TO POSSIBLY FACE CRIMINAL PROSECUTION, LOSS OF EMPLOYMENT AND/OR DISCHARGE FROM THE MILITARY, IF THE EXISTENCE OF THOSE ARRESTS AND CONVICTIONS BECOMES KNOWN BY THOSE AGENCIES.

NOTE: WHEN YOU RECEIVE FROM THE COUNTY CLERK'S OFFICE THAT YOUR JUVENILE RECORD HAS BEEN ORDERED SEALED, YOU MAY THEREAFTER, LEGALLY RESPOND TO ANY INQUIRY THAT YOU HAVE "NO JUVENILE RECORD" **(WITH THE EXCEPTIONS NOTED IN NUMBER 4 ABOVE)**.

THE RECORD SEAL PROCESSING FEE IS NON-REFUNDABLE

IF YOU COMPLETE THE ATTACHED APPLICATION FOR FINANCIAL EVALUATION PLEASE DO NOT SEND THE \$150 RECORD SEAL PROCESSING FEE

CONTRA COSTA COUNTY PROBATION DEPARTMENT

REQUEST TO SEAL JUVENILE RECORD

THE RECORD SEAL PROCESSING FEE IS NON-REFUNDABLE

IN THE MATTER OF (NAME))
)
)
)
_____)
(LAST) (FIRST) (MIDDLE))
)
)
)
BIRTH DATE: _____)
(MONTH) (DAY) (YEAR))

I, THE UNDERSIGNED SAY:

- (1) I AM THE PERSON WHO IS THE SUBJECT OF THE ABOVE-TITLED MATTER.
- (2) PURSUANT TO SECTION 781 OF THE CALIFORNIA WELFARE AND INSTITUTIONS CODES, I REQUEST THAT A PETITION BE FILED IN THE JUVENILE COURT TO ORDER ALL MY RECORDS SEALED IN THE POSSESSION OF THIS JUVENILE COURT AND ENTERED ON DOCKETS, AND OTHER RECORDS RELATED TO THIS MATTER IN THE CUSTODY OF ALL OTHER AGENCIES AND OFFICES.
- (3) I STATE UNDER PENALTY OF PERJURY THAT SINCE:
 - (A) I WAS TAKEN BEFORE ANY OFFICER OF A LAW ENFORCEMENT AGENCY;
 - (B) I WAS CITED INTO A PROBATION DEPARTMENT;
 - (C) I WAS TAKEN BEFORE A PROBATION OFFICER PURSUANT TO SECTION 626 OF THE WELFARE AND INSTITUTIONS CODE; OR,
 - (D) THE JURISDICTION OF THE JUVENILE COURT TERMINATED, I HAVE NOT BEEN CONVICTED OF A FELONY OR OF ANY MISDEMEANOR INVOLVING MORAL TURPITUDE.
- (4) I UNDERSTAND THAT I HAVE A RIGHT TO BE NOTIFIED OF THE TIME AND PLACE OF THE HEARING IN THIS MATTER. I HEREBY WAIVE THAT RIGHT.

SIGNATURE: _____ DATE: _____

WITNESS: _____ DATE: _____
(PARENT – GUARDIAN – FRIEND)

CAN ONLY BE FILED BY PROBATION DEPARTMENT

CONTRA COSTA COUNTY PROBATION DEPARTMENT

REQUEST TO SEAL JUVENILE RECORD

DOB: _____ FEMALE: _____ MALE: _____

NAME: _____
(LAST) (FIRST) (MIDDLE)

ALSO KNOWN AS _____

ADDRESS: _____
(NUMBER) (STREET) (APT. #)

(CITY) (STATE) (ZIP)

TELEPHONE: _____

SOCIAL SECURITY #: _____ IDENTIFICATION # OR
DRIVER'S LICENSE: _____

1. LIST ALL PLACES OF RESIDENCE WITHIN THE LAST YEAR: (IF SAME AS ABOVE, LEAVE BLANK)

2. CIRCLE ALL POLICE DEPARTMENTS, PROBATION DEPARTMENTS AND COURTS YOU HAD CONTACT WITH BEFORE YOUR EIGHTEENTH (18) BIRTHDAY. (JUVENILE CITATIONS)

POLICE: ANTIOCH / BRENTWOOD / CLAYTON / CONCORD / MARTINEZ / MORAGA / PITTSBURG / PLEASANT HILL / WALNUT CREEK

POLICE: EL CERRITO / HERCULES / PINOLE / RICHMOND / SAN PABLO / BART / CHP / CONTRA COSTA COUNTY SHERIFF

POLICE: WRITE IN ANY OTHERS: _____

PROBATION DEPT: CONTRA COSTA COUNTY / ALAMEDA / WRITE IN ANY OTHERS: _____

JUVENILE COURTS: CONTRA COSTA COUNTY / ALAMEDA / WRITE IN ANY OTHERS: _____

LIST ALL POLICE DEPARTMENTS, PROBATION DEPARTMENTS AND COURTS YOU HAD CONTACT WITH AFTER YOUR EIGHTEENTH (18) BIRTHDAY. (ADULT CITATIONS)

POLICE: _____

POLICE: _____

POLICE: _____

PROBATION DEPT: _____

COURTS: _____

3. HAVE YOU EVER BEEN FINGERPRINTED BY A POLICE AGENCY? _____
IF "YES," INDICATE AGENCY: _____

4. WERE YOU EVER PLACED IN A FOSTER HOME, GROUP HOME OR INSTITUTION BY AN ORDER OF THE JUVENILE COURT: _____

SIGNATURE: _____ DATE: _____