

Receipt # _____

Date: _____

SEALING JUVENILE RECORDS CHECK LIST

File Name: _____ Phone: _____

DOB: _____ Case # _____ Attorney: _____

Prepare Petition:

_____ Petition Signed and dated (Have person sign the petition in ink, all other information must be typed)

_____ Paid \$75 fee

_____ Probation Officer signature

_____ District Attorney's signature

Prepare Order to Seal Juvenile Records:

_____ Type in required information at top of Order (refer to example in folder)

_____ List names and addresses of all agencies minor had contact with.
(pull file and check for DNSO, CCPD, Tax Collector, etc.)

_____ Take petition and order to clerk's office to be filed and signed by judge

_____ Signed Court Order Returned from Clerk's

After receiving signed order:

_____ Pull Rolodex card (if name is in computer, there is no card)

_____ Pull Stat card (if name is in computer, there is no card)

_____ Fingerprint/picture card (there might not be one in the drawer)

_____ Co-conspirators: (if there are any other names mentioned, those files must be pulled and a black marker used to line name out)

Put all of the paperwork from the file into a manila envelope. Write "SHRED DATE" (which is five years from date order signed) and Court Case # on all four corners of envelope. Then put the sealed envelope downstairs with the other records waiting to be sealed by year.

REQUIREMENTS TO SEAL JUVENILE RECORDS

If you were arrested or cited for any offense as a juvenile (before age 18), you may apply to have your juvenile record sealed if:

1. You are now 18 years old, or
2. Your case was closed or your probation grant ended more than five years ago.

The Court cannot and will not seal your juvenile records if:

1. You were convicted of an offense listed in Section 707(b) of the Welfare and Institutions Code and you were 14 years of age or older at the time of the conviction.
2. You are now on juvenile or adult probation or parole, or you have any cases pending in Court or there are other circumstances which would indicate rehabilitation has not been attained to the satisfaction of the court; or
3. You have been convicted of any felony as an adult; or
4. You have been convicted of any misdemeanor involving moral issues as an adult, such as theft, sex offenses, drug use, or drug possession.
5. Are there any pending civil actions relating to this criminal case? No Yes
Civil Case No. _____
6. Have you paid all of your court ordered fines, fees and restitution? No Yes
If no, what is the balance still owed? _____

If you qualify under all of the above, fill out the attached petition. Questions about whether you qualify may be directed to Del Norte County Probation Department at (707) 464-7215. This is a legal document. It must be completed in a legible manner.

If you have convictions in other counties, you will have to contact those counties and apply to have your records sealed in that counties jurisdiction.

You must sign and date the form. No one else can apply to have your juvenile records sealed.

A filing fee of \$75 must be paid at the time you fill in your petition. Filing fees are not refundable if it is determined that you are ineligible to have your record sealed or if your petition to seal your juvenile record is denied.

The Court must order sealing of juvenile records, and it can take several months to complete the process. You will be notified of the Court's decision by mail. If your record is sealed, no one can find out about your juvenile record unless you tell him or her about it; **except** your Department of Motor Vehicle record cannot be sealed from insurance companies. Insurance companies can obtain copies of sealed DMV records in order to set policy rates and determine insurance eligibility.

My signature indicates I have read and understand the above information.

Signature: _____ Date: _____

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address):	TELEPHONE NO:	FOR COURT USE ONLY
ATTORNEY FOR (Name):		
SUPERIOR COURT OF CALIFORNIA, COUNTY OF DEL NORTE STREET ADDRESS: 450 H STREET MAILING STREET: CITY AND ZIP CODE: CRESCENT CITY, CA 95531		
CASE NAME:		
Petition to Seal Juvenile Records Welfare and Institutions Code, § 781		CASE NUMBER

The following is my identifying information:

Full Name: _____ Date of Birth: _____

Other names: _____

Current mailing address: _____

City: _____ State: _____ Zip Code: _____

Social Security No. _____ Driver's License No. _____

Place of Birth: _____ Sex: _____ Race: _____

Hair: _____ Eyes: _____ Height: _____ Weight: _____

Are there any pending civil actions relating to this criminal case? YES _____ NO _____

Civil Case No. _____

Have you paid all of your court ordered fines, fees and restitution? YES _____ NO _____

If no, what is the amount still owed \$ _____

It has been five years since I completed probation or I am now eighteen years old or older and I am no longer on probation. I have not committed any new felony offense or any misdemeanor offense involving moral issues.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Petitioner _____ Date _____

Probation recommendation _____ Grant _____ Deny _____

Probation Officer Date

District Attorney recommendation _____ Grant _____ Deny _____

District Attorney Date