

Geauga eFiling 101 – Filing a Motion to Seal Record - Criminal

**** The Common Pleas Clerks Office DOES NOT have or provide any forms for this request. ****

**** There is a \$50.00 filing fee associated with this request and MUST be eFiled. ****

**** If the case is prior to 1990, please contact the Clerk's Office before filing your motion. ****

To request an Application to Seal a Criminal Record you must eFile a Motion with a Proposed Order following the proper format below:

IN THE COURT OF COMMON PLEAS
GEAUGA COUNTY, OHIO

STATE OF OHIO

PLAINTIFF

-VS-

YOUR NAME HERE

DEFENDANT

CASE NO YOUR CASE NUMBER HERE

JUDGE JUDGE'S NAME HERE

THE TITLE OF YOUR MOTION HERE

THE BODY OF YOUR MOTION HERE

/S/ SIGN HERE

SIGNATURE

YOUR CURRENT ADDRESS AND PHONE NUMBER
CONTACT INFORMATION

Creating Your Filing

Log in to the eFiling Portal

- New Users must Register

Select the **eFile** tab, enter your **Case Number**, and then click on **Create Subsequent Filing**:

Home Search **eFile** Orders Calendar Cases Manage

Filing Queue

Create New Case Request **Create Subsequent Filing** Case Number

Uploading Documents

- Select MOTION TO SEAL RECORD in the Document Type field, this will automatically attach a fee of \$50.00, which must be paid upon filing.
- In the **Attachments** field, upload your Motion in PDF Format.
- In the **Proposed Order** field, upload your Proposed Order in Word Document Format.
 - o There is a template available for your convenience. ([PROPOSED ORDERREV.docx](#))
 - o Fill out the caption of the template and save to your computer as a .doc or .docx

Documents

Document 1

Document Type * MOTION TO SEAL RECORD

Filing Fee \$50.00 Due Now \$50.00

Document Note

Attachments

Upload Attachment No file chosen

Proposed Order

PROPOSED ORDERREV2.docx

Upload Proposed Order No file chosen

Submitting your Filing

Once you have selected all of your documents for filing, click **Continue with Filing** at the bottom of the eFiling window.

Convenience Fee	\$1.80
Document Fee	\$50.00
Total	\$51.80
Paid	\$51.80
Dismissed	\$0.00
Owed	\$0.00

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At the bottom of the page, select **Return** to start over, **Modify** to make changes, or **Add to Cart** to continue.

Selecting **Add to Cart** will take you to your cart. You will then select **Submit Filings and Pay Now**; this will redirect you to PayPal. You can check out with an existing PayPal account, create a New Account, or check out as a Guest. After payment is completed, you will return to the eFiling Portal.

After Submitting the Case

You will receive an email indicating the filing has been submitted. The Clerk of Courts will review the filing, and if it meets the filing criteria, the Clerk will accept the case.

You will receive a second email indicating if the filing has been **accepted** or **rejected**. If your filing has been **rejected**, the Clerk will include **Reviewer Comments** so that you can make corrections and resubmit.

The Prosecuting Attorney and Judge assigned to your case will receive notification of the Filing.

Visit courts.geauga.oh.gov to view the docket and track any hearings that may be scheduled.