

**IN THE SHAKER HEIGHTS MUNICIPAL COURT
CUYAHOGA COUNTY, OHIO**

REQUEST TO VIEW SEALED RECORD

I, _____ hereby request to view a record and / or report that was previously sealed by the Court. Ohio Revised Code 2953.34 permits inspection of the sealed records **because I meet the criteria of one of the following statutory permissions:**

By a law enforcement officer or prosecutor, or the assistants of either, to determine whether the nature and character of the offense with which a person is to be charged would be affected by virtue of the person's previously having been convicted of a crime;

By the parole or probation officer of the person who is the subject of the records, for the exclusive use of the officer in supervising the person while on parole or under a community control sanction or a post-release control sanction, and in making inquiries and written reports as requested by the court or adult parole authority;

Upon application by the person who is the subject of the records, by the persons named in the application;

By a law enforcement officer who was involved in the case, for use in the officer's defense of a civil action arising out of the officer's involvement in that case;

By a prosecuting attorney or the prosecuting attorney's assistants, to determine a defendant's eligibility to enter a pre-trial diversion program established pursuant to section [2935.36](#) of the Revised Code;

By any law enforcement agency or any authorized employee of a law enforcement agency or by the department of rehabilitation and correction as part of a background investigation of a person who applies for employment with the agency as a law enforcement officer or with the department;

By any law enforcement agency or any authorized employee of a law enforcement agency, for the purposes set forth in, and in the manner provided in, section 2953.34 of the Revised Code;

By the bureau of criminal identification and investigation or any authorized employee of the bureau for the purpose of providing information to a board or person pursuant to division (F) or (G) of section [109.57](#) of the Revised Code;

By the bureau of criminal identification and investigation or any authorized employee of the bureau for the purpose of performing a criminal history records check on a person to whom a certificate as prescribed in section [109.77](#) of the Revised Code is to be awarded;

By the bureau of criminal identification and investigation or any authorized employee of the bureau for the purpose of conducting a criminal records check of an individual pursuant to division (B) of section [109.572](#) of the Revised Code that was requested pursuant to any of the sections identified in division (B)(1) of that section;

By the bureau of criminal identification and investigation, an authorized employee of the bureau, a sheriff, or an authorized employee of a sheriff in connection with a criminal records check described in section [311.41](#) of the Revised Code;

By the attorney general or an authorized employee of the attorney general or a court for purposes of determining a person's classification pursuant to Chapter 2950. of the Revised Code;

By a court, the registrar of motor vehicles, a prosecuting attorney or the prosecuting attorney's assistants, or a law enforcement officer for the purpose of assessing points against a person under section [4510.036](#) of the Revised Code or for taking action with regard to points assessed.

Name: _____

Address: _____

Cell Phone () _____

Home Phone () _____

Email: _____
IMPORTANT All future correspondence from this Court will be sent to this email

Date of Birth: _____ SS# (last four only): XXX-XX-_____

Offense: _____

Date of Conviction/Bond Forfeiture: _____

Please list the specific records you are requesting to view and/or obtain copies of: _____

Name of Requestor