

**PLEASE READ BEFORE FILING AN EXPUNGEMENT WITH THE
VILLAGE OF PUT-IN-BAY MAYOR'S COURT**

Please be advised of the following before you file your request:

- In this packet you will find a list of charges which by law cannot be expunged. If you have been convicted of any of these, please consult with an attorney before filing an application.
- The fee to file for expungement is \$50.00 and is NON-REFUNDABLE. Ohio Revised Code Section 2953.32.
- Be aware even if the expungement is granted, some agencies or professions may have access to this information. If you think this may be an issue, it is strongly suggested you contact the state board of your profession.
- Traffic cases cannot be expunged for ANY reason.
- A Request for Expungement may be filed immediately only in cases which have been dismissed or have a finding of not guilty.
- A one (1) year waiting period from the date of the discharge of your conviction is required if found guilty or if charge was amended.
- The Court staff cannot provide legal advice regarding your specific charge or the probability of your request being approved.
- Please consult an attorney with any questions.

Your application and \$50.00 non-refundable check should be sent to the address below:

Put-in-Bay Mayor's Court
PO Box 503
435 Catawba Ave.
Put-in-Bay, Ohio 43456

Once your application and \$50.00 non-refundable check have been received, the Clerk will submit the request to the Village Prosecutor for comment/approval/objection. Thereafter, you will receive notice of a date for your Expungement Hearing. This process can take from 4 to 6 weeks.