

Instructions for Application for Sealing or Expungement of Records

1. There is a one-time \$50 filing fee for any number of guilty convictions. There is **no** filing fee if your case was dismissed.
2. The application has two sides, please fill out both sides of the application. Please provide as much information as possible onto the application regarding your previous convictions.
3. This application must be filed in person or mailed to the Clerk's office. The mailing address is:

LUCAS COUNTY CLERK OF COURTS
700 ADAMS ST.
TOLEDO, OH 43604

4. Upon receipt of your application and payment, where necessary, we will process your application and you will receive a notice in the mail with a hearing date. Please ensure your address is correct.
5. A hearing will be set and your absence could result in your expungement being denied.