

WHICH FORMS DO I NEED FOR THE TYPE OF RECORD I WANT TO SEAL

(CHOOSE ONE OF THE OPTIONS BELOW)

(Forms are listed below by JDF number and are available for purchase at the Criminal Window in the Clerk's Office or may be downloaded for free from the Colorado Judicial Branch website.

<https://www.courts.state.co.us/Forms/Index.cfm>)

- OPTION 1: Underaged Drinking and Driving [FORMS JDF: 305, 306]**
- OPTION 2: Underaged Alcohol/Marijuana**
 - Date of offense on or after July 1, 2014 [FORMS JDF: 323(b), 313(b), 314(b)]
 - Date of offense before July 1, 2014 [FORMS JDF: 323(a), 313(a), 314(a)]
- OPTION 3: I have a JEFFERSON COUNTY/DISTRICT COURT CASE but NO CONVICTION.** (Do any of the following apply to the record you would like to seal?) [Sealing Criminal Records other than Convictions – Simplified Process FORMS JDF: 491, 477, 478, 492, 493]
 - I went to court, but all charges were dismissed. (I never pled guilty/paid fines/served a sentence or had probation.)
 - I went to court, and I received a deferred judgment and sentence. My charge was dismissed after I successfully completed my deferred sentence.
 - I went to trial, but the jury found me not guilty.
 - I was arrested and came to court, but no charges were ever filed.
- OPTION 4: I have an ARREST RECORD or OTHER CRIMINAL RECORDS I would like to have sealed, but I NEVER WENT TO COURT.** [Sealing of Arrest and Criminal Records FORMS JDF: 416, 417, 418, 419, 435]
 - I was arrested or investigated by law enforcement, but they never filed charges.
 - I never went to court.
- OPTION 5: I have a CONVICTION in a MUNICIPAL case.** [Sealing of Criminal Conviction Municipal Records FORMS JDF: 682, 683, 684, 685, 686]
 - I went to court for this charge, but it was in the city courthouse.
 - I know it's cheaper to file in the municipal court and I have already tried to file through my municipal court case and they told me to go to the Jefferson County Court.
 - I have read the instructions for sealing municipal court records and I believe the charge I was convicted of is eligible to be sealed.
- OPTION 6: I have a JEFFERSON COUNTY/DISTRICT COURT Case with a CONVICTION.** (I went to court in this building, or my case is old and I went to court in Jefferson County but before this building was built.) [Sealing of Criminal Conviction Records FORMS JDF: 611, 612, 613, 614, 615]
 - I pled guilty to at least one charge in my case, or I went to trial and was found guilty of at least one charge in my case.
 - Enough time has passed since I was completely done with this case/probation/serving my sentence for my conviction to qualify for sealing.
 - I have read the *Instructions to File a Motion to Seal Criminal Conviction Records [JDF 611]* and I believe the charge I was convicted of is eligible to be sealed.

CHECKLIST: PREPARING TO FILE A MOTION TO SEAL A CRIMINAL RECORD

- Do you have the correct forms for the type of record you want to seal? (See information on the back)
- Are all fines, costs, restitution and fees paid in full?
- Have you filled out the motion to seal completely? (If charges were filed with the court, the clerk can provide a Register of Actions for your court case that will have most of the information you will need.)
 - Court case number
 - Law Enforcement Agency (Which police department investigated the charge or wrote the ticket)
 - Law Enforcement Agency's case number (The number assigned to the police records to be sealed)
 - List of the charges to be sealed (statute and class of offense)
 - List of all agencies holding records to be sealed
 - If convicted, date of sentencing and term of sentence
- If you are filing a motion to seal criminal **CONVICTION** records, have you obtained and attached a **CURRENT VERIFIED COPY OF YOUR CRIMINAL HISTORY**?
- Have you filled out a proposed order? (If your motion to seal is granted (or denied), the judge will need a form of order to sign. Make certain to fill in the blanks with all information identifying the records to be sealed as well as listing all agencies/organizations who are holding records to be sealed.)
- Have you delivered or mailed a copy of the motion to seal to the prosecuting attorney and filled out the certificate of service at the bottom of the motion to seal?
- IF YOUR MOTION TO SEAL IS GRANTED IT IS YOUR RESPONSIBILITY TO MAIL THE ORDER TO THE AGENCIES YOU LISTED. YOUR RECORDS WILL NOT BE SEALED UNLESS THE AGENCIES HOLDING THE RECORDS RECEIVE A COPY OF THE ORDER TO SEAL.**

COMMONLY LISTED AGENCIES

<input type="checkbox"/> Organization	Street Address	City	Zip
Colorado Bureau of Investigations (CBI)	690 Kipling Street #3000	Lakewood	80215
Jefferson County District Attorney's Office	500 Jefferson County Parkway	Golden	80401
Jefferson County Probation	100 Jefferson County Parkway Suite 2070	Golden	80401
Jefferson County Sheriff's Department	200 Jefferson County Parkway	Golden	80401
Arvada Police Department and Municipal Court	8101 Ralston Road	Arvada	80001
Broomfield Police Dept.	7 Descombes Drive	Broomfield	80020
Broomfield Municipal Court	17 Descombes Drive	Broomfield	80020
Colorado State Patrol	700 Kipling Street	Lakewood	80215
Edgewater Police Department	5901 West 25th Avenue	Edgewater	80214
Edgewater Municipal Court	2401 Sheridan Boulevard	Edgewater	80214
Golden Police Department	911 10th Street	Golden	80401
Lakeside Police Department	4601 Sheridan Boulevard	Lakeside	80212
Lakewood Police Department and Municipal Court	445 South Allison Parkway	Lakewood	80226
Morrison Police Department and Municipal Court	Post Office Box 95	Morrison	80465
Mountain View Police Department	4176 Benton	Mountain View	80212
Westminster Police Department	Public Safety Center 9110 Yates Street	Westminster	80031
Westminster Municipal Court	3030 Turnpike Drive	Westminster	80030
Wheat Ridge Police Department and Municipal Court	7500 West 29th Avenue	Wheat Ridge	80215
Other (specifically identify agency)	(Provide mailing address)		

(The above list is not comprehensive but lists addresses for agencies frequently identified in Jefferson County motions to seal.)