**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**

|  |  |  |  |
| --- | --- | --- | --- |
| * **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 Center9110 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.)