

Advisement to Seal Municipal Court Conviction Records Pursuant to C.R.S. 24-72-708

- You can ask the court to seal your municipal court conviction records if:
 1. You file your paperwork at least **three years after the date of the final disposition** of all criminal proceedings against you or the date of your release from supervision concerning a criminal conviction, whichever is later;
 2. You have not been charged or convicted for a felony, misdemeanor, or misdemeanor traffic offense in the three or more years since the date of the final disposition of all criminal proceedings against you or the date of your release from supervision, whichever is later; **AND**
 3. The records you are trying to seal are not for a traffic offense committed either by a holder of a commercial learner's permit or a commercial driver's license as defined in §42-2-402, C.R.S., or by the operator of a commercial motor vehicle as defined in §42-2-402, C.R.S.

NOTE: You are not eligible to seal your municipal court conviction if the offense was a domestic violence offense. You cannot seal a municipal conviction for a traffic infraction or traffic offense.

- Before you start your petition, you need to get a copy of your criminal history from the Colorado Bureau of Investigation (CBI). The criminal history records check must be conducted no more than 20 days before you file your paperwork with the court asking to seal your records.

You can print out a copy of your criminal history by going to www.cbirecordscheck.com. You can also go to the CBI in person at 690 Kipling Street, Suite 3000, Lakewood, CO 80215. The CBI's phone number is 303-239-4208.

There will be a fee for getting your criminal history report. Check with the CBI about the amount of the fee.

- In the paperwork that you will file with the Municipal Court, you will be known as the Petitioner.

Complete the Petition to Seal Criminal Conviction Records form which is attached.

Take your completed form to the clerk in the courthouse. Give the form to the clerk to file your case. You will also give the clerk your criminal history report. **NOTE: You must file your criminal history report when you file your Petition.**

The court will ask you to pay a filing fee. If you do not think you can afford it, you can request a waiver of the filing fee by completing a Motion to File Without

Payment and Supporting Financial Affidavit (ask the Court clerk and they will provide you with this form).

After you file your paperwork with the court, the court will review the paperwork and one of the following things will happen:

1. The court will give you a court date for a hearing; OR
2. The court will deny your Petition

If the court denies your Petition, the court will send you a signed copy of the Order Denying Petition to Seal Criminal Conviction Records.

If your Petition is not denied, the court will send you a setting slip with the date and time of your hearing. After the hearing, the court will decide whether your records should be sealed.

- If the court decides to seal your records after the hearing, the court will give you a signed copy of the Order to Seal Criminal Records.

You will need to mail a copy of the signed Order to Seal Criminal Records to all of the agencies listed on the first page of the Order form. If you do not do this, it may mean that your records do not get sealed.