



Guide to Sealing Conviction Records

(conduct no longer prohibited)

Step-by-Step

① Prepare



Complete the following before filing:
(more info on page 2)

- Verify that the charges you were convicted of are no longer prohibited by statute.
- File after you've completed your sentence.
- Get the mailing address for every agency that has your records.

② Criminal History Report



A criminal history report is not required.

③ File the Request



File these forms into your criminal case:

- JDF 2371 Motion
 - Be sure to list all agency addresses you found in Step 1.
- JDF 2374 Order (just do §§ A-C)

There is no filing fee for this request.

④ Send a Copy



Mail a copy of your motion to the Prosecuting Attorney's office.

⑤ Hearing



The Court may hold a hearing.

Be prepared to show why you qualify to have your case sealed.

⑥ Sealing Records



If the Court approves your request to seal the records:

- a) The Court will send the order to the agency addresses you listed in the Petition.
- b) The agencies generally seal your records within 30 days of receiving the order.

More Information

Generic Information

This guide only has basic information. Consult a lawyer and review the law to see what applies to your case.

My Notes

- §§ means “sections”
- C.R.S. means Colorado Revised Statutes

Find Forms

Forms can be found on the Court’s website:

[\[www.ColoradoJudicial.gov\]](http://www.ColoradoJudicial.gov)

Filing Fees

There are no filing fees for this request.

Wait Times

You can only make this request after final disposition of the action, or after your release from supervision, whichever is later.