



# Guide to Sealing Conviction Records

(multiple cases)

## Step-by-Step

### ① Prepare



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

- Verify your conviction can be sealed.
- Wait for the time minimum from completing your sentence.
- Get the mailing address for every agency with your records.

### ② Get a Criminal History Report



Visit [[www.cbirecordscheck.com](http://www.cbirecordscheck.com)] to get a criminal history report. (possible fees)

Start Step 3 within 20 days of that report.

Check with your local court to see if it requires an FBI fingerprint-based report.

### ③ File the Request



File these forms into one of your criminal cases:

- JDF 641 Motion
  - Be sure to list all agency addresses you found in Step 1.
- JDF 613 Order (just do §§ A-C)
- JDF 614 Notice (Just do §§ A-C)
- JDF 642 Order (just do §§ A-C)

Pay or waive the filing fee (if any).

### 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

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## Generic Information

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

## Find Forms

Forms can be found on the Court's website:

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

## Filing Fees

The Clerk will let you know the fee (if any) when filing.

If you cannot afford the fees, also file:

- JDF 205 Motion to Waive Fees
- JDF 206 Order (Just do §§ A-C)

## Qualifying Convictions

Not all convictions can be sealed.

Review the Motion (JDF 641 § 5) for a list of convictions that can't be sealed.

Your case can't be sealed if you still owe restitution.

## Wait Times

Eligible convictions can be sealed after a certain period.

### Anytime

- Crimes by victims of human trafficking.
- Charges for psilocybin that are no longer unlawful. See C.R.S. § 18-18-434.

### 1 Year

- Petty and Petty Drug Offenses.

### 2 Years

- Class 2 and 3 Misdemeanors
- Any Drug Misdemeanors.
- Level 4 Drug Felonies under C.R.S. § 18-18-403.5(2.5).

### 3 Years

- Class 1 Misdemeanors
- Class 4, 5, and 6 Felonies.
- Level 3 and most Level 4 Drug Felonies.

### More Info:

- Time starts at the end of all criminal proceedings or release from supervision, whichever happens later.
- If your request to seal records is denied, you must wait one year before making another request.

## My Notes

- §§ means "sections"
- C.R.S. means Colorado Revised Statutes