

SEALING A CASE (SIMPLIFIED SEALING PROCESS) -

With certain exceptions, applies to criminal justice records where a case against a defendant -

completely dismissed...

acquitted of all charges...

successfully completes a diversion agreement...

successfully completes a deferred judgement and sentence...



**CASE
CLOSED**

FORMS NEEDED -



JDF 477 - MOTION TO SEAL...

JDF 478 - ORDER TO SEAL...

JDF 492 - ORDER DENYING MOTION TO SEAL...

JDF 493 - ORDER AND NOTICE OF HEARING...

MOTION TO SEAL - STEP 1 -

FILL IN THE CAPTION...

Court Address -

201 Laporte Avenue Suite 100,
Fort Collins CO 80521...

Defendant - Your name...

Case number...

Courtroom...

MOTION TO SEAL - STEP 2 -

Fill in your name on the line...

Complete your name and
contact information...

Mark the appropriate box
and include the date of
the court order...



MOTION TO SEAL - STEP 3 -

Check the appropriate boxes for all agencies that have record of this case...

If other Law Enforcement Agency, complete name of agency and other information as applicable...

Check the appropriate box to indicate how you completed the form...



MOTION TO SEAL - STEP 4 -

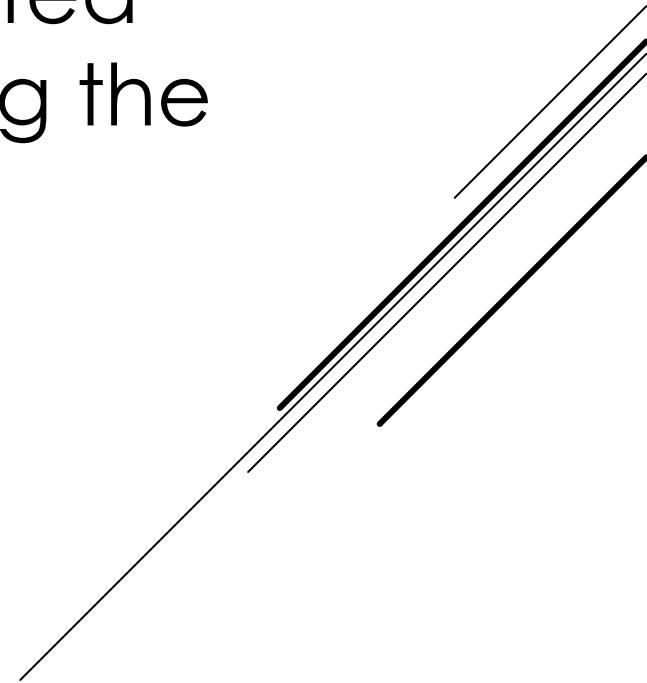
Verification - Include the date and place of signing, then print and sign...

Certificate of Mailing - Indicate the date that you are sending copies to all agencies listed in Step 3, as well as how you are providing the copies...

Hand Delivery – list name of agency...

Mail – list name of agency and address...

Sign the bottom of the page...



ORDER TO SEAL -

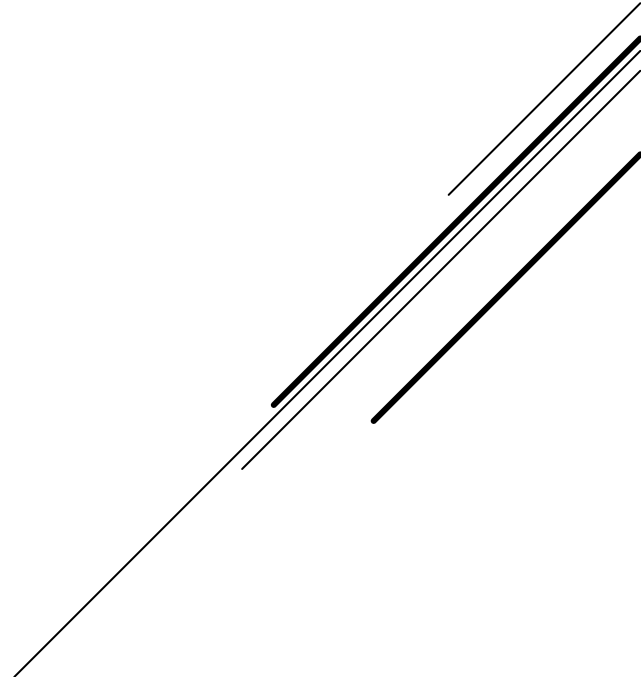
FILL IN THE CAPTION...

Court Address - 201 Laporte Avenue
Suite 100, Fort Collins CO 80521...

Defendant - Your name...

Case number...

Courtroom...



ORDER DENYING MOTION TO SEAL -

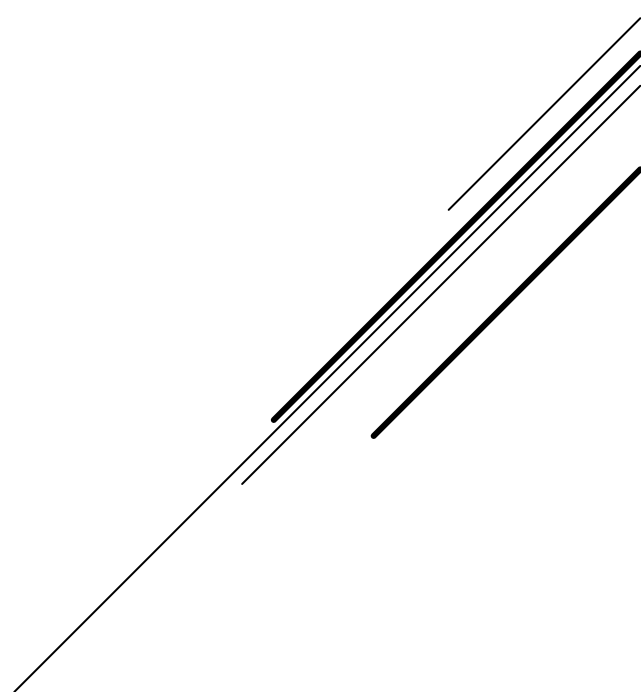
FILL IN THE CAPTION...

Court Address - 201 Laporte Avenue
Suite 100, Fort Collins CO 80521...

Defendant - Your name...

Case number...

Courtroom...



ORDER AND NOTICE OF HEARING -

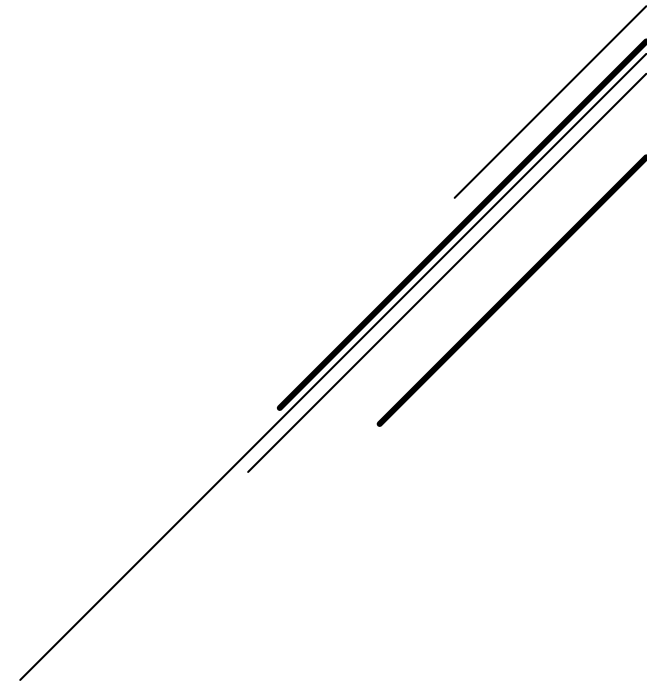
FILL IN THE CAPTION...

Court Address - 201 Laporte Avenue
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Defendant - Your name...

Case number...

Courtroom...



ONCE THE PAPERWORK IS COMPLETE -

You will make a copy of the motion and deliver it to the Larimer County District Attorney's office (hand delivery to their office located on the 2nd floor of the Justice Center may be easiest)...

You will file originals of all completed paperwork with the Clerk of Court's office...



FILING FEE -



FILING FEE IS \$65.00...

IF YOU ARE UNABLE TO PAY THE FILING FEE, YOU MUST COMPLETE THE MOTION TO FILE WITHOUT PAYMENT AND SUPPORTING FINANCIAL AFFIDAVIT...

ANY COPIES MADE BY US WILL BE .25 CENTS PER PAGE...

3 DIFFERENT POSSIBLE OUTCOMES...



1) MOTION MAY BE GRANTED WITHOUT A HEARING...

2) MOTION MAY BE DENIED...

3) A JUDICIAL OFFICER MAY SET A HEARING; YOU WILL RECEIVE A NOTICE WITH A HEARING DATE...



IF A HEARING DATE IS SET -

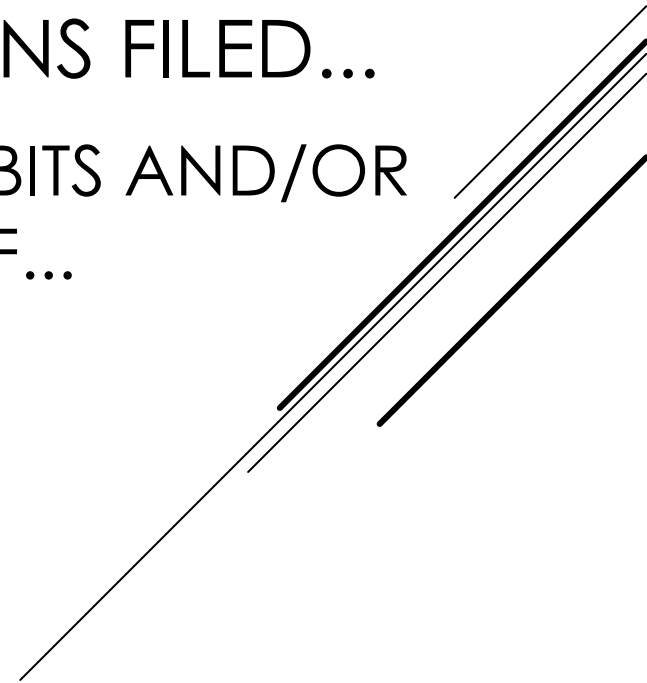
WITNESS



BE PREPARED TO ANSWER QUESTIONS ABOUT THE
REQUEST FOR SEALING AND ANY OBJECTIONS FILED...

AT THIS TIME YOU MAY PRESENT ANY EXHIBITS AND/OR
HAVE WITNESSES TESTIFY ON YOUR BEHALF...

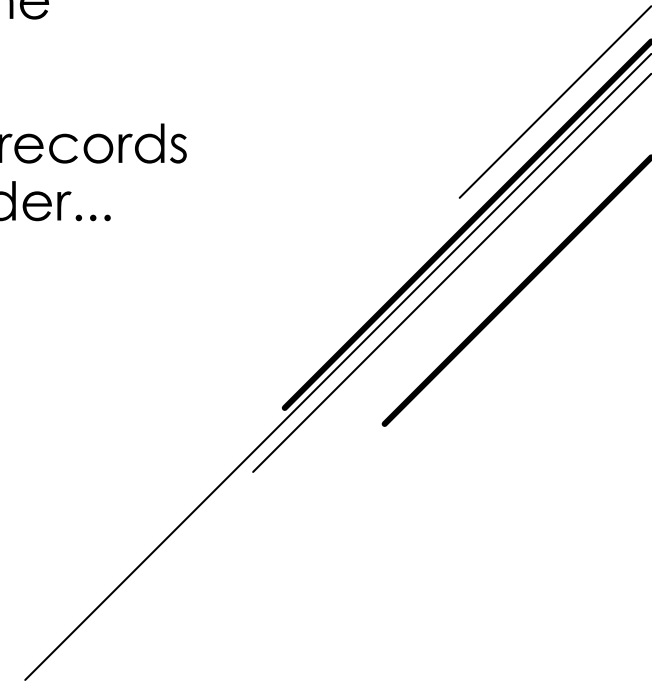
Evidence



IF THE MOTION IS GRANTED AND AN ORDER IS ENTERED -

The Court will send the Order to the agency addresses you listed on the Petition...

The agencies generally seal your records within 30 days of receiving the order...



IF YOUR CASE IS SEALED -

The Court, law enforcement and criminal justice agencies will always have access to the file. The files are not destroyed. However, as provided under the statute, if inquiries are made by anyone other than a criminal justice agency, all agencies may respond that “no such record exists with respect to such person”....

For additional information, please review Colorado Revised Statute § 24-72-705...

