



Guide to Sealing Non-Conviction Records

(simplified process)

Step-by-Step

① Prepare



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

- Verify your case can be sealed.
- Get the mailing address for every agency with your records.

② File the Request



File these forms into your criminal case:

- JDF 477 Motion
 - Be sure to list all agency addresses you found in Step 1.
- JDF 492 Order (just do §§ A-C)
- JDF 493 Notice (Just do §§ A-C)
- JDF 478 Order (just do §§ A-C)

③ Send a Copy



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

④ Hearing



The Court may hold a hearing.

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

⑤ 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

① Generic Information

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

② Find Forms

Forms can be found on the Court's website:

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

③ Qualifying Cases

You can qualify if:

- a) You were acquitted on all counts.
- b) You completed a diversion agreement when the case was filed. C.R.S. § 18-1.3-101.
- c) You completed a Deferred Judgment and Sentence, and all counts were dismissed. C.R.S. § 18-1.3-102.
- d) Your conviction was vacated. C.R.S. § 18-1-410.7

Not all records can be sealed. Review the Motion (JDF 477 § 3) for a list of when a case can be sealed.

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

④ More Information

- a) If your request to seal records is denied, you must wait one year before making another request.
- b) Starting in 2022, those who qualify will have their case sealed automatically.
- c) For additional information, review C.R.S. §§ 24-72-705 and 707.

⑤ My Notes

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