

CLALLAM COUNTY JUVENILE & FAMILY SERVICES

Court Services
At-Risk Youth
Drug/Alcohol Services
Probation
Drug Court
Diversion
Detention
CASA
Truancy

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JUVENILE OFFENDER RECORD SEALING PROCEDURE

PURSUANT TO RCW 13.50.050(11) and (12)

**PLEASE BE ADVISED THAT COURT OFFICIALS, COURT CLERKS, AND PROSECUTORS
ARE PROHIBITED BY LAW FROM GIVING YOU LEGAL ADVICE.**

YOU MAY WISH TO CONSULT AN ATTORNEY IF YOU HAVE QUESTIONS

Clallam County Juvenile Services provides background checks on all who request record sealing. This requires research to be conducted on several databases state wide. If qualified for sealing, Juvenile Services will prepare the appropriate paperwork and set the matter for hearing. All local law enforcement agencies will be notified of the request. Although uncommon, law enforcement agencies may object to the sealing of records. All pending matters must be satisfied (juvenile or adult) before a person would be eligible for sealing. All restitution must be paid prior to records being sealed. There is a total fee of \$100.00 required to initiate the process. That fee will be paid in two stages (see below).

This is a complicated legal process and will take several weeks before completion. Please be advised that you have the right to consult an attorney and to have the attorney petition the court to have your record sealed. If your legal record is sealed it may take up to 30 days for all the law enforcement agencies to comply fully with the court order and seal their records.

A completed Record Sealing Request Form and a \$20 research fee must be presented to Clallam County Juvenile Services to initiate the process. The \$20 research fee is non-refundable and cannot be waived even if it is determined that your records are not eligible to be sealed. Each time you make a request to have your record sealed you must pay the \$20 non-refundable research fee.

1. We receive your Request for Sealing of Records and the \$20.00 research fee.
2. We will then check you record, determine your eligibility, and notify you of our findings. If your record is not eligible for sealing you will be told why and when/if it will be eligible for sealing in the future.
3. If it appears your record is eligible for sealing you will receive the Motion to Seal Record to sign and return within 30 days with the remaining \$80.00 Legal Process fee.** (*This fee can be waived if your are indigent, please ask for the form if needed. The Judge will make the decision at the time of the hearing.*)
4. Once the form and the \$80 Legal Process fee have been received we will then set a court date and notify you and the law enforcement agencies. It is recommended, though not required, that you attend your court hearing on the date set.
5. Once your record is sealed a certified copy of the court order will be sent to you and all law enforcement agencies that were notified of your desire to seal.

**Please note: the process will begin again including all fees if the \$80 Legal Process fee and the Motion to Seal Record is not returned within 30 days from the date on your instruction letter.

Clallam County Juvenile & Family Services will do whatever it takes to provide prevention, treatment, and accountability services.

**CLALLAM COUNTY JUVENILE OFFENDER
RECORD SEALING REQUEST FORM**

Please complete all the information below, sign, and return to Juvenile Services with the non-refundable \$20.00 research fee to begin the record sealing process.

DATE: _____

NAME: _____

BIRTHDATE: _____

ADDRESS: _____

DAY PHONE: _____

My signature below authorizes Clallam County Juvenile Services to determine if I am eligible to have my Clallam County court record(s) sealed. I have been provided with the Record Sealing Process Information and I understand that the \$20 research fee is non-refundable. I agree to provide any and all requested information and to comply with the timelines I am given throughout this process. I understand that failure to do so may result in termination of the sealing process.

Signature: _____

Date: _____

(A list of offenses and the "class" of the offense will be provided upon request to help you determine your eligibility)

Paid initial \$20 on _____

Paid balance \$80 _____