MCJC INTERVENTION CENTER SEALING and EXPUNGEMENT

Youth files a Motion to Seal record and is over the age of 18 or six months has elapsed since program completion.

→ **IC will complete a sealing worksheet and complete a records check.**

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IC will submit sealing worksheet to the APA's Office for review.

If NO OBJECTION received from the APA/IC

→ **Upon completion of the records check IC will complete an Administrative entry so that the case can be sealed and reflected by court entry. All cases (Unofficial, Official, and Traffic should be reflected on the entry).**

If OBJECTION from APA/IC is received.

→ **Motion to Seal is scheduled for a hearing with the assigned Judge.**

→ **THE COURT SHALL SEND NOTICE TO THE APA & APPLICANT AND HOLD HEARING WITHIN THIRTY (30) DAYS AFTER APA's REVIEW**

Youth files a Motion to Expunge record and has previously had record sealed and is over the age of 18.

→ **IC will complete an expungement worksheet and complete a records check.**

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IC will submit expungement worksheet to the APA's Office for review.

If NO OBJECTION received from the APA/IC

→ **Record will be expunged administratively WITHOUT a hearing to be reflected by court entry. All cases (Unofficial, Official, and Traffic should be reflected on the entry).**

If OBJECTION from APA/IC is received or the applicant is under the age of 18.

→ **Motion to Expunge is scheduled for a hearing with the assigned Judge.**

→ **THE COURT SHALL SEND NOTICE TO THE APA & APPLICANT AND HOLD HEARING WITHIN THIRTY (30) DAYS AFTER APA's REVIEW**