

Dayton Municipal Court
301 W. Third Street, P.O. Box 10700 • Dayton, Ohio 45402

Traffic and Criminal Divisions Forms

The Court and Clerk have endeavored to simplify both the acquisition and filing of the paperwork necessary to complete several filings. The forms included below are grouped by filing. Each form has a brief explanation of its use, the number of copies which must be filed, and the costs for each filing. Forms can be filed in person or mailed (along with payment if applicable) to the address above.

FAX FILING COVER PAGE - PDF LINK: To submit a fax filing, please use this form.

Written Not Guilty Plea

WRITTEN NOT GUILTY PLEA - PDF LINK: Waive your right to a speedy trial until the next scheduled court date.

Number of Copies Required: 1*

Filing Fee(s): No fee to file

Sealing Criminal Records / Expungements

Upon receipt of the appropriate application and payment, where necessary, we will process your application. The application will then be submitted to the Probation Department for a background check and recommendation. Once the assigned Judge's office receives the recommendation, a notice of hearing date and time will be mailed to applicant.

NOTICE: There is no guarantee that by submitting an application, that your record will be sealed/expunged. If it is determined that you are not eligible or your request is denied, you are not eligible for a refund.

MISDEMEANOR CONVICTION RECORD SEALING APPLICATION - PDF LINK: Use this application and initial "Misdemeanor Conviction" if you pled guilty/no contest or were found guilty of a criminal offense.

Number of Copies Required: 3

Filing Fee(s): \$60.00 for the first application and \$10.00 for each *additional* conviction application

DISMISSAL/NOT GUILTY RECORD SEALING APPLICATION - PDF LINK: Use this application and initial "Dismissal / Not Guilty" if the criminal case was dismissed, withdrawn, dismissed after completion of a program, or if you were found not guilty at trial.

Number of Copies Required: 3

Filing Fee(s): No fee to file

NOTICE: If you were arrested, but not charged you need to file in the Civil Division. The Civil Division's list of forms is available at this link: https://clerkofcourt.daytonohio.gov/PA/civil_form/DaytonMunicipalCourt-CivilForms.pdf

**Please Note: If you want to keep a time stamped copy: prepare an additional copy and clip it to the original.*