JDF 491	**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 conviction 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]

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 § 7) for a list of charges that can't 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