

Municipal Court, City of Colorado Springs, El Paso County, State of Colorado Court Address: 224 East Kiowa Street Colorado Springs, CO 80901 Phone Number: (719) 385-5922	▲ COURT USE ONLY ▲
The People of the City of Colorado Springs v. Petitioner:	
Attorney or Party Without Attorney (Name and Address): Phone Number: _____ E-mail: _____ FAX Number: _____ Atty. Reg. #: _____	Case Number: _____
MOTION TO SEAL MUNICIPAL CRIMINAL CONVICTION RECORDS	

- The Petitioner is: (check one only)
 - the Person in Interest that is the primary subject of the criminal justice record.
 - the designated representative of the Person in Interest, by power of attorney or notarized authorization.
 - the parent of the Person in Interest, if the Person in Interest is under legal disability.
 - the appointed legal representative of the Person in Interest, if Person in Interest is under legal disability.

- Information about the Defendant: _____ Date of Birth: _____
Current Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone #: _____ Work Phone #: _____ Cell #: _____

- The Petitioner asks this Court for an Order to Seal Arrest and Criminal Records information in the custody of the following agencies:
 - Sheriff's Department - 27 E. Vermijo Ave. Colorado Springs, CO 80903
 - Colorado Springs Police Department 705 S. Nevada Ave. Colorado Springs, CO 80903
 - Colorado Springs Municipal Court 224 E. Kiowa St. Colorado Springs, CO 80903
 - Colorado Springs Probation Department 224 E. Kiowa St. Suite 230 Colorado Springs, CO 80903
 - Colorado Springs City Attorney Prosecution 224 E. Kiowa St. Suite 410 Colorado Springs, CO 80903
 - Colorado Bureau of Investigation 690 Kipling St. Suite 3000 Denver, CO 80215 (required)
 - Other: _____
 - Other: _____
 - Other: _____

Petitioner shall provide to the court a list of any other agency custodians who may have custody of any records subject to this order.

4. The motion is being filed three or more years after the date of the final disposition of all criminal proceedings against the defendant or the release of the defendant from supervision concerning a criminal conviction, whichever is later. Yes No

5. Has the defendant been charged or convicted of a felony, misdemeanor, or misdemeanor traffic offense in three or more years since the date of the final disposition of all criminal proceedings against him or her or the date of the defendant's release from supervision, whichever is later? Yes No

Complete the columns below:

Offense Date	Summons Number	Disposition date or probation end date, whichever is later	Section Code and Title

6. Court case numbers and criminal justice agency case numbers:

Municipal Court case number: _____

Law Enforcement Agency summons number: _____

7. Has the defendant paid all restitution, fines, court costs, late fines or other fees ordered by the Court, unless the Court has vacated the Order in the case requesting to be sealed? Yes No

8. The defendant's motion is for a conviction eligible for sealing under § 24-72-708 C.R.S

9. The conviction records to be sealed are not for a misdemeanor traffic offense committed either by a holder of a commercial learner's permit or a commercial driver's license, as defined in section § 42-2-402 C.R.S or by the operator of a commercial motor vehicle, as defined in section § 42-2-402 C.R.S.

10. The record does not pertain to a deferred judgment and sentence for an offense concerning the holder of a commercial driver's license, or the operator of a commercial motor vehicle pursuant to § 42-2-402, C.R.S.

11. The decision to dismiss the charge(s) was not due to a plea agreement in a separate case.

12. Petitioner requests the Court to set a date for hearing on this Motion, if necessary, and to enter an order sealing criminal record pertaining to the Person in Interest, pursuant to § 24-72-708, C.R.S. and to seal this action.

By checking this box, I am acknowledging I am filling in the blanks and not changing anything else on the form.

VERIFICATION AND ACKNOWLEDGMENT

I, _____(name), swear/affirm under oath, and under penalty of perjury, that I have read the foregoing *MOTION TO SEAL MUNICIPAL CRIMINAL CONVICTION RECORDS*, and that the statements set forth therein are true and correct to the best of my knowledge and belief.

Signature of Petitioner/Attorney

Date

CERTIFICATE OF SERVICE

I certify that on _____ (date) a true and accurate copy of this *Motion to Seal Criminal Conviction Records* was served on the Prosecuting Attorney by:

Hand Delivery E-filed Faxed to this number _____ or by placing it in the United States mail, postage pre-paid, and addressed to the following:

Signature of Petitioner/Attorney